

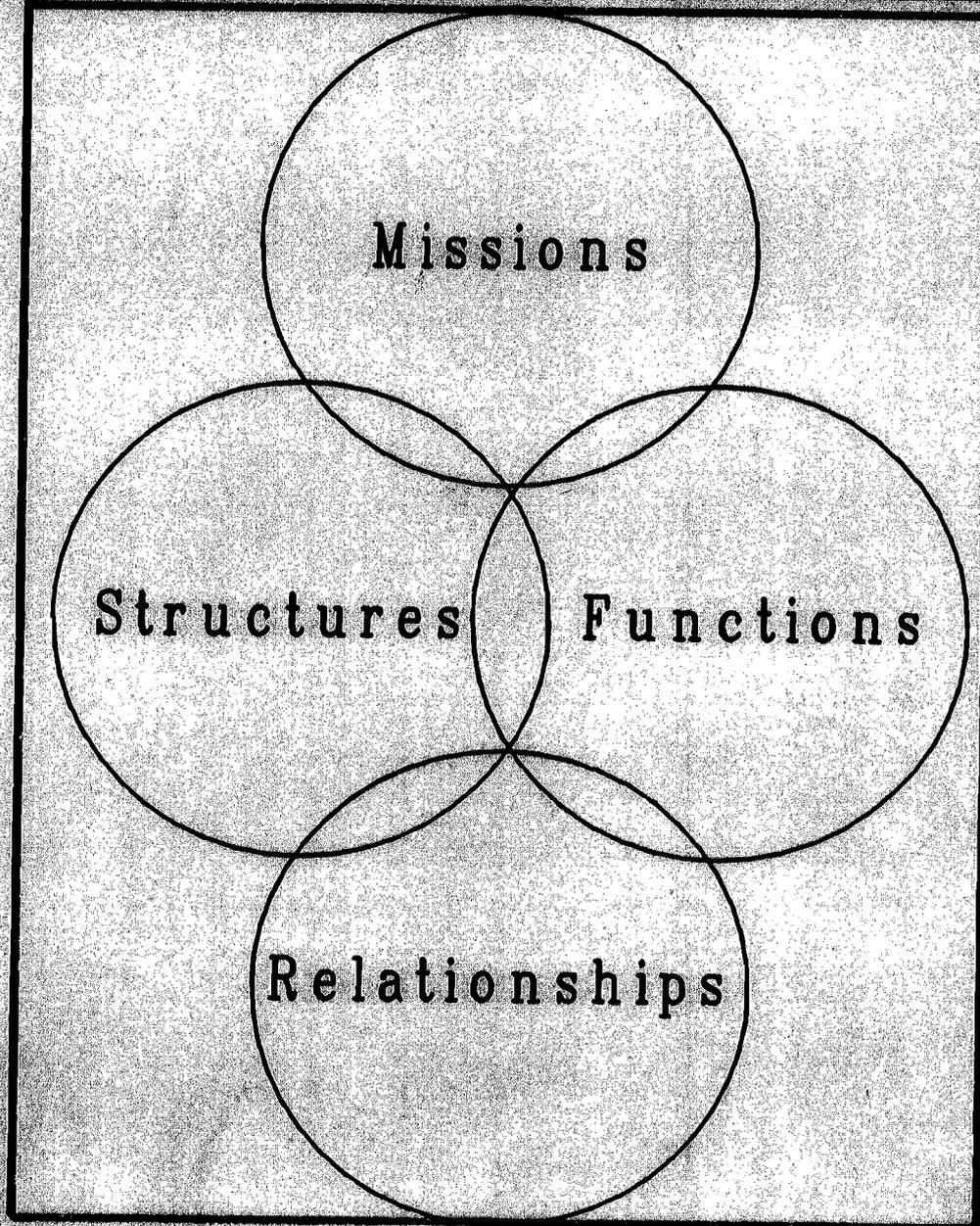
CHRISTY HOINS

U.S. Department
of Transportation

United States
Coast Guard



ORGANIZATION MANUAL



COMDTINST M5400.7C



COMDTNOTE 5400

20 DEC 1991

COMMANDANT NOTICE 5400

CANCELLED: 19 JUN 1992

Subj: CH-3 to COMDTINST M5400.7C, Coast Guard Organization Manual

1. **PURPOSE.** This notice publishes changes to the subject manual approved and implemented through 31 July 1991. It may be used by the entire Coast Guard in conjunction with the subject manual.
2. **SUMMARY OF CHANGES.** Significant changes are marked by a vertical line in the outer margin. Editorial changes are not marked. The following is a summary of the significant changes.
 - a. Commandant (G-C) reorganized the Office of Civil Rights (G-H). The Policy, Planning and External Civil Rights Division (G-HPE) and the Civilian Equal Opportunity Division (G-HCE) were established and the Equal Opportunity Compliance Division (G-HEO) disestablished.
 - b. Chief of Staff (G-CCS):
 - (1) Transferred the Headquarters Civil Rights Staff to (G-CAS) and renamed it the Headquarters Civil Rights Branch (G-CAS-7).
 - (2) Designated Chief, Headquarters Command and Support Division as Commanding Officer, Headquarters Staff.
 - c. Office of Acquisition examined their entire organization and accomplished the following:

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*B:c MLCLANT, MLCPC (6 extra)

20 DEC 1991

- (1) Created an Acquisition Technical Support Staff (G-AT) and the Acquisition Resource Management Division (G-ARM).
 - (2) Disestablished the Acquisition Management Division (G-AM) and the Project Support Division (G-APS).
 - (3) Reorganized (G-ACS) and renamed (G-ACS-1) the Telecommunications and Electronics Acquisition Branch, (G-ACS-2) the Engineering and Operation Support Acquisition Branch and (G-ACS-4) the Policy and Review Branch.
- d. Office of Engineering, Logistics and Development (G-E):
- (1) Created the Engineering Staff (G-ES) and the Environmental Compliance and Restoration Branch (G-ECV-1).
 - (2) Realigned several functions in (G-ENE). Disestablished (G-ENE-4) and renamed (G-ENE-3).
 - (3) Transferred the Tall Tower Program from (G-ECV) to MLC PAC (SMD Honolulu).
- e. Office of Health and Safety (G-K), disestablished the Cost Containment Staff (G-K-1) and created the Wellness Programs Branch (G-KOM-3).
- f. Office of Marine Safety, Security and Environmental Protection:
- (1) Created the Oil Pollution Act Staff (G-MS).
 - (2) Disestablished (G-MER). Assigned its environmental protection functions to a new division, (G-MEP). Assigned its pollution fund activities and certification of financial responsibility to a separate division which later transferred to the National Pollution Funds Center.
 - (3) Consolidated (G-MVI-5) and (G-MVI-6) to form the Vessel Documentation and Tonnage Survey Branch (G-MVI-5).
 - (4) Received the Great Lakes Pilotage functions from the Ninth District and formed the Merchant Vessel Pilotage Branch (G-MVP-7).
- g. Office of Navigation Safety and Waterway Services (G-N):
- (1) Created the Chief Director, U.S. Coast Guard Auxiliary (G-NABx); Renamed (G-NAB-2) the Auxiliary Operations Branch and (G-NAB-5) the Consumer Affairs and Analysis Branch.

20 DEC 1991

- h. Office of Law Enforcement and Defense Operations (G-O) transferred the land and sea based aerostat program from (G-OCU) to (G-OLE).
- i. Office of Personnel and Training (G-P) created the Policy and Programs Branch (G-PE-3) and disestablished the Advanced Training Assignment Branch (G-PRF-3).
- j. Office of Readiness and Reserve renamed all of the (G-RSM) branches as follows: (G-RSM-1) - Reserve Personnel Systems Branch, (G-RSM-2) - Reserve Officer Status and Performance Systems Branch and (G-RSM-3) - Reserve Personnel Records and Retirement Branch.
- k. Office of Command, Control and Communications split the three technical divisions into separate operation and development divisions and created a staff to serve as the client's central point of contact.
- l. Districts: Disestablished the Ninth District Great Lakes Pilotage Staff (dgp) and transferred the functions to Headquarters, (G-MVP-7).
- m. Maintenance and Logistics Commands:
 - (1) Changed the Military Justice Advisor to the Command and Operational Law Branch (lj).
 - (2) Created an Environmental Law Officer (le) in MLCPAC.
- n. Headquarters Units:
 - (1) Created the National Pollution Funds Center under the technical control of the Chief of Staff.
 - (2) Created the Financial Information and Control Division from the reorganized Internal Control and Reconciliation staff at the Finance Center.
 - (3) Renamed several divisions of the R&D Center.
 - (4) Reorganized and retitled several divisions of the Pay and Personnel Center.
 - (5) Coast Guard Ship Introduction Unit obtained the order-issuing functions for Servicewide Class "C" schools from Headquarters (G-PRF-3) and was subsequently renamed the Coast Guard Training Quota Management Center.
- o. Activities Europe created a new Marine Safety Division.

DEC 1991

3. ACTION. Remove and insert the following pages:Remove

- ✓ 1 through xiv
- ✓ 1.1.11 and 1.1.12
- ✓ 2.1.3 and 2.1.4
- ✓ 2.2.1 and 2.2.2
- ✓ 2.2.23 through 2.2.28
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- ✓ 2.3.35 through 2.3.58
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- ✓ 2.8.1 through 2.8.76
- ✓ 2.9.1 and 2.9.2
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- ✓ 4.3.1 and 4.3.2
- ✓ 4.3.13 and 4.3.14
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- ✓ 5.10.1 through 5.10.10
- ✓ 5.11.1 and 5.11.2
- ✓ 6.1.1 through 6.1.6
- ✓ 6.3.1 through 6.3.4
- ✓ 6.4.7 and 6.4.8
- ✓ 6.6.3 and 6.6.4
- ✓ 6.8.7 and 6.8.8
- ✓ 6.8.11 through 6.8.14
- ✓ 6.10.1 through 6.10.4
- 7.1.1 and 7.1.2
- 7.1.5 and 7.1.6

Insert

- i through xiv
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- 2 1.3 and 2.1.4
- 2.2.1 and 2.2.2
- 2 2 23 through 2.2.28
- 2 3.1 through 2.3.24
- 2.3.35 through 2.3.56
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- 6.8.11 through 6.8.14
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- 7.1.1 and 7.1.2
- 7.1.5 and 7.1.6

Robert T. Nelson

ROBERT T. NELSON
Chief of Staff

Encl: (1) CH-3 to COMDTINST M5400.7C



COMDTNOTE 5400
07 DEC 1990

COMMANDANT NOTICE 5400

CANCELLED: 07 JUN 1991

Subj: CH-2 to COMDTINST M5400.7C, Coast Guard Organization Manual

1. **PURPOSE.** This notice provides changes to the subject manual approved through 4 June 1990.
2. **SUMMARY OF CHANGES.** Significant changes are marked by a vertical line in the outer margin. Editorial changes are not marked. The following is a summary of the significant changes:

a. Commandant (G-C):

- (1) Reorganized the Public Affairs Staff, Commandant (G-CP), to create a Program Staff (G-CP/P), Audio-visual Staff (G-CP/AV), History Staff (G-CP-H), Internal Relations Branch (G-CP-1), Media Relations Branch (G-CP-2) and a Community Relations Branch (G-CP-3).
- (2) Consolidation of External Civil Rights Staff (G-H-1) and the Civilian Equal Opportunity Division (G-HCE) into the Equal Opportunity Compliance Division (G-HEO).

b. The Office of Health and Safety, Commandant (G-K), reestablished the Vessel Safety Branch (G-KSE-4).

c. Office of Marine Safety, Security and Environmental Protection, Commandant (G-M):

- (1) Established the Economic Advisory Staff for Safety, Security and Pollution Prevention (G-ME).

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* B:c MLCLANT,MLCPAC (6 extra)

COMDTNOTE 5400

07 DEC 1990

- 2.c.(2) Reorganized the Planning Staff (G-MP) and formed the Information Planning Division (G-MIM).

- d. Office of Navigation Safety and Waterway Services, Commandant (G-N), established the Navigation Systems Safety Special Projects Staff (G-NSP).

- e. Office of Personnel and Training, Commandant (G-P):
 - (1) Exchange and Morale Division, Commandant (G-PXM), reorganized to combine the Morale, Welfare and Recreation Branch (G-PXM-2) and Coast Guard Exchange System (CGES) Branch (G-PXM-3) into one branch, the Coast Guard Exchange System (CGES) and Morale, Welfare and Recreation (MWR) Branch (G-PXM-3).
 - (2) Created a Budget and Analysis Branch (G-PXM-2).

- f. The District Planning Officer (dpl) billet was reestablished in each Coast Guard district.

- g. Maintenance and Logistics Commands:
 - (1) The Shore Technical Support Division (s) is now the Civil Engineering Division (s).
 - (2) The Command, Control and Communications Technical Support Division (t) is now the Command, Control and Communications (C3) Division (t).
 - (3) The Vessel Technical Support Division (v) is now the Naval Engineering Division (v).

- h. The Coast Guard Finance Center was created as a Headquarters Unit.

07 DEC 1990

3. ACTION. Remove and insert the following pages:

<u>Remove</u>	<u>Insert</u>
✓ i through xii, CH-1	i through xiv, CH-2
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* Chapters 4, 5 and 6 are reformatted and issued in their entirety.

R. T. Nelson
ROBERT T. NELSON
Chief of Staff

Encl: (1) CH-2 to COMDTINST M5400.7C



COMDTNOTE 5400

21 MAY 1990

COMMANDANT NOTICE 5400

CANCELLED: 20 NOV 1990

Subj: CH-1 to COMDTINST M5400.7C, Coast Guard Organization Manual

1. **PURPOSE.** This notice provides changes to subject manual.
2. **SUMMARY OF CHANGES.** Significant changes are marked by a vertical line in the left margin. Editorial changes are not marked. The following is a summary of the significant changes.
 - a. Retitled the Administrative Services Division, Commandant (G-CAS) to Headquarters Command and Support Division and reorganized to add the Clinical Services Branch, Commandant (G-CAS-6) and assume responsibility for Headquarters security.
 - b. Senior Competition Advocate responsibility transferred from Resource Director/Comptroller, Commandant (G-CRC) to Chief, Procurement Management Division, Commandant (G-CPM).
 - c. The Office of Engineering and Development, Commandant (G-E):
 - (1) Title changed from Office of Engineering and Development to Office of Engineering, Logistics and Development.
 - (2) Placed Commandant (G-E) information resources management functions within the Logistics Management Division, Commandant (G-ELM) and created Logistics Policy Branch, Commandant (G-ELM-3).

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NON-STANDARD DISTRIBUTION: B:c, MLCLANT, MLC PAC (6 extra)

21 MAY 1990

2. c. (3) Updated Commandant (G-ELM) functional responsibilities for "force management" of the storekeeper rating to include oversight of the Chief Warrant Officer (Finance and Supply) specialty.
- (4) Revised functional statements for the Naval Engineering Division, Commandant (G-ENE) to clarify some of the functions and make intra-branch re-assignments. This action also places all RIOs and APOs under Commandant (G-A) control.
- d. The Office of Personnel and Training, Commandant (G-P):
- (1) Reorganized Personnel Services Division, Commandant (G-PS) to create Military Retired, Benefits, and Decedent Affairs Branch, Commandant (G-PS-5).
- (2) Personnel Information Division, Commandant (G-PIM) reorganized to combine the Strategic Planning Staff, Commandant (G-PIM/S) and Directives Management function, Commandant (G-PIM/D) into one branch, the Special Projects Branch, Commandant (G-PIM-4).
- (3) Special Projects Branch, Commandant (G-PIM-4) formed within the Personnel Information Management Division.
- e. The Office of Law Enforcement and Defense Operations, Commandant (G-O), established a new Intelligence Division, Commandant (G-OIN) from the current Intelligence Branch, Commandant (G-OIS-3).
- f. The Office of Health and Safety, Commandant (G-K):
- (1) Changed name of Medical Administration Division, Commandant (G-KMA) to Resources Management Division, Commandant (G-KRM).
- (2) Created Aviation Safety, Commandant (G-KSE-1), Facility Safety, Commandant (G-KSE-2) and Environmental Health Branch, Commandant (G-KSE-3).
- (3) Incorporated functional statements for Commandant (G-KSE). Consolidated Shore and Vessel Safety in the Facilities Safety Branch (Change 2 will publish the subsequent reversal of this action).

21 MAY 1990

2. g. Atlantic Area (A): Reorganized the Operations Division (Ao) to improve span of control and lines of communication; created the Aircraft Operations Branch (aoa).
- h. Maintenance and Logistics Command (MLC):
 - (1) Revised and updated functional statements for Special Staff elements Readiness Planning Staff, (md-1) and Inspection Staff (mi).
 - (2) Transferred the Safety Branch of the Inspection Staff to the Health Services Division and re-titled the latter "Health and Safety Division." (MLCPAC combined the Safety Branch with the Environmental Health Branch. MLCLANT kept branch separate.)
 - (3) Reorganized MLC Pacific to include the elimination of Logistics and Property Branch (flp) in the Finance Division, and transferring of all of (flp) to other elements.
- i. Headquarters Units:
 - (1) The COMDAC Support Facility reorganized to consolidate technicians and maintenance instructors, and place hardware and software engineers under one division to improve operations.
 - (2) Reorganized the Coast Guard Yard Baltimore, Maryland to alter functional responsibilities, and changed title of Commanding Officer Staff to Management Staff.
 - (3) Created Supply Center Curtis Bay as a Headquarters Unit.
 - (4) Updated functional statements for the Intelligence Coordination Center which will respond to requests after Commandant (G-OIN) screening.

21 MAY 1990

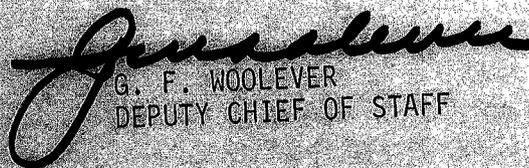
3. ACTION. Remove and insert the following pages:

Remove

- ✓ i through xi
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G. F. WOOLEVER
DEPUTY CHIEF OF STAFF

Encl: (1) CH-1 to COMDTINST M5400.7C



COMDTINST M5400.7C

4 AUG 1989

COMMANDANT INSTRUCTION M5400.7C

Subj: The Coast Guard Organization Manual

1. **PURPOSE.** This manual prescribes the pattern of organization for the Coast Guard and fixes the areas of responsibility which the Commandant has assigned to subordinate components.
2. **DIRECTIVE AFFECTED.** COMDTINST M5400.7B is canceled.
3. **MAJOR CHANGES.** This edition of The Coast Guard Organization Manual reflects the massive changes to Coast Guard organization that occurred over the last two years in Headquarters and the field. This manual contains all organizational changes approved and implemented as of 20 March 1989. Future changes to this edition will include organizational changes approved and implemented after 20 March 1989. All former chapters have been revised and the manual contains a new Chapter Five describing the Maintenance and Logistics Commands. Chapter One provides additional general information and procedures for requesting organizational changes.
4. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, Superintendent of the Academy, Commander, Coast Guard Activities Europe and chiefs of offices and special staff divisions in Headquarters shall comply with the provisions of this manual.

A. BRUCE BERAN
Chief of Staff

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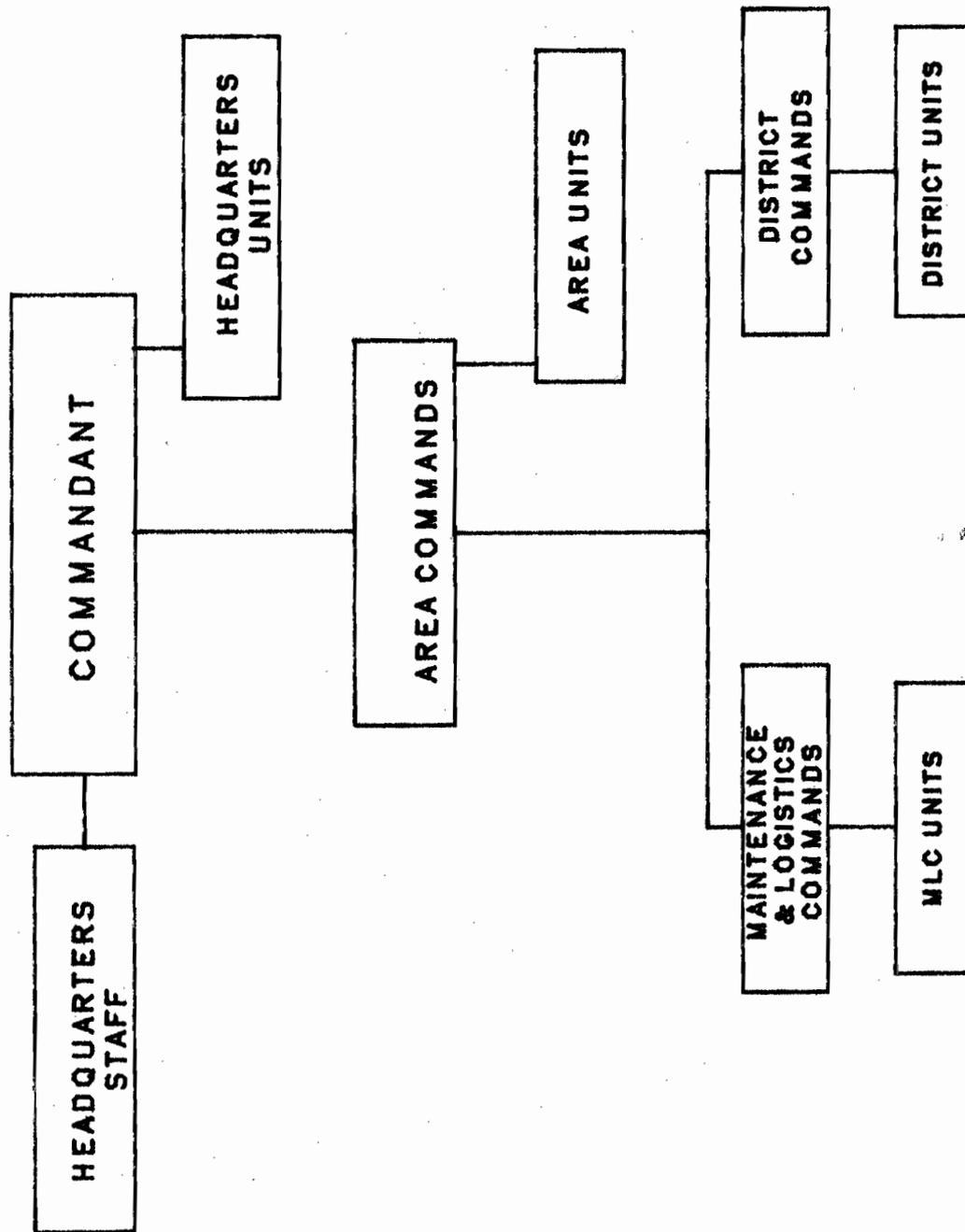
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CHAPTER ONE
INTRODUCTION

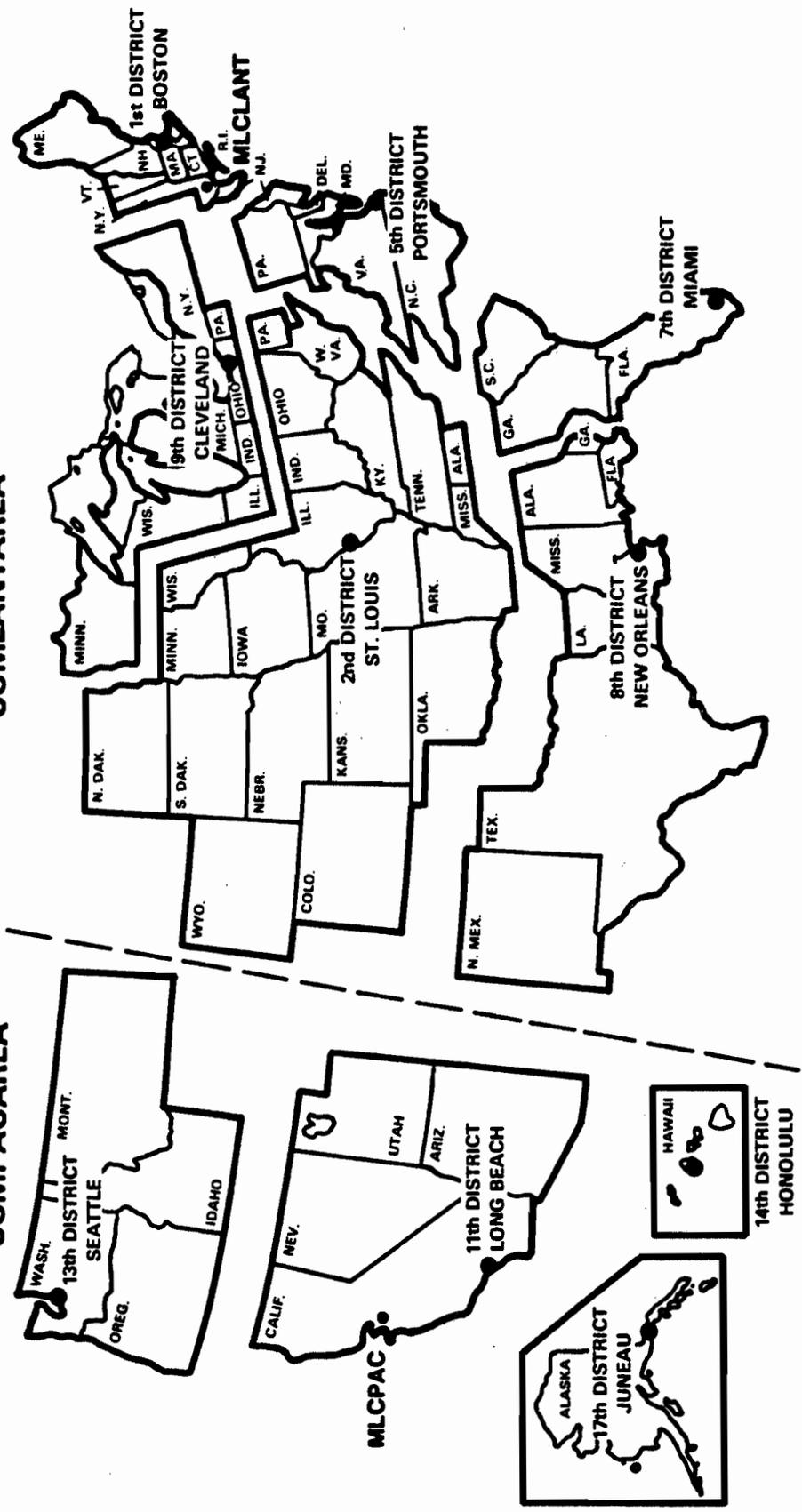
UNITED STATES COAST GUARD



U. S. COAST GUARD FIELD

**Pacific Area
COMPACAREA**

**Atlantic Area
COMLANAREA**



CHAPTER 1 -- INTRODUCTION

A. THE UNITED STATES COAST GUARD

1. **Missions of the United States Coast Guard.** One of America's five Armed Forces, the United States Coast Guard is a versatile military service tasked with the following missions:
 - a. Enforce or assist in the enforcement of all applicable Federal laws on, under and over the high seas and waters subject to the jurisdiction of the United States.
 - b. Engage in maritime air surveillance or interdiction to enforce or assist in the enforcement of the laws of the United States.
 - c. Administer laws and promulgate and enforce regulations for the promotion of safety of life and property on and under the high seas and waters subject to the jurisdiction of the United States, covering all matters not specifically delegated by law to some other executive department.
 - d. Develop, establish, maintain, and operate, with due regard to the requirements of national defense, aids to maritime navigation, icebreaking facilities, and rescue facilities for the promotion of safety on, under and over the high seas and waters subject to the jurisdiction of the United States.
 - e. Engage in oceanographic research of the high seas and in waters subject to the jurisdiction of the United States.
 - f. Maintain a state of readiness to function as a specialized service in the Navy in time of war, including the fulfillment of Maritime Defense Zone command responsibilities.
 - g. Establish and maintain a coordinated environmental program and a comprehensive ports and waterways system, including all aspects of marine transportation.

2. General Description

a. The Coast Guard is a unique and complex organization which serves the diverse roles of military service, regulator, operator, and ambassador. Its present multi-mission character developed from the integration of the Revenue Cutter Service, the Lifesaving Service, the Lighthouse Service, and the Bureau of Marine Inspection and Navigation. These Services and Bureaus were established as follows:

- (1) The Lighthouse Service - August 7, 1789
- (2) The Revenue Cutter Service - August 4, 1790
- (3) The Lifesaving Service - June 20, 1874
- (4) The Bureau of Marine Inspection and Navigation developed as follows:
 - (a) Steamboat Inspection Service - July 7, 1838
 - (b) Bureau of Navigation - July, 5, 1884
 - (c) The Bureau of Navigation and the Steamboat Inspection Services were integrated to form the Bureau of Navigation and Steamboat Inspection - June 30, 1932.
 - (d) The name was changed to: Bureau of Marine Inspection and Navigation - May 27, 1936.

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

- (1) By the Act of January 28, 1915, The Revenue Cutter Service and the Lifesaving Service were merged to form the Coast Guard.
- (2) By the Act of April 3, 1939, and in accordance with Reorganization Plan II of the President proposed thereunder, approved June 7, 1939, and effective July 1, 1939, the Lighthouse Service was integrated into the Coast Guard.
- (3) By Executive Order No. 9083, approved and effective February 28, 1942, The Bureau of Marine Inspection and Navigation and its functions were transferred on a temporary basis to the Coast Guard; this transfer was subsequently made permanent by virtue of the Act of December 20, 1945, and in accordance with Reorganization Plan III of the President proposed thereunder, approved and effective July 16, 1946.

- c. Consisting of a regular establishment of about 38,000 active-duty military members, and over 5,000 civilians, the Coast Guard is the smallest of the U.S. Armed Forces. Over 12,000 Reservists and 32,000 civilian volunteer Auxiliarists augment the active-duty base. Proud of their traditions and highly motivated, Coast Guard people have a strong esprit de corps and a "can do" approach to their duties. Their motto, Semper Paratus, means "Always Ready," and they are.
- d. The Coast Guard is a small service compared to other U. S. Armed Forces but is the 12th largest "navy" (in vessel numbers) with the 7th largest air force in the world. As the oldest, largest, and most professional "Coast Guard" in existence, it has a worldwide reputation for excellence and significant national and international impact. While there is no service exactly like it in the world, the Coast Guard is looked upon as a model for similar agencies and the navies of smaller nations.
- e. At home, an entire nation values the Coast Guard's role in maritime law enforcement and safety; recreational boaters, merchant mariners, commercial fishermen, those touched by natural or environmental disasters, and a host of other varied constituents understand and appreciate "their" Coast Guard as it carries out its multi-mission duties. Congressional interest and support is also intense.
- f. With its operating fleet of ships, aircraft and boats, its shore facilities, communications network and training facilities, the Coast Guard is a flexible force-in-being, ready to 'turn to' in any national emergency. In the meantime, its capital equipment and people are productively employed in the myriad services which contribute to fulfilling the missions described above. Thus, the U.S. taxpayer receives double benefit: an effective defense force and a cost-effective service, enhancing national security in peacetime through contributions to:
- (1) law and order
 - (2) economic well-being
 - (3) safety and health
 - (4) citizen morale and confidence
 - (5) safe and effective transportation

- (6) positive international relationships
 - (7) protection of natural resources.
- g. Some of the specific duties performed to accomplish the missions Congress has prescribed for the Coast Guard are as follows:
- (1) **Aids to Navigation** ... Facilitates safe and efficient passage of marine and air transportation by providing short range aids such as audio, visual or electronic signals, buoys, and lights; and through radionavigation aids such as, LORAN and OMEGA (two electronic navigation systems with stations located worldwide, with joint international operation in several areas).
 - (2) **Bridge Administration** ... Assures that bridges allow for safe passage of marine traffic, including marking and lighting, permits, altering obstructive bridges, overseeing drawbridge operations, etc.
 - (3) **Defense Operations/Contingency Preparedness** ... Provides military capability and readiness to defend the United States, ensure national security, and protect national interests through development and maintenance of plans, training, and exercising.
 - (4) **Enforcement of Laws and Treaties** ... Enforces or assists in the enforcement of the laws and agreements of the United States in areas such as drug interdiction, fisheries, shipping, navigation, illegal immigration, etc.
 - (5) **Ice Operations** ... Facilitates maritime transportation and other national interest activities (such as scientific efforts) in ice-laden polar and domestic waters. Assists in providing marine safety and environmental protection needs in ice environments.
 - (6) **Marine Environmental Response** ... Minimizes the damage from pollutants released in the marine environment; minimizes the threat from potential spills of oil or hazardous substances; and assists in developing national and international pollution response plans.

- (7) **Marine Inspection** ... Minimizes deaths, injuries, property loss and environmental damage by developing and enforcing standards and policy for safe design, construction, maintenance and operations of vessels and offshore facilities engaged in commercial, scientific, or exploratory activity in the marine environment; facilitates marine commerce through documentation and admeasurement of vessels.
- (8) **Marine Licensing** ... Minimizes death, injuries, property loss and environmental damage by developing and enforcing standards and policy for licensing of Merchant Marine Officers, the certification, shipment and discharge of Seamen, and the manning of commercial vessels.
- (9) **Port Safety and Security** ... Provides safety, security and environmental protection for the nation's ports, waterways, waterfront facilities, vessels, and personnel working in them from accidental or intentional damage or injury through activities centered around prevention and enforcement of laws and regulations.
- (10) **Protecting national interest** ... Includes training foreign nationals, taking the lead in forums like the International Maritime Organization, International Lifeboat Conference, International Association of Lighthouse Authorities, etc., provides expertise for international negotiations, etc.
- (11) **Recreational Boating Safety** ... Reduces number of lives lost, people injured and property damaged in recreational boats through boater education, oversight of boat construction standards and equipment, state liaison, accident investigation, regatta patrols, etc.
- (12) **Search and Rescue** ... Minimizes loss of life, injury and property damage by providing aid to persons and property in distress in the marine environment through a fleet of ships, aircraft, boats, and numerous stations linked by a communications network. Also includes a high seas mutual assistance service for merchant ships of all nations.

(13) **Waterways Management** ... Assures safety in U.S. ports and waterways through active and passive traffic management techniques and navigation safety procedures. This includes vessel traffic coordination and control, overseeing anchorages and safety/security zones and special navigation areas.

3. Place of the Coast Guard in the Federal Government Organization 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 directly responsible to and reports directly 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 Presidential Cabinet.
- c. When operating under the Department of Navy, 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 wartime directives.

4. Pattern of Coast Guard Organization.

- a. The basic organization pattern of the Coast Guard reflects an assignment of military command and operational and administrative responsibility and authority among components in Coast Guard Headquarters, Areas, District Commands, Maintenance and Logistics Commands, and individual units in the field. Duties of the Coast Guard are, in most instances, actually performed by individual operating units such as ships, stations, air stations, and marine safety offices.
- b. The field chain of command is from the Commandant to the Area Commanders, from the Area Commanders to the District Commanders and the Maintenance and Logistics Commanders, and in turn from the District Commanders and Maintenance and Logistics Commanders to the Commanding Officer or Officer-in-Charge of an individual operating or logistics unit.

- c. The Commandant, assisted by the Headquarters staff, plans, generally directs, coordinates and evaluates Coast Guard activities within the field organization, and provides immediate direction to Headquarters units.
- d. The Area Commanders, assisted by their staffs, serve as the intermediate echelons of command between the Commandant and intra-Area District and Maintenance and Logistics Commanders. The Area Commanders are responsible for overall mission performance within their respective Areas and act for the Commandant in coordinating or directing emergency or contingency operations within the Area where a multi-district effort is required.
- e. The District Commanders, assisted by their staffs, provide regional direction and coordination for the performance of operational duties by subordinate units assigned.
- f. The Maintenance and Logistics Commanders, assisted by their staffs, provide maintenance and logistics support to Area Commanders, District Commanders, and units for delivering services to the public.
- g. Activities, Section and Group Commanders, assisted by their staffs, provide direction, support and coordination, for functions performed by subordinate units assigned.
- h. Field Units execute and support the mission, programs, and functions assigned to the Coast Guard.
- i. Headquarters Units provide support services for the Coast Guard as a whole, and are under the immediate direction of the Commandant, assisted by the Headquarters Staff.

B. POLICIES AND PROCEDURES GOVERNING THE ORGANIZATION OF THE COAST GUARD

1. Definitions

- a. **Chain of Command.** The succession of commanding officers from a superior to a subordinate through which command is exercised.

- b. **Command.** The authority which a commander in the military service lawfully exercises over subordinates by virtue of rank or assignment. Command includes the authority and responsibility for effectively using available resources and organizing, directing, coordinating, controlling, and planning the employment of military forces for the accomplishment of assigned missions. It also includes responsibility for the 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.'

- (1) **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.
- (2) **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 mission of the subordinate or other organizations.

NOTE: The term 'Administrative Control' should not be confused with the term 'Administrative Support'. Administrative Support is often used to describe the support one unit provides to another under the terms of a formal or informal agreement, such as an intraservice support agreement. Administrative Support can be provided and received among units at a variety of command levels regardless of their organizational relationships.

c. **Organization.** People and materials, functionally arranged, for the purpose of carrying out missions. The organization structure provides the basic framework and integrates the basic components of functions and people assigned to perform them, and the personnel/human factors impacting the organization. A healthy organization establishes and maintains proper relationships between personnel, functions, and assorted material considerations in order to effectively and efficiently accomplish the objectives that support the missions.

d. **Staff.**

- (1) In general usage, Staff applies to those personnel assigned a commander in the military service to assist in the administration and operation of the 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 that serve as an advisory type group with no direct line authority.

e. **Sub-unit.** A separately identified segment of a Coast Guard unit, managed by a supervisor. 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.

Examples of sub-units include: Search and Rescue Detachments (SARDETs), Marine Safety Detachments (MSDs), seasonal stations, etc. The word "detachment" in the title generally connotes a sub-unit.

NOTE: The authority of a supervisor of a sub-unit and that of a commanding officer or officer in charge of a unit are not the same. Refer to U. S. Coast Guard Regulations (COMDTINST M5000.3 series) for more information.

- f. **Technical Control.** The staff responsibility of a designated Headquarters Office Chief for coordinating policy for the overall management of a specific Headquarters unit. This includes planning, programming and budgeting for resources; provision of mission policy, doctrine and procedures; and evaluation of mission performance. Only one Headquarters Office Chief shall be designated to exercise technical control over each Headquarters unit, regardless of the number of Service-wide support functions performed by a unit.
- g. **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. Examples of units include: ships, stations, marine safety offices, bases, support centers, etc.

2. Organizational Principles.

- a. **Unity of Command.** An individual should be directly responsible to only one superior.
- b. **Organizational Integrity.** A function cannot be efficiently assigned to more than one component or organization, since overlapping responsibility will cause undue coordination, conflict, confusion, and delay.
- c. **Span of Control.** The appropriate span of control of an organization is a function of the type of work performed in the organization, the degree of complexity of the work, and the level of responsibility involved.
 - (1) An organization should be structured so that the number of organizational components reporting to a superior do not exceed the number which that superior can effectively coordinate and direct.
 - (2) Conversely, the span of control should not be so narrow that there is excessive organizational layering.

- 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, levels of review are reduced, staff time is conserved, and there is less possibility of delay in making decisions. Commanding Officers and management officials at Headquarters and in the field should periodically review the extent of delegated authority within their commands or assigned areas. Where additional dele-

gation of authority to subordinates is warranted, it is incumbent on Commanding Officers and managers to initiate the delegations. Delegate authority in writing, to an organizational title or position (as opposed to an individual), specifically stating any restrictions or conditions, such as the type of action which requires higher level approval. Copies of letters or documents delegating authority should be filed with organization documents and be readily available for reference.

4. Changes to Coast Guard Organization.

a. **General.** The Commandant or Chief of Staff are the approving authorities of the following actions for all organizational elements described in this manual:

- (1) Reorganizations (changes to organizational structure);
- (2) Addition or deletion of functions within an organizational element;
- (3) Transfer of functions among elements; and
- (4) Changes to organizational titles and symbols. Commandant (G-CCS) approves all symbols used to officially designate organizations. Unapproved symbols may be used for internal use, only if they do not duplicate those in SDL, COMDTNOTE 5605 or those in the Coast Guard Organization Manual, COMDTINST M5400.7 (series).

The Coast Guard shall reorganize elements when a clear organizational benefit will result (e.g., improved lines of communication, chain of command, or desired program emphasis/deemphasis). Proposals to reorganize must demonstrate that advantages outweigh disadvantages such as disruption of employees and disruption to clients. Reorganization requests based on "people problems" (personal friction or inadequate performance) do not qualify for approval. Trial organizations will be considered but require Commandant or Chief of Staff approval prior to implementation.

b. **Proposals.** Proposals to change organizations as described above, on a permanent or trial basis, shall demonstrate that the following factors have been considered:

- (1) Organizational integrity, unity of command and span of control;

- (2) Separate suborganizations exist only when there is a significant number of people connected to the work;
 - (3) The positive and negative impact of changes proposed, both internally and externally; and
 - (4) Other alternatives such as improved communications, redelegation of authority, revised policies, etc. will not solve the problem or achieve the desired objectives.
- Custom*
Process change

Billet/position reprogrammings associated with reorganizations are approved simultaneously or after the organizational approval but not prior to it. Reorganization proposals submitted solely as reprogramming requests will be held pending receipt of a proposal prepared in accordance with this manual.

c. Headquarters Organization.

Headquarters staff members should refer to HQINST 5400.7 series for more detailed instructions.

d. Headquarters Unit Organization.

Proposals for organizational changes to Headquarters units shall contain the information listed in 4.e.(3) below. The requested changes must be submitted through the respective Headquarters office having technical control authority for the individual units.

Internal parameters?

e. Field Organization.

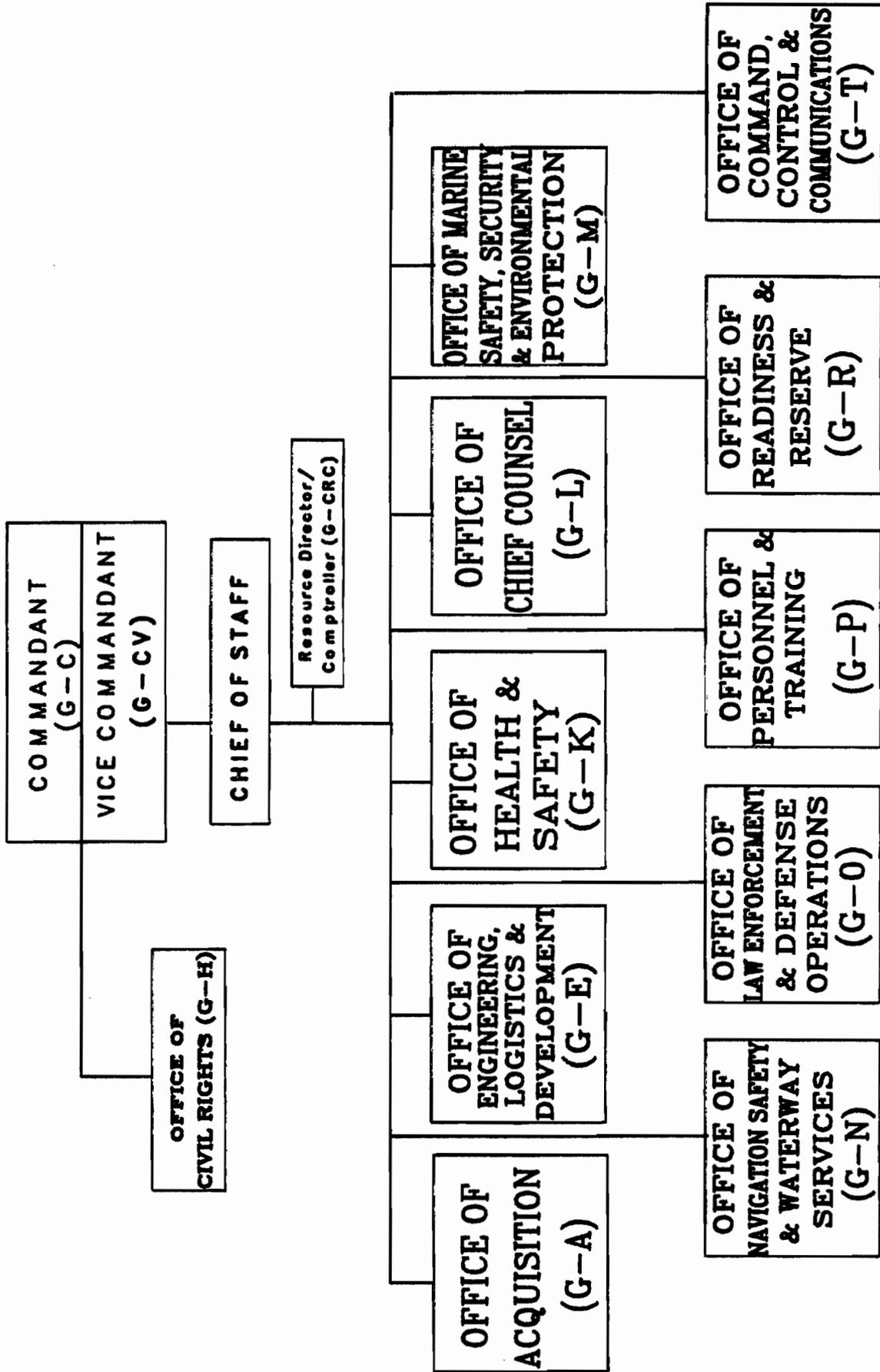
- (1) Prior Commandant approval is required for permanent or trial changes to any field organizational element described in this manual. The requested changes must be submitted through the respective Area Commander. Field commands may publish their own organization manuals consistent with the guidance contained in this manual.
- (2) Chapters 4 and 5 of this manual describe standard organizations. Deviations from the standard to accommodate regional differences or unique situations require Commandant or Chief of Staff approval.
- (3) Field organization proposals shall be submitted to Commandant (G-CCS), and shall include, as a minimum, the following information:

- (a) A brief description of the problem or situation which has precipitated the reorganization request; anticipated costs and benefits; expected impact on program costs and manpower requirements, and a discussion capturing the items listed in 4.b. above. If the organization proposal requires additional resources or resource reprogrammings, a complete justification must be provided.
 - (b) A copy of the current approved organizational structure and Billet Control Numbers/Position Control Numbers(BCN/PCN); and a copy of the proposed structure with the BCN/PCN listings for each organizational element affected.
 - (c) Identification of any billet/position reprogramming needs associated with the proposed reorganization.
 - (d) A copy of current approved functional statements marked to indicate the changes and a copy of the proposed functional statements for each organizational element affected. *X* Commandant (G-CCS-2) (FTS 267-2292) can provide current approved functional statements in correct format for the standard terminal.
 - (e) A statement of the anticipated effect of the proposal on the Equal Employment Opportunity Program.
 - (f) The name and telephone number of a contact person.
- f. **Consultation on Organizational Changes.** Officials considering organizational changes should consult with Commandant (G-CCS-2) (FTS 267-2292) in the development and planning stages. Early consultation facilitates the entire organizational change process. Commandant (G-CCS-2) will analyze, coordinate the Headquarters review, and process all organization proposals. *expand*

CHAPTER TWO
ORGANIZATION OF HEADQUARTERS

U. S. COAST GUARD HEADQUARTERS

CH-I



CHAPTER 2 - ORGANIZATION OF HEADQUARTERS

A. Summary of Headquarters Organization.

1. 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.
2. The Vice Commandant (G-CV) has responsibility for assisting the Commandant in the administration of the Coast Guard and acts as Commandant in the Commandant's absence. Staff components under the immediate direction of the Commandant/Vice Commandant are:
 - a. Special Staff Elements:
 - (1) Medical Advisor (G-K)
 - (2) Staff Chaplain (G-CH)
 - (3) Chief Administrative Law Judge (G-CJ)
 - (4) Foreign Policy Advisor (G-CF)
 - (5) Master Chief Petty Officer (G-CMCPO)
 - (6) Congressional Affairs Staff (G-CC)
 - (7) International Affairs Staff (G-CI)
 - (8) Public Affairs Staff (G-CP)
 - b. 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.
3. 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:
 - a. Special Staff Elements:
 - (1) Chief, Management Effectiveness Staff (G-CCS-2)
 - (2) Chief, Strategic Planning Staff (G-CCS-3)
 - (3) Chief, Headquarters Command and Support Division (G-CAS)
 - (4) Chief, Procurement Management Division (G-CPM)
 - b. The Resource Director/Comptroller (G-CRC) executes the Coast Guard Planning, Programming, Budgeting and Evaluation System (PPBES), and oversees financial management for the Service.

- c. **The Chief, Office of Acquisition (G-A)** has staff responsibility for executing the acquisition of Coast Guard major systems such as cutter, standard boats, aircraft, etc., and special acquisitions designated by the Commandant or Secretary for special monitoring, including associated ordnance, communications, information and logistic support systems. Contracts for other Headquarters project acquisitions requiring formal contracts and conducts cost and price analysis and quality assurance programs to support the contracting activities of the Service.
- d. **The Chief, Office of Engineering, Logistics and Development (G-E)** has staff responsibility for the logistics of the Service that are of an engineering character including the design, construction, maintenance, outfitting, and alteration of vessels, aircraft, aids to navigation, shore establishments, machinery, and utilities. Administers a program of research and development responsive to the needs of the Service for new or improved systems, equipment, methods and procedures.
- e. **The Chief, Office of Health and Safety (G-K)** has staff responsibility to develop and implement the overall health services and safety of the Coast Guard.
- f. **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 ruling of higher authority.
- g. **The Chief, Office of Marine Safety, Security and Environmental Protection (G-M)** has staff responsibility for establishing and maintaining a coordinated Federal port safety and security program, a comprehensive environmental program, a program for the inspection of merchant vessels, for the prevention of marine casualties, and for the comprehensive development of standards, and a program for licensing and certificating merchant marine personnel.
- h. **The Chief, Office of Navigation Safety and Waterway Services (G-N)** has staff responsibility for Coast Guard operations involving short range aids to navigation, radionavigation aids, bridge administration, search and rescue, the Coast Guard Auxiliary, polar and dometic ice-breaking, marine science, ocean operations, recreational boating safety, and waterways management.

- i. **The Chief, Office of Law Enforcement and Defense Operations (G-O)** has staff responsibility for Coast Guard operations involving enforcement of laws and treaties, operational and military readiness, ocean operations, and intelligence, investigation and security.
- j. **The Chief, Office of Personnel and Training (G-P)** has staff responsibility for the logistics of the Service that are of a personnel nature, including the procurement, training, assignment, maintenance of accounts and disbursement of funds related to pay, travel, separation of personnel and the provision of morale services.
- k. **The Chief, Office of Readiness and Reserve (G-R)** has staff responsibility for oversight of Coast Guard Readiness to perform peacetime missions and fullfill wartime roles and for the Reserve logistics of the Service to insure readiness of Coast Guard Reserve Forces.
- l. **The Chief, Office of Command, Control, and Communications (G-T)** has staff responsibility for a program to provide command, control, communications and information systems in support of Coast Guard missions.

B. Assignment of Functions and Related Delegations of Authority.

The functions assigned to the various organizational components of Headquarters are contained in this part (Chapter 2). Assignment of functions to the chief of an organizational component gives that individual the authority necessary to oversee and manage the functions and responsibilities of that organizational component, subject to reservations of authority, restrictions and controls imposed by superiors.

C. Functions Common to all Organizational Elements.

Certain common functions are the responsibility of the heads of all organizational elements. To reduce duplication throughout this manual, these common functions are listed below:

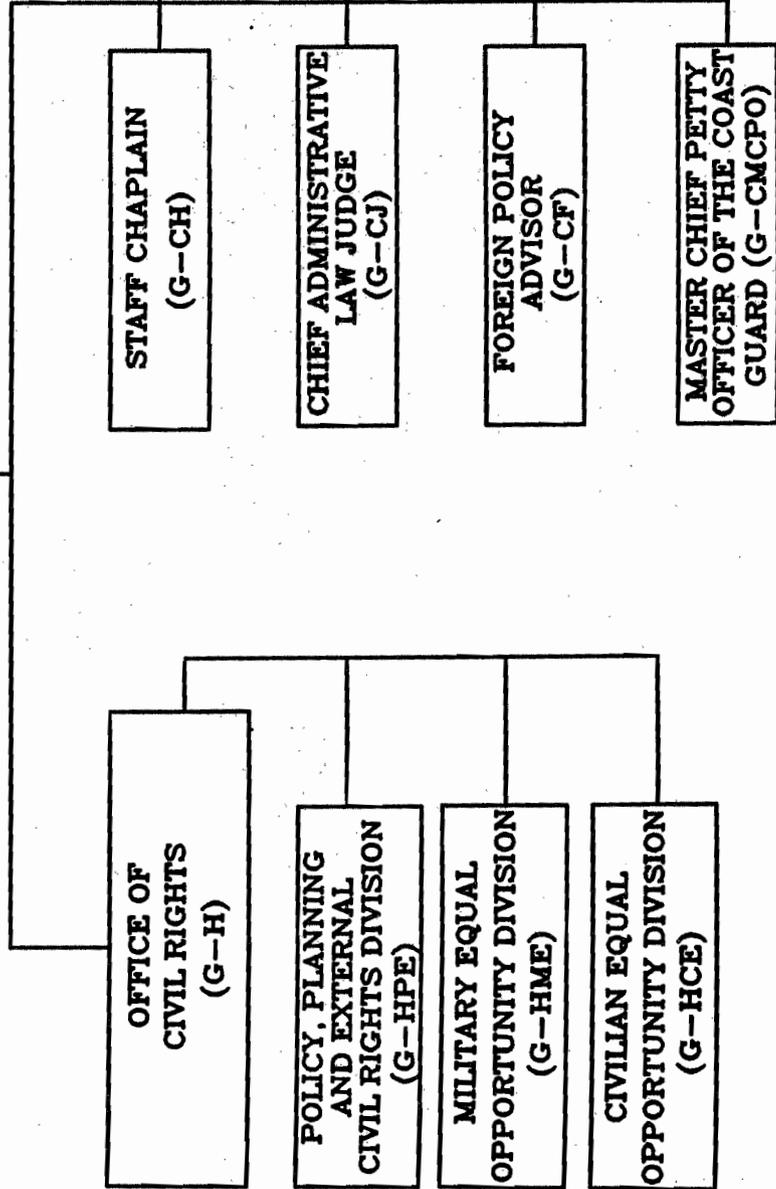
1. Monitoring and evaluating internal management processes and taking steps to remedy problems associated with organizational and functional alignment, work procedures, manpower utilization, grade/rank structure and delegations of authority.
2. Indoctrinating, supervising, coordinating, and disciplining subordinate personnel. (Discipline shall include all legitimate and constructive action which promotes morale and efficiency among employees.)
3. Coordinating assigned functions with the functions of other organizational elements.
4. Taking action on communications.
5. Maintaining adequate records.
6. Preparing and/or processing special and routine reports.
7. Developing directives and instructions.
8. Maintaining liaison with other Federal agencies and outside organizations.
9. Discharging responsibilities prescribed by Coast Guard Regulations and by other orders and directives issued by higher authority.
10. Carrying out studies, planning, evaluation and budget development relative to improvement of current operations and implementation of plans and programs as approved by competent authority.

COMMANDANT

(G-C)

**COMMANDANT
(G-C)**

**VICE-COMMANDANT
(G-CV)**



**CONGRESSIONAL
AFFAIRS STAFF
(G-CC)**

**INTERNATIONAL
AFFAIRS STAFF
(G-CI)**

**PUBLIC AFFAIRS
STAFF (G-CP)**

**PROGRAMS STAFF
(G-CP/P)**

**AUDIOVISUAL STAFF
(G-CP/AV)**

**HISTORY STAFF
(G-CP/H)**

**INTERNAL RELATIONS
BRANCH (G-CP-1)**

**MEDIA RELATIONS
BRANCH (G-CP-2)**

**COMMUNITY RELATIONS
BRANCH (G-CP-3)**

**STAFF CHAPLAIN
(G-CH)**

**CHIEF ADMINISTRATIVE
LAW JUDGE
(G-CJ)**

**FOREIGN POLICY
ADVISOR
(G-CF)**

**MASTER CHIEF PETTY
OFFICER OF THE COAST
GUARD (G-CMCPG)**

**OFFICE OF
CIVIL RIGHTS
(G-H)**

**POLICY, PLANNING
AND EXTERNAL
CIVIL RIGHTS DIVISION
(G-HPE)**

**MILITARY EQUAL
OPPORTUNITY DIVISION
(G-HME)**

**CIVILIAN EQUAL
OPPORTUNITY DIVISION
(G-HCE)**

**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 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 that officer's 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. Chair the Senior Advisory Group.
 - e. Take appropriate action on appeals from actions or decisions of the Chief of Staff that may be entered by Chiefs of Headquarters Offices.
 - f. Direct the activities of the Congressional Affairs Staff.
 - g. Direct the activities of the Public Affairs Staff.

**STAFF CHAPLAIN
(G-CH)**

1. **Mission.** To advise the Commandant on religious matters and to facilitate and coordinate religious ministries to meet the needs of Coast Guard personnel and their dependents.
2. **Functions.** Under the general direction and supervision of the Commandant, the Staff Chaplain shall:
 - a. Act as the principal advisor to the Commandant on religious matters.
 - b. Maintain liaison with the Chief of Chaplains of the Navy in matters affecting religious ministries in the Coast Guard.
 - c. Maintain liaison with the Chief of Chaplains of the Navy and the Chief of Naval Reserve regarding the assignment and training of Navy Reserve Chaplains for duty with the Coast Guard.
 - d. Provide supervision, pastoral support and guidance to chaplains assigned to Coast Guard units; and facilitate and coordinate religious ministries of chaplains and civilian clergy within the Coast Guard to support budget allocations.
 - e. In conjunction with the Office of Personnel and Training, monitor chaplain billet requirements and distribution to ensure optimum allocation of manpower.
 - f. Develop orientation programs for chaplains assigned to Coast Guard units and implement professional development programs promulgated by the Chief of Chaplains of the Navy.
 - g. Identify requirements for support of religious ministries within the Coast Guard to support budget allocations.
 - h. Monitor programs, resources and plans to ensure optimum ministries are provided to Coast Guard personnel and their dependents.
 - i. Coordinate chaplain participation in inspection programs relating to unit religious programs.
 - j. Ensure compliance with pertinent regulations, instructions, procedures and policies in the management of chapel funds.

**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 public 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 Public Law 98-89 (1983), codified at 46 U.S.C Sec. 7701, and the Administrative Procedure Act, as amended (5 U.S.C., Sec. 551-559), and public regulations promulgated thereunder (46 C.F.R. Sec. 1.10c and Part 5).
 - 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 ensure 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 seaman 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.

**FOREIGN POLICY ADVISOR
(G-CF)**

1. **Mission.** To advise, inform and assist the Commandant on matters that relate to foreign affairs.
2. **Functions.** Under the general direction and supervision of the Commandant, the Foreign Affairs Advisor shall:
 - a. Provide briefings and status reports on foreign policy issues of particular interest to the Coast Guard.
 - b. Provide briefings or background papers on foreign political and economic developments for use by the Coast Guard in connection with high level foreign visits.
 - c. Review message traffic, reports, and communications between the Coast Guard and the Department of State and other concerned foreign affairs agencies.
 - d. Attend meetings between officials of the Coast Guard and the Department of State.
 - e. Provide timely information to the Commandant on proposed or new policies as they are formulated within the Department of State that may affect the Coast Guard's areas of interest.
 - f. Assure that appropriate units of the Department of State and other relevant foreign affairs agencies have timely information on Coast Guard activities and policies that may have foreign affairs implications.
 - g. Generally oversee the Coast Guard's international affairs program and the work of the International Affairs Staff.

**MASTER CHIEF PETTY OFFICER OF THE COAST GUARD
(G-CMCPO)**

1. **Mission.** To advise and assist the Commandant on matters relating 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. Represent enlisted personnel on boards, committees and study groups as required.
 - e. Maintain liaison with Command Enlisted Advisors at field commands and with counterparts in other Armed Services.
 - f. Evaluate and recommend appropriate action regarding suggestions 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 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 interests.
 - f. Examine all replies to written requests for information received from members and committees and 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.
- i. Coordinate certain Federal interagency and intergovernmental affairs activities.

**INTERNATIONAL AFFAIRS STAFF
(G-CI)**

1. The Chief, International Affairs Staff, is the senior military advisor to the Commandant on international affairs. In that capacity, under the general direction and supervision of the Foreign Affairs Advisor, the incumbent shall:
 - a. Assist the Foreign Affairs Advisor in advising the Commandant on foreign policy matters and the general impact of Coast Guard programs and operations on international affairs.
 - b. Develop and coordinate the international activities of the Coast Guard.
 - c. Ensure proper coordination of international activities with the Office of the Secretary of Transportation, the Department of State, and other appropriate agencies to assure consistency with current U.S. foreign policy.
 - d. Serve as the point of contact and coordinator on matters of interest to the Coast Guard with other agencies, foreign governments, and international organizations.
 - e. Monitor and coordinate Coast Guard participation and position formulation regarding international meetings and advise the Commandant on U.S. representation at international conferences. Ensure proper instruction of U.S. delegations to international conferences.
 - f. Have primary responsibility for coordination among the various governmental and industry groups to develop and prepare United States positions relative to matters of interest to the Coast Guard. Act as the Secretariat for the International Maritime Organization and coordinator of all Coast Guard participation in international organizations.
 - g. In consultation with other involved U.S. agencies, prepare and coordinate the Coast Guard's contribution to agreements with foreign governments and organizations.
 - h. Keep responsible Coast Guard offices advised of:
 - (1) the status of relevant international conventions and agreements and,
 - (2) other Coast Guard involvement in international affairs.
 - i. Arrange and coordinate visits of foreign personnel to Coast Guard Headquarters and field units.

- j. Coordinate training of foreign personnel at Coast Guard facilities and all overseas training or security assistance projects involving Coast Guard personnel.
- k. Arrange clearance/notification for foreign port visits by Coast Guard vessels.

PUBLIC AFFAIRS STAFF
(G-CP)

1. **Mission.** To provide a comprehensive and effective public affairs program that keeps all those interested in the Coast Guard informed through either media relations, community relations or internal relations activities.
2. **Functions.** Under the general direction and supervision of the Vice Commandant, the Chief, Public Affairs Staff, shall:
 - a. Develop plans for and administer the public affairs program of the Coast Guard to promote public and internal knowledge and foster understanding of the activities of the Coast Guard.
 - b. Manage and promote an active Public Affairs Program.
 - c. Oversee all aspects of audiovisual activities undertaken Service-wide; and review and approve or disapprove requests for procurement of audiovisual equipment Service-wide.
 - d. Provide for an effective public affairs personnel training program.
 - e. Prepare, clear, and distribute public affairs material such as pamphlets, booklets, magazine articles, radio and television materials.
 - f. Survey and analyze public opinion regarding the Coast Guard; advise as to the public relations implications of proposed programs or policies of the Coast Guard; initiate recommendations relative to improvement in Coast Guard public affairs activities.
 - g. Maintain continuing liaison with all the news media; clear information for release; and answer inquiries from these media and the public.
 - h. Provide overall guidance, coordination and policy determination for the Coast Guard History Program; the operation of Coast Guard Museums; and the general preservation of Coast Guard artifacts and memorabilia, and their loan to qualified organizations.
 - i. Coordinate the cooperative public affairs efforts for the Coast Guard Reserve, the Coast Guard Auxiliary and retired personnel.
 - j. Ensure compliance with the visual identification program.
 - k. Administer the Coast Guard Public Service Award Program.
 - l. Serve as a member of the DOT Public Affairs Council.

- m. Act as the primary authority for approval of cooperation on the part of any component of the Coast Guard with commercial producers of feature, short subject films, or television series having regional or national distribution.
- n. Manage, fund and coordinate activities of the Coast Guard Band and Coast Guard Ceremonial Honor Guard.
- o. Oversee the Public Affairs Liaison Office (Hollywood); review/approve Coast Guard cooperation with commercial audiovisual enterprises.
- p. Serve as representative to Department of Defense Public Affairs Working Group.
- q. Serve as representative to Interagency Committee on Public Affairs in Emergencies.
- r. Responsible for management of the PA and MU ratings. Includes all areas which determine the health of these ratings: e.g., billet structure, training, career progression, occupational standards, impact of technological changes, etc.

**PROGRAMS STAFF
(G-CP/P)**

1. Under the direction and supervision of the Chief, Public Affairs Staff, the Chief, Programs Staff shall:
 - a. Manage the Public Affairs Specialist rating: planning, assignments, qualification, and advancement.
 - b. Serve as the Public Affairs liaison with Coast Guard Institute and Defense Information School to coordinate training development.
 - c. Coordinate the Coast Guard public affairs program with field units; disseminate public affairs policy guidance.
 - d. Develop training plans and manage training for Coast Guard public affairs personnel.
 - e. Develop plans for promoting internal and external knowledge and understanding of the activities and mission of the Service.
 - f. Promulgate Coast Guard public affairs policy in appropriate manuals and directives.
 - g. Survey and analyze public opinion regarding the Coast Guard.
 - h. Advise the Chief, Public Affairs Staff, on public relations implications of proposed programs or policies of the Coast Guard.
 - i. Recommend ways to improve the Coast Guard's public affairs activities.
 - j. Serve as liaison with the Fleet Home Town News Center.
 - k. Manage the planning, programming and budgeting system for the public affairs program.
 - l. Act as the Force Manager for the PA and MU ratings. Responsible for coordinating human resource demand with facility and program managers to determine the qualifications and health of the PA and MU force structures.

**AUDIOVISUAL STAFF
(G-CP/AV)**

1. Under the direction and supervision of the Chief, Public Affairs Staff, the Chief, Audiovisual Staff shall:
 - a. Advise the Chief, Public Affairs, on audiovisual (AV) policy.
 - b. Execute the functions of Chief, Public Affairs, as AV control point within the context of DOT Order 1210.5, Public Affairs Management Manual; oversee Coast Guard-wide procurement and production of AV products and procurement of AV equipment.
 - c. Preserve, duplicate and distribute official Coast Guard AV products for public affairs support as required.
 - d. Provide AV support for other Public Affairs Staff and Headquarters Offices as directed.

**HISTORY STAFF
(G-CP/H)**

1. Under the direction and supervision of the Chief, Public Affairs Staff, the Chief, History Staff shall:
 - a. Resolve historical controversies.
 - b. Research and prepare trend studies to support decisionmaking.
 - c. Research, evaluate documents and preserve the institutional memory of the Coast Guard.
 - d. Author historical materials.
 - e. Research material for historical exhibits, relating it to the service.
 - f. Maintain liaison with various museums and historical societies.
 - g. Facilitate public access to historical documentation.

**INTERNAL RELATIONS BRANCH
(G-CP-1)**

1. Under the direction and supervision of the Chief, Public Affairs Staff, the Chief, Internal Relations Branch shall:
 - a. Develop plans for and promote internal knowledge and understanding of the activities and missions of the Coast Guard.
 - b. Publish the Commandant's Bulletin.
 - c. Provide guidance to field units concerning publishing of command newspapers and effective internal communications.
 - d. Monitor and support field command internal relations programs.
 - e. Write Commandant's Holiday greetings to be printed in the Bulletin and for release as ALCOAST as appropriate.
 - f. Administer the Alex Haley and Thomas Jefferson Awards programs.
 - g. Act as liaison to the American Forces Information Service, Defense Eligibility Enrollment Report System and Navy Internal Relations Activity.
 - h. Administer any special internal projects (e.g., Armed Forces Day and Memorial Day broadcasts on American Forces Radio and Television System).
 - i. Operate an information system to keep Coast Guard top management current on issues.
 - j. Maintain liaison with other internal publications (e.g., Retiree Newsletter, Onscene and Engineer's Digest).
 - k. Operate an electronic bulletin board for internal information.

**MEDIA RELATIONS BRANCH
(G-CP-2)**

1. Under the direction and supervision of the Chief, Public Affairs Staff, the Chief, Media Relations Branch shall:
 - a. Serve as the primary point of contact between Coast Guard Headquarters and the news media.
 - b. Serve as one of the principal advisors to Commandant and senior officials on media relations.
 - c. Develop and carry out a program directed toward the media to enhance public understanding and support of Coast Guard missions, policies and activities.
 - d. Coordinate major press conferences and interviews of senior Coast Guard officials.
 - e. Prepare and coordinate news releases with the Office of the Secretary of Transportation.
 - f. Distribute audiovisual materials to the news media on a nationwide basis.
 - g. Establish and maintain effective working relationships with representatives of national and international news media, assisting them in developing stories and arranging for their embarkation aboard Coast Guard units when appropriate.
 - h. Prepare and assist in the preparation of special articles and features about the Coast Guard for use in the news media, magazines and books, with the exception of Service-related publications such as Sea Power, American Legion, VFW Magazine, etc.
 - i. Provide timely and accurate response to queries from the media.
 - j. Release official biographies and photographs of Coast Guard flag officers as appropriate.
 - k. Maintain liaison with public affairs officers in the Office of the Secretary of Transportation, Secretary of Defense, all armed forces and other Federal agencies as needed.
 - l. Provide media relations guidance to Headquarters offices and field units.
 - m. Coordinate the release of information by Coast Guard Districts to national and international media.

- n. Provide review and clearance of speeches, articles and books prepared by Coast Guard personnel.
- o. Provide review and approval of advertising and promotional material using the Coast Guard's name and/or emblem.
- p. Work with public affairs counterparts in the Coast Guard Auxiliary to increase Coast Guard exposure in local media.
- q. Maintain liaison with Commandant's press assistant.

**COMMUNITY RELATIONS BRANCH
(G-CP-3)**

1. Under the direction and supervision of the Chief, Public Affairs Staff, 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.
 - b. Serve as project manager for public affairs functions requiring Coast Guard participation in the Washington, D.C. area.
 - c. Administer the operations of the Coast Guard Exhibit Center. Acquire, preserve, and coordinate loan of artwork, models, historical artifacts and memorabilia to qualified organizations; maintain a Coast Guard-wide centralized listing. Review requests for construction or procurement of any materials for display of exhibits, artwork, models, and artifacts. Maintain liaison with major museums/historical societies for long term license agreements and exhibitions of Coast Guard artwork, artifacts, and memorabilia.
 - d. Coordinate the Coast Guard ART Program (COGAP) and the Coast Guard Illustration Program (COGILL).
 - e. Coordinate and direct the activities of the Coast Guard Band when appearing outside the New London area; coordinate the scheduling of the Coast Guard Ceremonial Honor Guard and Precision Drill Team.
 - f. Coordinate arrangements for launching and commissioning of major ships and for other important ceremonies as directed.
 - g. Coordinate parade and ceremonial representations, dedications, presentations, presidential inaugurals, and ship visits in the Washington, D.C. area.
 - h. Administer the Coast Guard's naming program for cutters and shore facilities.
 - i. Administer the Coast Guard Public Service Awards Program.
 - j. Coordinate and develop programs to enhance the image of the Coast Guard in communities of the United States.
 - k. Coordinate and direct public orientation visits to Coast Guard units as requested.
 - l. Act as the special assistant for Navy League matters and provide liaison with respect to Coast Guard policies and programs.

- m. Maintain liaison with Veterans organizations, youth groups, civic groups, businesses and other organizations as appropriate.
- n. Administer the Coast Guard's speakers' bureau for the Washington, D.C. area, foster the creation of speakers' bureaus in the field, and coordinate external requests for Headquarters' speakers.
- o. Ensure compliance with the visual identification program.
- p. Serve as project manager for Coast Guard participation in special and national projects and ceremonies; support field units as appropriate.
- q. Prepare and assist in the preparation of special articles and features about the Coast Guard for use in Service-related publications such as Sea Power, American Legion, VFW Magazine, etc.
- r. Obtain reprints of Coast Guard articles from publishers, provide creative writing, arrange for reproduction and distribution of public affairs pamphlets, booklets, and brochures.
- s. Coordinate with public affairs counterparts in the Department of Defense, other armed forces, civilian agencies, and Coast Guard Auxiliary to increase Coast Guard participation in national events.
- t. Coordinate community support for all scheduled CGC EAGLE port visits; conduct all promotional efforts to assure maximum public awareness of EAGLE cruise schedules and subsequent open house programs.
- u. Coordinate DOT and Coast Guard Headquarters volunteer programs and the Partnership in Education program.

**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; Public Law; and Equal Employment Opportunity 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 Departmental Director of Equal Employment Opportunity, in investigation of complaints alleging discrimination filed by active duty and reserve military personnel, members of the Coast Guard Auxiliary, civilian employees, or applicants for employment.

 - (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 Historically Black Colleges and Universities (HBCUs) are involved in Coast Guard sponsored programs.

- (6) 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.
 - e. Serve as the Coast Guard Title VI Coordinator (Title VI of the Civil Rights Act of 1964, Executive Order 11247 and regulations of the Department of Justice) coordinating with elements involved with Federally funded assistance projects.
 - f. 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.
 - g. Be the Program Director for the Civil Rights Support Program.

**POLICY, PLANNING AND EXTERNAL CIVIL RIGHTS DIVISION
(G-HPE)**

1. Under the general direction and supervision of the Chief, Office of Civil Rights, the Chief, Policy, Planning and External Civil Rights Division shall:
 - a. Develop policy, planning and budget documents, consistent with PPBES requirements, to staff, fund and provide resources for the Civil Rights Support Program.
 - b. Develop policies, procedures, guidelines and program plans for the effective implementation of external civil rights compliance programs required under National Recreational Boating Safety Financial Assistance Program.
 - c. Assist and advise Coast Guard managers, grant recipients and State government officials on all matters relating to the civil rights compliance obligations of recipients of Federal grants. As required by DOT Director of Civil Rights, provide assistance in the investigation of complaints of discrimination filed against grant recipients.
 - d. Develop policies, procedures, and guidelines for the effective implementation and management of programs designed to improve the involvement level of Historically Black Colleges and Universities (HBCUs) in Coast Guard sponsored programs. Assist and advise Coast Guard managers, government officials and representative of HBCUs' on all matters relating to Executive Order 12677, HBCUs.
 - e. Develop policies, procedures, and guidelines to effectively implement and manage a discriminatory complaints system for the Coast Guard Auxiliary. Assist and advise Coast Guard managers and officials of the Coast Guard Auxiliary on all matters relating to this system. As required by DOT Director of Civil Rights, provide assistance in the investigation of complaints of discrimination filed by members of the Coast Guard Auxiliary.
 - f. Plan and coordinate multi-divisional projects; plan, organize and direct work project action teams employed to solve complex program implementation problems.

**MILITARY EQUAL OPPORTUNITY DIVISION
(G-HME)**

1. Under the general direction and supervision of the Chief, Office of Civil Rights, the Chief, Military Equal Opportunity Division shall:
 - a. Develop guidelines, procedures, internal policies and directives as necessary to establish and manage an effective military Civil Rights/Equal Opportunity program for Coast Guard military personnel.
 - b. Evaluate the status of military equal opportunity in the Coast Guard to identify problems, and advise in formulating plans of action, goals, and milestones for program improvement. Monitor progress towards achievement of goals through the review of Military Affirmative Action Plans (MAAP) of maintenance and logistics commands, district commands and major Headquarters units.
 - c. Review internally-developed plans, policies, directives, and guidelines affecting Coast Guard military personnel to assure they are consistent with Coast Guard equal opportunity policies and directives, and with laws and issuances of higher authority.
 - d. Provide technical assistance and advice to Coast Guard Headquarters program directors/managers, areas, maintenance and logistics commands, district commands, and major Headquarters units Civil Rights program managers.
 - e. As required by DOT Director of Civil Rights, provide assistance in the investigation of complaints of discrimination filed by military personnel of the U.S. Coast Guard and Coast Guard Reserves.
 - f. Establish, maintain, and coordinate training programs for Service personnel and program personnel as needed to meet Coast Guard equal opportunity goals.
 - g. 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.

**CIVILIAN EQUAL OPPORTUNITY DIVISION
(G-HCE)**

1. Under the general direction and supervision of the Chief, Office of Civil Rights, the Chief, Civilian Equal Opportunity Division shall:
 - a. Develop guidelines, procedures, internal policies and directives to establish and manage an effective equal opportunity program for the Coast Guard. Continually evaluate the civilian equal opportunity posture and program resources, and initiate remedial measures as necessary.
 - b. Review plans, policies, directives, and guidelines promulgated by other Coast Guard offices for adherence to equal opportunity law, executive orders, Departmental instructions, EEO case laws and personnel merit procedures as they affect Coast Guard employees.
 - c. Manage the civilian discrimination complaint process as required by the DOT Director of Equal Employment Opportunity to include the investigation of discrimination complaints initiated by employees and applicants for employment with Coast Guard.
 - d. Manage the civilian affirmative action and special emphasis programs, to include development, coordination and evaluation of programs consistent with Equal Employment Opportunity Commission and Office of Personnel Management guidelines.
 - e. Consult with, assist and advise Coast Guard managers, civilian employees, applicants, and minority/female organizations on equal opportunity matters.

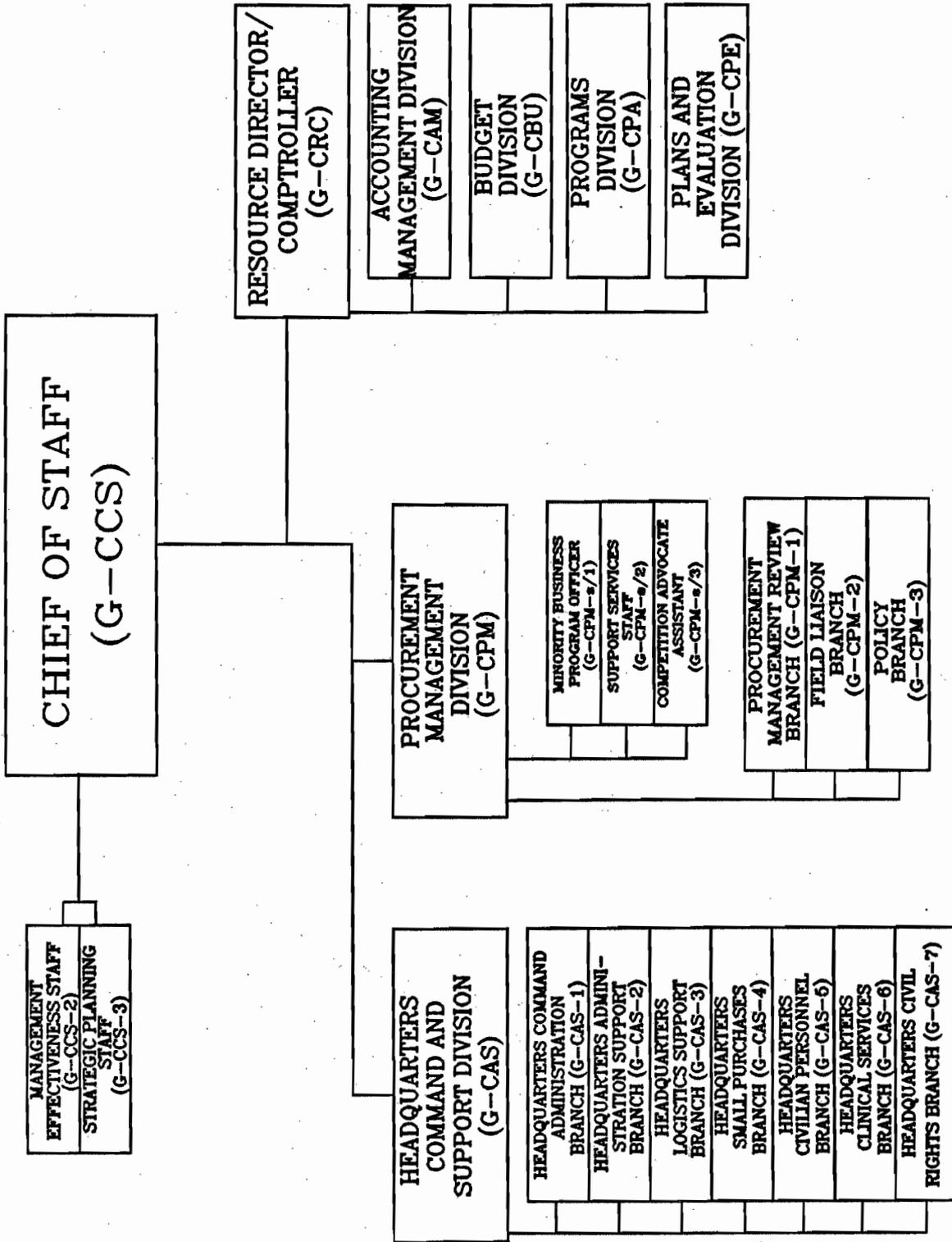
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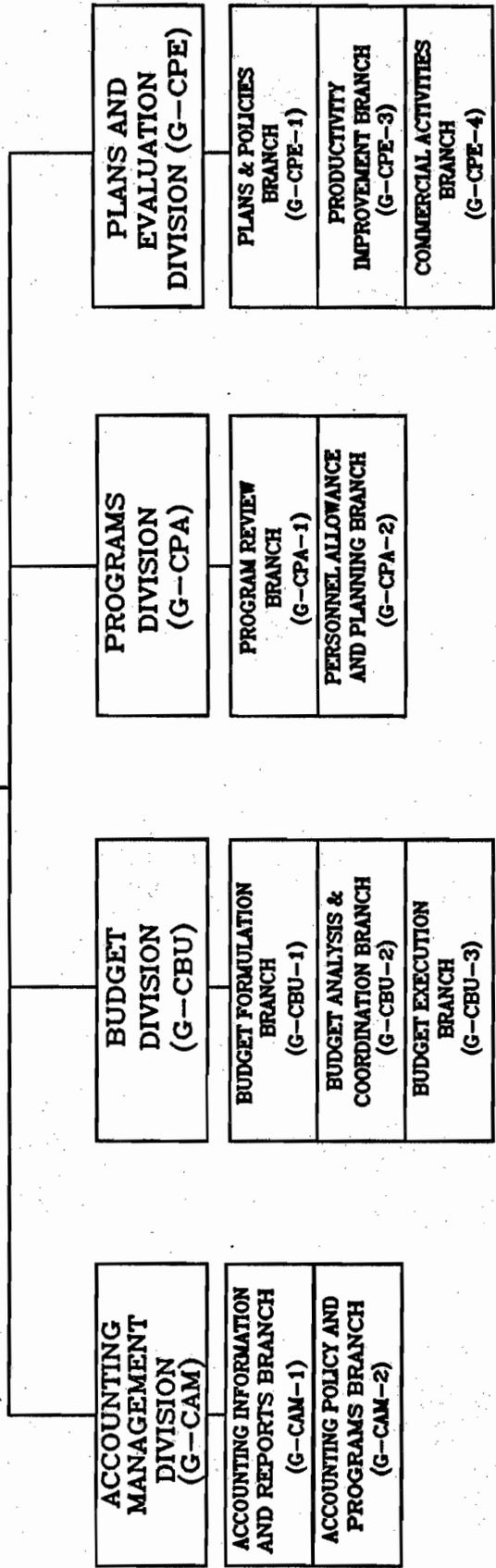
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CHIEF OF STAFF

(G-CCS)



**RESOURCE DIRECTOR/
COMPTROLLER
(G-CRC)**



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**CHIEF OF STAFF
(G-CCS)**

1. **Mission.** To develop, coordinate and control Service policies and programs, with particular emphasis to general administration and management activities.
2. **Functions.** Under the general direction 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 executing policies and the programs of the Service, and act as principal Management Advisor and Resource Manager for the Service.
 - c. Have general responsibility for the initiating, development, and review of basic policies and programs for the Service and for the control, monitoring, and coordination of plans and activities evolving therefrom to ensure 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 Commanders; between Headquarters and Headquarters units.
 - e. Generally direct: (1) program and mission evaluation; (2) long-range planning; (3) budget development; (4) review and establishment of organizational and functional structure; (5) manpower allocation and evaluation; (6) targeted resource base management.
 - f. Assure that the Chiefs of offices and Area Commanders are kept fully informed as to the broad policies and programs approved by the Commandant.
 - g. Oversee and administer the Planning, Programming, Budgeting and Evaluation System (PPBES) for the Service.
 - h. Prepare, present, and execute the budget program.
 - i. Act as Commanding Officer of Headquarters (except for enlisted personnel).
 - j. Be the Support Director for the General Administration Program.

- k. Act as the Designated Safety and Health Official of the Coast Guard.
- l. Oversee manpower planning and allocation for the Service.
- m. Administer and oversee a productivity and management improvement program for the Service.
- n. Chair the Coordinating Councils.
- o. Manage the total Coast Guard procurement program including the development and issuance of contracting policy, directives and procedures.

**MANAGEMENT EFFECTIVENESS STAFF
(G-CCS-2)**

1. **Mission.** Provide management support to the Chief of Staff in the development and oversight of major Coast Guard policies and goals:
2. **Functions.** Under the general direction and supervision of the Chief of Staff, the Chief, Management Effectiveness Staff, shall:
 - a. Advise the Chief of Staff on major policy proposals and needed changes to existing policy.
 - b. Periodically, assess Coast Guard management and organization conditions offering findings and recommendations.
 - c. Coordinate the activities and provide direct staff support to the Coordinating Councils. Offer advice and recommendations to the Coordinating Councils.
 - d. Develop and establish the Coast Guard position and policy on management and organization issues, delegations of authority and Coast Guard Regulations.
 - e. Analyze, initiate and/or process organization and reorganization proposals and make recommendations to the Chief of Staff for decisions.
 - f. Conduct management studies for the Chief of Staff. Provide consultant services (including studies and reviews) to other Coast Guard officials on a variety of management matters.
 - g. Determine the management and organizational impacts of the following types of requirements and proposals: legislative documents, planning and programming documents, executive orders and Congressional correspondence.
 - h. Develop the Coast Guard position with respect to management proposals and inquiries (e.g. organizational changes and delegations of authority) from the Office of the Secretary of Transportation and other Federal sources.
 - i. Manage the Coast Guard's Internal Control Systems Program for implementing the Federal Manager's Financial Integrity Act.

- j. Manage the Coast Guard audit control program for evaluations and audits levied on the Coast Guard by all external audit entities. Develop policies and procedures, coordinate and monitor all audit activities, oversee compliance with regulations on audit findings and recommendations, and track corrective actions.
- k. Plan and coordinate all Flag Conferences.
- l. Develop directives which prescribe organizational policy, principles, and patterns; Coast Guard Regulations, delegations of authority policy; Internal Control Program; and external audit response policy.
- m. Conduct research for and prepare periodic and special reports for submission to the Secretary of Transportation, the White House, Congressional bodies, and other Federal agencies.
- n. Review all directives requiring G-C/G-CV/G-CCS signature for policy implications and compliance with Coast Guard goals.

STRATEGIC PLANNING STAFF
(G-CCS-3)

1. **Mission.** Institute an organizational commitment to strategic planning/thinking. Provide a means to stimulate debate on how to best achieve the long-range goals of the Coast Guard.
2. **Functions.** Under the general direction and supervision of the Chief of Staff, the Chief, Strategic Planning Staff shall:
 - a. Establish a focus on the ongoing and projected changes in the external and internal forces that drive Coast Guard activities.
 - b. Identify and assess issues that will likely affect Coast Guard operations and administration over the 5 to 15 year future, developing background data, supporting analyses, and candidate strategic options that may be available.
 - c. As directed, present specific issues among appropriate fora of Coast Guard leadership to stimulate debate and establish conceptual positions on strategic options that should be pursued, modified, or rejected.
 - d. Document a periodic statement of goals, objectives, and matters of specific strategic policy determination reflecting the Commandant's broad executive guidance to internal planning processes.

**HEADQUARTERS COMMAND AND SUPPORT DIVISION
(G-CAS)**

1. **Mission.** To carry out unit command responsibilities for Coast Guard Headquarters and provide personnel, logistical and administrative support services to Headquarters components.

2. **Functions.** Under the general direction and supervision of the Chief of Staff (Commanding Officer, Coast Guard Headquarters), the Chief, Headquarters Command and Support Division shall:
 - a. Serve as Commanding Officer, Headquarters Staff.

 - b. Serve as Executive Officer, Coast Guard Headquarters, executing unit command responsibilities for Coast Guard Headquarters and administering military personnel matters for personnel attached to Coast Guard Headquarters.

 - c. Serve as Commanding Officer, Enlisted Personnel, Coast Guard Headquarters.

 - d. Detail members of the Headquarters Staff to perform such additional duties as may be required to meet the needs of the unit or support the needs of Headquarters components.

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

 - f. Administer civilian personnel matters for Headquarters and Headquarters units located in the Washington, D.C. Metropolitan Area.

 - g. Coordinate Headquarters maintenance, space management, mail, telephone, transportation, parking, copying, printing, safety and internal security matters and the provision of health services to DOT personnel with OST.

 - h. Supervise the procurement, storage, maintenance and movement of furniture and equipment within Headquarters.

 - i. Administer the Housing Administration, Information and Liaison (HAIL) program for the Washington, D.C. Metropolitan Area.

 - j. Provide fingerprinting services, issue identification cards to active, retired and reserve military personnel and Coast Guard civilian personnel, and classified material access level badges to personnel requiring access to the Coast Guard Headquarters Building.

- k. Provide for the delivery of health services to Coast Guard military personnel, their dependents and DOT civilian personnel.
- l. Administer the Headquarters Records Management Program.
- m. Serve as District Director for Mutual Assistance in the Washington, D.C. Metropolitan Area.
- n. Provide labor details, shipping services, and motor pool services.
- o. Administer the Headquarters blood donor program.
- p. Ensure that Coast Guard policy for telephone equipment (including facsimile machines) procurement and use is implemented for Headquarters.
- q. Allocate space to various Headquarters components ensuring that applicable OST/GSA requirements/policies are followed.
- r. Provide services for pay, travel and transportation, including household goods, unaccompanied baggage, mobile homes and Privately Owned Vehicles (POVs), to all military personnel in the Washington, D.C. Metropolitan Area and Headquarters civilians.
- s. Provide freight traffic/transportation support and advice to Headquarters offices.
- t. Administer the small purchase program for Headquarters.
- u. Provide Coast Guard representation on the Armed Forces Disciplinary Control Board.
- v. Administer the Headquarters Coast Guardsman of the Quarter/Year program.
- w. Administer the Headquarters equal opportunity and civil rights programs.

**HEADQUARTERS COMMAND ADMINISTRATION BRANCH
(G-CAS-1)**

1. Under the direction and supervision of the Chief, Headquarters Command and Support Division (in his capacity as Executive Officer, Coast Guard Headquarters), the Chief, Headquarters Command Administration Branch shall:
 - a. Operate Personnel Reporting Unit (PERSRU) Washington, DC, which shall execute the following duties.
 - (1) Maintain a system of personnel accountability and record movements of all military personnel assigned to Headquarters and those units under the PERSRU.
 - (2) Effect the separation, extension of enlistment and reenlistment of all military personnel assigned, as required.
 - (3) Maintain service records, personal financial records and security status jackets for all personnel assigned.
 - (4) Maintain personnel security records for assigned military personnel and issue access level identification exchange information concerning clearances with other agencies as required.
 - (5) Handle all reports of indebtedness and/or overpayment of personnel whose records are maintained by the PERSRU.
 - (6) Provide for review of the JUMPS pay accounts to insure the proper and accurate payment of active duty military personnel in accordance with Coast Guard policies and procedures. Provide for the maintenance of pay accounts and payment of Reserve members performing active duty. Ensure that existing regulations relative to pay matters are properly carried out.
 - (7) Be responsible for servicing and answering all claims and questions concerning military pay, travel and shipment of household goods.

- (8) Maintain service desk areas to solve problems, process claims and answer questions in the area of military pay, travel and shipment of goods.
 - (9) Prepare payment schedules, certify them for payment and provide liaison services with the Regional Disbursing Officer.
 - (10) Ensure that allotment action requests are prepared and forwarded for military members.
 - (11) Be responsible for the certification of all vouchers pertaining to military personnel and civilian employees, including travel allowances and claims. 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.
 - (12) Prepare authorizations and vouchers for travel advances for Headquarters military and civilian personnel.
 - (13) Be the principal advisor on and have responsibility for reimbursement of travel expenses.
 - (14) Provide shipment of household goods services as required at Headquarters.
 - (15) Maintain liaison with other agencies and activities to ensure all available means and avenues are pursued in providing adequate shipping service to military personnel arriving and departing the Headquarters area.
- b. Administer military personnel matters for all military personnel attached to Coast Guard Headquarters.
- (1) Make office assignments for all enlisted personnel reporting to Headquarters and reassign as necessary to ensure effective utilization of personnel.
 - (2) Act as Educational Services Officer, including making entries of all educational achievements in military personnel records; administer tests and examinations to military personnel in Coast Guard, USAFI and other correspondence courses. Provide guidance necessary to select proper courses and assistance in obtaining enrollment.

- (3) Act as coordinator for the Headquarters urinalysis program.
- (4) Administer the Weight Control Program at Headquarters and monitor the program for Headquarters military personnel.
- (5) Act as Disability Separation Representative (DSR) for Headquarters personnel. Serve as liaison between the Central Physical Evaluation Board (CPEB) and the Physical Disability Evaluation System (PDES) evaluatees. Monitor status of all required Disposition Medical Boards (DMB), all unresolved PDES cases.
- (6) Administer the Service Wide Examination Program for advancement of enlisted personnel assigned, including Warrant Officer Examinations.
- (7) Administer the off-duty tuition assistance program for Headquarters personnel and those personnel under the cognizance of PERSRU, Washington, DC.
- (8) Prepare and control the issuance of necessary military, dependents, and civilian personnel identification cards; provide fingerprinting services; Issue decals for Headquarters under the CG Vehicle Registration Program.
- (9) Perform administrative review of and record completion of OER's submitted for Headquarters personnel; maintain Rating Chain for all Headquarters offices.
- (10) Provide housing referral services for all military personnel permanently or temporarily assigned to Coast Guard units within the DC Metropolitan Area; administer the Leased Housing Program for the Washington Leasing area; conduct interim and scheduled inspections on all leased housing.
- (11) Provide information on available housing and make available to all military personnel specific data on suitable housing.
- (12) 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.

- (13) 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.
- (14) 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.
- (15) Administer, monitor, and control all housing surveys conducted in the DC Metropolitan area.
- (16) 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.
- (17) Administer the Headquarters Coast Guardsman of the Quarter/Year Program.

**HEADQUARTERS ADMINISTRATIVE SUPPORT BRANCH
(G-CAS-2)**

1. Under the direction and supervision of the Chief, Headquarters Command and Support Division, the Chief, Headquarters Administrative Support Branch shall:
 - a. Coordinate repairs, maintenance and renovation of spaces within Coast Guard Headquarters with the applicable OST Division.
 - b. Coordinate with OST all telephone service requirements for Headquarters and all Washington area Coast Guard units.
 - c. Allocate office space to Headquarters components. Maintain records of space utilization. Ensure that all OST requirements and policies are followed.
 - d. Administer the Headquarters blood donor program.
 - e. Provide technical coordination for maintenance of Coast Guard owned flag quarters in the Washington, DC area.
 - f. Plan and administer the Headquarters Records Management Program.
 - g. 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.
 - h. Compile, edit, and publish the Register of Coast Guard Personnel in the Washington, DC area. Review information on Coast Guard personnel published in the DOT telephone directory.
 - i. Operate a central information desk to answer telephone inquiries and to assist visitors.
 - j. Maintain a system of control over records sent to or on loan from the National Archives and Federal Records Center.
 - k. Determine from phone billings which phone calls are personal/unofficial. Take action to collect amounts owed from individuals. Monitor abuses of the phone system and bring to attention of G-CAS.
 - l. Coordinate arrangements for retirement ceremonies.

- m. Administer the Headquarters security program.
- n. Provides liaison with OST parking management. Coordinate parking for Coast Guard personnel, and provide general guidance and information to Coast Guard personnel on parking matters.
- o. Coordinate mail, services for Coast Guard Headquarters including the operation of the Registered and Certified mail distribution point.
- p. Operate the Headquarters Motorpool and coordinate transportation services for Coast Guard Headquarters.

HEADQUARTERS LOGISTICS SUPPORT BRANCH
(G-CAS-3)

1. Under the direction and supervision of the Chief, Headquarters Command and Support Division, the Chief, Headquarters Logistics Support Branch, shall:
 - a. 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.
 - b. Coordinate shipping and messenger services for Coast Guard Headquarters. Develop, prepare and issue appropriate transportation documentation, i.e., GBL's, MILSTAMP Transportation Control and Movement Documents, etc.
 - c. Determine proper freight descriptions and classifications.
 - d. Determine modes of transportation and carrier within a mode.
 - e. Develop and furnish route and rate data for Headquarters Offices when requested.
 - f. Coordinate and supervise the Coast Guard Headquarters Store for issuance of office supplies and forms.
 - g. Provide liaison with the Coast Guard Exchange, Cape May for their operation of NAFA satellite facilities at Headquarters.
 - h. Provide budget and accounting service for the Chief of Staff, the Division and assist other divisions in the Chief of Staff's office.
 - i. Maintain the Coast Guard Headquarters Morale fund accounts, issue morale loans, and provide liaison with the Headquarters Morale Committee for their operation of the Morale Locker.

**HEADQUARTERS SMALL PURCHASES BRANCH
(G-CAS-4)**

1. Under the direction and supervision of the Chief, Headquarters Command and Support Division, Chief, Headquarters Small Purchases Branch shall:
 - a. Serve as the authorized Contracting Officer for Coast Guard Headquarters, and, as such, has obligation authority for all procurements from commercial sources up to \$25,000. Has maximum authority for all contracts with the General Services Administration.
 - b. Directs Headquarters acquisitions, including the purchase of all office supplies, rental equipment, leased housing training courses for both military and civilian personnel, electronics equipment, spare parts, word processing equipment, test equipment, subscriptions, and tuition reimbursements.
 - c. Monitor the performance of contractors, identifying those who are habitually delinquent and initiating appropriate action for termination or default of contract.
 - d. Issue Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions and Military Interagency Procurement Requests (MIPR) to acquire material and services from the other Armed Forces, General Services Administration, and any other government sources.

HEADQUARTERS CIVILIAN PERSONNEL BRANCH
(G-CAS-5)

1. Under the direction and supervision of the Chief, Command and Support Division, the Chief, Headquarters Civilian Personnel 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 activities.
 - 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 the Coast Guard, Department of Transportation, Office of Personnel Management and other activities on matters pertaining to civilian personnel administration.
 - e. 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.

**HEADQUARTERS CLINICAL SERVICES BRANCH
(G-CAS-6)**

1. Under the direction and supervision of the Chief, Headquarters Command and Support Division, Chief Headquarters Clinical Services Branch shall:
 - a. Operate a medical and dental Coast Guard Headquarters Clinic at DOT Headquarters (Nassif Building) and a branch health unit at the Coast Guard Headquarters Building for eligible military and civilian personnel.
 - b. Provide health benefits and CHAMPUS advisory services for personnel assigned to Coast Guard Headquarters or personnel utilizing the clinics.
 - c. Supervise the overall delivery of health care to include diagnosis, screening, counseling, therapy, follow-up, and dental care to eligible beneficiaries.
 - d. Conduct Medical Boards as required on active duty personnel.
 - e. Maintain a pharmacy adequate to the needs of the beneficiary population and ensure its proper functioning.
 - f. Maintain adequate facilities to perform physical examinations, including civilian employment, Occupational Medical monitoring, routine military, enlistment, retirement, flight and diving exams consistent with existing directives.
 - g. Provide medical advice/expertise and health education programs to the Coast Guard Headquarters and DOT staff, as required.
 - h. Provide medical expertise to Physical Evaluation Boards, as required.
 - i. Arrange for secondary and tertiary care for Coast Guard beneficiaries, as required, and provide essential follow-up to assure continuity of care.
 - j. Perform other medical/military duties as required by the Chief, Headquarters Command and Support Division, including in-service education training programs to assure uniformity and quality of care.

- k. Maintain the medical records for Headquarters military personnel, and other military, dependents, or DOT civilian personnel utilizing the clinic.
- l. Coordinate the Command Drug and Alcohol Program for Coast Guard Headquarters.

HEADQUARTERS CIVIL RIGHTS BRANCH
(G-CAS-7)

1. **Mission.** Administer, coordinate and assure implementation of the Headquarters equal employment opportunity and civil rights programs.
2. **Functions.** Under the direction and supervision of the Commanding Officer, Coast Guard Headquarters Staff (Chief, Headquarters Command and Support Division), the Headquarters Civil Rights Officer shall:
 - a. Plan, direct, and execute an equal employment opportunity (EEO) and military civil rights/equal opportunity (EO) program at Headquarters. The EEO program includes all civilian personnel at Headquarters, the Omega Navigation System Center (ONSC), the Intelligence and Coordination Center (ICC), Marine Safety Center (MSC), and Information Systems Center. The EO program includes all military personnel at Headquarters, ONSC, ICC, MSC and Air Station Washington.
 - b. Manage the EEO Counselor, Military Civil Rights Counselor, and Special Emphasis Programs at Headquarters, including:
 - (1) Recommending personnel for appointment;
 - (2) Arranging for training for collateral-duty program support staff; and
 - (3) Providing advice, guidance, and direction to collateral-duty program support staff.
 - c. Manage the civilian and military discrimination complaint systems in accordance with applicable laws, rules, regulations and in conformity with Departmental and Commandant (G-H) policies, programs, standards and procedures.
 - d. Provide for equal opportunity awareness training.
 - e. Review proposed changes in Headquarters policies, procedures, and organizations to determine their impact on equal opportunity and advise the Commanding Officer, Coast Guard Headquarters (Chief of Staff) on any adverse effect.
 - f. Formulate and ensure the dissemination of policy issuances regarding the administration of the Headquarters civilian EEO and military EO programs.

- g. Advise and consult with the Commanding Officer, Coast Guard Headquarters (Chief of Staff), Commanding Officer, Coast Guard Headquarters Staff (Chief, Headquarters Command and Support Division) key management officials of the Command, and collateral-duty program support staff concerning the full range of equal opportunity matters, with emphasis on problem identification and problem-solving strategies to further the Command's implementation of Commandant's policy and goals for equal opportunity.

**PROCUREMENT MANAGEMENT DIVISION
(G-CPM)**

1. **Mission.** Develop, coordinate and administer the Coast Guard procurement process, assuring compliance with applicable procurement laws, regulations and policies in all Coast Guard acquisition activities.
2. **Functions.** Under the general direction and supervision of the Chief of Staff, the Chief, Procurement Management Division shall:
 - a. Direct and coordinate the review of all Coast Guard acquisition activities to assure efficiency and compliance with regulations and directives pertaining to the procurement process.
 - b. Serve as the independent review coordinator for all solicitations and proposed contract awards meeting established thresholds.
 - c. Coordinate as appropriate with the Procurement Law Division (G-LPL) for functions involving interpretation, compliance, and implementation of laws, statutes and regulations relating to procurement activities.
 - d. Coordinate Coast Guard programs of small and minority business participation, labor surplus area acquisition, Buy-American Act compliance, equal employment opportunity compliance, Defense priority allocation, and allotment system and similar programs associated with acquisition.
 - e. Perform the functions required for management of the total Coast Guard procurement program, including compilation and review of statistical data, establishing standards of performance and arranging for training of procurement personnel.
 - f. Coordinate Headquarters action of field acquisition matters such as bid mistakes, protests, Determinations and Findings (D&Fs), Class Justifications, etc.
 - g. Direct the activities of the Procurement Management Review Branch, the Field Liaison Branch, the Policy Branch, the Minority Business Program Officer, and the Support Services Staff. Provide general policy guidance and support to the Competition Advocate Assistant.
 - h. Serve as the Coast Guard Senior Competition Advocate.
 - i. Develop and issue contracting policy, directives, and procedures.

- j. Provide Coast Guard contracting activities and other contracting offices with advice on all matters relating to contracting.
- k. Manage the Contracting Officer Warrant Program.
- l. Serve as a point of contact with OST and other government agencies regarding procurement matters.
- m. Respond to all Congressional inquiries regarding field contracts and acquisitions.
- n. Serve as Chairman of the Acquisition Prenotification Board.
- o. Serve as Head of Contracting Activity for Headquarters units, G-CAS-4 and APO Grand Prairie.
- p. Perform the functions necessary for the management of the Advance Acquisition Planning Program for the Coast Guard.
- q. Serve as control and review point for directives and publications for procurement management.
- r. Serve as Coast Guard member of Department of Transportation Procurement Management Council.

**MINORITY BUSINESS PROGRAM OFFICER
(G-CPM-S/1)**

1. Under the direction and supervision of the Chief, Procurement Management Division, the Minority Business Program Officer shall:
 - a. Establish policies and programs to govern acquisition actions in accordance with the Small Business Act. Conceive, develop, and manage the Coast Guard total program. Study, analyze and resolve the most difficult and complex policy problems associated with minority acquisition activities.
 - b. Assist in the effective execution of the Minority Business Enterprise (MBE) Program. Develop and monitor implementation of nationwide policy for the Commandant. Serve as the primary business contact within the Coast Guard.
 - c. Insure that the Coast Guard is implementing the Small Business Act. Assure that Coast Guard contract opportunities are identified and communicated to disadvantaged businesses. Develop and arrange for publication of brochures and documents relating to opportunities for these businesses.
 - d. Serve as liaison regarding minority business activities with other Federal and state agencies and Congressional officers. Represent the Coast Guard at various MBE Program conferences and seminars.
 - e. Analyze contractor effectiveness in accomplishing the objectives of the Coast Guard Subcontracting Program.
 - f. Insure that inquiries from industry regarding Coast Guard acquisition activities are referred to the appropriate Small and Disadvantaged Business Specialist.

SUPPORT SERVICES STAFF
(G-CPM-S/2)

1. Under the direction and supervision of the Chief, Procurement Management Division, the Chief, Support Services Staff shall:
 - a. Develop and maintain the Division budget.
 - b. Process and maintain all personnel actions.
 - c. Develop and maintain management information services for the Division.
 - d. Track Congressional, Freedom of Information Act (FOIA) Requests, and other sensitive correspondence for field contracts.
 - e. Track all acquisition pre-notification actions.
 - f. Develop a training plan for the Division and assist field commands in their procurement training needs.

**COMPETITION ADVOCATE ASSISTANT
(G-CPM-S/3)**

1. Under the direction and supervision of the Chief, Procurement Management Division, the Competition Advocate Assistant shall:
 - a. Review acquisitions, Coast Guard-wide, during the planning and presolicitation phases to ensure compliance with statutes, regulations, and directives governing the Competition Advocate Program.
 - b. Develop and maintain Coast Guard-wide policy and procedures to ensure full and open competition to the maximum extent practicable.
 - c. Identify and recommend corrective action for any policies, practices, or actions which have the effect of restricting competition.
 - d. Review all acquisitions that are planned to be awarded on the basis of other than full and open competition and recommend approval/disapproval to the Senior Competition Advocate and the Commandant.
 - e. Identify and report opportunities and actions taken, Coast Guard-wide, to achieve full and open competition.
 - f. Prepare all reports required by OST for input into the annual Competition Advocate report to Congress.
 - g. Review and recommend plans for increasing competition on a fiscal year basis.
 - h. Provide training to personnel involved in the acquisition process, including program managers and contracting personnel.
 - i. Provide guidance and oversight to Activity Competition Advocates at Headquarters and field activities.
 - j. Interface with Competition Advocates in OST and other Government agencies.
 - k. Gather and review advance acquisition plans.
 - l. Select and challenge advance acquisition plans that identify other than full and open acquisitions.
 - m. Recommend Competition Advocate approval/disapproval of competitive advance acquisition plans between \$200,000 and \$10,000,000.

**PROCUREMENT MANAGEMENT REVIEW BRANCH
(G-CPM-1)**

1. Under the direction and supervision of the Chief, Procurement Management Division, the Chief, Procurement Management Review (PMR) Branch shall:
 - a. Direct and coordinate the review of all Coast Guard acquisition activities to assure efficiency and compliance with statutes, regulations, directives and policies pertaining to the procurement process by:
 - (1) Conducting periodic, recurring, on-site reviews of Headquarters and field contracting offices.
 - (2) Preparing reports of findings and recommendations.
 - (3) Resolving PMR findings.
 - (4) Conducting follow-up visits of reviewed offices.
 - (5) Briefing flag officers on PMR findings.
 - b. Manage and provide oversight of the total Coast Guard procurement program by:
 - (1) Compiling and analyzing data from PMR reports and other procurement reports to determine trends and potential problem areas.
 - (2) Certifying the Coast Guard-wide procurement system.
 - (3) Serve as a voting member on Coast Guard Source Evaluation Boards as required.
 - (4) Providing support to the Competition Advocate Assistant and the Minority Business Program Officer.
 - (5) Providing support in formulating procurement policies and procedures when appropriate to the Policy Branch (G-CPM-3).
 - c. Serve as point of contact with OST and other Government offices by:
 - (1) Coordinating procurement related audits of Coast Guard activities.
 - (2) Developing responses to procurement related Inspector General and General Accounting Office audit reports.

- (3) Developing responses to Congressional inquiries regarding field contracts and acquisitions.
- (4) Reporting data on Government Furnished Property throughout Coast Guard activities.
- d. Initiate action on MLCs' and Headquarters procurement matters pertaining to congressionals, Freedom of Information Act (FOIA) requests, bid mistakes, wage violations, protests, Determination & Findings (D&F), negotiation memorandums and class justifications for other than full and open competition.
- e. Review contract award documents from MLCs and Headquarters meeting established review thresholds to assure compliance with applicable laws and regulations.

**FIELD LIAISON BRANCH
(G-CPM-2)**

1. Under the direction and supervision of the Chief, Procurement Management Division, the Chief, Field Liaison Branch shall:
 - a. Review Coast Guard acquisition activities' procurement actions including terminations for default, architect-engineering delegations, and ratifications for unauthorized commitments.
 - b. Manage the Coast Guard procurement program by providing guidance to Coast Guard acquisition activities, compiling and reviewing statistical data and prepared reports and preparing manuals.
 - c. Initiate action on Headquarters units acquisition matters pertaining to congressionals, Freedom of Information Act (FOIAs) requests, bid mistakes, wage violations, protests, determination & findings (D&Fs), negotiation memorandums and class justifications for other than full and open competition.
 - d. Recommend changes in procurement policy and procedures based upon analysis of field and Headquarters acquisition procedures when appropriate to the Policy Branch (G-CPM-3).
 - e. Oversee Coast Guard input to the Contract Information System (CIS).
 - f. Develop and conduct professional procurement training as required.
 - g. Serve as point of contact with the OST and other government agencies for procurement matters other than those performed by the Procurement Management Review Branch (G-CPM-1).
 - h. Assist in Procurement Management Reviews and supporting the Competition Advocate Assistant and Minority Business Program Officer.
 - i. Serve as a voting member on Source Evaluation Boards as required.
 - j. Review contract award documents from Headquarters units meeting established review thresholds to assure compliance with applicable laws and regulations.

**POLICY BRANCH
(G-CPM-3)**

1. Under the direction and supervision of the Chief, Procurement Management Division, the Chief, Policy Branch shall:
 - a. Manage the total Coast Guard procurement program by:
 - (1) Recommending, developing, and issuing Coast Guard-wide contracting policies and procedures.
 - (2) Preparing and disseminating changes to the Coast Guard Acquisition Procedures (COMDTINST M4200.19 series), Procurement Information Manual (COMDTINST M4200.23), The Small Purchase Handbook (COMDTINST M4200.13 series), and other regulatory guidance as necessary.
 - (3) Identifying, investigating and resolving contracting problems.
 - b. Review all Coast Guard acquisition activities for procurement matters by:
 - (1) Reviewing solicitation documents meeting established review thresholds to assure compliance with applicable laws and regulations.
 - (2) Reviewing unsolicited proposals from field activities.
 - (3) Reviewing manuals, directives, and other periodicals from Coast Guard activities.
 - (4) Issuing suspensions and debarments of Coast Guard contractors in accordance with the Federal Acquisition Regulation (FAR).
 - (5) Assisting in conducting Procurement Management Reviews.
 - c. Provide advice and guidance on procurement policy issues on request from all acquisition activities.
 - d. Provide general support to Competition Advocate Assistant and Small and Disadvantaged Business Officer.
 - e. Manage the Contracting Officer's Warrant Program by:
 - (1) Determining and maintaining warranting standards.

- (2) Evaluating commercial and Government training courses.
- e. (3) Issuing warrants for Contracting Officers for which the Procurement Management Division (G-CPM) is Head of Contracting Activity.
- (4) Preparing warrants for Commandant signature for District Commanders and Heads of Contracting Activities.
- f. Serve as point of contact with OST and other agencies by:
 - (1) Serving on inter and intra agency advisory boards and councils.
 - (2) Answering information inquiries regarding procurement from OST and other agencies.
- g. Provide answers to Congressional questions in preparation for and as a result of hearings that involve the Coast Guard contracting process.
- h. Review and comment on proposed legislation and Federal regulatory (e.g. FAR/TAR) changes affecting the Federal procurement process to ascertain potential impact on Coast Guard contracting procedures.
- i. Serve as a voting member on Source Evaluation Boards as required.
- j. Manage and evaluate innovative or pilot procurement programs, recommending policy changes when Coast Guard-wide implementation is feasible.
- k. Serve as the control, distribution and review coordination point for internal and external procurement related directives and publications.

**RESOURCE DIRECTOR/COMPTROLLER
(G-CRC)**

1. **Mission.** To direct planning, programming, and budgeting functions, and oversee financial management for the Coast Guard.
2. **Functions.** Under the general direction of the Chief of Staff, the Resource Director/Comptroller shall:
 - a. Provide direction for (1) program and mission evaluation; (2) long-range planning; (3) budget development; (4) manpower allocation and evaluation and (5) targeted resource base management.
 - b. Serve as Comptroller. Administer and oversee financial policy for the Service.
 - c. Execute the Planning, Programming, Budgeting and Evaluation System (PPBES) as directed by the Chief of Staff, and recommend improvements as appropriate.
 - d. Prepare, present, and execute the budget program.
 - e. Oversee manpower planning and allocation for the Service.
 - f. Administer and oversee a productivity and management improvement program for the Service.
 - g. Chair the Management Information Working Group.
 - h. Act as the Support Director for the Financial Management Program.
 - i. Manage execution of the Operating Expense (OE) appropriation consistent with the approved OPSTAGE budget and administer Operating Guide 30 - Operating and Maintenance.
 - j. Keep informed, through field evaluations or otherwise, as to the status, effectiveness, and efficiency of financial management.
 - k. Oversee the Coast Guard accounting process.

**ACCOUNTING MANAGEMENT DIVISION
(G-CAM)**

1. **Mission.** Support the Coast Guard Financial Management Program by directing the accounting and fiscal activities of the Service and assisting Coast Guard management in making sound financial decisions.
2. **Functions.** Under the general direction and supervision of the Resource Director/Comptroller, the Chief, Accounting Management Division shall:
 - a. Plan, develop and administer the Coast Guard accounting program.
 - b. Develop and promulgate Coast Guard accounting policy. Develop implementing procedures and maintain accounting policy directives.
 - c. Advise senior management and affected program managers in accounting and financial matters. Develop and recommend to management, obligational strategies based on analysis of accounting and related trend data.
 - d. Certify Coast Guard-wide financial operating results, interpret and report results to Coast Guard management and external activities.
 - e. Provide technical direction to the Coast Guard Finance Center and all other accounting entities.
 - f. Perform oversight of Coast Guard accounting activities to aid in improving accounting efficiency and effectiveness and to ensure compliance with applicable regulations.
 - g. Maintain liaison with external entities (DOT, GAO, DOD, EPA, etc.) in fiscal and accounting matters. Review and respond to proposed legislation and changes in regulatory requirements affecting accounting matters. Serve as the principal Service representative on joint accounting and/or financial management committees.
 - h. Monitor and furnish input for audit/review activities of the General Accounting Office (GAO), Inspector General (IG), etc., as they relate to Coast Guard accounting.
 - i. Research and respond to Congressional inquiries concerning accounting matters.
 - j. Manage major accounting program initiatives for the Coast Guard such as cash management, the accounting/payroll sections of the Federal Managers' Financial Integrity Act, DOD Services-in-Kind Program, EPA Off Shore Dumping Legislation, etc.

- k. Initiate/participate in special studies affecting Coast Guard accounting and financial management, e.g. User Fee proposals, standard rate development, collection agency utilization, etc.
- l. Provide the annual Coast Guard fund certification to Treasury.

**ACCOUNTING INFORMATION AND REPORTS BRANCH
(G-CAM-1)**

1. Under the direction and supervision of the Chief, Accounting Management Division, the Chief, Accounting Information and Reports Branch shall:
 - a. Provide accounting results/analysis to Coast Guard management and affected program managers. Assist management in reviewing and analyzing obligational data including the impact to the budget execution process.
 - b. Advise management on obligational strategies.
 - c. Perform oversight of Coast Guard operational accounting activities to ensure compliance with applicable policies and regulations.
 - d. Review and analyze cost accounting data.
 - e. Establish and maintain liaison with external entities (GAO, DOD, EPA, Treasury, etc.) in fiscal and accounting matters.

**ACCOUNTING POLICY AND PROGRAMS BRANCH
(G-CAM-2)**

1. Under the direction and supervision of the Chief, Accounting Management Division, the Chief, Accounting Policy and Programs Branch shall:
 - a. Develop overall Coast Guard accounting policy and promulgate policy directives and implementation procedures.
 - b. Maintain oversight over implementation of Coast Guard accounting policy to ensure compliance with prevailing laws and regulations.
 - c. Provide technical direction to the Finance Center and all other accounting activities.
 - d. Maintain liaison with DOT and external entities (GAO, DOD, Treasury, etc.) in fiscal and accounting matters.
 - e. Review and respond to proposed legislation and changes in regulatory requirements affecting accounting areas to ensure proposals address Coast Guard's financial management concerns.
 - f. Manage accounting program initiatives required by changing legislation, e.g. EPA Off-Shore Dumping Act, Customs Forfeiture Fund, Federal Excise Tax revision, etc.
 - g. Coordinate planning and execution of Coast Guard's Cash Management Program to ensure compliance with the Administration's goals.
 - h. Plan, direct and execute the DOD Services-In-Kind funding program.
 - i. Develop, maintain and publish Coast Guard standard rates.
 - j. Provide periodic economic review and cost studies for Coast Guard management use.
 - k. Provide data and assist in developing responses for resolution of audit/review activities (GAO, IG, etc.), as they relate to Coast Guard accounting.

- l. Administer a program to ensure compliance with the accounting/payroll requirements of the Federal Managers Financial Integrity Act, OMB Circular A-123.
- m. Assist program offices in developing and supporting methodologies for initiatives such as user fees.
- n. Initiate/participate in special studies affecting Coast Guard accounting/financial management.

**BUDGET DIVISION
(G-CBU)**

1. **Mission.** To develop the budget estimates to properly reflect the financial requirements of the Coast Guard and to oversee the execution of the budget.
2. **Functions.** Under the general direction and supervision of the Resource Director/Comptroller, the Chief, Budget Division shall:
 - a. Develop budget estimates, assure that they properly reflect the financial requirements of the Coast Guard, and assist the Resource Director/Comptroller in the presentation of such estimates to the Secretary of Transportation (OST), the Office of Management and Budget (OMB), and the Congress.
 - b. 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).
 - c. Coordinate all preparations for annual budget hearings (authorization and appropriation) before OST, OMB, and the Congress and other hearings requiring the Commandant, Vice Commandant, Chief of Staff or Resource Director/Comptroller to testify.
 - d. Prepare operating stage financial plans and prepare requests for apportionment and reapportionment of funds including establishment and release of reserves.
 - 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, OMB and OST, and as may be required for internal administrative use.
 - g. Administer funds not specifically allotted to other components of organization, including Chief of Staff contingency funds.
 - h. Coordinate and review all Congressional hearings dealing with authorization and appropriations issues or Commandant, Vice Commandant, Chief of Staff, or Resource Director/Comptroller testimony.
 - i. Maintain the Manual of Budgetary Administration (COMDTINST M7100.3 series) and provide guidance regarding application.

- j. Manage the Operating Expense (OE) appropriation Service-wide for the Resource Director/Comptroller. This includes establishment and execution of annual financial plans, allocation of funds and approval of target modifications.
- k. Serve as the primary point for the administration of the Operating and Maintenance Funds (OG-30) Service-wide.
- l. Manage the military personnel postgraduate financial management education program and recommend officer assignments.
- m. Establish standards as a guide for program and facilities management and for use in the preparation and justification of budget estimates, statistical financial analysis, reimbursements, and user charges.

**BUDGET FORMULATION BRANCH
(G-CBU-1)**

1. Under the direction and supervision of the Chief, Budget Division, the Chief, Budget Formulation Branch shall:
 - a. Translate policies and programs and priority lists into budget estimates for submission to the Secretary of Transportation (OST), Office of Management and Budget (OMB), and to the Congress.
 - b. Prepare all supporting and amplifying data for OST and OMB stage budgets.
 - c. Prepare the long range budget.
 - d. Advise the Division Chief in matters of budget formulation, including development of phased-time schedules for accomplishment.
 - e. Analyze selected pending legislation for Coast Guard impact.
 - f. Maintain the segment of the Manual of Budgetary Administration (COMDTINST M7100.3 series) related to budget formulation.
 - g. Prepare Resource Change Proposals for annualizations, all civilian pay adjustments, and cost-of-living increases.
 - h. Prepare the program budget distribution for all appropriations and maintain program cost trend charts.
 - i. Prepare supplemental data for budget justification.

**BUDGET ANALYSIS AND COORDINATION BRANCH
(G-CBU-2)**

1. Under the direction and supervision of the Chief, Budget Division, the Chief, Budget Analysis and Coordination Branch shall:
 - a. Prepare tentative and operating stage (OPSTAGE) budget and modifications based upon Congressional action on Coast Guard appropriations.
 - b. Recommend actions to the Division Chief in order to meet unprogrammed requirements.
 - c. Coordinate preparations for annual appropriations and authorization hearings before the Congress, and other hearings requiring the Commandant, Vice Commandant, Chief of Staff or the Resource Director/Comptroller to testify.
 - d. Ensure the Chief of Staff and the Resource Director/Comptroller are aware of all other hearings involving Coast Guard witnesses. Coordinate, as necessary, the administrative requirements.
 - e. Review pertinent legislative and regulatory actions in terms of budgetary impact and application.
 - f. Prepare OPSTAGE financial plans.
 - g. Conduct various budget analyses.
 - h. Maintain the Manual of Budgetary Administration (COMDTINST M7100.3 series).
 - i. Maintain a legislative resource library.
 - j. Support requests for productivity and management improvement budget analysis.
 - k. Provide macro analysis of CG-4144 requests.
 - l. Develop the refund program for OPSTAGE.
 - m. Prepare annual Standard Personnel Cost information.
 - n. Develop energy and wageboard costs.
 - o. Analyze initial funding distributions of the A-76 program.
 - p. Review, evaluate and coordinate input for planning proposals and other documents impacting on the Resource Director/Comptroller budget and financial programs prepared by other offices.

**BUDGET EXECUTION BRANCH
(G-CBU-3)**

1. Under the direction and supervision of the Chief, Budget Division, the Chief, Budget Execution Branch shall:
 - a. Serve as the focal point for the execution and management of the Operating Expense (OE) appropriation, and Operating and Maintenance Funds (OG-30), including establishment and execution of annual financial plans, allocation of funds and approval of target modifications.
 - b. Serve as the primary point for the administration of the Operating and Maintenance Funds (OG-30) Service-wide.
 - c. Manage the military personnel system for the financial postgraduate education and officer assignments recommendations.
 - d. Examine and evaluate the organization, staffing and workload standards in effect in financial offices in Headquarters and in the field.
 - e. In coordination with the Budget Analyses and Coordination Branch, operating guide managers, and program and support managers, establish the basic warrant and apportionment documents for Coast Guard appropriations, including OE, consistent with the Operating Stage budgets and financial management practices.
 - (1) Approve OE budget requests (CG-4144) submitted by field units and Headquarters Offices. Establish and release initial targets and subsequent modifications. Receive and respond to funds requests.
 - (2) Coordinate refunds with other Coast Guard appropriations and reimbursables with external agencies.
 - (3) Coordinate as necessary with Coast Guard, OST, OMB and Department of Treasury to develop warrant and apportionment requests.
 - (4) Establish and oversee the basic Headquarters operating budget.
 - f. Maintain the segment of the Manual of Budgetary Administration (COMDTINST M7100.3 series) related to budget execution.

- g. Administer OG-40, Chief of Staff Contingency Fund, and other funds not specifically allocated to other components of the organization.
- h. Advise the Division Chief in matters related to budget execution including the status of financial plans.
- i. Disseminate the funding distributions of the A-76 program, and handle reclaims.

**PLANS AND EVALUATION DIVISION
(G-CPE)**

1. **Mission.** To initiate, review, coordinate, and evaluate Coast Guard long range plans, and policies; to review the execution and planning of current and proposed programs and the utilization of current resources; and execute a productivity and management improvement program, measure efficiency and effectiveness, and assess goal attainment for the Coast Guard.
2. **Functions.** Under the general direction and supervision of the Resource Director/Comptroller, the Chief, Plans and Evaluation Division Shall:
 - a. Coordinate program planning beyond the budget year plus two and assess the effectiveness of Coast Guard programs in achieving approved objectives.
 - b. Evaluate program plans and issues and provide general staff support and programmatic recommendations.
 - c. In consultation with Chief, Programs Division, establish criteria for selecting measures of program effectiveness. Review and approve measures of effectiveness.
 - d. Develop and administer the Coast Guard resource base management process. Coordinate closely with all PPBES elements.
 - e. Coordinate the preparation, review and updating of the Facility Requirements and the Headquarters review of Planning Proposals and Comprehensive Plans. Chair the Planning Proposal Review Board.
 - f. Develop, administer, and maintain the Coast Guard Productivity and Management Improvement Programs. Coordinate with other Resource Director/Comptroller divisions as necessary.
 - g. Initiate, monitor and review the conduct of all major analytical efforts and special studies within the Coast Guard.
 - h. Conduct special studies and analysis as directed by Resource Director/Comptroller, and the Chief of Staff.
 - i. Administer the Military and Civilian Suggestion Program, and the Commercial Activities Review (OMB Circular A-76) Program.

PLANS AND POLICIES BRANCH
(G-CPE-1)

1. Under the direction and supervision of the Chief, Plans and Evaluation Division, the Chief, Plans and Policies Branch shall:
 - a. Be responsible for coordinating all 'beyond fiscal year plus two' plans and programs of the Coast Guard within the framework of the PPBES, as follows:
 - (1) Assist in the promotion, evaluation, and development of new program initiatives, and in identifying new and more effective means of conducting existing programs.
 - (2) Establish and maintain procedures for development of program planning.
 - (3) Review and prepare position and issue papers on current and anticipated plans, programs, and problem areas of the Coast Guard.
 - (4) Monitor effectiveness for all Coast Guard program goals to determine the degree of achievement toward approved objectives.
 - (5) Coordinate the preparation, review and updating of the Facility Requirements and the Headquarters review of Planning Proposals and Comprehensive Plans.
 - (6) Develop and apply, scientific methods to facilitate the coordination and implementation of all long range plans and programs.
 - (7) Review and conduct analyses in justification of existing programs, program alternatives, and new program initiatives.
 - (8) Review program measures of goal accomplishment.
 - (9) Coordinate the identification, submission and review of initiatives placed in the Coast Guard Planning System. As appropriate, facilitate the progress of those initiatives through the planning process.
 - (10) Maintain liaison with the Strategic Planning Staff (G-CCS-3).
 - (11) Apprise senior managers and program directors of program status, and discrepancies between current program emphasis and changes in Coast Guard user-group needs. Provide information pertinent to problem issues.

- b. Develop, establish and operate a Strategic Issues Identification and Management (SIIM) System.
- c. Review Mission Need Statements for major acquisitions to ensure sound analysis and compliance with DOT directives. Review major systems designations for consistency with the appropriate DOT Orders.

PRODUCTIVITY IMPROVEMENT BRANCH
(G-CPE-3)

1. Under the direction and supervision of the Chief, Plans and Evaluation Division, the Chief, Productivity Improvement Branch shall:
 - a. Develop, establish, and promulgate policy on the implementation of the Coast Guard's Productivity Improvement and Management Improvement Programs.
 - b. Identify Coast Guard activities for review under the Productivity Improvement or Management Improvement Programs.
 - c. Develop, maintain and evaluate Coast Guard's Productivity Improvement Program (PIP) inventory, measurement systems, and annual plans.
 - d. Analyze budget/program activities for applicability to PIP criteria in identifying potential PIP initiatives within Coast Guard.
 - e. Analyze resource implications for implementing each PIP initiative by identifying anticipated savings and full-time equivalents (FTE) based on accomplishments of objectives.
 - f. Select and track PIP initiatives that are measurable and should be reported to OST and OMB.
 - g. Conduct special productivity and management improvement studies as directed by the Chief, Plans and Evaluation Division.
 - h. Direct, coordinate, assist in, and evaluate Productivity Reviews conducted by others.
 - i. Prepare periodic assessments of progress of productivity improvement and management improvement reviews toward the achievement of established goals.
 - j. Serve as focal point for all inquiries to the Coast Guard regarding productivity improvement.
 - k. Administer the Military and Civilian Suggestion Program.

**COMMERCIAL ACTIVITIES BRANCH
(G-CPE-4)**

1. Under the direction and supervision of the Chief, Plans and Evaluation Division, the Chief, Commercial Activities Branch shall:
 - a. Develop, establish and promulgate policy on the implementation of the Coast Guard's OMB Circular A-76 commercial activity review program.
 - b. Identify commercial activities to be subjected to review under OMB Circular A-76, and maintain an inventory of such activities.
 - c. Plan, schedule, manage, and conduct A-76 Productivity Reviews of such activities.
 - d. Prepare generic specifications, management studies, contract documents, and instructions for their use by field personnel.
 - e. Monitor field-conducted A-76 Productivity Reviews and provide consulting or assistance, as necessary.
 - f. Direct, coordinate, assist, and review A-76 Productivity Reviews conducted by others.
 - g. Propose internal policy, as necessary, for A-76 reviews of commercial activities.
 - h. Audit the progress of commercial activity reviews being conducted throughout the Coast Guard, and prepare periodic assessments of progress toward the achievement of established goals.
 - i. Review for the Chief of Staff and Resource Director/Comptroller, all project documentation, including Performance Work Statements, Quality Assurance Surveillance Plans, Management Studies, Appeals and Protests.

**PROGRAMS DIVISION
(G-CPA)**

1. **Mission.** To review and coordinate the execution and planning of current and proposed programs. To assist the Resource Director/Comptroller to develop interoffice program priorities involving matters of resource and policy allocation.
2. **Functions.** Under the general direction and supervision of the Resource Director/Comptroller, the Chief, Programs Division shall:
 - a. For the timeframe including the current fiscal year through fiscal year (+2), review and coordinate the execution and planning of current and proposed programs including the determination of operating expenses and capital investment priorities. Provide necessary annual planning factors to the field for budgetary development.
 - b. Coordinate the budget programming system, including the development of all program resource change proposals and their respective priorities at the various stages of the budget process. Perform such analyses as required to ensure adoption of the best alternatives within a framework of approved long-range planning.
 - c. Coordinate with Chief, Budget Division, to develop internally and defend externally the respective budget stages. Assist Chief, Budget Division, and be responsible for programmatic input for OST, OMB and Congressional budget inquiries.
 - d. Evaluate program issues, and provide general staff support and programmatic recommendations for Chief of Staff and Commandant, and interoffice coordination as necessary. Conduct special studies and analyses of programs as directed. Serve as Planning Coordinator for the Headquarters General Administration Program.
 - e. Establish and maintain military and civilian personnel allowances for all Coast Guard units in accordance with overall statutory ceilings, fiscal limitations and staffing criteria. In conjunction distribute and manage civilian fulltime equivalent allowances throughout the Coast Guard.
 - f. Direct the Coast Guard's workforce planning program, including establishment of staffing standards and criteria. Perform workforce planning oversight and validation with a view toward Coast Guard goals and objectives.

- g. Provide word processing/computer system support for the Commandant, Chief of Staff and Resource Director/Comptroller staffs.

**PROGRAM REVIEW BRANCH
(G-CPA-1)**

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 operating expenses and capital investment to ensure consistency with program objectives, on-going planning, established priorities and policies and compatibility with other programs.
 - b. Coordinate with Chief, Budget Division, the development and preparation of each stage of the budget submission and answers to questions from higher authority which occur during each budget cycle.
 - c. Develop, coordinate and distribute the necessary annual planning factors to the field for budgetary development.
 - d. Review all program Resource Change Proposals (RCPs) and recommend priorities and areas of emphasis at the various stages of the budget process. Perform this analysis as required to ensure adoption of the best alternatives within the framework of approved long-range planning and policies. Plan and schedule coordinating board meetings as necessary and develop and publish records of those meetings.
 - e. Represent the Chief of Staff at all forums that review issues of Coast Guard programmatic policy and/or budgetary impact. Provide staff support to the Chief of Staff and Commandant in coordinating interprogram issues. Serve as Planning Coordinator for the Headquarters General Administration Program.
 - f. Using innovative analysis techniques, develop programs/plans, procedures and related activities for improving Coast Guard-wide program development and execution. In conjunction with this, regularly review the program structure of the Coast Guard looking near term toward (1) adjustments to facilitate management and analysis, and (2) clarification of objectives, output measures and policies. Coordinate decisions with G-CPE.
 - g. Review proposed programmatic changes to approved operating and support facilities, and resources (billet/position and adjustments, OFCOs, Boards of survey, etc.) to ensure consistency and adherence to existing policies.

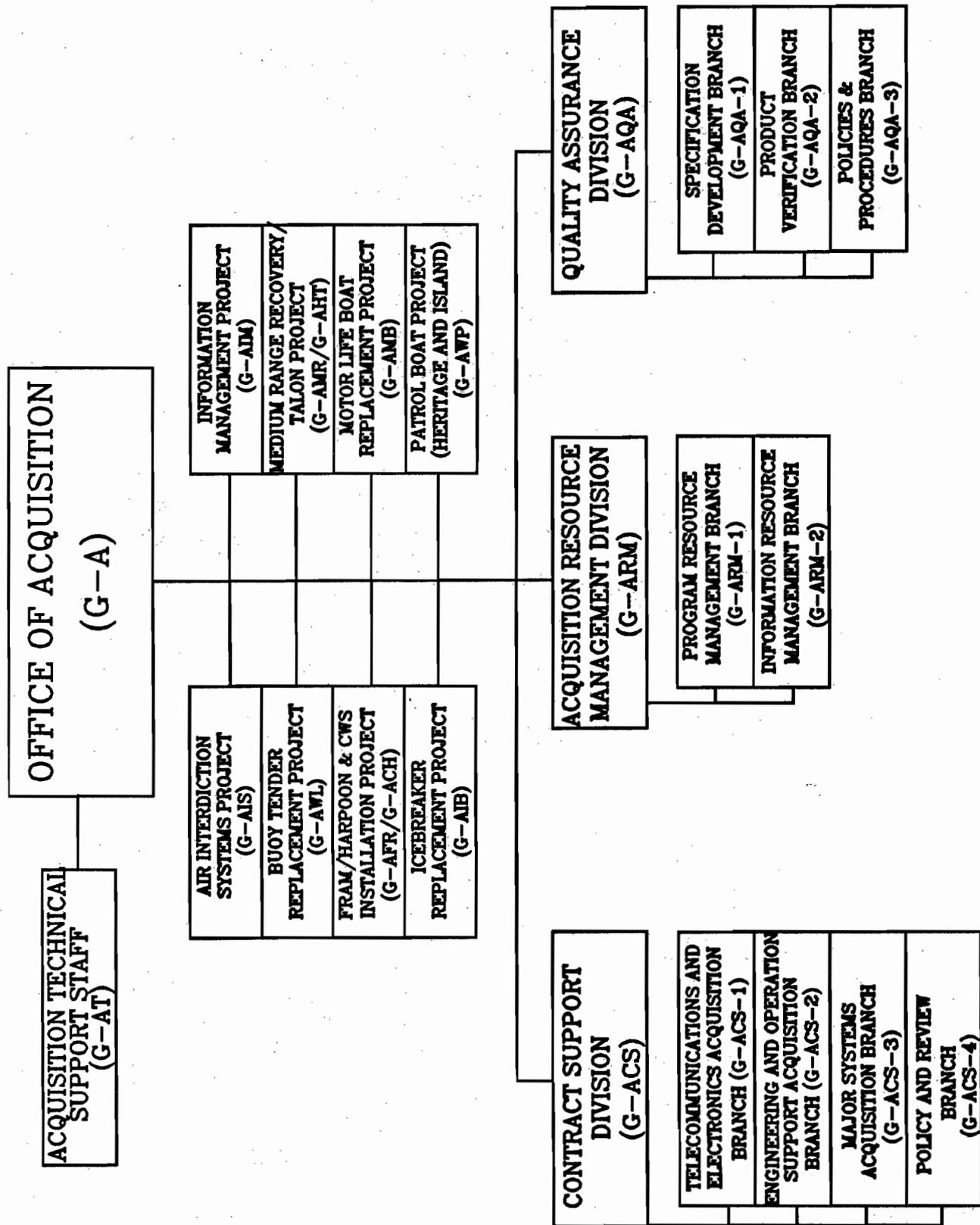
**PERSONNEL ALLOWANCE AND PLANNING BRANCH
(G-CPA-2)**

1. Under the direction and supervision of the Chief, Programs Division, the Chief, Personnel Allowance and Planning Branch shall:
 - a. Maintain the Personnel Allowance (PAL) System (account for military and civilian personnel allowances for all Coast Guard units). Organize and make changes, perform periodic reconciliations to ensure inputs are correct, print PAL's monthly and distribute to the field. Maintain all historical records.
 - b. Review/perform staff work, recommend action, and cut Personnel Allowance Amendments (PAA) on requests for changes to established personnel allowances. Requests may be in the form of Operating Facility Change Orders (OFCOs), RCPs, planning proposals, reorganizations, etc.
 - c. Distribute and track civilian FTE throughout the Coast Guard. Develop annual lapse rate calculations and distribute Employment Allocation Vouchers (EAVs) and letters. Prepare monthly FTE (civilian) reports. Coordinate reallocation of civilian FTE as necessary throughout the fiscal year. Maintain liaison with Coast Guard Headquarters Civilian Personnel, Area and MLC civilian personnel offices and the appropriate OMB/OST officials. Maintain the Personnel Resources (military and civilian) and Civilian Employment Ceilings Manual (COMDTINST M5312.13 series).
 - d. Assist program and support managers with staffing standards studies. Review all proposals and study results. Provide guidance/direction as needed during each study. Validate results and submit for approval. Maintain the Staffing Standards Manual (COMDTINST 5312.11 series).
 - e. Review and provide guidance for workforce validation studies performed by the Workforce Planning Division (G-PWP) to ensure compatibility with organizational goals and plans.
 - f. Provide planning oversight and analysis to include workforce structure measures of effectiveness such as sea shore ratio and the pyramid.
 - g. Provide Standard Terminal Computer System support for Programs Division, Budget Division, Commandant's, Chief of Staff's and Resource Director/Comptroller's offices. Serve as Standard Terminal/CG coordinator. Manage hardware resources. Provide minimum indoctrination regarding equipment usage.

- h. Respond to all computer programming/software needs of the Division and to those external queries which require computer generated information.
- i. Act as control point for issuance of Operating Facility Change Orders (OFCOs).
- j. Maintain and publish the Operating Facilities of the U.S. Coast Guard (COMDTINST M5440.2 series).

OFFICE OF ACQUISITION

(G-A)



**OFFICE OF ACQUISITION
(G-A)**

1. **Mission.** Plan and execute the acquisition of Coast Guard major systems, such as cutter, standard boats, aircraft, and other mission delivery resources, as well as special acquisitions designated by the Commandant or Secretary for special monitoring, including all associated ordnance, communications, information and logistic support systems. Contract for other Headquarters project acquisitions or procurement which require the placement of formal contracts or agreements. Conduct cost and price analysis and quality assurance programs to support the contracting activities of the Service.

2. **Functions.** Under the general direction and supervision of the Commandant, the Vice-Commandant, and the Chief of Staff, the Chief, Office of Acquisition shall:
 - a. Administer funds in those appropriations or operating guides placed under the control of the Office of Acquisition. Furnish preliminary budget estimates apportionment of allotment recommendations to the Chief of Staff, planning expenditures to accomplish essential programs within available funds. Approve obligations of field allotments by activities under G-A control when Headquarters authorization is required, and otherwise ensure wise and economical expenditures of such funds.

 - b. Tailor an acquisition strategy for each project, encompassing all internal and external elements of the acquisition process, including development, design, and early integration of manpower, training and logistic support.

 - c. Assure that each major systems acquisition project considers all of the elements necessary for logistics support and configuration management. Charter the Project Manager's System Configuration Control Board.

 - d. Develop a Logistics Support Plan for each major acquisition and acquire initial logistics support which is consistent with follow-on requirements.

 - e. Develop improved long range plans, realistic budget and cost estimates, economical production rates, including consideration of multi-year contracting, for major systems replacements.

 - f. Evaluate and recommend trade-offs between life cycle costs, systems effectiveness, and time between program initiation and approval for production.

- g. Serve as primary point-of-contact with the Department of Transportation for major system acquisitions and Headquarters procurements.
- h. Be Support Director for the Systems Acquisition Program. The Deputy Chief shall be the Support Manager for Systems Acquisition Program.
- i. Act as the approving official for delegated Headquarters procurements, in accordance with the guidelines established by the Office of the Secretary, as implemented and from time-to-time updated by the Coast Guard.
- j. Conduct contract/proposal cost analysis in accordance with current policy set forth in Federal Acquisition Regulations, as implemented by the Department of Transportation and the Coast Guard.
- k. Provide the Chief of Staff and Office Chiefs with periodic status briefings on noteworthy major systems acquisitions projects.
- l. Provide regular, periodic major systems acquisitions project briefings for top Coast Guard and Office of the Secretary of Transportation (OST) management and their staffs, using standardized formats to assure prompt and effective communication and decision making as projects progress.
- m. Exercise administrative and technical control over major acquisition Project Resident Offices (PROs).
- n. Be responsible for setting Service-wide policy and standards for use of Quality Assurance in Coast Guard contracts.

**ACQUISITION TECHNICAL SUPPORT
(G-AT)**

1. Under the general direction and supervision of the Chief, Office of Acquisition, the Chief, Acquisition Technical Support shall:
 - a. Serve as the principal advisor to the Office of Acquisition for acquisition policy, procedure, planning and management practices.
 - b. Provide business management guidance and advise Project Managers concerning those project management activities which must be performed over the course of a major system acquisition project.
 - c. Coordinate development of justification for new starts and, prior to assignment of Project Manager, coordinate development of mission needs statements and sponsors requirements documents with Program and Support Managers, Chief of Staff and OST.
 - d. Provide oversight of logistics support analysis to ensure that overall Coast Guard acquisition support objectives are being met.
 - e. Serve as liaison with all Federal departments and agencies for major systems acquisition policy, and coordinate all policy level studies within the Office of Acquisition.
 - f. Coordinate the promulgation of all generic manuals relating to major system acquisitions, such as Project Managers Handbook, project resident office manuals, etc.
 - g. Review and evaluate acquisition policy, procedures, and planning practices concerning business and strategic planning priorities and contracting and procurement issues to ensure implementation of internal procedures in accordance with Federal, departmental and/or Coast Guard policy and procedures.
 - h. Coordinate the identification, justification, and development for new starts and replacement acquisitions. Assist in the development of necessary documentation, as required.

- i. Review and evaluate performance, effectiveness and benefits as directed. Provide appropriate analytical assistance to Project Managers and other divisions in the Office.
- j. Coordinate and review all study efforts within the Office.
- k. Provide advice and guidance on overall logistic issues relating to major system acquisitions and, when requested or required, provide logistics advice, guidance and support relating to other acquisitions.
- l. Identify, plan, and schedule the requirements definition, engineering and production, logistic support, and test and evaluation activities which must be performed over the course of a major system acquisition project.
- m. Develop and maintain a library of key documents for major systems acquisitions.
- n. Support major systems projects' sponsors by providing procedural expertise and assistance in performing the mission function analysis on which the Mission Need Statement will be based.
- o. Support major systems projects' sponsors by providing procedural expertise and assistance in performing the mission-function task analysis on which the Sponsor's Requirements Document will be based.
- p. Serve as Secretary of the Ship Structure Committee.
- q. Define the logistic support requirements and constraints which must be included in the Sponsor's Requirements Document to govern development of system logistic support arrangements.

PROJECT MANAGERS

1. Under the general direction and supervision of the Chief, Office of Acquisition, each Project Manager shall:
 - a. Ensure that projects are managed in accordance with Chief of Staff approved charters and in compliance with DOT directives, Congressional mandates and approved project documentation using sound business practices. This includes the Commandant's Long Range View, Program Descriptions, Major Systems Acquisition Candidate (MSAC), Mission Needs Statement (MNS), Charter, and Acquisition Paper (AP). Coordinate with appropriate Program and Support Managers on past efforts (including R&D) for the acquisition project, and plans for appropriate future efforts.
 - b. Manage all aspects of each project to meet cost, schedule, performance and integrated logistics support goals. Adjust cost, schedule and performance goals within the authority provided in the Project Manager's charter. Chair the System Configuration Control Board.
 - c. Act as the central focal point for project specific information within the Coast Guard for the project assigned. Answer queries from higher authority and provide project liaison with OST.
 - d. Develop the Project Management Plan (PMP) in accordance with standard guidance for Chief of Staff approval. Task appropriate Headquarters elements with those work items and activities necessary for successful completion of the acquisition project.
 - e. Act as the project advocate for resource change proposals and reprogramming actions throughout the planning, programming and budgeting process. Provide guidance to G-ARM in the preparation of appropriate budget documents. Generally, the Facility Managers will initiate and develop follow-on Operating Expense Resource Change Proposals (RCPs).
 - f. Plan for and acquire adequate resources to meet project goals. Coordinate with program/support managers to assign duties outside G-A when necessary. Manage contractor support as required.
 - g. Exercise approval control over all project funds. Maintain project financial plan and monitor its execution. Approve all budget modifications and ensure a complete audit trail of project funds.

- h. Participate in liaison with all Federal departments and agencies for project specific issues.
- i. Act as principle advisor to all formal project specific source selection activities.
- j. Participate in negotiations and draft Memorandums of Understanding for Inter-Agency Support Agreements related to major system acquisitions.
- k. Plan the establishment of and supervise Project Resident Offices (PRO) required to construct and deliver the assigned system.
- l. Define logistic support requirements and constraints and perform activities to design, procure, put in place, activate, and hand off to support managers the logistic support assets needed to sustain the new system's operational effectiveness over its planned service life.
- m. Ensure readiness and supportability considerations are integrated into operational and technical requirements and system engineering, design and production activities. Ensure that logistic support arrangements are evaluated during developmental and operational test and evaluation (T&E).
- n. Perform systems engineering to convert operational requirements contained in Sponsor's Requirements Documents (SRDs) into the performance and technical requirements which will govern engineering and production.
- o. Perform technical reviews and configuration audits to control the evolving configuration of the acquired system as requirements definition, systems engineering, design, and production work proceeds. Maintain configuration identification documentation and perform configuration status accounting.
- p. Coordinate those T&E activities needed to demonstrate that system performance, technical and operational requirements have been met.
- q. Ensure that system operational availability requirements are defined, and that reliability and maintainability tradeoffs are identified and considered during the course of requirements definition and systems engineering, design and production.

- r. Considering the resources actually made available through the budget process, ensure that both system design and logistic support arrangements are optimized to provide the required level of operational capability and effectiveness at the minimum acquisition and life-cycle cost.
- s. Develop logistic support arrangements for the system being acquired, ensuring that support organizations are tasked with:
 - (1) Planning maintenance support, to include defining what work will be performed at the organizational, intermediate, and depot levels and by whom (government or contract personnel).
 - (2) Planning supply support, to include defining what support materiel will be stocked in organizational, intermediate, and depot level inventories and by whom (government or contract personnel).
 - (3) Determining staffing requirements for both the new system and any support facilities required.
 - (4) Determining training requirements for both personnel who will staff the new system and personnel who will staff any support facilities required.
 - (5) Determining requirements for tools and test equipment, support equipment, and training devices for both the new system and any support facilities required.
 - (6) Determining requirements for technical data needed to install, operate, and maintain equipment in the new system and in any support facilities required; determining requirements for logistics technical data needed to complete logistic support arrangements.
 - (7) Determining requirements for construction or alteration of logistic support facilities needed to provide support for the new system.
 - (8) In conjunction with the Office of Command, Control and Communications, determining the automated data processing support needed to perform both logistic support and configuration management functions; determining support required by embedded computer systems.

- (9) Estimating the total resources (billets and dollars) required to design, procure, put in place, activate and hand off to responsible support organizations the assets needed to provide the new system logistic support as arranged.

**ACQUISITION RESOURCE MANAGEMENT DIVISION
(G-ARM)**

1. Under the direction and supervision of the Chief, Office of Acquisition, the Chief, Acquisition Resource Management Division shall:
 - a. Administer and coordinate the Planning, Programming, Budgeting and Evaluation System for the Office of Acquisition, including the preparation and submission of data for budgetary justification purposes. Serve as focal point for all budget information for the office of Acquisition. Provide planning, programming, budgeting and accounting services.
 - b. Plan and execute military acquisition career patterns for members of the Office. Coordinate all military and civilian personnel matters.
 - c. Coordinate the promulgation of all generic manuals relating to Major System Acquisitions including a project managers handbook, project resident office manual, etc.
 - d. Identify, plan, and schedule the activities necessary to produce RCPs, which over the course of a major system acquisition project, meet the needs of the project Managers and the Office. Provide strategic advice for RCPs, including review of Program Director's priority listings of RCPs.
 - e. Develop and maintain a consolidated, strategic plan for the acquisition support program in coordination with the project managers and division chiefs.
 - f. Maintain and publish long-range financial plans for large acquisitions, coordinating with other offices as necessary.
 - g. Supervise and coordinate the administrative logistics, administration of OG-30 and AC&I funds, and other administrative matters within G-A.
 - h. Coordinate with the Office of Command, Control and Communications the integration of the Office of Acquisition management information system (MIS) into the Coast Guard MIS.
 - i. Manage the MIS support within G-A, including operation of the computer center. Coordinate all applications development for the Office.
 - j. Maintain a capability to produce graphics products such as slides and PERT/CPM charts using state-of-the-art software/hardware to meet project management needs.

**PROGRAM RESOURCE MANAGEMENT BRANCH
(G-ARM-1)**

1. Under the direction and supervision of the Chief, Acquisition Resource Management, the Chief, Program Resource Management shall:
 - a. Administer and coordinate the planning, programming, budgeting and evaluation system (PPBES) for the Office of Acquisition from mission inception onward. Coordinate the promulgation of all generic manuals relating to major system acquisitions, such as Project Managers Handbook, project resident office manuals, etc.
 - b. Prepare recommendations for annual Office of Acquisition billet requirements. Prepare personnel and administrative support resource requirement RCPs. Assist Project Managers in planning financial requirements and submitting necessary resource requirements documents.
 - c. Review annual project budget submissions and monitor progress through the budget process. Coordinate queries from OST, OMB, and Congress.
 - d. Coordinate the administrative requirements for the Office.
 - e. Provide financial planning and financial management for the Office, including coordinating, preparing and updating required external financial management data such as planned apportionments, obligations and outlays.
 - f. Manage execution of appropriations including maintaining a system of fund, resource, cost, revenue, reconciliation and appraisal accounts.
 - g. Review all planned expenditures of funds in accordance with approved budget plans for the projects and the Office.
 - h. Prepare financial information for project status reviews. Maintain a system of financial records for projects and account expenditures.
 - i. Coordinate military and civilian personnel management responsibilities including ensuring that necessary actions required by personnel management procedures are accomplished.
 - j. Supervise Office of Acquisition training requirements which include:

- (1) Coordinate the education and training activities, other than postgraduate, of the Office to include the identification, planning, review, and evaluation of training programs in support of Office missions and goals.
- (2) Identify the need for training based on needs analysis of positions supporting the acquisition process.
- (3) Develop and submit training plans as required. Maintain liaison with G-PRF and G-PC for implementation of approved training plans.
- (4) Estimate the cost of training needed.
- (5) Develop a training budget.
- (6) Locate possible sources for the required training either with DOT, DOD, Coast Guard, other agencies, or commercial vendors.

**INFORMATION RESOURCE MANAGEMENT BRANCH
(G-ARM-2)**

1. Under the direction and supervision of the Chief, Acquisition Resource Management, the Chief, Information Resource Management Branch shall:

a. Supervise a Management Information System which shall:

- (1) Provide MIS support for the Office of Acquisition including information generated for or used by Project Managers, integrated logistics support, and budgetary personnel.
- (2) Plan and coordinate MIS training in G-A.
- (3) Determine G-A's MIS needs.
- (4) Plan for and obtain ADP hardware/software to meet G-A's MIS needs.
- (5) Administer and operate the Office computer center. Perform System Manager functions for the Office. This includes installing system hardware and software to maintain operational reliability, implementing of software updates on contractor furnished software, preparing and filing documentation for developed application software, scheduling and performing routine file backups and executing recovery as necessary, and establishing and maintaining a technical library for installed ADP hardware and operating software.
- (6) Function as Office ADP Security Officer.
- (7) Coordinate preparation of all required ADP hardware/software reports and lease renewals for the Office of Acquisition.

b. Provide assistance and support to Project Managers in areas involving ADP/MIS at Project Resident Offices (PROs).

CONTRACT SUPPORT DIVISION
(G-ACS)

1. Under the general direction and supervision of the Chief, Office of Acquisition, the Chief, Contract Support Division shall:
 - a. Establish and maintain advance acquisition plans consistent with the prescribed process and customer needs, and serve as an advisor to the Office Chief in matters of acquisition planning, strategy and execution.
 - b. Administer the contracts program of Office of Acquisition projects and the requirements of other Headquarters program offices in conformity with applicable Federal, Department of Transportation, and Coast Guard Acquisition Regulations and related procedures.
 - c. Draft and negotiate all inter-agency agreements necessary to procure supplies and services from other government agency contracts. Support the Project Managers needs to establish inter-governmental sources for their needs.
 - d. Serve as the Head of the Contracting Activity (HCA) for all contracts, over \$25,000, within Headquarters and those administered by project resident offices (PROs) at contractor facilities.
 - e. Serve as the Chairperson, Source Selection Board on all major systems acquisitions and as Fee Determining Official for all contracts in area of responsibility.
 - f. Develop and maintain appropriate standards for performance and management systems to totally manage the contract program in the support of systems acquisitions.
 - g. Respond to the requirements of the Acquisition Project Managers and Headquarters Program/Support Managers in identifying, planning, and scheduling the procurement activities which must be performed over the course of each acquisition.

TELECOMMUNICATIONS AND ELECTRONICS ACQUISITION BRANCH
(G-ACS-1)

ENGINEERING AND OPERATION SUPPORT ACQUISITION BRANCH
(G-ACS-2)

1. Under the direction and supervision of the Chief, Contract Support Division, the Chiefs of the above Branches shall:
 - a. Act as Acquisition, Administration, and Termination Contracting Officer, for all contracts in assigned area of responsibility in conformity to applicable Federal Acquisition Regulations, Transportation Acquisition Regulations, Coast Guard acquisition policy and related procedures.
 - b. Maintain liaison with other Headquarters components to ensure timely planning for future acquisition programs and initiation of procurements, with particular emphasis on selecting the type and method of acquisition early enough to meet the applicable requirements of the prescribed acquisition process.
 - c. Prepare solicitations and all supporting documentation and conduct negotiations as necessary to establish formal contracts.
 - d. Formulate, award, administer, terminate and archive contracts resulting from Headquarters acquisition requirements.
 - e. Develop and implement acquisition strategies in support of Project Managers.
 - f. 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.
 - g. Prepare Military Interdepartmental Purchase Requests (MIPRs) and Reimbursable Agreements (RAs) for other than major systems acquisitions, in accordance with applicable requirements.

**MAJOR SYSTEMS ACQUISITION BRANCH
(G-ACS-3)**

1. Under the direction and supervision of the Chief, Contract Support Division, the Chief, Major Systems Acquisition Branch shall:
 - a. Act as Acquisition, Administration, and Termination Contracting Officer for all contracts in assigned area of responsibility in conformity to applicable Federal Acquisition Regulations, Transportation Acquisition Regulations, Coast Guard acquisition policy and related procedures.
 - b. Be responsible for the procurement of boats, ships, major automated data processing and electronics (ADPE) systems, shore-based electronics and aircraft, and their major components and research efforts leading to their development.
 - c. Maintain liaison with project officers and other Headquarters components to ensure timely planning for future acquisition programs, both funded and unfunded, with particular emphasis on selection of the type and method of acquisition early enough to achieve full consistency between the statement documents.
 - d. Prepare solicitations and all supporting documentation, and conduct negotiations as necessary to establish formal contracts.
 - e. Formulate, award, administer, terminate and archive contracts resulting from Headquarters Major System acquisition requirements.
 - f. 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.
 - g. Provide contract specific guidance to the Contracting Officers of Project Resident Offices (PROs) at contractor facilities to facilitate transfer of awarded contracts for administration of contracts for projects under G-A cognizance.
 - h. Prepare MIPRs and RAs for major systems acquisitions, in accordance with applicable requirements.

POLICY AND REVIEW BRANCH
(G-ACS-4)

1. Under the direction and supervision of the Chief, Contract Support Division, the Chief, Policy and Review Branch shall:
 - a. Provide cost and price analysis services to Headquarters contracting officers, contract specialists, requiring offices, Source Evaluation Boards (SEBs), and pre-award survey teams.
 - b. Advise and assist field contracting offices regarding cost and pricing problems.
 - c. Obtain and manage the audits necessary to support assigned contract responsibilities, including contractor claims. Maintain ongoing liaison with various Government audit agencies to accomplish this.
 - d. Provide cost pricing guidance to the Commanding Officers of Project Resident Offices (PROs) at contractor facilities engaged in contract work for projects under G-A cognizance.
 - e. Conduct independent Headquarters and PRO reviews of contracts/solicitations for format, clause selection, adequacy of file documentation, and compliance with laws, regulations, and policies/procedures.
 - f. Develop, maintain and update the Division Standard Operating Procedures (SOPs) implementing applicable laws, regulations, and OST/USCG policies.
 - g. Conduct periodic internal audits of the entire Division operation utilizing Coast Guard's Procurement Management Review (PMR) criteria; serve as G-ACS point of contact for external audits, and control/coordinate G-ACS responses to those audits (including G-CPM reviews).
 - h. Conduct an ongoing review of Division workload for indications of imbalance at the branch or individual levels.
 - i. Manage and coordinate Division-wide personnel activities, including formal and informal training, upward mobility, OST interns, promotions, performance evaluations, awards and recognition program, vacancy recruitments, and other current/future staffing needs.
 - j. Oversee, manage and monitor the Division's Small and Disadvantaged Business Utilization Program.

- k. Maintain the Division bidders list, receive and secure all bids, conduct public bid openings, and receive and process all unsolicited proposals.
- l. Monitor and coordinate Division contract closeout activities.
- m. Serve as central point of control for recurring or incident reports on Division procurement activities; develop and submit annual updates to the Division strategic plan.
- n. Oversee, review, and report on all Government property in the hands of Headquarters contractors.
- o. Manage and coordinate allocation of Division space and facilities.
- p. Monitor and control Division budgets.
- q. Oversee and manage Division automated systems and their maintenance and operation.

**QUALITY ASSURANCE DIVISION
(G-AQA)**

1. Under the general direction and supervision of the Chief, Office of Acquisition, the Chief, Quality Assurance Division shall:
 - a. Manage the Coast Guard Quality Assurance Program.
 - b. Serve as Specification Streamlining Advocate for the Coast Guard.
 - c. Set standards and promulgate guidelines for preparing contract specifications and statements of work.
 - d. Conduct independent reviews of statements of work, specifications, and contracts and provide corrective language to ensure that solicitation packages: (1) are enforceable; (2) adequately describe the end item to be procured; and (3) will result in procurement of a system which meets the sponsor's requirements.
 - e. Evaluate prospective contractor Quality Assurance Systems in order to ensure that the contractor is capable of delivering a quality product at a fair and reasonable price in a timely manner, and enforce the prescribed standard when the contract is in force.
 - f. Maintain a library of standard specifications.
 - g. Serve as Specification Control Advocate for the Coast Guard.
 - h. Assist Project Manager in translating sponsor's mission needs statement (MNS) and operational requirements document (SRD) into system performance requirements and technical guidance, perform engineering (statement of work (SOW) and specifications) and perform test and evaluation activities to demonstrate that operational requirements have been satisfied.

**SPECIFICATION DEVELOPMENT BRANCH
(G-AQA-1)**

1. Under the direction and supervision of the Chief, Quality Assurance Division, the Chief, Specification Development Branch shall:
 - a. Maintain knowledge of latest quality assurance, reliability, maintainability, and configuration management techniques. Be familiar with military, governmental, and industrial standards.
 - b. Review statements of work, specifications, and contracts to assure user requirements are met and streamlining is applied.
 - c. Serve on technical evaluation teams and source evaluation boards; provide technical support for contract negotiations.
 - d. Serve on requirements review boards; provide specification development and quality assurance support for the Project/Program Manager.

**PRODUCT VERIFICATION BRANCH
(G-AQA-2)**

1. Under the direction and supervision of the Chief, Quality Assurance Division, the Chief, Product Verification Branch shall:
 - a. Serve as the Quality Assurance Representative for contracts administered at Coast Guard Headquarters unless specifically assigned to another activity for administration, (e.g. SUPSHIP, DCAS). Assign Quality Assurance Representatives (QARs) to contracts and supervise QARs in the performance of their duties.
 - b. Provide technical support for and attend Post-Award conferences.
 - c. Serve as Contracting Officers Technical Representative for Independent Validation and Verification (IV&V) contracts.
 - d. Monitor contractor performance to provide early warning of cost overruns and schedule delays.
 - e. Provide independent reviews for contractor proposals, modifications, and waiver requests.
 - f. Review contractor's request for progress payments.
 - g. Analyze test plans and needs for specific test requirements.
 - h. Monitor contractor control of government furnished property (GFP).
 - i. Ensure adequate acceptance and delivery procedures.

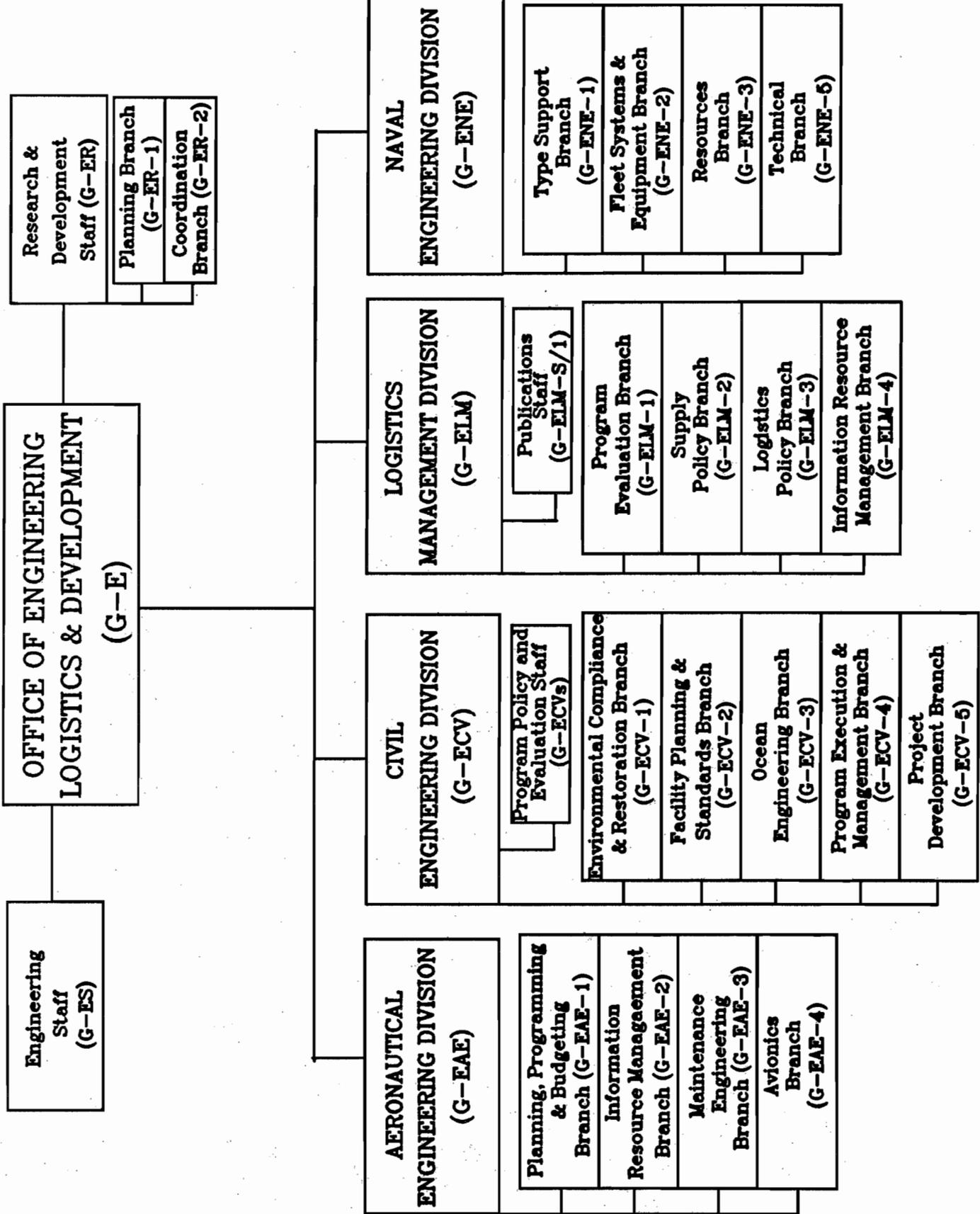
**POLICIES AND PROCEDURES BRANCH
(G-AQA-3)**

1. Under the direction and supervision of the Chief, Quality Assurance Division, the Chief, Policies and Procedures Branch shall:
 - a. Develop policy, procedures, and standards for specification preparation and review.
 - b. Develop policy, procedures, and standards for evaluating contractor's Quality Assurance (QA) Programs.
 - c. Develop policy, procedures, and standards for QA audits.
 - d. Ensure adequate Service-wide training in QA techniques.
 - e. Administer a quality deficiency reporting system.
 - f. Maintain a system of tracking future contracts to anticipate adequate staffing requirements.

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OFFICE OF ENGINEERING, LOGISTICS AND DEVELOPMENT

(G-E)



**OFFICE OF ENGINEERING, LOGISTICS AND DEVELOPMENT
(G-E)**

1. **Mission.** To provide logistics of the Service that are of an engineering character; to provide engineering services including design, construction, maintenance, outfitting and alteration of vessels, aircraft, aids to navigation, shore establishments, machinery, and utilities; and to administer a program of research and development 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, Vice Commandant, and Chief of Staff, the Chief, Office of Engineering, Logistics and Development shall:
 - a. Formulate, develop, coordinate, and direct Coast Guard plans, programs, and policies for logistics of an engineering character and coordinate with offices responsible for other elements of the logistics system to ensure a totally integrated and responsive system that supports the needs of the Service.

 - b. 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, and utilities; and assure the adequacy of engineering test and evaluation activities associated with those functions.

 - c. In response to the requirements of other offices, 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.

 - d. Formulate, develop, coordinate, and direct Coast Guard plans and programs for research, development, test and evaluation responsive to long range objectives, approved requirements, stated goals and advancing technology.

 - e. 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.

- f. Collaborate with the Chief of Staff and chiefs of offices generally, in matters relating to the overall engineering and logistics activities of the Service and identify existing or potential problems within Coast Guard mission areas that are susceptible to improvement through scientific research.
- g. Administer funds in those appropriations or operating guides placed under the control of the Office of Engineering, Logistics and Development, furnishing preliminary budget estimates and apportionment of allotment recommendations to the Chief of Staff, planning expenditures to accomplish essential programs with available funds, passing on obligations against field allotments when Headquarters authorization is required, and otherwise ensuring wise and economical expenditures of such funds.
- h. Prescribe the engineering and logistics reports to be submitted by field units; review and analyze such reports and data, and initiate or issue appropriate directives to field units to ensure uniformly high standards of engineering efficiency, effectiveness and economy.
- i. Periodically review the administration of engineering and logistics functions under Maintenance and Logistics Commands (MLC's); initiate recommendations to the MLC commander to effect improvements in the organization and methods of administration of those functions; keep informed through field inspections, or otherwise, as to the status, effectiveness, and efficiency of engineering and logistics activities generally.
- j. Periodically advise the Commandant as to the relative performance of the MLC's with respect to field engineering and logistics responsibilities.
- k. Establish and maintain close liaison with the Navy, Army, Air Force, Marine Corps, Joint Staffs, 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 and logistics matters.
- l. Ensure external coordination and appropriate integration of Coast Guard research and development efforts with Department of Transportation efforts, and represent the Coast Guard (or Department of Transportation, as directed) in dealings with other governmental or private agencies, both domestic, and foreign, in matters pertaining to research and development.

- m. Serve as the Director of the Engineering, Logistics (including Supply), and the Research and Development Support Programs.
- n. Exercise technical control over assigned Headquarters units.
- o. Administer the Service-wide Motor Vehicle Management Program.
- p. Provide policy, guidance, and oversight for an effective supply system, focused on improving the readiness of the facilities supported.

**RESEARCH AND DEVELOPMENT STAFF
(G-ER)**

1. Under the general direction and supervision of the Chief, Office of Engineering and Development, the Chief, Research and Development Staff shall:
 - a. Direct, formulate, develop and coordinate a program of research, development, test and evaluation responsive to the Coast Guard's long range objectives; the requirements of program and support managers; the physical and sociological environment; the technological opportunities for new or improved systems, equipment, methods, and procedures.
 - b. Inform and assist program and support managers, Chief of Staff divisions, and area/district staffs in identifying existing or potential problems that can be remedied through research and development project plans to assure Coast Guard R&D needs are met and assure successful hand-off of R&D products. Establish and maintain close liaison with other Department of Transportation administrations, the Department of Defense, and other public and private organizations to identify beneficial opportunities for joint research and development, and to avoid duplication. In research and development matters, represent the Coast Guard (or Department of Transportation, as directed) in dealings with other government or private organizations, both domestic and foreign.
 - c. Administer all planning, programming and budgeting functions for Research, Development, Test and Evaluation appropriation. Secure resources for and administratively support Coast Guard research and development facilities, principally the Research and Development Center. Furnish preliminary budget estimates and apportionment recommendations to the Chief of Staff. Process all funds transfers and reprogrammings. Prepare financial reports required by the Office of Management and Budget, National Science Foundation, Research and Development Coordinating Council and others.

PLANNING BRANCH
(G-ER-1)

1. Under the direction and supervision of the Chief, Research and Development Staff, the Chief, Planning Branch shall:
 - a. Administer all planning, programming, and budgeting functions for the Research, Development, Test and Evaluation appropriation.
 - b. Secure resources for and administratively support Coast Guard research and development facilities, principally the Research and Development Center.
 - c. Furnish preliminary budget estimates and apportionment recommendations to the Chief of Staff.
 - d. Process all funds transfers and reprogrammings.
 - e. Prepare financial reports required by the Office of Management and Budget, National Science Foundation, Research and Development Coordinating Council, and others.

**COORDINATION BRANCH
(G-ER-2)**

1. Under the direction and supervision of the Chief, Research and Development Staff, the Chief, Coordination Branch shall:
 - a. Direct, formulate, develop and coordinate a program of research, development, test and evaluation responsive to the Coast Guard's long range objectives; the requirements of program and support managers; the physical and sociological environment; the technological opportunities for new or improved systems, equipment, methods and procedures.
 - b. Inform and assist program and support managers, Chief of Staff divisions, and area/district staffs in identifying existing or potential problems that can be remedied through research and development.
 - c. Develop feasible and responsive research and development project plans to assure Coast Guard R&D needs are met and to assure successful hand-off of R&D products.
 - d. Establish and maintain close liaison with other Department of Transportation agencies, the Department of Defense, and other public and private organizations to identify beneficial opportunities for joint research and development, and to avoid duplication.
 - e. Represent the Coast Guard (or Department of Transportation, as directed) in dealings with other government or private agencies, both domestic and foreign, in research and development matters.

**ENGINEERING STAFF
(G-ES)**

1. Under the general direction and supervision of the Chief, Office of Engineering, Logistics and Development, the Engineering Staff shall perform the following functions:
 - a. Provide administrative support to the Office Chief and Deputy, including day-to-day oversight of front office operations. Route action items to appropriate engineering divisions and staffs, coordinate responses, and insure action items are answered by deadline and meets all requirements. Coordinate and validate all plans, policies, and directives proposed by G-E divisions and staffs for Office-wide consistency.
 - b. Advise and assist the Office Chief and Deputy on all matters relating to the Coast Guard Planning, Programming, Budget, and Evaluation System (PPBES) as they relate to Engineering, Logistics Management, and Research and Development.
 - c. Undertake and assist in the conduct of technical, personnel, and management studies in support of Office programs. Perform in-depth evaluations of Office programs to assess program effectiveness and utilization of resources. Assist in coordinating office programs with those of other Headquarters offices, and work closely with those offices on issues where the offices have a common interest.
 - d. Advise and assist the Office Chief and Deputy on all matters relating to the overall administration of the AC&I Appropriation. Determine and promulgate general policies and procedures for the administration and management of the AC&I Program. Maintain accurate records for coordinated control of all AC&I positions and billets. Coordinate the assigning of AC&I positions/ billets to Headquarters, districts, MLCs, and units as required to effectively administer the AC&I program. Budget, manage and distribute AC&I Admin Funds. Develop and analyze five year spending plan for all Coast Guard AC&I Funds.
 - e. Perform, coordinate and review strategic long-range planning within the Office. Support program managers by reviewing and analyzing reports and studies, and where required, initiating and conducting studies and analyses. Provide analytical assistance to program managers in determining efficient allocations of resources associated with the implementation of long range plans. Provide economic input to Office-related issues.

- f. Advise and assist the Office Chief and Deputy on all matters relating to Budget Execution and Financial Management as they relate to Engineering, Logistics Management, and Research and Development. Coordinate engineering budget inputs. Review and analyze Coast Guard budgets at all stages to insure that the resources that have been requested by Engineering Program Managers for incorporation into the budget are included and identified. Establish and administer procedures within the Office for the proper review and execution of Coast Guard budgets. Coordinate with the engineering divisions and staffs for the preparation of financial plans such as obligation and expenditure schedules when more than one division is involved.
- g. Advise and assist the Office Chief and Deputy on matters affecting the management, organization, staffing and operation of the Industrial field activities. Determine and promulgate general policies and procedures for the administration and management of industrial bases; develop and maintain the Industrial Management Manual. Coordinate with G-PO for Industrial assignments and for PG selections/needs.
- h. Keep Office Chief and Deputy advised of G-E personnel posture. Maintain records and plans for engineering specialty billets. Coordinate postgraduate training requirements. Review career patterns for engineers. Manage G-E civilian personnel FTE and civilian overtime. Manage TEMAC program for the Office.
- i. Coordinate Readiness Planning for the Office. Formulate policies for Logistics play in all exercises and military readiness planning documents. Coordinate RAP Program for the Office.
- j. Publish the Engineers Digest, a quarterly publication for the Engineering community in the Coast Guard.
- k. Coordinate with G-Pdt the overall training program for the Office and various engineering disciplines.

AERONAUTICAL ENGINEERING DIVISION
(G-EAE)

1. Under the general direction and supervision of the Chief, Office of Engineering and Development, the Chief, Aeronautical Engineering Division shall:
 - a. Coordinate and supervise military and civilian personnel management responsibilities including ensuring that necessary actions required by personnel management procedures are accomplished.
 - b. Participate with the Contract Support Division (G-ACS) 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 Contract Support Division accompanied, when appropriate, by detailed plans and specifications.
 - d. Follow up on contract performance insofar as inspections, tests, and technical judgement are necessary or desirable to assure compliance, and assist in contract expediting as required.
 - 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, Logistics and Development.
 - f. Furnish, when required, progress and schedule reports, and personnel 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 research and development (R&D) special studies, analyses, and projects which involve bringing new aeronautical concepts, systems, and hardware into the Coast Guard inventory. Work closely with the R&D staff 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. Serve as a voting member of selection boards for aircraft maintenance officer and aeronautical engineering post graduate training programs. Coordinate students at post graduate school for G-EAE sponsored programs.
- l. Manage the Coast Guard aeronautical engineering maintenance programs including but not limited to: avionics, ground support equipment, rescue and survival equipment, computerized aircraft maintenance and aviation maintenance management information system.
- 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. Ensure visits to district offices and air stations by members of the Aeronautical Engineering Division to coordinate engineering efforts, in support of Coast Guard aviation.
- o. Coordinate Division work assigned to the Aircraft Repair and Supply Center (AR&SC) and act as a central contact and approving point of work desired by other elements and for all matters which affect AR&SC's ability to perform its primary mission.
- p. Serve as Program Officer for Coast Guard Aircraft Repair & Supply Center.
- q. Coordinate Division work assigned to the Aircraft Program Offices (APOs) and act as a central contact and approving point of work desired by other elements and for all matters which affect the APO's ability to perform their primary mission.
- r. Provide Division input to Planning Proposal Review Boards (PPRB)'s involving aeronautical engineering matters.

- s. Identify outside resources (8A, contractors, etc.) to provide management studies, personnel studies, logistics studies, and automated data processing (ADP) studies in support of G-EAE programs.
- t. Supervise the Coast Guard liaison officer at Warner Robins Air Force Logistic Command. Provide tasking, coordination, and act as central contact for work desired by other elements.
- u. Select and direct aviation maintenance officers, technical specialists, and AR&SC personnel to participate as members of Aviation Mishap Analysis Boards (MABs).
- v. Review aviation mishap board reports. Serve as a voting member of Commandant's Aviation Safety Board.
- w. Initiate and approve Maintenance Management Reviews (MMRs). Assign action items and approve Plan of Action.
- x. Provide coordinated Aeronautical Division response to Q&A's from Congress, Office of Management and Budget (OMB), Office of the Secretary of Transportation (OST), G-CCS elements and outside news media.
- y. Act as Program Manager concerning technical knowledge and maintenance responsibilities for the Aviation Machinist Mate (AD), Aviation Electrician's Mate (AE), Aviation Structural Mechanic (AM), Aviation Survivalman (ASM), and Aviation Electronics Technician (AT).

PLANNING, PROGRAMMING, & BUDGETING BRANCH
(G-EAE-1)

1. Under the direction and supervision of the Chief, Aeronautical Engineering Division, the Chief, Planning, Programming, & Budgeting Branch shall:
 - a. Provide aeronautical engineering technical analytical services for the Division.
 - b. Monitor technical progress in the aeronautical engineering field and keep abreast of new developments for possible application to Coast Guard aviation programs.
 - c. Monitor programs established for training or indoctrination of aviation maintenance officers and enlisted technicians. Provide recommendations to cognizant divisions regarding changes necessary to ensure adequate training levels are established and maintained. Supervise the Aeronautical Engineering Division training requirements including:
 - (1) Coordinate the education and training activities to include identification, planning, review, and evaluation of training programs in support of Aeronautical Engineering Division missions and goals.
 - (2) Identify the need for training based on needs analysis.
 - (3) Develop and submit to G-PRF an annual training plan to meet the deficits identified in the needs analysis.
 - (4) Estimate the cost of training needed.
 - (5) Develop a training budget.
 - (6) Locate possible sources for the required training either in DOT, DOD, Coast Guard, other agencies, or commercial vendors.
 - (7) Maintain liaison with G-PRF for implementation of the approved training plan.
 - (8) Review and approve curriculum outlines submitted by Aviation Technical Training Center (ATTC) and Coast Guard Institute.
 - (9) Review and approve standards submitted to the Enlisted Qualifications Manual (COMDTINST M1414.8(series)) for aviation ratings.

- (10) Maintain liaison with ATTC for implementation of training plans, course contents and resources required.
- d. Administer and coordinate the Planning, Programming and Budgeting System for the Aeronautical Engineering Division from mission inception onward. Prepare and submit data for budgetary justification purposes.
 - e. Prepare recommendations for annual Acquisition, Construction and Improvements (AC&I) billet requirements. Prepare AC&I personnel and administrative support resource requirement Resource Change Proposals (RCP).
 - f. Assist G-EAE Branch Chiefs in planning financial requirements and submitting necessary resource requirements documents.
 - g. Prepare and review annual budget submissions and guide them through the budget process. Prepare Operating Expense (OE) RCPs. Prioritize RCPs with Branch Chiefs and G-E staff. Coordinate all RCP submissions with, and receive input from, program directors. Coordinate queries for OST, OMB, and Congress.
 - h. Manage execution of appropriations including maintaining a system of fund, resource, cost revenue, reconciliation and appraisal accounts.
 - i. Provide financial planning and financial management for the Chief, Aeronautical Engineering Division, including coordinating, preparing, and updating required, external, financial management data such as planned appropriations, obligations and outlays.
 - j. Prepare financial information and quarterly management overview for status reviews.
 - k. Review all planned expenditures of funds in accordance with approved budget plans for the Aeronautical Engineering Division.
 - l. Maintain a system of financial records and account for expenditures.
 - m. Determine integrated logistics support and funding requirements and update as changes occur.
 - n. Coordinate and review all study efforts within the Aeronautical Engineering Division.

- o. Review and evaluate program performance, effectiveness and benefits. Provide appropriate analytical assistance to other branch chiefs.
- p. Coordinate and respond to Congressional inquiries and Freedom of Information Act/Privacy Act (FOIA/PA) requests directed to the Aeronautical Engineering Division.
- q. Coordinate, review, and recommend necessary reprogrammings between projects and/or functions.
- r. Coordinate the administrative logistics requirements for the Division.
- s. Provide policy support to G-EAE in areas involving more than one division.
- t. Administer the Beneficial Suggestion Program for the Division.
- u. Manage the Spectrometric Oil Analysis Program (SOAP). Provide funding and liaison with DOD and the SOAP.
- v. Prepare management reports for the Division.

**INFORMATION RESOURCE MANAGEMENT BRANCH
(G-EAE-2)**

1. Under the direction and supervision of the Chief, Aeronautical Engineering Division, the Chief, Information Resource Management Branch shall:
 - a. Supervise a Management Information System (MIS) which shall:
 - (1) Provide MIS support for the Aeronautical Engineering Division, including information generated for or used by project managers, system managers and budgetary personnel.
 - (2) Plan and coordinate MIS training in G-EAE's areas of interest. Train users on hardware operation and system applications.
 - (3) Determine information needs of the Aeronautical Engineering Program and the Division. Establish, implement, or coordinate systems, including ADP systems, that collect, transmit, evaluate, store and/or distribute program related information. Provide technical oversight of ADP systems, hardware, and software that support the Aeronautical Engineering Program.
 - (4) Initiate action to plan for and obtain ADP hardware/software tools to satisfy G-EAE's MIS needs. Assist users in the development of specialized applications and keep users advised of the availability and utility of off-the-shelf software packages.
 - (5) Perform System Manager functions for G-EAE. This includes installing system hardware and software to maintain operational reliability, implementing of software updates on contractor furnished software, preparing and filing documentation for developed application software, scheduling and performing routine file back-ups, executing recovery as necessary, and establishing and maintaining a technical library for installed ADP hardware and operating software.
 - (6) Function as the G-EAE ADP Security Officer.
 - (7) Coordinate preparation of all required ADP hardware/software reports and lease renewals.

- (8) Maintain a library of system documentation, data processing texts, and literature with ready user access.
- b. Coordinate requests for ADP services among the Aeronautical Engineering Division and the Aircraft Repair and Supply Center (ARSC), and any other divisions maintaining data bases.
 - c. Maintain the Division's technical library and review all technical directives referred to, or originating within, the Aeronautical Engineering Division.
 - d. Administer the Unsatisfactory Report of Aeronautical Equipment Program for the Division.
 - e. Develop and maintain program criteria and standards.
 - f. Develop long and short range Information Resource Management (IRM) plans and budgets.
 - g. Monitor and support the evaluation of statistical data to assist branches/project managers in identifying significant changes in their program's performance as a result of management/policy action taken or contemplated.
 - h. Support, maintain, and enhance the office automation capabilities within the Aeronautical Engineering Division, including both word processing and data processing. Initiate, develop, and recommend automated systems to improve G-EAE efficiency and effectiveness.
 - i. Evaluate program initiatives with respect to field requirements and make recommendations to improve support. Analyze the overall program effectiveness of field units. Monitor progress toward program objectives, goals, and milestones, including information obtained from program support managers.
 - j. Administer the overall Computerized Maintenance System contract for fixed wing, rotary wing, life support, and ground support equipment.
 - k. Serve as the cognizant authority for Address Indicator Groups (AIGs) 8902, 8904, 8906, 8914, 4910, 4984.
 - l. Solicit, coordinate, review, process, and control Division inputs for various publications and briefing material.

- m. Chair an IRM User Steering Committee to assist the Division, Aircraft Repair & Supply Center, and field units with particular automated data processing problems associated with the Aviation Maintenance Management Information System (AMMIS).
- n. Monitor, approve, and recommend changes to the Aviation Maintenance Management Information system (AMMIS) to ensure the system is responsive to the needs of the Aeronautical Engineering Program.

MAINTENANCE ENGINEERING BRANCH
(G-EAE-3)

1. Under the direction and supervision of the Chief, Aeronautical Engineering Division, the Chief, Maintenance Engineering Branch shall:
 - a. Administer the minor procurement programs for assigned aircraft, engines, and special equipment.
 - b. Assist the Office of Acquisition in major procurement programs for assigned aircraft, engines and special equipment.
 - c. Monitor the logistics support of assigned aircraft and provide technical guidance in the procurement and maintenance of replacement items, spare parts and special equipment.
 - d. Develop cost estimates, price determinations and specifications for procurement, modification, programmed depot maintenance (PDM), and support of assigned aircraft and aircraft being considered for inclusion in the Coast Guard inventory.
 - e. Manage the aircraft maintenance program for assigned aircraft. Management of these programs includes but is not limited to:
 - (1) Programmed Depot Maintenance (PDM) Programs.
 - (2) Aircraft configuration control.
 - (3) Initiating, preparing and reviewing technical directives.
 - (4) Implementing procedures to minimize Not Mission Capable because of Maintenance (NMCM), Not Mission Capable because of Supply (NMCS), Not Mission Capable because of Both (NMCB) and Not Mission Capable (NMC) rates.
 - (5) Monitoring of Unsatisfactory Reports of Aeronautical Equipment in order to alleviate problems and unsatisfactory trends.
 - (6) Monitoring contracts for technical services including technical representatives.
 - (7) Providing assistance, as required, to district commanders and commanding officers of Coast Guard aviation units of technical matters relating to maintenance, alteration and repair of aircraft.

- (8) Managing assigned aircraft computerized maintenance programs.
 - (9) Reviewing and monitoring maintenance procedures and practices.
 - (10) Managing assigned aircraft engines.
- f. 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.
 - g. Monitor the activities of the Prime Unit regarding Headquarters assigned projects.
 - h. Provide Coast Guard representation on various technical committees.
 - i. Monitor technical progress in the field of aeronautical engineering and keep abreast of new developments for possible application to Coast Guard aviation programs.
 - j. Serve as technical subject matter expert for assigned aircraft and provide inputs to G-E and G-EAE as required.
 - k. Provide technical input in the review of preliminary or detailed plans for construction or alteration of facilities for assigned aircraft.
 - l. Provide liaison with other military and non-DOD users of similar type aircraft, engines and special equipment.
 - m. Provide assistance to aviation units on matters relating to aircraft salvage.
 - n. Coordinate the administration of all aircraft equipment and associated systems that are common to both fixed wing and rotary wing aircraft including, but not limited to, life support and ground support equipment. The life support system manager shall:
 - (1) Provide input on specifications for improved equipment.
 - (2) Establish and monitor maintenance procedures for Coast Guard rescue and survival equipment.
 - (3) Provide input to G-OAV on aircraft configuration relating to rescue and survival equipment.

- (4) Attend conferences and meetings to stay abreast of the latest developments in search and rescue (SAR) equipment.
- (5) Provide input to G-OAV on requirements for the Rescue Swimmer Program.
- (6) Serve as Division liaison with DOD and civilian agencies regarding rescue and survival equipment.

AVIONICS BRANCH
(G-EAE-4)

1. Under the direction and supervision of the Chief, Aeronautical Engineering Division, the Chief, Avionics Branch shall:
 - a. Supervise the design, procurement, installation, maintenance, and support of Airborne Electronic Systems, their attendant ground support, and special test equipment. Avionics systems include all airborne electrical and electronic systems and their associated devices.
 - b. Develop specifications for new equipment in order to satisfy operational requirements.
 - c. Maintain performance records and provide instructions for equipment installation, modification, maintenance and support.
 - d. Maintain liaison with technical avionics programs at the Aircraft Repair and Supply Center and Aviation Technical Training Center (ATTC).
 - e. Maintain liaison with ATTC concerning avionics and electrical courses and curriculum.
 - f. Act as subject matter expert for all avionics related matters including training, course curriculum content, and enlisted rating qualifications for AT and AE rates.
 - g. Plan for the development of equipment to meet future avionics requirements.
 - h. Manage the aircraft avionics programs. Management of these programs includes but is not limited to:
 - (1) Aircraft configuration control.
 - (2) Initiating, preparing and reviewing technical directives.
 - (3) Implementing procedures to minimize NMCM, NMCS, NMCB and NMC rates.
 - (4) Monitoring of Unsatisfactory Reports of Aeronautical Equipment in order to alleviate problems and unsatisfactory trends.
 - (5) Monitoring contracts for technical services including technical representatives.

- (6) Providing assistance, as required, to district commanders and commanding officers of Coast Guard aviation units on technical matters relating to maintenance, alteration, and repair of avionics and related equipment.
 - (7) Managing assigned avionics equipment computerized maintenance programs.
 - (8) Reviewing and monitoring maintenance procedures and practices.
- i. Provide technical assistance, as required to other Coast Guard elements in the development of technical studies, engineering analyses, and other special projects relating to avionics equipment.
 - j. Monitor the activities of the Prime Unit regarding Headquarters assigned projects.
 - k. Provide Coast Guard representation on various technical committees.
 - l. Administer Navy-Type-Navy-Owned (NTNO) avionics equipment program. Act as liaison with Navy for avionics programs.
 - m. Monitor technical progress in the field of aviation electronics engineering and keep abreast of new developments for possible application to Coast Guard aviation programs.
 - n. Manage assigned AC&I and OE avionics acquisition projects using assigned Project Managers. The Project Manager shall:
 - (1) Ensure that projects are managed in compliance with DOT and USCG directives, guidance from higher authority, and sound business practices.
 - (2) Manage all aspects of each project to meet approved cost, schedule and performance goals within the authority provided.
 - (3) Act as Contracting Officer's Technical Representative to ensure that the provisions of assigned contracts are carried out. Manage contractor support as required.
 - (4) Act as the central focal point for information within the Coast Guard for the project assigned. Answer queries from higher authority and provide project liaison with DOD, DOT, AR&SC and other Coast Guard segments.

- (5) Develop and coordinate project planning and execution documents such as the Project Master Plan (PMP) in accordance with standard guidance.
- (6) Develop and maintain a Project Implementation Plan which defines how responsibility for acquired systems, including their associated logistic support, will be transferred from the development/installation stage to the operational stage.
- (7) Coordinate RCP preparation with G-EAE-1. Act as project fund manager and approval authority for execution of funds appropriated for the project as directed by G-EAE. Coordinate solicitation or reprogramming actions as required to meet changes in requirements with G-EAE-1.
- (8) Plan for and acquire adequate resources to meet project goals.

CIVIL ENGINEERING DIVISION
(G-ECV)

1. Under the general direction and supervision of the Chief, Office of Engineering and Development, the Chief, Civil Engineering Division shall:
 - a. Be responsible for planning, designing, constructing, altering, maintaining, repairing and replacing all Coast Guard shore facilities and fixed aids to navigation.
 - b. Manage the engineering support for aids to navigation, pollution response and diving programs.
 - c. Promulgate policy for administrative guidance of the MLC, Civil Engineering Unit (CEU), Facilities Design and Construction Centers (FD&CC), and facility engineering organizations in delivery of the civil engineering support program within the Coast Guard.
 - d. Provide technical guidance to assist program managers in development of documentation to support their sponsorship of shore facility requirements resulting from new or expanded missions. Prioritize and sponsor AC&I budget requests for all support center, family housing acquisition and shore facility replacement projects. Review and approve all major and minor AC&I Project Proposal Reports.
 - e. Publish the AC&I shore construction program annually including the solicitation, review and approval of projects under the Minor AC&I Program. Assign projects to the field and monitor program execution. Manage all shore construction funds provided under the AC&I appropriation to meet program objectives.
 - f. Sponsor all budget requests related to shore facility maintenance Operating Guide (OG-43) and civil engineering program personnel resources. Distribute resources to field units and administer all funds allocated to the Division.
 - g. Define the Shore Facility Planning, Programming and Budgeting System (SFPPBS) following the basic Coast Guard guidelines, and issue appropriate policy and instructions. Develop and maintain the Shore Facilities Requirements List (SFRL). Coordinate, review and publish the shore facilities portion of the Capital Investment Projections (CIP).

- h. Coordinate planning as Headquarters Planning Coordinator (HQPC) for Support Centers, providing budgetary input, management overview and coordination of programs and missions involved. Provide policy and methodology to address the significant issues involved in the development of all shore unit master plans.
- i. Formulate and publish policies governing real property acquisition, disposal and management including acquisition and disposal of Coast Guard-owned family housing but not extending to housing policy or the leased housing program. Develop appropriate design, construction and maintenance standards for all facility types.
- j. Assess condition of the shore plant on a regular basis and document facility deficiencies. Develop civil engineering program measures of effectiveness, collect and analyze performance data, and report measures of program effectiveness and productivity. Perform civil engineering management evaluations of field units.
- k. Develop and document maintenance philosophy, staffing standards, skill requirements and staffing requirements for field maintenance and management of shore facilities.
- l. Develop policy and maintain expertise in the area of shore facility environmental compliance. Provide guidance for Coast Guard compliance with environmental laws and regulations.
- m. Provide facility and resource requirements to develop mobilization plans for logistic support of Coast Guard operating assets under contingency or wartime conditions.
- n. Promulgate policy for establishment of motor vehicle allowances Service-wide and for the maintenance, repair and operation of the Coast Guard vehicle fleet.
- o. Provide technical representatives for intergovernmental and international working groups as necessary.

PROGRAM POLICY AND EVALUATION STAFF
(G-ECVs)

1. Under the direction and supervision of the Chief, Civil Engineering Division, the Chief, Program Policy and Evaluation Staff shall:
 - a. Define the Shore Facility Planning, Programming and Budgeting System (SFPPBS) following basic Coast Guard guidelines, and issue appropriate policy and instructions.
 - b. Develop and maintain the Shore Facilities Requirements List (SFRL). Coordinate review and publish the shore facilities portion of the Capital Investment Projections (CIP).
 - c. Develop long and short range civil engineering budgetary programs by reviewing, analyzing and integrating the AC&I and OE shore program.
 - d. Review all Resource Proposals (RP), Resource Change Proposals (RCP), Planning Proposals (PP) and Planning Proposal Reviews (PPR) prepared by the Division for completeness and conformance to program objectives. Coordinate response to external inquiries related to the shore program.
 - e. Develop policy for use of OE, AC&I and Non-appropriated funds for shore facility projects.
 - f. Publish the AC&I shore construction program annually and publish the list of approved projects under the Minor AC&I program. Develop the AC&I shore construction worklist for field execution.
 - g. Develop civil engineering measures of effectiveness, collect and analyze data, and report performance of the AC&I program.
 - h. Define and document automated management information system (MIS) capabilities, integrated into the office MIS, required for efficient division work performance, program effectiveness evaluation and timely information reporting.
 - i. Provide general and common administrative support services for the Division including classified material control, personnel action monitoring, file management policy, correspondence tracking, collateral duty distribution and coordination of Division participation in professionally oriented activities.

ENVIRONMENTAL COMPLIANCE AND RESTORATION BRANCH
(G-ECV-1)

1. Under the direction and supervision of the Chief, Civil Engineering Division, the Chief, Environmental Compliance and Restoration Branch shall:
 - a. Plan and manage the development of policy and procedures to direct the in-house Environmental Compliance and Restoration Program.
 - b. Direct the development and dissemination of Coast Guard policy to insure compliance with federal, state and local environmental laws and regulations regarding the managing, disposal and minimization of hazardous waste.
 - c. Develop programs and methodologies to assess and investigate existing Coast Guard facilities to determine the necessity for remedial action.
 - d. Represent the Coast Guard at the national level to the USEPA, other federal agencies, and state and local environmental agencies.
 - e. Monitor the status and evaluate the effectiveness of environmental projects to remediate land, air, and water (including groundwater) contamination. Prepare required reports for Congress, DOT and EPA.
 - f. Institute a service-wide environmental training program.
 - g. Develop budget requests for personnel and financial resources to support the Environmental Compliance and Restoration Program.
 - h. Manage an integrated database system that tracks the progress and status of the environmental programs and projects, including the underground storage tank program, CECAMP audits, site investigations and facility status.
 - i. Develop and manage Coast Guard programs for compliance with the National Environmental Policy Act (NEPA) and related legislation and regulations.
 - j. Review NEPA documentation for Coast Guard and non-Coast Guard actions that may impact their environmental or CG mission areas.
 - k. Assist and advise in the preparation of environmental documentation for Coast Guard Headquarters actions.

- l. Review proposed environmental laws and regulations impacting on the Coast Guard.
- m. Publish and maintain the EC&R Policy Manual and related instructions and publications.

FACILITY PLANNING AND STANDARDS BRANCH
(G-ECV-2)

1. Under the direction and supervision of the Chief, Civil Engineering Division, the Chief, Facility Planning and Standards Branch shall:
 - a. Plan, develop, implement and monitor the Coast Guard program for shore facility planning, design and construction.
 - b. Direct the development of planning policy and documentation requirements for Coast Guard shore facilities.
 - c. Direct the development of a reusable planning/design methodology for Coast Guard shore facilities.
 - d. Direct the development of facility planning, design and construction standards and issue appropriate policy in these areas.
 - e. Direct the development of policy and methodology involved in the preparation of shore unit master plans.
 - f. Direct the Post-occupancy review program. Evaluate the effectiveness of policies, design standards and codes in providing functional and physically adequate shore facilities. Evaluate completed projects for economical and effective accomplishment of intended objectives.
 - g. Direct the development of cost estimating policy and determine follow-on cost requirements for shore facilities.
 - h. Administer the special programs directed by Executive Order, public law, departmental directive or other mandate including the energy conservation program for shore facilities, value engineering policy, safety and fire protection standards applicable to shore facilities.
 - i. Direct the review and evaluation of planning and design documentation submitted for Headquarters review.
 - j. Provide consultation and guidance to civil engineering field organization on the interpretation of standards and on the preparation of project planning and design documentation.
 - k. Publish and maintain instructions, manuals, and other guidance on shore facility planning and design.

**OCEAN ENGINEERING BRANCH
(G-ECV-3)**

1. Under the direction and supervision of the Chief, Civil Engineering Division, the Chief, Ocean Engineering Branch shall:
 - a. Manage the Aids to Navigation (ATON) engineering support program to include the planning, designing, constructing, altering, maintaining and repairing of: (1) buoys and buoy markers, (2) lighthouses, (3) acoustical and optical equipment, (4) beacon structures, excluding electronic navigation aids.
 - b. Prepare standards, directives and guidance for execution of the ATON engineering support by districts, field, MLC and Headquarters units including maintenance policy and equipment standards.
 - c. Manage technical aspects of ATON AC&I and OE programs including recommendations for funds apportionment, cost and technical input to the budget process, project review and approval, central equipment procurement and distribution management, where appropriate, and preparation of technical policy guidance.
 - d. Manage ATON Service-wide maintenance training through liaison with ATON school, Performance Systems Division (G-PRF) and Short Range Aids to Navigation Division (G-NSR) in accordance with current training directives.
 - e. Initiate requests, provide liaison and provide funding recommendations to the Research and Development Staff or Electronics Engineering Laboratory for special studies and projects to bring improved concepts, systems and hardware into the inventory.
 - f. Provide technical support for the supply of ATON hardware to field units including management of Qualified Products List (QPL) testing where appropriate. Update drawings and specifications for equipment procurement by Inventory Control Points (ICP) and perform Contracting Officer's Technical Representative (COTR) duties where appropriate.
 - g. Plan and execute Headquarters projects for the short term development and improvement of ATON hardware and systems including budgeting, preparation of procurement documents, specifications and drawings, quality assurance and COTR duties, and management of field implementation.
 - h. Develop budget and administer OG-43 funds provided for branch projects.

- i. Provide optical and acoustical technical advice to other organizational elements as requested.
- j. Provide engineering support to the marine environmental response and diving programs.
- k. Prepare standards, directives and guidelines for execution of the engineering support program for pollution response and diving by districts, field, area and Headquarters units.
- l. Manage the technical aspects of pollution response under the National Contingency Plan and the diving program. Provide technical assistance and liaison to marine environmental response and diving program managers for development and administration of training programs.
- m. Provide direct engineering support to strike teams and diving units.
- n. Provide recommendations and liaison for the management of ocean engineering and engineering physics postgraduate education programs and officer specialty career programs.

PROGRAM EXECUTION AND MANAGEMENT BRANCH
(G-ECV-4)

1. Under the direction and supervision of the Chief, Civil Engineering Division, the Chief, Program Execution and Management Branch shall:
 - a. Develop policy and guidance on property management matters affecting acquisition, utilization and disposal of real property consistent with existing laws, regulations and directives. Prepare manuals and instructions pertaining to the real property management program.
 - b. Develop policy to improve, maintain and coordinate the Coast Guard real property program including:
 - (1) assistance to field and interagency coordination of real property acquisitions and disposals;
 - (2) central real property record keeping;
 - (3) improvement to real property management;
 - (4) coordination of excess real property screening;
 - (5) monitoring real property utilization and review justifications for retention of idle property;
 - (6) coordination of all required reports;
 - (7) monitoring Coast Guard efforts to identify and preserve historically significant properties; and
 - (8) management of General Services Administration (GSA) leased space program including planning, utilization monitoring, evaluation of field requests for changes and budgeting aspects of the space rental program.
 - c. Represent the Coast Guard as a member of the DOT Real Property Inventory Systems Committee and the Protection and Enhancement of the Cultural Environment Committee.
 - d. Manage the Coast Guard vehicle program including development of policy and program overview, establishment of Service-wide allowances and liaison with GSA and DOT.
 - e. Manage all shore construction funds provided under the AC&I appropriation. Approve funding requests, authorize issuance of Invitations for Bids (IFB), resolve funding shortages, develop budgets for and administer the AC&I Administrative and Survey & Design funds, monitor project documentation status and track program execution.

- f. Manage budget development and administration of Division OG-30 funds.
- g. Establish policies and procedures for the civil engineering program OG-43 Zero Base Management System (ZBMS) and the management of civilian and military staffing.
- h. Sponsor all budget requests related to shore facility maintenance (OG-43) and civil engineering program personnel resources. Distribute resources to field units and administer all OE funds allocated to the Division.
- i. Develop new initiatives and conduct special studies in the area of shore facilities management.
- j. Develop shore maintenance program measures of effectiveness, collect and analyze performance data and report measures of program performance and goal attainment. Perform civil engineering management evaluations of field units and provide feedback in the form of Service-wide comparative data.
- k. Establish policies and procedures for Facilities Engineering organizations. Develop staffing requirements and provide feedback on unit performance.
- l. Assist other Headquarters program managers concerning the training, manning level standards, qualification and assignment of personnel to civil engineering duty and provide career guidance to civil engineering specialists. Supervise the civil engineer postgraduate training program and provide liaison for the Coast Guard Academy civil engineering undergraduate program.
- m. Review structure alterations (STRUCTALT) for conformance to long term facility plans and appropriate funding source. Coordinate submittal of documentation to DOT for major construction projects.

**PROJECT DEVELOPMENT BRANCH
(G-ECV-5)**

1. Under the direction and supervision of the Chief, Civil Engineering Division, the Chief, Project Development Branch shall:
 - a. Evaluate the condition of the existing shore plant and identify requirements for facility replacement or modification.
 - b. Sponsor shore facility replacement projects to address facility deficiencies.
 - c. Provide technical guidance and project documentation to assist program manager sponsorship of shore facility projects resulting from new or expanded mission requirements.
 - d. Review AC&I PPs, PPRs and Master Plans for shore units and prepare final resolution documents.
 - e. Develop priorities for shore facility replacement projects.
 - f. Serve as the focal point for shore facility issues and impacts related to Headquarters initiatives or external inquiries raised at the Headquarters level.
 - g. Develop policy and guidance for administration of the Minor AC&I program. Solicit, review and approve projects. Recommend priorities for project accomplishment.
 - h. Develop civil engineering military readiness requirements. Review Wartime Personnel Allowance List (WPAL); prepare civil engineering input to the Logistics Support and Mobilization Plan (LSMP); participate in Command Post Exercises and provide liaison to NAVFACENCOM on readiness issues.

LOGISTICS MANAGEMENT DIVISION
(G-ELM)

1. Under the general direction and supervision of the Chief, Office of Engineering, Logistics and Development, the Chief, Logistics Management Division shall:
 - a. Establish policy for and conduct oversight and review of the Coast Guard logistics process.
 - b. Direct the supply system for the Coast Guard, embracing the functions of provisioning, item identification, cataloging, allowances, storage, distribution, transportation of freight, control of repairable materials, training of personnel and utilization of DOD military standard systems.
 - c. Direct the personal property system for the Coast Guard embracing the functions of accountability, acquisition, utilization and disposal.
 - d. Develop and promulgate policy and plans, establish objectives and standards, prescribe systems and procedures, and conduct compliance reviews in the area of supply and personal property.
 - e. Implement the provisions of the Federal Property Management Regulations (FPMR) and DOT/DOD directives as they apply to Coast Guard supply and personal property management functions. Coordinate Coast Guard requests for deviation to these regulations.
 - f. Direct the overall Coast Guard Supply Fund management program, encompassing policy and procedures, budgeting and oversight.
 - g. Assign responsibilities for inventory management of specific categories of materials to Inventory Control Points.
 - h. Provide for the oversight and review of supply management operations at wholesale, retail and unit levels.
 - i. Evaluate effectiveness of the supply and personal property systems in terms of meeting the needs of Coast Guard operating units and assessing capability to meet long range objectives.

- j. Provide policy and guidance relative to negotiations and maintenance of interservice support agreements. Negotiate support agreements with the Department of Defense and its agencies when such support has system wide application.
- k. Maintain liaison and conduct business pertaining to Coast Guard supply and personal property matters with the Department of Transportation, Department of Defense, General Services Administration and other governing agencies.
- l. Coordinate Division work relating to Supply Centers, Brooklyn and Curtis Bay, and act as a central contact and approving point for work desired by other elements and for all matters which affect Supply Center Brooklyn's ability to perform its primary mission.
- m. Provide program guidance, training, and career development for the Storekeeper rating and the Chief Warrant Officer (Finance and Supply) speciality.

PUBLICATIONS STAFF
(G-ELM-S/1)

1. Under the direction and supervision of the Chief, Logistics Management Division, the Chief, Publications Staff shall:
 - a. Develop policy and procedures for the design, use and distribution of Government logistics and supply publications, including:
 - (1) Design and maintain the framework for Coast Guard logistics publications and ensure related publications are consistent and not duplicative.
 - (2) Monitor the distribution effectiveness of Coast Guard and DOD logistics publications and take corrective action, as necessary.
 - (3) Develop and maintain a long-range logistics publication plan to guide the publication efforts of all logistics elements.
 - (4) Review and implement, as appropriate, opportunities to automate and electronically link logistics publications.
 - (5) Develop and maintain guidelines for updates, clearances, standard distributions, and promulgation authority levels.
 - b. Manage the development, structure and maintenance of the various logistics and supply manuals and directives of the Logistics Management Division. Determine the best method for providing logistics guidance to the field and establish methods for testing the effectiveness and use. Schedule, coordinate, and track publications and directives to maintain deadlines.
 - c. When outside contractor assistance is required, serve as the Contracting Officer's Technical Representative (COTR) for logistics publications. This includes preparing statements of work and task orders and directing the contractor's efforts in development, workload, and training analysis, life cycle management plans, and system implementation.
 - d. Working directly with the staff of the Chief, Office of Engineering, Logistics and Development, act as editor and publisher of the quarterly Engineers Digest.
 - e. Produce smooth publications, directives, reports, letters, memoranda, messages, etc. and provide reproduction, graphics, recording (e.g., meeting

minutes), and other miscellaneous clerical services in support of the Division and its branches.

PROGRAM EVALUATION BRANCH
(G-ELM-1)

1. Under the direction and supervision of the Chief, Logistics Management Division, the Chief, Program Evaluation Branch shall:
 - a. Develop measures of efficiency and effectiveness for all logistics programs based upon existing policies and procedures. Publish reporting systems necessary for evaluating the logistics process.
 - b. Conduct logistics management policy and procedure compliance reviews. Recommend policy and procedural changes to the Logistics Policy Branch.
 - c. Identify sources of data necessary to measure and evaluate effectiveness of the various supply related and personal property functions.
 - d. Provide the policy and integration standards necessary for the automation of supply management data.
 - e. Conduct supply policy and procedure compliance reviews. Recommend policy and procedural changes to the Supply Policy Branch.
 - f. Identify system changes or deficiencies requiring training of supply personnel.
 - g. Negotiate supply support agreements with the Department of Defense, its agencies and military services, and other Government agencies when such support has system-wide application.
 - h. Act as the Force Manager for the SK rating. Provide program guidance, training, and career development for the Storekeeper rating and the Chief Warrent Officer (Finance and Supply) specialty.
 - i. Maintain close contact with Supply Centers Brooklyn and Curtis Bay on supply logistics matters. Assist Electronic General Inventory Control Point (E/GICP) and Ships Inventory Control Point (SICP) in the development and introduction of support for equipment.
 - j. Determine requirements and justify resources for Supply Centers Brooklyn and Curtis Bay, including preparation of resource change proposals, cost-benefit studies, productivity studies, mid and long-range plans and maintaining liaison with other budget organizations.

- k. Act as the central and approving point for work desired by other elements and for all matters which affect the ability of Supply Centers Brooklyn and Curtis Bay to perform their primary function.
- l. Develop and publish the policies and procedures for the use and management of the Coast Guard Supply Fund.
- m. Administer and manage the Supply Fund. This encompasses:
 - (1) Formulating and presenting the Supply Fund budget;
 - (2) Monitoring the Supply Fund cash flow from the U. S. Treasury;
 - (3) Managing Supply Account 83 (Operations & Maintenance) and Supply Account 85 (Fuel); and
 - (4) Receiving inputs of management data from G-P for Supply Account 81 (Clothing) and Supply Account 82 (Subsistence).

SUPPLY POLICY BRANCH
(G-ELM-2)

1. Under the direction and supervision of the Chief, Logistics Management Division, the Chief, Supply Policy Branch shall:
 - a. Develop and publish the policies and procedures for the introduction of items into the Coast Guard Supply System. This encompasses:
 - (1) provisioning for system stock;
 - (2) supply support requests to other Government agencies; and
 - (3) participation in the Federal Catalog System.
 - b. Develop and publish the policies and procedures for the documentation and maintenance of operating unit allowances. This encompasses:
 - (1) the criteria for the establishment of unit allowances;
 - (2) initial provisioning of allowance items;
 - (3) management of unit allowances; and
 - (4) configuration status accounting.
 - c. Develop and publish the policies and procedures for the management of Coast Guard wholesale, retail and unit inventories. This encompasses:
 - (1) the establishment of Uniform Inventory Control Point standards of operation;
 - (2) the establishment of standards for the management of all levels of inventory; and
 - (3) the management of project material.
 - d. Develop and publish the policies and procedures for a Coast Guard requisitioning system.
 - e. Develop and publish policy and procedures for the storage and distribution of Coast Guard supplies and material.
 - f. Develop and publish policy and procedures for the transportation of freight.
 - g. Develop and publish policy and guidance relative to negotiations and maintenance of interservice support agreements for logistics issues.
 - h. Assist the Program Evaluation Branch in conducting supply policy and procedure compliance reviews by assigning pro tempore compliance reviewers.

- i. Represent the Coast Guard in the following areas to ensure the capability to integrate, thereby achieving the maximum benefit of DOD and other government agency supply systems:
 - (1) Defense Integrated Data (DIDS) System;
 - (2) DOD Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) committee;
 - (3) DOD Military Standard Requisitioning and Issue Procedures (MILSTRIP) committee;
 - (4) Defense Activity Address System (DAAS) and the DOD Activity Address Code (DODAAC) systems; and
 - (5) Defense Retail Interservice Support (DRIS) program.
- j. Manage the Coast Guard Requisitioning System, including:
 - (1) system manager for the Automated Requisitioning Management System (ARMS); and
 - (2) the identification, acquisition and distribution of the applicable supply source publications required by the operating units.
- k. Assign to Inventory Control Points the responsibilities for management of Federal Supply Classes and other special categories of material.
- l. Implement the provisions of the Federal Property Management Regulations (FPMR) and DOT/DOD directives as they apply to Coast Guard supply management functions. Coordinate Coast Guard requests for deviation to these regulations.
- m. Maintain appropriate supply policy and procedural manuals.
- n. Conduct personal property policy and procedure compliance reviews.
- o. Develop policy and procedures for the Coast Guard's personal property accountability system. This encompasses: (1) the establishment of standards for the inclusion of property into the system; and (2) managing the automated personal property data base.

- p. Develop policy and procedures for acquiring, utilizing and disposing of Coast Guard personal property. This encompasses:
- (1) acceptance of gifts to the Coast Guard;
 - (2) acquisition of systems furniture;
 - (3) reports of Survey;
 - (4) loan or donation of Coast Guard personal property;
 - (5) precious metal recovery;
 - (6) seized or forfeited property; and
 - (7) applicable Federal or other government agency regulations.
- q. Implement the provisions of the Federal Property Management Regulations (FPMR) and DOT/DOD directives as they apply to Coast Guard personal property management functions. Coordinate Coast Guard requests for deviation to these regulations.

LOGISTICS POLICY BRANCH
(G-ELM-3)

1. Under the direction and supervision of the Chief, Logistics Management Division, the Chief, Logistics Policy Branch shall:
 - a. Define the Coast Guard logistics system including the establishment of objectives and standards.
 - b. Develop and promulgate policy and procedures for the integration of the following logistics support elements:
 - (1) maintenance planning;
 - (2) manpower and personnel planning;
 - (3) supply support;
 - (4) support and test equipment;
 - (5) training;
 - (6) technical data;
 - (7) computer resources;
 - (8) packaging, handling, and storage;
 - (9) transportation and transportability; and
 - (10) facilities.
 - c. Review policies developed by other offices concerning any of the elements of the logistics system, listed above, and ensure they are consistent with one another and with the philosophy of integrated logistics management.
 - d. Conduct studies related to the improvement of the logistic system.
 - e. Develop and maintain a model for analyzing the total life cycle cost of Coast Guard systems, incorporating all logistics elements.
 - f. Establish and maintain close liaison with the Navy, Army, Air Force, Marine corps, Joint Staffs, other Federal agencies, and the private industrial logistics community in connection with logistics matters of mutual interest. This includes representing the Coast Guard on the Joint Chiefs of Staff sponsored Joint Logistics Board (O-6 level) and the Council of Logistics Directors (flag level).
 - g. Represent the Coast Guard within the DoD mobilization planning structure for logistics issues.
 - h. Formulate and publish policies, procedures and standards for planning logistics support under contingency and wartime conditions.

- i. Develop mobilization and contingency plans pertaining to supply processes.

INFORMATION RESOURCES MANAGEMENT BRANCH
(G-ELM-4)

1. Under the direction and supervision of the Chief, Logistics Management Division, the Chief, Information Resources Management Branch shall:
 - a. Supervise the operation of the Office of Engineering, Logistics and Development's computer center, including:
 - (1) Provide ADP support for the Office.
 - (2) Administer the operation of the Office's central computer and perform system manager functions, including: installing system hardware and software to maintain operational reliability, implement software updates, prepare and file application documentation, schedule and perform routine backups, and establish and maintain a technical library for installed hardware and software.
 - (3) Coordinate preparation of all required ADP hardware/software reports and lease renewals for the Office and plan for and obtain additional ADP hardware/software as necessary to satisfy the needs of the Office.
 - (4) Provide assistance and support to all users of the Office computer, as necessary.
 - b. Develop and maintain the necessary information management tools and processes to fully integrate and automate the Coast Guard logistics system, including initial automation of the supply system, design and automation of configuration management processes and data, establishment of electronic interfaces amongst the Coast Guard elements of logistics and with the necessary DoD and industry support networks, and automation of publications and technical data. Develop statements of work (SOW's) for the acquisition of IRM resources.
 - c. Coordinate with the Office of Command, Control and Communications, the Office of Acquisition, and other Headquarters offices and units, as necessary, to ensure proper interfaces of software, hardware, and data.
 - d. Coordinate with logistics IRM users to ensure that the developing and installed capability fulfills their functional needs.
 - e. Provide management advice regarding potential changes to logistics systems to plan for and take advantage of improved IRM capabilities.

NAVAL ENGINEERING DIVISION
(G-ENE)

1. Under the general direction and supervision of the Chief, Office of Engineering, Logistics and Development, the Chief, Naval Engineering Division shall:
 - a. Serve as allotment fund code manager of the AFC-45. Recommend allotments and provide administration of funds allocated to the division. Provide planning documents and budget estimates to program directors and project managers for cutter and standard boat construction and maintenance funds.
 - b. Prepare, review, and approve standards, guidance and specific policies for design, construction and maintenance of cutters and standard boats.
 - c. Prepare, review, and approve plans, designs, and specifications for the repair, maintenance, and alteration of cutters and standard boats.
 - d. Prepare, review, and approve cutter and standard boat maintenance and damage control instructions.
 - e. Participate in the vessel configuration control process.
 - f. Conduct special studies relative to new or improved naval engineering designs or operating and maintenance methods that have possible Coast Guard use. Coordinate with the Research and Development Staff as appropriate.
 - g. Serve as the program manager for the Coast Guard YARD.
 - h. Evaluate Safety and Mishap Board reports.
 - i. Participate with contracting officers in the negotiation of contracts for the construction, installation, repair, maintenance and alteration for cutters and standard boats.
 - j. Support acquisition project managers by; providing technical liaison with the Resident Inspector Offices (RIOs) and Project Resident Offices (PROs); preparing and reviewing drawings, specifications, trial instructions, Hull, Machinery, Equipment, and Ordinance (HME&O) outfitting lists and other technical documents for major acquisition projects; and, assisting in contract expediting. Prepare relevant portions of logistics support plans.

- k. Perform project manager functions in support of vessel new construction, renovation and alteration projects assigned to the Office of Engineering, Logistics, and Development. Develop and approve the designs, contract specifications, and other technical documents.
- l. Maintain an overview of the Naval Engineering program and monitor its effectiveness.
- m. Responsible for management of the DC, EM, and MK ratings. Includes all areas which determine the health of these ratings (e.g. billet structure, training, career progression, occupational standards, impact of technological change).
- n. Responsible for the management of the Naval Engineering officer force. Includes establishing standards for training and education, career progression, staffing requirements, etc.
- o. Participate with Facility and Program Managers in development and review of readiness/mobilization plans.

**TYPE SUPPORT BRANCH
(G-ENE-1)**

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Type Support Branch shall interface with program managers, project managers, and other staff elements to provide class unique naval engineering technical inputs and outputs in support of acquisition, maintenance and logistics issues for cutters and standard boats; and specifically perform the following functions:
 - a. Support and/or manage vessel AC&I projects by:
 - (1) Designating a project officer (for G-E projects) or project task leader (for G-A projects) when billets are authorized. The G-E project officers perform the full range of project manager functions for their projects in accordance with their charters.
 - (2) Participate in the project design and specification development.
 - (3) Participate in the contract source evaluation process; includes establishing/recommending technical evaluation criteria, serving on Technical Evaluation Teams, Source Evaluation Boards and negotiating teams.
 - (4) Provide technical liaison to RIO's, PROs and the YARD.
 - (5) Participate in acceptance tests and trials. Chair or serve as a member of configuration control board (CCB).
 - (6) Initiate or provide technical input to procurement requests including plans, justifications, specifications, statements of essential need, and other supporting data as appropriate.
 - (7) Initiate Coast Guard YARD project orders in support of projects.
 - (8) Prepare and maintain the Maintenance Plans for cutter/boat LSPs.
 - b. Develop solutions to class unique ship and standard boat HM&E systems problems. This may result in one or more of the following:
 - (1) Direct, participate in, and review Ships Structural and Machinery Evaluation boards. Maintain the division files of SSMEB, SSEB, MEB reports.

- (2) Develop, sponsor, and submit for approval class unique cutter and standard boat alterations. Maintains the division files of ShipAlts, BoatAlts, and ShipAlt Review Board minutes.
 - (3) Provide class unique naval engineering information guidance and direction to maintenance and logistics commands, CG areas, Headquarters elements, other governmental elements, and public interests as applicable.
 - (4) Be a member of all cutter and boat alteration, design and policy review boards.
 - (5) Develop input on class unique logistics support issues for cutters and standard boats.
 - (6) Initiate or provide technical input to procurement requests including plans, justifications, specifications, statements of essential need, and other supporting data as appropriate.
 - (7) Initiate Coast Guard YARD project orders in support of projects.
 - (8) Participate in cutter class CCBs.
 - (9) Develop and submit for approval branch Project Plans. Execute the approved Planned Obligation Program (POP)
- c. Provide miscellaneous naval engineering services that relate to cutters and standard boats and their HM&E systems. (e.g. Congressional inquiries, Beneficial Suggestions, RPs/RCPs, PMPs, OFCOs, Planning Proposals, decision memos, etc.)

FLEET SYSTEMS AND EQUIPMENT BRANCH
(G-ENE-2)

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Fleet Systems and Equipment Branch shall: interface with program managers, project managers, and other staff elements to provide naval engineering technical inputs and outputs in support of acquisition, maintenance, and logistics issues for systems and equipment common to multiple cutter classes and ordinance issues regardless of cutter/boat class. Specifically, Fleet Systems and Equipment Branch performs the following functions.
 - a. Supports and/or manages vessel AC&I projects by:
 - (1) Designating a project officer (for G-E projects) or project task leader (for G-A) projects) when billets are authorized. The G-E project officers perform the full range of project manager functions for their projects in accordance with their charters.
 - (2) Participating in the project design and specification development.
 - (3) Participating in the contract source evaluation process; includes establishing/recommending technical evaluation criteria, serving on Technical Evaluation Teams, Source Evaluation Boards and contract negotiating teams.
 - (4) Providing technical liaison to the RIOs. PROs and YARD.
 - (5) Participating in acceptance tests and trials. Chair or serve as member of configuration control board (CCB).
 - (6) Initiating or providing technical input to procurement requests including plans, justifications, specifications, statements of essential need, and other supporting data as appropriate.
 - (7) Initiating Coast Guard YARD project orders in support of projects.
 - (8) Preparing and maintaining the appropriate multi-class systems sections of Maintenance Plans for cutter/boat LSPs.

- b. Develops solutions to ordnance and multi-class systems problems. This may result in one or more of the following:
- (1) Develop, sponsor, and submit for approval ordnance and multi-class configuration changes, ShipAlts, OrdAlts, BoatAlts.
 - (2) Provide naval engineering information, guidance and direction to the maintenance and logistics commands, CG areas, Headquarters elements, other governmental elements, and public interests as applicable.
 - (3) Be a member of all cutter and boat alteration, design and policy review boards.
 - (4) Develop input on multi-class logistics support issues for cutters and standard boats.
 - (5) Initiate or provide technical input to procurement requests including plans, justifications, specifications, statements of essential need, and other supporting data as appropriate.
 - (6) Initiate Coast Guard YARD project orders in support of projects.
 - (7) Participate in cutter class CCBs.
 - (8) Manage the Preventative Maintenance System (HM&E) and the Planned Maintenance System (Ordnance).
 - (9) Develop and submit for approval branch Project Plans. Execute the approved Planned Obligation Program (POP).
 - (10) Prepare and review instructions and manuals for Navy-owned ordnance support program.
 - (11) Prepare and review Damage Control instructions and manuals.
 - (12) Manage, coordinate and oversee the reimbursable funding provided for ordnance support by the U.S. Navy.
- c. Provide miscellaneous naval engineering services that relate to ordnance and multi-class equipment. (e.g. congressional inquiries, Beneficial Suggestions, RPs/RCPs, PMPs, OFCOs, Planning Proposals, decision memos, etc.)

- d. Develop support manager input to the Force Manager for the FT and GM ratings.

RESOURCES BRANCH
(G-ENE-3)

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Resources Branch shall:
 - a. Develop, and coordinate preparation of, review for programmatic compliance, and submit for approval and promulgation technical, maintenance and design philosophy and standards for cutters and standard boats.
 - b. Review for programmatic compliance all ordnance, maintenance, and damage control instructions and manuals. This shall include revisions to existing publications and promulgation of new/manuals/instructions.
 - c. Maintain configuration control SCAMP software and all future computer software applications developed to support Naval Engineering programs.
 - d. Act as Force Manager for DC, EM, and MK ratings. Responsible for coordinating human resource demand with Facility and Program Managers to determine qualification and health of the DC, EM, and MK force structures.
 - e. Manage Naval Engineering officer resources. Coordinate with Facility and Program Managers to determine qualifications and health of the force structure. Prepare program input to O-5 Assignment Panel and PCS Slate for O-4 and below.
 - f. Supervise the Marine Engineering postgraduate (PG), Naval Engineering Technology (NET), student engineering and Naval Engineering training programs. Coordinate efforts with the Office of Personnel and Training to achieve cost-effective training. Review and approve changes to, and new naval engineering resident training and correspondence course curricula.
 - g. Develop input on logistics support issues for cutters and standard boats.
 - h. Review and recommend changes to Coast Guard Logistics Support Mobilization plan (LSMP), Readiness Planning Manual and other readiness/mobilization documents to insure consistency with existing Naval Engineering policies, procedures and capabilities.
 - i. Administer and coordinate the Planning, Programming, Budgeting and Evaluation System (PPBES) for the Naval Engineering Program.

- j. Provide financial planning and financial management for the Division, including coordinating, preparing and updating required, external, financial management data such as planned apportionments, obligations and outlays.
- k. Maintain a system of timely financial records by programs which document transactions, plans, current pending expenses, program surplus/deficit end-cost status, and other information necessary to manage program development and execution.
- l. Prepare recommendations for annual Office of Engineering, Logistics and Development AC&I billet requirements. Prepare AC&I personnel and administrative support resource requirement RCPs.
- m. Serve as the Program Officer for the Coast Guard YARD.
- n. Supervise and coordinate all Division administrative logistics including operation of a central mail and file system and records management program.
- o. Manage cost estimating services for cutter and boat construction and maintenance.
- p. Be a member of all cutter and boat alteration, design and policy review boards. Maintain the division file of policy board minutes.
- q. Maintains a technical library of information, calculations, and drawings. Issue amendments to technical publications.
- r. Provide centralized automatic data processing support for the Naval Engineering Division by generating data bases, forms, and reports intended to assist in the functions of the program.
- s. Provide a system for evaluating the performance of the Naval Engineering Program.
- t. Provide miscellaneous services that relate to the naval engineering program's fiscal and administrative matters. (e.g. congressional inquiries, Beneficial Suggestions, RPs/RCPs, PWPs, PWPs, OFCOs, Planning Proposals, decision memos, etc).
- u. Develop and submit for approval branch Project Plans. Execute the approved Planned Obligation Program (POP).

**TECHNICAL BRANCH
(G-ENE-5)**

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Technical Branch shall: provide engineering services including performing calculations, preparing drawings and specifications in sufficient detail to support cutter and standard boat alterations, and describing the scope of work for new construction and major conversions of cutters and standard boats; and specifically perform the following functions:
 - a. Prepare and review feasibility studies, conceptual, preliminary and contract designs and specifications for fleet-wide programs.
 - (1) Prepare and review plans, designs and specifications for new constructions.
 - (2) Prepare and review plans, designs, and specifications for the repair and alteration of structural, electrical, and machinery systems on Coast Guard cutters and standard boats.
 - b. Prepare design standards for Coast Guard cutters and standard boats for approval by the Chief of Naval Engineering.
 - c. Conduct special studies relative to new or improved naval engineering designs or methods that have possible Coast Guard use. Evaluate developments from industry (unsolicited proposals, technical papers and periodicals.). Evaluate and prototype engineering products and designs.
 - d. Be a member of all cutter and boat alteration, design and policy review boards. Maintain the division file of Design Review Board minutes.
 - e. Provide members for contract Technical Evaluation Teams. Provide technical input to Contract Review Boards and Source Evaluation Boards. Participate in the negotiation of contracts for the design and specification preparation for construction, installation, repair, maintenance and alteration of cutters and standard boats.
 - f. Provide naval engineering technical information, guidance and direction to the maintenance and logistics commands, Coast Guard Areas, Headquarters elements, other governmental elements and public interests as applicable.

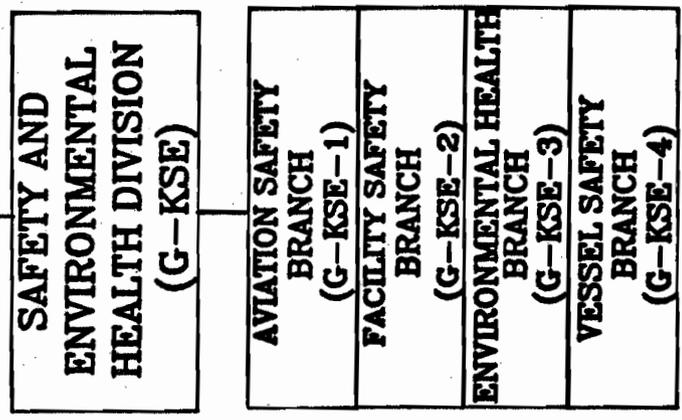
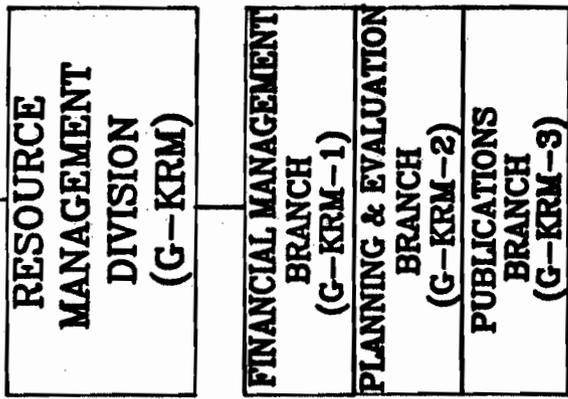
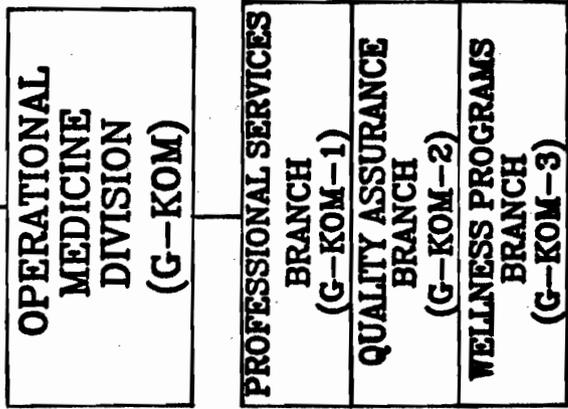
- g. Maintain fleet Damage Control Books and Diagrams and Stability Booklets and associated software/hardware.
- h. Manage the Computer Aided Drafting (CAD) system. Coordinate with MLCs, RIOs, PROs, and YARD.
- i. Provide miscellaneous naval engineering technical services that relate to cutters and standard boats and their HM&E systems. (e.g. congressional inquiries, Beneficial Suggestions, RPs/RCPs, PMPs, OFCOs, Planning Proposals, decision memos, etc.).

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OFFICE OF HEALTH AND SAFETY

(G-K)

**OFFICE OF
HEALTH & SAFETY
(G-K)**



**OFFICE OF HEALTH AND SAFETY
(G-K)**

1. **Mission.** To develop and implement the overall health services and safety programs 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 and Safety shall:
 - a. Serve as Program Director (PD) for the health services program (GAK) and the safety and environmental health program (GAS).
 - b. 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.
 - c. 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, and such other advisory services that may be required or requested.
 - d. 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.
 - e. Plan, develop and administer a comprehensive program to protect the safety and health of Coast Guard personnel, to reduce losses, and protect the environment in Coast Guard working facilities and living spaces.
 - f. Plan, develop and administer wellness programs directed at smoking cessation, improving physical fitness, improving the nutritional content of meals served in galleys and dining facilities, and prevention of disease.
 - g. Direct the administration of funds in those appropriations or Operating Guides under the control of the Chief, Office of Health and Safety, including preparing budget estimates and allotment recommendations to the Chief of Staff.

- h. Advise responsible offices relative to the establishment of physical standards for military duty, and special operational programs.
- i. Review the performance of Public Health Service (PHS) personnel detailed to the Coast Guard. Provide G-P with information regarding the technical background and qualifications of PHS personnel relative to pending assignments.
- j. Maintain liaison with the U. S. Public Health Service, the Veterans Administration, and the medical departments of the Department of Defense and other Federal agencies. Also, serve on interservice boards and committees as appointed.
- k. Provide health services consultation and advice to operating program managers.
- l. Act as Headquarters Planning Coordinator (HQPC) for all medical and dental facilities.
- m. Administer the Coast Guard's alcohol abuse prevention, education, identification, treatment and rehabilitation program.
- n. Review and make recommendations on legislative proposals affecting health care benefits and programs.
- o. Maintain liaison with the Office of the Assistant Secretary of Defense (Health Affairs) in regard to all matters affecting the Coast Guard Health Services Program.
- p. Serve as a member of the Human Resources Coordinating Council.
- q. Serve as the Program Director for a service-wide Fire Prevention and Suppression Program.

**RESOURCE MANAGEMENT DIVISION
(G-KRM)**

1. Under the general direction and supervision of the Chief, Office of Health and Safety, the Chief, Resource Management Division shall:
 - a. Supervise the planning, budgetary and financial aspects of the health services and safety programs.
 - b. Perform financial accounting and analysis for the Office of Health and Safety, to include the administration of Operating Guide - 57 and point account 30.09 and administer other reimbursable programs that are under the Office of Health and Safety.
 - c. Maintain planning and budgeting liaison with the health services departments of the Armed Forces, Public Health Service, and Veterans Administration, as appropriate.
 - d. Coordinate the development of mobilization requirements for the Coast Guard Health Services Program.
 - e. Maintain a health services management information system to include statistics for health care delivery, and financial management.
 - f. Process for payment, invoices for service-wide health care rendered to Coast Guard beneficiaries in Federal medical treatment facilities.
 - g. Monitor the annual outlay of funds for contracting of health care for Coast Guard personnel.
 - h. Formulate and administer procedures to contain costs and identify and recoup third party monies under the Federal Medical Care Recovery Act.
 - i. Analyze support requirements for the Coast Guard Health Services and Safety Programs and coordinate proposals for resource acquisition.
 - j. Act as medical equipment manager for the health services program, including funding, acquisition, and inventory control of major medical equipment. Provide technical advice and assistance including health specifications and requirements to field units.
 - k. Monitor and assess CHAMPUS costs.

1. Provide technical advice and assistance including health care and emergency medical equipment (EMT), equipment specifications and requirements to field units.
- m. Provide program input on duty assignments for Medical Administration Officers (with input from G-KOM).

**FINANCIAL MANAGEMENT BRANCH
(G-KRM-1)**

1. Under the direction and supervision of the Chief, Resource Management Division, the Chief, Financial Management Branch shall:
 - a. Plan, develop, implement, and evaluate Service-wide financial programs for the Coast Guard health care delivery system and the safety and environmental health program.
 - b. Administer OG-57 and the OG-30.09 account for the Office of Health and Safety.
 - (1) Establish the basic financial plan for the medical accounts, ensuring consistency with the overall operating plans of the Coast Guard and sound financial practices.
 - (2) Prepare the health services program budgets.
 - (3) In coordination with the Chief, Operational Medicine Division, distribute OG-57 medical equipment funds. Establish procedures and format for such distribution consistent with previously established standards.
 - (4) Maintain a ledger system for OG-57 and OG-30 funds for the Office of Health and Safety to ensure proper reconciliation with G-CAC and to provide accurate funding status on a day-to-day basis.
 - (5) Advise the Division Chief in all matters relating to budget execution, including the status of financial plans through periodic reports.
 - (6) Prepare accrued expenditure documents for unbilled health care treatment and services at close of fiscal year, as required.
 - c. Process invoices for health care rendered by Federal Medical Treatment Facilities to Coast Guard beneficiaries.
 - d. Prepare billings for the Army, Navy, Marine Corps, Air Force, National Oceanic and Atmospheric Administration (NOAA) and Public Health Service beneficiaries seen at Coast Guard clinics.
 - e. Formulate and administer procedures to identify and recoup third party monies under the Federal Medical Care Recovery Act.

- f. Function as property custodian and facility manager for the Office of Health and Safety.
- g. Manage the blanket purchase agreement for administrative supplies for the Office of Health and Safety.
- h. Monitor, assess and project CHAMPUS costs in conjunction with G-KOM program input.

**PLANNING AND EVALUATION BRANCH
(G-KRM-2)**

1. Under the direction and supervision of the Chief, Resource Management Division, the Planning and Evaluation Branch shall:
 - a. Analyze support requirements for the Coast Guard Health Services and Safety Programs and coordinate proposals for resource acquisition.
 - b. Coordinate the development of the Long Range View, Program Standards, Standard Personnel Costs, Program Descriptions, Resource Change Proposals, and Program Issues pertinent to the Coast Guard Health Services and Safety Programs.
 - c. Coordinate the development of and maintain health care staffing standards.
 - d. Coordinate the development of mobilization requirements for the Coast Guard Health Services Program.
 - e. Maintain liaison with Department of Defense health personnel staffs and other outside groups with respect to planning and evaluation of health care staffing requirements.
 - f. Monitor the progression of the health and safety portion of future year budgets for both Operating Expenses and Acquisition, Construction, and Improvement.
 - g. Administer a program to develop, maintain, and service an integrated management information system for the health services and safety programs, to include:
 - (1) Identification of program management data.
 - (2) Development of summary management reports based on automated data and information as required for program assessment and decision support.
 - (3) Introduction and integration of automated systems necessary for program support.
 - (4) Assistance in developing field reporting procedures necessary for program support.
 - (5) Maintenance of shared data bases and applications software used in the health services program.

- h. Establish and maintain liaison with other government agencies and private organizations to exchange information and technology.
- i. Serve as the primary control point for acquisition, configuration, maintenance, and application of automated data processing systems, services, and software within the Office of Health and Safety (in consultation with G-T, as required).
- j. Conduct data system analysis and special studies.
- k. Support all data entry, analysis, and systems maintenance within the Office of Health and Safety.
- l. Ensure compliance with established data reporting requirements. Receive reports from subordinate commands, enter data, and maintain associated data bases.
- m. Maintain and administer the Office of Health and Safety ADP Plan and ADP Security Plan.
- n. Provide technical advice and liaison to the Chief, Civil Engineering Division and Chief, Naval Engineering Division concerning the equipping of health care facilities ashore and afloat.
- o. Provide technical advice and assistance, including clinical design and health care equipment specifications and requirements, to Chief, Facilities Design and Construction Centers.
- p. Provide procurement expertise for the initial outfitting of new health care facilities to Chief, Facilities Design and Construction Centers.
- q. Act as health services program inventory control point for major medical and dental equipment.
- r. Visit, inspect and analyze requirements of Coast Guard units and make recommendations for acquisition, construction and staffing of health care facilities.

**PUBLICATIONS BRANCH
(G-KRM-3)**

1. Under the direction and supervision of the Chief, Resource Management Division, the Chief, Publications Branch shall:
 - a. Publish Commandant Publication P6700.12, which provides all field health services units with information pertaining to health care.
 - b. Prepare coordinated replies to concurrent clearances for various manual instructions, directives, publications and other matters impacting on the Coast Guard Health Services Program.
 - c. Coordinate the printing, binding, and distribution of health services program directives and publications. Maintain a historical file of Coast Guard instructions, notices and manuals for the Office of Health and Safety.
 - d. Coordinate the printing, formatting and design of new or revised Coast Guard forms and reports used by the health services and safety programs.
 - e. Maintain a library of selected health services directives and manuals developed and issued by the other Armed Forces, the Public Health Service, and the Department of Transportation.
 - f. Assist in the preparation of final correspondence based on G-KMA branch inputs.
 - g. Process requests from individuals for health records and respond to Privacy Act and Freedom of Information Act requests.
 - h. Act as office support services coordinator.

**OPERATIONAL MEDICINE DIVISION
(G-KOM)**

1. Under the general direction and supervision of the Chief, Office of Health Services, the Chief, Operational Medicine Division shall:
 - a. Serve as Program Manager (PM) for the Health Services Program (GAK).
 - b. Review and evaluate policies relative to the delivery of health care in support of mission operations; interpret and implement all established policies and recommend changes to the Chief, Office of Health and Safety, as appropriate.
 - c. Provide technical expertise in such areas as preventive medical and dental care, aviation and diving medicine, emergency services, physical standards, human factors engineering, and all other health services-related matters.
 - d. Plan and implement wellness programs; accomplish the program's goals through training and education.
 - e. Provide consultative services to other elements of the Coast Guard and other agencies, within the constraints of available resources.
 - f. In cooperation with the Resource Management Division (G-KRM), develop cost-effective methods for health care delivery.
 - g. Analyze trends in illness patterns.
 - h. Provide consultation to the Physical Disability Evaluation Division (G-PDE) regarding review of special health related evaluations and initiation of appropriate disability or administrative actions.
 - i. Assure the professional competence of individuals providing health services to Coast Guard beneficiaries through documentation, peer review and other monitoring programs.
 - j. Maintain liaison with other health system components such as the Army, Navy, Air Force medical departments, the National Institutes of Health, the Veterans Administration and the private sector.

- k. Provide program input on duty assignments of medical officers, dental officers, pharmacy officers and other allied health officers.
- l. Make recommendations as requested concerning interpretation of health standards for active duty personnel found not qualified for retention.
- m. Plan and coordinate training and continuing education for officers, enlisted and civilian health care personnel.
- n. Maintain the medical allowance lists for the Coast Guard (with G-KRM input on major medical equipment).
- o. Direct the alcohol abuse prevention, education, identification, treatment and rehabilitation program.
- p. Maintain liaison with the Office of Civilian Health and Medical Programs of the Uniformed Services (OCHAMPUS) and promulgate information to Coast Guard beneficiaries.

PROFESSIONAL SERVICES BRANCH
(G-KOM-1)

1. Under the direction and supervision of the Chief, Operational Medicine Division, the Chief, Professional Services Branch shall:
 - a. Develop the specialized aspects of the medical program in the fields of surface operations, aviation, diving, cold weather medicine, underwater medicine, and the medical aspects of search and rescue (SAR), emergency medical technician (EMT) and survival equipment development and use.
 - b. Provide professional guidance in establishing specialized physical standards in the fields listed above.
 - c. Serve as an advisor to the various branches of the Search and Rescue Division (G-NRS) on the human factor aspects of search and rescue operations.
 - d. Serve as a member of the Commandant's Aviation, Shore Facility and Vessel Safety Boards, and as an advisor to the Chief, Flight Safety Programs Branch.
 - e. Serve as the flight surgeon advisor to the Chief, Aviation Branch, on matters of aviation medicine.
 - f. Serve as the flight surgeon for Coast Guard Air Station Washington.
 - g. Serve as the medical advisor for research and development projects.
 - h. Serve as the medical advisor to the Enforcement and Emergency Services Division of the National Highway Traffic Safety Administration on matters relating to emergency medical services.
 - i. Direct the alcohol abuse prevention, education, identification, treatment and rehabilitation programs.
 - j. Serve on the Defense Medical Standardization Board.
 - k. Maintain the eyewear program for the Coast Guard.
 - l. Advise on all matters pertaining to the Coast Guard dental program.
 - m. Maintain liaison with operating officials from the Public Health Service, DOD, and VA, and civilian dental programs.

- n. Manage the Advanced Education Program in General Dentistry, maintaining liaison with the Advanced Training Assignment Branch (G-PRF-3), affiliated universities and DOD.
- o. Manage the Dental Extern Program, maintaining liaison with the affiliated dental schools and field units.
- p. Provide dental expertise in establishing and interpreting dental physical examination standards.
- q. Serve as subject matter expert for the Health Service (HS) rate Class "A" and "C" Schools on matters relating to dental care curriculum.
- r. Provide primary input relative to dental program staffing requirements.
- s. Manage the Coast Guard preventive dentistry program.
- t. Maintain primary responsibility for Career Officer Evaluation Report (COER) review and career development paths for Coast Guard assigned dental officers.
- u. Represent the Coast Guard dental program at DOD functions and nationally with the American Dental Association.
- v. Serve as Coast Guard subject matter expert for the Delta Dental Program.
- w. Provide primary review for major purchases of dental equipment.
- x. Formulate procedures relative to the proper operation, security, and safeguards at all Coast Guard operated pharmacies.
- y. Prepare and update drug allowance lists for all units.
- z. Provide drug expertise needed for Coast Guard Drug Abuse Program.
- aa. Review drug dispensing systems Service-wide and recommend appropriate changes to procedures and systems.
- bb. Represent the Coast Guard at DOD Medical Material Board meetings.
- cc. Coordinate pharmacy staff training requirements with the Quality Assurance Branch (G-KOM-2).

- dd. Assist Inspector General, Department of Transportation, in Coast Guard drug related matters.
- ee. Serve as the Coast Guard representative to the PHS Pharmacy Professional Advisory Committee.
- ff. Provide policy direction to the MLCs in the area of pharmacy and allied health services.
- gg. Coordinate U. S. Coast Guard pharmacy requirements with the Defense Personnel Support Center.

QUALITY ASSURANCE BRANCH
(G-KOM-2)

1. Under the direction and supervision of the Chief, Operational Medicine Division, the Chief, Quality Assurance Branch shall:
 - a. Develop a Service-wide quality assurance program.
 - b. Provide technical guidance and assistance to MLC Health Services Divisions in the implementation of quality assurance programs.
 - c. Monitor credentials review of USPHS officer applicants to the Coast Guard Health Services Program.
 - d. Formulate and provide responses to Congressional inquiries on matters concerning health care delivery.
 - e. Monitor the licensing, registration or certification and privilege granting of appropriate health care personnel.
 - f. Maintain liaison with the Office of the Assistant Secretary of Defense (Health Affairs), Joint Commission on Accreditation of Hospitals (JCAH) and other organizations regarding quality assurance matters.
 - g. Represent the Coast Guard on the DOD Tri-Service Quality Assurance Committee.
 - h. Develop the Office of Health and Safety's annual training plan for submission to Chief, Performance Systems Division (G-PRF).
 - i. Review all training materials relating to the Health Services Technician (HS) rating.
 - j. Provide input to G-PE and G-PO regarding HS and PYA4 assignments.
 - k. Coordinate the activities of designated subject matter experts for the review of the HS school curriculum and HS correspondence courses.
 - l. Analyze proposed and existing training programs for applicability and cost benefit to health services program needs.

- m. Review all civilian and military training requests for health services officer personnel for short and long term training and recommend approval/disapproval.
- n. Collect and disseminate training information to field health services personnel.
- o. Arrange for G-K representation on selection panels for health services advanced education programs.
- p. Provide liaison with the Public Health Service and the Coast Guard Office of Personnel and Training for personnel accessions and assignments.
- q. Maintain liaison with the Office of Civilian Health and Medical Programs or the Uniformed Services (OCHAMPUS) and promulgate information to Coast Guard beneficiaries.

**WELLNESS PROGRAMS BRANCH
(G-KOM-3)**

1. Under the direction and supervision of the Chief, Operational Medicine Division, the Chief, Wellness Programs Branch shall:
 - a. Establish policy and conduct oversight and review of the Coast Guard wellness initiatives for active duty, reserves, retirees, dependents and civilians.
 - b. Coordinate the implementation of the recommendations of the Health Care Delivery System Study regarding wellness initiatives.
 - c. Incorporate, to the maximum extent possible, the recommendations of Healthy People 2000: National Health Promotion and Disease Prevention Objectives and the recommendations of the U. S. Preventive Services Task Force of the Department of Health and Human Services into Coast Guard wellness initiatives.
 - d. Provide professional oversight for wellness initiatives, ensuring the scientific validity of each of the program elements.
 - e. Develop a program to train and manage unit collateral duty wellness coordinators.
 - f. Serve as consultant on wellness topics (physical fitness, nutrition, weight control, stress management, disease risk reduction, etc.) to Coast Guard medical personnel, collateral duty wellness coordinators and all Coast Guard units.
 - g. Devise educational programs and other initiatives for improving the physical fitness of active duty personnel and Coast Guard beneficiaries.
 - h. Develop a Coast Guard policy on nutrition. Coordinate with G-P to implement the policy.
 - i. Provide expertise to G-P and the SS Rating Manager in developing nutritional training material for use in all SS schools.
 - j. Devise initiatives to decrease the uses of tobacco, alcohol and other substances of abuse among active duty personnel and Coast Guard beneficiaries.
 - k. Devise initiatives to decrease cardiovascular risk factors in active duty personnel and Coast Guard beneficiaries.

- l. Establish a preventive medicine counselling program for use by Coast Guard clinics. Counselling will include at a minimum, sexually transmitted diseases, alcohol and drug abuse, and stress management.
- m. Develop a stress management program to include as a minimum decreasing the need for psychiatric intervention, decreasing the rate of suicide attempts, and reducing family violence. Coordinate with G-P to implement the program.
- n. Provide medical input to the Quality Assurance Branch (G-KOM-2).
- o. Maintain liaison with appropriate DoD agencies and the President's Council on Physical Fitness for all wellness initiatives.
- p. Serve as the Coast Guard point of contact for all issues concerning wellness.

**SAFETY & ENVIRONMENTAL HEALTH DIVISION
(G-KSE)**

1. Under the general direction and supervision of the Office of Health and Safety, the Chief, Safety and Environmental Health Division shall:
 - a. Serve as the Program Manager for the Safety and Environmental Health Program (GAS).
 - b. Establish and promulgate Safety and Environmental Health program policy and guidance for Coast Guard-wide implementation.
 - c. Represent the Commandant, the Designated Safety and Health Official, and the Chief, Office of Health and Safety at national, congressional and departmental levels.
 - d. Review and coordinate resource change proposals, planning documents, system acquisition processes and other budgetary and policy actions to assure that risk assessment, risk analysis and risk management is incorporated as an integrated part of the decision-making process.
 - e. Review and evaluate regularly the effectiveness of policy and program implementation by support and operating programs and field commands.
 - f. Review and interpret National consensus or congressionally legislated safety and environmental health standards and guidelines to evaluate the applicability, suitability, and feasibility of Coast Guard adoption.
 - g. Convene and assign members to Mishap Investigation Boards and direct their activities until final reports and recommendations are submitted to the Commandant and the Boards are excused.
 - h. Coordinate the activities and functions of the Commandant's Aviation Safety Board, Vessel Safety Board and Shore Facility Safety Board providing for the Chief of Staff's review and approval of Boards' actions.

- i. Provide for the conduct of inspections, surveys, and administrative reviews to identify conditions, practices, procedures and facilities which are potentially harmful. Advise and assist those program managers who are responsible for correcting such conditions.
- j. Plan, develop, and manage a Service-wide management information system required to manage the above program efforts.
- k. Plan and administer the Safety and Occupational Health support program budget including funds for CERCLA activities.
- l. Plan, develop, and manage a Service-wide Fire Prevention and Suppression Program for shore facilities, floating units and aircraft operations.

**AVIATION SAFETY BRANCH
(G-KSE-1)**

1. Under the direction and supervision of the Chief, Safety and Environmental Health Division, the Chief, Aviation Safety Branch, shall:
 - a. As a representative of the Chief, Office of Health and Safety, interface with other program managers to ensure flight safety is given primary consideration in all aviation decision making processes. Work with other program managers to provide aviation safety compatibility of new equipment and procedures.
 - b. Oversee and coordinate training for Flight Safety Officers to ensure adequate quotas and funds are made available to aviation units to fulfill their flight safety responsibilities in investigation, analysis, and program management.
 - c. Coordinate the activities of the Commandant's Aviation Safety Board. Provide for investigation and review of all Class A and B aviation mishaps. Prepare and submit recommended final action for aviation mishaps to the Chief of Staff for approval.
 - d. Review and coordinate resource change proposals, planning documents, system acquisition processes, and other budget and policy actions for aviation safety impact. Review and approve safety and health hazard analyses for construction, renovation or rehabilitation of aviation facilities, major systems acquisitions or other significant changes in aviation operations.
 - e. Review regularly the aviation program looking towards policy adjustments to facilitate risk management analysis and risk reduction.
 - f. Review and interpret standards and guidelines of other aviation organizations relative to flight safety. Evaluate the applicability, suitability, and feasibility of Coast Guard adoption and implementation.
 - g. Recommend and promulgate Flight Safety program policy and guidance for implementation by field commands.
 - h. Conduct visitations, evaluations, surveys, and administrative reviews to identify any unsafe condition in Coast Guard aviation facilities and operations. Advise and assist responsible program managers to correct deficiencies.

- i. Manage the aviation mishap reporting system. Ensure mishap incident information is reported to all units. Act as central manager for computerized database system. Serve as the technical representative to provide support to all division elements.
- j. Analyze aviation mishap data to determine patterns, trends and program weaknesses. Recommends changes to existing policies, practices or procedures based upon analytical results.

**FACILITY SAFETY BRANCH
(G-KSE-2)**

1. Under the direction and supervision of the Chief, Safety and Environmental Health Division, the Chief, Facility Safety Branch, shall:
 - a. Plan, develop, coordinate and issue safety and health policy, procedures, standards and requirements for shore activities, facilities and vessels Coast Guard-wide.
 - b. Serve as a permanent member of the Coast Guard Planning Proposal Review Board. Coordinate review and Division input to this Board.
 - c. Review planning and budgetary documents to assure that safety and health standards, criteria and requirements are incorporated.
 - d. Plan, develop, coordinate, and manage a system to facilitate collection and manipulation of data relative to mishaps, hazards and abatement action, hazardous materials and employee exposure. Using the data from this system, assist program and support managers by providing information necessary to perform risk assessments, cost benefit analyses and develop counter-measures for potentially hazardous conditions and/or procedures. Monitor the CASREP System for safety and health problems.
 - e. Develop and coordinate a plan to identify and correct mishap causal factors related to substandard performance based on improper or inadequate training.
 - f. Establish program evaluation criteria and conduct audits of program administration by areas, maintenance and logistics commands, district and major Headquarters commands. Keep the Chief, Office of Health and Safety, and the designated health and safety official informed on the status of service-wide programs and of problems encountered.
 - g. Coordinate all activities between other Coast Guard programs and the Departmental Office of Safety Programs Review.

- h. Provide input to assist in the development of the Health and Environmental Safety portion of the Support Program Description.
- i. Regularly review and analyze vessel risks and vessel risk management within the Coast Guard and assure that risk management procedures are coordinated and interfaced with operating procedures and operating programs.
- j. Convene and assign members to Mishap Analysis Boards and direct their activities until final reports and recommendations are submitted to the Commandant and the Boards are excused.
- k. Coordinate the activities and functions of the Commandant's Shore Facility Safety Board and Vessel Safety Board, providing for the Chief of Staff's review and approval of Boards' actions.
- l. Manage the Safety and Occupational Health support program budget.
- m. Coordinate Safety and Occupational Health quotas for Class "C" training.
- n. Plan, develop, coordinate and manage a service-wide Fire Prevention and Suppression Program.

**ENVIRONMENTAL HEALTH BRANCH
(G-KSE-3)**

1. Under the direction and supervision of the Chief, Safety and Environmental Health Division, the Chief, Environmental Health Branch, shall:
 - a. Serve as the technical advisor to the Chief, Office of Health and Safety, in matters pertaining to environmental and occupational health (food, housing and recreational facility sanitation; industrial hygiene; infectious disease control; medical waste management; occupational medical monitoring program; pest management; radiological health; sanitary engineering and toxicology).
 - b. Plan, develop, coordinate, and recommend to the Designated Safety and Occupational Health Official (DSHO) programs and standards for general administration and management of the Coast Guard environmental and occupational health program.
 - c. Be responsible for long-range planning and resource acquisition to ensure field environmental and occupational health programs can support changing Coast Guard requirements and needs.
 - d. Routinely audit the environmental health and industrial hygiene structure, policy and programs within the Coast Guard to evaluate performance of health and safety risk management systems and the effectiveness of program and support program managers in implementing these programs.
 - e. Establish, manage and coordinate a service-wide environmental health information and documentation system to facilitate collection, analysis and dissemination of information needed by program and support program managers to meet risk management needs and requirements.
 - f. Review and coordinate planning and budgetary documents to assure that environmental health and industrial hygiene standards, procedures and requirements are incorporated into systems, facilities, operations and hardware development acquisition/construction; assure that health risk considerations receive a primary emphasis.
 - g. Review, interpret, analyze and evaluate environmental and occupational health legislation, standards, criteria or scientific data to determine applicability to the Coast Guard; in consultation with affected program and support program managers, coordinate establishment of an integrated implementation plan and policy for promulgation.

- h. Recommend training and continuing education for officers, enlisted and civilian health care personnel assigned environmental and occupational health responsibilities.
- i. Represent the Coast Guard on Department of Defense and other federal agency committees and boards involving environmental and occupational health.
- j. Serve as the Coast Guard environmental and occupational health resource for the U.S. maritime industry.
- k. Oversee medical records review contract of OMMP.
- l. Analyze data from OMMP medical records for trends/patterns in occupationally induced disease. If such trends/patterns are identified, notify responsible MLC program to identify and correct source of the health problem.
- m. In coordination with various program/support program managers, plan and implement a systematic management system for development and inclusion of health hazard/risk information in Coast Guard training courses. Coordinate closely with the appropriate G-KSE model safety organization to concurrently address safety training needs.
- n. Coordinate and monitor the preventive medicine aspects of the Coast Guard's Occupational Medical Monitoring Program. Review and analyze information collected from the Occupational Medical Monitoring Program to detect trends in illness patterns and, in coordination with affected program and support program managers, disseminate this information into existing risk assessment and risk management systems.

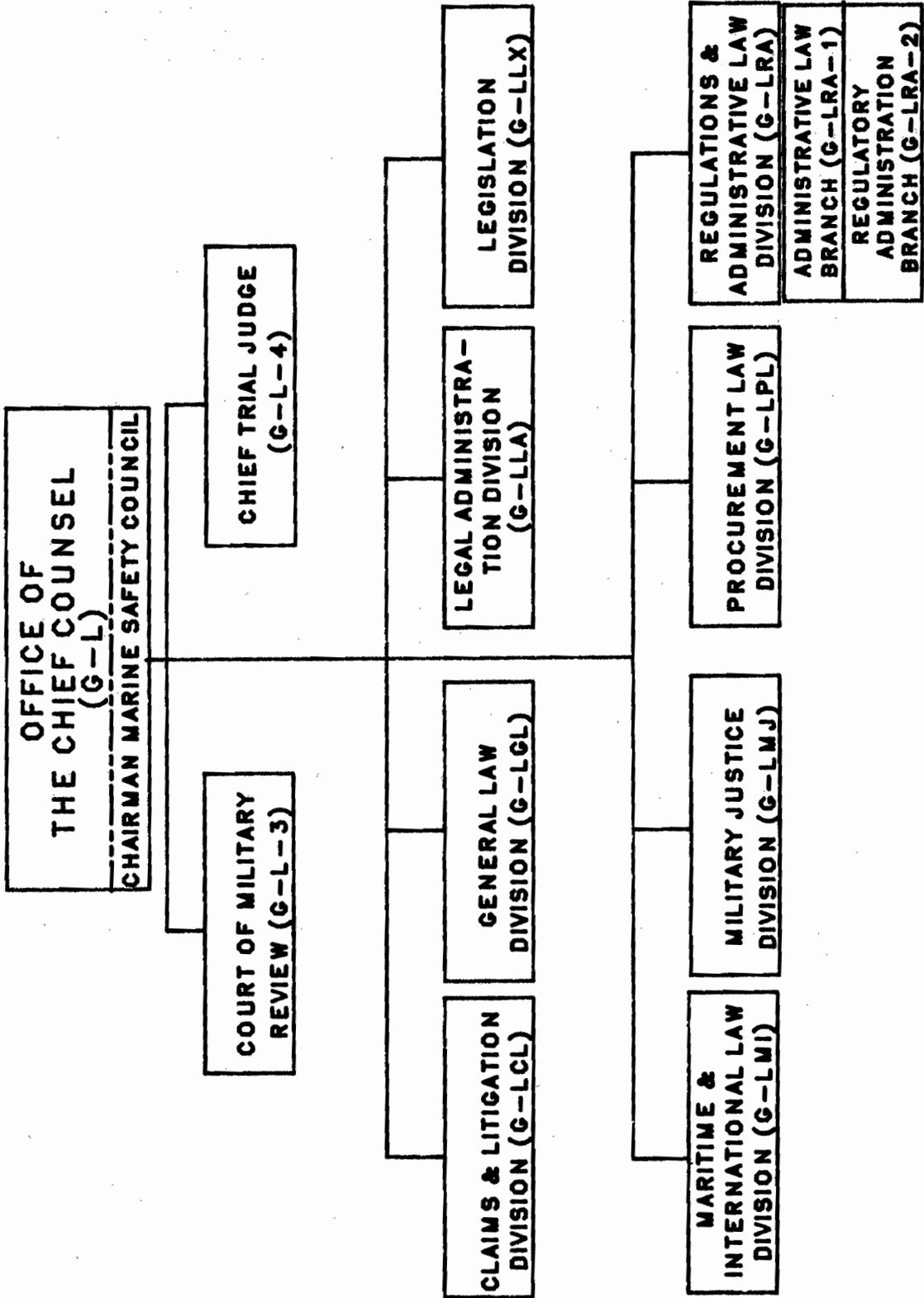
**VESSEL SAFETY BRANCH
(G-KSE-4)**

1. Under the direction and supervision of the Chief, Safety and Environmental Health Division, the Chief, Vessel Safety Branch shall:
 - a. Plan, develop, coordinate and issue safety and health policy, procedures, standards and requirements for vessels Coast Guard-wide.
 - b. Review planning and budgetary documents to assure that safety and health standards, criteria and requirements are incorporated.
 - c. Develop and coordinate a plan to identify and correct mishap causal factors related to substandard performance based on improper or inadequate training.
 - d. Regularly review and analyze vessels risks and vessel risk management programs within the Coast Guard and assure that risk management procedures are coordinated and interfaced with operating procedures and programs.
 - e. Establish program evaluation criteria and conduct audits of program administration by areas, maintenance and logistics commands, district and major Headquarters commands. Keep the Chief, Office of Health and Safety, and the designated health and safety official informed on the status of service-wide programs and of problems encountered.
 - f. Monitor Naval Safety Center's surface ship program for applicability to Coast Guard vessels. Maintain inter-service support agreement for safety surveys and other support of Coast Guard vessels by Naval Safety Center personnel.
 - g. Convene and assign members to Mishap Analysis Boards and direct their activities until final reports and recommendations are submitted to the Commandant and the boards are excused.
 - h. Coordinate the activities and functions of the Commandant's Vessel Safety Board, providing for the Chief of Staff's review and approval of boards' actions.
 - i. Ensure the office chiefs, program and support program managers, district personnel, commanding officers, and officers-in-charge of vessels are kept fully informed on the vessels safety policies and programs adopted by the Commandant.

- j. Establish criteria to coordinate and maintain a system of information and documentation of vessels incidents, mishaps and corrective actions.

OFFICE OF THE CHIEF COUNSEL

(G-L)



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. Serve as permanent Chairman of the Marine Safety Council, provide legal services to that body in connection with its public regulatory responsibilities, and supervise the Executive Secretary of the Council.
 - c. Plan, develop, coordinate and direct the Legal Program of the Coast Guard including programming and budgeting.
 - d. Furnish legal advice and opinions at Headquarters and in the field as to the interpretation and application of statutes, treaties, executive orders, regulations, etc.
 - e. Provide legal representation for the Coast Guard in dealing with other elements of the Department of Transportation, the Solicitor General, the Department of Justice, the Comptroller General, and other Federal departments and agencies. Act as legal counsel for the Coast Guard in its relations with state and local governments and agencies, industry and the public.
 - f. Coordinate with the General Counsel, Department of Transportation, in accordance with the DOT Organizational Manual.
 - g. Administer and exercise general oversight over all matters within the purview of the Uniform Code of Military Justice (UCMJ), 10 U.S.C. 801 et seq., and the Manual for Courts-Martial (MCM), including:
 - (1) Exercise the authority and responsibilities of the Judge Advocate General of the Coast Guard specified by Congress in the Uniform Code of Military Justice and the Commander in Chief in the Manual for Courts-Martial and delegated to the Chief Counsel by the General Counsel of the Department of Transportation.

- (2) Assist the Commandant in the discharge of the delegated authority of the Secretary established in the UCMJ and the MCM.
 - (3) Insure implementation of all regulations called for by the UCMJ and MCM, including publishing the Military Justice Manual and maintaining its currency.
 - (4) Serve as a member of the Code Committee, established by Article 67(g), UCMJ, to perform an annual review and update of that body of law.
 - (5) Provide assistance and support to the General Counsel of DOD to conduct the annual review and update of the Manual for Courts-Martial.
 - (6) Serve on the advisory boards of the American Bar Association (ABA), the Federal Bar Association, and the Judge Advocate's Association concerned with matters related to military law.
 - (7) Act in cooperation with the Judge Advocates General of the other armed services to prescribe rules for the courts of military review.
 - (8) Implement the Judge Advocate General's rules and procedures regulating the supervision and discipline of military trial and appellate judges, judge advocates, and other lawyers practicing in proceedings governed by the UCMJ and MCM.
 - (9) Assign, supervise, and evaluate the performance of general courts-martial judges and appellate counsel. Satisfy the provisions of Article 6(a), UCMJ, concerning the inspections of legal offices and assignments of attorneys and Article 6(b), UCMJ, concerning communications with staff judge advocates.
- h. Furnish legal counsel, guidance, and advice and render opinions and decisions relating to military and civilian personnel issues.
- i. Subject to the availability of law specialists and civilian Coast Guard attorneys, provide legal assistance for military personnel, active, retired, and reservists, and their dependents in accordance with current directives.

- j. Render decisions within delegated authority on all claims arising from Coast Guard operations. Prepare the Coast Guard's position on litigation, by and against the United States, arising from Coast Guard operations and provide litigation support.
- k. Render decisions on legal issues arising in the course of Coast Guard operations including: defense operations; utilization of reserve forces; maritime law enforcement; port security and anti-terrorism activities; search and rescue; aids to navigation; bridge permitting; ice operations; environmental protection including response and recovery of clean-up costs; and maritime safety including personnel licensing, vessel admeasurement and documentation, vessel inspection and accident investigation; and reviewing decisions on appeals by merchant mariners under 46 U.S.C. Chapter 77 and on appeals of civil penalties.
- l. Provide advice, assistance, and render legal opinions to Coast Guard officials on international law matters involving treaties, agreements, etc. Furnish legal advice and opinions to Coast Guard officials representing the United States as members of, or appearing before, international organizations.
- m. Provide representation on U.S. Government delegations to International Maritime Organization (IMO) and its committees, and other international committees.
- n. Provide legal advice and opinions to procurement officials in the formulation and administration of Coast Guard contracts.
- o. Present the Coast Guard's case before the Department of Transportation Contract Appeals Board when contracts are contested, and assist the Department of Justice in representing the Government before the Claims Court and other Federal courts when Coast Guard contracts are involved.
- p. Provide legal services dealing with the acquisition, use and disposal of real and personal (Government) property.
- q. Prepare and coordinate the development of the Coast Guard's legislative program for submission to the Congress. Provide substantive advice and comments on legislation.
- r. Draft and provide legal review for Coast Guard regulations and amendments thereto proposed for publication in the Federal Register. Assist other Program Directors as requested in the drafting of internal Coast Guard regulations.

- s. Furnish legal advice and assistance and make determinations with respect to the release of information, records and files of the Service, Service members and the availability of Coast Guard personnel as witnesses.
- t. Assign, as requested, lawyers for membership on Physical Evaluation Boards and make available lawyers to act as counsel for evaluatees. Review the work of Physical Evaluation Boards, the Physical Review Council, and the Physical Disability Appeal Board for legal sufficiency.
- u. Coordinate the submissions and recommendations of Program Directors to the Board for Correction of Military Records (BCMR). Review for legal sufficiency and implication recommendations of the Discharge Review Board.
- v. Respond to requests for the temporary assignment of legal officers to serve in various capacities on courts, boards and other activities.
- w. Supervise and provide guidance to Hearing Officers on the administration and procedures of the civil penalty program.

MARINE SAFETY COUNCIL

1. **Mission.** The Marine Safety Council is the focal point of the Coast Guard public regulatory system. The Marine Safety Council has oversight, review, and guidance responsibilities for all Coast Guard regulatory projects and submits reports and recommendations to the Commandant. Subject to current Executive Orders and Department of Transportation directives, the Marine Safety Council classifies regulatory projects, recommends or designates subsequent levels of review that will be required of regulatory project, and authorizes the appropriate Program Director (including district commanders where appropriate) to sign on behalf of the Commandant.
2. **Membership.** The Council is composed of six members, including the heads of the Offices which issue and administer public regulations, and other officers who have either direct interest in those regulations, or can offer constructive advice from a technical or policy standpoint. The members are: the Chief Counsel (permanent chairman), and the Chiefs, Offices of Engineering and Development; Marine Safety, Security and Environmental Protection; Navigation Safety and Waterway Services; Law Enforcement and Defense Operations; and Command, Control and Communications.
3. **Functions.** The Marine Safety Council shall:
 - a. Review all regulatory proposals under the criteria specified in current statutes, Executive Orders and Department of Transportation directives to determine which involve policy or other considerations which require the Commandant's personal attention and signature and which can be appropriately signed by the cognizant Program Director at the direction of the Council.
 - b. Prepare for submission to the Commandant, the Coast Guard portion of the Unified Semiannual Regulatory Agenda and the Regulatory Program of the United States.
 - c. Require public hearings on rulemakings when there is reason to expect sufficient public reaction to make a public hearing an effective mechanism for either collecting opinions and views from affected parties and the public or demonstrating the Coast Guard's willingness to conduct rulemaking in an open and responsive way.
4. **Legal Counsel and Executive Secretary.** The Chief, Regulations and Administrative Law Division serves as legal counsel to the Marine Safety Council and the Chief, Regulatory Administration Branch performs the functions of Executive Secretary to the Marine Safety Council.

COURT OF MILITARY REVIEW
(G-L-3)

1. The Court of Military Review, established under Article 66, UCMJ, by the Judge Advocate General (General Counsel DOT) is composed of the Chief Judge and not less than two additional appellate military judges. The judges may be commissioned officers or civilians. The Coast Guard Court of Military Review is normally composed of one panel of five appellate judges. All but the Chief Judge are normally Division Chiefs who serve on the court as a collateral duty. In general, the Court reviews the record in each case of trial by court-martial in which the sentence as approved extends to death; dismissal of a commissioned officer or cadet; dishonorable discharge; bad conduct discharge; or confinement of one year or more. The Court also reviews general courts-martial with lesser sentences if the Judge Advocate General (General Counsel DOT) so directs. Also reviewed by the Court are petitions for extraordinary writs, petitions for new trial which have been referred to the Court, and appeals by the United States under Article 62, UCMJ.
2. The Chief Judge is responsible for the administration of the Court, and, in addition, performs the following functions with respect to Court matters:
 - a. Determines whether the Court will sit in panels or as a whole and on which panel of the Court appellate judges will serve;
 - b. Schedules and presides at open sessions of the Court;
 - c. Schedules and presides at closed session deliberations of the Court; participates in decisions of the Court; drafts orders and opinions of the Court;
 - d. Supervises the Clerk of the Court in fulfilling the requirements of the Courts of Military Review Rules of Practice and Procedure and in particular ensures through the clerk: that appellate counsel are notified of hearings and served with orders and decisions; that briefs, motions, and other pleadings are properly filed with the Court; and that Court decisions and orders are published and circulated to appropriate parties;
 - e. Prescribe internal rules for the Court as necessary;
 - f. Represents the Coast Guard in drafting and revising the Courts of Military Review Rules of Practice and Procedure.
3. In addition to, and separate and apart from, the duties as a Judge on the Court of Military Review, the Chief Judge performs the following functions:

- a. Reviews special and summary courts-martial under Article 69 and prepares appropriate actions as necessary.
- b. Provides legal review, advice, and opinions with respect to administrative discharge and reenlistment boards to the Chief, Office of Personnel and Training. In the exercise of this responsibility the Chief Judge signs by direction of the Chief Counsel.

CHIEF TRIAL JUDGE
(G-L-4)

1. Under the direct supervision of the Chief Counsel, the Chief Trial Judge shall:
 - a. As a primary duty, perform as General Court-Martial Military Judge, Coast Guard-wide. Also perform as the military judge at Special Courts-Martial when that duty will not interfere with duties as General Court-Martial military judge.
 - b. As Chief Trial Judge, detail military judges to all courts-martial, coordinate Coast Guard trial docket, and maintain Coast Guard trial guide, in coordination with G-LMJ.
 - c. Perform as collateral duties: liaison with Chief Trial Judges of other services, obtain quotas for various courses for military judges, insure that Coast Guard military judges are kept informed of changes in the military justice system, and provide advice to other military judges.

CLAIMS AND LITIGATION DIVISION
(G-LCL)

1. 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 or state courts:
 - (1) Develop, recommend, and monitor policy concerning the distribution of civil litigation cases among the various administrative levels of the Coast Guard Legal Program, and develop and maintain an automated litigation support system.
 - (2) For civil litigation support responsibilities retained at the Division, gather, evaluate, and provide documents, real evidence, and witnesses required to support the Department of Justice (DOJ) in civil litigation arising out of Coast Guard activities.
 - (3) Provide active attorney support to the Department of Justice in the various stages of civil 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, law enforcement, oil pollution, merchant vessel safety, boating safety, and vessel traffic system litigation).
 - (4) Provide guidance and assistance to the field legal offices, as required, in all civil litigation arising out of Coast Guard activities and delegated to the field offices.
 - (5) When requested, provide guidance and assistance to the field and to the Department of Justice in criminal litigation arising out of Coast Guard law enforcement and other operational activities.
 - (6) Maintain liaison with the DOT Assistant General Counsel for Litigation and with the Directors of the various Department of Justice branches concerning inter-agency litigation policy matters.
 - (7) Provide advice to programs, upon request or on own initiative, concerning the potential impact of present or proposed policies and procedures on future litigation by, or against, the Coast Guard.

- (8) Monitor emerging legal issues which have a potential effect on Coast Guard operations, coordinate and develop Coast Guard litigation positions on those issues, and inform the field legal offices and the Department of Justice of the Coast Guard's position.
 - (9) When requested by DOJ, gather and provide evidence and witnesses or perform other requested actions required to support the Department of Justice in civil litigation arising out of non-Coast Guard activities of the United States.
 - (10) Provide legal advice and assistance and legal representation, as necessary, to Coast Guard Headquarters personnel with respect to requests for Coast Guard witnesses and documents for purposes of private legal proceedings to insure compliance with 49 C.F.R. Part 9, "Testimony of Employees of the Department and Production of Records in Legal Proceedings".
 - (11) Evaluate individual requests and arrange for DOJ representation for Coast Guard personnel sued in their individual capacity as a result of performance of government duties.
- 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 (9) and (10) below.
 - (2) Make recommendations to the Department of Justice concerning the settlement of claims for amounts which exceed the settlement authority of the Chief Counsel.
 - (3) Maintain liaison with the Office of the Secretary of Transportation regarding Department-wide affirmative claims and debt collection matters.
 - (4) Maintain liaison with other Federal agencies regarding mutual claims concerns and coordination of claims policies, including representation of the Coast Guard on inter-service personal property claims committees.
 - (5) Coordinate the claims functions of the Legal Program with the debt collection functions of other Coast Guard programs responsible for other aspects of the generation, collection, or payment of debts.

- (6) Develop, recommend, and monitor policy concerning the distribution of claims adjudication responsibility among the various administrative levels of the Coast Guard Legal Program, and develop and manage an automated claims adjudication support system.
 - (7) Provide guidance and assistance to field legal offices, as required, in the adjudication of claims arising out of Coast Guard activities and delegated to the field offices for adjudication.
 - (8) Provide advice to programs, upon request or on own initiative, concerning the potential impact of their present or proposed policies and procedures on future claims by, or against, the Coast Guard.
 - (9) Adjudicate, or recommend adjudication action to the Chief Counsel, for any administrative claim retained at the Division and asserted against the Coast Guard arising under the following authorities:
 - (a) Federal Tort Claims Act;
 - (b) Military Claims Act;
 - (c) Foreign Claims Act;
 - (d) Non-scope of Employment Act;
 - (e) Admiralty Claims Act;
 - (f) Military Personnel and Civilian Employee Claims Act;
 - (g) Article 139, UCMJ;
 - (h) 14 U.S.C. 830, Auxiliary Claims;
 - (i) 33 U.S.C. 1321 et seq., Federal Water Pollution Control Act (FWPCA) damage claims.
 - (j) Auxiliary Claims under 14 U.S.C. 830
 - (10) Attempt collection of and provide 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) Admiralty Claims under 14 U.S.C. 647;
 - (c) Aids to Navigation Damage Claims under 14 U.S.C. 642;
 - (d) Medical Care Recovery Act;
 - (e) 33 U.S.C. 1321 et seq., FWPCA clean-up cost claims.
- c. Respond, as appropriate, to private, public, or internal inquiries concerning both specific claims or lawsuits and Coast Guard claims and litigation, in general.

- d. Review and provide legal advice, as requested or on own initiative, concerning proposed legislation, regulations, or internal agency guidance which potentially implicate claims and litigation matters arising out of Coast Guard operations and activities.
- e. Maintain records and generate statistical data, information, and reports to respond to external and internal requests for such information and to facilitate efficient management and distribution of Coast Guard claims and litigation functions.
- f. Review, investigate, analyze, and prepare recommendations to the General Counsel, DOT, concerning Coast Guard related Program Fraud Civil Remedies Act cases assigned to the Division for action.
- g. Represent the Coast Guard in negotiations with the Department of Justice and the Environmental Protection Agency for all claims and litigation involving environmental compliance by the Coast Guard.

GENERAL LAW DIVISION
(G-LGL)

1. Under the general direction and supervision of the Chief Counsel, the Chief, General Law Division shall:
 - a. Provide legal advice relating to the organization of powers, functions, and employment of the Coast Guard, the Coast Guard Auxiliary, and the powers and duties of the Commandant of the Coast Guard, including the delegation thereof.
 - b. Interpret laws respecting Coast Guard missions and tasks, including the Coast Guard Academy, assistance to civil authorities, martial law, posse comitatus, defense readiness, non-appropriated funds, gifts, donations, Coast Guard installations and activities of the Coast Guard Reserve.
 - c. Furnish legal advice relating to military personnel, appointment, selective service, induction enlistment, promotion, reduction, separation, discharge, retirement, military status, administration of Coast Guard programs, the jurisdiction and procedure of administrative boards, including selection boards, appointment boards, the Discharge Review Board, boards in the physical evaluation process, boards of inquiry, reenlistment boards and administrative discharge boards. Review for legal sufficiency all discharge review board cases, conscientious objector cases, enlisted competency boards and physical disability evaluation boards.
 - d. Advise on the availability and use of appropriations, enlistments, pay and allowances and dependent/spouse benefits such as the Survivor Benefit Plan.
 - e. Make good faith findings on purported marriages, the existence of dependency, and advise on domestic relations and family law.
 - f. Make findings of presumed death under Missing Persons Act.
 - g. Advise and act on requests for information and the release of Coast Guard records under the Freedom of Information Act, and on access to information under the Privacy Act. Participate with the Department of Transportation on appeals from denial of information. Exercises final denial authority on records within Office of Chief Counsel.
 - h. Furnish opinions on the Coast Guard intelligence program, the classification of information, and the overall security program.

- i. Examine and comment on the legal sufficiency of proposed Commandant Instructions, and other Commandant and Department of Transportation directives.
- j. Determine the extent that the Coast Guard can benefit from the activities of private associations, such as the Coast Guard Foundation, and advise on the scope of Coast Guard participation in technical, trade, and industrial associations.
- k. Advise on the use and creation of advisory committees under the provisions of the Advisory Committee Act.
- l. Examine for legal sufficiency and comment on pending and proposed legislation, including private bills.
- m. Examine for legal sufficiency and comment on pending and proposed executive orders.
- n. Provide legal guidance, training, and staff supervision on general law matters.
- o. Furnish legal advice on facilities, use and disposal of government property.
- p. Provide legal members for boards, trials, and study groups as required.
- q. Process civil recoupment of financial losses resulting from program fraud including cases arising under the Program Fraud Civil Remedies Act.
- r. Provide legal advice relating to the acquisition, use, and disposal of real property, including waters and water rights; the status of acquisition and relinquishment of legislative jurisdiction; and the use of Coast Guard real property by other agencies and private organizations. Review boards of survey, facility change orders, condemnation requests and real estate titles.
- s. Review all investigation files requiring final action by the Commandant. Prepare final action on appropriate cases, including making final line of duty determinations on inquiries into injuries and other disabilities of military personnel. Be the custodian of some Coast Guard investigations, and general law files.
- t. Provide legal advice on matters relating to the administration of civilian personnel, contractor employees, and employees of non-appropriated funds. Propose existing reviews and advise on laws and regulations pertaining to civilian employees.

- u. Provide legal counsel in all matters relating to labor/management relations and provide management representation before the Department of Labor, the Merit Systems Protection Board, and EEO Boards.
- v. Advise on the pecuniary liability for lost, damaged, or destroyed government property including the loss of public funds.
- w. Provide legal services and review, for legal sufficiency and implications, actions drafted on matters regarding the location and clearance of bridges, the operations and maintenance of drawbridges, and the alteration of obstructive bridges over the navigable waters of the United States.
- x. Assist in the preparation of litigation reports to be used by the Department of Justice.
- y. Serve as A-76 Appeals Review Officer for the Chief of Staff on all appeals.
- z. Provide legal reviews for compliance with National Environmental Protection Act (NEPA) on all Coast Guard projects.
- aa. Provide legal advice regarding Coast Guard compliance with all Federal, state, and international environmental requirements and procedures.
- bb. Provide legal advice concerning ethics and conflicts of interest, including gift acceptance from foreign governments or private individuals and organizations.
- cc. Review Public and Confidential Financial Disclosure Reports under the financial disclosure laws.
- dd. Provide legal advice on a state's authority to impose license fees and taxes on the Coast Guard.
- ee. Provide legal advice regarding home-to-work use of Government vehicles.
- ff. Advise on equal opportunity and civil rights.
- gg. Advise on the acceptance, use, and creation of intellectual property such as patents, copyrights, works of art or authorship.

- hh. Review the work of Physical Evaluation Boards, the Physical Review Council, and the Physical Disability Appeal Board for legal sufficiency.
- ii. Review for legal sufficiency and implication, recommendations of the Discharge Review Board.

**LEGAL ADMINISTRATION DIVISION
(G-LLA)**

1. Under the general direction and supervision of the Chief Counsel, the Chief, Legal Administration Division shall:
 - a. Serve as Special Assistant to the Chief Counsel.
 - b. Administer the Planning, Programming, and Budgeting System of the Legal Program.
 - c. Serve as Information Resource Manager and ADP Security Officer for the Office of Chief Counsel.
 - d. Coordinate development of and maintain the legal publications issued by the Legal Program, including the Coast Guard Law Bulletin.
 - e. Coordinate office automation, including data processing and retrieval, word processing, and legal research for the Legal Program and the Office of Chief Counsel.
 - f. Operate and maintain the office automation system for the Office of Chief Counsel.
 - g. As directed by the Chief Counsel, perform or secure the services of consultants to perform various special studies and projects for the Legal Program.
 - h. Serve as liaison to the Judge Advocates General of the other services on matters pertaining to the development and implementation of ethical rules and guidelines for attorneys in the Coast Guard Legal Program.
 - i. Subject to available resources, administer the legal assistance program of the Coast Guard and provide legal assistance pursuant to current directives. Serve as the Coast Guard Representative to the ABA Standing Committee for Legal Assistance to Military Personnel.
 - j. Serve as Property Custodian for the Office of Chief Counsel.
 - k. Carry out all supply and logistics support for the Office of Chief Counsel.
 - l. Serve as Publications and Directives Coordinator and Public Use Reporting Liaison Officer for the Office of Chief Counsel.
 - m. Procure legal publications for law specialists serving within and outside the legal specialty.

- n. Assist in the maintenance of the Office of Chief Counsel law library; assist the DOT librarian in the selection and acquisition of legal reference materials for the U. S. Coast Guard Headquarters Building Law Library; serve as a committee member, representing the Coast Guard, on the Department of Transportation Library Committee.
- o. Working with the Deputy Chief Counsel, coordinate civilian personnel actions for the Office of Chief Counsel.
- p. Serve as Voting Assistance Coordinator for the Office of Chief Counsel.
- q. Serve as Classified Material Control Officer for the Office of Chief Counsel.
- r. Coordinate the availability of law specialists for assignment from the Office of Chief Counsel to meet the myriad of requirements for "counsel", legal advice, etc., for various investigations, boards, and courts, including but not limited to:
 - (1) Discharge advice.
 - (2) Administrative Discharge Boards - member, recorder, or counsel for individuals.
 - (3) Investigations - Counsel for designated parties.
 - (4) Boards of Inquiry - Counsel, Recorder, and Advisor.
 - (5) Equal Employment Opportunity Hearing - Agency Representative.
 - (6) Military Civil Rights Counsel.
 - (7) Article 31 advice on statements by persons suspected of an offense.
 - (8) Article 32 Investigations - Investigating Officer, Counsel for Individuals and Government.
 - (9) Pre-Mast/Summary Court (Booker) Advice.
 - (10) Confinement Hearings: Counsel for Individual.
 - (11) Summary Court Officer.
 - (12) General and Special Courts-Martial - Military Judge, Trial and Defense Counsel, and Court Reporter.
 - (13) Human Relations Council representative.
 - (14) Death-imminent counsel.
 - (15) Medical Board member.
 - (16) Central Physical Evaluation Board member.
 - (17) Counsel for Physical Disability Appeals Board.
 - (18) Counsel for Review of A/76 Appeals.
- s. Serve as A-123 Coordinator for the Office of Chief Counsel and the Legal Program.

- t. Coordinate the legal training program for military and civilian Coast Guard lawyers, including assessment of the progress of individual attorneys in meeting annual continuing legal education requirements, and the impact of such programs on the Legal Program. Serve on the selection committee for the post-graduate training in law program; maintain liaison with Coast Guard officers attending law school, pursuant to applicable regulations, serve as performance evaluation Supervisor and Reporting Officer for those officers in law school.
- u. Coordinate and issue orders for the movement of Coast Guard and Department of Transportation personnel required as witnesses in support of civil and criminal litigation arising out of Coast Guard operations.
- v. In consultation with the Chief Trial Judge, detail military judges to all courts-martial and coordinate Coast Guard trial docket.

LEGISLATION DIVISION
(G-LLX)

1. Under the general direction and supervision of the Chief Counsel, the Chief, Legislation Division shall:
 - a. Prepare the annual Coast Guard legislative program.
 - b. Draft Coast Guard sponsored legislative proposals for signature by the Secretary and submission to the Congress; assist cognizant staff officers in formulation of policies to be embodied in legislative proposals. Assist, as required, in the clearance of Coast Guard sponsored legislative proposals through DOT and OMB.
 - c. Prepare, for the General Counsel's signature, views letters on pending bills, executive orders, proclamations, and other agency reports affecting the Coast Guard, or in which the Coast Guard has an interest. Assist cognizant staff officers in developing the Coast Guard's position on items affecting the Coast Guard or in which it has an interest. Assist, as required, in the clearance of these reports through DOT and OMB.
 - d. Prepare, for the Secretary's or the General Counsel's signature, views letters, and, where required, draft veto messages, on all enrolled bills referred to the Coast Guard for comment.
 - e. Provide drafting assistance to members of Congress, their staffs, and Congressional committees on legislation affecting the Coast Guard or in which it has an interest. Provide required notification to staff elements of OST and OMB of drafting assistance provided by the Coast Guard.
 - f. Draft Coast Guard sponsored Executive Orders and Proclamations for submission to the President; assist cognizant staff officers in formulation of policies to be embodied in these Executive Orders and Proclamations. Assist, as required, in the clearance of Coast Guard sponsored Executive Orders and Proclamations through DOT and OMB.
 - g. Review for legal sufficiency proposed testimony to be given by Coast Guard or other administration officials before a Congressional committee, on Coast Guard legislative proposals or pending legislation affecting the Coast Guard in which the Coast Guard has an interest.
 - h. Provide supporting data for and attend hearings before Congressional committees considering legislation in which the Coast Guard has an interest.

- i. Assist the Congressional Affairs Staff as required, in obtaining passage of Coast Guard sponsored legislation.
- j. Assist the Congressional Affairs Staff as required, with the following matters concerning legislation:
 - (1) When assigned, preparation (for the Chief Counsel) of statements to be presented to Congressional committees; and
 - (2) Maintenance of a status file of pending legislation and provision through the Congressional Affairs Staff to members of Congress of timely information concerning legislative proposals.

**MARITIME AND INTERNATIONAL LAW DIVISION
(G-LMI)**

1. Under the general direction and supervision of the Chief Counsel, the Chief, Maritime and International Law Division shall:
 - a. Provide legal counsel, advice, opinions, and interpretations to Coast Guard officials relating to marine safety and navigation, including: load lines; admeasurement; vessel documentation; vessel manning; merchant vessel personnel licensing and documentation; seamen's welfare laws; pilotage (including Great Lakes pilotage); vessel safety and pollution prevention; delegation of inspection functions; marine environmental protection; oil pollution; hazardous materials transportation; reception facilities; port safety; Captain of the Port functions; port security, including measures taken to prevent terrorist incidents; Outer Continental Shelf responsibilities; navigation systems; vessel traffic services; aids to navigation; anchorages; and marking of structures.
 - b. Consider and take final action on appeals from civil penalties administratively assessed by the Coast Guard. Advise program managers and Hearing Officers regarding the administration of the civil penalty system. Provide training, guidance and otherwise act as an information focal point for Hearing Officers. Monitor and generate statistical information regarding civil penalty assessments as required.
 - c. Review appeals by merchant seamen from orders of suspension and revocation entered by Administrative Law Judges under 46 U.S.C. Chapter 77 and draft Commandant's final decision. Maintain appropriate liaison with the Chief, Administrative Law Judge (G-CJ). Where these cases are further appealed to the National Transportation Safety Board (NTSB), prepare appropriate responses, motions and petitions and make such appearances as necessary to adequately represent Coast Guard program interests. As requested, prepare the Coast Guard's position and lend other assistance to the Department of Justice in litigation involving such matters.
 - d. Provide legal counsel on the initiation and conduct of investigations of marine casualties and review for legal sufficiency reports thereon, recommending action to be taken by the Commandant.

- e. Make determinations as to "navigable waters of the United States" in cases involving novel applications of law, unusually complex factual situations, or in which there is substantial public interest, delineating the Coast Guard's geographic jurisdiction and authority for the purpose of its administration and enforcement of laws and regulations.
- f. Work closely with Congressional staffs, Office of the Secretary of Transportation, other Federal executive agencies and departments, members of the public (including representatives of environmental and industry organizations), representatives of foreign governments, and State government officials in the development and implementation of legislative proposals, regulatory programs, and special projects where the Coast Guard has responsibility for, is to be given the responsibility or has particular expertise in the field to be regulated such as: oil pollution and hazardous substance liability and compensation; law enforcement authority modification; and criminal law revision. This counsel includes oral consultation, drafting legal documents, drafting Congressional testimony, development and articulation of legal and technical policy, drafting position documents for national and international fora, and drafting explanatory documents.
- g. Provide legal counsel advice, opinions, and interpretations to the appropriate program manager on matters including: drug law enforcement; fisheries law enforcement; Customs laws; search and rescue; and icebreaker operations.
- h. Provide legal counsel, advice, opinions and interpretations to the program directors and program managers of the Offices of Readiness and Reserve and Law Enforcement and Defense Operations in matters involving the national defense with particular regard to the relationship between Maritime Defense Zone responsibilities and Coast Guard specialized missions.
- i. Act as legal advisor on Law of Armed Conflict (Law of War) issues such as: the Geneva and Hague Conventions on the conduct of war; the U.N. charter and the U.N. resolutions on the prohibition of aggression, customary international law; and domestic laws concerning the organization, funding, and employment of military forces. These responsibilities require the Division to cooperate with National Command Authorities, Joint Chiefs of Staff, the Department of Defense, Department of the Navy, and the Chief of Naval Operations; review Coast Guard and other OPLANS which employ Coast Guard forces to ensure conformity with domestic and international law; draft, review, and provide real-time interpretation of the Rules of Engagement for self-defense reasons.

- j. Participate as a member of the Headquarters Crisis Action Team to provide immediate advice concerning international and domestic law authorities and limitations. This includes scheduled and no-notice exercises and real world situations. Act as action officer or legal advisor regarding Remedial Action Program (RAP) items evolving out of readiness exercises.
- k. Participate in joint service and inter-agency study groups to prepare for times of increased tensions or when war is declared, such as: the NAVGARD Boards and the National Mobilization Interagency studies.
- l. Provide legal counsel, advice, opinions, and interpretations to the Port Security Program Manager concerning international and domestic law authorities and limitations, including: the Port Security Committee and the Special Interest Vessel Program; access control over waterfront activities; and use of force guidelines for the Port Security Program.
- m. Provide legal counsel, advice, opinions, and interpretations to the Office of Navigation Safety and Waterways Services including advice on enforcement of recreational boating safety requirements and Coast Guard Auxiliary operations.
- n. Assist in the development of U.S. policy by representing the Coast Guard at the Shipping Coordinating Committees; Arctic, Antarctic, and Law of the Sea interagency working groups.
- o. Represent the United States at the International Maritime Organization (IMO) Legal Committee and at other IMO related organizations which carry out functions similar to the Legal Committee, and advise and participate on the U.S. delegations to other IMO bodies such as: IMO Council; Maritime Safety Committee; Marine Environmental Protection Committee; and at Diplomatic Conferences.
- p. Advise and participate with United States delegations in other international bodies such as the United Nations Commission on Trade and Development (UNCTAD); the United Nations Commission on Narcotic Drugs; and specific and ad-hoc international fora as required.
- q. Provide legal counsel, advice, opinions, and interpretations concerning the application and effect of customary international law, as reflected in the U.N. Convention on the Law of the Sea (UNCLOS III), upon Coast Guard programs.
- r. Provide legal advice concerning the development of artificial islands and reefs in the U.S. Exclusive Economic Zone (EEZ).

- s. Provide legal counsel, advice, opinions and interpretations concerning the developing political status of the various U.S. Trust Territories and the effect of this development on Coast Guard programs and operations.
- t. Participate in international negotiations and give drafting assistance in the formulations of Search and Rescue (SAR) treaties with foreign nations.
- u. Advise on the applicability of Status of Forces Agreements (SOFA) to Coast Guard operations and give drafting assistance on the international law implications regarding the acquisition of bases and siting of electronic aids to navigation on foreign soil.
- v. Provide substantive legal review of proposed legislation and Executive Orders relating to the operational programs of the Coast Guard (G-M, G-N, and G-R) and international law matters, and when requested, provide drafting assistance to legislative staffs and Federal executive agencies on matters affecting Coast Guard interests.
- w. Support litigation efforts by providing substantive legal review of litigation reports on actions brought against or by the Coast Guard.
- x. Provide substantive legal advice to operational program managers and G-LRA on rulemaking projects.
- y. Maintain liaison and cooperate with other interested Federal agencies in formulation of U.S. policy on maritime and transportation related matters with particular emphasis on relationships with Departments of State, Defense, and Navy; National Security Council; Military Sealift Command; Environmental Protection Agency; Maritime Administration; U.S. Customs Service; National Drug Policy Board; and Research and Special Programs Administration.
- z. Maintain liaison with Maritime Law Association; Federal Bar Association; Admiralty Law Institute; and other maritime transportation-related professional organizations and societies.

**MILITARY JUSTICE DIVISION
(G-LMJ)**

1. Under the general direction and supervision of the Chief Counsel, the Chief, Military Justice Division shall:
 - a. Develop policy and perform oversight of the Coast Guard's military justice system.
 - b. Provide appellate counsels to represent both the Government and the accused in courts-martial cases undergoing appellate review before the Court of Military Review, the Court of Military Appeals, and the Supreme Court of the United States.
 - c. Conduct post-trial review of courts-martial as required by Articles 69(a) and 73, UCMJ; and provide appropriate processing of all other courts-martial records of trial.
 - d. Oversee the implementation of decisions of the appellate courts and clemency authorities.
 - e. Provide support to the Solicitor General in court-martial cases involving petitions for certiorari to the U.S. Supreme Court. Coordinate clearance of Coast Guard position on briefs to be submitted to the Solicitor General through appellate divisions and the Judge Advocates General of other armed services and through DOD and DOT.
 - f. Insure the provision of prompt advice and technical assistance to field trial and defense counsel on the conduct of courts-martial.
 - g. Review and act on applications by trial counsel seeking to appeal from rulings of trial judges adverse to the Government and provide appellate counsel for both sides to litigate them before appellate tribunals.
 - h. Provide appellate counsel for both sides, when required, to litigate issues raised in petitions for extraordinary writs that are accepted by the Coast Guard Court of Military Review or the United States Court of Military Appeals.
 - i. Serve as a member of the Joint Service Committee on Military Justice, which is charged with providing input and support to conduct the annual review and update of the Manual for Courts-martial in conjunction with senior military law officials from the other armed services and the Department of Defense. Provide legislative and executive order drafting, review, and assistance as required in clearance through other armed services, DOD, and DOT.

- j. Publish and maintain the Military Justice Manual and monitor other publications containing implementing regulations of the Secretary and the Judge Advocate General called for by the UCMJ and MCM.
- k. Serve as the Chief Counsel's alternate on advisory groups related to military justice.
- l. Review complaints of wrong brought under Article 138, UCMJ, including coordinating inputs and preparing the final action for the Commandant and/or Secretary.
- m. Provide advice to field legal offices and various offices in Headquarters on procedures and policies involving the interrelationship of the military justice and military personnel law; and, review Coast Guard directives, publications, and memoranda of understanding for conformity with current military justice law.
- n. Furnish input to training courses, texts, and qualification standards to insure all personnel are proficient in and familiar with military justice law.
- o. Serve as Staff Judge Advocate for Commanding Officer, Coast Guard Unit.
- p. Review most appeals acted on by the Commandant, Vice Commandant, or the Chief, Office of Personnel and Training.
- q. Provide legal oversight for the Coast Guard drug detection and elimination (urinalysis) program.
- r. In concert with the Chief Trial Judge, publish and update the Court-Martial Trial Guide.
- s. Respond to Congressional inquiries concerning matters of military justice.
- t. Receive communications to the Judge Advocate General under Article 6(b), UCMJ.
- u. Represent the Coast Guard before the Board for Correction of Military Records. Assist with litigation support in cases arising in Federal court out of BCMR decisions.
- v. Provide counsel to advise members as to their rights under the Physical Disability Evaluation System and to represent those whose cases are considered by Formal Boards.

PROCUREMENT LAW DIVISION
(G-LPL)

1. 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. 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 denied.
 - (3) Follow up such determinations with appropriate action, such as the preparation of offers to compromise or settle and participating 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 of 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 assist the Department of Justice in preparation and presentation of the Government's case.
 - (6) Assist the Department of Justice in representing the Coast Guard before the Claims Court and other Federal courts when Coast Guard contracts are involved.
 - (7) 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 the drafting or review for legal sufficiency and implication, proposed laws, regulatory material, or instructions relating to contracts and procurements.
 - g. Exercise professional oversight over legal counsel provided to field officers concerning contracts and procurements.
 - h. Provide legal services for the Office of Acquisition in contracting for systems acquisitions.
 - i. Provide legal assistance to procurement officials in development of Coast Guard contracts.
 - j. Prepare hi-lites on major legal issues pertaining to procurement matters for the purpose of advising and, as appropriate, seeking consultation on such issues.

REGULATIONS AND ADMINISTRATIVE LAW DIVISION
(G-LRA)

1. 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, format, and placement in the Code of Federal Regulations of all Coast Guard public regulatory documents and related rulemaking matters.
 - b. Provide legal counsel, advice, guidance, opinions and interpretations with respect to the substantive and procedural requirements of public rulemaking.
 - c. Provide drafting services and legal review of all rulemaking documents issued by the Commandant or Headquarters staff elements for publication in the Federal Register.
 - d. Maintain the public docket and records for all rulemaking conducted by Headquarters staff elements, and provide for the publication of all Coast Guard public rulemaking documents in the Federal Register.
 - e. Provide liaison services and legal representation for the Coast Guard in regulatory matters being reviewed by the Department of Transportation and the Office of Management and Budget.
 - f. Serve as Legal Counsel to the Marine Safety Council and provide an Executive Secretary and administrative services for the Council.
 - g. Serve as Liaison Officer to the Office of the Federal Register, and provide for the services of Authorizing Officer, Certifying Officer, and alternates, as necessary.
 - h. Provide legal representation, advice, and administrative support for public hearings and meetings concerning regulatory matters.

ADMINISTRATIVE LAW BRANCH
(G-LRA-1)

1. Under the direction and supervision of the Chief, Regulations and Administrative Law Division, the Chief, Administrative Law Branch shall:
 - a. Be responsible for the legal sufficiency of the Coast Guard's public rules, public rulemaking, and related regulatory matters under the statutory authorities of the Commandant, including:
 - (1) Substantive rules of general and particular applicability;
 - (2) Rulemaking procedures and compliance with the rules of administrative practice;
 - (3) Organizational descriptions;
 - (4) Statements of general policy or interpretation relating to rules of general applicability;
 - (5) Each amendment, repeal, or revision of, and each exemption from, the foregoing;
 - (6) Advance notices and notices of proposed rulemaking;
 - (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 to implement the policies adopted by Headquarters officials 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 substantive and procedural requirements for public rulemaking in laws, orders, and directives.
 - d. Provide legal representation at all public rulemaking proceedings, including advisory committee meetings, industry meetings, and international meetings dealing with the foregoing rules and related matters, and legal representation during required consultation with other agencies.

- e. Furnish or review for legal sufficiency, opinions and other interpretations with respect to the foregoing rules and other matters in coordination with the Headquarters office that has responsibility for Coast Guard policies concerning the subject 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. With respect to the foregoing:
 - (1) Develop and recommend Coast Guard rulemaking policy, standards, procedures and programs;
 - (2) Provide guidance and assistance to districts and other field elements in the conduct of delegated rulemaking programs and participate in the evaluation of the adequacy of such programs;
 - (3) Provide training in substantive and procedural aspects of the Coast Guard's regulatory program for Coast Guard lawyers and technical officials;
 - (4) Review proposed legislation for regulatory impacts and coordinate Coast Guard responses to regulatory documents prepared by the Department of Transportation or other agencies that impact Coast Guard programs.
- h. Upon request, provide advice, guidance, drafting assistance, and legal review of internal regulations, instructions, and notices and related material that are not related to public regulations.

REGULATORY ADMINISTRATION BRANCH
(G-LRA-2)

1. Under the direction and supervision of the Chief, Regulations and Administrative Law Division, the Chief, Regulatory Administration Branch shall serve as Executive Secretary of the Marine Safety Council and shall provide administrative support to the Council and administer the public regulatory process of the Coast Guard. The Chief, Regulatory Administration Branch shall:
 - a. Develop and prepare guidelines for procedures applicable to Coast Guard public rulemaking and management of the public rulemaking program. These internal guidelines shall be issued in the Marine Safety Council's Procedures Guide or other Coast Guard directives.
 - b. Recommend to the Council or cognizant Program Director the need for public hearing, extension of comment period, change of regulatory classification or other action which may be considered by the Executive Secretary as advisable from review of rulemaking documents and comments received thereon.
 - c. Maintain the public docket and records for all rulemakings conducted by Headquarters staff components, including a public inspection facility.
 - d. Perform the duties of Alternate Liaison Officer, Certifying Officer, and Authorizing Officer with the Office of the Federal Register.
 - e. Provide administrative support for public hearings and meetings concerning regulatory matters.
 - f. Provide or arrange for the supply and logistic support for issuance and printing of all public regulations, documents, including reprints of rulemaking documents, and procurement of the Code of Federal Regulations for internal Coast Guard distribution.
 - g. Maintain all publications used by the Regulations and Administrative Law Division, including current and historical Federal Register documents and the Code of Federal Regulations.
 - h. Maintain a comprehensive office filing and docket tracking system, including preparation of Coast Guard entries for regulatory agendas, time-keeping, and other required reports.

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OFFICE OF MARINE SAFETY, SECURITY AND ENVIRONMENTAL PROTECTION

(G-M)

OFFICE OF MARINE SAFETY, SECURITY AND ENVIRONMENTAL PROTECTION
(G-M)

1. **Mission.** To establish and maintain a coordinated Federal port safety and security program; a comprehensive environmental program; a program for the inspection of merchant vessels, for the prevention of marine casualties, and for the comprehensive development of standards; and a program for licensing and certificating 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 Marine Safety, Security and Environmental Protection shall:
 - a. Establish basic plans, systems, and procedures under the marine safety, port and vessel security, and environmental protection activities of the Coast Guard and recommend broad policies.
 - b. Enforce Federal laws which fall under the purview of the specific programs of this Office.
 - c. Initiate, coordinate, and assure the development of regulations necessary for the timely implementation of new laws, treaties 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.
 - d. Manage Coast Guard resources for the prevention of, and response to, maritime terrorist threats and incidents.
 - e. Coordinate with the Office of Law Enforcement and Defense Operations and the Office of Readiness and Reserve, Coast Guard port defense readiness contingency planning and liaison with other defense/transportation agencies for port mobilization and Maritime Defense Zone (MDZ) activities.
 - f. Serve as Vice Chairman, U. S. Safety of Life at Sea Committee and principal Coast Guard participant, National Committee for Prevention of Marine Pollution. Direct Coast Guard participation in international fora in areas of Office responsibility and authority.
 - g. As Secretary of Transportation representative, chair the U. S. Port Security Committee. Administer the Special Interest Vessel program as directed by the U. S. Port Security Committee and the National Security Council.
 - h. Serve as the Commandant's coordinator, liaison, and spokesperson on all environmental protection, marine safety and port security matters for which the Service has responsibility.

- i. Periodically review 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 these divisions.
- j. Promulgate guidelines, standards and directives governing field program management, and establish a system to enable review of field operations.
- k. Serve as Program Director for the Marine Inspection Program, Port Safety and Security Program, Marine Environmental Response Program and Marine Licensing Program.
- l. Issue such directives as may be necessary or appropriate to produce a correct and uniform administration of program functions.
- m. Establish and maintain effective relationships with the maritime industry, port authorities, seamen organizations, the environmental community, and various private and public advisory councils, groups and organizations.
- 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. Act as Chairman of the Ship Structure Committee.
- p. Exercise technical control over assigned Headquarters units, and National Strike Force elements.
- q. Sponsor the Towing Safety Advisory Committee (TSAC) which acts in an advisory capacity to the Secretary of Transportation on regulatory and other matters relating to shallow draft inland and coastal waterway navigation and towing safety.
- r. Act as co-chairman of full meetings of the Towing Safety Advisory Committee with the committee chairman appointed by the Secretary.
- s. Develop, revise, produce and distribute merchant marine examinations.

**ECONOMIC ADVISORY STAFF
FOR SAFETY, SECURITY AND POLLUTION PREVENTION
(G-ME)**

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Economic Advisory Staff, shall:
 - a. Establish a focus on ongoing and projected changes in the general national and international economy and in specific industries impacting on national maritime policy.
 - b. Develop and maintain in current status a situational analysis of the position of Office programs vis-a-vis the external economic environment and political climate.
 - c. Annually develop and publish a multi-year forecast of the external economic environment that will affect the regulatory programs of the Office of Marine Safety, Security and Environmental Protection. Provide monthly updates of this forecast.
 - d. Identify economic issues and industry trends that will likely affect maritime safety operations and program administration over a 5 to 15 year future. Develop background data, supporting analyses, and select strategic options for the Office Chief to choose from in addressing these trends.
 - e. Represent the Chief, Office of Marine Safety, Security and Environmental Protection at economic and industry development forums.
 - f. Provide support to Program Managers in the development of economic analyses for significant regulatory proposals.
 - g. Perform specific economic analyses as directed by the Office Chief.

**TECHNICAL ADVISORY STAFF
FOR SAFETY, SECURITY AND POLLUTION PREVENTION
(G-MI)**

1. Under the general direction and supervision of the Commandant and the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Technical Advisory Staff, shall:
 - a. Manage the international program of the Office with emphasis on participation in international organizations.
 - b. Initiate and coordinate Coast Guard participation in Department of State advisory committees for the preparation of coordinated U. S. positions to international organizations and conferences on issues for which the Office has responsibility.
 - c. Oversee the functioning of the U.S. Safety of Life at Sea (SOLAS) Working Groups to assure consistency of national policy.
 - d. Assist the Commandant, Office Chief, and the Commandant's staff as necessary, in preparation and planning for participation in Office related international organizations and conferences.
 - e. Assure timely incorporation and implementation of agreed upon international instruments relating to appropriate maritime issues to which the U.S. is party.
 - f. Provide technical and managerial advice in the administration of the programs under purview of the Office.
 - g. Coordinate the Research and Development Program for the Office of Marine Safety, Security and Environmental Protection.
 - h. Serve as Secretary of the Ship Structure Committee.
 - i. Perform special inspections of any vessel and facility for the information of the Chief, Office of Marine Safety, Security and Environmental Protection.
 - j. Conduct studies of field units to assure uniformity of application of program direction.
 - k. Manage the A-123 Program as it pertains to Office programs and field units.
 - l. Manage the Office audit program; coordinate for the Chief Office of Marine Safety, Security and Environmental Protection, all audits of Office Programs and field units conducted by GAO and the DOT Inspector General.

- m. Direct the Old Vessel Inspection Program.
- n. Perform special missions or studies which may not be practical or appropriate for a Division within the Office or for a field unit to perform, or which will support the accomplishment of projects being conducted by several Divisions jointly within the Office.

**PLANNING STAFF
(G-MP)**

1. Under the direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Planning Staff shall:
 - a. Function as the Planning Officer for the Office of Marine Safety, Security and Environmental Protection.
 - b. Direct and exercise oversight for the Office, of the operating programs' Planning, Programming and Budgeting and Evaluation (PPBE) System functions. Coordinate the preparation of program data and other documents required under the PPBE system.
 - c. Perform strategic planning for the Office, addressing current and forecasted organizational, operational, and resource-related issues.
 - d. Undertake and assist in the conduct of technical, personnel, and management studies in support of Office programs. Perform in-depth evaluations of Office programs to assess program effectiveness and utilization of resources.
 - e. Assist in coordinating Office programs with those of other Headquarters offices, and work closely with those offices in planning, utilization and priority allocation of multi-mission facilities, where the offices have a common interest.
 - f. Administer budgeted OG-30 funds under the control of the Office, furnishing preliminary apportionments and allocation recommendations to the Chief, Office of Marine Safety, Security and Environmental Protection.
 - g. Coordinate Federal legislation and/or regulation development for the Office of Marine Safety, Security and Environmental Protection. Coordinate responses to legislative proposals referred to the Office for comment.
 - h. Administer the Marine Safety Training Program.
 - i. Coordinate all administrative matters including responses to correspondence and the submission of reports which require the action of the Office Chief on behalf of the Office divisions and staff components.

- j. Sponsor the Towing Safety Advisory Committee and the National Offshore Safety Advisory Committee.
- k. Plan, direct and publish the Proceedings of the Marine Safety Council magazine and the Marine Safety Manual.

PLANS AND ANALYSIS BRANCH
(G-MP-1)

1. Under the direction and supervision of the Chief, Planning Staff, the Chief, Plans and Analysis Branch shall:
 - a. Develop and maintain the operating programs' Planning, Programming, Budgeting and Evaluation (PPBE) System and Program Description (PD) documents. Coordinate the preparation of program data and other documents required under the PPBE system.
 - b. Perform in-depth evaluations of the operating programs to assess program effectiveness and utilization of resources. Develop and evaluate alternatives to support budgetary and policy decisions related to Office programs.
 - c. Conduct strategic planning, addressing current and projected marine industry, environmental, and vessel and port safety and security issues. Short-and long-term plans shall meet the needs of the Program Director and Program Managers.
 - d. Review and prepare the Office position on all Planning Proposals, Development Plans and AC&I Project Proposals.
 - e. Act as facility manager for Office programs.
 - (1) Evaluate all reprogramming requests submitted by field units and district offices and prepare appropriate comments reflecting the Office position on such requests.
 - (2) Periodically evaluate the workload of field units and prepare appropriate recommendations for reprogramming resources.
 - (3) Coordinate and prepare Operating Facility Change Orders (OFCO's) for Office programs.
 - f. Develop and maintain sources and systematic means for gathering information relative to political, economic and technological trends to provide environmental forecasts.
 - g. Develop and maintain staffing standards for Marine Safety Offices.

BUDGET BRANCH
(G-MP-2)

1. Under the direction and supervision of the Chief, Planning Staff, the Chief, Budget Branch, shall:
 - a. Function as Budget Officer for the Office of Marine Safety, Security and Environmental Protection.
 - b. Maintain control of Office budget development from forecast budget stage through opstage. Develop office positions for coordinating board meetings on budget development.
 - c. Review and coordinate the preparation of Resource Change Proposals (RCP's) for the office.
 - d. Manage Q and A's for OMB hearings and congressional authorization and appropriations hearings.
 - e. Oversee budget execution for the Office. Manage the disposition of all Office OG-30 funds, including the apportionment of funds, reconciliation of accounts and preparation of appropriate financial reports.
 - f. Provide office interface with G-CBU for all Office programs.

TRAINING BRANCH
(G-MP-3)

1. Under the direction and supervision of the Chief, Planning Staff, the Chief, Training Branch, shall:
 - a. Administer the Marine Safety Training Program by:
 - (1) Serving as Executive Secretary for the Marine Safety Training Council.
 - (2) Providing administrative staff support for the Marine Safety Training Council.
 - (3) Developing, coordinating and executing the Marine Safety Training Plan for all marine safety professional resident courses.
 - (4) Compiling, evaluating, editing, distributing, and maintaining the Marine Safety Training Guides.
 - (5) Procuring, evaluating, distributing, and maintaining other instructional materials used in field unit training programs.
 - (6) Administering industry training for Office programs.
 - (7) Administering post-graduate training for Office programs.
 - (8) Procuring, organizing, and managing a lending library of marine safety training materials, available to field units, district staffs, and Headquarters personnel.
 - (9) Maintaining records of training and qualification for marine safety personnel.
 - (10) Coordinating the periodic review of resident courses and curriculum outlines of the Marine Safety School.
 - (11) Providing budgetary control of the training program.
 - (12) Identifying new training needs, coordinating development of new training materials including: resident courses, self-paced lesson plans and video materials.
 - b. Coordinate all civilian training for the Office of Marine Safety, Security and Environmental Protection.
 - c. Function as the Marine Safety Technician (MST) rating manager.

COORDINATION BRANCH
(G-MP-4)

1. Under the direction and supervision of the Chief, Planning Staff, the Chief, Coordination Branch, shall:
 - a. Review proposed and newly enacted legislation for program impact and coordinate responses to legislative proposals referred to the Office for comment. Interface with Congressional Affairs Staff (G-CC), Legislation Division (G-LLX), and congressional staffs on Office legislative programs.
 - b. Study and review existing regulations in the light of subsequent changes in policy, operations, and legislation; initiate, coordinate and oversee all regulatory projects and regulatory reviews within the Office of Marine Safety, Security and Environmental Protection. Maintain liaison with the Marine Safety Council.
 - c. Coordinate activities relating to advisory committees for the Office. Serve as Executive Director of the Towing Safety Advisory Committee and the National Offshore Safety Advisory Committee, and provide administrative support and other services as are necessary for the committees.
 - d. Analyze proposed rule-making of other Federal agencies, identify conflicts with and restraints on Coast Guard program activities, and assist in their resolution.
 - e. Publish the Proceedings of the Marine Safety Council, a cross-program publication of the several offices represented on the Council.
 - f. Maintain a Marine Safety Manual that is responsive to the needs of Office programs, including timely published changes to internal Coast Guard procedures, marine technology, and new legislative action.
 - g. Coordinate all administrative matters, including responses to correspondence and submission of reports which require the action of the Office Chief on behalf of the Office divisions and staff components.
 - h. Monitor and coordinate all requests received in the Office for information under the Freedom of Information Act and the Privacy Act of 1974.
 - i. Coordinate Office support services.

- j. Monitor and coordinate all matters pertaining to personnel, both military and civilian, for Office programs.
- k. Manage the MARGRAD recruitment program in conjunction with G-P.
- l. Manage congressional Q and A's for the Office except for those dealing with authorization and appropriation hearings.
- m. Manage the Office Information Collection Budget process.

**OIL POLLUTION ACT STAFF
(G-MS)**

1. Under the general direction and supervision of the Commandant and the Chief, Office of Marine Safety, Security and Environmental Protection, the Director, Special Staff -- OPA 90, shall:
 - a. Manage and direct a multidisciplined staff (engineers, naval architects, economists, attorneys, environmental specialists, editors, technical area experts) to implement the U. S. Coast Guard Oil Pollution Act of 1990 program.
 - b. Perform special studies to support implementation of the Oil Pollution Act of 1990.
 - c. Coordinate with Department of Transportation agencies, other government and state agencies, and national and international interests groups to develop needed information to prepare OPA 90 regulations to meet the intent of Congress and policies of the Department of Transportation.
 - d. Serve as U. S. Coast Guard spokesman with Department of Transportation agencies, other government and state agencies, with the Congress and national and international interest groups on implementation of the Oil Pollution Act of 1990.
 - e. Provide contracting, economic and environmental impact analysis expertise to support the development of regulations, the conduct of special studies, and the preparation of special reports as required by the Oil Pollution Act of 1990.

**INFORMATION MANAGEMENT DIVISION
(G-MIM)**

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Information Management Division, shall:
 - a. Plan, organize, direct, promote, control and manage activities and resources associated with the collection, creation, use, and dissemination of information.
 - b. Develop, operate, maintain and support major information systems in order to satisfy the overall needs of the Office. (Major systems are those which serve more than one division or which place an information collection burden on marine safety field units.)
 - c. Implement statutory and regulatory requirements for carrying out information management activities.
 - d. Develop and promulgate Office-wide information resource management (IRM) policies, procedures and responsibilities to ensure that information resources are used effectively, efficiently and economically in support of Office missions.
 - e. Develop long-range plans for meeting the Office's information needs.
 - f. Coordinate information technology budget submittals to ensure consistency with the Office's long-range IRM Plan.
 - g. Develop, implement and manage an information resource acquisition review and approval process.
 - h. Represent the Office of Marine Safety, Security and Environmental Protection on Coast Guard IRM councils, committees, and task forces.
 - i. Establish and chair an Information Management Advisory Council (IMAC) to actively involve all programs and divisions in the management of information resources.
 - j. Evaluate the data contained within the major Office information systems in order to improve its accuracy, completeness, and reliability.

**POLICY AND PROCEDURES BRANCH
(G-MIM-1)**

1. Under the direction and supervision of the Chief, Information Management Division, the Chief, Policy and Procedures Branch, shall:
 - a. Develop and annually revise a strategic five-year IRM Plan to meet Office information needs and requirements. The plan identifies IRM goals, objectives, success factors, measures of success, and monitoring procedures.
 - b. Establish policies and procedures to implement IRM requirements contained in applicable laws, regulations and policy directives.
 - c. Review proposed and newly enacted legislation for Office IRM impact and provide comments on legislative proposals referred to the Office for comment.
 - d. Promulgate Office-wide IRM policies, procedures and responsibilities to ensure that information resources are used effectively, efficiently and economically in support of Office missions.
 - e. Encourage the active involvement of all program and divisional staffs in information resources management.
 - f. Establish Quality Assurance, Security, and Configuration Management procedures for all major information systems.
 - g. Assist other divisions and staffs in the procurement, operation and maintenance of information system resources.
 - h. Coordinate information technology budget submittals to ensure consistency with the Office's long-range IRM Plan.
 - i. Develop and implement an Office-wide information resource acquisition approval process.
 - j. Establish a library of information resource procurement requests and supporting documentation.
 - k. Coordinate responses to all requests for information received in the Office under the Freedom of Information Act and the Privacy Act of 1974.
 - l. Perform miscellaneous divisional personnel, budgetary and administrative support functions.

**PROGRAM SUPPORT BRANCH
(G-MIM-2)**

1. Under the direction and supervision of the Chief, Information Management Division, the Chief, Program Support Branch, shall:
 - a. Define, design, develop, support and enhance major Office information systems in order to satisfy the immediate, intermediate and long-term needs of the Marine Safety Programs.
 - b. Identify, request and manage the R&D, AC&I and OE funds for the definition, design, development and enhancements of all major systems.
 - c. Implement procedures for the users of major Office information systems to identify problems and request changes to major Office information systems in order to keep them current with program needs.
 - d. Establish procedures to keep the user communities informed about issues relevant to major Office information systems.
 - e. Establish procedures to train and assist the user communities in the proper use of all major Office information systems applications.
 - f. Encourage the active involvement of program and divisional staffs in the design, development and enhancement of systems to satisfy the overall requirements of the Office.
 - g. Identify information systems which are no longer cost efficient and coordinate efforts to replace them.
 - h. Identify information which no longer serves a useful purpose and coordinate efforts to eliminate its capture.
 - i. Prioritize, schedule and perform approved enhancements on major information systems.
 - j. Follow all security, configuration management and quality assurance procedures while enhancing major systems.
 - k. Develop and distribute necessary changes to system and user documentation.

**SYSTEM SUPPORT BRANCH
(G-MIM-3)**

1. Under the direction and supervision of the Chief, Information Management Division, the Chief, System Support Branch, shall:
 - a. Serve as the operational control authority for all major Office information systems.
 - b. Identify, request and manage OE funds and resources for systems operations and maintenance.
 - c. Manage host facility operations for all major Office information systems to ensure system availability, reliability, integrity, security, and recovery.
 - d. Maintain production systems in accordance with the approved functional and architectural baselines.
 - e. Manage the loading, conversion and maintenance of software and data on all major Office information systems.
 - f. Establish procedures to analyze, evaluate and improve the accuracy, integrity, reliability and utility of data and records contained in the major Office information systems.
 - g. Manage telecommunications for all major Office information systems.
 - h. Coordinate hardware maintenance support for all major Office information systems.
 - i. Develop projections for system usage, performance, capacity, resource requirements and life-cycle costs for all major information systems.
 - j. Enforce data security, privacy, and integrity controls for information contained on major Office information systems.
 - k. Apply security, configuration management and quality assurance procedures to management of major Office information systems.
 - l. Provide technical assistance to the managers of the Office's standard workstation clusters.

**MARINE ENVIRONMENTAL PROTECTION DIVISION
(G-MEP)**

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Marine Environmental Protection Division shall:
 - a. Serve as the Program Manager for the Marine Environmental Protection Program.
 - b. Coordinate and administer Coast Guard investigation of, and response to, reports of pollution incidents and threats of pollution incidents in the coastal zone.
 - c. Serve as Vice-Chairman of the National Response Team (NRT).
 - d. Represent the Coast Guard, its view and positions, on environmental planning matters at meetings with officials of the Department, other governmental agencies, the private sector, and international bodies.
 - e. Establish training requirements for Coast Guard personnel and units engaged in pollution response activities.
 - f. Provide technical oversight of the Coast Guard Marine Safety Laboratories in support of field oil investigation. Manage and coordinate the National Strike Force (NSF).
 - g. Coordinate, together with appropriate government agencies and private sector organizations, Coast Guard sponsorship of and participation in exercises and conferences designed to help prevent releases of oil/hazardous substances and enhance emergency response capabilities for such incidents.
 - h. Initiate or review, for submission to the Marine Safety Council, regulations relating to the Marine Environmental Response Program.
 - i. Initiate, develop and review pollution prevention initiatives, voluntary standards and other guidance for the marine industry.

PREVENTION, ENFORCEMENT & STANDARDS BRANCH
(G-MEP-1)

1. Under the direction and supervision of the Assistant Chief, Marine Environmental Protection Division, the Chief, Prevention, Enforcement & Standards shall:
 - a. Be responsible for the initiation, development, and review of pollution prevention regulations, voluntary standards and other guidance for the marine industry.
 - (1) Provide technical assistance to other branches within the Division on the regulatory process.
 - (2) Remain knowledgeable concerning the economic and environmental impact of the Division's regulations.
 - (3) Maintain the Marine Safety Manual (MSM) chapters as they relate to prevention and enforcement of the environmental laws and regulations.
 - (4) Remain cognizant of MARPOL as it relates to prevention and enforcement.
 - b. Coordinate FOIA requests. Analyze environmental incidents and accidents from MSIS and make recommendations for preventing accidents.
 - c. Deepwater ports - Draft and coordinate CG policy for enforcement of Deepwater ports regulations.
 - d. Ocean Dumping - Draft, coordinate and oversee CG policy for ocean dumping.
 - e. Ocean Incineration - Draft, coordinate policy and operations for ocean incineration.
 - f. Coastal Zone Management (CZM) - Review and monitor each State's CZM program to identify areas of conflict.
 - g. Marine Sanctuaries - Review Marine Sanctuary legislation, proposals and environmental impact statements to determine if adverse impacts on CG missions and operations occur.

- h. Lightening - Coordinate and administer offshore lightening activities.
- i. Shore Protection Act - Assign and issue Vessel ID numbers for all vessels transporting municipal/commercial waste.
- j. Provide Computer System Manager for Division.

**POLLUTION RESPONSE BRANCH
(G-MEP-2)**

1. Under the direction and supervision of the Assistant Chief, Environmental Protection Division, the Chief, Pollution Response Branch, shall:
 - a. Plan and implement the Coast Guard program in response to threats of pollution incidents in the coastal zone. Develop policy and issue directives and regulations concerning on-site pollution investigation, response, and removal.
 - b. Coordinate public and private efforts directed at the removal of pollutants resulting from disasters upon the navigable waters of the United States.
 - c. Coordinate the activity of the National Strike Force (NSF).
 - d. Provide guidance and technical assistance to the National Response Center (NRC). Coordinate liaison between NRC, National Response Team (NRT) and Regional Response Team (RRT).
 - e. Review and monitor local and regional contingency plan development. Direct necessary changes and action to improve the efficiency of the plans and to assure their compliance with national policies.
 - f. Monitor and evaluate district response activities and perform necessary liaison with RRTs.
 - g. Coordinate design and acquisition of resources for removal activities including equipment development and procurement support.
 - h. Coordinate emergency actions in accordance with the Federal Water Pollution Control Act (FWPCA 311(d)) and the Intervention on the High Seas Act, as directed by the Commandant.
 - i. Identify and promulgate procedures for obtaining diving and salvage assistance available from U.S. Navy and commercial sources under Navy contract.
 - j. Coordinate pollution response training programs for Coast Guard personnel and units engaged in pollution response activities.
 - k. Exercise oversight responsibility for spill investigation.

ENVIRONMENTAL COORDINATION BRANCH
(G-MEP-3)

1. Under the direction and supervision of the Assistant Chief, Environmental Protection Division, the Chief, Environmental Coordination Branch shall:
 - a. Establish and maintain liaison with appropriate Headquarters divisions, Departmental offices, Coast Guard district offices and field units, and other Federal and state departments and agencies to ensure the coordination of the Coast Guard's Environmental Protection Program.
 - b. Represent the Coast Guard at meetings involving government agencies, the Petroleum Industry Response Organization (PIRO) and other private and public organizations, including Coastal Zone Management and Ocean Dumping Surveillance, and international organizations regarding international Marine Environmental Protection matters.
 - c. Provide Coast Guard representation and coordinate technical assistance to appropriate international organizations, including the International Maritime Organization (IMO), United Nations Environment Program (UNEP), United Nations Disaster Relief Organization (UNDRO), Organization of American States (OAS), and the Pan-American Health Organization (PAHO).
 - d. Coordinate development of appropriate international marine pollution contingency plans for all U.S. geographic border regions; coordinate development of bilateral and multilateral international pollution response cooperation agreements. Oversee national and field implementation of such agreements, and maintain a national level framework for inter-governmental cooperation.
 - e. Coordinate the international emergency response and technical assistance activities of the National Strike Force (NSF) Strike.
 - f. Establish and maintain liaison with foreign governments through the Department of State, in conformance with international pollution response agreements.
 - g. Develop and manage inter-agency funding agreements, coordinated with the Department of State, to provide Coast Guard Marine Environmental Protection technical assistance and training for foreign nations and regions of mutual interest.

**MARINE INVESTIGATION DIVISION
(G-MMI)**

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Marine Investigation Division shall:
 - a. Develop and administer an integrated inventory and accident evaluation system for the Office programs including:
 - (1) Collection, review, classification, evaluation and storage of raw data relating to marine casualties and accidents which can be processed into useful information.
 - (2) The orderly and timely transmittal of information, through periodic and/or special reports, to appropriate users. Included in these reports would be conclusions and/or recommendations for action as appropriate.
 - (3) Training and administration of personnel engaged in marine investigative functions, emphasizing liaison with all divisions within the Office of Marine Safety, Security and Environmental Protection and other users.
 - (4) Evaluation of information relating to vessel casualties and marine accidents for the purpose of initiating corrective measures and to satisfy the needs of other authorized users.
 - (5) Analysis and administration of all matters pertaining to remedial actions for commercial vessel personnel under the suspension and revocation proceedings.
 - (6) Supervision of 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-Office and intra-Coast Guard input regarding casualty investigations/Marine Boards of Investigation; integrate this input into a formal Commandant's Action consistent with Coast Guard policy.

- d. Initiate and review, for submission to the Marine Safety Council, regulations relating to 46 C.F.R., Parts 4 and 5.
- e. Provide primary liaison with the National Transportation Safety Board and coordinate Coast Guard responses to National Transportation Safety Board recommendations.
- f. Maintain the primary source of data on the occurrence of marine casualties and accidents for use in the development of a risk management system.
- g. Pursue an active liaison with appropriate components of Coast Guard 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.
- h. 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, and various protection and indemnity (P&I) associations and clubs.
- i. Pursue continuing liaison with investigative and safety evaluation elements of the National Transportation Safety Board and other governmental agencies, industry and research organizations.
- j. Monitor the assessment of penalties for violations of laws and regulations related to Office programs to ensure that enforcement action is uniform and is in accordance with current Coast Guard policy.
- k. Require appropriate 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)**

1. Under the direction and supervision of the Chief, Marine Investigation Division, the Chief, Casualty Review Branch shall:
 - a. 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 investigation reports and records requiring Commandant's action in accordance with current directives.
 - (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 Marine Safety, Security and Environmental Protection will be kept advised.
 - c. Refer reports requiring Commandant's action to other divisions for information and comments.
 - d. Prepare the Coast Guard's official position with respect to all reports requiring Commandant's action.
 - e. Maintain liaison with the National Transportation Safety Board (NTSB) with respect to the status of cases pending Board action.
 - f. Coordinate Coast Guard responses to National Transportation Safety Board recommendations and maintain records concerning all correspondence with NTSB.
 - g. Provide membership to the Maritime Administration Awards Committee.

PERSONNEL ACTION BRANCH
(G-MMI-2)

1. 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) Reading all Decisions and Orders of Administrative Law Judges as a means of monitoring the effectiveness of Coast Guard investigating officer training and related matters. Maintaining 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 against 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 field offices a "Seaman Wanted List" containing the names of seamen who are wanted for further investigation.
 - (6) Maintaining and distributing to the field offices a "Seaman 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 suspension and revocation appeals for completeness and prepare them for forwarding to Chief, Administrative Law Judge and the Maritime and International Law Division (G-LMI) for Commandant's decision.
 - b. Be responsible for the screening of applicants for merchant mariners' documents relative to narcotic drug violations in accordance with 46 U.S.C. 7503.
 - c. 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 Executive Order (E.O.) 10173.

- d. 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.
- e. Maintain and administer a civil penalty program for violations of laws and regulations related to Office programs.
- f. Serve as the Classified Material Control Officer for the Division.

MARINE SAFETY EVALUATION BRANCH
(G-MMI-3)

1. 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) Review all casualty investigations, reports and records, performing the extraction of accident and casualty data from all reports into automated storage systems.
 - (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, regulation 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 evaluate the relationship between the casualty investigation program and the personnel action program.
 - b. Prepare, circulate, publish and share information of broad interest to other Headquarters divisions, other government agencies and the marine industry concerning:
 - (1) Various casualty and accident statistics.
 - (2) Trends of marine casualties and accidents.
 - (3) Results of special studies and casualty analysis.

- (4) 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' investigative 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 program.

**MARINE TECHNICAL AND HAZARDOUS MATERIALS DIVISION
(G-MTH)**

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Marine Technical and Hazardous Materials Division shall:
 - a. Assure that commercial vessels and marine structures are designed in accordance with Federal safety and pollution abatement standards. This includes:
 - (1) Evaluate design plans and specifications for construction or alteration of commercial vessels and marine structures to assure compliance with Federal regulations.
 - (2) Develop policies and procedures for and review of load line certificates and computations and violations of load line regulations; maintain load line records; and reply to inquiries on load line matters.
 - (3) Respond to technical questions concerning vessel design and carriage of hazardous cargoes.
 - (4) Evaluate novel proposals involving vessel and structural design for the transportation of hazardous materials, considering safety aspects and associated pollution hazards.
 - b. Provide technical direction and coordination of the Marine Safety Laboratories.
 - c. Identify the need for, initiate and conduct research and development projects or special studies relating to the safety of commercial vessels, fire safety, marine structures and hazardous material safety.
 - d. Analyze reports of marine casualties, recommend action to be taken in specific cases, and participate on marine boards of investigation.
 - e. Initiate and develop regulations for vessel and hazardous material safety and environmental protection on commercial vessels relating to naval architecture, marine engineering, electrical engineering, fire protection and safety engineering and hazardous cargo containment and handling.

- f. Develop rules and regulations for the transportation, handling, loading, discharging, stowage, and use of explosives or other dangerous cargoes. Develop and maintain rules and regulations pertaining to the transportation by water of radioactive materials and other hazardous cargoes.
- g. Develop and promulgate policy for the Coast Guard's marine safety occupational health and safety program.
- h. Represent the United States in discussion of such matters at the international level through the International Maritime Organization (IMO) and other international bodies. Develop or provide technical assistance in the development of United States position papers on technical matters affecting commercial vessel and hazardous materials safety and pollution abatement.
- i. Classify chemicals to determine which may be safely transported. Develop regulations for the minimum carriage requirements appropriate for tank ships and barges.
- j. Participate in professional societies and national and international standards-making organizations to develop safety and pollution abatement codes and standards. Foster awareness of vessel safety, hazardous material safety and pollution prevention considerations.
- k. Provide direct technical support to the Marine Inspection Program, Marine Licensing Program, Waterways Management Program, Port Safety and Security Program, Marine Environmental Response Program, and the Bridge Administration Program.
- l. Provide direct policy and technical program support to Headquarters divisions; the Department of Transportation, Marine Safety Security, and environmental protection field units in areas related to vessel, hazardous cargo, and deepwater port safety and pollution abatement.
- m. Develop policy for the oversight of those organizations delegated authority to perform plan approval, equipment and systems approval, stability review, and load line assignments.

**HAZARDOUS MATERIALS BRANCH
(G-MTH-1)**

1. Under the direction and supervision of the Chief, Marine Technical and Hazardous Materials Division, the Chief, Hazardous Materials Branch shall:
 - a. Develop and maintain bulk chemical and packaged cargo safety regulations, standards, and guidelines that promote the safety of life and protection of property and the environment. Provide expertise and technical support to the Commandant, Coast Guard units, U.S. Governmental agencies, other national governments, industry, and the public relating to:
 - (1) Waterborne shipment of packaged and bulk hazardous materials.
 - (2) Occupational health and safety of marine industry hazardous chemical workers and marine safety personnel.
 - (3) Annexes II and III of MARPOL 73/78.
 - (4) Classification of new cargoes for bulk shipment and specification of minimum carriage requirements.
 - (5) Chemical Hazard Response Information System.
 - (6) Bulk Solids Special Permits, Ship's Stores Certification and evaluation of DOT exemptions for water mode of transportation.
 - b. Evaluate and approve concepts, plans, specifications, and technical data for vessels and marine structures of unusual or unique design to determine compliance with the intent of existing regulations.
 - c. Initiate and review proposed international and national regulations, standards, and specifications to assure adequate and reasonable safety in response to:
 - (1) New developments in marine transportation concepts
 - (2) Casualty analysis
 - (3) National Transportation Safety Board (NTSB) recommendations
 - (4) Research and development activities
 - (5) Legislative and executive mandates

(6) International treaties and bilateral agreements

- d. Formulate policy and instructions for the guidance of naval architects, marine engineers, and shipbuilders outlining minimum acceptable safety standards for vessels. Answer inquiries and interpret regulations for district commanders, marine inspection offices, marine safety offices, and the marine industry. Maintain policy consistency among the Hazardous Materials Branch, Marine Safety Center, and field inspection offices.
- e. Resolve formal appeals by industry of decisions rendered by Coast Guard officials or their representatives.
- f. Maintain liaison with DOT Research and Special Programs Administration, Office of Hazardous Materials Transportation, other government agencies, and national and international standards development organizations. Participate in related committees and in the standards development activities of such organizations.
- g. Represent the Coast Guard on the Marine Chemist Qualification Board.
- h. Represent the Division at advisory committee meetings (Towing Safety Advisory Committee(TSAC) CTAC, HMAc) and industry consensus groups (Chlorine Institute, National Fire Protection Association(NFPA), ANSI, CMA).
- i. Coordinate with the maritime industry to establish training programs for persons involved in the transport and handling of hazardous materials.
- j. Provide technical oversight of delegated activities relating to branch responsibilities performed by other parties.
- k. Participate as a United States representative to international fora such as the United Nations International Maritime Organization and other international groups such as the United Nations Committee of Experts on the Transport of Dangerous Goods.
- l. Recommend, guide, and conduct research and development necessary to establish a technical basis for regulatory projects, policy, instructions, and guidance.
- m. Provide technical support to marine boards of investigation and other Headquarters offices.
- n. Coordinate the Coast Guard Fishing Vessel Safety Program and initiatives.

ENGINEERING BRANCH
(G-MTH-2)

1. Under the direction and supervision of the Chief, Marine Technical and Hazardous Materials Division, the Chief, Engineering Branch shall:
 - a. Develop and maintain marine and electrical engineering regulations, standards and guidelines that promote the safety of life and the protection of property and the environment. Provide expertise and technical support to the Commandant, Coast Guard units, other government agencies, other national governments, industry, and the public relating to vessel:
 - (1) General design
 - (2) System operations
 - (3) Automation (including state-of-the-art computer based systems for reduced vessel manning)
 - (4) Boiler, pressure vessel and piping system design
 - (5) Electrical equipment and systems
 - (6) Diving Systems
 - (7) Unique concepts
 - b. Evaluate and approve concepts, plans, specifications, and technical data for vessels and marine structures of unusual or unique design to determine compliance with the intent of existing regulations.
 - c. Initiate and evaluate proposed international and national regulations, standards, and specifications to assure adequate and reasonable safety in response to:
 - (1) New developments in marine transportation concepts
 - (2) Casualty analysis
 - (3) Research and development activities
 - (4) Legislative and Executive mandates
 - (5) NTSB recommendations
 - (6) International treaties and bilateral agreements

- d. Formulate policy and instructions for the guidance of naval architects, marine engineers, and shipbuilders outlining minimum acceptable safety standards for vessels. Answer inquiries and interpret regulations for district commanders, marine inspection offices, marine safety offices, and the marine industry. Maintain policy consistency among the Engineering Branch, the Marine Safety Center and the field inspection offices.
- e. Resolve formal appeals by industry of decisions rendered by Coast Guard officials or their representatives.
- f. Maintain liaison with classification societies, other government agencies, and national and international standards development organizations. Participate in related committees and in the standards development activities of such organizations.
- g. Participate in technical and professional societies and industry committees such as the American National Standards Institute(ANSI), IEC, IEEE, ASME, ASTM and UL to develop, evaluate and promote, safety standards and third-party certification programs.
- h. Develop delegations to, and policies and programs for, oversight of vessel design evaluation functions performed by classification societies and other organizations on behalf of the Coast Guard.
- i. Participate as the United States representative to international fora such as the United Nations International Maritime Organization (IMO) and other international groups.
- j. Recommend, guide, and conduct research and development necessary to establish a technical basis for regulatory projects, policy, instructions, and guidance.
- k. Provide technical support to marine boards of investigation and other Headquarters offices.

**NAVAL ARCHITECTURE BRANCH
(G-MTH-3)**

1. Under the direction and supervision of the Chief, Marine Technical and Hazardous Materials Division, the Chief, Naval Architecture Branch shall:
 - a. Develop and maintain structural and stability regulations, standards, and guidelines that promote the safety of life and protection of property and the environment. Provide expertise and technical support to the Commandant, Coast Guard units, U. S. governmental agencies, other national governments, industry, and the public relating to vessel:
 - (1) Stability
 - (2) Subdivision
 - (3) Load Lines
 - (4) Structures
 - (5) Materials
 - (6) Welding and fabrication
 - (7) Hydrodynamics
 - (8) Seakeeping
 - (9) Fishing vessels
 - b. Evaluate and approve concepts, plans, specifications, and technical data for vessels and marine standards of unusual or unique design to determine compliance with the intent of existing regulations.
 - c. Initiate and review proposed international and national regulations, standards, and specifications to assure adequate and reasonable safety in response to:
 - (1) New developments in marine transportation concepts
 - (2) Casualty analysis
 - (3) NTSB recommendations
 - (4) Research and development activities
 - (5) Legislative and executive mandates
 - (6) International Treaties and bilateral agreements

- d. Formulate policy and instructions for the guidance of naval architects, marine engineers, and shipbuilders outlining minimum acceptable safety standards for vessels. Answer inquiries and interpret regulations for district commanders, marine inspection offices, marine safety offices, and the marine industry. Maintain policy consistency among the Naval Architecture Branch, Marine Safety Center, and field inspection offices.
- e. Resolve formal appeals by industry of decisions rendered by Coast Guard officials or their representatives.
- f. Maintain liaison with classification societies, other government agencies, and national and international standards development organizations. Participate in related committees and in the standards development activities of such organizations.
- g. Participate in technical and professional societies and industry committees to develop and evaluate safety standards.
- h. Provide technical oversight of activities performed by other parties on behalf of the Coast Guard relating to branch responsibilities.
- i. Formulate technical policy concerning standards of stability, strength, freeboard, and seakeeping appropriate for load lines. Represent the United States on load line matters at the IMO.
- j. Participate as a United States representative to international fora such as the United Nations International Maritime Organization (IMO) and other international groups, such as bilateral committees with Canada. Serve as the United States representative in the IMO Subcommittee on Stability, Load lines, and Fishing Vessel Safety.
- k. Recommend, guide, and conduct research and development necessary to establish a technical basis for regulatory projects, policy, instructions, and guidance. Coordinate structures research with the interagency Ship Structure Committee.
- l. Serve as the Division coordinator for all technical computer usage and funding.
- m. Provide technical support to marine boards of investigation and other Headquarters offices.
- n. Coordinate the Coast Guard Fishing Vessel Safety Program and initiatives.

SHIP DESIGN BRANCH
(G-MTH-4)

1. Under the direction and supervision of the Chief, Marine Technical and Hazardous Materials Division, the Chief, Ship Design Branch shall:
 - a. Develop and maintain fire and general safety regulations, standards, and guidelines that promote the safety of life and protection of property and the environment. Provide expertise and technical support to the Commandant, Coast Guard units, U.S. governmental agencies, other national governments, industry, and the public relating to vessel:
 - (1) General design
 - (2) Arrangements and outfitting
 - (3) Load lines
 - (4) Maneuverability
 - (5) Human Engineering
 - (6) Systems interface
 - (7) Fire protection and life safety
 - (8) Operations
 - (9) Marine nuclear applications.
 - b. Evaluate and approve concepts, plans, specifications, and technical data for vessels and marine structures of unusual or unique design to determine compliance with the intent of existing regulations. Serve as the lead branch for appeals and evaluation of vessel plans involving more than a single branch within the Division.
 - c. Initiate and evaluate proposed international and national regulations, standards, and specifications to assure adequate and reasonable safety in response to:
 - (1) New developments in marine transportation concepts
 - (2) Casualty analysis
 - (3) NTSB recommendations
 - (4) Research and development activities

(5) Legislative and executive mandates

(6) International treaties and bilateral agreements

- d. Formulate policy and instructions for the guidance of naval architects, marine engineers, and shipbuilders outlining minimum acceptable safety standards for vessels. Answer inquiries and interpret regulations for district commanders, marine inspection offices, marine safety offices, and the marine industry. Maintain policy consistency among the Ship Design Branch, Marine Safety Center, and field inspection offices.
- e. Resolve formal appeals by industry of decisions rendered by Coast Guard officials or their representatives.
- f. Provide technical oversight of load line assigning authorities. Provide technical guidance concerning conditions of load line assignment, protection of the crew, and requests for load line exemptions.
- g. Maintain liaison with classification societies, other government agencies, and national and international standards development organizations. Participate in related committees and in the standards development activities of such organizations.
- h. Participate in technical and professional societies and industry committees to develop and evaluate safety standards and third party certification programs.
- i. Develops policies and programs for oversight of vessel design evaluation functions performed by classification societies and other organizations on behalf of the Coast Guard.
- j. Participate as the United States representative to international fora such as the United Nations International Maritime Organization (IMO) and other international groups.
- k. Recommend, guide, and conduct research and development necessary to establish a technical basis for regulatory projects, policy, instructions, and guidance. Direct fire safety research conducted by the Marine Safety Laboratories.
- l. Serve as the Division training coordinator.
- m. Provide technical support to marine boards of investigation and other Headquarters offices.

MERCHANT VESSEL INSPECTION AND DOCUMENTATION DIVISION
(G-MVI)

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Merchant Vessel Inspection and Documentation Division shall:
 - a. Serve as the Program Manager for the Marine Inspection Program.
 - b. Administer this program for the improvement and enforcement of commercial vessel material and operational safety standards, including:
 - (1) The inspection of commercial vessels, vessels operating on the Outer Continental Shelf(OCS), deep water ports, hulls, machinery, boilers, life saving, fire fighting, pollution prevention equipment, and other equipment.
 - (2) The development and enforcement of regulations with respect to uninspected commercial vessels.
 - (3) The development of improved inspection compliance standards or other corrective measures based upon a continuing program of marine casualty analyses.
 - (4) The development and enforcement of safety standards for the Outer Continental Shelf Safety Program which includes mobile offshore drilling units (MODU)s, fixed platforms, foreign vessels on the OCS, and commercial diving.
 - c. Initiate or review, for submission to the Marine Safety Council, regulations relating to merchant marine safety and marine environmental protection.
 - d. Oversee the development and maintenance of training requirements for personnel and units involved in Marine Inspection Program activities.
 - e. Provide as necessary, statistical reports based on available information supplied by field offices.
 - f. Review records of certificates of inspection to assure uniformity and compliance with applicable inspection laws and regulations.
 - g. Issue safety certificates and exemption certificates in accordance with the currently effective International Convention for Safety of Life at Sea.

- h. Administer the approved equipment program on commercial vessels including equipment approval and factory inspections relating to life saving, fire fighting, fire protection and environmental protection equipment.
- i. In accordance with memorandum of understandings (MOU)s, administer the inspection of public vessels for the Department of the Army, Navy and other government agencies.
- j. Act for the Commandant on appeals from decisions or actions of any Officer-in-Charge, Marine Inspection, or district commander, in matters relating to compliance with vessel inspection and vessel documentation laws and regulations.
- k. Develop and maintain liaison with the Occupational Safety and Health Administration (OSHA). Develop and promulgate health and safety standards and regulations relative to U. S. inspected vessels.
- l. Provide participation in national and international conferences (such as the International Maritime Organization (IMO)) and meetings in the interest of advancing vessel standards including vessel inspection requirements, life-saving appliances, and tonnage measurement.
- m. Administer the 1969 Tonnage Convention and the tonnage regulations for U. S. vessels.
- n. Administer the International Convention for Safe Containers as well as a container certification program involving designation of certifying authorities.
- o. Maintain liaison with and oversight of those organizations delegated authority to perform inspection, equipment testing and approval, and measurement functions and responsibilities.
- p. Coordinate enforcement policy for foreign vessel boarding activities.
- q. Administer a system for the documentation of U. S. vessels to ensure uniformity in the application of statutes, rules, and regulations relating to vessel documentation.
- r. Maintain liaison with other government agencies, admiralty attorneys, ship owners and operators, naval architects, representatives of maritime labor, municipal and industry associations, and research organizations relative to legal, administrative, technical, and policy issues related to vessel documentation.

- s. Provide marine inspection program guidance concerning the recreational boat manufacturer factory visit program in cooperation with Auxiliary, Boating, and Consumer Affairs Division (G-NAB).

**COMPLIANCE AND ENFORCEMENT BRANCH
(G-MVI-1)**

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection and Documentation Division, the Chief, Compliance and Enforcement Branch shall:
 - a. Develop procedures and provide guidance to Marine Safety Offices (MSOs) and Marine Inspection Offices (MIOs) for conducting required commercial vessel and recreational boat inspections, including the following:
 - (1) Revise, as necessary, the existing vessel inspection regulations, including those changes made necessary because of approved recommendations of National Transportation Safety Board (NTSB), Marine Boards, and marine casualty investigations.
 - (2) Prepare Marine Safety Manual changes and provide Division control for changes to Volume II of the Marine Safety Manual (COMDTINST M16000.3 series).
 - (3) Research and draft required Navigation and Vessel Inspection Circulars (NVICs) and Commandant Instructions.
 - (4) Administer various experimental vessel inspection programs.
 - (5) Administer inspector workplace safety programs.
 - (6) Initiate action on the recommendations of field commands concerning vessel inspection methods and procedures.
 - (7) Provide direction to the MSO/MIOs regarding enforcement of and compliance with recreational boating standards through the Recreational Boat Manufacturer Factory Visit Program and maintain liaison with G-NAB-6.
 - b. Monitor the compliance of U. S. and foreign commercial vessels with U. S. laws and regulations, and international treaties, through the following:
 - (1) Prepare various safety certificates and exemption certificates for U. S. passenger vessels under the International Convention for the Safety of Life at Sea (SOLAS).
 - (2) Develop and maintain standards for third party inspections.

- (3) Review reports of casualties related to failure of vessel equipment and operations. Review reports of fires, collisions and groundings.
 - (4) Review Structural Failure and Equipment Failure Reports to determine trends or class problems.
 - (5) Monitor MSO/MIO field workload and provide temporary inspector assistance as required.
 - (6) Provide input to the preparation of Division responses concerning vessel inspection matters on NTSB or Marine Board recommendations and marine casualty investigations.
 - (7) Provide participation in national and international conferences and meetings in the interest of advancing vessel inspection standards.
- c. Represent the Marine Inspection Program on matters related to development and maintenance of training requirements for personnel and units involved in Marine Inspection Program activities.
- d. Enforce compliance with vessel inspection standards, including the following:
- (1) Administer the application of international treaty requirements on U. S. vessels and foreign vessels operating in U. S. waters. Prepare reports to International Maritime Organization (IMO) concerning intervention on foreign flag vessels.
 - (2) Prepare Commandant's Action on Appeals of inspection requirements issued by Officers in Charge, Marine Inspection (OCMI)s.
 - (3) Coordinate Coast Guard policy for marine sanitation device enforcement activities on vessels.
 - (4) Administer the 1966 Load Line Convention with regard to application, classification society appointment letters, enforcement, surveys, inspections, extension of full term certificates, single voyage authorization letters, exemptions, and logbook entries.
- e. Provide commercial vessel inspection information management, through the following:
- (1) Participate in the development of the Marine Safety Information System (MSIS). Develop and maintain the operating policies for the vessel inspection products of MSIS.

- (2) Maintain existing U. S. vessel inspection files and foreign flag vessel files and records.
 - (3) Review certificates of inspection for compliance with applicable laws and regulations.
 - (4) Consolidate and compile pertinent vessel inspection reports.
- f. Perform the following administrative duties related to commercial vessel safety:
- (1) Respond to public and congressional inquiries relating to commercial vessel safety.
 - (2) Establish and maintain contact with public and other Federal agencies regarding vessel inspection matters of mutual concern.

STANDARDS DEVELOPMENT BRANCH
(G-MVI-2)

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection and Documentation Division, the Chief, Standards Development Branch, shall:
 - a. Be responsible for the initiation, development, review and/or modification of safety and pollution prevention regulations, voluntary standards, and other guidance for commercial vessels (uninspected as well as inspected vessels.) This includes:
 - (1) Initiating and developing major regulatory projects for the Division except in those areas where other branches have been designated specific responsibility. The Branch shall use technical assistance from other branches as necessary and maintain a working relationship with G-MTH.
 - (2) Maintaining expertise with regard to the regulatory process and staying abreast of all current requirements for regulatory projects including economic analyses and environmental impact statements.
 - (3) Providing technical assistance to other branches within the Division on the regulatory process.
 - (4) Maintaining liaison with classification societies, industry sponsored and consensus organizations and technical societies with the express intent of identifying or helping to develop standards that may be utilized in lieu of regulations.
 - (5) Analyzing data from casualty investigations, structural and equipment failure reports to detect areas where remedial action is indicated.
 - (6) Keeping current on industry trends and developments by a program of technical reading and research.
 - b. Act as Division coordinator for Commandant's Action on marine casualties and NTSB recommendations, preparing responses to issues under the purview of the Division.
 - c. Be responsible for development of guidance and policy for implementing the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto (MARPOL 73/78) for U. S. and foreign vessels and for addressing requests for exemptions or waivers to the pollution prevention regulations pertaining to vessels.

- d. Administer the International Convention for Safe Containers (CSC) and the container certification program.
- e. Coordinate Division efforts in the development and enforcement of SOLAS and MARPOL vessel requirements. The Branch shall maintain a current comparison of SOLAS, MARPOL and domestic regulations with the object of making them compatible in G-MVI's areas of responsibility.
- f. Develop occupational safety and health policy and guidance for marine inspectors. Work with the Marine Inspection/Environmental Response Personnel Occupational Health Standing Committee to provide equipment support.

**SURVIVAL SYSTEMS BRANCH
(G-MVI-3)**

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection and Documentation Division, the Chief, Survival Systems Branch shall:
 - a. Administer Federal approval programs for life saving, fire protection and pollution abatement equipment, arrangements and materials, including, but not limited to, lifeboats, life rafts, personal flotation equipment, exposure suits, davits, breathing apparatus, emergency position indicating radio beacons (EPIRBs), pyrotechnic distress signals, fire extinguishing systems, structural fire protection materials, marine sanitation devices (MSDs), oily-water separators and monitoring equipment by directing and coordinating the following functions:
 - (1) Initiate and review regulations, standards and specifications for life saving, fire protection and pollution abatement equipment and arrangements.
 - (2) Formulate instructions for the guidance of Coast Guard personnel, naval architects, marine engineers, shipbuilders and operators, USCG recognized laboratories and equipment and material manufacturers detailing the minimum safety and pollution abatement standards for vessel arrangements and equipment.
 - (3) Maintain close liaison with the Environmental Protection Agency (EPA), National Bureau of Standards (NBS), other government agencies, USCG recognized laboratories and organizations such as the American Bureau of Shipping (ABS), National Cargo Bureau (NCB), and the National Fire Protection Association (NFPA) as well as state enforcement agencies.
 - (4) Recommend and guide the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of the equipment specified above which provide an equivalent degree of safety or pollution abatement.
 - (5) Participate in technical societies and committees, study industry trends and review casualty and failure data to permit continuing evaluation of marine safety and pollution abatement standards, and accept, where possible, industry standards.
 - (6) Maintain a uniform policy relative to the approval of vessel life-saving, fire-protection and pollution-abatement equipment arrangements and materials in USCG field organizations.

- (7) Guide and monitor private laboratories acting for the Coast Guard to assure their efforts are in accordance with Coast Guard policy.
 - (8) Administer a compliance program to ensure USCG-approved equipment and material is manufactured in accordance with the approved requirements.
- b. Develop or provide technical assistance in the preparation of position papers on technical and policy matters affecting Branch responsibilities in maritime safety and pollution abatement, and represent the United States in discussions of such matters at the national and international levels (such as IMO).
 - c. Provide direct policy and technical support and administer Federal approval programs in support of other Headquarters offices and Coast Guard field activities in areas related to vessel fire protection, life-saving and pollution abatement.
 - d. Provide input to the preparation of Division responses concerning equipment approval matters on NTSB or Marine Board recommendations and marine casualty investigations.

**OFFSHORE ACTIVITIES BRANCH
(G-MVI-4)**

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection and Documentation Division, the Chief, Off-shore Activities Branch shall:
 - a. Administer, coordinate, and develop policy for the Outer Continental Shelf (OCS) Safety Program. This will include the following:
 - (1) Review and analyze OCS injury and fatality data to develop improved safety standards or other corrective methods if determined necessary.
 - (2) Implement applicable sections of the OCS Lands Act Amendments of 1978 (OCSLAA '78).
 - (3) Implement the Memorandums of Understanding (MOU's) with the Minerals Management Service and with the Occupational Safety and Health Administration and maintain liaison with those agencies.
 - (4) Initiate, develop, and/or modify regulations, interagency memorandums, and guidance relating to OCS safety.
 - (5) Provide guidance to other branches/divisions/offices in an effort to coordinate Coast Guard initiatives that impact OCS activities.
 - (6) Provide annual reports as required by the OCSLAA '78.
 - b. Prepare correspondence, instructions, directives and changes to the Marine Safety Manual on matters relating to OCS safety.
 - c. Provide direct participation, where appropriate, and technical support for other Coast Guard participants in national and international meetings (such as IMO) and other government or industry-sponsored conferences in the interest of advancing OCS safety.
 - d. Provide input to the preparation of Division responses concerning OCS matters on NTSB or Marine Board recommendations and marine casualty investigations.

- e. Maintain liaison with classification societies and applicable organizations such as the International Association of Drilling Contractors (IADC) and American Petroleum Institute (API) to encourage industry participation in development of Coast Guard regulations and to promote Coast Guard involvement in the development of industry standards that may be utilized in lieu of separate regulations.
- f. Prepare responses to inquiries on OCS activities.
- g. Provide technical support to field and staff components relative to foreign and domestic issues involving off-shore drilling, production, and deep-sea mining activities.
- h. Provide technical support to field and Headquarters staff components, where appropriate, in matters relating to deep water ports.

**VESSEL DOCUMENTATION AND TONNAGE SURVEY BRANCH
(G-MVI-5)**

1. Under the general direction and supervision of the Chief, Merchant Vessel Inspection and Documentation Division, the Chief, Vessel Documentation and Tonnage Survey Branch shall:
 - a. Plan and administer a system for the documentation of U.S. vessels and provide central direction for such a system.
 - b. Administer United States tonnage measurement laws and regulations for purposes of vessel documentation and for regulatory purposes in accordance with the interim tonnage measurements schemes.
 - c. Administer the provisions of the International Convention on Tonnage Measurement of Ships, 1969.
 - d. Initiate or review rules and regulations and develop standards and procedures under which the documentation and tonnage measurement of vessels are regulated, and follow up on administrative practices relative to the program.
 - e. In consultation with the Chief Counsel, as appropriate, advise and instruct personnel in correct and appropriate interpretation of the laws governing documentation of vessels and related matters.
 - f. Maintain oversight of organizations that are delegated the authority to measure U. S. vessels so as to ensure uniform application and compliance with national and international laws and regulations.
 - g. Provide for the recordation of bills of sales and conveyances, preferred mortgages, and related instruments, ordinary mortgages, releases, satisfactions, assignments, hypothecations, abstracts of title presented for recording, and similar instruments concerning vessel transactions; and ensure the availability of such records for public inspection.
 - h. Advise and guide private and government sectors on documentation and tonnage measurement matters by means of navigation and vessel inspection circulars of other means of communication.
 - i. Participate at the International Maritime Organization to implement and interpret the International Tonnage Convention.

- j. Conceive, develop and negotiate U. S. positions relating to the impact of tonnage in proposals to be considered at international forums.
- k. Maintain records showing the particulars of every vessel documented as a vessel of the U. S.
- l. Assign official numbers to vessels in accordance with international protocol.
- m. Examine and verify vessel documents issued by documentation officers throughout the U. S.
- n. Maintain liaison with government and industry and participate in meetings and conferences regarding tonnage measurement questions which affect the Marine Inspection Program.
- o. Conduct studies and/or review and comment on reports of studies conducted by others relating to legislation, regulations, practices, and procedures for vessel documentation.
- p. Study the uses of tonnage in U. S. Laws, regulations and international conventions with the intent to identify potential parameters other than tonnage to regulate vessels both nationally and internationally.
- q. Compile, edit and issue periodically a list of all documented vessels of the U. S. along with pertinent or useful information about those vessels.
- r. Participate as Coast Guard and Departmental representative on special research, management, and coordinating committees concerned with the administration of vessel documentation laws.
- s. Respond to foreign inquiries for verification of U. S. registry in law enforcement cases.
- t. Admit vessels to the coastwise trade through determinations under Wrecked Vessel Act.
- u. Determine continued eligibility of vessels to engage in coastwise or fishery trades following repair or rebuilding abroad.
- v. Determine when vessels, built using part of old vessels, may be considered new.

- w. Research, interpret and compare tonnage systems of other nations, including the rules of the Panama and Suez Canals, with those of the United States to provide a basis for official acceptance.
- x. Research and coordinate with tonnage authorities of the Canadian Coast Guard and with the private sector to establish a uniform tonnage measurement system for vessels operating exclusively on the Great Lakes.
- y. Review claims of error and process appeals related to tonnage determinations
- z. Coordinate the random or selective measurement of vessels for compliance with national and international tonnage laws and recommend penalty actions against vessels found in violation.
- aa. Provide measurement services for U. S. Navy and Coast Guard vessels.
- bb. Review other Coast Guard tonnage-related reports, proposals and studies to provide technical assistance.

**MERCHANT VESSEL PERSONNEL DIVISION
(G-MVP)**

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Merchant Vessel Personnel Division shall:
 - a. Serve as the Program Manager for the Marine Licensing Program.
 - b. Plan and follow up on the development and administration of the standards, procedures, and practices under which merchant marine personnel are regulated.
 - c. 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.
 - d. Develop policy for the development of examinations for merchant vessel personnel, as performed at the Coast Guard Institute. Develop, revise, produce, and distribute merchant marine examinations.
 - e. Receive and examine papers relative to the issuance, exchange, or withholding of officers', seamen's, and operators' licenses or certificates.
 - 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 data 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. 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, regarding merchant marine personnel.

- j. Provide a chairman for the Administrative Clemency Board which reviews all pertinent material submitted by an applicant whose license or document has been revoked or voluntarily surrendered to avoid hearing.
- k. Administer the Great Lakes Pilotage program.
- l. Review financial data and determine whether the existing rates for pilotage services of the Great Lakes are fair and equitable consistent with public interest. Develop adjustments to these rates, with due regard for reasonable costs and the expense of providing and maintaining facilities and arrangements for the efficient performance of pilotage services.
- m. Coordinate 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.
- n. Coordinate matters of concern that are of interest to the Commandant or Secretary of Transportation.
- o. Recommend actions identified as required for the effective and efficient Great Lakes Pilotage services within the statutory responsibility of the Secretary of Transportation.
- p. Coordinate with the appropriate staff in the Office of the Secretary the development and review of arrangements for equitable participation of United States registered pilots with Canadian registered pilots in the pilotage services required by both countries for vessels navigating the Great Lakes.
- q. Draft and coordinate with the Office of Marine Safety, Security and Environmental Protection; the Chief Counsel USCG; the Marine Safety Council; and Administrations within the Department of Transportation, changes or revisions to regulations, rules, and proposals regarding Great Lakes Pilotage matters.
- r. Provide expertise regarding general pilotage economics and administrative operations for the Office of Marine Safety, Security and Environmental Protection.
- s. Provide guidance and input for Coast Guard positions involving international conferences and meetings concerning Great Lakes Pilotage matters.

- t. Perform liaison with the Office of the Secretary, Department of State, American Pilots' Association, users of Great Lakes pilotage service, other providers of pilotage services, and Canadian Government counterparts regarding matters related to Great Lakes Pilotage.

**SEAMEN DOCUMENTATION AND RECORDS BRANCH
(G-MVP-1)**

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, examine them for accuracy and compliance with manning and citizenship laws and regulations.
 - b. Maintain files of shipping articles, log books, and master's lists for reference in documenting service time for seamen and providing service records to seamen, the maritime community and other interested parties.
 - c. Maintain a record of every seaman's service and other related records. Provide information necessary to answer inquiries, and produce duplicate merchant mariner documents and other seaman's papers.
 - d. Provide guidance to the marine inspection offices and regional examination centers regarding certification, shipment and discharge of merchant seamen.
 - e. Advise the Department of State concerning merchant vessel personnel procedures abroad.
 - f. Prepare responses to inquiries from Congress, the maritime industry, seamen organizations and unions, seamen and the public concerning seaman's records in compliance with applicable laws.
 - g. Prepare memoranda, instructions and proposed changes to laws, regulations, and procedures relating to the certification, shipment and discharge of seamen.
 - h. Receive applications for World War II merchant mariners for veterans status, research records, and provide a priority response to requests for information from various organizations such as Veterans groups, and funeral homes, regarding emergency cases, such as medical, burial, VA home loans, and other high priority situations.
 - i. Provide G-MVP-6 the seamen's records of World War II merchant mariners applying for veterans status.

LICENSING AND EVALUATION BRANCH
(G-MVP-2)

1. 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 personnel and issuance of certificates of registry to merchant marine staff officers.
 - b. Evaluate applications relative to the issuance, exchange, cancellation, and withholding of officers', seamen's and operators' licenses or documents.
 - c. Initiate character check of applicants for original licenses or certificates of registry.
 - 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 and other schools, seamen's unions 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 field units.
 - g. Consider, initiate, coordinate and submit proposals for changes to Title 46 C.F.R. 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. Prepare replies to congressional inquiries and inquiries from the public pertaining to the licensing and certificating of merchant marine personnel.
 - i. Serve as a member of the Administrative Clemency Board.
 - j. Serve as a member of the Permanent Examining Board.

**MERCHANT VESSEL PERSONNEL QUALIFICATION BRANCH
(G-MVP-3)**

1. Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Merchant Vessel Personnel Qualifications Branch, shall:
 - a. Develop rules, regulations, and policies regarding merchant vessel personnel qualifications.
 - b. In conjunction with the Maritime Administration, evaluate the curriculum, facilities, and staff of maritime training schools and prepare correspondence relating to their course approvals.
 - c. Maintain liaison with international organizations, other government agencies, shipping companies, seamen's unions, industry advisory committees, maritime academies, and other schools involved in the training of merchant vessel personnel.
 - d. Prepare replies to inquiries from Congress, the public, and other agencies pertaining to qualifications and training of merchant vessel personnel.
 - e. Consolidate the Division's budgetary requirements for submission to the program manager.
 - f. Review and update Coast Guard publications which are maintained by the Merchant Vessel Personnel Division.
 - g. 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.
 - h. Monitor Regional Examination Center operating procedures to ensure uniform application of regulations and policy concerning the administration of examinations.

MERCHANT VESSEL MANNING BRANCH
(G-MVP-4)

1. Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Merchant Vessel Manning Branch, shall:
 - a. Evaluate manning scales assigned to vessels to insure uniformity in the marine industry.
 - b. Coordinate, with responsible members of industry, both management and labor, the development of new policy, regulations, or legislation. Coordinate with the Chief Counsel, where appropriate.
 - c. Provide guidance and input for Coast Guard positions on manning matters involving international conferences and meetings.
 - d. Evaluate requests for exemptions from the citizenship requirements of the Outer Continental Shelf Lands Act Amendments.
 - e. Be responsible for revising regulations pertaining to the Certification of Seamen (46 C.F.R. 12).
 - f. Oversee the implementation of seamen welfare and relief laws.

2.8.63

CH-3

MERCHANT MARINE EXAMINATION BRANCH
(G-MVP-5)

1. Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Merchant Marine Examination Branch shall:
 - a. Develop, revise, produce and distribute the merchant marine examinations to be administered by the Marine Licensing Program.
 - b. Develop new examination questions, manage the examination question bank database, and produce the question books used to release the questions to the public.
 - c. Provide direction to the Regional Examination Centers, in accordance with Division policy, on the implementation and conduct of the examination administration by the Marine Licensing Program.
 - d. Provide for the security of the examination modules, establish policy for the Regional Examination Centers concerning exam module security, and investigate possible examination compromises.
 - e. Administer the Deck Watch Officers Examination program.
 - f. Maintain and distribute the associated examination material needed to administer the examinations.
 - g. Supervise the maintenance of central files and statistical records of examinations administered.
 - h. Prepare special examinations for vessels of novel design when directed by the Chief, Merchant Vessel Personnel Division.
 - i. Conduct examination research and statistical analyses on the Marine Licensing Program examinations.
 - j. Review and take appropriate action on candidate comments and protests of examination questions, ensuring that the errors identified are corrected and passed on to the Regional Examination Centers in a timely manner.
 - k. Maintain liaison with other governmental agencies, maritime academies, seaman's unions and other schools with regard to the marine examination requirements administered by the Program.
 - l. Prepare replies to congressional inquiries, inquiries from candidates, Freedom of Information Act requests, and other similar inquiries pertaining to the Program's examinations or the procedures for administering the examinations.

WORLD WAR II MARINER SERVICE CERTIFICATION BRANCH
(G-MVP-6)

1. Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, World War II Mariner Service Certification Branch, shall:
 - a. Develop policies and implement procedures to conduct fair and equitable reviews of the service records of World War II merchant marine personnel for the purpose of determining veteran status.
 - b. Develop policies and implement procedures to respond to inquiries regarding World War II merchant marine personnel in an accurate and timely fashion.
 - c. Evaluate applications for veteran's status for World War II merchant marine personnel as defined by the applicable statutes and directives.
 - d. When satisfactory qualifying evidence has been submitted, provide the applicant with the necessary documentation (Certificate of Release or Discharge from Active Duty (DD214)) to satisfy the Veteran's Administration that the applicant is eligible for benefits administered by that agency.
 - e. Prepare replies to inquiries from applicants, their authorized representatives, members of Congress, other government agencies, interested maritime industry representatives, the media, the public, and others.
 - f. Maintain liaison with the Veterans Administration, the Maritime Administration, and other Federal agencies as needed.
 - g. Prepare the Branch budget and submit it to the Division Chief or designated representative in a timely manner.
 - h. Maintain close liaison with G-MVP-1, (the Coast Guard custodian of the service records for all USCG-licensed and/or documented merchant marine personnel), to expedite their supplying of records requested by this Branch in the accomplishment of the above described duties. Return all completed records to G-MVP-1 when the certification procedure has been completed.

**MERCHANT VESSEL PILOTAGE BRANCH
(G-MVP-7)**

1. Under the general direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Merchant Vessel Pilotage Branch shall:
 - a. Have primary responsibility for the administration of the Great Lakes Pilotage program under Title 46 U.S.C. Chapter 93.
 - b. Have primary responsibility for the implementation of written arrangements executed under the Memorandum of Arrangements between the United States and Canada.
 - c. Enforce Great Lakes Pilotage regulations under Title 46 C.F.R. Parts 401, 402, 403, and 404.
 - d. Perform liaison with the Office of the Secretary, Department of State, American Pilots' Association, users of Great Lakes pilotage service, other providers of pilotage services, and Canadian Government counterparts regarding matters related to Great Lakes Pilotage.
 - e. Develop regulations and amendments to regulations necessary to administer the Great Lakes Pilotage program.
 - f. Establish and maintain liaison with the State Department and the appropriate agencies of Canada as necessary to the performance of all functions under the statute.
 - g. Make recommendations relative to the appointment of members to the Advisory Committee by the Commandant under Title 46 U.S.C. 9307.
 - h. Develop financial data and determine whether the existing rates for pilotage services on the Great Lakes are fair and equitable consistent with public interest. Develop adjustments to these rates, with due regard for reasonable costs and the expense of providing and maintaining facilities and arrangements for the efficient performance of pilotage services.
 - i. Determine the number of U. S. pilots to be registered and provide for the registration of these pilots.
 - j. Provide guidance and develop input for Coast Guard positions involving international conferences and meetings concerning Great Lakes Pilotage matters.

- k. Audit the financial records of all Great Lakes pilot organizations to determine the accuracy, fairness, and reasonableness of revenues and expenses. These audits form the basis for pilotage rate adjustments and the sharing of pilotage with Canada.
- l. Provide expertise regarding general pilotage economics and administrative operations for the Office of Marine Safety, Security and Environmental Protection.

2.8.67

CH-3

**PORT SAFETY AND SECURITY DIVISION
(G-MPS)**

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Port Safety and Security Division shall:
 - a. Serve as the Program Manager for the Port Safety and Security (PSS) Operating Program. The PSS Program includes port safety, port security, port environmental protection, and maritime counter-terrorism activities.
 - b. Serve as the Secretary of Transportation's representative to and chair the U. S. Port Security Committee. Coordinate maritime security functions as required by national security policy. Serve as Coast Guard member to the Joint Surface Movements Board (JSMB). Serve as DOT water Resources Coordinator for water resources planning.
 - c. Supervise the development of training requirements for personnel and units involved in PSS program activities.
 - d. Supervise the Coast Guard Port Safety and Security Division Reserve Unit.
 - e. Provide guidance to and oversee activity of the Captain of the Port (COTP).
 - f. Serve as Coast Guard liaison to the OST Office of Commercial Space Transportation.
 - g. Initiate or review, for submission to the Marine Safety Council, regulations relating to the PSS Program.

PORT OPERATIONS BRANCH
(G-MPS-1)

1. Under the direction and supervision of the Chief, Port Safety and Security Division, the Chief, Port Operations Branch, shall:
 - a. Develop implementation guidelines for mission activity in support of the port safety elements of the PSS Operating Program.
 - b. Coordinate law enforcement responsibilities of the port safety elements of the PSS Program with other agencies and other Headquarters programs.
 - c. Coordinate and supervise offshore aerial pollution surveillance and maintain liaison with Coast Guard district offices conducting offshore pollution surveillance activities.
 - d. Maintain liaison with field units and industry representatives to ascertain the effectiveness of field activities in the enforcement of relevant port safety regulations. Recommend changes to program policies as needed to improve effectiveness.
 - e. Coordinate research and development requirements in support of the port safety objectives.
 - f. Supervise enforcement of regulations pertaining to the siting, construction, safety, and operation of deep water ports, offshore nuclear power plants, ocean thermal energy conversion plants and other related outer continental shelf activities.
 - g. Administer the waterfront facility inspection program and marine safety investigations of accidents on waterfront facilities and other structures on, over, or adjacent to the navigable waters of the United States.
 - h. Administer Coast Guard activities for all MARPOL 73/78 enforcement activities, except MARPOL vessel equivalencies and exemptions.
 - i. Administer Coast Guard policy for ocean dumping and ocean incineration activities.
 - j. Administer program activities for military/commercial explosives, radioactive material, packaged hazardous material, cargoes of particular hazard and other dangerous cargo loading and handling at facilities and on vessels.

- k. Administer program activities for establishment and enforcement of safety zones.
- l. Draft replies to requests for exemptions and waivers to the pollution prevention regulations pertaining to port facilities and operations.
- m. Oversee and develop in conjunction with the Marine Safety Training Council training requirements for PSS program areas of responsibility.
- n. Coordinate enforcement policy for all COTP PSS responsibilities.
- o. Coordinate and administer offshore lightering activities.
- p. Provide guidance to field units for all port operations related activities including harbor patrols and watch standing.
- q. Act as program boat manager/coordinator for 32 ft. port and waterway boats (PWB).
- r. Supervise the management of the reserve firefighter (FI) rating and explosive loading team (ELT) qualifications and coordinate and develop port fire-fighting policy.

**Port Security Branch
(G-MPS-2)**

1. Under the direction and supervision of the Chief, Port Safety and Security Division, the Chief, Port Security Branch, shall:
 - a. Develop implementation guidelines for mission activity in support of the Port Security element of the PSS Operating Program, including enforcement of Federal regulations within the cognizance of the Program Manager.
 - b. Administer the Special Interest Vessel Program and provide an Executive Secretary for the U. S. Port Security Committee.
 - c. Coordinate the development and maintenance of contingency plans for the military readiness and emergency preparedness functions (E.O. 11490) of the PSS Program resources.
 - d. Coordinate law enforcement, military readiness and emergency preparedness (E.O. 11490) planning with other readiness/defense agencies and other elements of Coast Guard Headquarters.
 - e. Coordinate and supervise Coast Guard activities with the international community, intelligence agencies and other Federal agencies, as appropriate, in matters concerning threats or acts of terrorism, espionage or sabotage in U. S. ports, harbors, and territorial waters.
 - f. Develop and administer the domestic port counter-terrorism security program.
 - g. Maintain oversight of and liaison with the Coast Guard Reserve Unit having emergency preparedness responsibilities in support of the Port Safety and Security Division.
 - h. Coordinate research and development requirements in support of Port Security objectives.
 - i. Manage a program for the establishment and enforcement of security zones and restricted areas.
 - j. Provide technical expertise for training requirements of the Port Security element of the PSS Program.
 - k. Provide a liaison officer to the Military Traffic Management Command (MTMC).
 - l. Administer the Port-Security rating. Oversee and develop rate training in coordination with G-RST and the Marine Safety Training Council.

- m. Maintain custody and control of all classified material held by the Port Safety and Security Division.
- n. Administer a continuous watch during periods other than normal working hours for all matters of concern to the Port Security Branch and the Port Safety and Security Division.
- o. Assist Coast Guard Intelligence Coordination Center staff in development of the Joint Maritime Information Element (JMIE).

POLICY AND STANDARDS DEVELOPMENT BRANCH
(G-MPS-3)

1. Under the direction and supervision of the Chief, Port Safety and Security Division, the Chief, Policy and Standards Development Branch, shall:

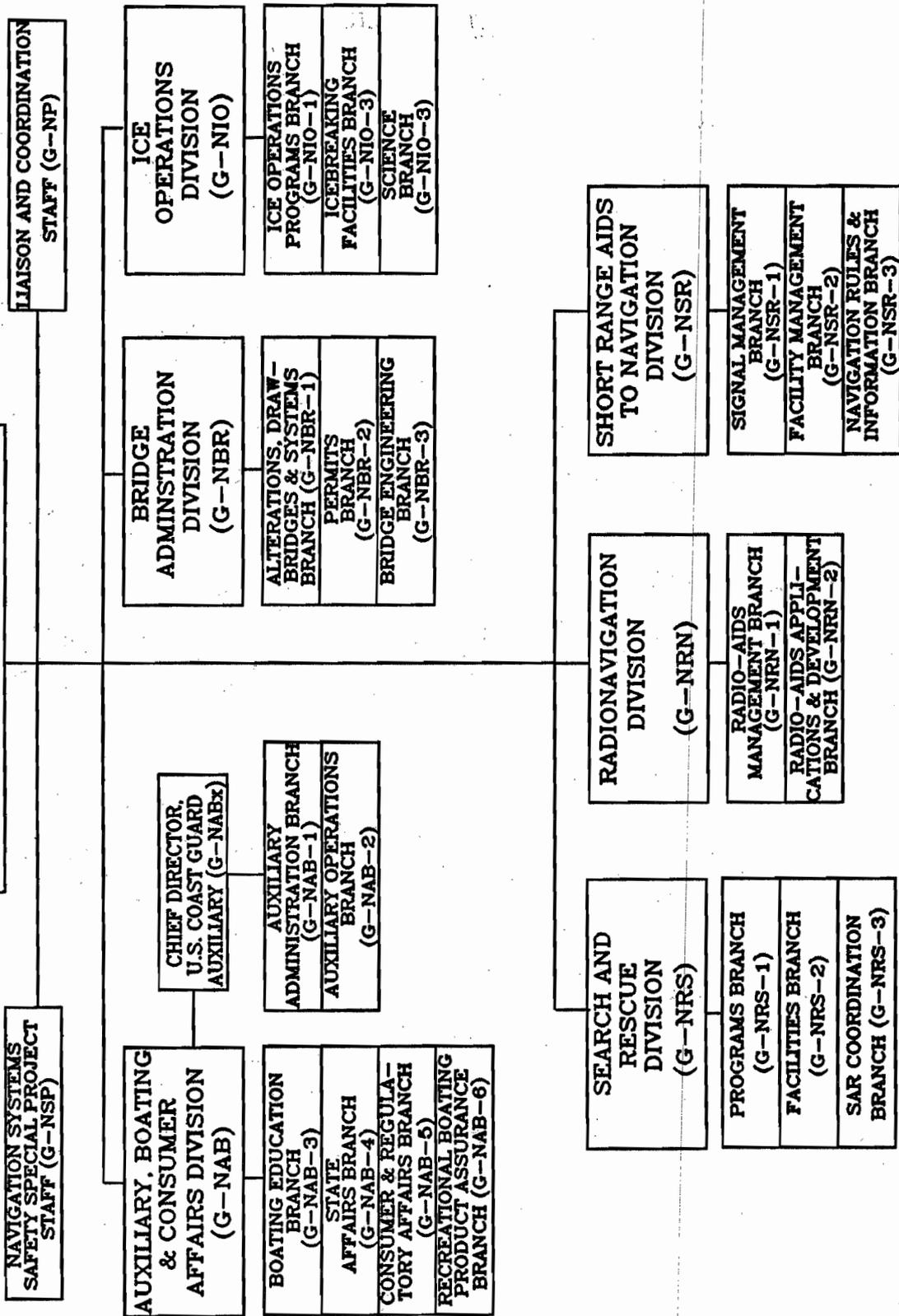
- a. Be responsible for the initiation, development, review and/or modification of safety, security and pollution prevention regulations, voluntary standards, and other guidance for the marine industry. This includes:
 - (1) Initiating and developing major regulatory projects for the Division. The Branch shall use technical assistance from other branches as necessary and maintain a working relationship with all G-M divisions.
 - (2) Maintaining expertise with regard to the regulatory process and staying abreast of all current requirements for regulatory projects including economic analyses and environmental impact statements.
 - (3) Providing technical assistance to other branches within the Division on the regulatory process.
 - (4) Maintaining liaison with other Federal regulatory agencies, industry sponsored and consensus organizations and technical societies.
 - (5) Analyzing program data from MSIS and Quarterly Activities Reports to detect areas where remedial action is indicated.
- b. Be responsible for the development and oversight of the PSS Operating Program, including evaluation and long-range policy guidance for the following program objectives:
 - (1) Security of vessels and of ports and waterways and their related facilities.
 - (2) Safety of vessels and of ports and waterways and their related facilities.
 - (3) Maintenance or improvement of the quality of the marine environment.
 - (4) Maintenance of an effective, ready port organization prepared for immediate response to specific tasks in time of war or emergency.

- (5) Facilitation of transportation with particular emphasis on waterborne activity in support of national economic, scientific, defense and social needs.
- c. Provide the point of contact with G-MP to carry out the PPBE function.
- d. Represent the Port Safety and Security Program at the Marine Safety Training Council.

OFFICE OF NAVIGATION SAFETY AND WATERWAY SERVICES

(G-N)

OFFICE OF NAVIGATION AND WATERWAY SERVICES (G-N)



**OFFICE OF NAVIGATION SAFETY AND WATERWAY SERVICES
(G-N)**

1. **Mission.** To develop basic policies, plan, and provide resources for Coast Guard operations involving short range aids to navigation, radionavigation aids, bridge administration, search and rescue, the Coast Guard Auxiliary, polar and domestic ice-breaking, marine science, ocean operations, recreational boating safety, and waterways management.
2. **Functions.** Under the general direction and supervision of the Commandant, Vice Commandant and Chief of Staff, the Chief, Office of Navigation Safety and Waterway Services, shall:
 - a. Be program director for the following programs: Short Range Aids to Navigation, Radionavigation Aids, Bridge Administration, Waterways Management, Ice Operations, Search and Rescue, and Recreational Boating Safety; having general responsibility for:
 - (1) Establishment and maintenance of 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 of the utilization of buoy tenders and aids to navigation structures and facilities.
 - (2) Approval of the location and clearance of bridges over navigable waters and the regulation of operations of drawbridges. Administration of the alteration of bridges under the provisions of the Truman-Hobbs Act.
 - (3) Search and rescue on, over, and under the high seas and waters under the jurisdiction of the United States, including flood disaster relief.
 - (4) Polar operations to facilitate commercial marine transportation and to provide ice-breaking services to meet the scientific and logistic needs of Federal and non-Federal agencies.
 - (5) Domestic ice-breaking to facilitate the movement of waterborne commerce and to assist other agencies in the prevention of flooding.
 - (6) Conduct of other ocean operations, such as the International Ice Patrol.

- (7) Establishment and operation of vessel traffic services for individual U.S. ports. Implementation, management, and enforcement of rules and regulations for Federal anchorages, regulated navigation areas, and the prevention of collisions, rammings, and groundings.
 - (8) Reduction of recreational boating accidents, injuries, and casualties through: enforcement of Federal boating laws and regulations; supervision of the Coast Guard Auxiliary; coordination of public education and training programs; maintenance of liaison with other authorities and organizations concerned with boating safety; and the establishment of standards for the construction of recreational boats and associated equipment; and operation of a defects notification program.
- b. Establish and maintain contacts with other Headquarters offices concerning shared use of facilities and required inputs to programs of the Office of Navigation Safety and Waterway Services.
 - c. Promulgate guidelines, standards and directives governing field program management and establish a system to enable review of effectiveness of field operations.
 - d. 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.
 - e. Exercise technical control over assigned Headquarters units and Coast Guard Activities Europe.
 - f. Represent the United States and/or Coast Guard before various international, governmental, and private associations and working groups on program matters.
 - g. Represent programs' interests before various advisory committees and councils.
 - h. Manage programs' resources and facilities to meet the prescribed commitments to the Coast Guard's military readiness requirements.
 - i. Act as the Consumer Affairs Office for the Coast Guard, providing senior level oversight for a Coast Guard Consumer Affairs Program that meets the requirements of Executive Order 12160 and the Departmental implementing orders.

- j. Monitor Coast Guard responsibilities related to participation in and administration of the Federal Advisory Committee Program.
- k. Oversee the operations and administration of the Coast Guard Auxiliary.

**LIAISON AND COORDINATION STAFF
(G-NP)**

1. Under the general direction and supervision of the Chief, Office of Navigation Safety and Waterway Services, the Chief, Liaison and Coordination Staff shall:
 - a. Coordinate and review long-range planning within the Office. Support program managers by reviewing and analyzing reports and studies, and where required, initiating and conducting studies and analyses. Provide analytical assistance to program managers in determining efficient allocations of resources associated with the implementation of long range plans. Provide economic input to Office-related issues.
 - b. Provide administrative support to the Office Chief and Deputy, including day-to-day oversight of front office operations.
 - c. Coordinate the preparation and administration of program data and other documents required under the Planning, Programming, Budgeting and Evaluation System.
 - d. Review AC&I projects, planning proposals, and other planning and budget documents for the programs directed within the Office.
 - e. Coordinate and prepare responses for the Office Chief to external requests for information requiring inputs from more than one division.
 - f. Monitor and evaluate statistical data to assist divisions in identifying significant changes in program inputs and outputs.
 - g. Supervise the administration of funds allotted to the programs/staffs within the Office.
 - h. Collect and maintain management information to support the decision-making process within the Office.
 - i. Coordinate Office regulatory activities.
 - j. Screen the Federal Register and other literature for items affecting Office programs.
 - k. Supervise the Classified Material Control Officer and Security Officer for the Office.
 - l. Coordinate military readiness activities for the Office.

**NAVIGATION SYSTEMS SAFETY SPECIAL PROJECT STAFF
(G-NSP)**

1. Under the direction and supervision of the Chief, Office of Navigation Safety and Waterway Services, the Navigation Systems Safety Special Project Staff shall:
 - a. Supervise the implementation and enforcement of the marine traffic management provisions of the Port and Tanker Safety Act. This includes:
 - (1) Periodically reviewing and developing policy recommendations concerning national management of vessel traffic services.
 - (2) Development and implementation of vessel traffic services in U.S. ports and waterways, including Maritime Defense Zone requirements.
 - (3) Coordination and monitoring of all research and development efforts affecting marine traffic management systems, including surveillance and tracking, data, display, and communication systems.
 - b. Act as Headquarters Planning Coordinator for Vessel Traffic Services.
 - c. 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 marine traffic management responsibilities.
 - d. 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.
 - e. Maintain and develop statistical data and perform quantitative and qualitative analyses of the need for and cost effectiveness of marine traffic management activities.
 - f. Supervise the Port Needs Study for potential Vessel Traffic Service expansion.
 - g. Provide oversight, guidance, and training to district staffs and VTSSs.
 - h. Establish and maintain VTS staffing requirements, including the VTS civilianization project.

- i. Develop and maintain VTS-specific operating requirements.
- j. Review and comment upon National Transportation Safety Board and marine casualty investigations involving marine traffic management issues.
- k. Act as project manager for major VTS installation and equipment replacement projects.
- l. Maintain expertise and familiarity with state-of-the-art VTS related equipment, with particular attention to the operational and interrelated technical capabilities and limitations.

AUXILIARY, BOATING, AND CONSUMER AFFAIRS DIVISION
(G-NAB)

1. Under the general direction and supervision of the Chief, Office of Navigation Safety and Waterway Services, the Chief, Auxiliary, Boating, and Consumer Affairs Division shall:
 - a. Act as Program Manager for the National Recreational Boating Safety Program as defined by the Federal Boat Safety Act of 1971, as amended.
 - b. Supervise the activities of the Chief, Director, Auxiliary and through the Chief Director, the activities of the Auxiliary Administration and Auxiliary Operations Branches.
 - c. Administer a program to develop safety standards and regulations for recreational boat manufacture; coordinate manufacturer compliance and defect notification procedures with appropriate Office. Identify requirements for inspection visits to specific factories and establish goals for the manufacturer compliance program.
 - d. Foster liaison with State Boating Law Administrators to promote uniformity, comity, and reciprocity in boating laws, regulations and numbering systems among the several States and the Federal government.
 - e. Administer Federal Recreational Boating Safety financial assistance grants to States in accordance with applicable statutes, regulations, and OMB Circulars.
 - f. Monitor agreements between Coast Guard districts and the States.
 - g. Oversee the National Recreational Boating Safety Education Program.
 - h. Administer the National Boating Casualty Reporting System and publish boating statistics.
 - i. Coordinate, monitor and guide the preparation of legislative proposals, regulations, and directives dealing with boating safety, internal and external to the Office. Conduct periodic review of all regulations and directives affecting recreational boating safety for effectiveness and continued applicability.
 - j. Provide guidance to district Boating Safety Division Chiefs on allocation of resources and priorities involving Auxiliary, Recreational Boating Safety Program objectives and State affairs.

- k. Provide overall guidance and coordination of consumer affairs activities in the Recreational Boating Safety Program so as to meet the provisions of Executive Order 12160 and other appropriate directives.
- l. Administer the Federal Advisory Program, Coast Guard-wide. Coordinate all committee activities with the Secretary of Transportation's staff. Provide oversight for all required operating costs, Secretarial and Congressional correspondence, records, operating guidelines and operational instructions.
- m. Coordinate and prepare responses for external requests for information regarding matters relating to the Coast Guard's administration of the Recreational Boating Safety Program, including the Auxiliary.
- n. Develop documentation to comply with the Coast Guard PPBE requirements, and maintain the Division financial plan.
- o. Coordinate the activities of the National Boating Safety Advisory Council including preparation of the agenda and meeting coordination and forwarding recommendations and resolutions of the Council, and all other activities for the smooth operation of the Council.
- p. Administer a grant program allocating available Federal funds for national boating safety activities proposed by request from national nonprofit public service organizations.
- q. Act as point of contact on assessments of the Federalism concept as applied to activities conducted by the Coast Guard under the auspices of the Recreational Boating Safety Program.
- r. Act as point of contact for coordination of all Coast Guard Committee Management activities including oversight for all required reports, instructions, charters, and records.

CHIEF DIRECTOR, U.S. COAST GUARD AUXILIARY
(G-NABx)

1. Under the general direction and supervision of the Chief, Auxiliary, Boating, and Consumer Affairs Division, the Chief Director, U.S. Coast Guard Auxiliary shall:
 - a. Act as the Chief Director, Auxiliary, directing the administration of the Auxiliary within policies established by the Commandant under authority of 14 U.S.C. 821, et seq. (Coast Guard Auxiliary.)
 - b. Be the designated representative of the Commandant to the Auxiliary National Executive Committee and Auxiliary National Board.
 - c. Act on recommendations of the Auxiliary National Board and National Board, Inc., which affect official publications, the Standing Rules and bylaws, awards, uniforms, pennants, burgees, and internal matters of the Auxiliary.

**AUXILIARY ADMINISTRATION BRANCH
(G-NAB-1)**

1. Under the direction and supervision of the Chief Director, Auxiliary, the Chief, Auxiliary Administration Branch shall:
 - a. Serve as program coordinator in all matters affecting the organization and administration of Auxiliary personnel and programs.
 - b. Coordinate with departments of the Auxiliary National Staff in functional areas of public affairs, member resources, finance, legal, and information systems; develop and coordinate review and approval of all Coast Guard policy guidance administering Auxiliary activities in these functional areas.
 - c. Develop plans and procedures to achieve and maintain Auxiliary strength characteristics consistent with identified Coast Guard requirements.
 - d. Develop logistics plans and procedures to support Auxiliary training and program activities; oversee management and operation of the Auxiliary National Supply Center.
 - e. Coordinate with the Office of Chief Counsel in developing policies and procedures to support efficient resolution of claims for damages involving Auxiliary facilities and/or death or injury to members of the Auxiliary.
 - f. Coordinate with the Office of Civil Rights to assure policies affecting administration of the Auxiliary are in compliance with the Coast Guard's Civil Rights Program.
 - g. Maintain essential records documenting operation and administration of the Auxiliary; develop user guidelines and act as user representative for the various Auxiliary districts and regions relative to the operation and maintenance of the Auxiliary Management Information System (AUXMIS).
 - h. Coordinate with the Auxiliary National Staff in the functional area of public education; coordinate technical review and approval of public education material developed by the Auxiliary.

**AUXILIARY OPERATIONS BRANCH
(G-NAB-2)**

1. Under the direction and supervision of the Chief Director, Auxiliary, the Chief, Auxiliary Operations Branch shall:
 - a. Coordinate with other Coast Guard programs regarding requirements for operational use of Auxiliary resources; identify and interpret specific training required to qualify Auxiliarists to be assigned such duties. Develop recommended policies and procedures which, on approval by the Commandant, define standards to apply in training and qualifying Auxiliarists for assignment to duty; coordinate development, review and approval of all material used in support of Auxiliary member training.
 - b. Foster cooperation between Coast Guard districts and State government agencies to facilitate use of Auxiliary resources in areas of sole State jurisdiction authorized by the Federal Boat Safety Act of 1971, as amended.
 - c. Coordinate with the Auxiliary National Staff in functional areas of operations and vessel examinations; review and approve all Coast Guard policy guidance administering Auxiliary activities in these functional areas.
 - d. Develop recommended policies and procedures which, on approval by the Commandant, define minimum standards to apply in accepting Auxiliary facilities for Coast Guard use.
 - e. Develop for approval by the Commandant, policy governing the assignment of Auxiliarists to operational duty in support of Coast Guard mission requirements, and procedures governing safe and efficient operation of Auxiliary air, surface, and communications facilities while under Coast Guard orders.
 - f. Monitor Federal and State laws regarding boating safety equipment requirements to ensure Auxiliary courtesy marine examination requirements are compatible in content.

**BOATING EDUCATION BRANCH
(G-NAB-3)**

1. Under the direction and supervision of the Chief, Auxiliary, Boating, and Consumer Affairs Division, the Chief, Boating Education Branch shall:
 - a. Coordinate a National Recreational Boating Education Program to foster cooperation and enhancement among public boater education programs offered by the Coast Guard, other Federal and State government agencies, and volunteer organizations.
 - b. Establish and maintain liaison with international, national, State and other local government agencies; the boating industry; universities; and other organizations interested in developing boating education materials and programs.
 - c. Encourage States to comply with the National Association of State Boating Law Administrators' (NASBLA) guidelines in developing State programs to conduct boater education.
 - d. Promote compliance with the National Association of State Boating Law Administrators' Minimum Education Guide among volunteer organizations presenting boater education programs; encourage recognition of compliant volunteer programs in conjunction with State mandatory boater education determinations; and, foster use of volunteer organization participation in presenting State boater education programs, wherever feasible.
 - e. Review boating education material for compliance with NASBLA Minimum Education Guide and/or technical accuracy concerning boating laws and regulations as requested by various boating groups.
 - f. Monitor curriculum and coordinate attendance of U.S. Fish and Wildlife Service and State officials at the National Boating Safety Course.
 - g. Maintain a reference library of printed and audiovisual materials used in boating education, excluding mass media materials.
 - h. Represent the Coast Guard on the National Safe Boating Council, Inc.
 - i. Maintain and promulgate the Boating Safety Manual (State Edition) (COMDTINST M16750.5 series).

**STATE AFFAIRS BRANCH
(G-NAB-4)**

1. Under the direction and supervision of the Chief, Auxiliary, Boating, and Consumer Affairs, the Chief, State Affairs Branch shall:
 - a. Maintain liaison with State Boating Law Administrators to encourage greater uniformity in boating laws; reciprocity and comity among Federal, State, and local jurisdictions; and cooperation and assistance between the Federal Government and the States in developing and administering Federal and State boating laws.
 - b. Promote development of cooperative agreements between the States and the Coast Guard to encourage greater State responsibility related to boater education, boating law enforcement, accident investigations, and search and rescue.
 - c. Supervise the Federal Financial Assistance Program in support of State boating safety programs as authorized by the Federal Boat Safety Act of 1971, as amended. Conduct audits of individual State boating safety programs to assess effectiveness of Federal funding applications. Resolve audit findings with appropriate Federal and State officials.
 - d. Coordinate State numbering matters with responsible Coast Guard offices where required, and promote assumption of the numbering function by those States not having a State numbering system.
 - e. Administer a program to promote and coordinate uniform recreational boating law enforcement among the States and U.S. territories.

CONSUMER AFFAIRS AND ANALYSIS BRANCH
(G-NAB-5)

1. Under the direction and supervision of the Chief, Auxiliary, Boating, and Consumer Affairs, the Chief, Consumer Affairs and Analysis Branch shall:
 - a. Develop and administer Coast Guard procedures and directives to achieve Government goals for consumer protection, representation, and education (as expressed in applicable consumer affairs statutes, orders, and directives).
 - b. Represent the consumer viewpoint in the review and clearance of proposed Coast Guard regulations and legislation affecting consumers; and insure that, where appropriate, opportunities are provided for consumers to present their views at an early stage in the development of proposed regulations and policies affecting them.
 - c. Inform and educate consumers concerning the safe use of marine services and products regulated by the Coast Guard; and educate consumers concerning remedies available under Federal law for the correction of safety defects in marine products or services.
 - d. Serve as a clearing house for the investigation of consumer complaints concerning Coast Guard policies or services, and concerning the safety performance of marine products under Coast Guard jurisdiction; integrate analysis of the complaints into the development of corrective action or policy.
 - e. Serve as the Coast Guard representative on the DOT Consumer Affairs Coordinating Committee. Represent the Coast Guard with outside industry and consumer groups in dealings on consumer protection and education issues.
 - f. Administer a program to develop and disseminate standard procedures for reporting and investigating boating accidents, and encourage compliance by State and local jurisdictions.
 - g. Coordinate a boating accident investigation training program for Federal, State, and local boating investigation and law enforcement personnel.
 - h. Review all Boating Accident Reports and Investigations and take necessary corrective action, including promulgation of alerts to potential safety problems, act as endorsing authority for boating Accident Investigations requiring action by the Commandant.

- i. Maintain required files of all Boating Accident Reports and Investigations, and maintain a computer data base to extract statistical information.
- j. Prepare and publish the annual Boating Statistics publication.

RECREATIONAL BOATING PRODUCT ASSURANCE BRANCH
(G-NAB-6)

1. Under the direction and supervision of the Chief, Auxiliary, Boating, and Consumer Affairs, the Chief, Recreational Boating Product Assurance Branch shall:
 - a. Direct the Coast Guard Recreational boating Product Assurance and Standards Development Program at Headquarters.
 - b. Interpret regulatory standards for manufacturers and other Coast Guard staff elements and provide compliance and enforcement guidance to district commanders on the factory inspection program.
 - c. Administer the program for assignment of manufacturer identification codes in compliance with applicable law and regulations.
 - d. Manage the compliance testing of recreational boats, including assisting the contracting officer in the selection of contractors to conduct the tests, selection of boats to be tested, and arranging for the sale of the boats after testing. Monitor the activities of testing laboratories.
 - e. Draft recommendations for grant or denial of each request by a manufacturer to be exempted from compliance with Federal standards. Analyze engineering, regulatory, economic, and safety considerations before writing recommendations. Act on all request for renewals.
 - f. Initiate and terminate recalls of defective boats and associated equipment. Review product safety complaints from consumers nationwide. Evaluate information received from manufacturers, surveyors, the public, and Coast Guard testing.
 - g. Conduct a boating technical information service by publishing the quarterly Boating Safety Circular and responding to letters and telephone inquiries for information on product safety aspects of boating safety.
 - h. Draft regulations and amendments for the manufacture of boats and associated equipment. Analyze boating accident statistics, research reports, and voluntary standards to provide justification for the regulations.
 - i. Participate as members on technical committees of voluntary industry standards so that they may be used as a basis for Federal regulations or can be relied on in lieu of regulations.

- j. Develop proposals for research projects on recreational boating hazards which may provide data for the development of a regulation to minimize the hazard. Monitor ongoing research.
- k. Develop training programs for Coast Guard district factory inspection personnel and for industry engineers on the requirements of the regulations and the enforcement procedures. Conduct training seminars and participate in industry seminars.
- l. Maintain liaison with the U.S. Customs Service in the joint regulation of the importation of recreational boats to ensure that each is in compliance with Federal standards. Correspond with importers and the public and provide guidance to achieve compliance.
- m. Represent the U.S. at international fora including international standards organizations.
- n. Coordinate with the Marine Inspection and Documentation Division (G-MVI) in providing guidance and training to MSO/MIO personnel concerning recreational boating factory visits.

**BRIDGE ADMINISTRATION DIVISION
(G-NBR)**

1. Under the general direction and supervision of the Chief, Office of Navigation Safety and Waterways Services, the Chief, Bridge Administration Division shall:
 - a. Administer the provisions of law and issue regulations relating to: approval of plans and location of bridges and causeways 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 bridge and causeway permit applications and issue or deny the permit.
 - 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 polices governing bridge administration. Prepare directives and regulations for bridge administration.
 - e. Disseminate information about existing bridges and causeways and criteria for proposed bridges and causeways.
 - f. Conduct environmental studies and prepare environmental impact statements for bridge and causeway projects as required by appropriate laws and directives.
 - g. Provide guidance to and review the work of bridge administration organizations within the district offices.
 - h. Represent the Commandant and serve as the contact point within the Coast Guard for all bridge and causeway matters.
 - i. Be the Program Manager for the Bridge Administration Program.
 - j. Provide oversight of the Bridge Administration Program PPBS activities.
 - k. Determine the need for legislative initiatives for enhanced administration of the Bridge Administration and develop legislative proposals as required.
 - l. Act as a point of contact for the international community on bridge navigational safety matters.

- m. Respond or comment on National Transportation Safety Board and marine casualty investigation reports and investigations involving bridges.
- n. Prepare Orders to Alter for the Commandant's signature under the provisions of the Truman-Hobbs Act in those cases where a detailed analysis has demonstrated that a bridge presents an unreasonable obstruction to navigation.
- o. Provide appropriate liaison with the Army Corps of Engineers, Environmental Protection Agency, Federal Highway Administration, and other Federal, state, and local bodies on bridge administration matters. Negotiate memoranda of understanding/agreements as required to facilitate the administration of the program.
- p. Review the Federal Register and legislative proposals for impact on the Bridge Administration Program.
- q. Manage all engineering aspects of the Truman-Hobbs Obstructive Bridges Act.

ALTERATIONS, DRAWBRIDGES, AND SYSTEMS BRANCH
(G-NBR-1)

1. Under the direction and supervision of the Chief, Bridge Administration Division, the Chief, Bridge Alterations, Drawbridges, and Systems Branch shall:
 - a. Assist district commanders, as necessary, in conducting preliminary investigation of complaints that specific bridges are unreasonable obstructions to navigation.
 - b. Assist district commanders in their investigations and develop benefit/cost analyses in those cases where preliminary investigation indicates that a bridge may, in fact, be an obstruction to navigation.
 - c. Recommend to the Division Chief such action as may be appropriate for the alteration of a bridge after the conclusion of the detailed investigation and the public hearing.
 - d. Obtain, develop, and keep necessary records in support of bridge modification budget requests, and maintain a current status of funds.
 - e. For approved bridge alterations, prepare the issuance of the alteration order. Coordinate engineering assistance. Monitor project progress through to completion, providing response to external inquiries as required.
 - f. Review drawbridge operation changes to ensure that:
 - (1) Regulations are properly and fairly prepared and administered;
 - (2) New or revised regulations are brought to the attention of the public;
 - (3) Drawbridge operation regulations are continually reviewed and revised, restructured or recodified, as necessary;
 - (4) The public interest is recognized and maximum usefulness of the waterways is maintained, consistent with the needs of other modes of transportation; and
 - (5) Waterways are treated as systems, with individual regulations being consistent with each other.

- g. Develop guidelines by which proposed or existing draw-bridge operation regulations may be evaluated.**
- h. Compile, analyze and organize background material, and prepare in final form, Coast Guard directives, publications and regulations relating to bridge regulation matters issued for the guidance of the district commanders and the information of the public.**
- i. Coordinate administrative functions for the Division, including data systems management, PPBS documentation, and budgeting.**
- j. Maintain staff liaison with bridge administration personnel in district offices. Provide training, guidance, and assistance to district bridge administration staffs as required.**
- k. Ensure that all actions undertaken in bridge alteration and drawbridge regulations matters are consistent with pertinent environmental statutes and regulations.**

**PERMITS BRANCH
(G-NBR-2)**

1. Under the direction and supervision of the Chief, Bridge Administration Division, the Chief, Permits Branch shall:
 - a. Ensure that permit applications and reports and recommendations thereon are complete and comply with law and regulations.
 - b. Review permit applications for proposed bridges and causeways and modification of existing bridges and causeways to ensure that they provide for the reasonable needs of navigation and the environment.
 - 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 the Commandant.
 - f. Assist district commanders as necessary to prepare environmental impact statements on projects under cognizance of the Bridge Administration Division as required.
 - g. Maintain staff liaison with bridge administration personnel in district offices, and with appropriate persons outside the Coast Guard. Provide training, guidance, and assistance to district staffs as required, especially in navigational analysis cases involving complex or controversial issues.
 - h. Review permit actions of district commanders for compliance with law and regulations.
 - i. Determine the need for public hearings in bridge permit cases. Issue the Federal Register notice and assist district staffs as required in the conduct of the hearing.
 - j. Oversee the application of civil penalty proceedings for the Bridge Administration Program. Provide program liaison to Coast Guard and U.S. Attorneys in litigation cases.
 - k. Prepare permit documents or letters of denial of permit applications, citing specific authority or reasons for denial as appropriate.

1. Act of the point of contact on all bridge permitting matters.

BRIDGE ENGINEERING BRANCH
(G-NBR-3)

1. Under the direction and supervision of the Chief, Bridge Administration Division, the Chief, Bridge Engineering Branch shall:

- a. Provide technical support to the program manager and all Coast Guard districts in the administration of the entire bridge program.
- 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 for 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 involved.
- d. Develop technical portions for relocation of obstructive bridges, as provided for under Section 13 of the Truman-Hobbs Act.
- e. Approve bids for project construction, develop the orders apportioning costs to the Government and to the bridge owners, and obtain the guarantees of project costs from the bridge owners.
- f. Monitor construction during alteration of obstructive bridges to approve disbursement of funds and to assure minimum negative impacts to navigation.
- g. Develop final cost apportionments for bridge alterations, obtain settlements with the bridge owners, and prepare final project reports.
- h. Develop the engineering cost estimates used in preparing appropriation requests to finance the Government's share of obstructive bridge projects, and prepare the financial plans for disbursement of funds.
- i. Finalize plans, and prepare project specifications. Oversee the preparation of bid solicitations and the bid award process.

**ICE OPERATIONS DIVISION
(G-NIO)**

1. Under the general direction and supervision of the Chief, Office of Navigation Safety and Waterway Services, the Chief, Ice Operations Division, shall perform the following functions relative to the Ice Operations (IO) program:
 - a. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and standards regarding program execution and performance; initiate, review and evaluate program-related analyses and R&D projects. Manage any assigned Operating Guide accounts and comply with all planning, programming and budgeting requirements for program managers contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).
 - b. Supervise program and facility specific training.
 - c. Perform information/data base management using data bases common to other divisions where possible.
 - d. Promulgate and publish program and facility related directives and publications.
 - e. Provide programmatic input to facility management processes including such areas as training, acquisition, geographic distribution and scheduling.
 - f. Ice Operations Program management requires close contact with government agencies and private organizations to establish and maintain cooperation, communication and coordination essential for program execution. Liaison will be maintained for determining:
 - (1) Polar icebreaker scheduling.
 - (2) Icebreaker user reimbursement.
 - (3) Vessel capabilities for mission support.
 - (4) National defense and readiness aspects of the mission.
 - (5) Coast Guard involvement in U. S. polar policy.
 - (6) Interaction with foreign governments for technical exchanges.
 - g. Exercise oversight of and provide support for assigned special Headquarters units.

- h. Direct and coordinate Coast Guard Marine Science support programs.
- i. Direct and coordinate Coast Guard Diving support programs.
- j. Administer interagency reimbursement for operations involving polar icebreakers.
- k. Act as Headquarters Planning Coordinator (HQPC) for all assigned multi-mission resources. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and performance standards for assigned facilities. These functions include such management processes as facility operation, geographic distribution, changes, manning, training, human factors determinations analysis, research and development, investigation, surveys, leasing and accident prevention. Comply with all planning, programming and budgeting requirements for HQPCs contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).
- l. As Program Manager responsible for identifying and obtaining the necessary resources for the Ice Operations Program, participate in the acquisition of facilities and services as follows:
 - (1) Determine program requirements and identify resources needed to accomplish the mission.
 - (2) Specify sponsor's requirements and provide documentation for acquisition of design, construction and operation of new or existing facilities.
 - (3) Review and approve acquisition documents produced by other divisions.

**ICE OPERATIONS PROGRAM BRANCH
(G-NIO-1)**

1. Under the direction and supervision of the Chief, Ice Operations Division, the Chief, Ice Operations Program Branch shall:
 - a. Administer the interagency reimbursement system for polar icebreakers which includes:
 - (1) Drafting, negotiating, and maintaining interagency Memoranda of Agreement (MOA).
 - (2) Collecting daily fuel data and other operational statistics for the polar icebreaker fleet as necessary, for administration of the icebreaker reimbursement system.
 - (3) Providing User Agencies with cost estimates for icebreaker services.
 - (4) Providing Chief, Accounting Division (G-CAC) with data necessary for billing the User Agencies.
 - b. Prepare the annual submission of the Ice Operations Operating Program Plan.
 - c. Determine User Agency requirements for icebreaker facilities and combine with Coast Guard requirements, to provide input to the facilities acquisition process.
 - d. Prepare Planning, Programming, Budgeting and Evaluation System documents for the IO program, including: Issues, Determinations, RP's, RCP's, Planning Factors, and 4144's.
 - e. Provide budget oversight for the IO program and IO facilities. Prepare testimony for annual budget hearings.
 - f. Review other program PPBS documents for impact on IO program.
 - g. Prepare studies, analyses, evaluations, and management reports for the IO program.
 - h. Provide statistical and analytical support to other division and office elements.
 - i. Serve as the central control point for all Congressional and public inquiries.
 - j. Maintain cognizance over crewing and staffing procedures and requirements for units with an IO mission.

- k. Prepare, execute, and document changes to the Division annual financial plan.
- l. Review training requirements for Ice Operations Program facilities and provide input to the training managers.
- m. Act as Information Resource Manager for the Ice Operations Division, and develop and maintain data bases as required for meeting program objectives.

**ICEBREAKING FACILITIES BRANCH
(G-NIO-2)**

1. Under the direction and supervision of the Chief, Ice Operations Division, the Chief, Icebreaking Facilities Branch shall:
 - a. Perform HQPC responsibilities for Icebreakers (WAGBs), Icebreaking Tugs (WTGBs), Harbor Tugs, medium (WYTMs), Harbor Tugs, small (WYTLs), Ship Support Facility (Icebreaker Section) and such other cutter-related facilities as may be assigned.
 - b. Prepare Required Operational Capabilities (ROCs) and Projected Operating Environments (POEs) documents for assigned cutters. Prepare cutter requirement document lists. Maintain historical records for all assigned cutters.
 - c. Establish and maintain operating standards and analyze performance of cutters and major shipboard equipment. Evaluate and make recommendations concerning the operational characteristics of assigned cutters. Maintain cognizance of shipboard allowance lists and recommend appropriate changes. Establish and maintain manning requirements for assigned cutters.
 - d. Formulate and administer plans, programs, and procedures designed to ensure effective management of assigned cutters. Coordinate and supervise the assignment by Area and district to ensure effective management of assigned cutters. Coordinate and publish polar icebreaker schedules.
 - e. Coordinate Division action on planning proposals, unit development plans and acquisition, construction and improvement (AC&I) project proposals which pertain to or have impact upon assigned facilities. Evaluate and make recommendations concerning machinery evaluation boards and mid-life renovations and new construction of assigned cutters.
 - f. Prepare inputs to the PPBE system for those facilities under Division cognizance. Coordinate inputs for recommended changes to the Capital Investment Plan, Operating Program Plans and OPFAC (COMDTINST M5440.2 series).
 - g. Participate in government, private and international technical information exchange programs regarding icebreaking and ice operations facilities.

- h. Coordinate all support functions of the Coast Guard Diving Program. These functions include:**
- (1) Develop and promulgate Coast Guard diving policy for application to both military and civilian members.**
 - (2) Identify, coordinate, plan and budget for specific diving needs with the responsible program managers.**
 - (3) Authorize establishment of Duty Involving Diving (DUID) units and periodically review the DUID allowances.**
 - (4) Maintain status of a pool of qualified divers by coordinating field diving requirements, providing training requirements to and coordinating diving billets requirements with the Office of Personnel and Training.**
 - (5) Direct and advise operational units on matters of proper diving procedures and training.**
 - (6) Identify and promulgate procedures for obtaining diving and salvage assistance from both U.S. Navy and commercial sources under Navy contract.**
 - (7) Review all Coast Guard diving accidents and/or casualties, and initiate appropriate corrective action.**
 - (8) Authorize diving pay to personnel in excess of unit allowance of divers at any operational diving unit when assigned in excess of 5 months.**
 - (9) Maintain liaison with other Government agencies and civilian groups on matters affecting Coast Guard diving.**
 - (10) Authorize deletion of individual diver qualifications if situation dictates.**
 - (11) Coordinate and participate in the annual diving unit safety survey inspections.**

**SCIENCE BRANCH
(G-NIO-3)**

1. Under the direction and supervision of the Chief, Ice Operations Division, the Chief, Science Branch shall:
 - a. Direct and coordinate Coast Guard marine science support, including the International Ice Patrol and ice operations-related reconnaissance.
 - b. Provide program management for the International Ice Patrol.
 - c. Provide program management for the USCG Headquarters unit at the National Data Buoy Center (NDBC).
 - d. Coordinate Coast Guard operational use of satellite remote sensing.
 - e. Develop and maintain expertise in remote sensing systems and initiate application of these systems to meet requirements of assigned programs.
 - f. Maintain liaison with government, private and international organizations regarding Coast Guard marine science policy and cooperative programs, and ice-related products and services.
 - g. Represent the Coast Guard on boards, councils, and committees concerned with marine science or polar affairs.
 - h. Maintain liaison with communities involved in the polar regions including Federal, State, and local agencies, private organizations, international organizations, and universities regarding Coast Guard policy in the polar regions.
 - i. Maintain contact with the polar science community to determine requirements for polar icebreaker science support capabilities and icebreaker employment opportunities.
 - j. Advise the Headquarters Acquisition staff and design engineers on science support requirements on existing and replacement icebreakers.
 - k. Initiate and monitor research and development projects to increase the effectiveness of the Ice Operations Program.
 - l. Share management with the Headquarters Program Manager of the Marine Science Technician (MST) rating for matters pertaining to oceanography and meteorology.

- m. Act as curriculum and thesis adviser to postgraduate students in Oceanography.

**RADIONAVIGATION DIVISION
(G-NRN)**

1. Under the general direction and supervision of the Chief, Office of Navigation Safety and Waterway Services, the Chief, Radionavigation Division shall:
 - a. Manage the U.S. system of radio aids to navigation as provided in 14 U.S.C. 81 and assume responsibility for the effective performance of the radionavigation aids system.
 - b. Serve as Program Manager for the Radionavigation Aids (RA) Program. Develop and review plans, policies, and agreements for the implementation and conduct of the Coast Guard's radionavigation mission. Develop and maintain those documents, reports, etc., required by the PPBE system. Administer those funds allotted to the Radionavigation Program.
 - c. Initiate, review, and approve plans for the establishment and change of radio aids to navigation.
 - d. Develop planning criteria and operational requirements for the shore inputs and equipment necessary to operate and service Coast Guard radio aids to navigation.
 - e. Develop and approve requirements for staffing and equipping of support units.
 - f. Establish operational procedures and training requirements for Coast Guard units in support of the Radionavigation Aids Program.
 - g. Initiate requests for the Offices of Engineering and Development and Command, Control, and Communications to conduct projects to improve the performance and efficiency of the radio aids to navigation.
 - h. Coordinate plans and procedures for multifunctional Coast Guard units with other program managers.
 - i. Develop and analyze data and alternatives required to support budgetary and policy decisions in fulfilling the Coast Guard's role in the nation's radionavigation programs, including input to the Federal Radionavigation Plan and the Joint Chiefs of Staff Master Navigation Plan.
 - j. Coordinate Coast Guard involvement and interests in other radionavigation systems such as NAVSTAR Global Positioning System and Navy Navigation Satellite Systems (TRANSIT).

- k. Serve as Coast Guard representative on DOT Navigation Working Group and other Federal committees which are concerned with the development of national plans and policies for radionavigation services. Assist Chief, Office of Navigation Safety and Waterways Services, in that Officer's role as member of the DOT Navigation Council.
- l. Maintain liaison with international organizations and operating agencies of foreign nations to plan, coordinate, and harmonize radionavigation systems.
- m. Act as the point of contact within the Coast Guard on radionavigation matters.
- n. Assist Coast Guard and U.S. attorneys as required in cases involving radionavigation issues.
- o. Provide day-to-day oversight of the OMEGA Navigation System Center and Coast Guard Activities Europe.

**RADIO-AIDS MANAGEMENT BRANCH
(G-NRN-1)**

1. Under the direction and supervision of the Chief, Radionavigation Division, the Chief, Radio-Aids Management Branch shall:
 - a. Manage the Loran-C, OMEGA and Radiobeacon systems. Develop and maintain those documents, reports, etc., required by the Planning, Programming, Budgeting and Evaluation system.
 - b. Define and review operational requirements and program objectives for the assigned systems; prepare and implement plans to satisfy requirements. Coordinate requirements with operating and support managers as necessary to meet the objectives of the Radionavigation program.
 - c. Review operational reports and, with the assistance of the appropriate support managers, identify problems or deficiencies in meeting established operating requirements. Initiate corrective action. Ensure necessary consistency among technical, administrative and logistic requirements.
 - d. Coordinate actions and provide guidance to the Loran-C Regional Managers; OMEGA Navigation Systems Center; and District (oan)s (radiobeacons) for use in performance of their assigned responsibilities.
 - e. Develop policies and procedures for the operation and administration of assigned radionavigation systems; establish operational parameters and criteria including performance standards and staffing requirements; develop measures of performance and effectiveness. Establish training requirements for Coast Guard unit, Coast Guard contract, host nation or partner nation personnel.
 - f. Identify and review resource requirements of assigned radionavigation systems. Coordinate training requirements with support managers, as well as cost estimates and staffing changes required to achieve approved changes to the scope of the assigned services.
 - g. Coordinate operational standards for Loran-C and OMEGA stations operated and funded by other countries to assist those countries in providing the desired radionavigation service and to minimize interference.
 - h. Maintain liaison with government agencies and public firms operating similar systems in the Loran-C band to reduce mutual interference.

- i. Coordinate requirements with operating and support managers as necessary to meet the objectives of the Radionavigation Program.
- j. Provide a point of contact within the Coast Guard for persons desiring information on the status and availability of Loran-C, OMEGA and radiobeacon systems.
- k. Maintain liaison with operating agencies of foreign nations to plan and coordinate expansion of assigned radionavigation systems.

**RADIO-AIDS APPLICATIONS AND DEVELOPMENTS BRANCH
(G-NRN-2)**

1. Under the direction and supervision of the Chief, Radionavigation Division, the Chief, Radio-Aids Applications and Developments Branch shall:
 - a. Monitor and assess navigation activity of maritime users, civil aviation users and potential users of radionavigation systems. Provide information and technical advice as appropriate. Evaluate user requirements, anticipate future problems and develop contingency plans.
 - b. Perform liaison with Department of Defense (DOD) for management of the Global Positioning System and other emerging radionavigation systems, ensuring requirements of the civil maritime community are represented.
 - c. Review radionavigation plans and requirements of the Department of Defense and participate, as appropriate, in their formulation.
 - d. Manage and coordinate radionavigation systems projects involving system expansion, new services or special studies. Support the designated Acquisition Project Officer; maintain project documents and prepare periodic reports as required by the Project Officer.
 - e. Review developments in radionavigation technology and identify areas of application or their impact on established plans. Recommend changes to established system plans where necessary. As future changes are foreseen, prepare contingency plans and cost analyses. Identify research and development support and new engineering initiatives to satisfy future system requirements.
 - f. Provide advice to Coast Guard operating program managers on applicability of user equipment to Coast Guard missions and platforms.
 - g. Provide consultation, advisory service and liaison to Federal, state, local government agencies, foreign interests, user groups and other entities concerning development pertaining to radionavigation systems.
 - h. Coordinate Coast Guard efforts with Federal, state and local government agencies to provide the public with accurate and timely charts, tables, and data needed to use the Loran-C, OMEGA and Radiobeacon systems.
 - i. Provide point of contact within the Coast Guard for persons desiring information on applications and user equipment for Loran-C, OMEGA, and Radiobeacon systems, and other information needed to use these systems.

**SEARCH AND RESCUE DIVISION
(G-NRS)**

1. Under the general direction and supervision of the Chief, Office of Navigation Safety and Waterway Services, the Chief, Search and Rescue Division, shall perform the following functions relative to the Search and Rescue (SAR) program:
 - a. Develop, coordinate, administer, review and evaluate plans, policies, procedures, standards and training requirements regarding program execution and performance; initiate, review and evaluate program-related analyses and RDT&E projects. Manage any assigned Operating Guide accounts and comply with all planning, programming and budgeting requirements for program managers contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).
 - b. Provide programmatic input to facility management processes, including such areas as operational performance standards, training, acquisition, geographic distribution and readiness.
 - c. Establish and maintain liaison with the U.S. Armed Services, government agencies, private institutions, and international governments and bodies with respect to SAR, including standardization of procedures and equipment. Analyze national and international SAR agreements and make recommendations for improvements or changes. Develop or prepare drafts of Coast Guard positions on national or international matters relating to SAR.
 - d. Supervise program and facility specific training.
 - e. Promulgate and publish program and facility-related directives and publications.
 - f. Exercise oversight of and provide support for assigned special Headquarters units and detached staffs.
 - g. Maintain program information resource system.
 - h. Coordinate plans and procedures with other program and support managers for units tasked with a SAR mission.
 - i. Administer facility management of all small boats.

**PROGRAM BRANCH
(G-NRS-1)**

1. Under the direction and supervision of the Chief, Search and Rescue Division, the Chief, Program Branch shall:
 - a. Review, evaluate, and prepare planning, programming and budgeting (PPB) documents as described under current directives for the SAR program.
 - b. Conduct program evaluations and develop program requirements for resources and resource allocation. Develop and maintain measures of program effectiveness, standard costs, and other managerial tools as developed.
 - c. Initiate, monitor, evaluate and oversee technological developments and RDT&E projects for potential application to enhance SAR effectiveness.
 - d. Develop, operate and supervise information reporting systems for the management of the SAR program. Provide SAR data support to program, facility, field managers, other governmental agencies and the public. Develop, maintain, and operate the SAR Simulation and SAR Queuing models. Provide program guidance for the Computer Assisted Search Planning model. Maintain the SAR Data System Manual. Provide Coast Guard Standard Terminal system management as required by the existing circumstances. Compile and publish Service-wide SAR statistics.
 - e. Provide program input to Required Operational Capacity (ROC) and Projected Operating Environment (POE) documents.
 - f. Review SAR case studies. Incorporate lessons learned into policy and program statements.
 - g. Coordinate development of the role of the Coast Guard in Joint Combat SAR operations with other military agencies. Monitor DOD Combat SAR initiatives and developments.
 - h. Provide program guidance to the Coast Guard Auxiliary.

**FACILITIES BRANCH
(G-NRS-2)**

1. Under the direction and supervision of the Chief, Search and Rescue Division, the Chief, Facilities Branch shall:
 - a. Develop surface vessel survival and rescue equipment standards and requirements, and provide for their acquisition and maintenance. Maintain the Coast Guard Rescue and Survival Systems Manual (COMDTINST M10470.10 series).
 - b. Supervise class management of all standard boats including configuration control, outfit, distribution, and replacement. Supervise the Coast Guard's boat management program and non-standard boat replacement fund. Develop and coordinate sponsor's requirements and serve as the acquisition project manager/representative for replacement boats. Maintain boat type manuals.
 - c. Supervise all facility related training. Provide quota control to class "C" schools, ratify course content, maintain G-P liaison for the OINC/XPO, National Motor Life Boat School, 41' UTB Coxswain School, Boatswain Mate "A" School.
 - d. Act as Program Manager for the Boatswains Mate rating.
 - e. Publish the G-NRS periodical.
 - f. Promulgate standard operating and station management procedures and standards. Manage the Boat Crew Training Qualification and Certification program. Maintain the Boat Crew Seamanship Manual (COMDTINST M16114.5 series).
 - g. Develop and review program facility staffing standards.
 - h. Maintain historical records and data bases for all program facilities and resources to support management initiatives.
 - i. Provide facility management for all small boat resources for program managers.

**SAR COORDINATION BRANCH
(G-NRS-3)**

1. Under the direction and supervision of the Chief, Search and Rescue Division, the Chief, SAR Coordination Branch shall:
 - a. Promote an effective global SAR system, commitment to SAR objectives and SAR Convention provisions, and development of SAR agreements and improved international SAR capabilities and procedures, to help provide for more effective SAR services, cooperation, coordination and interoperability between nations; develop, comply with and exercise rights under pertinent international laws such as SAR agreements, Conventions and customary law; and accomplish national SAR, humanitarian and political objectives.
 - b. Effectively coordinate the use of resources within the Inland and Maritime Areas of the U.S., particularly between the Coast Guard and the Department of Defense, and with other government, private and volunteer organizations.
 - c. Improve national and international SAR communications among SAR authorities and SAR units, and with units in distress.
 - d. Work with other nations to establish clearly defined and internationally recognized SAR regions, close and effective working relationships and use of common procedures, and expedient exchanges of information pertinent to specific SAR cases or responsible SAR agencies.
 - e. Promote national and international collaboration such as mutual visits between program or Rescue Coordination Center (RCC) personnel, joint training and exercises, use of vessel reporting systems and SAR computer programs, development of SAR procedures and technology, and provision of support services such as fueling or medical assistance.
 - f. Participate in organizations, such as the International Maritime Organization (IMO), International Civil Aviation Organization (ICAO), International Lifeboat Conference (ILC), COSPAS-SARSAT (Soviet space system for search of distressed vessels), etc., whose work can help accomplish the program goals, or whose decisions might otherwise be detrimental to national or Coast Guard interests, and help establish, develop, operate, promote or use appropriate systems for enhancement of SAR operations such as the Automated Mutual-Assistance Vessel Rescue System (AMVER), the International Maritime Satellite (INMARSAT), and COSPAS-SARSAT.

- g. Sponsor, support and provide secretariat services for the Interagency Committee for Search and Rescue (ICSAR) as a primary means to develop and implement a National SAR Plan and National SAR Manual and joint solutions for SAR problems of common concern to multiple Federal agencies; appropriately assign and coordinate national SAR responsibilities, standardize, consolidate and publish information and guidance on national SAR organization and procedures; and implement international requirements and standards nationally.
- h. Ensure all available national SAR resources, including Federal, state, local, private, commercial and volunteer resources, are used efficiently and effectively, and that common equipment and procedures are used to the extent necessary to allow various factions of the national SAR community to carry out joint activities.
- i. Promote safety programs which help citizens act responsibly to avoid or cope with distress situations, and develop contingency plans that provide for use of available SAR resources during natural disasters.
- j. Supervise SAR program-specific training. Provide guidance to the National SAR School. Assign quotas to its classes.
- k. Maintain the National Search and Rescue Manual and the Coast Guard Addendum to the Manual.
- l. Manage Division funds.

**SHORT RANGE AIDS TO NAVIGATION DIVISION
(G-NSR)**

1. Under the general direction and supervision of the Chief, Office of Navigation Safety and Waterways Services, the Chief, Short Range Aids to Navigation Division shall:
 - a. Manage the U.S. systems of aids to marine navigation in accordance with 14 U.S.C. 81 through 14 U.S.C. 86, except as these pertain to radionavigation aids, and assume responsibility for the effective performance of the Short Range Aids to Navigation system.
 - b. Serve as Program Manager for the Short Range Aids to Navigation Program.
 - c. Initiate, review, and approve plans for the establishment and change of short range aids to navigation.
 - d. Develop planning criteria and operational requirements for the vessels, shore units, and equipment necessary to operate and service the Federal Short Range Aids to Navigation system.
 - e. Develop and approve requirements for staffing, equipping and deployment of support units.
 - f. Establish procedures and training requirements for Coast Guard units and personnel engaged in short range aids to navigation maintenance.
 - g. Establish and monitor operational proficiency standards for Coast Guard units in support of the Short Range Aids to Navigation Program.
 - h. Coordinate plans and procedures for multifunctional Coast Guard units with other program managers.
 - i. Disseminate information to the mariner concerning aids to navigation. Publish the Light List and other aids to navigation publications.
 - j. Supervise the administration of funds allotted to the Division.
 - k. Maintain liaison with international organizations in short range aids to navigation matters. Respond to inquiries from foreign governments on associated topics.
 - l. Determine the need for and sponsor research, development, testing, and evaluation of short range aids to navigation systems.

- m. Assist Coast Guard and Department of Justice attorneys in litigation involving short range aids to navigation and marine information.
- n. Act as the Coast Guard coordinator for charting and mapping.
- o. Review and comment on National Transportation Safety Board and marine casualty investigations involving short range aids to navigation or charting issues.
- p. Act as the point of contact within the Coast Guard for matters involving the SRA Program.
- q. Serve as Program Manager for the non-VTS portion of the Waterways Management Program.
- r. Supervise development of, and implement plans for, management and enforcement of regulations for administration of Federal anchorages, regulated navigation areas, and rules and regulations for the prevention of collisions, rammings and groundings.
- s. Supervise development of plans for implementation, management and enforcement of rules for the prevention of collisions.
- t. Serve as primary representative, U.S. Delegation to International Maritime Organization (IMO) Subcommittee on Safety of Navigation.
- u. Serve as Chairman, International Convention for the Safety of Life at Sea (SOLAS) Subcommittee Working Group on Safety of Navigation.
- v. Serve as Chairman, U.S. Coast Guard Waterways Management Coordinating Committee.
- w. Supervise the Executive Director, Rules of the Road Advisory Council.
- x. Develop and maintain those documents, reports, etc., required by the PPBE system.

**SIGNAL MANAGEMENT BRANCH
(G-NSR-1)**

1. Under the direction and supervision of the Chief, Short Range Aids to Navigation Division, the Chief, Signal Management Branch shall:
 - a. Develop policies, procedures and criteria for establishing, altering and maintaining Federal and private short range aids to navigation, including the accurate and reliable positioning of aids to navigation.
 - (1) Conduct centralized planning and resource management for the SRA program.
 - (2) Provide staff liaison with Coast Guard and external bodies on SRA issues.
 - (3) Sponsor engineering research and development of systems and equipment for short range aids to navigation. Keep abreast of emerging technology in associated fields.
 - (4) Publish and keep up-to-date, the Aids to Navigation Manual and other program-sponsored documents.
 - (5) Coordinate the leasing/licensing of excess lighthouses to other governmental, non-profit, or private sector bodies as appropriate, with special regard for historical preservation considerations.
 - (6) Coordinate bridge lighting requirements.
 - b. Ensure that Federal regulations governing short range aids to navigation reflect current policies and procedures.
 - c. Develop a program for determining the effectiveness of SRA systems.

FACILITY MANAGEMENT BRANCH
(G-NSR-2)

1. Under the direction and supervision of the Chief, Short Range Aids to Navigation Division, the Chief, Facility Management Branch shall:
 - a. Provide centralized planning and resource management for the SRA program. Manage programs and projects concerning acquisition, alteration, or disposition of facilities utilized in the Short Range Aids to Navigation Program.
 - b. Coordinate and monitor the training of personnel in positioning, installation, servicing, operation, maintenance, and repair of short range aids to navigation and facilities.
 - c. Coordinate requirements with operating and support program managers as necessary to meet objectives of the Short Range Aids to Navigation Program.
 - d. Coordinate review of Program Proposals, Development Plans and other planning proposals related to facilities assigned to the Short Range Aid to Navigation program area.
 - e. Coordinate with other program managers as necessary to meet those programs' requirements upon SRA resources and facilities.
 - f. Function as Headquarters Planning Coordinator for Second Coast Guard District groups and those bases and facilities as may be assigned.

NAVIGATION RULES AND INFORMATION BRANCH
(G-NSR-3)

1. Under the direction and supervision of the Chief, Short Range Aids to Navigation, Division, the Chief, Navigation Rules and Information Branch shall:
 - a. Develop policies and procedures for a program to provide timely dissemination of information to the mariner concerning changes in aids to navigation; hazards to navigation; and other hydrographic information.
 - b. Provide liaison and coordinate action with National Ocean Service, Defense Mapping Agency, and the Corps of Engineers, in connection with publishing and charting aids to navigation information and the weekly Notice to Mariners.
 - c. Prepare and issue the Coast Guard Light List, posters, and other publications which provide information concerning aids to navigation to the mariners and the general public.
 - d. Coordinate the printing and distribution of the Aids to Navigation Manual (COMDTINST M16500 series) and other publications concerning aids to navigation; maintain records, publications, and mailing lists.
 - e. Coordinate allowances of charts and publications for all Coast Guard cutters.
 - f. Act as the Coast Guard point-of-contact on all charting matters. Provide liaison with Federal agencies pertaining to Notice to Mariners, Light Lists, and Broadcasts, as they relate to issues before the International Hydrographic Organization, Monaco.
 - g. Coordinate Coast Guard digital charting requirements.
 - h. Administer the program for the development of rules and regulations for the prevention of collisions, rammings, and groundings, including, but not limited to:
 - (1) The preparation of recommendations for changes to statutory and regulatory actions affecting waterways safety.
 - (2) Setting vessel navigational safety equipment standards and requirements in accordance with U.S. and international regulations and guidelines.
 - (3) Coordination and dissemination of information concerning new proposals regarding Navigation Rules and related matters.

- (4) Program oversight and policy guidance for regulatory matters involving anchorages, navigation regulations, including speed control and Regulated Navigation Areas, delegated to district commanders.
 - (5) Development of policy guidance for and management of regulatory matters concerning Bridge-to-Bridge Radio-telephone, Traffic Separation Schemes, Artificial Reefs, and Shipping Safety Fairways.
 - (6) Vessel Plan Review and preparation of Certificates of Alternative Compliance (CAC) for Coast Guard vessels; program oversight, policy guidance, publication, and record keeping for CACs issued for non-Coast Guard/Navy vessels.
 - (7) Program oversight and policy guidance for Port Access Studies, collation and publication of study results, and development of subsequent regulatory action.
- i. 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 waterways safety regulations responsibilities.
 - j. Assist the Chief Counsel, as necessary, in the review of penalty appeal cases as they relate to statutory and regulatory Rules of the Road.
 - k. Assist Chief, Short Range Aids to Navigation Division, in role as primary representative, U.S. delegation to IMO Subcommittee Working Group on Safety of Navigation.
 - l. Assist Chief, Short Range Aids to Navigation Division, in his role as Chairman, Waterways Management Coordinating Committee.
 - m. Serve as Executive Director of the U.S. Coast Guard Rules of the Road Advisory Council.
 - n. Maintain and develop statistical data and perform quantitative and qualitative analyses of the need for and cost effectiveness of marine traffic management activities.
 - o. Review and comment as appropriate on National Transportation Safety Board and marine casualty investigations involving navigations rules issues.

OFFICE OF LAW ENFORCEMENT AND DEFENSE OPERATIONS

(G-0)

OFFICE OF LAW
ENFORCEMENT & DEFENSE
OPERATIONS (G-O)

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STAFF (G-OP)

AVIATION
DIVISION
(G-OAV)

AVIATION PPB
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AVIATION OPERATIONS
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CUTTER
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(G-OCU)

CUTTER PPB
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INVESTIGATIONS &
SECURITY DIVISION
(G-OIS)

INVESTIGATIONS
BRANCH
(G-OIS-1)

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DEFENSE
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(G-ODO-2)

OPERATIONAL LAW
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(G-OLE-2)

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AVIATION LAW
ENFORCEMENT BR.
(G-OLE-4)

**OFFICE OF LAW ENFORCEMENT AND DEFENSE OPERATIONS
(G-0)**

1. **Mission.** Development of basic policies, planning for and provision of resources for Coast Guard operations involving enforcement of laws and treaties, operational and military readiness, ocean operations, and intelligence, investigations 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 Law Enforcement and Defense Operations shall:
 - a. Be program director and have ultimate responsibility for:
 - (1) Enforcement of Federal laws and international agreements on, over, and under the territorial waters, Contiguous Zone, Exclusive Economic Zones, and special interest areas of the high seas, except those laws related to pollution, traffic control, and port and waterway safety.
 - (2) The operational and military readiness of the Service.
 - (3) Intelligence activities.
 - (4) Investigations and security activities.
 - b. Serve as the Senior Intelligence Officer for the Coast Guard, including participation in the Senior Officer of the Intelligence Community (SOIC) forum.
 - c. 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.
 - d. Prescribe factors for determining the allocation, distribution, nomenclature, functional assignment, and status of air 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.
 - e. Prescribe the operational reports to be submitted by field units.
 - f. Review as necessary the administration of the operations divisions of district offices, and initiate recommenda-

tions 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.

- g. Advise the Commandant in the supervision of Area operational responsibilities.
- h. Exercise technical control over assigned Headquarters units.
- i. 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.
- j. Oversee data compilation for the Coast Guard Energy Conservation Program.
- k. Develop operational requirements for the functional specifications and design characteristics for the acquisition, construction, and/or maintenance of ships and aircraft of the Coast Guard. Provide the Office of Acquisitions with such requirements for translation to engineering specifications.

**PLANS AND PROGRAMS STAFF
(G-OP)**

1. Under the general direction and supervision of the Chief, Office of Law Enforcement and Defense Operations, the Chief, Plans and Programs Staff shall perform the following functions:
 - a. Administer the budgeting system for all programs for which the Chief, Office of Law Enforcement and Defense Operations is the program director in accordance with the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series). Manage any assigned Operating Guide account in accordance with the Manual for Budgetary Administration (COMDTINST M7100.3 series).
 - b. Review, evaluate and coordinate the preparation and submission of budgetary and supporting documents by program and facility managers.
 - c. Coordinate the development and execution of the Office of Law Enforcement and Defense Operations Financial Plan.
 - d. Coordinate and program the allocation of the Office of Law Enforcement and Defense Operations OG-30 funds. Supervise the allotment and expenditure of the Staff OG-30 funds.
 - e. Provide review, summaries, and coordination of plans, briefings, legislative proposals, and meeting agendas. Coordinate multi-division interface for inter-office, inter-agency and inter-departmental administrative matters and procedures. Represent G-O at conferences, meetings, etc. that cross program lines. Resolve multi-program conflicts on PPBES matters as required.
 - f. Act as central Point of Contact for IRM Systems for the Office. Serve as liaison with the Office of Command, Control and Communications (G-T) for the integration of the Office of Law Enforcement and Defense Operations management systems into the Coast Guard management information system.
 - g. Maintain and publish the Register of Cutters of the U. S. Coast Guard (COMDTINST M5441.5 series), the Abstract of Operations, and Energy Statistics.
 - h. Supervise and coordinate the allocation of office space, civilian personnel administration, administration of OG-30 funds, and other matters involving more than one division or program, as directed.

- i. Provide appropriate analytical guidance and advice to program and facility managers in the development of criteria and methodologies for PPBES.
- j. Serve as focal point for G-O multi-program issues and coordinate special projects for G-O as required.
- k. Compile data for the Coast Guard Energy Conservation Program. Provide quarterly reports to OST on Coast Guard energy conservation.

**AVIATION DIVISION
(G-OAV)**

1. Under the general direction and supervision of the Chief, Office of Law Enforcement and Defense Operations, the Chief, Aviation Division shall perform the following functions relative to all aviation facilities:
 - a. Act as Headquarters Planning Coordinator (HQPC) for all assigned multi-mission resources. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and performance standards for assigned facilities. These functions include such management processes as facility operation, geographic distribution, changes, manning, training, human factors determinations, analysis, research and development, investigation, surveys, leasing and accident prevention. Comply with all planning, programming and budgeting requirements for HQPC's contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).
 - b. Supervise facility-specific training.
 - c. Participate in the acquisition of new facilities as assigned.
 - d. Maintain liaison with non-Coast Guard organizations as appropriate.
 - e. Exercise oversight of and provide support for assigned special Headquarters units.
 - f. Perform information/data base management using data bases common to other divisions where possible.
 - g. Manage Coast Guard activities in the aviation life support field.
 - h. Supervise preparation of the Aviation Requirements document.
 - i. Serve as a member of the Commandant's Aviation Safety Board.

AVIATION PPB BRANCH
(G-OAV-1)

1. Under the direction and supervision of the Chief, Aviation Division, the Chief, Aviation PPB Branch shall:
 - a. Prepare inputs to the PPBE system for those facilities under Division cognizance. Coordinate inputs for recommended changes to the Capital Investment Plan, Program Description and the Operating Facilities of the U.S. Coast Guard (OPFAC) (COMDTINST M5440.2 series).
 - b. Evaluate and make recommendations concerning the operational characteristics of Coast Guard aircraft.
 - c. Coordinate and supervise the assignment by district/HQ unit of Coast Guard aircraft.
 - d. Evaluate and make recommendations concerning acquisition of new facilities and the replacement of existing aircraft facilities as appropriate.
 - e. Establish and maintain operating standards and analyze performance of aviation facilities.
 - f. Coordinate Division action on planning proposals, unit development plans and acquisition, construction and improvement (AC&I) project proposals which pertain to or have impact upon assigned facilities.
 - g. Prepare the Aviation Requirements document.
 - h. Review, evaluate and coordinate the preparation and submission of program, budgetary and supporting documents.
 - i. Provide Headquarters planning coordination for all aviation rates, namely AD, AT, AE, AM, and ASM.
 - j. Establish and maintain manning and facility requirements for aviation facilities.
 - k. Act as Division Budget Coordinator.

AVIATION OPERATIONS BRANCH
(G-OAV-2)

1. Under the direction and supervision of the Chief, Aviation Division, the Chief, Aviation Operations Branch shall:
 - a. Formulate and administer plans, programs and procedures designed to ensure effective management of aviation facilities.
 - b. Maintain equipment manuals for Coast Guard aircraft.
 - c. Establish and maintain training requirements for air stations, aviation detachments, and the Aviation Training Center.
 - d. Respond to inquiries from other government entities or the public relating to assigned facilities.
 - e. Exercise oversight of and provide support for Air Station Washington.
 - f. Exercise oversight of and provide support for the Aviation Training Center.
 - g. Manage professionalism and training programs for aviators less specialized training required by G-EAE and G-KSE.
 - h. Supervise maintenance of training records for all Coast Guard aviation personnel.
 - i. Act as Headquarters Program Manager for the Aviation Structural Mechanic (AD), Aviation Electrician's Mate (AE), Aviation Metalsmith (AM), and Aviation Electronics Technician (AT) ratings when they function as flight crew members. (G-EAE acts as Program Manager concerning technical knowledge and maintenance responsibilities.)
 - j. Prepare Required Operational Capabilities (ROCs) and Projected Operating Environments (POEs) documents for assigned aircraft.
 - k. Develop and maintain Sponsors' Requirements Documents for replacement aircraft and equipment.
 - l. Serve as supporting member of the Commandant's Aviation Safety Board.

AVIATION LIFE SUPPORT BRANCH
(G-OAV-3)

1. Under the direction and supervision of the Chief, Aviation Division, the Chief, Aviation Life Support Branch shall:
 - a. Maintain close liaison with operational units in order to provide effective support in the life support field.
 - b. Develop operational requirements for rescue and survival equipment for Coast Guard aircraft and crews. Ensure timely field support of operational requirements through close liaison with support manager in development of specifications, procurement strategy, funding, and distribution of rescue and survival equipment.
 - c. Coordinate operational inputs for directives governing the use and maintenance of aircrew SAR and survival equipment in appropriate manuals and instructions. Provide input to update and maintain the Coast Guard Aviation Life Support Systems Manual (COMDTINST M13250.1 series).
 - d. Review life support directives/publications of the other military services to determine applicability to the Coast Guard.
 - e. Provide for review of courts of inquiry and investigation reports on matters concerning life support.
 - f. Serve as editor and publisher of Coast Guard Flight Lines.
 - g. Maintain liaison with components of the other military services and aviation industry as necessary to carry out the functions described.
 - h. Act as Headquarters sponsor for the Aviation Survivalman (ASM) rating, which includes rescue swimmers.
 - i. Act as Headquarters sponsor for the Coast Guard Emergency Medical Technicians(EMT). This includes Headquarters sponsorship of Coast Guard EMT School at Petaluma. Coordinate with G-KOM, G-NRS, and other Program managers to support Coast Guard facilities with operational EMT capabilities including guidelines, training, and equipment.

**CUTTER DIVISION
(G-OCU)**

1. Under the general direction and supervision of the Chief, Office of Law Enforcement and Defense Operations, the Chief, Cutter Division shall perform the following functions relative to High Endurance Cutters (WHECs), Medium Endurance Cutters (WMECs), Patrol Boats (WPBs), Surface Effect Ships (WSEs), and Sea Based Aerostats (SBAs).
 - a. Act as Headquarters Planning Coordinator (HQPC) for all assigned multi-mission resources. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and performance standards for assigned facilities. These functions include such management processes as facility operation, geographic distribution, changes, manning, training, human factors determinations, analysis, research and development, investigation, surveys, leasing and accident prevention. Comply with all planning, programming and budgeting requirements for HQPC's contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).
 - b. Supervise facility-specific training.
 - c. Perform information/data base management using data bases common to other divisions where possible.
 - d. Participate in the acquisition of new facilities as assigned.
 - e. Maintain liaison with non-Coast Guard organizations as appropriate.
 - f. Exercise oversight of and provide support for assigned special Headquarters units.
 - g. Supervise preparation of the Cutter Requirements document.

**CUTTER PPB BRANCH
(G-OCU-1)**

1. Under the direction and supervision of the Chief, Cutter Division, the Chief, Cutter PPB Branch shall:
 - a. Prepare inputs to the PPBE system for those facilities under Division cognizance. Coordinate inputs for recommended changes to the Capital Investment Plan, Program Descriptions and Operating Facilities of the U. S. Coast Guard (OPFAC)(COMDTINST M5440.2 series).
 - b. Establish and maintain operating standards and analyze performance of cutters and major shipboard equipment. Establish and maintain manning, training and facility requirements for assigned cutters.
 - c. Formulate and administer plans, programs and procedures designed to ensure effective management of assigned multi-mission cutters.
 - d. Coordinate and supervise the assignment by district of assigned cutters.
 - e. Coordinate Division action on planning proposals, unit development plans and acquisition, construction and improvement (AC&I) project proposals which pertain to or have impact upon assigned facilities.
 - f. Evaluate and make recommendations concerning the operational characteristics of assigned cutters.
 - g. Prepare the Cutter Requirements document.

**CUTTER MANAGEMENT BRANCH
(G-OCU-2)**

1. Under the direction and supervision of the Chief, Cutter Division, the Chief, Cutter Management Branch shall:
 - a. Perform HQPC responsibilities for WHECs, WMECs, WPBs, WSESSs, Sea Based Aerostats and such other cutter and cutter-related facilities as may be assigned.
 - b. Evaluate and make recommendations concerning the operational characteristics of assigned cutters. Prepare Required Operational Capabilities (ROCs) and Projected Operating Environments (POEs) documents for assigned cutters.
 - c. Maintain type manuals for assigned cutters as required.
 - d. Prepare cutter requirements documents lists. Maintain historical records for all assigned cutters.
 - e. Manage the Fleet Rehabilitation and Modernization (FRAM), mid-life renovation and replacement programs for assigned cutters as applicable.
 - f. Maintain cognizance of shipboard allowance lists and recommend appropriate changes.
 - g. Develop and maintain Sponsor's Requirements Documents for replacement cutter classes.
 - h. Manage the Flight Deck Certification Program for flight deck equipped WHECs and WMECs.
 - i. Coordinate and supervise precommissioning training and pre-delivery organizational activities for newly constructed and reactivated cutters.

CUTTER TRAINING BRANCH
(G-OCU-3)

1. Under the direction and supervision of the Chief, Cutter Division, the Chief, Cutter Training Branch shall:
 - a. Administer a program to ensure the currency of cutter functional and operational training, which includes:
 - (1) Development and maintenance of cutter formal school, watchstation qualification, and training exercise standards.
 - (2) Monitoring of cutter training programs offered by Coast Guard training teams, underway training at U.S. Navy training commands, and non-Coast Guard training facilities.
 - (3) Development and maintenance of a program to ensure the qualification of personnel to assume positions of greater responsibility aboard cutters (i.e. Commanding Officer, Officer-in-Charge, Executive Officer, Executive Petty Officer, Department Head).
 - (4) Development and maintenance of administrative procedures for cutter unit training programs.
 - b. Coordinate the development and maintenance of a program to ensure the adequacy of cutter equipment, doctrines and training, in the areas of navigation, shiphandling, visual signaling, seamanship and underway replenishment.
 - c. Coordinate the development and maintenance of standard cutter organization and regulations.
 - d. Act as Headquarters Program Manager for the Quartermaster (QM) rating.
 - e. Act as Headquarters Planning Coordinator (HQPC) for Fleet Training Group (FTG) and Fleet Training Center (FTC) staffs.

DEFENSE OPERATIONS DIVISION
(G-ODO)

1. Under the general direction and supervision of the Chief, Office of Law Enforcement and Defense Operations, the Chief, Defense Operations Division shall perform the following functions relative to the Defense Operations (DO) program.
 - a. Be the Program Manager for the Defense Operations Program. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and standards regarding program execution and performance. Initiate, review and evaluate program-related analyses. Manage assigned Operating Guide accounts. Comply with all planning, programming and budgeting requirements for program managers contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).
 - b. Provide Coast Guard forces with combat capability necessary to operate as a specialized service in the Navy in wartime (or whenever the President so directs), to execute contingency or general war plan commitments, and to conduct peacetime operations requiring the use of force.
 - c. Identify and coordinate acquisition of warfighting systems for Coast Guard use.
 - d. Manage munitions, pyrotechnics, and chemical, biological, radiological (CBR) equipment and material.
 - e. Act as Headquarters Planning Coordinator (HQPC) for the small arms program, including acquisition, maintenance and training.
 - f. Administer and control OG-54 ammunition procurement financial account.
 - g. Coordinate the development of operational requirements for all naval warfare areas and combat systems. Coordinate and publish standard combat systems doctrines.
 - h. Supervise program-specific training.
 - i. Promulgate and publish program-related directives and publications.
 - j. Provide programmatic input to facility management processes including such areas as acquisition, training, geographic distribution and scheduling.

- k. Oversee the Warrant (Weapons) specialty and the enlisted combat ratings (ST/FT/GM/RD). Approve rate qualifications and practical factors, manning requirements, monitor career patterns, and review school curriculums and correspondence courses.
- l. Supervise the Defense Operations (DO) program liaison officers. Review their Officer Evaluation Reports for conformance with Coast Guard standards.
- m. Coordinate professional exchange of information by participating as a member of various organizations and groups outside the Coast Guard such as: National Board for Promotion of Rifle Practice, Joint Services Small Arms Program, American Defense Preparedness Association, Joint Technical Coordinating Group for Munitions Effectiveness, Navy League, etc.

CURRENT OPERATIONS AND REQUIREMENTS BRANCH
(G-ODO-1)

1. Under the direction and supervision of the Chief, Defense Operations Division, the Chief, Current Operations and Requirements Branch shall:
 - a. Establish and review Coast Guard naval warfare policies.
 - b. Establish and review warfare mission areas and corresponding characteristics for Coast Guard resources. Coordinate the development and maintenance of required operational capabilities (ROCs) and projected operating environments (POEs) for Coast Guard resources.
 - c. Identify combat sensors, weapons, countermeasures, and tactical information systems for Coast Guard resources. Develop armament and combat systems plans for Coast Guard cutters, boats and aircraft. Keep abreast of new technology and weapon system R&D efforts.
 - d. Maintain liaison with the Department of the Navy regarding Coast Guard requirements for operation as a specialized service in the Navy in time of war (or when the President so directs). Coordinate Navy-Coast Guard (NAVGARD) Board activities.
 - e. Coordinate the Office of Law Enforcement and Defense Operations input to the US/USSR INCSEA Agreement, the Joint Interoperability of Tactical Command and Control Systems (JINTACCS), Navy's peacetime Rules of Engagement and other Joint/Navy publications relating to military requirements.
 - f. Carry out planning and programming functions as required by the Planning and Programming Manual (COMDTINST M16010.1 series) for the Defense Operations Program.
 - g. Execute OPLANS, prepare plans for no-plan scenarios and monitor current operations conducted by the Coast Guard in support of DOD/Navy worldwide. Keep all concerned advised of those low intensity conflict situations where the use of Coast Guard forces may be desired or required. Review Coast Guard and Navy contingency and general war plans regarding commitment of Coast Guard forces and promulgate operational requirements accordingly.

CAPABILITIES AND RESOURCES BRANCH
(G-ODO-2)

1. Under the direction and supervision of the Chief, Defense Operations Division, the Chief, Capabilities and Resources Branch shall:
 - a. Coordinate programs to outfit and equip Coast Guard resources with combat sensors, weapons, countermeasures, and tactical information systems which provide the war-fighting capabilities necessary to meet wartime and contingency requirements and peacetime operational needs. Promulgate standard combat system doctrines and tactical manuals.
 - b. Act as munitions manager for the Coast Guard and establish procedures for the procurement, distribution, use, reclassification, and disposition of ammunition, pyrotechnics and other explosives.
 - c. Manage Coast Guard chemical, biological, radiological (CBR) equipment and material including the RADIAC program.
 - d. Manage the Coast Guard small arms program. Coordinate acquisition of small arms, ammunition, pyrotechnics, and other explosives. Act as Headquarters Planning Coordinator (HQPC) for the Small Arms Repair Facility, all armories, firing ranges and ordnance storage facilities operated by districts, maintenance and logistics commands and Headquarters units. Maintain a standardized Service-wide small arms training program.
 - e. Manage the OG-54 ammunition procurement financial account.
 - f. Act as program manager for the Warrant (Weapons) specialty and the enlisted combat ratings (ST/FT/GM/RD). Establish rate qualifications and practical factors, manning requirements, monitor career patterns, and review school curriculums and correspondence courses.
 - g. Manage the distribution of all ordnance related publications.
 - h. Establish and maintain liaison with agencies outside the Coast Guard for a lateral exchange of operational information and capabilities.

**INVESTIGATIONS AND SECURITY DIVISION
(G-OIS)**

1. Under the general direction and supervision of the Chief, Office of Law Enforcement and Defense Operations, the Chief, Investigations and Security Division shall:
 - a. Develop, coordinate, administer, and evaluate plans, policies, procedures, and standards for USCG Investigations and Security Program execution and performance; initiate, and evaluate program-related analyses and R & D projects. Manage assigned Operating Guide accounts and the Division's allocated operating funds.
 - b. Act as Program Manager for the Coast Guard security program overall. Exercise direct management of the Security element of the Intelligence and Security (GAI) Support Program. Monitor and evaluate the policies, plans, procedures, and standards of the Automated Information Security Program and Communications Security Program for consistency with overall Coast Guard security requirements; as appropriate, provide counsel and programmatic guidance to the designated program manager for each of these specialized elements of the overall security program.
 - c. Act as Program Manager for the Investigations element, including Counterintelligence functions, of the Intelligence and Security (GAI) Support Program.
 - d. Develop and supervise an Investigations and Security training program.
 - e. Prepare and promulgate program-related directives and publications.
 - f. Provide programmatic input to facility management processes including such areas as training, acquisition, geographic distribution and scheduling.
 - g. Maintain liaison with non-Coast Guard organizations as appropriate to the effective execution of the Investigations and Security Program.
 - h. Exercise oversight of and provide support for assigned Headquarters units and investigative or security personnel on detached duty with non-Coast Guard activities.

**INVESTIGATIONS BRANCH
(G-OIS-1)**

1. Under the direction and supervision of the Chief, Investigations and Security Division, the Chief, Investigations Branch shall:
 - a. Develop, coordinate, administer, and evaluate plans, policies, standards and products regarding the execution and performance of:
 - (1) An Investigations Program for the Coast Guard to include: criminal investigations in connection with suspected or alleged violation of Federal statute or the Uniform Code of Military Justice (UCMJ), or in support of Coast Guard law enforcement and regulatory functions; personnel security or suitability investigations, including national agency checks and background investigations.
 - (2) A Counterintelligence Program, consistent with national-level directives and the overall policy and guidelines of the Federal Bureau of Investigation, aimed at detecting and investigating subversion, espionage, sabotage, treason, sedition and defection involving Coast Guard personnel or facilities.
 - (3) An Anti-Fraud Investigation Program, consistent with the overall policy and guidelines of the Inspector General, DOT.
 - (4) A Protective Services Program designed to evaluate threats to the Coast Guard and provide adequate protection to officials when appropriate; and, upon request, to assist other government agencies in the performance of their protective services duties.
 - b. Act as the Coast Guard primary point of contact for investigative and protective services matters at the national level.
 - c. Manage the Washington Field Office in order to maintain investigative, protective and local liaison functions for Headquarters.
 - d. Review and evaluate--for completeness, accuracy and adherence to standards--all investigations conducted by Coast Guard special agents or other officials acting on behalf of the Coast Guard.
 - e. Review, for appropriate Coast Guard action, all applicable investigations conducted by other investigative agencies.

- f. Periodically conduct inspections and evaluations of Coast Guard investigative offices.
- g. Develop criteria for and manage the recruitment, evaluation, selection, training and assignment of Coast Guard special agents.
- h. When directed, initiate or conduct highly sensitive or complex investigations of interest to the Commandant, Secretary of Transportation, or members of Congress.
- i. Act as Headquarters Program Manager for the Reserve Investigator (IV) rating.
- j. Provide personnel security investigative services in support of the Coast Guard Port Security Card and merchant vessel personnel programs, consistent with applicable Federal Regulations and the overall policy and guidelines of Commandant (G-M).
- k. Coordinate the preparation and submission of budgetary and supporting documents relative to the Coast Guard Investigations Program.

**SECURITY BRANCH
(G-OIS-2)**

1. Under the direction and supervision of the Chief, Investigations and Security Division, the Chief, Security Branch shall:
 - a. Serve as the focal point for Coast Guard security programs overall.
 - b. Develop, coordinate, administer, review and evaluate plans, policies, procedures and programmatic standards for: the physical security of Coast Guard installations, facilities and assets; classified information security; personnel security; industrial security; security countermeasures; operations security; and other security functions and activities within the Intelligence and Security (GAI) Support Program.
 - c. Review and evaluate all aspects of the Automated Information Security Program and Communications Security Program for consistency with overall Coast Guard security requirements; as appropriate, provide programmatic guidance to the designated program manager for each of these specialized security program elements within the Office of Command, Control and Communications (G-T).
 - d. Administer the DOT Personnel Security Program within the Coast Guard and provide for the control and security of personnel security or suitability records involving Coast Guard civilian employees, Auxiliary members, or contractors consistent with OST policy and guidelines.
 - e. Administer the Department of Energy's (DOE) specialized security clearance program within the Coast Guard consistent with national-level directives and DOE policy and guidelines.
 - f. Manage the Coast Guard Security Badge Program and Private Motor Vehicle Registration Program.
 - g. Develop and supervise a Coast Guard-wide security education, orientation and training program.
 - h. Act as the Coast Guard focal point for matters pertaining to classification management.
 - i. Develop criteria for, and manage and coordinate program-specific training for Coast Guard security personnel.
 - j. Develop and administer the Security Countermeasures Program throughout the Coast Guard.

- k. Prepare, coordinate, and promulgate Coast Guard guidelines, directives, publications, and other materials related to the Security Program.
- l. Monitor and evaluate all incidents within the Coast Guard involving the loss or compromise of classified material and loss or theft of government assets, weapons, money, and material.
- m. Administer the Armed Forces Censorship Program within the Coast Guard.
- n. Develop criteria for and manage the recruitment, evaluation, selection and assignment of security managers to District and Area offices, and Headquarters units.
- o. In coordination with the Intelligence Division (G-OIN), provide technical guidance and support to the Headquarters staff and Coast Guard field unit commanders regarding the design, construction, physical security and technical security of Coast Guard Sensitive Compartmented Information Facilities. (SCIF).
- p. Provide technical guidance and support to the Headquarters staff and Coast Guard field unit commanders regarding the design, construction, physical security and technical security of facilities associated with Special Access Programs.
- q. Periodically conduct security inspections and evaluations of Coast Guard installations and facilities in conjunction with the respective Area or District Security Manager.
- r. Coordinate the preparation and submission of budgetary and supporting documents relative to the Coast Guard Security Program.
- s. Review and process loyalty and security risk cases involving Coast Guard military personnel, civilian employees, Auxiliary members, and contractors.
- t. Screen applications for Coast Guard enlistment and appointment, and related records and reports, for loyalty or security risk information.
- u. Coordinate personnel security matters with other officials, as appropriate, within Commandant (G-0), OST and other agencies.
- v. Develop and maintain instructions for agency-wide security clearance procedures.

- w. Maintain records of loyalty or security risk information related to the Coast Guard. Keep appropriate officials and boards advised of known or suspected security risks.
- x. Prepare Certificate of Clearance for district commanders and commanding officers of Headquarters units requiring signature of the Commandant or Chief, Office of Personnel.
- y. Centrally adjudicate Coast Guard military and civilian personnel security clearance investigations and grant or deny security clearances.

**INFORMATION MANAGEMENT AND BUDGET BRANCH
(G-OIS-3)**

1. Under the direction and supervision of the Chief, Investigations and Security Division, the Chief, Information Management and Budget Branch shall:
 - a. Develop and maintain the master control index system(s) for personnel security or suitability and investigative dossiers which are within the purview of the Investigations and Security Program and which involve: Coast Guard military personnel, civilian employees, Auxiliary members, or contractors; merchant mariner document applicants; port security card applicants; criminal investigations; and others as directed by higher authority.
 - b. Maintain the Coast Guard central repository, and provide for the security and control of personnel security or suitability and investigative dossiers which are within the purview of the Investigations and Security Program and which involve: Coast Guard military personnel; applicants for a merchant mariner document or port security card, as appropriate; criminal investigations; and others as directed by higher authority.
 - c. Serve as the Data Base Manager and information resources management (IRM) coordinator for the Division, including oversight of the development, procurement, installation, maintenance and, as appropriate, operation of internal automated systems required for the efficient administration of the Investigations and Security Program.
 - d. In conjunction with the Investigations Branch (G-OIS-1) and Security Branch (G-OIS-2), define data needs and develop, collect, and maintain data required for the preparation of planning, programming, and budgeting proposals related to the Investigations and Security Program.
 - e. Assist in the formulation of Investigations and Security Program and Division budgets. Coordinate and assist in the preparation and submission of budgetary and supporting documents.
 - f. Provide the principal contact point and office coordinator for all Freedom of Information Act and Privacy Act matters within the Office of Law Enforcement and Defense Operations (G-0).

- g. Administer and function as the Coast Guard stock point for Armed Forces identification Cards, Uniformed Service Identification and Privilege Cards, DOT/USCG Identification Cards, and USCG Security Badges. Maintain an adequate inventory of, provide the necessary security and accountability for, and issue these controlled documents consistent with the overall policy and guidelines of the respective program manager.

**INTELLIGENCE DIVISION
(G-OIN)**

1. Under the general direction and supervision of the Chief, Office of Law Enforcement and Defense Operations, the Chief, Intelligence Division, shall:
 - a. Develop, coordinate, implement, administer and evaluate the policies, plans, procedures and standards for the conduct of Coast Guard intelligence functions in support of all Coast Guard missions. Initiate and evaluate program-related analyses and R&D projects.
 - b. Serve as the focal point for Coast Guard Intelligence Program matters. Maintain close liaison with the related headquarters elements of the National Intelligence Community (NIC) and Federal law enforcement agency intelligence staffs.
 - c. Act as Program Manager for the Intelligence elements of the Intelligence and Security (GAI) Support Program. Coordinate the submission of Coast Guard and General Defense intelligence Program (GDIP) budgetary initiatives for Coast Guard intelligence activities. Administer assigned Operating Guide accounts and the Division's allocated operating funds.
 - d. Act as the overall Collection Manager for Coast Guard program/mission area intelligence requirements. Develop, administer, coordinate and evaluate USCG intelligence collection policy, strategy, plans and procedures. Monitor USCG intelligence collection activities in support of intelligence information requests from other agencies.
 - e. Act as the Special Security Officer (SSO) for the Coast Guard. Administer the USCG Special Security and Special Activity programs undertaken in cooperation with other agencies. When designated by the Coast Guard Proper Authority, act as the focal point for sanitization of Sensitive Compartmented Information (SCI) within the Coast Guard. Coordinate sanitization procedures with the SSO office of the source agency.
 - f. Develop, coordinate, implement and maintain, and manage the execution of a Coast Guard Intelligence Program Architecture Plan.

- g. Develop, coordinate, implement and maintain, and manage the execution of a USCG Intelligence Support Systems Architecture Plan in association with other Coast Guard program managers and intelligence support system managers of other Federal agencies.
- h. Develop, implement, and maintain an inspection program to ensure that Coast Guard intelligence activities are conducted in compliance with applicable laws and directives, and meet appropriate measures of effectiveness (MOE) and program standards.
- i. Develop program-related training standards; define and supervise an intelligence training program.
- j. Exercise oversight of and provide support for assigned Headquarters units and intelligence personnel on detached duty with non-Coast Guard activities.

**INTELLIGENCE PROGRAMS BRANCH
(G-OIN-1)**

1. Under the direction and supervision of the Chief, Intelligence Division, the Chief, Intelligence Programs Branch, shall:
 - a. Develop, coordinate, administer and evaluate the policies, plans, procedures and standards for the conduct of Coast Guard intelligence support for all Coast Guard missions in association with the National Intelligence Community (NIC) and Federal law enforcement agencies.
 - b. Represent the Coast Guard on various national committees and intelligence organizations for intelligence plans, budget and policy matters.
 - c. Maintain liaison with the Headquarters elements (plans, budget, and policy) of the NIC and Federal law enforcement agency intelligence staffs.
 - d. Coordinate all Coast Guard intelligence information exchange initiatives involving foreign governments in accordance with approved policies, plans, and national-level directives.
 - e. Develop, coordinate, implement, and manage a Coast Guard Intelligence Architecture Plan.
 - f. Review new legislation and directives of higher authority bearing on the intelligence field; recommend appropriate courses of action and submit drafts of required implementing directives.
 - g. Coordinate and provide intelligence support to the Coast Guard Headquarters Crisis Action Center during command post exercises and whenever that Center is otherwise activated.
 - h. Manage Coast Guard participation at the El Paso Intelligence Center (EPIC) and other interagency intelligence activities.
 - i. Manage Coast Guard participation in the Defense Intelligence Agency (DIA) Attache system. Coordinate related policy and budgeting matters with DIA.
 - j. Manage, coordinate, and supervise permanent and temporary external intelligence assignments of Coast Guard personnel.

- k. Supervise and coordinate Coast Guard support to or participation in the special intelligence activities of other Federal agencies.
- l. Prepare and deliver classified and unclassified briefings concerning the Coast Guard and Coast Guard Intelligence Program elements.
- m. Establish and monitor compliance with training standards for personnel assigned to intelligence duties. Manage and coordinate resident training and postgraduate education opportunities for intelligence personnel. Provide instructor support to training programs sponsored by NIC members and law enforcement agencies.
- n. Make recommendations relative to the selection and assignment of Coast Guard personnel to intelligence duties with other agencies, USCG District and Area staffs, Headquarters units, and the Division.
- o. Initiate and evaluate research and development projects of the Coast Guard, NIC, and private contractors, designed to more effectively accomplish the intelligence mission of the Coast Guard.
- p. Review, evaluate, and coordinate the preparation and submission of planning, programming, and budgeting proposals related to the Coast Guard Intelligence Program.
- q. Administer the Coast Guard Intelligence Inspection Program to ensure compliance with program standards.
- r. Prepare testimony, briefings, records, or other documentation as necessary to meet oversight requirements for intelligence activities and funds.

**INTELLIGENCE MANAGEMENT BRANCH
(G-OIN-2)**

1. Under the direction and supervision of the Chief, Intelligence Division, the Chief, Intelligence Collection Management Branch, shall:
 - a. Coordinate and supervise the Coast Guard Intelligence Collection Management program. Evaluate USCG intelligence collection functions and activities, and provide programmatic direction and technical guidance to all elements of the USCG intelligence network.
 - b. Develop, coordinate, administer and evaluate--in association with the National Intelligence Community (NIC), Federal law enforcement agencies, and USCG INTELLIGENCE COORDINATION CENTER (CG ICC)--Coast Guard strategy, plans, procedures and standards for the collection and dissemination of intelligence information.
 - c. Develop and maintain a comprehensive all-source Collection Plan involving signals intelligence (SIGINT), imagery intelligence (IMINT), human intelligence (HUMINT) and , as appropriate, other intelligence disciplines. Coordinate the development and execution of the Collection Plan and associated field unit plans with the CG ICC, Area and District intelligence staffs.
 - d. Coordinate Coast Guard program/mission area intelligence collection activities between Coast Guard (including affiliated Maritime Defense Zone) units and the NIC or other agencies at the national level.
 - e. Review for validation all intelligence collection requirements--of Coast Guard or other agency origin--which are not reflected (by category, type or subject area) in a Coast Guard approved collection strategy or Collection Plan and which are proposed to be levied on the NIC, another Federal agency, or Coast Guard unit(s). Upon Coast Guard validation and prioritization (and, in the case of USCG collection, determination of collection strategy), refer such requirements to the CG ICC for collection coordination.
 - f. In coordination with the CG ICC, provide for Tactical Exploitation of National Capabilities (TENCAP).
 - g. Formulate Coast Guard intelligence requirements developed from basic intelligence needs and Essential Elements of Information (EEI) received from Headquarters program managers and USCG field unit commanders.

- h. Develop and maintain a system for receiving, prioritizing, tracking and evaluating intelligence collection requirements and tasking, and Coast Guard responses thereto. Coordinate operation and maintenance of the system with the Intelligence Support Systems Branch (G-OIN-3).
- i. Develop and maintain the Coast Guard-equivalent to the Joint-Service Tactical Exploitation of National Systems (JTENS) Manual for collection management use with USCG platforms.
- j. In conjunction with the Intelligence Programs Branch (G-OIN-1), monitor field unit compliance with the Intelligence Program standards and make recommendations for improvements to the Program.

**INTELLIGENCE SUPPORT SYSTEMS BRANCH
(G-OIN-3)**

1. Under the direction and supervision of the Chief, Intelligence Division, the Chief, Intelligence Support Systems Branch, shall:
 - a. Develop, coordinate , implement, and manage a Coast Guard Intelligence Support Systems Architecture Plan which is compatible with that of the National Intelligence Community (NIC) and the Department of Defense.
 - b. Determine USCG-peculiar ADP systems requirements for Coast Guard Intelligence facilities and activities.
 - c. Determine ADP systems and associated Coast Guard requirements for full connectivity with the NIC and intelligence elements of Federal Law enforcement agencies.
 - d. In close association with appropriate data systems and telecommunications support program staffs, acquire, install, and implement USCG and other-agency intelligence support systems to efficiently accomplish intelligence collection management, analysis, data processing, data storage, production, and dissemination.
 - e. Coordinate with Intelligence Collection Management Branch (G-OIN-2) for the operation and maintenance of the Coast Guard Intelligence Collection Management database.
 - f. Provide guidance and support to Coast Guard Area and District intelligence staffs for the implementation and management of the USCG and other-agency systems required at those levels.
 - g. In conjunction with the SSO Staff, coordinate with the Investigations and Security Division (G-OIS) the installation and operation of intelligence support and security systems (e.g., electronic equipment, automated systems) within a Coast Guard Sensitive Compartmented Information Facility (SCIF) or other Special Access Program facility.
 - h. Administer Coast Guard organic technical collection systems and their connectivity.
 - i. Prepare, coordinate, and promulgate Coast Guard guidelines, directives, publications and other materials related to the Intelligence Program.

- j. Coordinate establishment of intelligence publications accounts in cooperation with Coast Guard units, DIA, the U.S. Navy, and other production organizations. Maintain the Headquarters Intelligence Publications Library.
- k. Establish and publish 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.
- l. Act as the Classified Material Control Officer for the Division.
- m. Provide photographic, reproduction, graphics, and presentation support to the Division.
- n. In conjunction with the Intelligence Program Branch (G-OIN-1), monitor field unit compliance with the Coast Guard Intelligence Program standards and make recommendations for improvements to the Program.

**SPECIAL SECURITY OFFICER
(SSO)**

1. Under the direction and supervision of the Chief, Intelligence Division, who shall also serve as the SSO for the Coast Guard, the SSO shall:
 - a. Manage the Coast Guard Special Security, Special Activities and other national compartmented special access programs in connection with the Naval Intelligence Command and other members of the National Intelligence Community (NIC).
 - b. Periodically conduct Special Security/Special Activities inspections and evaluations of Coast Guard installations, facilities and assets in conjunction with the Investigations and Security Division (G-OIS) staff, and USCG Area and District Security Managers.
 - c. When designated by the Coast Guard Proper Authority and as required for the support of Coast Guard missions, act as the focal point for the sanitization of Sensitive Compartmented Information (SCI) materials.
 - d. In concert with SSO Navy, manage the Coast Guard SCI billet structure, including billet establishment, realignment and reprogramming.
 - e. Ensure that Coast Guard personnel assigned to duties requiring SCI access are provided the appropriate guidance and documents required for the conduct of an initial or update Special Background Investigation (SBI). Review the completed documents for completeness before initiation of the investigatory process. In consultation with the Investigations and Security Division (G-OIS), monitor the progress and evaluate the results of the SBI. Coordinate SSO Navy adjudication requirements.
 - f. Provide guidance and oversight to Coast Guard field SSO's at Areas and Districts.
 - g. Act as Headquarters focal point for passing and receiving SCI clearances.
 - h. Coordinate with the Administrative Services Division (G-CAS) the issuance of Headquarters SCI security badges.
 - i. In conjunction with the Investigations and Security Division (G-OIS), evaluate and monitor the design, construction, and security of Coast Guard Sensitive Compartmented Information Facilities (SCIF). Coordinate SCIF certification with SSO Navy.

**OPERATIONAL LAW ENFORCEMENT DIVISION
(G-OLE)**

1. Under the general direction and supervision of the Chief, Office of Law Enforcement and Defense Operations, the Chief, Operational Law Enforcement Division, shall perform the following functions relative to the Enforcement of Laws and Treaties (ELT) program:
 - a. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and standards regarding program execution and performance; initiate, review and evaluate program-related analyses and R & D projects. Manage any assigned Operating Guide accounts and comply with all planning, programming and budgeting requirements for program managers contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).
 - b. Supervise program-specific training.
 - c. Perform information/data base management using data bases common to other divisions where possible.
 - d. Promulgate and publish program-related directives and publications.
 - e. Provide programmatic input to facility management processes including such areas as training, acquisition, geographic distribution and scheduling.
 - f. Maintain liaison with non-Coast Guard organizations as appropriate.
 - g. Exercise oversight of and provide support for assigned special Headquarters units.

**PLANS AND ANALYSIS BRANCH
(G-OLE-1)**

1. Under the direction and supervision of the Chief, Operational Law Enforcement Division, the Chief, Plans and Analysis Branch shall:
 - a. Prepare planning, programming and budgeting (PPB) documents for the ELT program.
 - b. Prepare studies analyses, evaluations and investigations.
 - c. Coordinate preparation of the ELT Program Description.
 - d. Provide statistical and analytical support to other division and office elements.
 - e. Review AC&I projects, planning proposals and other planning and budget documents relating to the ELT program.
 - f. Administer the Division's allocated OG-30 funds.
 - g. Provide administrative support for National law enforcement organizations or operations in which the Coast Guard is a participating agency.
 - h. Initiate and monitor research and development projects to increase the effectiveness of the ELT program.
 - i. Maintain cognizance over manning procedures and requirements for Coast Guard units with an ELT mission, district Law Enforcement branches (ole), and area/district Operations Centers (opc).
 - j. Develop and implement computer applications to law enforcement programs. Operate and maintain the data bases for law enforcement programs.
 - k. Provide operational support of drug law enforcement cases requiring interagency coordination as per Presidential Directive NSC-27.
 - l. Perform facility management responsibilities for C3I East and LBAs.

**GENERAL LAW ENFORCEMENT BRANCH
(G-OLE-2)**

1. Under the direction and supervision of the Chief, Operational Law Enforcement Division, the Chief, General Law Enforcement Branch shall:
 - a. Administer the fisheries enforcement element of the 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. Administer the drunk boater law element of the ELT program.
 - c. Administer the illegal migrant element of the ELT program.
 - d. Recommend plans, policies, agreements and procedures for fisheries enforcement. Develop long range program plans, supervise the periodic revision of these plans, and input these plans to the ELT Program Description.
 - e. Provide input and prepare planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in fisheries enforcement operations.
 - f. Initiate and review research and development projects designed to more effectively meet the operational requirements of the fisheries law enforcement element of the ELT program.
 - g. Provide program guidance as necessary for the coordination of plans and procedures for those Coast Guard units engaged in multi-mission operations involving both general law enforcement and operations under the cognizance of another program.
 - h. Review Fishery Management Plans and associated proposed regulations to ensure they are in compliance with all statutorily-mandated requirements.
 - i. Review and oversee appropriate portions of the Maritime Law Enforcement School course curriculum.
 - j. Administer the enforcement of laws affecting the continental shelf and sea bed within the Exclusive Economic Zone (EEZ).

- k. Administer the Marine Sanctuaries Program, including the review of regulations for each sanctuary as they are adopted.
- l. Administer and update the Coast Guard's computerized Enforcement Management Information System (EMIS). Provide input to the development and implementation of computer applications to law enforcement programs.
- m. Represent Coast Guard interests in international fisheries negotiations such as Governing International Fisheries Agreements (GIFA), Inter-Regional Fisheries Management regimes and Tuna Conventions, and other international fisheries commissions.
- n. Provide operational support of general law enforcement cases requiring interagency coordination as per Presidential Directive NSC-27.
- o. Develop and maintain standards of practice for general law enforcement boardings.
- p. Review existing or proposed laws and law enforcement agreements, and make recommendations for improvements or changes.
- q. Maintain cognizance over manning procedures and requirements for Coast Guard units tasked with a general law enforcement mission.
- r. Maintain cognizance of and provide support to intelligence programs which complement Coast Guard general law enforcement efforts.

MARITIME DRUG INTERDICTION BRANCH
(G-OLE-3)

1. Under the direction and supervision of the Chief, Operational Law Enforcement Division, the Chief, Maritime Drug Interdiction Branch shall:
 - a. Administer the maritime drug interdiction law enforcement element of the ELT program and maintain cognizance over related operations. This involves enforcement within the territorial waters, contiguous zone, and special interest areas on, under, and over the high seas and associated international agreements.
 - b. Recommend plans, policies, agreements and procedures for maritime drug law enforcement. Develop long range program plans, supervise the periodic revision of these plans, and input these plans to the ELT Program Description.
 - c. Provide input and prepare planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in maritime drug law enforcement operations.
 - d. Initiate and review research and development projects designed to more effectively meet the operational requirements of the maritime drug law enforcement element of the ELT program.
 - e. Provide program guidance as necessary for the coordination of plans and procedures for those Coast Guard units engaged in multi-mission operations involving both maritime drug law enforcement and operations under the cognizance of another program.
 - f. Develop operational procedures for facilities involved in maritime drug law enforcement.
 - g. Review and oversee maritime drug law enforcement portions of the Maritime Law Enforcement School course curriculum.
 - h. Work to develop additional bilateral agreements to strengthen existing measures taken against drug and alien trafficking.
 - i. Maintain cognizance of and provide support to the inter-district witness travel program.
 - j. Provide input to the development and maintenance of standards for Coast Guard use of personal protective law enforcement equipment.

- k. Provide operational support of drug law enforcement cases requiring interagency coordination as per Presidential Directive NSC-27. Ensure the appropriate disposition of all vessels seized on behalf of a foreign government.
- l. Develop and maintain standards of practice for drug law enforcement boardings and use of force.
- m. Review existing or proposed laws, law enforcement agreements, and special law enforcement operations and make recommendations for improvements or changes.
- n. Maintain cognizance over manning procedures and requirements for Coast Guard units tasked with a drug law enforcement mission.
- o. Maintain cognizance of and provide support to intelligence programs which complement Coast Guard maritime drug law enforcement efforts.
- p. Assist in the development and administration of an asset forfeiture program for Coast Guard seizure cases.
- q. Provide interagency/international instruction when requested to promote increased interagency/international effectiveness in law enforcement.
- r. Educate the public in matters concerning Coast Guard law enforcement efforts.
- s. Consult and confer with representatives of U.N. agencies, other countries and other U. S. departments and agencies concerning law enforcement matters.
- t. Perform program manager responsibilities for SBAs.

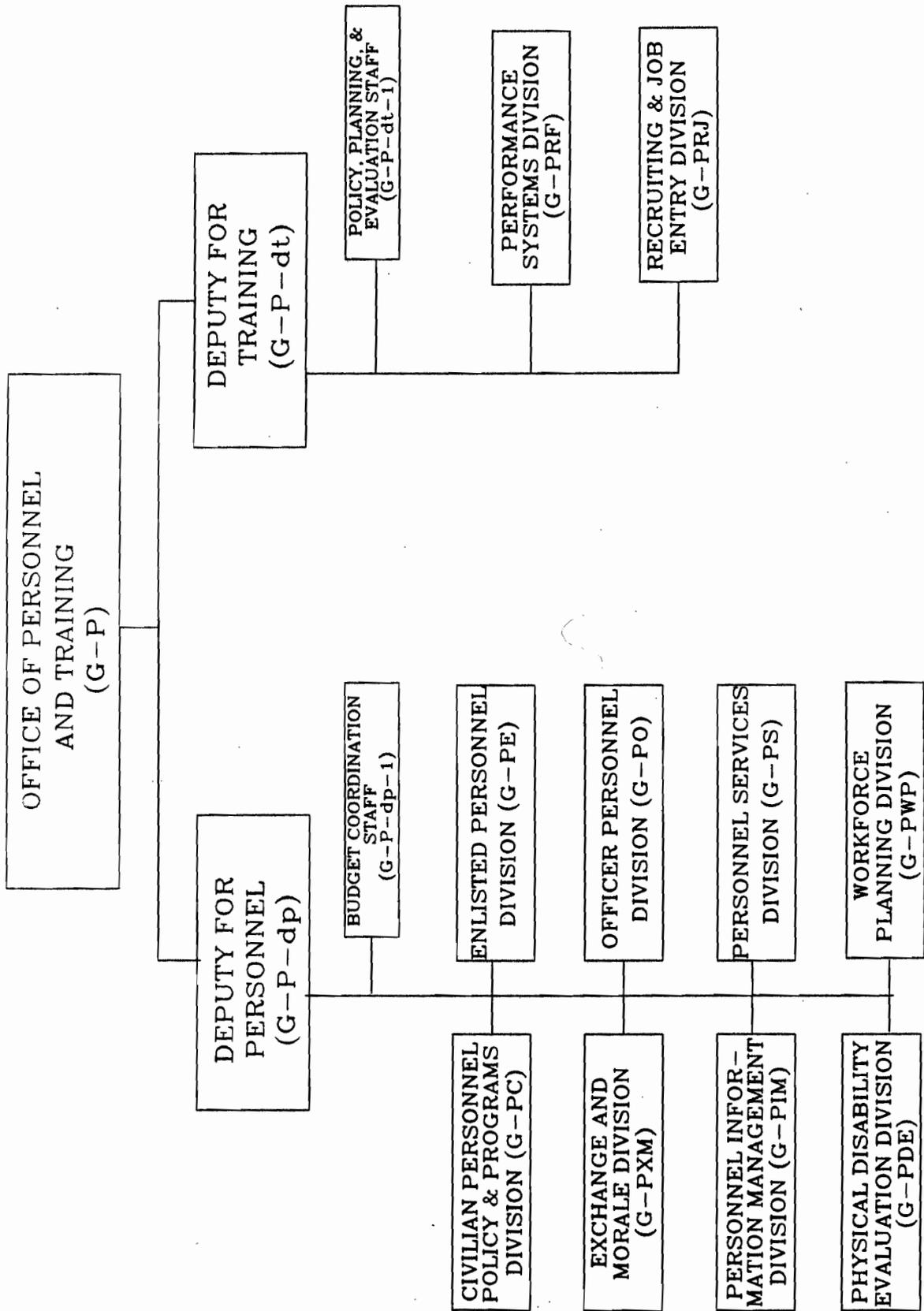
AVIATION LAW ENFORCEMENT BRANCH
(G-OLE-4)

1. Under the direction and supervision of the Chief, Operational Law Enforcement Division, the Chief, Aviation Law Enforcement Branch shall:
 - a. Administer aviation related law enforcement elements of the ELT program and maintain cognizance over related operations. This involves air interdiction, and other interfaces between aviation and law enforcement (including both drug and general law enforcement).
 - b. Recommend plans, policies, agreements and procedures for air interdiction and other aviation related law enforcement missions. Develop long range plans, supervise the periodic revision of these plans, and input these plans to the ELT Program Description.
 - c. Provide input and prepare planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in aviation related law enforcement missions.
 - d. Initiate and review research and development projects designed to more effectively meet the operational requirements of the aviation related elements of the ELT program.
 - e. Provide program guidance as necessary for the coordination of plans and procedures for those Coast Guard units engaged in multi-mission operations involving both aviation related law enforcement and operations under the cognizance of another program.
 - f. Coordinate with Facilities Managers to develop operational procedures for facilities involved in aviation related law enforcement.
 - g. Review and oversee aviation related law enforcement portions of the Maritime Law Enforcement School course curriculum.
 - h. Work to develop additional bilateral agreements to strengthen existing measures taken in aviation related law enforcement missions.
 - i. Provide input to the development and maintenance of standards for Coast Guard use of personal protective law enforcement gear by Coast Guard aviation personnel.

- j. Provide operational support of drug law enforcement cases requiring interagency coordination as per Presidential Directive NSC-27.
- k. Develop and maintain standards of practice for aviation related law enforcement missions and aviation related use of force rules.
- l. Review existing or proposed aviation related: laws, law enforcement agreements, and special law enforcement operations and make recommendations for improvements or changes.
- m. Maintain cognizance of and provide support to intelligence programs which complement Coast Guard aviation related law enforcement.
- n. Provide interagency/international instruction when requested to promote increased effectiveness in aviation related law enforcement.
- o. Educate the public in matters concerning Coast Guard aviation related law enforcement.
- p. Consult and confer with representatives of U.N. agencies, other countries, and other U.S. departments and agencies concerning aviation related law enforcement, as directed.
- q. Perform program manager responsibilities for LBAs.

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**OFFICE OF PERSONNEL AND TRAINING
(G-P)**



DEPUTY FOR
TRAINING
(G-P-dt)

POLICY, PLANNING
& EVALUATION STAFF
(G-P-dt-1)



RECRUITING & JOB
ENTRY DIVISION
(G-PRJ)

OFFICER RECRUITING
BRANCH
(G-PRJ-1)

ENLISTED RECRUITING
BRANCH
(G-PRJ-2)

ACCESSION FLOW
MANAGEMENT BRANCH
(G-PRJ-3)

ADVERTISING
BRANCH
(G-PRJ-4)

PERFORMANCE
SYSTEMS DIVISION
(G-PRF)

PERFORMANCE
SYSTEMS BRANCH ONE
(G-PRF-1)

PERFORMANCE
SYSTEMS BRANCH TWO
(G-PRF-2)

**OFFICE OF PERSONNEL AND TRAINING
(G-P)**

1. **Mission.** To provide the logistics of the Coast Guard that are of a personnel management nature, including the procurement, training, assignment, maintenance of accounts and disbursement of funds related to pay, travel, 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 and Training shall:
 - a. Generally manage and direct the functions assigned to the Office of Personnel and Training, encompassing procurement, training, assignment, pay, and separation of military and civilian personnel.
 - b. Exercise general administration of Coast Guard commissaries, exchanges, enlisted dining facilities, and non-appropriated fund messes.
 - c. Direct the administration of funds in those appropriations or operating guides under the control of the Office of Personnel and Training.
 - d. Exercise technical control of assigned Headquarters Units.
 - e. Administer the program for the remission of indebtedness of Coast Guard enlisted personnel.
 - f. Oversee the Coast Guard's Uniform Program, including policy, procurement and distribution. Publish the Coast Guard Uniform Regulations (COMDTINST M1020.6 series).
 - g. Serve as President of the Physical Disability Appeals Board.
 - h. Establish, promulgate, and monitor policies and procedures for a Physical Disability Evaluation System. Review all personnel separations based on medical considerations.
 - i. Serve as a member of the DOD Resale Executive Board and the Clothing and Textile Flag Officers Council.
 - j. Be the Program Director for the Personnel Support Program.
 - k. Administer the Retired Servicemen's Survivor Benefit Plan.

- l. Prescribe the fiscal reports and data relating to pay to be submitted by field units to meet financial management and reporting requirements of the Coast Guard, Department of Transportation, and other government agencies. Review and analyze such fiscal reports and data and initiate or issue appropriate directives to field units to ensure uniformly high standards of fiscal efficiency, effectiveness and economy.
- m. Determine basic plans, systems, methods and procedures under which payrolling and disbursing pay 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.
- n. Coordinate the Service's Payroll Savings Program for the sale of U.S. Savings Bonds.

DEPUTY FOR PERSONNEL
(G-P-dp)

1. Under the general supervision and direction of the Chief, Office of Personnel and Training, the Deputy for Personnel shall:
 - a. Perform the duties of the Chief, Office of Personnel and Training when required.
 - b. Supervise the divisions under G-P-dp in the conduct of management of the current force, workforce planning, personnel management, and career management.
 - c. Supervise budget coordination for the G-P-dp Deputate.
 - d. Supervise the division chiefs under the G-P-dp Deputate as a strategic human resource planning work group to develop long-range personnel system strategy and goals, and to identify potential problems and opportunities for future human resource management in the Coast Guard.

**BUDGET COORDINATION STAFF
(G-P-dp-1)**

1. Under the direction of the Chief, Office of Personnel and Training and the supervision of the Deputy for Personnel, the Budget Coordination Staff shall:
 - a. Administer the Coast Guard military pay account (OG-01); analyze and determine the cost of military pay and allowances; develop apportionment schedule and annual obligation program funds; develop annual standard personnel costs (SPC) and standard compensation tables for Coast Guard military personnel.
 - b. Monitor the execution of all reimbursable budget programs that involve the expenditure of OG-01 funds; develop an obligation program for FICA tax contribution for Coast Guard military personnel; monitor the unemployment compensation (UCX) entitlement costs and program funding; administer the Temporary Active Duty (TEMAC) Program; and develop the annual apportionment and monthly obligation plan for the RT training program.
 - c. Administer the Office of Personnel and Training OG-30 funds including: development of the annual apportionment and coordination of OG 4144 responses for requests from the field.
 - d. Assist Workforce Planning Division (G-PWP) in the assessment of present and future manpower and personnel management trends and integrate this information into the Coast Guard programming and budgeting process (OG-01, 08, 20).
 - e. Coordinate (for the G-P-dp Deputate): responses to concurrent clearances; responses for OST, OMB, and Congressional Stage Budget inquiries; compilation and review of all Resource Prospectus (RP) and Resource Change Proposal (RCP) submissions and monitoring of their progress through the budget cycle; and provide coordination of inter-divisional issues.

CIVILIAN PERSONNEL POLICY AND PROGRAMS DIVISION
(G-PC)

1. Under the general direction of the Chief, Office of Personnel and Training, and the supervision of the Deputy for Personnel, the Chief, Civilian Personnel Policy and Programs Division shall:
 - a. Plan, develop and issue personnel, pay and travel policies, and procedures for civil service, Academy faculty, maritime employees, lightkeepers, lamplighters, and non-appropriated fund employees of the Coast Guard.
 - b. Provide technical advice, guidance, and instruction to managers and command officials including operating personnel officers and Authorized Certifying Officials on civilian personnel, pay and travel issues.
 - c. Conduct special studies, research and analysis on a broad spectrum of workforce management issues to assure that the civilian personnel system facilitates the accomplishment of the Coast Guard's mission through effective management and utilization of its human resources.
 - d. Develop and administer the civilian personnel pay, support, training, travel, and permanent change station (PCS) budget.
 - e. Represent the Coast Guard in dealings with OST, OPM, GAO, other DOT Administrations and Federal agencies on civilian personnel, pay, and travel issues. Serve as the Coast Guard representative on the DOT Personnel Council. Serve as the contact point with DOD to assure consistency and uniformity of civilian personnel mobilization policies and procedures.
 - f. Serve as principal advisor to senior command officials, including the Commandant, on matters and issues relating to civilian personnel. Establish communication with civilian personnel through a variety of means to communicate the Commandant's philosophy and position on issues of interest and bring to the attention of senior officials issues of concern to the civilian workforce.
 - g. Serve as a member of the Personnel Strategic Planning Group. Participate in the development of personnel system strategy and goals, identify problems and opportunities for future human resource management in the Coast Guard.
 - h. Provide analysis, research and evaluation for special studies, items of importance to the Commandant, new program actions (i.e., legislative initiatives, A-76), Congressional inquiries, and public interest matters.

PROGRAMS AND EVALUATION BRANCH
(G-PC-1)

1. Under the direction and supervision of the Chief, Civilian Personnel Policy and Programs Division, the Chief, Programs and Evaluation Branch shall:
 - a. Provide program, policy and budget requirements in employment programs to include competitive and excepted services, recruiting, examining, promotion, placement, and conditions of appointment and re-employment.
 - b. Develop policy, plans and budget for a wide variety of special emphasis employment programs in response to Presidential, Secretarial, and Commandant initiatives.
 - c. Develop civilian reduction in force policy and policy governing transfer of civilians under transfer of function regulations. Develop policies and provide oversight to ensure effective outplacement of eligible employees adversely affected by reduction in force of transfer of function.
 - d. Develop policy governing, and plan, schedule, and provide oversight for, the conduct of civilian personnel management surveys of districts, maintenance and logistics commands, Headquarters, and Headquarters units.
 - e. Develop policies, standards, and requirements statements governing effective use of automated civilian personnel systems.
 - f. Provide liaison with responsible DOT elements for policy and administration related to the Department's automated civilian payroll system.
 - g. Budget and administer funds to support the civilian personnel program. Analyze and determine cost impacts of civilian pay and allowance changes on OG-08.
 - h. Develop workforce, full-time equivalency, and other reports and analyses. Develop personnel record keeping policies consistent with Privacy Act and Freedom of Information Act requirements.
 - i. Develop policies related to the mobilization readiness of civilian personnel during periods of national emergency.
 - j. Review and comment on OST, OPM, and Merit System Protection Board (MSPB) proposed rules or orders with respect to staffing and placement, special emphasis programs, and automated personnel systems. Participate in intra and interagency work groups. Provide analysis of proposed legislation and develop legislative proposals as required.

NONAPPROPRIATED FUND ACTIVITY (NAFA) PERSONNEL BRANCH
(G-PC-2)

1. Under the direction and supervision of the Chief, Civilian Personnel Policy and Programs Division, the Chief, NAFA Personnel Branch shall:
 - a. Develop policies and procedures governing the conditions of employment for NAFA employees of the Coast Guard, in all areas of personnel management, i.e., position classification and management, wage and salary administration, placement and staffing, training and employee development, labor relations, performance appraisal, employee counseling, discipline, grievances and appeals, employee recognition, incentive awards, attendance and leave, insurance and annuities, and other related policies and procedures.
 - b. Provide oversight, technical advice, and guidance to commands concerning the NAFA personnel system.
 - c. Establish the NAFA salary and wage systems comprised of Blue Collar (Crafts and Trades Federal Wage employees covered by Public Law), other local prevailing rate pay systems (administrative support and patron services), and the Universal Annual Pay System based on the General Schedule.
 - d. Supervise and direct the operational personnel office located at the NAFA Field Support Office, Portsmouth.
 - e. Coordinate with G-PS and DOD on the formulation of NAFA personnel and pay policies.
 - f. Develop training programs for civilian and military managers governing NAFA personnel policies, procedures, and requirements.
 - g. Develop NAFA labor relations policies and procedures. Review NAFA negotiated agreements for compliance with applicable law and regulation and assure consistency and uniformity of agreements. Advise on, and when necessary, participate in the negotiation of NAFA labor agreements and the resolution of bargaining impasses and third party disputes.
 - h. Plan, schedule and conduct personnel management evaluations, and special studies of NAFA field commands.
 - i. Develop policy and system criteria for a uniform NAFA personnel records system.

- j. Review and comment on OST, OPM, MSPB, and Federal Labor Relations Authority (FLRA) proposed rules or orders with respect to the NAFA personnel program. Participate in intra and interagency work groups. Provide analysis of proposed legislation and develop legislative proposals related to NAFA personnel as required.

**EMPLOYEE PERFORMANCE AND UTILIZATION BRANCH
(G-PC-3)**

1. Under the direction and supervision of the Chief, Civilian Personnel Policy and Programs Division, the Chief, Employee Performance and Utilization Branch shall:
 - a. Develop training policies and procedures. Provide overall direction of programs concerning civilian career development, long term training and executive management, and supervisory development. Review and recommend approval of annual civilian training plans prepared by field and Headquarters. Plan information and training programs to promote Coast Guard objectives in civilian personnel management.
 - b. Develop policy criteria for the design, development, and evaluation of Coast Guard-wide civilian training materials and aids.
 - c. Prepare budget estimates for centrally managed civilian training; allocate and administer available funds.
 - d. Advise and, when necessary, participate in the negotiation of labor agreements and the resolution of bargaining impasses and third party disputes. Provide advice and guidance in labor-management relations including the interpretation of all applicable laws, rules, regulations and instructions. Review all agreements for compliance with law and regulation.
 - e. Develop program policies and procedures for performance management. Monitor the performance appraisal and awards process to assure that employees are appropriately recognized and rewarded.
 - f. Develop program policy, procedures and, where not otherwise delegated, manage and approve awards and related incentive recognition programs. Formulate budget to support award systems.
 - g. Develop program policy and procedures for the employee counseling services programs to include Coast Guard-wide drug testing procedures, alcohol, drug abuse, and emotional rehabilitation. Monitor the drug testing program to assure compliance with governing regulations.

COMPENSATION AND BENEFITS BRANCH
(G-PC-4)

1. Under the direction and supervision of the Chief, Civilian Personnel Policy and Programs Division, the Chief, Compensation and Benefits Branch shall:
 - a. Develop policies, procedures and techniques for the Federal Wage System classification of trades, crafts, and labor positions; and the General Schedule classification of professional, technical, administrative, and clerical positions; and the administrative classification of Academy Faculty, maritime, lightkeeper, and lamplighter positions.
 - b. Evaluate Service-wide, the effectiveness of position management, classification, and compensation programs. Adjudicate classification appeals.
 - c. Develop policies, procedures, and techniques for the Coast Guard position management program. Develop policies regarding staffing patterns and career ladders, job design, classification implications pertaining to reorganizations, and the implementation of program initiatives. Conduct all related studies and evaluations for civilian personnel.
 - d. Establish and promulgate pay and compensation policies including basic compensation, premium pay, pay benefits, allowances, differentials, and unemployment compensation for administrative pay plan personnel and special workforce groups, as well as the established civil service.
 - e. Develop policies and procedures relating to hours of duty, alternative work schedules, employee absence and use of leave.
 - f. Develop civilian travel policies, provide authorization for expenditure of travel funds, manage civilian PCS and relocation budgets, administer contract provisions for civilian relocation, and establish appropriate procedures, reports and controls necessary for management of civilian travel.
 - g. Promulgate policies for the Federal Employee Retirement System, the Civil Service Retirement System, and the Lighthouse Service Retirement Act.
 - h. Develop policies and procedures regarding employee health insurance, life insurance, Office of Workers' Compensation benefits, allotments, and associated benefit programs.

- i. Provide analysis, research and evaluation for special studies, workforce planning efforts, new program actions (i.e., legislative, A-76), Congressional inquiries and public interest matters.

**ENLISTED PERSONNEL DIVISION
(G-PE)**

1. Under the general direction of the Chief, Office of Personnel and Training, and the supervision of the Deputy for Personnel, the Chief, Enlisted Personnel Division shall:
 - a. Administer an enlisted personnel program which includes assignment, advancement, discharge, and retirement actions for all active enlisted and Reserve enlisted personnel on extended active duty.
 - b. Analyze enlisted stocks and allowances and develop assignment plans to minimize excesses and deficiencies of personnel and make an equitable distribution of available personnel stocks.
 - c. Administer the Service-wide Examination Program for advancements or changes of rating of enlisted personnel.
 - d. 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.
 - e. Compile and maintain historical statistics on enlisted personnel. Furnish such information to components in the Coast Guard and to other agencies as necessary.
 - f. Develop and formulate policy with respect to enlisted personnel management and recommend legislation, if appropriate; review all proposed legislation affecting enlisted personnel and make recommendations for Coast Guard action.
 - g. Review and determine the training requirements (quantity) for enlisted personnel and make recommendations necessary to implement a program to fulfill these requirements.
 - h. Administer enlisted incentive pay programs.
 - i. Represent USCG as Senior Military Representative to Defense Advisory Committee on Women in the Services (DACOWITS). Administer all Coast Guard DACOWITS functions.
 - j. Serve as permanent member on Personnel Records Review Boards.
 - k. Serve as a member of the Personnel Strategic Planning Group. Participate in the development of personnel system strategy and goals, identify problems and opportunities for future human resource management in the Coast Guard.

**CAREER BRANCH
(G-PE-1)**

1. Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Career Branch shall:
 - a. Administer the Service-wide exam program for advancement and change of 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 separations, extension of enlistments, and early release under various programs.
 - c. Prepare final action on medical boards.
 - d. Process requests for additional sick leave and advance leave and schedule all enlisted retirements for service, age, and disability. Issue retirement certificates and orders.
 - e. Process highest rate held board for enlisted members undergoing discharge or retirement. Direct final action on Active Duty Administration Discharge Boards, Reenlistment Boards, and Reduction in Rate Boards. Resolve legality of extension/enlistment contracts for improperly prepared documents by field units.

**ASSIGNMENT BRANCH
(G-PE-2)**

1. Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Assignment Branch shall:
 - a. Control assignment of all petty officers by rate and qualifications to meet staffing requirements, established allowances and training needs; direct preparation of and issue orders/Enlisted Transfer Orders and correspondence thereon.
 - b. Review service record and panel assignments for officers in charge (OIC), executive petty officers (XPOs), engineering petty officers (EPOs), recruiters, independent duty, transfers due to discrimination co-locations, humanitarian assignments, removals for cause, etc.
 - c. Provide input to G-PE-1 on potential retirements, early outs, waivers, discharges, etc.
 - d. Track impacts, policies, etc., and provide feedback/information to appropriate offices/divisions on manning, training, sea shore ratio, A-76, Military Employment Capability Plan (MECP), Selective Reelistment Bonuses (SRBs), "A" School quotas, recruiting quotas, open rate list, etc.
 - e. Analyze and act on effects of advancements, Warrant Officer and Officer Candidate School appointments, etc.
 - f. Develop enlisted personnel assignment policies.
 - g. Determine tour lengths and obligated service requirements for transfers.
 - h. Receive visitors for counseling, conduct telephonic career counseling, visit field units to discuss personnel policies, receive feedback.
 - i. Assign non-rated personnel upon graduation from recruit training, for inter-district transfers, to/from overseas units.
 - j. Monitor assignment of women to units with limited facilities.
 - k. Administer the G-PE OG-20 budget; manage transfer costs.
 - l. Maintain liaison with cognizant program managers and commands regarding assignments and transfers within specialties.

POLICY AND PROGRAMS BRANCH
(G-PE-3)

1. Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Policy and Programs Branch shall:
 - a. Serve as Assistant Division Chief, Enlisted Personnel Division.
 - b. Determine monthly service needs for advancement of enlisted personnel and develop cut-offs for eligibility for advancement.
 - c. Administer the enlisted incentive pay program (SRB and Special Duty Assignment Pay (SDAP)).
 - d. Review recommendations submitted to Commandant for changes of policy and procedure in connection with the administration of the enlisted personnel program. Review and make recommendations involving changes to the Personnel Manual (COMDTINST M1000.6 series), instructions, and notices.
 - e. Prepare Personnel Records Review Board (PRRB) decision documents in response to requests from enlisted members.
 - f. Prepare Coast Guard advisory opinion on cases submitted by enlisted members to the Board for Correction of Military Records (BCMR).
 - g. Receive and process all requests for Discharge Review Board (DRB) consideration from both officer and enlisted members and enlisted requests for extended active duty status.
 - h. Administer the G-PE OG-30 budget; manage travel costs.
 - i. Coordinate input to the Work Force Planning Division (G-PWP) identifying the linkage between the supply side (enlisted corps) and demand side (program needs) of the assignment equation.

EXCHANGE AND MORALE DIVISION
(G-PXM)

1. Under the general direction of the Chief, Office of Personnel and Training, and the supervision of the Deputy for Personnel, the Chief, Exchange and Morale Division shall:
 - a. Develop and promulgate policy, establish objectives and standards, and prescribe systems and procedures necessary for efficient and effective management and operation of Coast Guard commissary, uniform clothing and Coast Guard Exchange System (CGES), and Morale, Welfare, and Recreation (MWR) programs.
 - b. Implement system-wide policy decisions in the CGES, MWR, and uniform programs.
 - c. Determine appropriated and non-appropriated fund resource requirements for commissary, uniform clothing, CGES support programs, and MWR programs.
 - d. Represent the Coast Guard in forums external to the Coast Guard on matters dealing with CGES, MWR, and uniforms. Coordinate higher level meetings. Respond to all media inquiries regarding these programs.
 - e. Maintain and update directives pertaining to the CGES, MWR, and uniform program.
 - f. Conduct training required to meet program goals and objectives.
 - g. Recommend an annual NAF budget to the Coast Guard Trust Fund Board of Control for NAF overhead, consolidated insurance, self-insurance, and profit distribution.
 - h. Serve as President of the Uniform Board.

UNIFORM CLOTHING BRANCH
(G-PXM-1)

1. Under the direction and supervision of the Chief, Exchange and Morale Division, the Chief, Uniform Clothing Branch shall:
 - a. Plan, develop, and publish policy, goals, and procedures for the effective and efficient management and operation of Uniform Clothing Programs.
 - b. Direct the military uniform support program supply fund capitalization and inventory investment. Designate items authorized for resale.
 - c. Maintain and update applicable directives.
 - d. Serve as Secretary of the Permanent Uniform Board. Develop the agenda and coordinate and manage all administrative matters directly associated with meetings of the Uniform Board.
 - e. Plan and direct the introduction of approved or adopted items into the Coast Guard supply system.
 - f. Review and recommend policy for uniform clothing allowances including special and supplementary changes as required.
 - g. Administer and manage the Uniform Certification Program ensuring specification and quality compliance of all uniform and insignia items manufactured by private industry and sold in Coast Guard uniform stores and exchanges throughout the Service.
 - h. Represent the Coast Guard in all matters relating to uniform development, design, quality assurance, and logistics with private industry, agencies of the Department of Defense, other government agencies, and trade organizations of private industry.

BUDGET AND ANALYSIS BRANCH
(G-PXM-2)

1. Under the direction and supervision of the Chief, Exchange and Morale Division, the Chief, Budget and Analysis Branch shall:
 - a. Insure compliance with established CGES and MWR accounting systems.
 - b. Consolidate CGES quarterly financial reports and prepare financial analysis of service-wide CGES activity.
 - c. Manage the CGES Cash Management and Investment Program.
 - d. Prepare financial reports for CGES operating accounts (i.e. Overhead, Insurance, Construction and HQ MWR).
 - e. Prepare and execute annual overhead operating budgets.
 - f. Maintain overhead accounting system to include payables, receivables, payroll and general ledger.
 - g. Manage division and CGES information systems.
 - h. Prepare profit distribution reports.
 - i. Maintain records and process field request for NAFA ID cards.
 - j. Process CGES insurance claims and maintain consolidates insurance data base.
 - k. Establish and execute CGES financial training plan.
 - l. Prepare ADHOC financial reports as necessary to review CGES activities.
 - m. Prepare and execute division OG-30 operating budget.

COAST GUARD EXCHANGE SYSTEM (CGES) AND MORALE,
WELFARE, AND RECREATION (MWR) BRANCH
(G-PXM-3)

1. Under the direction and supervision of the Chief, Exchange and Morale Division, the Chief, Coast Guard Exchange System (CGES) and Moral, Welfare and Recreation (MWR) Branch shall:
 - a. Plan, develop, and publish goals, tasks, and procedures for the effective and efficient management and operation of the CGES and commissary programs.
 - b. Provide management and technical advice and guidance on operation of the CGES programs including exchanges, grocery sections, clubs, package stores, satellite and branch exchanges, and other authorized activities.
 - c. Maintain liaison and conduct business pertaining to the CGES and commissary programs with other government departments and private industry.
 - d. Conduct management and operations studies, surveys, audits and inspections. Develop business plans and take action to eliminate deficiencies found and to improve customer satisfaction.
 - e. Conduct training courses for field personnel.
 - f. Coordinate and prepare responses to all Congressional inquiries on CGES and commissary matters.
 - g. Maintain applicable directives.
 - h. Manage the CGES consolidated insurance program, and the Non-appropriated Fund Instrumentality (NAFI) employee benefit program.
 - i. Provide Service-wide policy guidance and technical and administrative direction of the Coast Guard Morale, Welfare, and Recreation (MWR) Program including:
 - (1) Administer the MWR account. Coordinate distribution of MWR funds for District, Maintenance and Logistics Commands, and Headquarters unit commands.
 - (2) Administer Service-wide program for the establishment and management of Coast Guard morale activities, Navy Motion Picture Service (NMPS) and Inter-service and international sports competition.

OFFICER PERSONNEL DIVISION
(G-PO)

1. Under the general direction of the Chief, Office of Personnel and Training, and the supervision of the Deputy for 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 active records of officer complements and allowances; develop a rotation plan; develop and maintain an officer classification system for officer qualifications and billets; develop policies for assignments and rotations of assignments for officers and effect those actions in accordance with statutes and regulations.
 - c. Manage the active duty officer promotion list and similar lists for all other officers on active duty; plan and execute all promotion actions and associated boards.
 - d. Develop officer and warrant officer career paths; provide appropriate career counseling to establish individual and corps-wide esprit and cohesiveness.
 - e. Initiate, review, and take appropriate action on officer advanced training boards, special boards/panels, and medical boards.
 - f. Administer the current leave regulations for officers; act for the Commandant, as authorized, on requests from officers for leaves of absence which require Commandant approval; authorize delay (to count as leave) for officers enroute to new duty stations when such action is appropriate.
 - g. Review or initiate proposed legislation affecting officer personnel of the Coast Guard; provide support to BCMR, PRRB and other entities external to the Division on issues relating to officer personnel.
 - h. Determine, in accordance with operating needs, the training requirements for officer personnel; maintain assignments and billet requirements to sustain the proposed training level.
 - i. Serve as a member of the Personnel Strategic Planning Group. Participate in the development of personnel system strategy and goals, identify problems and opportunities for future human resource management in the Coast Guard.

**OFFICER MANAGEMENT BRANCH
(G-PO-1)**

1. Under the direction and supervision of the Chief, Officer Personnel Division, the Chief, Officer Management Branch shall:
 - a. Initiate and execute personnel actions relative to accession, attrition, and status of commissioned and warrant officers such as temporary and permanent appointments and promotions, extensions, integration, resignations, discharges, releases to inactive duty, retirements, revocations, and reversions within the limits of the law.
 - b. Maintain comprehensive manual and automated status files and records. Input appropriate personnel transactions to update the status of officers in PMIS/JUMPS records.
 - c. Conduct promotion and continuation boards as required. Set the board schedule at least annually. Identify eligible officers and publish the eligibility zones to the Service at large. Issue selection lists and related correspondence. Interface with the White House, Senate, and internal staff elements at Headquarters as required.
 - d. Conduct special boards and panels, as authorized by law or regulations, to review the performance or professional attributes of commissioned and warrant officers for conformance with Service standards.
 - e. Conduct boards to select members for all authorized commissioned and warrant officer postgraduate and undergraduate training programs.
 - f. Initiate and implement legislative and policy changes affecting the management of the commissioned and warrant officer corps.
 - g. Process physical disability board action once finalized.
 - h. Provide input to the Personnel Records Review Board and the Board for Correction of Military Records affecting commissioned and warrant officers and execute decisions by those boards.
 - i. Propose the annual distribution of officers to the Commandant and manage promotion flow in the officer corps.
 - j. Monitor and maintain the size and specialty structure of the commissioned and warrant officer corps.

OFFICER ASSIGNMENT BRANCH
(G-PO-2)

1. 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 officers by rank and specialty to meet manning requirements, established allowances, and training requirements; direct preparation of and issue orders and correspondence thereon.
 - b. Develop career interests and implement transfer and rotation policies.
 - c. Maintain liaison with cognizant program managers and commands regarding assignments and transfers within specialties.
 - d. Respond to Congressional requests, FOIA, BCOMR, and other official inquiries involving officer personnel and policy implementation.
 - e. Coordinate and support command screening, senior service school, and assignment panels.
 - f. Provide board membership for advanced training selection including postgraduate schools, senior service schools, flight training, and industry training.
 - g. Review and provide assignment impact of policy waivers regarding individual retirement, resignations, or other officer personnel actions.
 - h. Provide individual career counseling and assignment panel consultation by combining officer record analysis, program manager input, and assignment experience.
 - i. Provide general and program specific presentations of the officer personnel system and assignment process as requested by unit, district, or area staffs.
 - j. Coordinate career counseling, assignment panels, and processing of Academy, OCS, and other accession programs.
 - k. Coordinate with other services, agencies, and countries for the assignment of exchange and liaison billets.
 - l. Provide substantive review of all officer evaluation reports (OER's).

- m. Provide input to the Workforce Planning Division identifying the linkage between the supply side (officer corps) and demand side (program needs) of the assignment equation.
- n. Provide personnel management for Public Health Service (PHS) officers detailed to the Coast Guard; serve as agency contact point between the Public Health Service and the Coast Guard for personnel issues.

PERSONNEL INFORMATION MANAGEMENT DIVISION
(G-PIM)

1. Under the general direction of the Chief, Office of Personnel and Training, and the supervision of the Deputy for Personnel, the Chief, Personnel Information Management Division shall:
 - a. Provide decision support and executive information services and support the data and information processing needs within the personnel program.
 - b. Develop and maintain integrated hardware and software systems to perform processing activities and data management within the Office of Personnel and Training.
 - c. Provide divisions within the Office of Personnel and Training, and selected field units, access to current and historical personnel data, in a form which supports routine functions and decision making processes.
 - d. Assist G-P information system users with training and advice on operation of those systems.
 - e. Establish policy and manage resources necessary to perform automated pay and personnel functions for Coast Guard military personnel.
 - f. Serve as Data Base Administrator for the Personnel Support Program.
 - g. Support the Office by maintaining and publishing applicable personnel publications and directives.
 - h. Develop and maintain officer service records for all Regular officers and Reserve Officers on extended active duty and make these records available to selection boards and panels. Officer records include a fitness file, a health record, a security clearance record, an educational record, and a general file.
 - i. Develop and maintain service records for all enlisted personnel of the regular Coast Guard and for Reserve members on extended active duty. Use these records to respond to inquiries for information from within the Coast Guard, other government agencies, authorized private agencies, and from individual members.

- j. Maintain and monitor the Officer Evaluation System and the Enlisted Performance Evaluation System and provide support to the end users of the information: the officer personnel boards and panels and the Coast Guard Institute for Service-Wide Exams (SWE's). Improve the Coast Guard's evaluation procedures by providing training and information to the field and by making appropriate changes to the systems as needed.

- k. Serve as a member of the Personnel Strategic Planning Group. Participate in the development of personnel system strategy and goals, identify problems and opportunities for future human resource management in the Coast Guard.

**INFORMATION SYSTEMS BRANCH
(G-PIM-1)**

1. Under the direction and supervision of the Chief, Personnel Information Management Division, the Chief, Information Systems Branch shall:
 - a. Develop long and short-term plans and budgets for Personnel Support Program information systems (PMIS/JUMPS). Make recommendations for organizational improvement, based on capabilities provided by automated systems.
 - b. Develop or coordinate the development of all military personnel program information systems. Act as an agent for users in G-P with oversight/coordination staff components in G-T. Work with other agencies and other Headquarters offices in providing interfaces between their information systems and G-P/personnel information systems.
 - c. Operate, maintain, and provide security for G-P central computer systems and automated records stage.
 - d. Assist computer system users with hardware and software problems. Coordinate and conduct training in information system operation for G-P users.
 - e. Perform Data Base Administrator functions within G-P. Ensure the security and integrity of personnel data. Monitor data quality, and initiate steps where necessary to improve it. Control access to personnel data elements, including Freedom of Information Act requests.
 - f. Assist G-P information system users in obtaining and analyzing personnel data by providing retrieval, reporting, and decision support tools. Staff the G-P Computer User Support Center for this purpose.
 - g. Assess impacts of personnel policy changes on PMIS/JUMPS and coordinate resulting system changes. Under G-P-dp authority, provide necessary direction to Coast Guard Pay and Personnel Center.
 - h. Manage the YN rating. Analyze workload; establish and periodically review/revise performance standards, training and evaluation criteria, and career development guidelines; balance the YN workforce among operating units and among the functional "sub-specialties" (PMIS/JUMPS, legal, administration).

MILITARY PERSONNEL RECORDS BRANCH
(G-PIM-2)

1. Under the direction and supervision of the Chief, Personnel Information Management Division, the Chief, Military Personnel Records Branch shall:
 - a. Develop and maintain commissioned and warrant officer service records which include a fitness file, a health record, a security clearance record, an educational record, and a general file for all Regular officers and Reserve officers on extended active duty.
 - b. Maintain and process the official records of the enlisted personnel of the Regular Coast Guard and Reserve members on extended active duty which include: Official Personnel Jacket File (a record for each enlisted member on active duty and those completely separated less than 6 months); alphabetical Service Number and Social Security Number Index Files; and deserter record files.
 - c. Process file material from subordinate units and Officer Evaluation Reports from the Evaluations Branch (G-PIM-3).
 - d. Maintain accountability and security for all service records and ensure that only authorized personnel have access to the records. Reconstruct lost service records, prepare and issue discharge certificates for lost or destroyed certificates. Ensure that records presented to Selection Boards/Panels are accurate and complete.
 - e. Prepare and issue certifications of Coast Guard service for use in courts of law under the provisions of Section 601 of the Soldiers' and Sailors' Civil Relief Act of 1940, as amended (50 U.S.C. App 581). Levy and control user fees to recover costs for providing these documents.
 - f. Make corrections/changes to service records in accordance with decision of the Board of Correction of Military Records/Personnel Records Review Board. Prepare records for use by BCMR and PRRB.
 - g. Act as principal representative for the Coast Guard in handling all (officer, reserve, and enlisted) Veteran's Administrations adjudication cases.
 - h. Act as principal representative with the National Personnel Records Center (NPRC) (military). Transfer service records of officers who retire or resign to the NPRC and transfer records of Reserve officers who leave active duty, and those of Regular officers who resign and accept a Reserve Commission, to the Office of Readiness and Reserve.

- i. Respond to inquiries from Coast Guard units and individual members on subjects such as sea service, pay base dates, active duty base dates, aviation service dates, and creditable service for retirement. Establish and adjust pay base dates (PBD).
- j. Respond to requests for service data on active and former Coast Guard members from State Unemployment Offices, the Social Security Administration, and from business requesting verification of employment.
- k. As appropriate, make copies of records in response to requests submitted under the Privacy Act and Freedom of Information Act.
- l. Process and correct records for retirements, discharges, RELAD's, deceased, name changes, naturalization, extensions, and other changes in status.

**EVALUATIONS BRANCH
(G-PIM-3)**

1. Under the direction and supervision of the Chief, Personnel Information Management Division, the Chief, Evaluations Branch shall:
 - a. Maintain and monitor the Officer Evaluation System and the Enlisted Performance Evaluation System.
 - b. Provide appropriate support to the end users of performance evaluation such as officer personnel, enlisted personnel, and appropriate boards and panels.
 - c. Monitor and improve Coast Guard military personnel evaluation procedures.
 - d. Provide training and information to the field concerning military personnel evaluations.

**SPECIAL PROJECTS BRANCH
(G-PIM-4)**

1. Under the direction and supervision of the Chief, Personnel Information Management Division, the Chief, Special Projects Branch shall:
 - a. Perform the duties of the Assistant Division Chief and Special Information Resource Management Projects Officer to the Chief, Personnel Information Management Division.
 - b. Ensure policies and regulations published in the Personnel Manual, COMDTINST M1000.6 (series) are current.
 - c. Ensure procedures published in the PMIS/JUMPS Manuals, COMDTINST M1080 (series) comply with policies published in the Personnel Manual, COMDTINST M1000.6 (series).
 - d. Research and respond to inquiries involving Office of Personnel and Training policies and procedures.
 - e. Function as the Directives Control Point for the Office of Personnel and Training.
 - f. Maintain Office of Personnel and Training research library.
 - g. Review other Armed Forces directives and regulations, public laws, pending legislation, regulations, and instructions pertaining to military personnel administration to determine impact on Coast Guard policies and procedures.
 - h. Review Navy directives in the Standard Subject Identification Codes 1000 and 12000 series and determine which divisions in the Office of Personnel and Training they will impact.
 - i. Legislative Coordinator for the Office of Personnel and Training.
 - j. Beneficial Suggestion Coordinator for the Office of Personnel and Training.

**PERSONNEL SERVICES DIVISION
(G-PS)**

1. Under the general direction of the Chief, Office of Personnel and Training, and the supervision of the Deputy for Personnel, the Chief, Personnel Services Division shall:
 - a. Administer various programs pertaining to the well-being and morale of Coast Guard members and dependents including: family housing (government-owned and leased); unaccompanied housing (ashore and afloat); retired affairs, including membership on the joint board for Retired Serviceman's Family Protection Plan (RSFPP), and dissemination of information on the Survivor Benefit Plan (SBP), civil readjustment, veterans benefits, and the RSFPP; decedent affairs; drug awareness and detection; military decorations and awards, including administrative support and records maintenance for the Coast Guard Board of Awards; family programs and family advocacy.
 - b. Implement instructions for application, verification, and validation of the Armed Forces and Uniformed Services Identification and Privilege Cards.
 - c. Administer the Defense Eligibility and Enrollment Reporting System (DEERS) and the Real Time Automated Personnel Identification System (RAPIDS).
 - d. Administer various military discipline functions, including: review and prepare actions of Final Reviewing Authority on all Administrative Discharge Boards; review referred Courts-Martials and Boards of Investigation for appropriate sentence and disciplinary action; review and process waiver of claims and remission of indebtedness requests; complaints of indebtedness, nonsupport, and paternity; and requests for restoration to duty or clemency for prisoners.
 - e. Establish Coast Guard policy on foreign travel.
 - f. Plan and develop procedures for the management of the Coast Guard pay, travel, transportation support system, imprest fund, Authorized Certifying Officer (ACO) designation plans, and Subsistence Program.
 - g. Serve as a member of the Personnel Strategic Planning Group. Participate in the development of personnel system strategy and goals, identify problems and opportunities for future human resource management in the Coast Guard.

COMPENSATION MANAGEMENT BRANCH
(G-PS-1)

1. Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Compensation Management Branch shall:
 - a. Establish policy and develop procedures for operation of the pay, travel, personal property transportation, imprest fund, and ACO designation programs.
 - b. Interpret regulations in the resolution of field generated problems concerning pay, travel and transportation entitlements.
 - c. Represent the CG on the Military Advisory Panel of the Per Diem, Travel, and Transportation Allowance Committee; coordinate policy with regard to active duty reserve, retired personnel and annuitants.
 - d. Represent the CG on the Military Pay and Allowance Committee; ensure CG concerns are reflected in the establishment of DoD entitlements policy for active duty, reserve, retired personnel and annuitants.
 - e. Determine system impact of new legislation and changes affecting pay, travel, and personal property transportation entitlements.
 - f. Specify pay-related data needed for PMIS/JUMPS and coordinate the installation of new or revised pay systems for the Coast Guard.
 - g. Publish the CG Pay Manual, CG Supplement to the JFTR, Certifying & Disbursing Manual and Personal Property Transportation Manual.
 - h. Administer the debt collection program as it pertains to matters of pay and allowance.
 - i. Act as the focal point for liaison with the Comptroller General of the U.S. in matters relating to pay and allowances.
 - j. Administer the waiver of claims program for annuitants and SBP.
 - k. Develop the financial plan and monitor the execution of the PCS travel fund account (OG-20).

1. Manage the imprest fund program, designate cashiers and resolve cases of lost funds.

MILITARY ACTIONS AND SUBSISTENCE BRANCH
(G-PS-2)

1. Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Military Actions and Subsistence Branch shall:
 - a. Review administrative discharge boards and investigative boards and reports dealing with inefficient, negligent, or derelict performance of duty.
 - b. Review all Courts-Martials referred for severity, appropriate sentence, effect on current policies and concepts of discipline and justice, and for requests of restoration of duty and/or residual clemency.
 - c. Review complaints of indebtedness, non-support of dependents, and paternity.
 - d. Process applications for the trusteeship for retired members found to be mentally incompetent.
 - e. Initiate action on requests for remission of indebtedness and waiver of claims against the U.S. Government.
 - f. Adjudicate and process claims of military personnel submitted under the Military Personnel and Civilian Employees Claims Act of 1964.
 - g. Direct the Drug Awareness and Detection Program.
 - h. Plan, develop, and publish policy and procedures for the effective and efficient management and operation of the Coast Guard Subsistence Program.
 - i. Conduct studies, surveys, audits, and inspection including A-76, OG-30, and OG-01 (subsistence).
 - j. Monitor the training and performance of personnel in subsistence billets. Recommend additions, deletions, and changes to existing training sources and requirements.
 - k. Maintain and provide technical and managerial guidance and advice on Coast Guard directives pertaining to the Subsistence Program.
 - l. Develop and prescribe basic daily food allowance, central distribution of Armed Forces Recipe Cards, and sale of meal rates.
 - m. Develop standards of food service.

MEDALS AND AWARDS BRANCH
(G-PS-3)

1. Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Medals and Awards Branch shall:
 - a. Provide administrative support for the Headquarters and Coast Guard 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 DOD on related interpretation and application of regulations on awards.
 - d. Initiate instructions and criteria concerning new awards and decorations.
 - e. Maintain a chronological record and 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.
 - h. Serve as Secretary, Coast Guard Board of Awards.
 - i. Coordinate Coast Guard participation in the annual DOT and Coast Guard Foundation Awards ceremonies.

**HOUSING AND FAMILY SUPPORT PROGRAMS BRANCH
(G-PS-4)**

1. Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Housing and Family Support Programs Branch shall:
 - a. Develop, supervise, and administer Coast Guard housing programs including government-owned and leased, family and unaccompanied housing. Conduct biennial housing surveys to determine the adequacy and effectiveness of the program.
 - b. Coordinate housing matters as necessary with outside agencies including DOD. Coordinate policy matters on government furnishings for public quarters owned by or under the control of the Coast Guard.
 - c. Develop, supervise, and administer housing assistance guidance, including relocation benefits and mortgage insurance for Service members.
 - d. Develop, coordinate, and review programs involving Family Programs and Family Advocacy including disseminating information, training personnel, and providing policy and guidance to all units. Family Programs includes, but is not limited to: family counseling, Ombudsman Program, special needs children, spouse employment, humanitarian assignments (HUMS) and stress management. Family Advocacy provides support to victims of child/spouse abuse.
 - e. Develop, coordinate, and review programs involving Child Development and Family Day Care Programs.
 - f. Monitor DOD Family Program/Family Advocacy programs and develop interagency agreements for use of their facilities.
 - g. Develop, coordinate, and monitor Public Health Education programs to include drug prevention programs, handicapped education programs, and mental health wellness programs.
 - h. Monitor general societal social service programs.
 - i. Monitor Family Programs and social service contracts.
 - j. Administer a program for overseas dependents' schooling.
 - k. Coordinate with Department of Defense Dependent Schools (DODDS) for Coast Guard dependent's schooling overseas.

MILITARY RETIRED, BENEFITS AND DECEDENT AFFAIRS BRANCH
(G-PS-5)

1. Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Military Retired, Benefits and Decedents Affairs Branch shall:
 - a. Administer the Coast Guard programs for Survivor Benefit Plan, the Retired Serviceman's Family Protection Plan, and civil readjustment. Assigned as member of the DoD Joint Board for the Retired Serviceman's Family Protection Plan (RSFPP)/Survivor Benefit Plan (SBP) to update uniformed services regulations on administering the programs. Coordinate the Health Care Program for members being separated (US-VIP) and the retiree council chapters.
 - b. Determine entitlement of dependents of retired and deceased personnel for Uniformed Services Identification and Privilege Cards. Assigned as member of the Defense Eligibility Enrollment Reporting System (DEERS) joint uniformed services personnel committee to update regulations for issuance of ID Cards and to ensure that benefits for members and dependents are consistent. Also, member of Realtime Automated Identification Card System (RAPIDS) personnel committee for future ID Card System.
 - c. Administer the Serviceman's Group Life Insurance (SGLI) and Veterans Group Life Insurance (VGLI) programs. Assigned as member of SGLI/VGLI uniformed services advisory committee as DOT representative.
 - d. Provide Policy and Service-wide pre-retirement counseling for members and their dependents. Assist district commanders, MLC commanders and headquarters units in preparing and conducting annual pre-retirement seminars.
 - e. Review initial reports of all Coast Guard and NOAA personnel casualties. Initiate action to ensure prompt notifications of next of kin. Assist district commanders and other Coast Guard units in the notification of next of kin (NOK) and advise district legal officers in death imminent retirement processing. Approve and distribute, as appropriate, "Report of Casualty," Form DD-1300.
 - f. Certify eligibility for burial in national cemeteries of deceased active duty CG personnel. Coordinate arrangements for burial in Arlington National Cemetery for all CG members, active and retired, and assist family members in local area or those coming from out of the area.
 - g. Review claims submitted by next of kin for accrued pay and allowances or retired pay due, death gratuity, funerals, etc. Coordinate examination and settlement.

**PHYSICAL DISABILITY EVALUATION DIVISION
(G-PDE)**

1. Under the general direction of the Chief, Office of Personnel and Training and the supervision of the Deputy Chief for Personnel, the Chief, Physical Disability Evaluation Division shall:
 - a. Develop and implement the overall Coast Guard Physical Disability Evaluation System.
 - b. Develop and recommend policy regarding the Physical Disability Evaluation System.
 - c. Formulate and publish operating procedures for all physical evaluation boards, including the Central Physical Evaluation Board, Formal Physical Evaluation Boards, Physical Review Council, and Physical Disability Appeal Board.
 - d. Initiate precepts for the Central Physical Evaluation Board and the Physical Review Council for promulgation by the Chief, Office of Personnel and Training.
 - e. Directly manage and provide all administrative support for the Central Physical Evaluation Board, Physical Review Council, and Physical Disability Appeal Board, including arranging for board membership, assuming accountability for all cases in the administrative and review phases of the system, and maintaining status of evaluatees in the disability systems.
 - f. Provide oversight and coordination of Formal Physical Evaluation Boards.
 - g. Maintain statistical data on the activities of the Physical Disability Evaluation System.
 - h. Review special medical evaluations and initiate the appropriate disability or administrative action.
 - i. Recommend and interpret medical standards for retention on active duty of evaluatees found not fit for duty.
 - j. Issue orders for periodic physical examinations to personnel on the Temporary Disability Retired List (TDRL).
 - k. Maintain the Physical Disability Evaluation System Manual (COMDTINST M1850.2 series).

**WORKFORCE PLANNING DIVISION
(G-PWP)**

1. Under the general direction of the Chief, Office of Personnel and Training and the supervision of the Deputy Chief for Personnel, the Chief, Workforce Planning Division shall:
 - a. Integrate information from the Resource Director/Controller, program, support, and acquisition managers to develop anticipated force structure inventories, providing billet/position targets to aid in budgeting, accession, flow, and training planning. Propose the force mix (military, civilian, contract manpower requirements) to achieve approved and projected mission objectives. Provide appropriate elements of the manpower management system with total workforce requirements and direction to meet annual human resource needs.
 - b. Review the personnel and manpower planning research and development efforts on both the public and private sectors, with particular emphasis on DOD research, for possible application to the Coast Guard. Maintain professional contacts and liaison with parallel groups in other organizations. Conduct original applied research, monitor the research of others, or contract for and monitor research in order to find solutions to current or anticipated workforce management problems.
 - c. Using various forecasting sources (economic, social, demographic, political, etc.), predict the impact of trends on the human resource management system in order to alert manager to potential problems and opportunities. Integrate this information into human resource planning and the Coast Guard planning, programming, and budgeting process.
 - d. Oversee the Coast Guard's Occupational Measurement Program. Provide occupational data to Programs Division (C-CPA) to support workforce validation studies performed by program and support managers; assist in the development of policies, procedures, and guidelines for workforce measurement. Recommend, to G-CPA, staffing criteria and workforce requirements to establish proper billet levels and experience requirements for officer and enlisted billets.
 - e. Forecast future force inventories using current inventories, information about future billet/position requirements, and historical information on accessions, losses, and transitions. Design and use computerized flow models to predict future force inventory structures, training needs, promotion rates, accession needs, and the ability of the personnel system to accommodate future billet/position requirements.

- f. Provide policy analysis and decision support to the Office of Personnel and Training by evaluating past and present policies and practices, and predicting the impact of proposed policies and practices on the structure of the workforce. Develop and refine the measures of human resource productivity. Provide decision support for human resource planning and budgeting, short and long term, considering internal and external planning factors.
- g. Develop and validate personnel selection criteria. Determine the entry aptitude mix required to meet future Coast Guard mission needs. Establish desired aptitude category quotas for accession planning.
- h. Determine the personnel impact of major system acquisitions; determine the degree to which current and anticipated personnel will be able to operate planned systems, and the ability of the personnel system to provide those resources in the future in order to integrate human resource planning with acquisition and logistics planning.
- i. Determine the personnel costs involved in supporting future force structures in order to help managers determine the most efficient structure for a given need.

FORCE PLANNING BRANCH
(G-PWP-1)

1. Under the direction and supervision of the Chief, Workforce Planning Division, the Chief, Force Planning Branch shall:
 - a. Review workforce requirements submitted in Resource Change Proposals, Personnel Allowance Amendments, reprogrammings of personnel resources, planning proposals involving workforce, reorganization proposals, etc. to determine the impact of these changes on future force structure. Provide reliable planning information to program managers so that they may assess the feasibility and impact of workforce management actions.
 - b. Integrate information developed by the Resource Director/Comptroller (G-CRC) to provide a system for workforce planning to support and justify needs for future human resources. Integrate information developed through the planning and budgeting process to prioritize future human resource requirements.
 - c. Develop and maintain estimates of outyear workforce requirements by specialty and pay grade. Track personnel requirements through the OST, OMB, and Congressional stage budgets. Analyze and track billet/position changes, in sufficient detail and time span to maintain running analyses of historic sources and uses of billets/positions, and future billet/position structure.
 - d. Assess ability of the current workforce to meet present and future mission requirements. Identify critical shortfalls/excesses and develop recommendations for remedial actions. Design and oversee a workforce management system to control accession, attrition, and flow rates.
 - e. Work with G-CRC and acquisition manager to integrate personnel requirements into major systems acquisitions; provide information related to the personnel aspects of the logistics support process.
 - f. Determine needs for and specify models, decision support systems, and management information systems for the purposes of modeling the structure of alternative future work forces; determine the values of management variables (accessions, training, promotion, etc.) and the costs of alternative structures.
 - g. Assess present and future manpower and personnel management trends and integrate this information into human resource planning and the Coast Guard planning, programming, and budgeting process. Provide consulting services in the area of personnel forecasting.

- h. Develop or coordinate the development of workforce management information systems, integrating the information provided by G-CRC, program, support, and acquisition managers, into a single data base to support long-range workforce planning and management. Develop, operate, and maintain decision support systems for human resource planning and budgeting, and a wide variety of workforce and personnel flow models to evaluate current and proposed billet/position structures. Specify and arrange for research and development of models, decision aids, and long-range information systems in support of workforce planning for the Coast Guard.

- i. Develop, procure, and maintain computer hardware, including leased systems where necessary, that will enable the Workforce Planning Division to operate a wide variety of complex models, statistical analysis, and forecasting systems. Ensure compatibility with DOD model development efforts to make the application of DOD workforce planning and forecasting models possible with little or no redevelopment or recoding expense.

**OCCUPATIONAL ANALYSIS, SELECTION AND CLASSIFICATION
STANDARDS BRANCH
(G-PWP-2)**

1. Under the direction and supervision of the Chief, Workforce Planning Division, the Chief, Occupational Analysis, Selection and Classification Standards Branch shall:
 - a. Oversee an occupational analysis program to determine the characteristics (tasks, skills, experience requirements, etc.) of existing billets/positions, jobs, job clusters, and ratings. Incorporate job analysis information from civilian personnel staffs on positions, series, and occupational groups. Manage civilian contractors and other government agency consultants tasked with occupational analyses.
 - b. Conduct occupational analyses. Coordinate with program, support, and acquisition managers to develop task inventories, administer and analyze surveys, and provide information to parties inside and outside the personnel system about the tasks involved in jobs and clusters of jobs.
 - c. Develop standards and requirements for occupational measurement to ensure that current information about the nature of work is available to program and facility managers, and to personnel system planners within the Office of Personnel and Training, as needed.
 - d. Provide occupational data to Programs Division (G-CPA) to support workforce validation surveys and studies conducted by program and support managers, such as the development and application of work standards, and analyses of duties and responsibilities of positions and billets.
 - e. Recommend to G-CPA, staffing criteria and workforce requirements to establish proper billet levels for officer and enlisted billets. Provide information to Civilian Personnel Offices on tasks, skills, and workforce requirements to ensure proper classification of civilian positions.
 - f. Assess the relationship between current selection and classification practices and measures of success in training, and actual performance, in order to determine appropriate selection criteria for service entry, assignment to special training, and other personnel selection and classification decisions.

- g. Develop, validate, and improve selection instruments and procedures. Review, validate, and make recommendations to improve assignment and promotion policies, procedures, and practices.
- h. Oversee R&D funded force planning and personnel management research and development; act as Contract Technical Monitor for research and development funded by the Office of Personnel and Training.
- i. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field. Develop and refine measures of human resource productivity and measures of efficiency. Measure the relationships between management decisions (i.e. compensation decisions) and the results of those decisions (i.e. reenlistment rates.)

DEPUTY FOR TRAINING
(G-P-dt)

1. Under the general direction and supervision of the Chief, Office of Personnel and Training, the Deputy for Training shall:
 - a. Serve as the Coast Guard's Training Manager.
 - b. Implement the process to channel training resources toward those Coast Guard training programs with the highest criticality.
 - c. Establish and maintain policies and procedures for all Coast Guard training and recruiting programs.
 - d. Establish, monitor and report measures of training quality and productivity.
 - e. Validate existing and future training needs.
 - f. Ensure that training programs provide program managers with personnel possessing essential job performance skills.
 - g. Coordinate recruiting and training functions to procure personnel with appropriate aptitudes and skills, and to maximize productivity at the Academy, Officer Candidate School and the Recruiting Training Center.
 - h. Supervise the Regional Recruiting Commands. Exercise technical control over assigned training centers/commands.
 - i. Develop the organizational structure for training to accommodate resident, nonresident, operational and on-the-job training for regular, reserve and international students.
 - j. Serve as a member of the Personnel Strategic Planning Group. Participate in the development of personnel system strategy and goals, identify problems and opportunities for future human resource management in the Coast Guard.

POLICY, PLANNING, AND EVALUATION STAFF
(G-P-dt-1)

1. Under the direction of the Chief, Office of Personnel and Training, and supervision of the Deputy for Training, the Chief, Policy, Planning, and Evaluation Staff shall:
 - a. Develop training and recruiting program input to various requirements of the planning, programming, budgeting and evaluation system.
 - b. Coordinate planning activities for the Performance Systems Division (G-PRF) and the Recruiting and Job Entry Division (G-PRJ).
 - c. Receive all Training Plan inputs for budget years (FY+1 and beyond) and review for resource implications. Prepare the Annual OG Training Level Authorization request.
 - d. Perform Headquarters Planning Coordinator functions for Training Centers and Regional Recruiting Centers.
 - e. Develop criteria for managing training, including revision of standard personnel costs for OG-56, determination of planning factors, etc. Program and track measures of effectiveness and efficiency, and training costs.
 - f. Manage and track OG recruiting and training billets, regardless of location.
 - g. Act as the Operating Guide Manager for the OG-56 fund; use approved purchasing, accounting and reporting procedures. Manage OG-30 funds for the training and recruiting programs. Act as point account manager of OG-20 associated with training.
 - h. Manage FTE consumed by training, including the Training Allowance portion of the General Detail.
 - i. Provide readiness interface for exercises and mobilization (WARMAPS) planning with reference to training and accession issues.
 - j. Support Recruiting and Job Entry Division funds management with automated disbursing methods. Supervise the quarterly and annual balance for the recruiting program. Review all procurement documents, prepare all FTAs/ATUs, complete all financial statistics, and maintain personal property records for recruiting and training programs.
 - k. Review all training plan inputs for budget years FY+1 and beyond for new resource requirements.

PERFORMANCE SYSTEMS DIVISION
(G-PRF)

1. Under the general direction of the Chief, Office of Personnel and Training, and the supervision of the Deputy for Training, the Chief, Performance Systems Division shall:
 - a. Manage a system to enhance the critical job performance of training and formal education activities for Coast Guard personnel. Respond to program manager needs for new/revised training programs, extending support to operational, unit, civilian, on-the-job training initiatives when they are critical and/or require large resource commitments.
 - b. Develop and maintain policy to unify the Coast Guard's approach to training. This policy will reflect flexible, systematic approaches such as the Instructional Systems Development Model, or appropriate variations thereof. Maintain the Enlisted Qualifications Manual (COMDTINST M1414.8 series), the Training and Education Manual (COMDTINST M1500.10 series), and all training-related policy directives.
 - c. Establish and monitor measures of efficiency and effectiveness of training. Evaluate training to ensure that resources are used efficiently and that essential job performance skills are obtained by trainees.
 - d. Develop recommendations concerning cadet education and professional and military training at the Coast Guard Academy. Act as Headquarters point of contact for Academy affairs.
 - e. Act as facility manager for assigned Headquarters Units including preparing planning proposals and budget documents, and administering OG-30 funds.
 - f. Coordinate and conduct training system research.
 - g. Exercise technical control of assigned training centers and commands.
 - h. Serve as Coast Guard point of contact on military educational benefits. Review legislative proposals, recommend Coast Guard action.
 - i. Develop the advanced training portion of the Annual Training plan for all Coast Guard short-term training in coordination with Program Managers, Training Centers, and the Planning, Programming, and Budgeting staff.

- j. Coordinate personnel and assignment policies concerning precommissioning and follow-on-crew pipeline training with G-PO and G-PE. Liaison with the Training Quota Management Center in scheduling and tracking training.

**PERFORMANCE SYSTEMS BRANCH ONE
(G-PRF-1)**

1. Under the direction and supervision of the Chief, Performance Systems Division, the Chief, Performance Systems Branch One shall provide training and education service for the following operating and support program managers: G-AAT; ACS, AIS, AMR, AQA; G-CPM, CRC,; G-EAE; G-H; G-K; G-L; G-OAV, OIS; G-P; G-REP; G-TES, TIS, TPP, TTS.
 - a. Direct and coordinate the systematic evaluation of training to ensure efficiency, effectiveness and quality.
 - b. Identify competent commercial, DOD and other government agency sources of training analysis, design, development, implementation and evaluation services. Administer and/or monitor contracts as COTR. Provide guidance and technical assistance to program/support managers on all contract training specifications.
 - c. Manage and evaluate the Instructional Technology post-graduate education program. Act as program manager for courses related to instructor, course designer and training system management.
 - d. Employ an analysis, validation, and evaluation program (emphasizing resource conservation and identifying essential job performance skills) to define program managers training needs. Advise program managers of results. Provide program managers with training that meets Coast Guard needs.
 - e. Act as facility manager for assigned Headquarters Units. Prepare all resource and budget-related documents (RPs, RCPs, Planning Proposals, OG-30 Target Modifications, etc.) and administer OG-30 funds.
 - f. Coordinate technical advice and assistance for area and district training teams in all phases of the related training process.
 - g. Serve as a member of acquisition project teams sponsored by the Office of Acquisition.

**PERFORMANCE SYSTEMS BRANCH TWO
(G-PRF-2)**

1. Under the direction and supervision of the Chief, Performance Systems Division, the Chief, Performance Systems Branch Two shall provide training and education service for the following operating and support program managers: G-AFR, AIB, AIL, AMB, AWL, AWP, A27; G-ECV, ENE; G-M; G-N; G-OCU, ODO, OLE, OSR; G-RST.
 - a. Direct and coordinate the systematic evaluation of training to ensure efficiency, effectiveness, and quality.
 - b. Identify competent commercial, DOD and other government agency sources of training analysis, design, development, implementation and evaluation services. Administer and/or monitor contracts as COTR. Provide guidance and technical assistance to program/support managers on all contract training specifications.
 - c. Employ an analysis, validation, and evaluation program (emphasizing resource conservation and identifying essential job performance skills) to define program manager training needs. Advise program managers of results. Provide program managers with training that meets Coast Guard needs.
 - d. Act as facility manager for assigned Headquarters Units. Prepare all resource and budget-related documents (RPs, PCPs, Planning Proposals, OG-30 Target Modifications, etc.) and administer OG-30 funds.
 - e. Coordinate technical advice and assistance for the area and district training teams in all phases of the related training process.
 - f. Require the above training centers and activities to account for physical capabilities, funds, staffing and trainee FTE.
 - g. Serve as a member of acquisition project teams sponsored by the Office of Acquisition.

RECRUITING AND JOB ENTRY DIVISION
(G-PRJ)

1. Under the general direction of the Chief, Office of Personnel and Training, and the supervision of the Deputy for Training, the Chief, Recruiting and Job Entry Division shall:
 - a. Manage the entry flow of personnel to meet the current and outyear Manpower Employment Capability Plan. Supervise the force management from recruit training through basic occupational skills education in order to meet the future occupational demands of the Service.
 - b. Develop and supervise programs and policies to meet the accession goals of the Coast Guard and Coast Guard Reserve. Evaluate existing recruiting programs and design new initiatives aimed at ensuring that the Coast Guard's immediate and long range accession plans are met.
 - c. Supervise the three regional recruiting commands. Monitor recruiting productivity, demographic trends, and analysis of optimum utilization of resources. Supervise and coordinate the annual recruiting budget for the Division and all regional commands.
 - d. Represent the Coast Guard on the Joint Recruiting Commanders Committee with DOD recruiting commands. Supervise and coordinate the annual recruiting budget for the Division and all regional commands.
 - e. Supervise the national marketing plan. Ensure the plan will provide the necessary awareness to fulfill annual accession goals. The national plan will also support the current minority recruiting plan.
 - f. Develop programs and plans to fulfill the mobilization force strength requirements at the entry level. Ensure plans meet existing Defense integration and IRM requirements. Set minimum qualification limits for inductees.
 - g. Provide liaison to the Coast Guard Auxiliary in the support of the Academy Introductory Mission (AIM)/ Recruiting Assistance Program (RAP) and the mutual support of all accession programs for both the Coast Guard and the Auxiliary.
 - h. Propose input to G-T/RPPB for future recruiting and entry flow resource requirements. Monitor the development and preparation of Issues, RP's, and RCP's for recruiting and regional commands.

- i. Coordinate the efficient movement of personnel from recruiter to entry into class "A" training. Manage this flow to maximize the use of training resources, balance recruiting quotas, and maintain a pool of non-rated personnel.

OFFICER RECRUITING BRANCH
(G-PRJ-1)

1. Under the direction and supervision of the Chief, Recruiting and Job Entry 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. Evaluate existing officer recruiting programs and design new ones aimed at ensuring that the Coast Guard's immediate and long range officer needs are met.
 - b. Maintain liaison with the Office of Civil Rights (G-H) as required to administer the minority recruiting program. Participate in the planning and implementation of that portion of a national advertising plan designed to penetrate the minority communities. Promulgate minority officer recruiting goals as appropriate. Coordinate the Enlisted College Student Program mentor support system. Collect and develop recruiting statistical data on which to base managerial decisions relating to the minority recruiting efforts.
 - c. Process applications for the various officer recruiting programs. Schedule selection boards. Notify all applicants of selection or non-selection. Draft the precept and convening authority letter, supply an officer to serve as reporter for the board, and ensure that the board is appropriately endorsed and forwarded to the Commandant for approval.
 - d. Maintain liaison with the regional recruiting commands. Ensure application processing meets Coast Guard standards. Provide annual officer Military Employment Capability Plan (MECP) accession plan for regular and Reserve goals to the regions. Incorporate regional recommended changes to officer programs.
 - e. Develop, review and update regulations and policies pertaining to officer recruiting efforts. Develop and disseminate to the general public, publicity information on officer recruiting programs. Answer all inquiries from the public and from Congressional sources relating to Coast Guard officer recruiting.
 - f. Establish and maintain lines of communication with national civil rights organizations including: direct communications with officials of such organizations to outline opportunities; Coast Guard representation at major conferences and conventions of such organizations. Provide liaison to the National Naval Officers Association (NNOA), and Association of Naval Services (ANSO).

- g. Maintain liaison with the Coast Guard Academy, Office of Admissions, and assist the Academy in the development and implementation of programs and publicity material directed at increasing the minority cadet population.
- h. Manage testing material for the Officer Procurement Program. Serve as Coast Guard liaison with DOD testing facilities. Distribute testing materials to users, providing security and accountability instructions. Administer tests to all applicants appearing at USCG Headquarters. Score tests and maintain record of results for tests administered by Coast Guard activities. Provide guidance and assistance to Regional Commanders and designated Coast Guard units in connection with the various testing programs.

ENLISTED RECRUITING BRANCH
(G-PRJ-2)

1. Under the direction and supervision of the Chief, Recruiting and Job Entry 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. Develop, review, and update regulations and policies pertaining to enlisted recruiting efforts. Answer all inquiries from the public and from Congressional sources relating to Coast Guard enlisted recruiting. Maintain the Recruiting Manual (COMDTINST M1100.2 series).
 - c. Receive and process applications for enlistment which require waiver of prescribed standards and recommend action to be taken.
 - d. Monitor minority recruiting statistics to identify trends and geographical responsiveness. Promulgate minority enlisted personnel recruiting goals as appropriate.
 - e. Collect and interpret recruiting statistical data on which to base managerial decisions relating to the enlisted recruiting effort.
 - f. Undertake periodic review of enlisted recruiting procedures in each Recruiting Command and recommend corrective action as necessary. Participate in the selection of Enlisted Recruiting Supervisors in the Recruiting Commands. Coordinate the selection and assignment of recruiting personnel with the Assignments Branch (G-PE-2).
 - g. Maintain currency with successful techniques being used by Coast Guard recruiters, recruiters of other services and the private sector to attract qualified minorities. Interact with DOD. Monitor Recruiting School curriculum.
 - h. Monitor recruit discharges from TRACEN Cape May.
 - i. Represent the Coast Guard as a member of Joint Marketing Analysis and Research Committee (JMARC) in evaluating market strategies and recruiting standards.
 - j. Coordinate and disseminate the Open Rate List for prior service personnel applying for enlistments.
 - k. Monitor and adjust as necessary the workload distribution of the regional recruiting commands.

**ACCESSION FLOW MANAGEMENT BRANCH
(G-PRJ-3)**

1. Under the direction and supervision of the Chief, Recruiting and Job Entry Division, the Chief, Accession Flow Management Branch shall:
 - a. Coordinate the efficient movement of personnel from recruiter to entry into class "A" training. Manage this flow to maximize the use of training resources, balance recruiting quotas, and maintain a pool of non-rated personnel to perform the field while awaiting entry level training.
 - b. Coordinate the annual "A" school training needs (quantity) with the Workforce Planning Division (G-PWP), Coast Guard training centers, and Enlisted Personnel Division (G-PE).
 - c. Coordinate the annual class convening schedule for class "A" schools with Headquarters program managers and Coast Guard Training Centers. Maintain all requests for class "A" training. Maintain class "A" school waiting list. Issue TAD and PCS orders for training.
 - d. Prepare and disseminate to each regional recruiting command the quarterly quotas for the enlistment of men and women into the Coast Guard and Coast Guard Reserve.
 - e. Administer the allocation of quotas for the Guaranteed Class "A" School enlistment option and the Reserve Program.
 - f. Administer non-rated assignments from Training Center Cape May.
 - g. Promulgate minority enlisted personnel recruiting goals as modified by accession achievements in comparison with the current Minority Recruiting Plan.

**ADVERTISING BRANCH
(G-PRJ-4)**

1. Under the direction and supervision of the Chief, Recruiting and Job Entry Division, the Chief, Advertising Branch shall:
 - a. Develop, in coordination with appropriate advertising agency and G-PRJ Division personnel, an annual plan for advertising in support of the Coast Guard and Coast Guard Reserve. Supervise and coordinate the implementation of the annual advertising plan.
 - b. Regularly inform Coast Guard recruiting personnel on significant developments in advertising activities, Coast Guard national ad program and joint service programs.
 - c. Monitor effectiveness of and determine new strategies for Coast Guard advertising through: analysis of response to Coast Guard advertisements; surveys, focus groups and other forms of research to determine reach of Coast Guard advertising and reaction of target audience to Coast Guard advertising.
 - d. Research new developments in advertising practices and techniques for broadcast and print media. Implement practices and techniques that are beneficial to the Coast Guard.
 - e. Maintain, update, develop and evaluate recruiting print literature and broadcast work and provide recruiting personnel with recruiting aids in the quantities needed to meet program support goals. Develop, disseminate, and update local advertising offices and regional recruiting commands.
 - f. Coordinate with contracting officers to identify competent sources of supply for procurement of advertising materials and services. Obtain ad material and services as needed to implement the advertising plan and related functions. Act as Contracting Officer's Technical Representative.
 - g. Act as Coast Guard supervisor to contract ad agency personnel.
 - h. Act as Coast Guard representative to Joint Recruiting Advertising Advisory Committee with DOD Directors of Advertising. Coordinate all print and broadcast activities of Coast Guard inclusion with Joint Recruiting Advertising Program (DOD).

- i. Coordinate special recruiting projects in conjunction with the Academy, Coast Guard Band, Eagle, and Honor Guard. Coordinate special events for the enhancement of recruiting with Public Affairs Liaison Hollywood and the Headquarters Public Affairs Staff.

OFFICE OF READINESS AND RESERVE

(G-R)

**OFFICE OF
READINESS & RESERVE
(G-R)**

**DEPUTY CHIEF
FOR READINESS
(G-R(de))**

**DEPUTY CHIEF
FOR RESERVE
(G-R(ds))**

**READINESS BUDGET &
ADMIN. STAFF (G-RE)**

**RESERVE STAFF
(G-RS)**
DIRECTIVES & PUBLICATIONS
BRANCH (G-RS-1)
INFORMATION SYSTEMS
BRANCH (G-RS-2)

**READINESS ANALYSIS
& EXERCISE
DIVISION
(G-RER)**

**EVALUATION & ANALYSIS
BRANCH
(G-RER-1)**

**EXERCISE
BRANCH
(G-RER-2)**

**READINESS PLANS
DIVISION
(G-REP)**

**CURRENT READINESS
PLANS BRANCH
(G-REP-1)**

**MOBILIZATION PLANNING
BRANCH
(G-REP-2)**

**RESERVE PERSONNEL
MANAGEMENT
DIVISION
(G-RSM)**

**RESERVE PERSONNEL
SYSTEMS BRANCH
(G-RSM-1)**

**RESERVE OFFICER STATUS
AND PERFORMANCE
SYSTEMS BRANCH
(G-RSM-2)**

**RESERVE PERSONNEL
RECORDS AND
RETIREMENT BRANCH
(G-RSM-3)**

**RESERVE PROGRAMS
DIVISION
(G-RSP)**

**RESERVE PLANS
BRANCH
(G-RSP-1)**

**RESERVE BUDGET
BRANCH
(G-RSP-2)**

**RESERVE MOBILIZATION
BRANCH
(G-RSP-3)**

**RESERVE TRAINING
DIVISION
(G-RST)**

**TRAINING SUPPORT
BRANCH
(G-RST-1)**

**TRAINING &
PERFORMANCE ANALYSIS
BRANCH (G-RST-2)**

OFFICE OF READINESS AND RESERVE
(G-R)

1. **Mission.** To oversee Coast Guard Readiness to perform its peacetime missions and to fulfill its wartime roles. To direct all aspects of the Reserve Program so as to insure the readiness of Coast Guard Reserve Forces to augment active forces in peacetime and fulfill specified duties in wartime.
2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant and the Chief of Staff, the Chief, Office of Readiness and Reserve shall:
 - a. Be the Flag Officer in charge of the Reserve Program.
 - b. Continuously review the various indicators of the readiness of Coast Guard units, other organizational entities and the Service as a whole; advise the Commandant and Program Directors regularly regarding the state of readiness and specific deficiencies noted.
 - c. Formulate plans, programs and policies of the Reserve, and generally direct, review and monitor the Reserve Program.
 - d. Provide for required logistics to train, equip, and administer the Reserve Forces, including all aspects of Reserve personnel management.
 - e. Establish and maintain liaison with government and non-government organizations on matters pertaining to readiness and reserve.
 - f. Serve as a member of the Reserve Forces Policy Board.
 - g. Exercise technical control over all assigned Headquarters Units.
 - h. Evaluate field level planning for, and develop and maintain Headquarters level plans for: contingency operations; general war; and domestic emergencies.
 - i. Establish goals for exercising Coast Guard units; monitor exercises held; evaluate trends and performance; and provide oversight for Coast Guard Exercise and Remedial Action Program.
 - j. Designate membership on Reserve Personnel and Policy Boards.
 - k. Administer the Coast Guard Crisis Action System and operation of the Headquarters Crisis Action Center.

- l. Coordinate preparations for Coast Guard continuity of operations plan.
- m. Serve as the Program Director for the Contingency Preparedness Program with Deputy Chief for Readiness serving as Program Manager.
- n. Be the Headquarters coordinator for matters pertaining to the Maritime Defense Zones.
- o. Oversee training and placement of Coast Guard readiness planners.
- p. Provide oversight and direction for World Wide Military Command and Control Systems (WWMCCS) usage in Headquarters and assistance to WWMCCS Intercomputer Network (WIN) sites throughout the Coast Guard.

READINESS BUDGET AND ADMINISTRATIVE STAFF
(G-RE)

1. Under the general direction and supervision of the Chief, Office of Readiness and Reserve, the Chief, Readiness Budget and Administrative Staff shall:
 - a. Administer the Programming and Budgeting System including review, evaluation, and coordination of the preparation and submission of budgetary and supporting documents by program managers, including Issues, Determinations, Resource Prospectuses and Resource Change Proposals.
 - b. Coordinate and program the allocation of OG-30 funds.
 - c. Supervise the allotment, expenditure, and accounting for the OG-30 funds for Headquarters office Support.
 - d. Supervise and coordinate the allocation of office space and civilian personnel management, including functioning as Training Coordinator.
 - e. Provide fiscal support to the Area commanders, District commanders, and other subordinate commands for the planning, execution and analysis of military exercises.
 - f. Coordinate administrative matters involving more than one division or program.

RESERVE STAFF
(G-RS)

1. Under the general direction and supervision of the Chief, Office of Readiness and Reserve, the Chief, Reserve Staff, shall:
 - a. Initiate and/or coordinate evaluations of management surveys, staff studies, and analyses of program elements to ensure proper levels of effectiveness.
 - b. Review and analyze legislation affecting the Reserve Program and develop new legislation deemed necessary.
 - c. Develop goals and objectives of Reserve Information Systems.
 - d. Coordinate activities within the Office of Readiness and Reserve in preparation for appearances by the Office Chief before Congressional committees.
 - e. Maintain liaison with other components of the armed forces and with other government and non-government organizations as necessary.
 - f. Serve as point of contact for the Coast Guard Liaison Officer with Assistant Secretary of Defense (Reserve Affairs).
 - g. Maintain a system of Reserve-originated directives and publications.
 - h. Develop Coast Guard Reserve information for dissemination by appropriate authority.
 - i. Coordinate the evolution of the annual Coast Guard Reserve Forces Policy Board.
 - j. Review the findings of the Reserve Forces Policy Board.

RESERVE DIRECTIVES AND PUBLICATIONS BRANCH
(G-RS-1)

1. Under the direction and supervision of the Chief, Reserve Staff, the Chief, Reserve Directives and Publications Branch shall:
 - a. Prepare and coordinate publication of the The Coast Guard Reservist magazine.
 - b. Prepare and coordinate publication of the Reserve Administrative Manual (COMDTINST M1001.26).
 - c. Coordinate and maintain the Office of Readiness and Reserve Data Book.
 - d. Manage the Coast Guard Reserve awards program.
 - e. Maintain the Reserve directives and publication system.
 - f. Coordinate the directives and publications allowances lists of Reserve Units and Groups.
 - g. Prepare periodic reports for Headquarters, OST, and other agencies or departments as necessary.
 - h. Maintain background legislative material relating to the Reserve Program.
 - i. Coordinate Office of Readiness and Reserve space allocation and layout.

RESERVE INFORMATION SYSTEMS BRANCH
(G-RS-2)

1. Under the direction and supervision of the Chief, Reserve Staff, the Chief, Reserve Information Systems Branch, shall:
 - a. Develop and maintain a management information system responsive to Reserve Program needs.
 - b. Act as system manager for all Reserve systems (MOBILIZATION, Reserve Personnel Management Information System (RPMIS), and Reserve Register).
 - c. Provide programming support for all Reserve system users.
 - d. Assist in the development of RCP's for Reserve information systems.
 - e. Prepare budget input for all Reserve system computer user charges.
 - f. Act as single source contact for all outside agency contacts and information requests.
 - g. Act as liaison with Personnel Management Information System (PMIS) and JUMPS system managers.
 - h. Coordinate development and implementation of all procedural and administrative changes to Reserve systems.
 - i. Coordinate Coast Guard Reserve interaction with DOD's Reserve Component Common Personnel Data System.
 - j. Resolve conflicts between program managers and data users.

READINESS ANALYSIS AND EXERCISE DIVISION
(G-RER)

1. Under the general direction and supervision of the Chief, Office of Readiness and Reserve, the Chief, Readiness Analysis and Exercise Division shall:
 - a. Identify and establish indicators, sources and methods for assessing the state of Coast Guard readiness.
 - b. Receive and analyze data on the current state of readiness of Coast Guard units.
 - c. Report to the Headquarters Program Directors on the readiness of Coast Guard units under their administrative or technical control.
 - d. Recommend and evaluate actions for improvement of the readiness posture of Coast Guard programs and specific Coast Guard units.
 - e. Analyze specific incidents of readiness deficiency.
 - f. Conduct analyses of trends in Coast Guard readiness.
 - g. Coordinate and maintain cognizance over command post and field training exercises and monitor fleet exercises, where Coast Guard participation is planned.
 - h. Assume management responsibility for Coast Guard policy, goals and objectives for exercise participation.
 - i. Review results of command post training exercises, field training exercises and fleet exercises requiring corrective action.
 - j. Develop, organize, maintain and, when necessary, administer the operation of an emergency response organization and the Headquarters Crisis Action Center.
 - k. Provide oversight and direction for the World Wide Military Command and Control Systems (WWMCCS) usage in Headquarters and assistance to WIN sites throughout the Coast Guard.

**READINESS EVALUATION AND ANALYSIS BRANCH
(G-RER-1)**

1. Under the direction of the Chief, Readiness Analysis and Exercise Division, the Chief, Readiness Evaluation and Analysis Branch shall:
 - a. Establish and coordinate the development of policy, standards and criteria for the evaluation of mission readiness of Coast Guard units.
 - b. Identify and develop sources of information in addition to the Operational Reporting System for use in the evaluation and study of readiness. Identify studies and methodologies utilized to analyze and indicate readiness by other services for Coast Guard application. Act as primary liaison with DOD, other agencies, and institutes on requirements and proposals for operational reporting.
 - c. Evaluate and analyze trends for overall Coast Guard and individual unit readiness. Provide feedback to Area and District commanders and Headquarters program managers on reported readiness. Provide feedback to improve accuracy of unit reporting in addition to providing current fleet status.
 - d. Publish, maintain, and update directives promulgating the Naval Operational Reporting System modified for Coast Guard usage.
 - e. Be point of contact with U.S. Navy and Organization of Joint Chiefs of Staff (JCS) for readiness information within WWMCCS. Ensure reporting procedure changes implemented by the Navy consider the effect on Coast Guard reporting.
 - f. Be point of contact for servicewide WWMCCS applications. Maintain oversight of WIN usage in Headquarters and act as Headquarters WIN Coordinator.
 - g. Ensure registration of units within Status of Resources and Training System (SORTS), Casualty Report System (CASREP), and Movement Reporting System (MOVREP) are kept current. Coordinate changes to computer error checking programs within WWMCCS that evaluate Coast Guard data. Ensure mission assignment tables accurately reflect published Required Operational Capabilities/Projected Operating Environment (ROC/POE) instructions. Ensure operational reporting is uniform and standardized. Develop and coordinate decision aids.

- h. Develop and maintain computer applications within WWMCCS and own office MIS system for evaluation of reported readiness information. Provide support for software distributed to reporting units that standardizes operational reporting.
- i. Manage the CASREP Reporting System for the Coast Guard. Direct the tracking and error checking of CASREP data by Ships Parts Control Center (SPCC) Mechanicsburg. Coordinate the format, publication and distribution of CASREP summary reports, the Equipment Identification Code (EIC), and other manuals associated with this reporting system. Be the direct liaison with SPCC.
- j. Administer Coast Guard participation in joint, combined, and Navy war games.
- k. Conduct exercise evaluations, review and analysis, after action reports, and administer and manage the Coast Guard Remedial Action Program. Develop exercise evaluation criteria and plans.
- l. Administer participation in the Joint Center for Lessons Learned (JCLL) which includes: the Joint After Action Reporting System (JAARS), the JCS Joint Universal Lessons Learned System (JULLS), and the JCS Remedial Action Projects (RAP) Program.
- m. Serve as liaison for readiness management information system requirements.
- n. Serve on Commandant's Vessel Safety Board (CVSB). Conduct review and analysis of mishaps in accordance with the requirements of Safety and Occupational Health Manual (COMDTINST M5100.29 series) and determine the impact of mishaps on state of readiness.

READINESS EXERCISE BRANCH
(G-RER-2)

1. Under the direction and supervision of the Chief, Readiness Analysis and Exercise Division, the Chief, Readiness Exercise Branch shall:
 - a. Establish, monitor, and continually strive to enhance Coast Guard policy, goals and objectives for participation in a wide spectrum of military readiness exercises.
 - b. Administer Coast Guard participation in military readiness exercises, including:
 - (1) Worldwide Command Post Exercises sponsored by the JCS, and other Command Post Exercises.
 - (2) OJCS No-Notice Interoperability Exercises (NIEXs).
 - (3) Field Training Exercises.
 - (4) Navy, combined, and joint fleet exercises.
 - c. Maintain liaison with other services, commands and agencies that sponsor participation in military exercises. Administer Coast Guard's input into the exercise scheduling processes for the JCS, unified and specified commands, and any other service, command or agency that sponsors or coordinates military exercises.
 - d. Develop, analyze and (following Program Manager approval), distribute and monitor execution of the annual OG-30 Coast Guard wide exercise budget.
 - e. Develop and publish an annual Coast Guard-wide exercise schedule to assist field units in exercise coordination and budget development. Consolidate exercise schedule data received from multiple sources including JCS 5-year exercise schedule (EXSCHED), scheduling conferences annual CG exercise OG-30 funds requests, and exercise schedule updates as submitted by field units and other commands/agencies.
 - f. Promulgate crisis staffing policy and procedures for the Coast Guard Crisis Action System. Develop and promulgate any changes to Headquarters Crisis Staffing Procedures (CSP) required to reflect changes in plans organization, or Lessons Learned from JCS Command Post Exercises (CPXs).
 - g. Administer the operation of the Headquarters Crisis Action Center for both exercise and real world contingencies.

READINESS PLANS DIVISION
(G-REP)

1. Under the general direction and supervision of the Chief, Office of Readiness and Reserve, the Chief, Readiness Plans Division shall:
 - a. Insure the currency and adequacy of planning for domestic peacetime emergencies and wartime operations.
 - b. Coordinate the preparation of Coast Guard input to Navy general war plans and Department of Transportation emergency plans, including Maritime Defense Zone Plans.
 - c. Coordinate, develop, and maintain Coast Guard general war plans, logistics capabilities plans, contingency plans, continuity of operations plans, disaster preparedness and other emergency plans.
 - d. Provide planning guidance, planning factors and mission standards to assist subordinate commanders in the preparation of required plans.
 - e. Review Maritime Defense Zone Plans and the required plans of subordinate commanders.
 - f. Coordinate the development of personnel mobilization requirements.
 - g. Maintain liaison with other government agencies on matters pertaining to the readiness plans and capabilities of the Coast Guard.

**CURRENT READINESS PLANS BRANCH
(G-REP-1)**

1. Under the direction and supervision of the Chief, Readiness Plans Division, the Chief, Current Readiness Plans Branch shall:
 - a. Coordinate, develop and maintain the Coast Guard's Emergency Preparedness Planning System which includes both military and domestic emergencies.
 - b. Assist other Headquarters program managers. Provide a coordinated Headquarters program manager's policy and planning guidance to subordinate commanders in the preparation of required plans, including Maritime Defense Zone Plans. Analyze plans of subordinate commands. Maintain a current service capabilities plan.
 - c. Provide Coast Guard readiness planning input to other military services, agencies and departments' planning documents and systems.
 - d. Review and analyze plans and planning guidance of unified, specified and component commanders and other executive agents where applicable to determine extent of Coast Guard participation and force levels in joint plans. Participate in plan development on behalf of the Commandant.
 - e. Maintain liaison with the Office of Emergency Transportation (DOT/EOT) and other civil and military agencies at the Federal and field levels.
 - f. Coordinate Continuity of Operations Planning, the Joint Emergency Evacuation Program and facilities at the Alternate National Military Command Center for Coast Guard Headquarters. Coordinate preparations for the Coast Guard Continuity of Operations Plan (COOP) including emergency relocation site maintenance.
 - g. Develop and maintain sufficient educational and experiential means and criteria for Coast Guard readiness planners.

**MOBILIZATION PLANNING BRANCH
(G-REP-2)**

1. Under the supervision of the Chief, Readiness Plans Division, the Chief, Mobilization Planning Branch shall:
 - a. Develop and implement policies, procedures and guidelines for mobilization work force and logistics planning.
 - b. Develop, refine and maintain the Coast Guard logistics support and mobilization personnel requirements.
 - c. Conduct special studies on manpower and skills required during mobilization.
 - d. Develop and maintain the mobilization total manpower resource accounting system (wartime PAL).
 - e. Allocate or reallocate military and civilian mobilization personnel allowance for all Coast Guard units in accordance with statutory requirements, established ceilings, fiscal limitations, approved program changes and staffing criteria.
 - f. Review manpower requirements submitted in Resource Change Proposals in consonance with approved programs, to detect deviations from approved staffing criteria and total mobilization manpower requirements.
 - g. Review and approve subordinate commanders logistics and mobilization support plans.

**RESERVE PERSONNEL MANAGEMENT DIVISION
(G-RSM)**

1. Under the general direction and supervision of the Chief, Office of Readiness and Reserve, the Chief, Reserve Personnel Management Division, shall:

- a. Provide guidance and continuity for administering Reserve Personnel matters.
- b. Administer appointments, retirements, separations, and other status changes for all Reservist.
- c. Administer promotions for Reserve Officers.
- d. Administer the Reserve Ready Direct Commission Program.
- e. Prepare and coordinate publication of the Register of Reserve Officers (COMDTINIST M1427.2 series).
- f. Review all personnel board actions concerning Reservists.
- g. Maintain and manage Reserve personnel data in PMIS.
- h. Administer Inactive Duty for Training (IDT) pay and points for Reservists.
- i. Maintain liaison with other components of the armed forces and with other government and non-government organizations as necessary.
- j. Manage the Defense Enrollment Eligibility Reporting System (DEERS) program.
- k. Administer identification card programs for reserve members, dependents and retirees.
- l. Custody and management of Reserve Personnel Data Records (PDR).

**RESERVE PERSONNEL SYSTEMS BRANCH
(G-RSM-1)**

1. Under the direction and supervision of the Chief, Reserve Personnel Management Division, the Chief, Reserve Personnel Systems Branch, shall:
 - a. Coordinate with Pay and Personnel Center (PPC) the processing of the Inactive Duty for Training (IDT) payroll.
 - b. Review applications for reserve, dependent and retiree identification cards.
 - c. Administer the Defense Enrollment Eligibility Reporting System (DEERS) for reservist.
 - d. Maintain and manage the Reserve personal data base in PMIS.
 - e. Prepare and coordinate Reserve input to the PMIS Manual (COMDTINST M1080.5).
 - f. Furnish information on officer and enlisted personnel as required by official and private inquiries in accordance with regulations.
 - g. Certify eligibility of Reservist for death benefits, Serviceman's Benefit Program (SBP), Serviceman's Group Life Insurance (SGLI), awards and other benefits or entitlements.
 - h. Follow-up claims resulting from injury.
 - i. Issue and monitor status of Reservist under a Notice of Eligibility for Disability Benefits (NOE).
 - j. Process administrative discharges and medical waiver requests.
 - k. Manage the Montgomery G.I. Bill Program.
 - l. Manage the CG Reserve Wellness Program.
 - m. Monitor compliance with Reserve Weight Standards Program.
 - n. Manage the HIV program and coordinate policy with G-KOM.
 - o. Respond to Medal and Awards issues.

**RESERVE OFFICER STATUS AND PERFORMANCE SYSTEMS BRANCH
(G-RSM-2)**

1. Under the direction and supervision of the Chief, Reserve Personnel Management Division, the Chief, Reserve Officer Status and Performance Systems Branch shall:
 - a. Review personnel board action concerning officers of the Inactive Reserve.
 - b. Review legislation relevant to Reserve officer personnel matters.
 - c. Administer Reserve appointments, retirements, separations and other status changes.
 - d. Administer inactive duty Reserve officer promotions.
 - e. Prepare and coordinate publication of the Register of Reserve Officers (COMDTINST M1427.2 Series).
 - f. Administer the interservice transfer of officer personnel.
 - g. Administer Freedom of Information Act/Privacy Act (FOIA/PA) requests.
 - h. Review inactive duty Reserve officer Fitness Reports.
 - i. Administer the Key Federal Employee Program for the Reserve.
 - j. Process PRRB and BCMR actions.
 - k. Administer the 27 points annual screening of inactive duty Reserve officers in active status.
 - l. Maintain the officer and enlisted performance appraisal systems.
 - m. Provide appropriate support to staff users of the performance appraisal systems.
 - n. Improve Coast Guard Reserve performance appraisal procedures.
 - o. Provide input to the development of performance appraisal training.
 - p. Conduct the qualitative review program Reserve OES.

RESERVE PERSONNEL RECORDS AND RETIREMENT BRANCH
(G-RSM-3)

1. Under the direction and supervision of the Chief, Reserve Personnel Management Division, the Chief, Reserve Personnel Records and Retirement Branch shall:
 - a. Maintain all Personnel Data Records (PDR) of Reservists on inactive duty.
 - b. Prepare PDRs for shipment to or recall from the National Personnel Records Center (NPRC).
 - c. Prepare PDRs for personnel boards.
 - d. Serve as PDR Liaison Officer for the Office of Readiness and Reserve.
 - e. Coordinate and maintain a records disposal program for the Reserve Personnel Management Division.
 - f. Establish PDRs for new enlistments and appointments and reconstruct records for lost PDRs.
 - g. Verify sea service ribbon eligibility.
 - h. Notify those Reservists who complete twenty satisfactory years for retirement.
 - i. Provide point computations as necessary.
 - j. Provide Reservists for retirement.
 - k. Administer the Serviceman's Benefit Program (SBP) and the Serviceman's Group Life Insurance (SGLI) programs.
 - l. Prepare statements of creditable service to establish prior service and pay base dates.
 - m. Provide total service computations for prior service personnel.

**RESERVE PROGRAMS DIVISION
(G-RSP)**

1. Under the direction and supervision of the Chief, Office of Readiness and Reserve, the Chief, Reserve Programs Division, shall:
 - a. As 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 Reserve Program needs.
 - c. Prepare Planning Proposals and Resource Change Proposals in consonance with the Operating Program Plan.
 - d. Submit budget estimates based on Planning Proposals and personnel and other statistics maintained by the division.
 - e. Prepare the Operating Stage of the Budget, and the Financial Plan, and administer and control the allotted funds.
 - f. Establish numeric requirements and qualifications criteria for Reserve personnel procurement.
 - g. Formulate and administer organizational and attendance standards for Reserve units and members.
 - h. Administer the Reserve mobilization assignment system.
 - i. Maintain liaison with other components of the armed forces and with other government and non-government organizations as necessary.

RESERVE PLANS BRANCH
(G-RSP-1)

1. Under the direction and supervision of the Chief, Reserve Programs Division, the Chief, Reserve Plans Branch, shall:
 - a. Develop and maintain long range plans to meet Reserve personnel needs, including facilities.
 - b. Prepare RCPs, in accordance with long range planning objectives and policies.
 - c. Develop and maintain long range plans for facilities acquisition, construction and utilization.
 - d. Prepare planning factors for development of budget.
 - e. Develop program structure and strength standards.
 - f. Process Operating Facility Change Orders and assess their organizational impact.
 - g. Maintain the Operating Program Plan.
 - h. Prepare and coordinate publication of the Reserve Unit, Personnel and Performance Statistics Report.
 - i. Serve as liaison with other armed forces concerning joint facility use.
 - j. Review Development Plans and Planning Proposals impacting the Reserve program, facilities and spaces.
 - k. Develop and maintain tables of organization.
 - l. Establish Reserve personnel recruiting objectives and coordinate procurement with the Office of Personnel.
 - m. Maintain background material and historical data relating to the Reserve program and prepare policy and position papers.
 - n. Maintain records of Reserve funded personnel allowances and prepare documentation for any changes.
 - o. Coordinate training for personnel in the Office of Readiness and Reserve.
 - p. Prepare documentation for Determinations and Spring Preview.
 - q. Manage the Enlistment Incentives program.

**RESERVE BUDGET BRANCH
(G-RSP-2)**

1. Under the direction and supervision of the Chief, Reserve Programs Division, the Chief, Reserve Budget Branch, shall:
 - a. Develop the Reserve budget estimates in consonance with statistical projections and Resource Change Proposals.
 - b. Develop cost standards to aid management and control of Reserve training and to use in the development and justification of Reserve budget estimates.
 - c. Prepare the Reserve appropriation financial plan and the apportionment of Reserve funds.
 - d. Develop changes to the Reserve appropriation financial plan to meet changing funding requirements.
 - e. Prepare Reserve budget presentations for inclusion in the various Coast Guard budget stages.
 - f. Prepare Reserve Budget reports as necessary for program management.
 - g. Coordinate and ensure adequate reimbursement to the OE appropriation.
 - h. Administer Reserve funds maintained in Headquarters accounts.
 - i. Develop cost analyses to ensure effective utilization of funds.
 - j. Provide budgetary input for the preparation of planning factors.
 - k. Advise districts on maximum effective utilization of funds and standard reporting procedures.
 - l. Maintain historical budget records.
 - m. Coordinate and resolve budget matters concerning logistics support.

**RESERVE MOBILIZATION BRANCH
(G-RSP-3)**

1. Under the direction and supervision of the Chief, Reserve Programs Division, the Chief, Reserve Mobilization Branch, shall:
 - a. Administer the Reserve mobilization program.
 - b. Administer the Reserve Readiness Evaluation Program.
 - c. Keep abreast of changing mobilization personnel and training requirements.
 - d. Develop and administer programs as necessary to meet changing mobilization needs.
 - e. Provide input for the preparation of Reserve advancement and training programs.
 - f. Coordinate Reserve participation in readiness exercises.
 - g. Coordinate the assignment of Coast Guard Reservists to drilling billets with the Selective Service System, Federal Emergency Management Agency, and other Defense-related agencies.
 - h. Maintain liaison with other components of the armed forces and with other government and non-government organizations as necessary.

**RESERVE TRAINING DIVISION
(G-RST)**

1. Under the direction and supervision of the Chief, Office of Readiness and Reserve, the Chief Reserve Training Division, shall:
 - a. Manage a system to enhance the critical job performance of Coast Guard Reserve personnel which ensures that all factors influencing job performance are considered. Respond to program manager needs for new/revised training programs including resident, on-the-job, and exportable training.
 - b. Develop and maintain policy for the Reserve Program that ensures a unified Coast Guard approach to training. This policy will reflect flexible, systematic approaches such as the Instructional Systems Development modal, or appropriate variations. Maintain the Reserve Administration and Training Manual.
 - c. Establish and monitor measures of efficiency and effectiveness of training, taking into account the unique nature of the Reserve force. Evaluate Reserve training to ensure that resources are used efficiently and that essential job performance skills are obtained by trainees.
 - d. Develop and administer the Inactive Duty for Training (IDT) program, including formal and practical IDT, correspondence courses, the enlisted advancement system, and initial appointment to warrant grade.
 - e. Develop and administer the Active Duty for Training (ADT) program, including formal annual training (AT) courses, Initial Active Duty For Training (IADT), and Special Active Duty for Training (SADT).
 - f. Administer the officer experience indicator and enlisted qualification code programs.
 - g. Maintain liaison with other components of the armed forces and other government and non-government organizations as necessary.
 - h. Manage Reserve Program participation in Readiness Exercises.

TRAINING SUPPORT BRANCH
(G-RST-1)

1. Under the direction and supervision of the Chief, Reserve Training Division, the Chief, Training Support Branch shall:
 - a. Initiate, schedule, coordinate, and manage Reserve training programs.
 - b. Coordinate Reserve Training with the active service.
 - c. Manage the Initial Active Duty for Training (IADT) program, including assignment of non-prior service recruits to Class "A" schools and development of Reserve requirements for those schools.
 - d. Manage the Annual Training (AT) resident course program, arrange and schedule courses, administer the quota control system, and provide Instructor/Admin (I/A) support.
 - e. Manage the Special Active Duty for Training (SADT) program.
 - f. Administer and control attendance at War and Staff College courses and other courses for senior Reserve officers.
 - g. Obtain, distribute, control, and maintain Reserve training aids, including small boats.
 - h. Administer the following specific activities:
 - (1) Career Development Program (CDP).
 - (2) Officer experience indicator assignments.
 - (3) Enlisted qualification code assignments.
 - (4) Changes in rating.
 - i. Coordinate and administer the Reserve enlisted advancement system, including the establishment of enlisted advancement requirements and administration of Reserve servicewide examinations.
 - j. Process applications for appointment to warrant grade.
 - k. Manage Reserve Program participation in Readiness Exercises, including reviewing requests for and recommended distribution of RT funds, monitoring the number of reservists participating, and review of after action reports.

1. Coordinate Reserve participation in international Interallied Confederation of Reserve Officers (CIOR) military competitions and congresses.

**TRAINING AND PERFORMANCE ANALYSIS BRANCH
(G-RST-2)**

1. Under the direction and supervision of the Chief, Reserve Training Division, the Chief, Training and Performance Analysis Branch shall provide training and education services, for Reserve specific needs, to operating and support program managers.
 - a. Resolve Reserve Force performance deficiencies using a systematic problem-solving approach. Ensure environmental and motivational influences, as well as skills and knowledge factors, are considered in defining, indentifying causes of, and proposing solutions to these deficiencies.
 - b. Direct and coordinate the systematic evaluation of Reserve training to ensure efficiency, effectiveness, and quality.
 - c. Identify and use, where appropriate, competent commercial, DOD, and other government sources of training analysis, design, development, implementation, and evaluation services. Administer and/or monitor contracts. Provide guidance and technical assistance to program/support managers on all contract training specifications for the Reserve force.
 - d. Ensure Reserve training policy aligns as closely as practicable, given the unique requirements of the Reserve Program, with active duty training policy. This policy will reflect flexible, systematic approaches such as the Instructional Systems Development Model, or appropriate variations thereof. Maintain the Reserve Administration and Training Manual.
 - e. Act as program manager for courses related to Inactive Duty Reserve Officer and Enlisted Indoctrination, Reserve Administration, and Reserve Leadership.
 - f. Employ an analysis, validation, and evaluation program (emphasizing resource conservation and identifying essential job performance skills) to define the program manager's training needs with respect to Reserve personnel. Advise program managers of the results and provide them with training that meets Coast Guard needs.
 - g. Serve as a member of acquisition project teams sponsored by the Office of Acquisition to ensure training for personnel on WPAL is considered in major acquisitions.

- h. Review and evaluate Inactive Duty Training (IDT) conducted by Reserve Units to determine opportunities where a standardized program would be more effective and efficient. Where identified, coordinate the development of such a program.

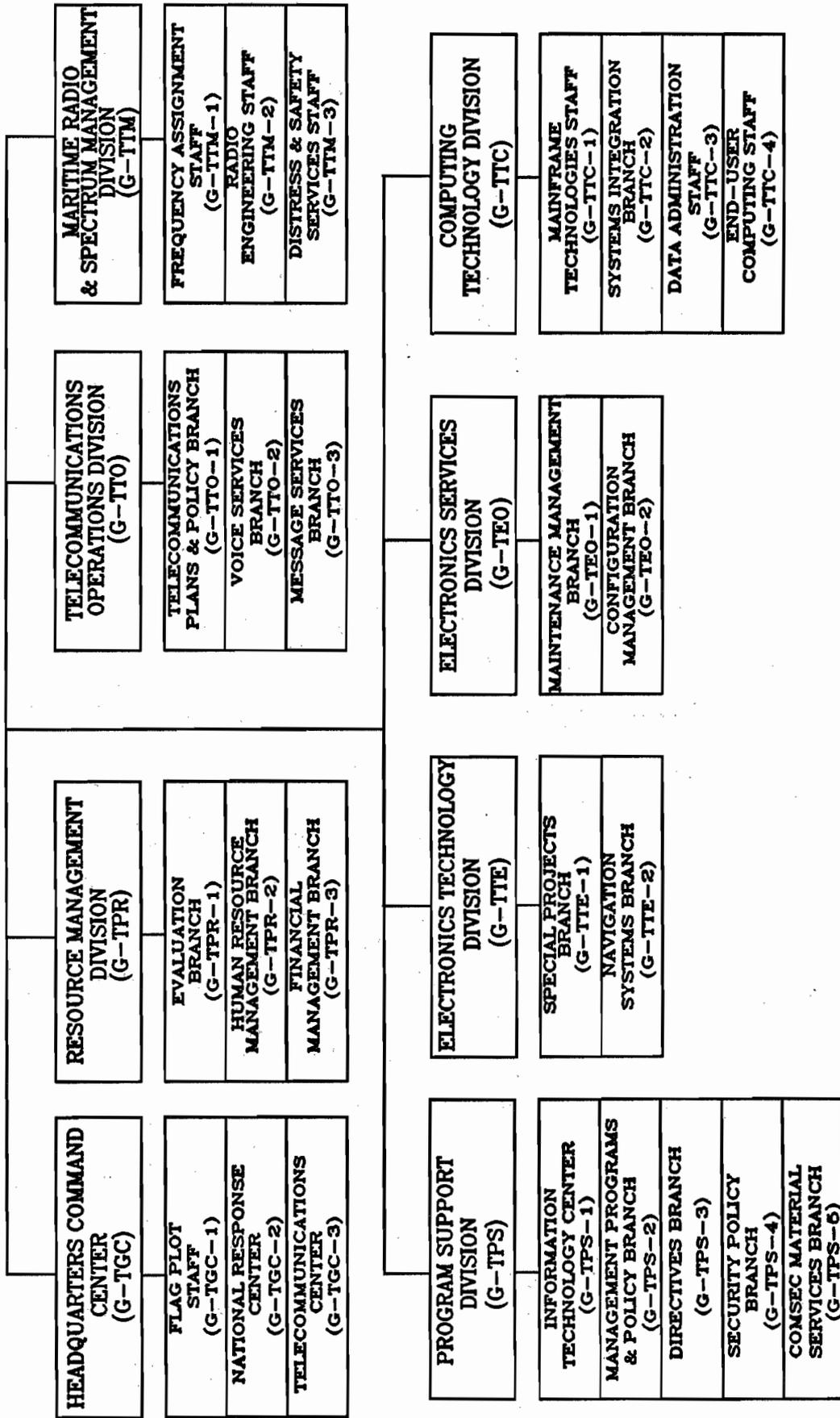
OFFICE OF COMMAND, CONTROL, AND COMMUNICATIONS

G-T

**OFFICE OF
COMMAND, CONTROL &
COMMUNICATIONS
(G-T)**

**STRATEGIC PLANNING
& ARCHITECTURE STAFF
(G-TA)**

**PROGRAM COORDINATION
STAFF
(G-TC)**



**OFFICE OF COMMAND, CONTROL, AND COMMUNICATIONS
(G-T)**

1. **Mission.** To provide command, control, communications and information systems in support of Coast Guard missions.
2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant, and the Chief of Staff, the Chief, Office of Command, Control and Communications shall:
 - a. As senior Information Resource Management official for the Coast Guard, implement Coast Guard-wide information policies, principles, standards, and guidelines with respect to information collection, paperwork reduction, directives and records management, postal management, privacy and security of records, decision support activities, sharing and dissemination of information, and acquisition and use of information, and acquisition and use of information technology.
 - b. Review requirements for, provide policy guidance to, and be the support director for the Coast Guard telecommunications system, automated information systems, and electronics engineering systems.
 - c. Operate the Headquarters Communications Center, National Response Center and Flag Plot.
 - d. Provide information systems support to fulfill management and operational requirements for Coast Guard operating and support programs.
 - e. Exercise technical control over assigned Headquarters units.
 - f. Conduct mobilization planning for telecommunications and information systems.
 - g. Provide guidance to achieve maximum effectiveness and efficiency of information technology, telecommunications and electronics support towards better administration in Area offices, maintenance and logistics commands, district offices and Headquarters units.

- h. Participate, as necessary, in the test, evaluation, operational deployment and demonstration of research and development projects.
- i. Develop a comprehensive information technology and telecommunications plan; promulgate policies for the control and application of the plan; provide direction and leadership in implementing the plan.
- j. Establish and maintain liaison with governmental and private agencies in connection with telecommunications, radio assignments, information technology, and electronics matters.
- k. Develop and administer a comprehensive standards program.
- l. When or where applicable, coordinate with Departmental offices where matters of telecommunications policy is concerned.
- m. Provide policy guidance for standardization of command and operations centers.
- n. Plan and sponsor RDT&E efforts to provide cost effective command, control and communications systems (C³) for the future.
- o. Be responsible for the technical cognizance of C³ logistics planning and execution.

**STRATEGIC PLANNING AND ARCHITECTURE STAFF
(G-TA)**

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Strategic Planning and Architecture Staff shall:
 - a. Educate Coast Guard information technology users with interpretation of architectural standards.
 - b. Represent the Commandant on high level standards bodies.
 - c. Facilitate the development of new architectural standards.
 - d. Research new and emerging architectural standards for Coast Guard use.
 - e. Provide utilities that facilitate compliance with standards.

**PROGRAM COORDINATION STAFF
(G-TC)**

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Program Coordination Staff shall:
 - a. Act as a "client" representative to the Office, provide clients with the latest technological information, broker the Office product line to meet mission requirements, and represent Office at meetings. Act as an account executive for external programs.
 - b. Perform client portfolio management which includes: unbiased business diagnosis, needs assessment, analysis of trade offs/cost vs benefits, and facilitation of their business plan process.
 - c. Provide consolidation of client consortium requirements and identify opportunities for integration of cross functional systems.
 - d. Act as a General Contractor for: a client consortium, large varied systems, or when requested by client for Office projects/products.

**HEADQUARTERS COMMAND CENTER
(G-TGC)**

1. Under the general direction and supervision of the Chief, Office of Command, Control, and Communications, the Chief, Headquarters Command Center, shall:
 - a. Supervise the operation of Flag Plot, the National Response Center, and the Headquarters Telecommunications Center.
 - b. Provide periodic briefings to the Commandant and other Headquarters Flag Officers concerning current Coast Guard and transportation related operations.
 - c. Coordinate requirements for divisional support of the various Coast Guard programs.
 - d. Maintain liaison with the Commanding Officer, Coast Guard Headquarters Reserve Unit for augmentation for training and emergency conditions.

FLAG PLOT STAFF
(G-TGC-1)

1. Under the direction and supervision of the Chief, Headquarters Command Center, the Chief, Flag Plot Staff shall:
 - a. Act as Supervisor of Flag Plot. Establish and supervise a continuous duty officer and assistant duty officer watch in Flag Plot.
 - b. Exercise cognizance of current Coast Guard surface and air operations and be prepared to provide briefings concerning these operations.
 - c. Maintain a geographical plot and reference files on all major current operations.
 - d. Maintain Area and district operational schedules and plans.
 - e. Maintain copies of Headquarters, Area, and district Contingency Plans.
 - f. Keep cognizant Offices and divisions informed of current operations.
 - g. Publish a periodic operational summary of major incidents of particular Coast Guard interests.
 - h. Maintain liaison with the Department of Defense, Department of State, the White House, and other Governmental departments and agencies concerning operations which may impact upon U.S. foreign relations.
 - i. Take required action on Congressional and other inquiries into current search and rescue operations.
 - j. Provide a DOT Duty Officer. Receive communications and notify DOT elements regarding transportation related accidents and incidents.
 - k. Conduct such training as is necessary to qualify Reserve members to augment Flag Plot. Arrange suitable schedules for Reserve augmentation of Flag Plot to permit qualified reservists to stand Flag Plot watches during their periods of active and inactive duty training.

**NATIONAL RESPONSE CENTER
(G-TGC-2)**

1. Under the direction and supervision of the Chief, Headquarters Command Center, the Chief, National Response Center, shall:
 - a. Manage and operate the National Response Center (NRC) to support the National Response Team (NRT) in accordance with the National Oil and Hazardous Substances Pollution Contingency Plan, appropriate Commandant Instructions, Interagency Agreements and such other directives as may be promulgated.
 - b. Ensure continuous, staffed operation of the NRC to receive, evaluate, and disseminate reports on oil, hazardous substance, and other environmental or populace-threatening releases to the environment to the cognizant predesignated Federal On-Scene Coordinator (OSC), members of the National Response Team, designated officials of the Department of Transportation and the National Transportation Safety Board, as well as other interested, authorized parties.
 - c. Properly operate the Hazards Assessment Computer System (HACS), Oil and Hazardous Materials Technical Assistance Data System (OHMTADS), Pollution Spill Trajectory Forecast Service (PSTFS) and Structure and Nomenclature Search System (SANSS) on-line computer services, to provide emergency operational runs. Evaluate and procure improved hardware, software or other modeling systems, as appropriate, to ensure maximum useful output and capability.
 - d. Ensure full compatibility and proper functioning of the Hazardous Materials Emergency Response (HMER) system among the NRC, CHEMTREC, Transportation Center (TSC) and other authorized on-line users. In this context, close liaison will be maintained with at least: G-M, USEPA, CHEMTRES and RSPA DOT to insure proper coordination of notification and response actions requiring the services of more than either the NRC or CHEMTREC.
 - e. Maintain close liaison with other national and international governmental agencies involved in emergency response to ensure that the NRC is responsive to the needs of the NRT, USCG, and the Department.
 - f. Monitor newswire and network broadcast video news media to detect environmental incidents not reported to the NRC and refer the information, as appropriate to the Federal Response Mechanism. Maintain a recording, editing and reply capability to support briefings for the Commandant with items of significance to the Coast Guard at large.

- g. Make appropriate telephonic notifications within the Coast Guard to keep the affected program managers and the Commandant apprised of significant situations.
- h. Maintain an adequate telephone capability to ensure continuous recording of telephone conversations in and out of the NRC (with a 90 day secure storage of taped conversations), conferencing capability to assist the OSC by connecting together numerous members of the Regional and National Response Teams (RRT/NRT). Provide computer support for all Coast Guard Standard Terminal and Tempest Standard Terminal equipment and software located within the Headquarters Command Center.
- i. Administer the Freedom of Information Act (FOIA) program for the office.

**TELECOMMUNICATIONS CENTER
(G-TGC-3)**

1. Under the direction and supervision of the Chief, Headquarters Command Center, the Chief, Telecommunications Center shall:
 - a. Supervise the organization and operations of the Headquarters Telecommunications Center and associated communications systems.
 - b. Coordinate with government/non-government agencies and companies for whom the Telecommunications Center provides or receives communications services.
 - c. Manage, maintain, and coordinate Coast Guard-wide assignment of ADDRESS INDICATING GROUPS (AIG's), MASTER MESSAGE ADDRESS DIRECTORY (MMAD) to include the establishing and disestablishing of all Coast Guard PLAIN LANGUAGE ADDRESSES (PLA's), COLLECTIVE ADDRESS DESIGNATORS (CAD) and International Radio Call Signs (IRCS)/Tactical Voice Call Signs for all Coast Guard vessels.
 - d. Manage and coordinate for the proper distribution Coast Guard-wide of the following publications:
 - (1) MESSAGE ADDRESS DIRECTORY (USN PLAD-1/MAD)
 - (2) NAVAL TELECOMMUNICATIONS PROCEDURES/TELECOMMUNICATIONS USERS MANUAL (NTP 3)
 - (3) NAVAL TELECOMMUNICATIONS PROCEDURES/U.S. NAVY ADDRESS INDICATING GROUP (AIG) AND COLLECTIVE ADDRESS DESIGNATOR (CAD) HANDBOOK (NTP 3 SUPP-1) publications.

**RESOURCE MANAGEMENT DIVISION
(G-TPR)**

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Chief, Resource Management Division shall:
 - a. Conduct or coordinate compliance reviews mandated by external and internal regulations, laws, and standards (e.g. FIRMR; OMB A-11 SPECTRUM authorization; OMB A-123; A-123 AIS Security; Triennial review; GAO, OMB, IG, DOT audits/reviews). Conduct GAO mandated review of ongoing information technology projects.
 - b. Manage and coordinate the GAT resource acquisition process including: Issues, Determinations, RPs, RCPs, Planning factors, formulate current year GAT budget, Budget liaison with CG, DOT, OMB, and Congress, Business planning and G-T AC&I projects.
 - c. Plan and coordinate acquisition strategy for large GAT procurements. Perform liaison functions with G-ACS and G-CPM. Provide acquisition expertise to GAT divisions.
 - d. Manage the development of GAT human resource by brokering personnel training and training requirements (graduate, special training programs, guidance for the formulation of Class A and C school curricula).
 - e. Act as Force Manager for GAT speciality officers, civilian employees and the ET, RM and TT enlisted rates.
 - f. Plan and coordinate management and training issues concerning Coast Guard standard computer systems.
 - g. Perform GAT budget accounting and reconciliation. Act as the GAT funds manager and GAT funds certifying official. Maintain accountability of GAT long term resource acquisition.
 - h. Assess requirements, formulate policy and promote planning for internal G-T information systems.

**EVALUATION BRANCH
(G-TPR-1)**

1. Under the direction and supervision of the Chief, Resource Management Division, the Chief, Evaluation Branch shall:
 - a. Conduct or coordinate compliance reviews mandated by OMB Circular A-11 (Preparation and Submission of Budget Estimates) for SPECTRUM authorization; conduct reviews of systems as mandated by OMB Circular A-123 (Internal Control Systems); conduct reviews mandated by the Federal Information Resources Management Review Program per the Paperwork Reduction Act of 1980 such as the Triennial Review.
 - b. Coordinate responses to internal and external audits from Coast Guard program managers, DOT, DOT-IG and other government agencies (e.g. GAO, OMB and GSA).

**HUMAN RESOURCE MANAGEMENT BRANCH
(G-TPR-2)**

1. Under the direction and supervision of the Chief, Resource Management Division, the Chief, Human Resource Management Branch shall:
 - a. Identify, evaluate and analyze all personnel (billet structure and people) requirements necessary to sustain worldwide Coast Guard C³ support at the desired levels of service and/or reliability.
 - b. Coordinate and contribute to the planning and execution of the GAT program for C³ human resources development.
 - c. Coordinate C³ officer-specialty assignments and prepare recommendations regarding personnel actions involving the GAT program.
 - d. Maintain liaison with other program managers and identify billets/positions requiring information technology (electronics, telecommunications, automated data processing) expertise. Review personnel allowance list changes for impact on the GAT program and Coast Guard wide C³ personnel specialty areas.
 - e. Analyze GAT post graduate and continuing (refresher) education, and special training needs. Develop the Office's selection criteria for and allocation of training billets to C³ skill categories. Act as the primary point of contact within the Office for C³ career information and education/training guidance. Review C³ student academic records, monitor course performance, and provide advice/recommendations concerning such matters as course/curriculum selection, thesis topic and application.
 - f. Maintain liaison with the Office of Personnel and Training and Coast Guard training commands, and provide advice regarding curricula and course content involving GAT program subject areas.
 - g. Define requirements for and monitor the content and general development of Class A, B, and C training programs and the overall C³ technical skill levels resident in the Coast Guard; prepare recommendations for training program changes to better meet Service needs.
 - h. Monitor and prepare recommendations concerning modifications to the rate structure and professional rating requirements, and the development of career paths in the GAT program for enlisted personnel.

- i. In association with the Office of Personnel and Training and other program managers, develop and update officer specialty codes and enlisted qualification codes, reflecting current information of C³ technical skill requirements of Coast Guard billets, the technical expertise of individual members, and the matching of expertise with billet requirements in the personnel assignment process.
- j. Act as the primary point of contact within the Office for guidance in the preparation of technical position descriptions and career path issues associated with civilian employees within the GAT program.
- k. Serve as subject matter expert for the Radioman (RM), Electronics Technician (ET), Telephone Technician (TT), and Reserve Data Processing Technician (DP) ratings.
- l. Plan and execute the long range training requirements (Coast Guard) and training plan (Office) for personnel within the GAT program. Maintain awareness of C³ related courses offered by other Federal agencies and major educational institutions, and evaluate their potential use in the GAT program by Coast Guard military and civilian.

FINANCIAL MANAGEMENT BRANCH
(G-TPR-3)

1. Under the direction and supervision of the Chief, Resource Management Division, the Chief, Financial Management Branch shall:
 - a. Coordinate all budgeting documentation/activity for the Coast Guard's worldwide C³ network and its support systems.
 - b. Review and evaluate, for budget content and impact, all externally generated policies and instructions to insure all C³ related budget policy changes are disseminated in the Office of Command, Control and Communications.
 - c. Coordinate development and submission of G-T issues to Commandant. Coordinate G-T RP's, RCP's and Opstage RCP's. Assist in development of G-T Planning Factors. Coordinate Coast Guard's annual budget submission for IRM; advise Chief of G-T on Office budget matters.
 - d. Serve as the principal advisor to the Chief, Office of Command, Control and Communications for all matters and questions relating to budget execution and reconciliation, obligating authority and program/project resource allocations.
 - e. Supervise and manage the annual Office-wide allotments and expenditures of all Office controlled OG-30, OG-42, USN support funding, and AC&I resources. Identify and initiate measures to maximize their efficient utilization in pursuing Office-wide goals and objectives.
 - f. Serve as the liaison with G-CAM, G-CBU, G-CPM, G-ACS, G-CAS and the Coast Guard Finance Center on current year budget issues.
 - g. Reconcile all office OG-30 and OG-42 expenditures using a host of automated tools.
 - h. Provide acquisition strategies, procurement methodologies and procurement tracking for the Office of Command, Control and Communications.

**PROGRAM SUPPORT DIVISION
(G-TPS)**

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Chief, Program Support Division shall:
 - a. Maintain and operate an Information Technology Center to provide demonstrations of equipment and software of Coast Guard supported systems, value added tools and information retrieval techniques. Provide unbiased diagnosis of business problems for Headquarters program managers. Maintain marketing data on Information Technology equipment and software available for use within the Coast Guard. Provide technology refreshment training for walk-in clients. Maintain training and demonstration areas to support HQ Program Managers.
 - b. Develop and administer policy for the Coast Guard's Records Management, Forms Management, Reports Management, Information Collection Budget, Correspondence Management, Mail Management, FOIA and Privacy Acts programs. Provide guidance/training for the establishment and operation of Coast Guard post offices and all other related Records Management programs.
 - c. Develop and administer policy for the Coast Guard's Directives Management Program. Develop and administer policies and procedures for the Coast Guard printing, distribution, copying and duplicating services. Serve as Coast Guard printing liaison with Office of the Secretary of Transportation, Other Government Agencies, and contractors. Manage the HQ graphics and printing services. Administer OMB Circular A-3, Government Periodicals and the Congressional Joint Committee on Printing (Five Year Print Plan). Provide Coast Guard directory information services.
 - d. Implement, monitor and provide direction regarding compliance with DOT, OMB, GSA and Federal Automated Information Systems (AIS) security and standards directive, including the Computer Security Act of 1987. Coordinate and assist CG activities with the development and maintenance of contingency and disaster recovery plans related to telecommunications and computer operations and security.

- e. Administer the Coast Guard Communications Security (COMSEC), COMSEC Material System (CMS), Communications Tactical (COMTAC), and NATO communications programs. Provide policy, guidance, support, and availability of COMSEC equipment and keying material. Participate in the development of secure communications plans and policy. Provide direct CGHQ support as NATO control, Top Secret Control, CMS and STU-III accounts manager, and COSMIC control. Serve as the Coast Guard NATO sub-registry. Support Coast Guard participation in Communications Interoperability Working Group (CIWG).

- f. Provide internal G-T support services which include personnel training, the development and maintenance of internal G-T procedures and a G-T publications library.

INFORMATION TECHNOLOGY CENTER
(G-TPS-1)

1. Under the direction and supervision of the Chief, Program Support Division, the Chief, Information Technology Center shall:
 - a. Maintain and operate an Information Technology Center.
 - b. Provide demonstrations of equipment, software, Coast Guard support systems, value added tools and information retrieval techniques.
 - c. Provide unbiased diagnosis of business problems for Headquarters program managers.
 - d. Maintain marketing data on Information Technology equipment and software available for use within the Coast Guard.
 - e. Provide technology refreshment training for walk-in clients.
 - f. Maintain training and demonstration areas to support Headquarters programs managers.

MANAGEMENT PROGRAMS AND POLICY BRANCH
(G-TPS-2)

1. Under the direction and supervision of the Chief, Program Support Division, the Chief, Management Programs and Policy 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 Programs, developing and establishing standards, procedures, and techniques for improvement of correspondence practices.
 - e. Administer the Privacy Act of 1974.
 - f. Administer the Freedom of Information Act.
 - g. Administer mail and postal matters for the Coast Guard and prescribe procedures for the establishment and operation of Coast Guard offices.
 - h. Conduct Triennial Reviews.

**DIRECTIVES BRANCH
(G-TPS-3)**

1. Under the direction and supervision of the Chief, Program Support Division, the Chief, Directives Branch shall:
 - a. Develop and administer the Coast Guard-wide directives management program.
 - b. Develop and administer the Service-wide printing and duplicating programs.
 - c. Handle printing and distribution matters for Coast Guard Headquarters.
 - d. Provide Coast Guard Directory update information service.
 - e. Manage the Headquarters graphics and printing services and the associated Working Capital Fund. Act as liaison with DOT in all Coast Guard graphics and printing matters. Enforce graphic standards.
 - f. Develop procedures for the implementation of OMB Circular A-3, Government Periodicals, in the Coast Guard.
 - g. Act as liaison for all DOT Records of Coordination.
 - h. Serve as Coast Guard representative on external directives, publishing and printing committees.

SECURITY POLICY BRANCH
(G-TPS-4)

1. Under the direction and supervision of the Chief, Program Support Division, the Chief, Security Policy Branch shall:
 - a. Manage the Coast Guard (CG) TEMPEST program including dissemination of National Security Agency's (NSA's) and TEMPEST Advisory Group's (TAG's) policies and requirements.
 - b. Implement and monitor CG compliance with Department of Transportation (DOT) and Federal Information Processing Systems (FIPS) security and standards directives. Prepare and maintain FIPS security and standards manuals. Provide direction and guidance on adhering to requirements defined in FIPS security and standards manuals.
 - c. Plan, coordinate and monitor risk assessments and sensitive application certifications in accordance with OMB A-130. Select and approve risk assessments and sensitive application certifications methodologies that will be used in the CG.
 - d. Provide policy guidance for CG compliance with the Computer Security Act 1987. Plan and coordinate preparation of FIPS Plans for submission to DOT.
 - e. Provide policy guidance regarding contingency and disaster recovery planning for FIPS within the CG. Monitor compliance with contingency and disaster planning requirements. Coordinate and assist CG activities with the development of contingency and disaster recovery plans.
 - f. Plan, develop and promulgate FIPS security and standards awareness programs within the CG. Prepare materials and tools for training users, management personnel and security officers, in all phases of FIPS security. Assist CG activities in implementing and managing security and standards awareness programs.
 - g. Survey and identify software tools and information system services that will enhance the level of FIPS security within the CG. Provide technical guidance regarding the FIPS security requirements for CG-wide and Headquarters FIPS hardware and software acquisitions.

- h. Serve as DOT's Alternate Representative to NSA TAG.
- i. Serve as the Coast Guard Representative to DOT TAG.
- j. Manage the Field Technical Authority (FTA) program
Provide for site surveys and inspections. Review all FTA
reports. Review all Instrumented TEMPEST survey.

**COMSEC MATERIAL SERVICES BRANCH
(G-TPS-5)**

1. Under the direction and supervision of the Chief, Program Support Division, the Chief, COMSEC Material Services Branch shall:
 - a. Administer the Division's responsibilities for COMSEC keying material and equipment aboard vessels, aircraft, and shore units.
 - b. Ensure that adequate COMSEC keying material and equipment is available to support the technical evaluation, installation, and operation of secure communications. Ensure that adequate COMSEC keying material is available to support digital encryption standard (DES) equipment.
 - c. Provide a liaison officer to represent the Coast Guard in COMSEC keying material and equipment matters to the National Security Agency (NSA), the U.S. Navy (USN), and other military services.
 - d. Coordinate COMSEC keying material and equipment plans with other appropriate civil law enforcement agencies (e.g., Customs, FBI, DEA, etc.) and with the USN, to ensure interoperability, as well as efficient and effective equipment support.
 - e. Provide direction and guidance to the Secure Communications organization within the Information Systems Center with regard to COMSEC keying material and equipment.
 - f. Direct the acquisition of COMSEC keying material and equipment through liaison with NSA and USN.
 - g. Monitor assigned Coast Guard research and development activities involving COMSEC equipment. Assist the Office of Engineering, Logistics and Development in the conversion of these projects to operational hardware.
 - h. Administer the Coast Guard Communications Security (COMSEC) program and provide technical expertise regarding COMSEC keying material and equipment. Review and analyze COMSEC violations and investigative reports Coast Guard-wide.
 - i. Coordinate the allowances, procurement, and distribution of COMSEC Material System (CMS) keying material and equipment, and COMTAC material, within the Coast Guard.

- j. Perform the functions of Equipment Manager for those COMSEC equipments assigned and for which a Systems Maintenance Engineering Facility (SMEF) has not been designated.
- k. Provide direct support to Commandant as NATO Control, TOP SECRET Control, COMTAC Control, and CMS Custodian (including CMS Staff Responsibility Officer for Coast Guard Headquarters). Serve as the Coast Guard's NATO sub-registry (including COSMIC Control).
- l. Serve as Controlling Authority for Inter-Agency drug law enforcement keying material.
- m. Establish new support programs for security as the Coast Guard inventories of COMSEC equipments grow.
- n. Serve as Controlling Authority for Coast Guard Global Positioning System (GPS) COMSEC requirements. Coordinate with USSPACECOM and contractors/civil organizations to provide GPS COMSEC information.
- o. Serve as the NSA-designated Command Authority for STU-III (Type I and Type II) program. Monitor and validate User Representatives within the Coast Guard. Coordinate the control and ordering of STU-III terminals and crypto ignition keys (CIK) within the Coast Guard.
- p. Provide COMSEC input to G-TTO-1 for the coordinated development of Coast Guard secure communications plans and policy.
- q. Provide support to the Communications Interoperability Working Group (CIWG) key management sub-working group.
- r. Serve as Classified Material Control Officer (CMCO) for Program Support Division.

**ELECTRONICS TECHNOLOGY DIVISION
(G-TTE)**

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Chief, Electronics Technology Division, shall:
 - a. Manage projects for electronics systems on Coast Guard vessels except for communication equipments, ordnance, computers or engine room electronics.
 - b. Manage projects for unique Coast Guard systems including Loran-C, Vessel Traffic Service (VTS) systems, radio-beacons, short range aids-to-navigation, differential GPS, and direction finding systems. Manage radar projects for both shore installations and vessels.
 - c. Manage the project life-cycle beginning with a formal requirements validation and preparation of an Acquisition Support Plan. Perform configuration management using formal engineering change control and critical reviews. End all projects with a coordinated handoff for continued support from a Service unit or with termination for cause.
 - d. Manage activities throughout all the project phases. Activities include conducting electromagnetic compatibility analysis and antenna configuration design, ensuring maintainability, addressing spare parts and maintenance philosophy, resolving CG-wide personnel impact, assisting with training program development and ensuring recurring funding and marketing project status and success.
 - e. Monitor Coast Guard research and development activities involving electronics systems.
 - f. Provide technical advice within the Coast Guard, and to domestic agencies and foreign governments regarding supported and custom electronics systems.
 - g. Provide policy direction, as needed, to Area, District, and MLC Commanders for the operation, administration and inspection of Coast Guard ship and shore (selected units with a radio navigation mission) electronics systems.

**SPECIAL PROJECTS BRANCH
(G-TTE-1)**

1. Under the direction and supervision of the Chief, Electronics Technology Division, the Chief of the Special Projects Branch shall:
 - a. Provide technical support for the design, development, and procurement of integrated electronics systems, and systems not under the purview of communications, computers or sensors.
 - b. Provide management and coordination for the electronic aspects of projects needing a dedicated single point of contact or extensive interoffice coordination. These projects include new vessel procurement/construction (e.g. 47' MLB, BUSL, Coastal WPM, 110' WPB, 120' WPB, MMA, 378' WHEC FRAM), and development of integrated shipboard command centers.
 - c. Represent TTE detachments and champion their initiatives when necessary within the project management, budgetary, or acquisition process.
 - d. Provide Division level planning and budgeting coordination.
 - e. Provide technical advice within the Coast Guard, and to domestic agencies and foreign governments regarding current projects.

NAVIGATION SYSTEMS BRANCH
(G-TTE-2)

1. Under the direction and supervision of the Chief, Electronics Technology Division, the Chief, Navigation Systems Branch shall:
 - a. Provide technical and engineering expertise as required for Coast Guard operated navigation systems, except Omega. Expertise will be provided on, but not limited to, Loran-C transmitting, antenna, and control systems, Differential GPS and Loran systems, marine radiobeacons, and RACONS.
 - b. Direct engineering systems development, including development of principles of operation; facilities design; equipment procurement; and development of applications for responsible systems. Provide field engineering as required.
 - c. Prepare proposals and cost estimates as necessary, including life-cycle and training as appropriate.
 - d. Develop long range project life-cycle requirements and Acquisition Support Plans (ASPs) for new systems.
 - e. Perform developmental configuration management using formal engineering change control and critical reviews. End all projects with a coordinated hand-off for continued support from a service unit or with termination for cause.
 - f. Assist Program Managers in long range planning for new operational requirements and related Resource Change Proposals (RCPs) as required and keep them advised of all systems approaching obsolescence or difficult to support.
 - g. Assist in the development of energy and personnel efficient facility plans.
 - h. Monitor and evaluate the performance of cognizant systems and provide assistance to the Program Managers in developing operating doctrines for these systems.
 - i. Maintain liaison with other Government and civilian agencies and professional organizations as necessary to promote interagency consistency and efficiency in the development and use of these systems for navigational and ancillary purposes.

ELECTRONICS SERVICES DIVISION
(G-TEO)

1. Under the general direction and supervision of the Chief, Office of Command, Control, and Communications, the Chief, Electronics Services Division, shall:
 - a. Manage Coast Guard activity relating to identification and maintenance of electronics equipment installed on Coast Guard vessels or at shore facilities. Initiate actions where equipment where reliability or maintainability improvements are needed.
 - b. Manage Coast Guard activity in areas involving formalized configuration management of equipment, systems, vessel platforms and shore facilities where the equipment is installed.
 - c. Manage the maintenance of Coast Guard operated, Navy owned electronics equipment (less avionics). Maintain contact with the U.S. Navy to obtain Navy electronics equipment, spare parts, and maintenance funds for Navy owned equipment on Coast Guard vessels.
 - d. Maintain liaison with Coast Guard Logistics and Management activities concerning electronics support matters. Perform all functions of System Management Engineering and Equipment Management for all supported electronics equipment.
 - e. Coordinate all Service Wide electronics maintenance contracts.
 - f. Coordinate depot level repair services for electronics equipment modules.
 - g. Provide technical guidance to field commands for supported electronics equipment and provide input into training programs for Electronics Technicians (ETs) and Sonar Technicians (STs).
 - h. Provide policy direction to Area, District and MLC Commanders for the operation, administration and inspection of Coast Guard ship and shore electronics equipment and systems.
 - i. Serve as Headquarters coordinator for the Coast Guard COMDAC Support Facility.

MAINTENANCE MANAGEMENT BRANCH
(G-TEO-1)

1. Under the direction and supervision of the Chief, Electronics Services Division, the Chief, Maintenance Management Branch shall:
 - a. Manage Coast Guard activity relating to identification and maintenance of electronics equipment installed on Coast Guard cutters or shore facilities (less avionics).
 - (1) Manage/administer the Coast Guard Preventive Maintenance System (CGPMS).
 - (2) Coordinate/administer the melding of pertinent sections of the Navy Preventive Maintenance System with the CGPMS system.
 - (3) Receive and coordinate responses to CGPMS field reports/questions through the "CGPMS Feedback Report" process.
 - b. Manage the maintenance of Coast Guard operated, Navy owned electronics equipment (less avionics). Maintain contact with the U.S. Navy to obtain Navy electronics equipment, spare parts, and maintenance funds for Navy owned Coast Guard operated equipment and systems.
 - (1) Coordinate/administer the field support funding for the various Navy supported projects by responding to pertinent CG-4144 submissions and special requests from the MLCs.
 - (2) Maintain contact between various CG/Navy liaisons and MLC maintenance personnel in an effort to maintain adequate Navy support program funding levels.
 - c. Maintain liaison with Coast Guard logistics and management activities concerning electronics support matters.
 - d. Coordinate and manage all service-wide electronics maintenance contracts.
 - (1) T.A.P.
 - (2) T.T.A.P.
 - (3) National VHF-FM distress network
 - (4) C.G. Yard Overhaul Projects
 - (5) S.E.S.E.F.

- e. Provide policy direction to Area, District, and MLC Commanders for the operation, administration, and inspection of Coast Guard ship and shore electronics equipment and systems.
- f. Publish the Electronics Systems Information Bulletin (ESIB) on a regular basis, currently quarterly.

CONFIGURATION MANAGEMENT BRANCH
(G-TEO-2)

1. Under the direction and supervision of the Chief, Electronics Services Division, the Chief, Configuration Management Branch shall:
 - a. Manage Coast Guard activity in areas involving formalized configuration management of equipment, systems, cutters, and shore facilities where the equipment is installed.
 - (1) Coordinate/document ShipAlt requests/approvals.
 - (2) Coordinate/document EAlt requests/approvals.
 - (3) Coordinate/document equipment Field Changes.
 - (4) Maintain various data bases in support of equipment inventory, standardization, and configuration control. These include:
 - (a) EEIS
 - (b) F.C. data base
 - (c) Technical Manual data base
 - (d) CGPMS data base
 - (e) Other data bases to be developed
 - b. Coordinate all functions of system engineering management and equipment management for all supported electronics equipment.
 - (1) Act as the subject matter expert for all assigned electronics systems.
 - (2) Provide technical guidance to field commands for supported electronics equipment.
 - (3) Maintain a 'hot line' to facilitate rapid exchange of technical information to field questions.
 - c. Provide input into training programs for Electronics technicians (ETs) and Sonar Technicians (STs).
 - d. Provide repair cost, frequency, and other logistical data pertaining to each item supported within the SME program to other G-TEO branches. Maintain such records in order to indicate trends and set future support strategies.
 - e. Provide input into the development of Acquisition Support Plans (ASP) and develop various Integrated Logistics Support Plans (ILSP) and Maintenance Support Outlines (MSO) as required.

**TELECOMMUNICATIONS OPERATIONS DIVISION
(G-TTO)**

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Chief, Telecommunications Operations Division shall:
 - a. Serve as program manager for telecommunications, establish requirements for all Coast Guard National level telecommunications systems to include voice, message, data and image transport services to Coast Guard units, including connection to external agencies and the maritime community.
 - b. Establish policy and procedures for operation of all Coast Guard telecommunications systems.
 - c. Operate and manage Coast Guard National level telecommunications systems.
 - d. Serve as facility manager for the Coast Guard telecommunications systems, to include telecommunication networks, communication stations, communication centers, and coordination centers.
 - e. Serve as co-chairman of the U.S. Shipping Coordination Committee's Safety of Life at Sea (SOLAS) working group on radiocommunications, with the Chief, Maritime Radio and Spectrum Management Division.
 - f. Serve as a U.S. representative to the International Maritime Organization (IMO) Radiocommunications Subcommittee.
 - g. Maintain liaison with other departments, agencies, and multiagency working groups to develop and refine policies and procedures relating to telecommunications.

**TELECOMMUNICATIONS PLANS AND POLICY BRANCH
(G-TTO-1)**

1. Under the direction and supervision of the Chief, Telecommunications Operations Division, the Chief, Telecommunications Plans and Policy Branch shall:
 - a. Provide policy and procedure guidance for operation of Coast Guard telecommunications systems.
 - b. Develop Coast Guard telecommunications plans. Conduct long range planning for Coast Guard telecommunications networks.
 - c. Evaluate and validate proposals for changes to Coast Guard telecommunications networks.
 - d. Ensure compatibility of Coast Guard communications plans and policies with those of the Department, the U.S. Navy and other agencies.
 - e. Provide policy guidance and plans for the Coast Guard secure communications program.
 - f. Coordinate mobilization requirements for the Coast Guard Telecommunications System.
 - g. Review and monitor programs and projects involving C3 systems to ensure compatibility with Coast Guard long range telecommunications plans, policies and objectives.
 - h. Coordinate C3 planning for the Maritime Defense Zones with the Navy.
 - i. Serve as the facility manager for communication stations, communication centers, and coordination centers (fixed and transportable).
 - j. Serve as Coast Guard representative to the Communications Interpretability Working Group (CIWG). Oversee and coordinate Coast Guard participation in the various CIWG sub-working groups.
 - k. Coordinate formulation of annual budget and manage operating funds allocated to the division.
 - l. Serve as Coast Guard representative to the EICOM Working Group.
 - m. Coordinate long term budget planning for the Coast Guard Telecommunications System, including Issues/Resource Proposals/Resource Change Proposals.

- n. Serve as Coast Guard representative to ADNET Users' Group and ADNET Configuration Control Board.
- o. Provide support for the division chief in SOLAS and IMO.

**VOICE SERVICES BRANCH
(G-TTO-2)**

1. Under the direction and supervision of the Chief, Telecommunications Operations Division, the Chief, Voice Services Branch shall:
 - a. Operate and manage Coast Guard-wide voice telecommunications systems including the VHF-FM National Distress System, Federal Telephone System (FTS-2000), and other national level voice systems. Manage operation Hang-up.
 - b. Serve as facility manager for the VHF-FM National Distress System.
 - c. Establish requirements for changes to Coast Guard-wide voice telecommunications systems. Validate requirements for secure and non-secure voice systems and work with other headquarters divisions/military services/federal agencies to obtain the following types of systems: STU-IIIs, portable radios, cellular telephones, portable military and commercial voice satellite services.
 - d. Define policy and procedures for operation and management of national-level voice telecommunications systems. Provide information concerning current and past voice system performance/procedures. Maintain the Radio Telephone Handbook, COMDTINST M2000.6.
 - e. Serve as account manager for all national-level voice and data telecommunications circuits and communications services. This includes ordering new circuits, maintaining account records and paying for FTS-2000 and Defense Commercial Communications Office (DECC) services.

MESSAGE SERVICES BRANCH
(G-TT0-3)

1. Under the direction and supervision of the Chief, Telecommunications Operations Division, the Chief, Message Services Branch shall:
 - a. Manage and operate Coast Guard-wide the record message system and message routing services including but not limited to: SSAMPS, AMP, AUTODIN terminals, High Frequency Data Link, Secure Data Network, RDSS and INMARSAT.
 - b. Coordinate interfacing of the record message system and message routine services with application systems that require message processing and routing.
 - c. Establish procedures and implement policies Coast Guard-wide for the record message system and message routing services.
 - d. Perform operational management on the record message system and message routing systems (including but limited to updating user lists, PLADs, AIGs and CADs).

COMPUTING TECHNOLOGY DIVISION
(G-TTC)

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Chief, Computing Technology Division shall:
 - a. Oversee and direct the activities of all organizational elements in the Computing Technology Division, including the review of plans, designs and specifications; the control and economical use of allotted funds; and the practice of Total Quality Management.
 - b. Design and develop supported and custom systems.
 - c. Maintain applications software for supported systems.
 - d. Maintain specialized hot-lines for quick response to client questions and requests for assistance.
 - e. Provide expert time on computing technology issues.
 - f. Develop and maintain Coast Guard-wide data standards, data dictionary and general purpose corporate data bases. Establish policies on data sharing and access criteria.
 - g. Perform hardware/software interoperability studies assessing compliance with Coast Guard standards.
 - h. Manage Coast Guard-wide End User Program focusing on emerging technologies, support issues and managing change.
 - i. Serve as the Coast Guard leader on computer based management technologies such as Artificial Intelligence.
 - j. Represent the Coast Guard in meetings and conferences.

MAINFRAME TECHNOLOGIES STAFF
(G-TTC-1)

1. Under the direction and supervision of the Chief, Computing Technology Division, the Chief, Mainframe Technologies Staff shall:
 - a. Oversee and direct the activities of all personnel on the Mainframe Technologies Staff, including the review of plans, design change specifications, requests for software changes; and the practice of Total Quality Management.
 - b. Maintain applications software for supported systems on the TCC mainframe such as ARMS, PPA, etc.
 - c. Maintain specialized hot-lines for quick response to client mainframe related questions and requests for assistance.
 - d. Provide expert time on mainframe computing technology issues.
 - e. Perform mainframe hardware/software interoperability studies assessing compliance with Coast Guard standards.
 - f. Manage Coast Guard-wide End User Program focusing on emerging end user mainframe technologies, support issues and managing change.
 - g. Serve as the Coast Guard leader on mainframe computer based technologies.
 - h. Serve as the Coast Guard leader on mainframe computer based management technologies such as Artificial Intelligence.
 - i. Provide assistance in designing training programs for mainframe system products.
 - j. Represent the Coast Guard in meetings and conferences for mainframe computing technology issues such as serving as member of the TCC Board of Directors.

**SYSTEMS INTEGRATION BRANCH
(G-TTC-2)**

1. Under the direction and supervision of the Chief, Computing Technology Division, the Chief, Systems Integration Branch shall:
 - a. Assist and, as appropriate, direct IRM activities relating to the initiation, development and review of studies/plans, design, development, testing, improvement, acquisition/procurement, installation, evaluation and support of Coast Guard computer system hardware and software. The primary systems focus for this branch is major (large), cross-functional systems, processing on multiple hardware platforms, and requiring almost daily interaction with program managers; and the practice of Total Quality Management.
 - b. Assist in the identification, development and integration of cross-functional systems. This requires coordination between the functional experts within each of the CG programs and the various divisions within the Office of Command, Control and Communications.
 - c. Manage the software life cycle for major systems including product configuration management, system upgrades, technical documentation, maintenance, and product distribution.
 - d. Assist Program Coordinators and program managers in long range planning.
 - e. Prepare planning documents including draft and final PPBS submissions, Acquisition Support Plans (ASPs), and relevant ADP planning documents.
 - f. Monitor and coordinate Coast Guard research and development activities involving major, cross-functional computer system development initiatives.
 - g. Provide assistance in designing training programs for major, cross-functional system products.
 - h. Provide expert time on computing technology issues.
 - i. Ensure that all areas of the life cycle for major systems design/acquisition are compatible with IRM requirements and guidelines established by applicable authority including the USCG, DOT, GSA, OMB and Congress.
 - j. Provide assistance in designing training programs for distributed system products.

- k. Test and evaluate distributed computing system hardware and software products for possible CG use. Perform performance and interoperability studies.
- l. Represent the division in meetings and conferences.

DATA ADMINISTRATION STAFF
(G-TTC-3)

1. Under the direction and supervision of the Chief, Computing Technology Division the Chief, Data Administration Staff shall:
 - a. Manage the Coast Guard Data Administration Program including the development of policy for data resource management and the creation and enforcement of data standards.
 - b. Develop, implement, and support the corporate level data dictionary/repository to serve as the foundation for the development of cross-functional application systems. Provide guidance to direct the use of data dictionaries in functional areas.
 - c. Establish and chair the Data Administration Review Group, comprised of CG program representatives, to arbitrate issues of standard data element name, content and format as well as data ownership, redundancy, access, and security.
 - d. Facilitate the development of cross-functional systems by chairing working groups of functional users to identify information requirements that cross organizational and functional boundaries.
 - e. Manage the development and implementation of a corporate level database to support CG managerial information needs.
 - f. Manage business area analyses and data modeling to support data management at the MLC and district level.
 - g. Provide guidance on the selection and use of relational database management systems to meet centralized and/or distributed processing needs.
 - h. Integrate data models from the various functional areas to support an enterprise data model necessary for effective data management.
 - i. Ensure that all areas of data resource management are compatible with IRM requirements and guidelines established by applicable authority including CG, DOT, GSA, and OMB.
 - j. Represent the division in meetings and conferences.

**END-USER COMPUTING STAFF
(G-TTC-4)**

1. Under the direction and supervision of the Chief, Computing Technology Division the Chief, End-User Computing Staff shall:
 - a. Provide advocacy for the computer end user in the identification, evaluation, selection and implementation of standard computer products.
 - b. Investigate emerging computer technologies for their potential for fulfilling Coast Guard information and office automation requirements.
 - c. Provide expert time on end-user computing technology issues.
 - d. Serve as the Coast Guard leader on management technologies such as Artificial Intelligence.
 - e. Represent the division in meetings and conferences for end-user computing issues.

**MARITIME RADIO AND SPECTRUM MANAGEMENT DIVISION
(G-TTM)**

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Chief, Maritime Radio and Spectrum Management Division shall:
 - a. Represent the Coast Guard, the Department of Transportation, Office of the Secretary, and administrations (less FAA and RSPA), and the civil maritime community before organizations developing radio regulatory standards and policies. Provide official liaison with the Federal Communications Commission (FCC), Interdepartment Radio Advisory Committee (IRAC), International Telecommunications Union (ITU) through the Department of State, Radio Technical Commission for Maritime Services (RTCM), Military Communications Electronics Board's Joint Frequency Panel (MCEB/JFP) and similar national/international organizations. Represent the Commandant at high-level radiocommunications/navigation standards and regulatory (national, international, statutory and treaty) bodies affecting the civil maritime community. Interpret and implement these standards. Obtain spectrum availability authorization (OMB-All) for new Coast Guard/DOT radio systems. Provide technical and support management for Coast Guard participation in the COSPAS-SARSAT search and rescue satellite system and for EPIRBs.
 - b. Serve as Chairman of the U.S. Shipping Coordination Committee's Safety of Life at Sea (SOLAS) working group on radiocommunications, with the Chief, Telecommunications Operations Division. Manage U.S. preparation for and representation at the IMO Radiocommunications Subcommittee, and support the U.S. Representative to the Subcommittee.
 - c. Provide official liaison with the civil maritime community for radiocommunications matters. Manage (broker) development and implementation of distress and safety radiocommunications services on behalf of the civil maritime community and civil federal agencies (e.g. safety broadcasts, distress, urgency and safety communications, AMVER/OBS/VESREPs/MERCAST, VHF National Distress System).

- d. Provide radio frequency resources for Coast Guard units and Department of Transportation, Office of the Secretary, and administrations (less FAA and RSPA) radiocommunications/navigation systems, based upon availability search, coordination, and interference prediction. Review (or participate in review of) major Coast Guard/DOT and external radio systems that could affect Coast Guard/DOT operations; resolve radio interference; review and apply for international frequency registration/protection with the International Frequency Registration Board; manage enforcement of radio regulations (e.g. violations) with the FCC, Department of Commerce, or appropriate agency. Maintain the Coast Guard Radio Frequency Plan.
- e. Manage the development of Coast Guard Radio Distress & Safety Systems affecting the civil maritime community (e.g. GMDSS).

FREQUENCY ASSIGNMENT STAFF
(G-TTM-1)

1. Under the direction and supervision of the Chief, Maritime Radio and Spectrum Management Division, the Chief, Frequency Assignment staff shall:
 - a. Represent the Coast Guard, the Department of Transportation, Office of the Secretary and DOT administrations (less FAA and RSPA) on the Interdepartment Radio Advisory Committee's Frequency Assignment Subcommittee (FAS), International Notification Group (ING) and such adhoc groups as directed by the Chief, Maritime Radio and Spectrum Management Division.
 - b. Act as Coast Guard representative on the Military Communications Electronics Board's Joint Frequency Panel (MCEB/JFP).
 - c. Provide radio frequency resources for Coast Guard units and Department of Transportation, Office of the Secretary, and DOT administrations (less FAA and RSPA) radiocommunications and navigations systems, based upon availability search, coordination and interference predictions.
 - d. Review (or participate in review of) major Coast Guard/DOT and external radio systems that could affect CG/DOT operations.
 - e. Resolve radio interference problems to Coast Guard/DOT spectrum dependent systems.
 - f. Review and apply for international frequency registration and protection with the International Telecommunications Union's International Frequency Registration Board (IFRB).
 - g. Manage enforcement of radio regulations (e.g. violations) with the Federal Communications Commission (FCC), National Telecommunications and Information Administration (NTIA), or other agencies.
 - h. Maintain the Coast Guard Radio Frequency Plan.
 - i. Maintain Coast Guard and Department of Transportation (less FAA and RSPA) requirements in the NTIA Emergency Readiness Plan for use of the Radio Spectrum (ERP).

RADIO ENGINEERING STAFF
(G-TTM-2)

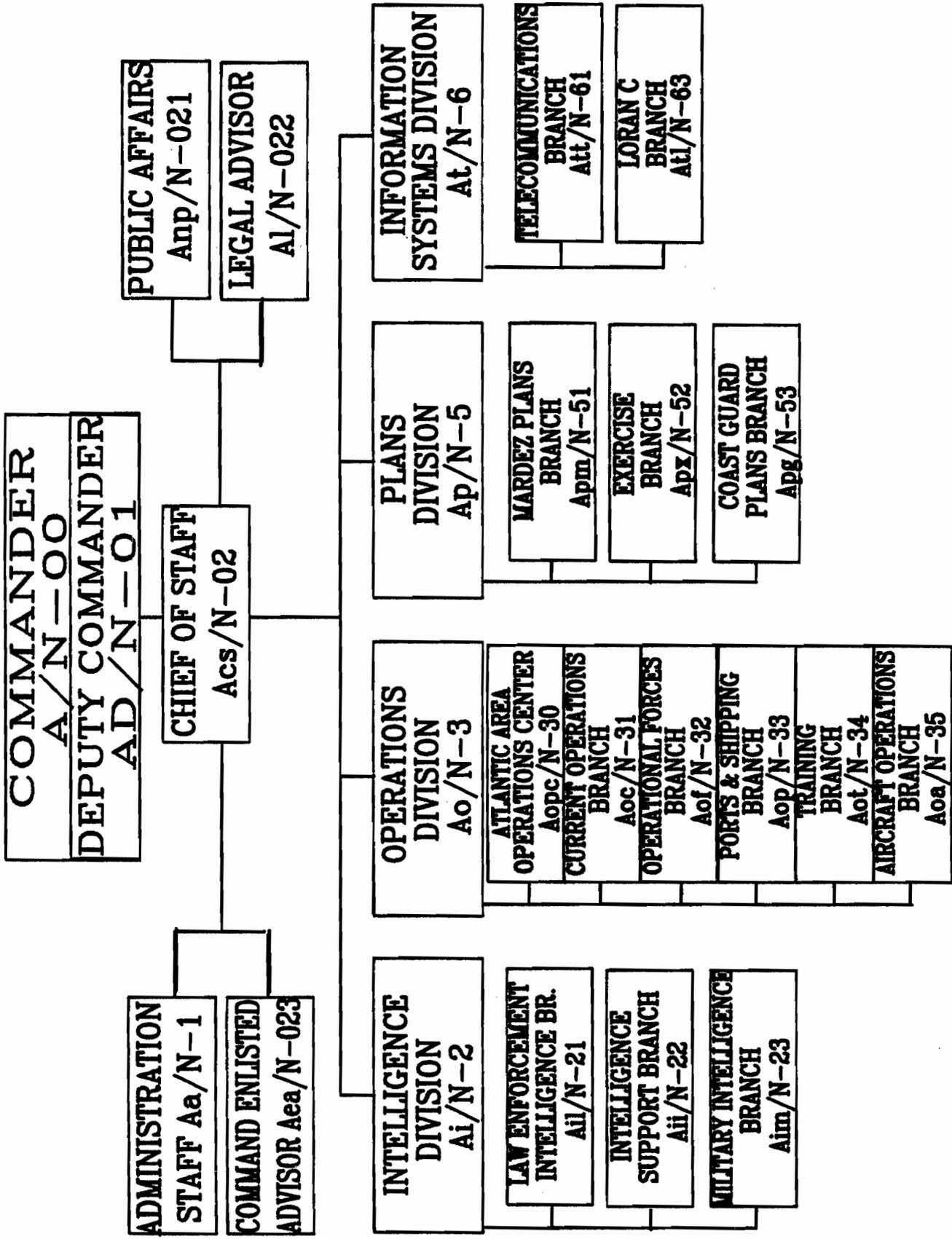
1. Under the direction and supervision of the Chief, Maritime Radio and Spectrum Management Division, the Chief, Radio Engineering Staff shall:
 - a. Represent the Coast Guard, the Department of Transportation, Office of the Secretary and DOT administrations (less FAA and RSPA), and the civil maritime community before organizations developing radio regulatory standards and policies.
 - b. Provide official liaison with the Federal Communications Commissions (FCC), Interdepartment Radio Advisory Committee (IRAC), International Telecommunications Union (ITU) through the Department of State, Radio Technical Commission for Maritime Services (RTCM), and similar national/international organizations.
 - c. Interpret/implement radiocommunications/navigation standards and regulations (national, international, statutory and treaty) affecting the civil maritime community.
 - d. Obtain spectrum availability authorization (OMB-A11) for new Coast Guard/DOT radio systems.
 - e. Provide technical and support management for Coast Guard participation in the COSPAS-SARSAT search and rescue satellite system and for EPIRBs.
 - f. Participate in review of major Coast Guard/DOT and external radio systems that could affect Coast Guard/DOT operations.
 - g. Perform technical studies to characterize and resolve cases of radio interference.
 - h. Undertake radio engineering studies, projects and trials in support of national and international spectrum planning.
 - i. Undertake radio engineering studies, projects and trials to support new telecommunications systems or changing regulations needed to meet national maritime or CG operational requirements.
 - j. Provide base technology support to the Frequency Assignment and Distress and Safety Services staffs.
 - k. Represent the Commandant on high-level radiocommunications standards bodies affecting the civil maritime community.

DISTRESS & SAFETY SERVICES STAFF
(G-TTM-3)

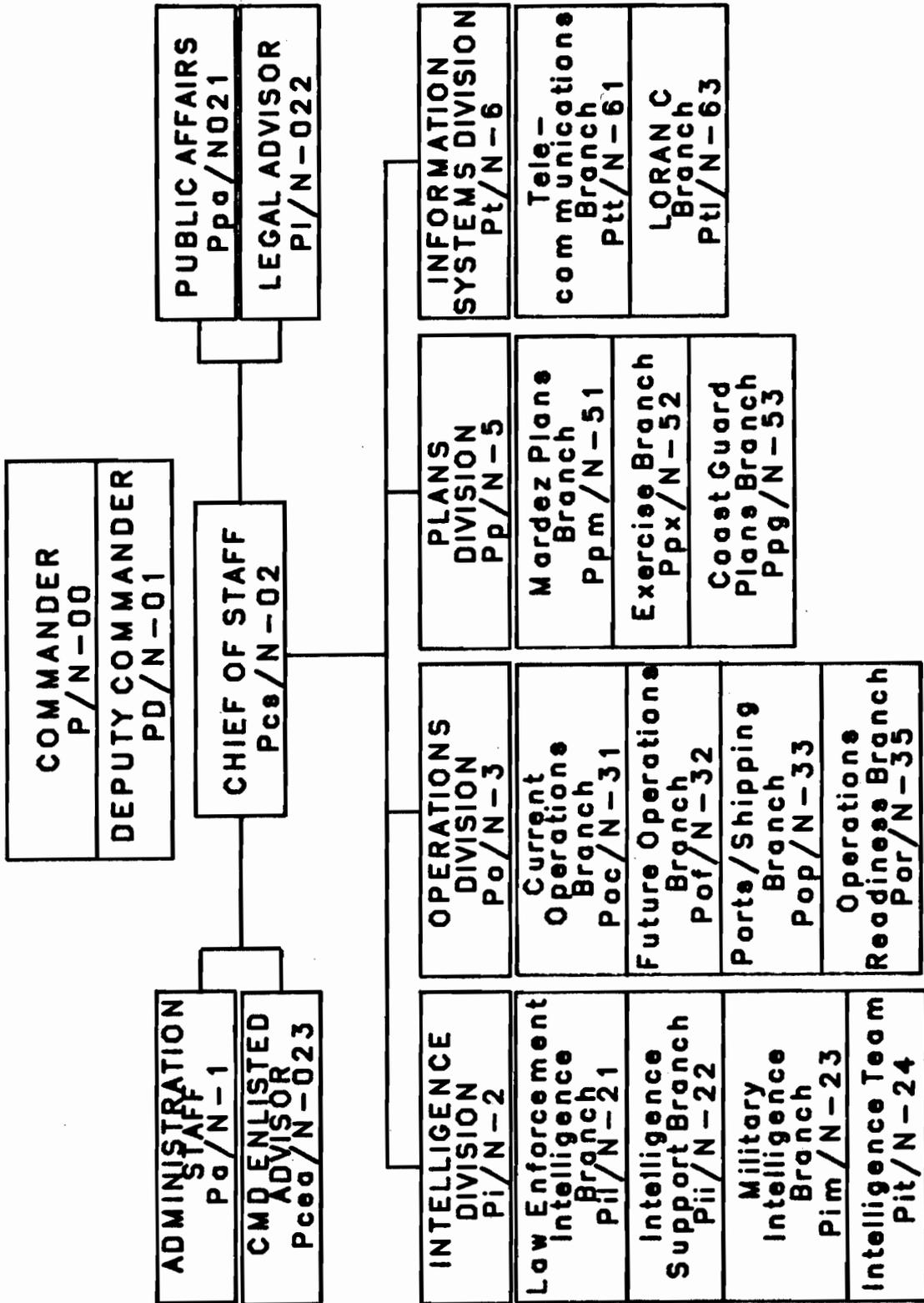
1. Under the direction and supervision of the Chief, Maritime Radio and Spectrum Management Division, Chief, Distress & Safety Services Staff shall:
 - a. Provide official liaison with the civil maritime community for radiocommunications matters. Maintain liaison with the Radio Technical Commission for Maritime Services (RTCM), National Weather Service, Defense Mapping Agency, the International Maritime Satellite Organization (INMARSAT) and its U.S. signatory, COMSAT, and the Federal Communications Commission for matters affecting safety of life at sea.
 - b. Manage (broker) development and implementation of Distress and Safety radiocommunications services on behalf of the civil maritime community and civil federal agencies (e.g. Safety broadcasts, distress, urgency and safety communications, AMVER/OBS/VESREPs/MERCAST, VHF National Distress System).
 - c. Manage the development of Coast Guard Radio Distress & Safety Systems affecting the civil maritime community (e.g. GMDSS). Provide oversight of the Coast Guard's radio distress watchkeeping, broadcasts of distress and safety information, and Coast Guard safety radiocommunications with the civil maritime community.
 - d. Provide administrative and technical support for the U.S. Shipping Coordination Committee's Safety of Life at Sea (SOLAS) working group on radiocommunications, and the U.S. delegation to the IMO Radiocommunications Subcommittee.

CHAPTER THREE
AREA OFFICE ORGANIZATION

ATLANTIC AREA/MDZ ATLANTIC



PACIFIC AREA / MDZ PACIFIC



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CHAPTER 3 -- ORGANIZATION OF AREA OFFICES

A. Summary of Area Office Organization.

1. The Area Commander under the direction of the Commandant, is responsible for overall mission performance within the respective Area and serves as the intermediate echelon of command between the Commandant and intra-Area District and Maintenance and Logistics Commanders. The Area Commander:
 - a. Has specific authority and responsibility to plan, coordinate and control operations in any mission which involves more than one district or which, by the Area Commander's judgment, is better dealt with at the Area level.
 - b. May reassign resources to meet temporary, specific operational situations.
 - c. May recommend to the Commandant permanent resource changes which will improve operational efficiency and/or effectiveness.
 - d. Administers and directs activities of operating level units under the Area Commander's immediate command on a permanent basis.
 - e. Is designated, Commander, Maritime Defense Zone for the respective Area.
2. The Deputy Area Commander acts as Area Commander in the absence of the Area Commander.
3. The Chief of Staff acts for the Area Commander and the Deputy Area Commander in their absence and supervises and directs the following staff components:
 - a. Special Staff elements:
 - Administration Staff
 - Command Enlisted Advisor
 - Hearing Officers**
 - Legal Advisor
 - Public Affairs Staff
 - b. The Assistant Chief of Staff for Intelligence manages the Area intelligence program and the Area operations security program.

- c. The Assistant Chief of Staff for Operations plans, coordinates and supervises all non-exercise operational matters including current and future operations; plans and exercises tasks required of the Regional SAR Coordinator; develops schedules for WHECs, WMECs, WAGBs, and certain fixed wing aircraft in the Area and establishes and maintains a training program to enhance the operational efficiency and readiness of Area units;
- d. The Assistant Chief of Staff for Plans develops and maintains all war plans and schedules exercises to evaluate all war plans.
- e. The Assistant Chief of Staff for Information Systems exercises operational control over Area communication systems and manages all Area Loran-C operations.

B. RELATIONSHIP OF AREA AND DISTRICT COMMANDERS. The Area Commander is the senior Coast Guard operational Commander in the respective Area. While District Commanders have full operational authority within their District, they will keep their respective Area Commander informed about significant operational matters in their districts. When by the Area Commander's judgment a specific operation is better dealt with at the Area level, the Area Commander may take control of that event. In doing so the Area Commander may take temporary control of district resources and/or place them under the control of another District Commander, when by the Area Commander's judgment such action is needed. District Commanders will insure that the Area Commander reviews proposals to add, delete or permanently change operating resources/capabilities under their control. Area Commanders schedule and control routine operations of major assets such as WHECs, WMECs, WAGBs, E-2Cs, HU-25 interceptors, and C-130 aircraft to improve overall mission performance. Administrative control/responsibility of major assets is vested with the Area Commanders.

C. RELATIONSHIP OF AREA AND MARITIME DEFENSE ZONE. The Area Commander is also a U. S. Naval Commander as Commander, U. S. Maritime Defense Zone (Atlantic Area (A) - COMUSMARDEZLANT; Pacific Area (P) - COMUSMARDEZPAC) with the additional responsibilities as a Task Force Commander (A - CTF 89; P - CTF 16) under the command of the respective U. S. Navy Fleet Commander in Chief. Maritime Defense Zone Commands are contingency organizations. In peacetime, only a skeletal organization is maintained to develop and maintain required plans, to conduct training exercises relating to the coastal defense of the United States and to carry out administrative activities necessary to insure preparedness of the command to meet full contingency responsibilities. Maritime Defense Zone Commands may be fully activated whenever such action is

in the best interests of the country. When functioning as Maritime Defense Zone Commander, the Area Commander is the principal assistant to the cognizant Fleet Commander in Chief for coastal defense matters. While acting as a Maritime Defense Zone Commander, the Area Commander continues to function as the senior Coast Guard Commander for Coast Guard matters.

D. **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:

1. Monitoring and evaluating internal management processes and taking steps to remedy problems associated with organizational and functional alignments, work procedures, manpower utilization, grade/rank structure and delegations of authority.
2. Indoctrinating, supervising, coordinating, and disciplining subordinate personnel. (Discipline shall include all legitimate and constructive action which promotes morale and efficiency among employees.
3. Coordinating assigned functions with the functions of other organizational elements.
4. Taking action on communications.
5. Maintaining adequate records.
6. Preparing and/or processing special and routine reports.
7. Developing directives and instructions.
8. Maintaining liaison with other Federal agencies and outside organizations.
9. Discharging responsibilities prescribed by Coast Guard Regulations and by other orders and directives issued by higher authority.
10. Carrying out studies, planning, evaluation and budget development relative to improvement of current operations and implementation of plans and programs as approved by competent authority.

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**COMMANDER, ATLANTIC AREA/MARITIME DEFENSE ZONE ATLANTIC
(A/N-00)**

Mission. To coordinate or direct emergency or contingency operations within the Area where a multi-district effort is required; to serve as the intermediate echelon of command between the Commandant and intra-Area District and Maintenance and Logistics Commanders.

Functions.

1. Commander, Atlantic Area, under the general direction of the Commandant shall:
 - a. Plan, coordinate and direct interdistrict operations and utilization of operational resources. This shall include, but not be limited to:
 - (1) Search and Rescue
 - (2) Enforcement of Laws and Treaties
 - (3) Polar Icebreaking
 - (4) Marine Environmental Response
 - (5) Marine Science Activities
 - (6) Contingency Preparedness/Defense Operations
 - (7) Mobilization
 - (8) Communications Services
 - (9) Loran-C
 - (10) Operational Evaluation
 - (11) Port and Environmental Safety
 - (12) International Ice Patrol
 - (13) Operational Intelligence
 - b. Control any operations which, in the judgment of the Area Commander, are most effectively coordinated at the Area level. This will include the operational activities described in 1(a) above and the utilization of WHEC, WMEC, WAGB and fixed wing aircraft resources in the Area.
 - c. Coordinate interdistrict planning for such matters as:
 - (1) Port access.

- (2) Standardization of shipboard doctrine and training.
 - (3) Significant common problems which cross district lines. This will include the temporary transfer of resources between districts (e.g., funds, personnel, capital resources, etc.) to meet specific operational needs and the development of recommendations for the permanent reallocation of such resources when appropriate.
- d. Administer and direct activities of operating level units under the Area Commander's immediate command on a permanent basis and provide for logistic support of assigned Area units by the Maintenance and Logistics Command Atlantic.
 - e. Administer the Automated Mutual Assistance Vessel Rescue (AMVER) System.
 - f. Maintain liaison with the maritime industry, commercial aviation industry and others having interest in Coast Guard activities. All district relations associated with military commands at the unified or specific command level shall be coordinated through the respective Area Commander/Maritime Defense Zone Commander.
2. Commanders, Coast Guard Atlantic and Pacific Area are designated Commanders, Maritime Defense Zone Atlantic and Pacific, subordinate to the Commanders-in-Chief, Atlantic and Pacific Fleet, for the coastal defense of the United States. Commander, Maritime Defense Zone shall:
- a. Plan for the defense of the Maritime Defense Zone across the entire defense continuum assigned by the respective Fleet Commander-in-Chief.
 - b. Act as the principal assistant to, and direct representative of, the Fleet Commander-in-Chief in Maritime Defense Zone matters within the respective zone.
 - c. Conduct a Maritime Defense exercise program. Execute a remedial action program for military readiness deficiencies.
 - d. Coordinate and direct the Maritime Defense Zone Sector Commanders in all warfare disciplines in support of Maritime Defense Zone operation plans and exercises.

- e. Coordinate logistic support for Maritime Defense Zone Sector Commanders from either Navy or Coast Guard support sources. Prepare and coordinate annual Navy and Coast Guard budget requests through appropriate Commander-in-Chief, to the Coast Guard and Navy.
- f. Identify and coordinate requests for studies and research in applicable warfare and support areas appropriated to the Maritime Defense Zone.
- g. In wartime, or when directed by the President, perform those tasks assigned to the Maritime Defense Zone by the applicable Fleet Commander-in-Chief. Exercise operational control over forces conducting Maritime Defense Zone operations. Exercise military oversight over courses of action and activities conducted by component forces under, or in support of, Maritime Defense Zone taskings and military requirements.
- h. Utilize an organizational structure that incorporates active duty and reserve personnel, both Coast Guard and Navy, in support of the Total Force concept.

**DEPUTY COMMANDER, ATLANTIC AREA/MARITIME DEFENSE ZONE ATLANTIC
(Ad/N-01)**

1. The Deputy Commander, Atlantic Area/Maritime Defense Zone Atlantic billet is filled by a Navy flag officer when the Command is activated and by the Chief of Staff during all other times.
 - a. Act as the principal advisor to Commander, Atlantic Area/Maritime Defense Zone Atlantic.
 - b. Supervise and direct the Atlantic Area and Maritime Defense Zone Atlantic staff.
 - c. Act as Commander, Maritime Defense Zone Atlantic and Commander, Atlantic Area in the Commander's absence.
 - d. Provide oversight for units assigned to Maritime Defense Zone Atlantic and to units assigned to Atlantic Area.
 - e. Supervise Atlantic Area/Maritime Defense Zone Atlantic planning, exercise development/execution, and exercise evaluation.

**CHIEF OF STAFF, ATLANTIC AREA/MARITIME DEFENSE ZONE ATLANTIC
(Acs/N-02)**

1. Under the general direction of the Commander, Atlantic Area/Commander, Maritime Defense Zone Atlantic, the Chief of Staff Atlantic Area/MARDEZLANT shall:
 - a. Act as a principal advisor to Commander and Deputy Commander, Atlantic Area/Maritime Defense Zone Atlantic and act for them in their absence.
 - b. Supervise and direct staffs of Commander, Atlantic Area/Maritime Defense Zone Atlantic.
 - c. Supervise Atlantic Area/Maritime Defense Zone budget development and submission.
 - d. Supervise preparation of recommendations for permanent and temporary reallocation of Atlantic Area resources.
 - e. Assist preparation of Maritime Defense Zone Atlantic planning, exercise development/execution and exercise evaluation.
 - f. Act as Chairman of the Atlantic Area Awards Board.

ADMINISTRATION STAFF
(Aa/N-1)

1. Under the general direction and supervision of the Chief of Staff, the Chief, Administration Staff shall:
 - a. Assign Coast Guard enlisted personnel attached to Atlantic Area/Maritime Defense Zone Atlantic Staff.
 - b. Direct, supervise and coordinate personnel administration of Coast Guard military personnel attached to Atlantic Area/Maritime Defense Zone Atlantic staff including liaison with appropriate Personnel Reporting Unit(s) and MLC Atlantic.
 - c. Develop immediate Atlantic Area staff requirements and justifications.
 - d. Act as Commanding Officer of Coast Guard enlisted personnel attached to Atlantic Area/Maritime Defense Zone Atlantic Staff.
 - e. Provide immediate staff support in matters of personnel, administration, supply, procurement, and finance. Act as Chief of Staff's liaison with MLC Atlantic in matters concerning personnel, finance, general administration and management.
 - f. Represent Atlantic Area staff on appropriate groups concerning office space allocation and logistics.
 - g. Act as Secretary of the Atlantic Area Budget Review Board and maintain ledgers for accounts as directed by the Chief of Staff.
 - h. Act as Executive Secretary to the Area Awards Board.
 - i. Maintain directives/instructions affecting the conduct of Atlantic Area/Maritime Defense Zone Atlantic affairs.
 - j. Review district and MLC Atlantic Planning, Programming, Budgeting and Evaluation System inputs, including:
 - (1) Planning factors and criteria.
 - (2) Long range objectives, plans and programs.
 - (3) Planning proposals and development plans.
 - (4) AC&I Project Proposals and Environmental Impact Statements.
 - (5) Resource utilization.

COMMAND ENLISTED ADVISOR
(Aea/N-023)

1. Under the general direction and supervision of the Area Commander and the Chief of Staff, the Command Enlisted Advisor shall:
 - *a. Assist and advise the Area 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 allowance, morale, welfare, housing and incentive programs and serve as a source of information about them to individual Coast Guard personnel.
 - 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 Area bulletins or newsletters addressing current enlisted programs, opportunities, and policies.
 - e. Upon invitation, act as the enlisted representative of the Area Commander/Chief of Staff in community and civic functions, and accompany the Area Commander/Chief of Staff to official functions, inspections, and ceremonies in which enlisted members are participating.
 - f. Frequently visit units within the Area and meet informally with enlisted personnel 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 Area 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 assigned 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 Area Commander as the situation may warrant.

PUBLIC AFFAIRS STAFF
(Anp/N-021)

1. Under the general direction and supervision of the Area Commander and the Chief of Staff, the Public Affairs Officer shall:
 - a. Develop and implement plans for the public affairs program with a view toward assisting Area staff personnel through the process of integrating public and media relations into overall contingency planning.
 - b. Be cognizant of the status of the public affairs program, fostering public and internal knowledge, understanding, confidence, and good will throughout the Area, advising the Area Commander and the Chief of Staff accordingly.
 - c. Prepare, obtain clearance of, and distribute public affairs materials, such as news releases, radio and television scripts, speeches and visual aids, as appropriate, utilizing all available media.
 - d. Assist district public affairs officers of the Atlantic Area in the fulfillment of their public affairs program requirements.
 - e. Provide photographic services, as available, and promote photographic coverage of activities within the New York area Coast Guard community. Maintain a special support relationship with First District (dpa) for this purpose.
 - f. Serve as action office for Coast Guard Auxiliary affairs as they pertain to the Atlantic Area.
 - g. Develop and implement plans for an effective drill and realtime public affairs program as a staff element of Commander, U. S. Maritime Defense Zone, Atlantic.

INTELLIGENCE DIVISION
(Ai/N-2)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Intelligence shall:
 - a. Manage Atlantic Area/Maritime Defense Zone Atlantic Intelligence Program. Duties include: (1) serving as Area/Zone collection manager; (2) analyzing, producing and disseminating strategic, operational, and tactical intelligence in support of Coast Guard missions; (3) preparing and executing intelligence annexes to Area Operations Plans (OPLANS) and Operations Orders (OPORDS); (4) and coordinating training program for Area intelligence personnel.
 - b. Perform duties of Area Special Security Officer (SSO). Includes managing the Special Intelligence Communications Center (SPINTCOMM), Sensitive Compartmented Information Facility (SCIF), and all Special Compartmented Information (SCI) programs.
 - c. Manage Atlantic Area/Maritime Defense Zone Atlantic Security Program.
 - d. Maintain liaison with other military, Federal, state, and local intelligence agencies/organizations.
 - e. Manage, coordinate, and execute assigned technical collection programs and operations.

LAW ENFORCEMENT INTELLIGENCE BRANCH
(Ail/N-21)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief, Law Enforcement Intelligence Branch shall:
 - a. Supervise Atlantic Area law enforcement intelligence collection programs, including the Photographic Intelligence Program.
 - b. Maintain working relationships/liaison with appropriate Federal, state, and local law enforcement intelligence collection and analysis personnel.
 - c. Supervise analysis and evaluation of all law enforcement intelligence information received.
 - d. Analyze and produce finished strategic, operational or tactical intelligence as required to support Coast Guard law enforcement missions.
 - e. Manage technical collection programs and operations.

INTELLIGENCE SUPPORT BRANCH
(Aii/N-22)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief, Intelligence Support Branch shall:
 - a. Ensure timely dissemination of military and law enforcement intelligence (raw and finished) to authorized users including the appropriate Area and district commands.
 - b. Maintain working relationships/liaison with other military, Federal, state, and local intelligence agencies and organizations.
 - c. Supervise Atlantic Area/Maritime Defense Zone Atlantic Security Program.
 - d. Supervise operation of the Special Intelligence Communications Center (SPINTCOMM) and Sensitive Compartmented Information Facility (SCIF). Manage appropriate SCI programs.
 - e. Manage the Division's ADP equipment and all administrative needs.

MILITARY INTELLIGENCE BRANCH
(Aim/N-23)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief, Military Intelligence Branch shall:
 - a. Supervise Atlantic Area/Maritime Defense Zone Atlantic military intelligence collection for both conventional warfare (military threat from surface, sub-surface, and airborne military units) and unconventional warfare (terrorism, sabotage, and espionage).
 - b. Maintain working relationships/liaison with appropriate other military, Federal, state, and local military intelligence collection and analysis personnel.
 - c. Analyze and produce strategic, operational, and tactical intelligence in support of Coast Guard military readiness and MDZ responsibilities.
 - d. Coordinate and execute the training program for Area intelligence personnel.
 - e. Assist subordinate MDZ sectors with developing and maintaining intelligence architecture and capabilities. Coordinate sector development of intelligence infrastructure, liaisons, and supporting plans.

OPERATIONS DIVISION
(Ao/N-3)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Operations shall:
 - a. Plan, coordinate, and supervise all non-exercise operational matters including current and future operations.
 - b. Supervise operations in any operational mission area which involves more than one district or which in Commander, Atlantic Area's judgment are most efficiently dealt with at the Area level.
 - c. Act as Regional SAR Mission Coordinator, exercising coordination with other services and agencies which participate in the SAR Plan for the appropriate Maritime Region.
 - d. Provide oversight to all Atlantic Area districts and provide recommendations on the reallocation of resources between these districts as necessary on either a permanent or temporary basis.
 - e. Prepare operating schedules for WHECs, WMECs, SBAs, E-2Cs, HU-25Cs and C-130 aircraft in the Atlantic Area/Maritime Defense Zone Atlantic.
 - f. Direct the activities of the Atlantic Strike Team and the International Ice Patrol.
 - g. Supervise and coordinate oceanographic and other scientific activities/projects of units within the Atlantic Area/Maritime Defense Zone Atlantic.
 - h. Establish and maintain a training program designed to enhance the operational efficiency and readiness of Atlantic Area units.
 - i. Monitor Area units to determine the adequacy of resources and ascertain readiness and the effective execution of programs.
 - j. Manage the Atlantic Area Air Interdiction effort. Direct the activities of the Coast Guard contingent at C3I East and Air Station St. Augustine. Represent Atlantic Area at Regional Air Interdiction planning meetings with U. S. Customs and other agencies.

- k. Coordinate efforts to schedule and utilize DOD assets for law enforcement operations.
- l. Oversee the use of OG-30 OE budgets for Atlantic Area cutters including fuel for Atlantic Area WHECs and WMECs.

ATLANTIC AREA OPERATIONS CENTER
(Aopc/N-30)

1. Under the direction and supervision of the Assistant Chief of Staff for Atlantic Area Operations, the Chief, Atlantic Area Operations Center shall:
 - a. Establish and supervise a continuous duty officer watch in the Atlantic Area Operations Center.
 - b. Exercise cognizance over current surface and air operations and provide for periodic briefings to the Commander, Atlantic Area and other Area Assistant Chiefs of Staff concerning current Area operations.
 - c. Supervise the prosecution of search and rescue cases in the Western Atlantic SAR Coordination Region.
 - d. Coordinate with the Assistant Chief of Staff for Planning for participation of the Operations Center during military exercises and for the activation of the Atlantic Area Battle Staff.
 - e. Ensure that effective liaison with the various elements responsible for AMVER is provided to administer the AMVER system in the Atlantic Area/Maritime Defense Zone Atlantic.

CURRENT OPERATIONS BRANCH
(Aoc/N-31)

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief, Current Operations Branch shall:
 - a. Direct all resources engaged in Atlantic Area/Maritime Defense Zone Atlantic controlled operations except air interdiction.
 - b. Issue patrol orders and letters of instructions to resources under the operational control of Commander, Atlantic Area/Maritime Defense Zone Atlantic. Coordinate requests for foreign port visits by those resources.
 - c. Plan and coordinate operations in any operational mission area which involve more than one district or which in Commander, Atlantic Area's judgment are most efficiently dealt with at the Area level.
 - d. Coordinate response to marine environmental pollution incidents under Atlantic Area cognizance to ensure full compliance with the National Contingency Plan.
 - e. Coordinate all requests from Atlantic Area districts for other agency assets to support law enforcement operations. Participate in other agency scheduling conferences and input approved support into the formal Office of National Drug Control Policy (ONDCP)/DOD scheduling process.
 - f. Review and coordinate all drug interdiction OPLANS/OPORDERS from Area districts for marine interdiction. Ensure coordination of marine interdiction efforts.
 - g. Manage the program to put the Atlantic Area Coast Guard Tactical Law Enforcement Team (TACLET) and Law Enforcement Detachments (LEDETS) on Navy ships of opportunity transitting traditional drug trafficking areas.
 - h. Supervise the Summary Enforcement Event Report (SEER) Program in Atlantic Area, setting policy guidelines for all Atlantic Area districts.
 - i. Represent Atlantic Area at annual war games to review/improve drug interdiction efforts by all law enforcement agencies.

- j. Provide a designated representative to the New England and the Mid-Atlantic Fisheries Management Councils.
- k. Maintain a fixed-gear reporting system and issue Broadcast Notices to Fishermen identifying the locations of reported fixed fishing gear in the Exclusive Economic Zone (EEZ) of the North Atlantic. Assist National Marine Fisheries Service (NMFS) in resolving fishing gear conflicts.
- l. Coordinate National Data Buoy Center requests for resources to service, tow, or set/retrieve buoys or sites.

**OPERATIONAL FORCES BRANCH
(Aof/N-32)**

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief, Operational Forces Branch shall:
 - a. Develop schedules for assigned cutters in the Atlantic Area/Maritime Defense Zone Atlantic.
 - b. Act as program/facility manager for all assigned Atlantic Area/Maritime Defense Zone Atlantic cutters. This includes developing and managing OG-30 OE and fuel budgets.
 - c. Maintain liaison with MLC Atlantic as needed for monitoring and providing support to Atlantic Area cutters.
 - d. Manage Departure Readiness Evaluation Program (DERE) within Atlantic Area.
 - e. Establish and monitor readiness and training standards for cutters within Atlantic Area/Maritime Defense Zone Atlantic.
 - f. Develop, evaluate, and promulgate operational and material doctrine and training standards for ASW systems in Atlantic Area/Maritime Defense Zone Atlantic. This includes the evaluation of TACMEMO (Tactical Warfare Memos) as developed by CINCLANTFLT.
 - g. Coordinate sensor calibration programs for cutters including Weapons Systems Accountability Tests (WSAT) and Fleet Operational Readiness Checks Sites (FORACS), etc., within Atlantic Area/Maritime Defense Zone Atlantic.
 - h. Supervise quality control efforts for inputs into SORTS data bases relating to units within Atlantic Area/Maritime Defense Zone Atlantic.
 - i. Prepare and/or review officer performance evaluations for cutters within Atlantic Area/Maritime Defense Zone Atlantic.
 - j. Coordinate scheduling of district cutters in support of Atlantic Area/Maritime Defense Zone Atlantic as necessary.
 - k. Distribute Identification Friend or Foe (IFF) codes within Atlantic Area/Maritime Defense Zone Atlantic.

- l. Review planning proposals for operating facility changes submitted by Atlantic Area districts.
- m. Review and coordinate execution of operating facility changes received from Commandant for units within Atlantic Area/Maritime Defense Zone Atlantic.
- n. Review and make recommendations on operational surface resource requirements to carry out the Assistant Chief of Staff for Operations' responsibilities within Atlantic Area/Maritime Defense Zone Atlantic.
- o. Develop plans for future Atlantic Area/Maritime Defense Zone Atlantic needs.
- p. Prepare and maintain Atlantic Area/Maritime Defense Zone Atlantic standard operating procedures for areas of responsibilities.
- q. Prepare and maintain the annual budget for the Operations Division.

**PORTS AND SHIPPING BRANCH
(Aop/N-33)**

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief, Ports and Shipping Branch (when activated) shall:
 - a. Act as the principal marine safety advisor to Commander, Maritime Defense Zone Atlantic in matters involving commercial vessel safety, port and environmental safety/security, and marine environmental response.
 - b. Coordinate and control marine safety matters requiring a high degree of cooperation between Maritime Defense Zone Atlantic sectors.
 - c. Establish and maintain liaison and necessary working relationships with cognizant representatives of Federal/state/local agencies, shipping interests, labor and other maritime groups on matters involving commercial vessel safety, port safety/security, and marine environmental protection.

TRAINING BRANCH
(Aot/N-34)

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief, Training Branch shall:
 - a. Coordinate and schedule with Commander, USN, TRAINING COMMAND ATLANTIC, for Area and district cutters, the following:
 - (1) Training Readiness Evaluations (TRES)
 - (2) Refresher Training (REFTRA)
 - (3) Shakedown Training (SHKDN)
 - (4) Limited Team Training (LTT)
 - b. Provide funding to U.S. Navy personnel to carry out all homeport TRES, exportable LTT and REFTRA.
 - c. Coordinate, schedule and provide funding for:
 - (1) all exportable U.S. Navy training to both Area and district cutters.
 - (2) Coast Guard shipboard personnel to attend resident training courses in accordance with COMDTINST M3502.4 (series).
 - d. Coordinate and schedule Training Availabilities (TRAVs) for both Area and district cutters.
 - e. Solicit, review and approve/disapprove short-term Resident Training Requests from Area vessels and district units.
 - f. Coordinate, schedule, update curriculums and lesson plans and direct the operations of Atlantic Area Maritime Law Enforcement Training Assistance Teams and the Atlantic Area Operations/Mobility Training Assistance Teams.
 - g. Prepare training reports and forward the reports to the unit and the operational commander of the unit receiving training from Atlantic Area Training Assistance Teams.
 - h. Review and approve district-generated Operations/Mobility and Maritime Law Enforcement type curriculums and lesson plans.
 - i. Review training reports, identify training deficiencies and make recommendations for corrective action.

- j. Review training programs. Identify potential program enhancement that directly affect Area cutters. Forward recommended changes to Commandant.
- k. Evaluate, approve, coordinate and fund quotas, for the use of equivalent courses or training facilities which are not Coast Guard or U.S. Navy maintained.
- l. Develop annual training plans in accordance with COMDTINST M1500.10 (series) and COMDTINST M3502.4 (series).
- m. Administer the Atlantic Area Awards Program for cutters participating in refresher training.

AIRCRAFT OPERATIONS BRANCH
(Aoa/N-35)

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief, Aircraft Operations Branch shall:
 - a. Direct all air interdiction resources engaged in operations controlled by Atlantic Area/Maritime Defense Zone Atlantic.
 - b. Review and coordinate all drug interdiction OPLANS/OPORDERS from Area districts and C3I East for air interdiction. Ensure coordination of air interdiction efforts and efficient utilization of assets.
 - c. Develop a quarterly air interdiction strategy based on threat assessments from various sources (CAA[Ai], ONDCP, EPIC, ICC, CNAC, etc.). Promulgate this strategy to all agencies and units involved in air interdiction (DOD, USCS, districts, C3I, OPBAT, etc.).
 - d. Prioritize all approved air interdiction missions.
 - e. Task/request various commands/agencies to provide assets to the air interdiction mission. This includes USCG, DOD, USCS, DEA and local law enforcement agencies.
 - f. Allocate resources to carry out the highest priority missions. This includes funding for operations requiring forward deployment of assets.
 - g. Monitor all air interdiction operations and accommodate changes as they inevitably occur.
 - h. Develop quarterly assessment of operations and recommend improvements to ONDCP.
 - i. Make weekly reports of air interdiction operations to Commandant.
 - j. Provide high level participation in DOD/USCG/USCS conferences.
 - k. Set policies, e.g. deployment length and operating guidelines, concerning land-based aerostats (LBAs) and E2C and HU25C aircraft.
 - l. Review the placement of various assigned assets and monitor new projects, e.g. AEW EC-130s and sea-based aerostats (SBAs), involved in the air interdiction mission in order to refine interdiction efforts.

- m. Manage the Atlantic Area aviation program by:
 - (1) developing schedules for fixed wing aircraft to meet mission requirements (i.e., air interdiction, International Ice Patrol, other government agency requests, etc.),
 - (2) providing fixed and/or rotary wing aircraft to Atlantic Area districts when needed assets are not available from within,
 - (3) developing Atlantic Area aviation policy guidelines,
 - (4) and reviewing and making recommendations on aircraft utilization and mission planning.

- n. Oversee all geographically separated operational Area units including C3I Center East, International Ice Patrol, and the Atlantic Area Strike Team.

PLANS DIVISION
(Ap/N-5)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Plans shall:
 - a. Coordinate development of and maintain all contingency and general war plans.
 - b. Schedule field and command post exercises to evaluate contingency and general war plans.
 - c. Plan and program Maritime Defense Zone Atlantic resource requirements through the Coast Guard RCP and Navy POM processes.

MARDEZ PLANS BRANCH
(Apm/N-51)

1. Under the direction and supervision of the Assistant Chief of Staff for Plans, the Chief, MARDEZ Plans Branch shall:
 - a. Develop and maintain Maritime Defense Zone Command Atlantic operations plans. Review all subordinate Sector Command plans.
 - b. Plan and program resource requirements through the Coast Guard and Navy budget processes.
 - c. Develop and maintain anti/counter-terrorism operations plans.
 - d. Monitor research and development programs that may affect Maritime Defense Zone operations.
 - e. Act as the primary point of contact for naval reserve liaison with COMNAVRESFOR, Naval Reserve Readiness Commands, Naval Reserve Centers, and Naval Reserve Units.
 - f. Analyze Navy staff mobilization requirements and submit NAMOS documentation as necessary to effect required mobilization.

EXERCISE BRANCH
(ApX/N-52)

1. Under the direction and supervision of the Assistant Chief of Staff for Plans, the Chief, Exercise Branch shall:
 - a. Be responsible for all aspects of developing and scheduling exercises necessary to evaluate Atlantic Area/Maritime Defense Zone Atlantic war and peacetime contingency plans.
 - b. Oversee and administer the execution of Maritime Defense Zone Atlantic Sector command exercises.
 - c. Monitor qualifications of personnel assigned to the Maritime Defense Zone crisis action team. Identify training requirements and ensure assigned personnel are properly trained.
 - d. Administer the Remedial Action Program (RAP).

COAST GUARD PLANS BRANCH
(Apg/N-53)

1. Under the direction and supervision of the Assistant Chief of Staff for Plans, the Chief, Coast Guard Plans Branch shall:
 - a. Be responsible for the development and maintenance of the COMCOGARDLANT OPLANS to direct Coast Guard operations through transition to MDZ operations and provide Service guidance on Coast Guard-unique tasks. Also be responsible for the development and maintenance of COMCOGARDLANT OPLANS to support the OPLANS of other CINCS receiving COMLANTAREA forces when executed.
 - b. Oversee the development and maintenance of the Atlantic Area/Maritime Defense Zone Atlantic Logistic Support Mobilization Plan (LSMP).
 - c. Maintain the Coast Guard Wartime Personnel Allowance List (WPAL).
 - d. Analyze Atlantic Area mobilization requirements and submit documentation to the Commandant as necessary.
 - e. Serve as primary point of contact for Coast Guard Reserve matters.

**INFORMATION SYSTEMS DIVISION
(At/N-6)**

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Information Systems shall:
 - a. Manage the Atlantic Area Communications System and all Atlantic Area/MDZ Loran-C operations.
 - b. Establish and maintain liaison with government agencies, civilian organizations and the international maritime community to enhance communications and electronic navigation services.
 - c. Obtain information on plans and requirements for the purpose of developing information and communications services to provide timely, reliable, secure and rapid communications and accurate data required for Coast Guard and Atlantic Area/Maritime Defense Zone Atlantic Operations.
 - d. Ensure optimum use of communications resources and compliance with both Coast Guard communications standards and plans within the Atlantic Area/Maritime Defense Zone Atlantic.
 - e. Assure a level of staff training that will provide for a smooth transition into the wartime organization.

TELECOMMUNICATIONS BRANCH
(Att/N-61)

1. Under the direction and supervision of the Assistant Chief of Staff for Information Systems, the Chief, Telecommunications Branch shall:
 - a. Exercise direct operational and administrative control over the Atlantic Area Communications System, including the Atlantic Area Telecommunications Center, communications stations, interdistrict landlines and Transportable Communications Centrals (TCC's). Via the operational chain-of-command, manage all communications resources within Atlantic Area.
 - b. Develop plans, evaluate and coordinate all requirements for changes and upgrades in the communication systems within the Atlantic Area/Maritime Defense Zone Atlantic.
 - c. Supervise the operation of the Atlantic Area Telecommunications Center. Ensure record communications requirements for the Atlantic Area, MARDEZLANT and MLC Atlantic staffs are met. Provide communications support for LANTAREA/MARDEZLANT participation in scheduled and unscheduled exercises.
 - d. Manage the Atlantic Area Communications Security Material System (CMS). Provide guidance for Atlantic Area units in the maintenance of CMS accounts, establish a uniform CMS material allowance list. Maintain a CMS Inspection program for district offices, WHECs, WMECs, WAGBs, and communications stations.
 - e. Fulfill the duties of Classified Material Control Officer, NATO Control Officer, COMTAC Officer, and Top Secret Control Officer for Atlantic Area/Maritime Defense Zone Atlantic Staff. Ensure distribution of communications and readiness publications to Atlantic Area/Maritime Defense Zone Atlantic units.
 - f. Maintain the Communications Annexes of both Atlantic Area and Maritime Defense Zone Atlantic SOPs, OPLANS, and OPORDs.
 - g. Implement and maintain an operational inspection program of all communication stations; conduct formal inspections at least annually with follow up assist visits as required.

LORAN-C BRANCH
(Atl)/(N-63)

1. Under the direction and supervision of the Assistant Chief of Staff for Information Systems, the Chief, Loran-C Branch shall:
 - a. Act as the Atlantic Area Loran-C Regional Manager.
 - b. Exercise direct operational control over all elements of Atlantic Area Loran-C chains; provide procedural guidance on Loran-C operations consistent with those policies/procedures issued by the Commandant. Ensure uniformity in policies/procedures. Identify and take action to correct problem areas/trends.
 - c. Maintain awareness of issues directly impacting on the ability of Atlantic Area Loran-C chain elements to meet their operational mission. As necessary, coordinate with the responsible entities to ensure adequate support resources.
 - d. Exercise direct operational control over all dedicated communication nets used by Atlantic Area Loran-C chains. Investigate and evaluate communication requirements for all elements of Atlantic Area Loran-C chains.
 - e. Implement and maintain a Loran-C operational inspection program of all Loran-C chain elements; conduct formal inspections at least yearly with follow-up assist visits. Ensure operating and training standards are being met.
 - f. Maintain close liaison with the other Loran-C Regional Managers to coordinate common aspects of Loran-C operations, training and reports.
 - g. Evaluate, in terms of operational risk and impact on unit personnel resources, all requests for data probes/field tests from any source external to the Loran-C operational control chain.
 - h. Establish criteria, develop and implement a Loran-C operational award program for Atlantic Area Loran-C chains after consultation with Commandant (G-N) and other appropriate regional managers.
 - i. Review all planned changes to the Atlantic Area Loran-C system and provide appropriate comments and input regarding operational impact and compliance with current operational directives. Conduct an operational certification when system is changed.

- j. Evaluate all requests for Authorized Unusable Time (AUTM) affecting Atlantic Area Loran-C transmitting stations to protect users against excessive loss of service. Ensure that only necessary AUTM is granted.
- k. Prepare analysis of unusable time events under the circumstances specified in current directives and provide Commandant (G-N) with copies of significant event analyses.
- l. Take appropriate action to protect the Atlantic Area Loran-C system from radio frequency interference by others; ensure Loran-C does not interfere with others.
- m. On all matters related to Atlantic Area Loran-C, act as the sole point-of-contact with the Canadian Coast Guard. (Canadian entity responsible for operations/maintenance of Atlantic Area Loran-C chain elements located in Canada.)
- n. Maintain liaison with users, appropriate government agencies, and industry in order to assure awareness of any endemic problem with the Atlantic Area Loran-C system; further, use such liaison to remain abreast of radionavigation technology and plans.
- o. Ensure appropriate Notices to Mariners/Airmen are provided to Atlantic Area Loran-C chain users by maintaining close coordination with districts, the Federal Aviation Administration and the Canadian Coast Guard.
- p. Maintain applicable directives and appropriate portions of Area and MDZ directives. Ensure distribution of applicable Loran-C radionavigation publications to all elements of Atlantic Area Loran-C chains.
- q. Ensure the appropriate program and support managers receive timely information pertaining to Loran-C operational and support objectives, planning, policies, procedures, programming and budgetary administration.
- r. Investigate and make recommendations to appropriate program and support managers for the resolution of broad-based radionavigation systems deficiencies in Atlantic Area Coast Guard vessels and aircraft.
- s. Coordinate, with ACTEUR, the common aspects of Loran-C operations by Lorsta Angissoq, Greenland.

**COMMANDER, PACIFIC AREA/MARITIME DEFENSE ZONE PACIFIC
(P/N-00)**

Mission. To coordinate or direct emergency or contingency operations within the Area where a multi-district effort is required; to serve as the intermediate echelon of command between the Commandant and intra-Area District and Maintenance and Logistics Commanders.

Functions.

1. Commander, Pacific Area, under the general direction of the Commandant shall:
 - a. Plan, coordinate, and direct interdistrict operations and utilization of operational resources. This shall include, but not be limited to:
 - (1) Search and Rescue
 - (2) Enforcement of Laws and Treaties
 - (3) Polar Icebreaking
 - (4) Marine Environmental Response
 - (5) Marine Science Activities
 - (6) Contingency Preparedness/Defense Operations
 - (7) Mobilization
 - (8) Communications Services
 - (9) Loran-C
 - (10) Operational Evaluation
 - (11) Port and Environmental Safety
 - b. Control any operations which, in the judgment of the Area Commander, are most effectively coordinated at the Area level. This will include the operational activities described in 1(a) above and the utilization of WHEC, WMEC, WAGB, and fixed-wing aircraft resources in the Area.
 - c. Coordinate interdistrict planning for such matters as:
 - (1) Port access.
 - (2) Standardization of shipboard doctrine and training.

- (3) Significant common problems which cross district lines. This will include the temporary transfer of resources between districts (e.g. funds, personnel, capital resources, etc.) to meet special operational needs and the development of recommendations for the permanent reallocation of such resources when appropriate.
 - d. Administer and direct activities of operating level units under the Area Commander's immediate command on a permanent basis and provide for logistic support of assigned Area units by the Maintenance and Logistics Command Pacific.
 - e. Administer the Automated Mutual Assistance Vessel Rescue (AMVER) System.
 - f. Maintain liaison with the maritime industry, commercial aviation industry and others having interest in Coast Guard activities. All district relations associated with military commands at the unified or specific command level shall be coordinated through the respective Area Commander/Maritime Defense Zone Commander.
2. Commanders, Coast Guard Atlantic and Pacific Area are designated Commanders, Maritime Defense Zone Atlantic and Pacific, subordinate to the Commanders in Chief, Atlantic and Pacific Fleet, for the coastal defense of the United States. Commander, Maritime Defense Zone shall:
 - a. Plan for the defense of the Maritime Defense Zone across the entire defense continuum assigned by the respective Fleet Commander-In-Chief.
 - b. Act as the principal assistant to, and direct representative, of the Fleet Commander-in-Chief in Maritime Defense Zone matters within the respective zone.
 - c. Conduct a Maritime Defense exercise program. Execute a remedial action program for military readiness deficiencies.
 - d. Coordinate and direct the Maritime Defense Zone Sector Commanders in all warfare disciplines in support of Maritime Defense Zone operation plans and exercises.
 - e. Coordinate logistic support for Maritime Defense Zone Sector Commanders from either Navy or Coast Guard support sources. Prepare and coordinate annual Navy and Coast Guard budget requests through appropriate Commander-in-Chief to the Coast Guard and Navy.

- f. Identify and coordinate requests for studies and research in applicable warfare and support areas appropriated to the Maritime Defense Zone.
 - g. In wartime, or when directed by the President, perform those tasks assigned to the Maritime Defense Zone by the applicable Fleet Commander-in-Chief. Exercise operational control over forces conducting Maritime Defense Zone operations. Exercise military oversight over courses of action and activities conducted by component forces under, or in support of Maritime Defense Zone taskings and military requirements.
 - h. Utilize an organizational structure that incorporates active duty and reserve personnel, both Coast Guard and Navy, in support of the Total Force concept.
3. The Commander, Pacific Area is the Secretary of Transportation's coordinating official for Federal Region 9. As such, Commander, Pacific Area is responsible to the Regional Federal Emergency Management Administration Director for coordination of Federal emergency transportation services.

**DEPUTY COMMANDER, PACIFIC AREA/MARITIME DEFENSE ZONE PACIFIC
(Pd/N-01)**

1. The Deputy Commander, Pacific Area/Maritime Defense Zone Pacific billet is filled by a Navy flag officer when the Command is activated and by the Chief of Staff during all other times.
 - a. Act as the principal advisor to Commander, Pacific Area/Maritime Defense Zone Pacific.
 - b. Supervise and direct the Pacific Area and Maritime Defense Zone Pacific staff.
 - c. Act as Commander, Maritime Defense Zone Pacific and Commander, Pacific Area in the Commander's absence.
 - d. Provide oversight for units assigned to Maritime Defense Zone Pacific and to units assigned to Pacific Area.
 - e. Supervise Pacific Area/Maritime Defense Zone Pacific planning, exercise development/execution, and exercise evaluation.

**CHIEF OF STAFF, PACIFIC AREA/MARITIME DEFENSE ZONE PACIFIC
(Pcs/N-02)**

1. Under the general direction of the Commander, Pacific Area/Commander, Maritime Defense Zone Pacific, the Chief of Staff Pacific Area/MARDEZPAC shall:
 - a. Act as a principle advisor to Commander and Deputy Commander, Pacific Area/Maritime Defense Zone Pacific and act for them in their absence.
 - b. Supervise and direct staffs of Commander, Pacific Area/Maritime Defense Zone Pacific.
 - c. Supervise Pacific Area/Maritime Defense Zone budget development and submission.
 - d. Supervise preparation of recommendations for permanent and temporary reallocation of Pacific Area resources.
 - e. Assist preparation of Maritime Defense Zone Pacific planning, exercise development/execution, and exercise evaluation.
 - f. Act as Chairman of the Pacific Area Awards Board.

ADMINISTRATION STAFF
(Pa/N-1)

1. Under the general direction and supervision of the Chief of Staff, the Chief, Administration Staff shall:
 - a. Coordinate the assignments and administration of personnel assigned to Pacific Area/Maritime Defense Zone Pacific with MLC Pacific (p).
 - b. Maintain directives/instructions affecting the conduct of Pacific Area/Maritime Defense Zone Pacific affairs.
 - c. Develop immediate Pacific Area/Maritime Defense Zone Pacific staff requirements and justifications.
 - d. Act as Commanding Officer of Coast Guard enlisted personnel attached to Pacific Area/Maritime Defense Zone Pacific staff.
 - e. Provide staff support for supply, procurement, and logistics matters. Act as Chief of Staff's liaison with MLC Pacific in matters concerning personnel, finance, general administration and management.
 - f. Review, coordinate and assist in the development of district and MLC input to the Coast Guard Planning, Programming, Budgeting and Evaluation System, including:
 - (1) Planning factors and criteria.
 - (2) Long range objectives, plans and programs.
 - (3) Planning proposals and development plans.
 - (4) AC&I Project Proposals and Environmental Impact Statements.
 - (5) Resource utilization.
 - g. Review, coordinate and participate in studies and analyses which affect the management of the Area.
 - h. Act as Secretary of the Pacific Area Budget Review Board and maintain ledgers for accounts as directed by the Chief of Staff.

COMMAND ENLISTED ADVISOR
(Pcea/N-023)

1. Under the general direction and supervision of the Area Commander and the Chief of Staff, the Command Enlisted Advisor shall:
 - *a. Assist and advise the Area 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 allowance, morale, welfare, housing and incentive programs and serve as a source of information about them to individual Coast Guard personnel.
 - 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 Area bulletins or newsletters addressing current enlisted programs, opportunities, and policies.
 - e. Upon invitation, act as the enlisted representative of the Area Commander/Chief of Staff in community and civic functions, and accompany the Area Commander/Chief of Staff to official functions, inspections, and ceremonies in which enlisted members are participating.
 - f. Frequently visit units within the Area and meet informally with enlisted personnel 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 Area 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 assigned 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 Area Commander as the situation may warrant.

PUBLIC AFFAIRS STAFF
(Ppa/N-021)

1. Under the general direction and supervision of the Area Commander and the Chief of Staff, the Public Affairs Officer shall:
 - a. Develop and implement plans for the public affairs program with a view toward assisting Area staff personnel through the process of integrating public and media relations into overall contingency planning.
 - b. Be cognizant of the status of the public affairs program, fostering public and internal knowledge, understanding, confidence, and good will throughout the Area, advising the Area Commander and the Chief of Staff accordingly.
 - c. Prepare, obtain clearance of, and distribute public affairs materials, such as news releases, radio and television scripts, speeches and visual aids, as appropriate, utilizing all available media.
 - d. Assist district public affairs officers of the Pacific Area in the fulfillment of their public affairs program requirements.
 - e. Serve as action office for Coast Guard Auxiliary affairs as they pertain to the Pacific Area.
 - f. Develop and implement plans for an effective drill and realtime public affairs program as a staff element of Commander, U. S. Maritime Defense Zone, Pacific.

INTELLIGENCE DIVISION
(Pi/N-2)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Intelligence shall:
 - a. Manage Pacific Area/Maritime Defense Zone Pacific Intelligence Program. Duties include: (1) serving as Area/Zone collection manager; (2) analyzing, producing and disseminating strategic, operational, and tactical intelligence in support of Coast Guard missions; (3) preparing and executing intelligence annexes to Area Operations Plans (OPLANS) and Operations Orders (OPORDS); (4) and coordinating training program for Area intelligence personnel.
 - b. Perform duties of Area Special Security Officer (SSO). Includes managing the Special Intelligence Communications Center (SPINTCOMM), Sensitive Compartmented Information Facility (SCIF), and all Special Compartmented Information (SCI) programs.
 - c. Manage the Pacific Area/Maritime Defense Zone Pacific Security Program, including classified material control and issuance of security clearances.
 - d. Maintain liaison with other military, Federal, state, and local intelligence agencies/organizations.
 - e. Manage, coordinate, and execute assigned technical collection programs and operations.

LAW ENFORCEMENT INTELLIGENCE BRANCH
(Pil/N-21)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief, Law Enforcement Intelligence Branch shall:
 - a. Supervise Pacific Area law enforcement intelligence collection programs, including the Photographic Intelligence Program.
 - b. Maintain working relationships/liaison with appropriate Federal, state, and local law enforcement intelligence collection and analysis personnel.
 - c. Supervise analysis and evaluation of all law enforcement intelligence information received.
 - d. Analyze and produce finished strategic, operational or tactical intelligence as required to support Coast Guard law enforcement missions.

INTELLIGENCE SUPPORT BRANCH
(Pii/N-22)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief, Intelligence Support Branch shall:
 - a. Ensure timely dissemination of military and law enforcement intelligence (raw and finished) to authorized users including the appropriate Area and district commands.
 - b. Maintain working relationships/liaison with other military, Federal, state, and local intelligence agencies and organizations.
 - c. Supervise Pacific Area/Maritime Defense Zone Pacific Security Program, including classified material control and issuance of security clearances.
 - d. Supervise operation of the Special Intelligence Communications Center (SPINTCOMM) and Sensitive Compartmented Information Facility (SCIF). Manage appropriate SCI programs.

MILITARY INTELLIGENCE BRANCH
(Pim/N-23)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief Military Intelligence Branch shall:
 - a. Supervise Pacific Area/Maritime Defense Zone Pacific military intelligence collection for both conventional warfare (military threat from surface, sub-surface, and airborne military units) and unconventional warfare (terrorism, sabotage, and espionage).
 - b. Maintain working relationships/liaison with appropriate other military, Federal, state, and local military intelligence collection and analysis personnel.
 - c. Analyze and produce strategic, operational, and tactical intelligence in support of Coast Guard military readiness and MDZ responsibilities.
 - d. Assist subordinate MDZ sectors with developing and maintaining intelligence architecture and capabilities. Coordinate sector development of intelligence infrastructure, liaisons, and supporting plans.

INTELLIGENCE TEAM
(Pit/N-24)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief, Intelligence Team shall:
 - a. Manage and supervise Pacific Area technical collection programs.
 - b. Supervise the first line analysis, evaluation, and dissemination of information collected through technical collection programs.
 - c. Maintain working relationships/liaison with other military and Federal intelligence agencies and organizations involved in technical collection programs.
 - d. Manage the Intelligence Division's electronic equipment suite.
 - e. Determine/document future Intelligence Division's electronic equipment requirements based on new/revised intelligence program goals and objectives.

OPERATIONS DIVISION
(Po/N-3)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Operations shall:
 - a. Plan, coordinate, and supervise all non-exercise operational matters including current and future operations.
 - b. Supervise operations in any operational mission area which involves more than one district or which in Commander, Pacific Area's judgment is most efficiently dealt with at the Area level.
 - c. 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.
 - d. Supervise the preparation and maintenance of the Pacific Area Standard Operating Procedures (for areas of responsibility) and Operations Orders.
 - e. Provide oversight to all Pacific Area Districts and provide recommendations on the reallocation of resources between these Districts as necessary on either a permanent or temporary basis.
 - f. Prepare operating schedules for WHECs, WMECs, and WAGBs, in the Pacific Area/Maritime Defense Zone Pacific.
 - g. Direct the activities of the Pacific Strike Team and Pacific Area Tactical Law Enforcement Team and Detachment.
 - h. Establish and maintain a training program designed to enhance the operational efficiency and readiness of Pacific Area units.
 - i. Monitor Area units to determine the adequacy of resources and ascertain readiness and the effective execution of programs.
 - j. Manage the Pacific Area Air Interdiction effort. Supervise the Coast Guard contingent at C3I West. Represent Pacific Area at Regional Air Interdiction planning meetings with U. S. Customs and other agencies.
 - k. Coordinate efforts to schedule DOD assets for law enforcement operations. Work with DOD agencies on scheduling/use of their assets for drug interdiction efforts.

1. Supervise management of OE and fuel budgets for Pacific Area cutters.
- m. Upon mobilization, provide technical advice to Commander, Maritime Defense Zone Pacific in related operational matters.

CURRENT OPERATIONS BRANCH
(Poc/N-31)

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief, Current Operations Branch shall:
 - a. Direct all resources engaged in Pacific Area/Maritime Defense Zone Pacific controlled operations.
 - b. Issue patrol orders and letters of instructions applicable to activities under the operational control of Commander, Pacific Area/Maritime Defense Zone Pacific.
 - c. Plan and coordinate operations in any operational mission area which involves more than one district or which in Commander, Pacific Area's judgment is most efficiently dealt with at the Area level.
 - d. Supervise the Area Operations Center for Pacific Area/Maritime Defense Zone Pacific matters.
 - e. Represent the Regional SAR Coordinator in the detailed execution of associated duties.
 - f. Review current SAR agreements.
 - g. Ensure that effective liaison with the various elements responsible for AMVER is provided to administer the AMVER system in the Pacific Area/Maritime Defense Zone Pacific.
 - h. Coordinate the response to marine environmental protection activities/incidents under Pacific Area/Maritime Defense Zone Pacific cognizance to ensure full compliance with the National Contingency Plan.
 - i. Supervise the activities of the Pacific Strike Team.
 - j. Supervise the activities of the Pacific Area Tactical Law Enforcement Team and the Law Enforcement Detachment. Schedule CG TACLETS for embarkation on Navy ships of opportunity transitting traditional drug trafficking areas.
 - k. Monitor Maritime Defense Zone Pacific operations, and make recommendations to the Assistant Chief of Staff for Operations for sector asset assignments/reassignments.
 - l. Coordinate all requests from Pacific Area districts for other agency assets to support law enforcement operations. Participate in other agency scheduling conferences and input approved support into the formal NNBIS/DOD scheduling process.

- m. Review and coordinate all drug interdiction OPLANS/OPORDERS from Area districts for marine interdiction and C3I West for air interdiction. Ensure coordination of marine and air interdiction efforts.
- n. Coordinate use of long range/DOD aircraft.
- o. Advise the Area Commander in the exercise of Pacific Area operational control of polar icebreaker operations, when such control is not assigned to another command.
- p. Provide operation guidelines concerning fisheries enforcement activities under the control of the Area Commander.

FUTURE OPERATIONS BRANCH
(Pof/N-32)

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief, Future Operations Branch shall:
 - a. Develop schedules for assigned cutters in the Pacific Area/Maritime Defense Zone Pacific.
 - b. Act as program/facility manager for all assigned Pacific Area/Maritime Defense Zone Pacific cutters. This includes developing and managing OG-30 OE and fuel budgets.
 - c. Maintain liaison with MLC Pacific as needed for monitoring and providing support of Pacific Area cutters.
 - d. Prepare and/or review officer performance evaluations for cutters within Pacific Area/Maritime Defense Zone Pacific.
 - e. Coordinate scheduling of district cutters in support of Pacific Area/Maritime Defense Zone Pacific as necessary.
 - f. Review planning proposals for operating facility changes submitted by Pacific Area districts.
 - g. Review and coordinate execution of operating facility changes received from Commandant for units within Pacific Area/Maritime Defense Zone Pacific.
 - h. Maintain the statistical data base for all activities within Pacific Area/Maritime Defense Zone Pacific.
 - i. Review and make recommendations on resource requirements to carry out Assistant Chief of Staff for Operations' responsibilities within Pacific Area/Maritime Defense Zone Pacific.
 - j. Develop plans for future Pacific Area/Maritime Defense Zone Pacific resource needs.
 - k. Supervise the Summary Enforcement Event Report (SEER) program in Pacific Area, setting policy guidelines for all Pacific Area districts.
 - l. Supervise and coordinate oceanographic and other scientific activities/projects of units within the Pacific Area/Maritime Defense Zone Pacific.
 - m. Manage the small boat program for Area cutters.

PORTS AND SHIPPING BRANCH
(Pop/N-33)

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief Ports and Shipping Branch (when activated) shall:
 - a. Act as the principal marine safety advisor to Commander, Maritime Defense Zone Pacific in matters involving commercial vessel safety, port and environmental safety/security, and marine environmental response.
 - b. Coordinate and control marine safety matters requiring a high degree of cooperation between Maritime Defense Zone Pacific sectors.
 - c. Establish and maintain liaison and necessary working relationships with cognizant representatives of Federal/state/local agencies, shipping interests, labor and other maritime groups on matters involving commercial vessel safety, port safety/security, and marine environmental protection.
 - d. Develop Maritime Defense Zone Pacific marine safety program budgetary documentation.

OPERATIONS READINESS BRANCH
(Por/N-35)

1. Under the direction and supervision of Assistant Chief of Staff for Operations, the Chief, Operations Readiness Branch shall:
 - a. Schedule training for Area cutters and selected shore stations.
 - (1) Maintain liaison with Navy Fleet Training Commands and schedule cutters for (a) shakedown training, (b) refresher training and (c) exportable training as required.
 - (2) Direct the operation of Training Team One.
 - (3) Schedule cutters for participation in Navy exercises and for submarine services.
 - (4) Coordinate and manage combat training funds for Pacific Area units.
 - b. Review training reports, identify training deficiencies and make recommendations for corrective action.
 - c. Review training programs. Identify potential program enhancements that directly affect Area cutters. Forward recommended changes to Commandant.
 - d. Administer the Pacific Area Awards Program for cutters participating in refresher training.
 - e. Supervise the flight deck certification program for Pacific Area cutters.
 - f. Supervise the SORTS/CASREP system within Pacific Area.
 - g. Establish and monitor readiness standards for cutters within Pacific Area/Maritime Defense Zone Pacific.
 - h. Provide technical services to assist Pacific Area/Maritime Defense Zone Pacific units in ASW, EW, and mine warfare.
 - i. Provide technical assistance to district staffs and appropriately equipped vessels.
 - j. Evaluate naval warfare doctrine, including TACNOTES and TACMEMOS as promulgated by Commander Naval Surface Warfare Development Group. Establish and implement naval warfare training standards for Area units.

- k. Coordinate sensor calibration programs for WHEC 378's including Weapons Systems Accountability Tests (WSAT) and Fleet Operational Readiness Checks Sites (FORACS) etc. within Pacific Area/Maritime Defense Zone Pacific.

PLANS DIVISION
(Pp/N-5)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Plans shall:
 - a. Coordinate development of and maintain all contingency and general war plans.
 - b. Schedule field and command post exercises to evaluate contingency and general war plans.
 - c. Plan and program Maritime Defense Zone Pacific resource requirements through the Coast Guard RCP and Navy POM processes.
 - d. Evaluate all training and exercises in which Pacific Area/Maritime Defense Zone Pacific resources participate.

MARDEZ PLANS BRANCH
(Ppm/N-51)

1. Under the direction and supervision of the Assistant Chief of Staff for Plans, the Chief, MARDEZ Plans Branch shall:
 - a. Develop and maintain Maritime Defense Zone Command Pacific operations plans. Review all subordinate Sector Command plans.
 - b. Plan and program resource requirements through the Coast Guard and Navy budget processes.
 - c. Develop and maintain anti/counter-terrorism operations plans.
 - d. Monitor research and development programs that may affect Maritime Defense Zone operations.

EXERCISE BRANCH
(Ppx/N-52)

1. Under the direction and supervision of the Assistant Chief of Staff for Plans, the Chief, Exercise Branch shall:
 - a. Be responsible for all aspects of developing and scheduling exercises necessary to evaluate Pacific Area/Maritime Defense Zone Pacific war and peacetime contingency plans.
 - b. Oversee and administer the execution of Maritime Defense Zone Pacific Sector command exercises.
 - c. Act as the primary point of contact for naval reserve liaison with COMNAVRESFOR, naval reserve readiness commands, naval reserve centers and naval reserve unit.
 - d. Monitor qualifications of personnel assigned to the Maritime Defense Zone Pacific crisis action team. Identify training requirement and insure assigned personnel are properly trained.
 - e. Evaluate all exercises in which Pacific Area/Maritime Defense Zone Pacific resources participate.
 - f. Recommend appropriate command revisions as necessary and initiate other actions with respect to the maintenance and correctness of joint defense plans, war plans and similar emergency/contingency plans and documents which concern employment of forces within the Pacific Area/Maritime Defense Zone Pacific.

COAST GUARD PLANS BRANCH
(Ppg/N-53)

1. Under the direction and supervision of the Assistant Chief of Staff for Plans, the Chief, Coast Guard Plans Branch shall:
 - a. Oversee the development and maintenance of the Pacific Area/Maritime Defense Zone Pacific Logistic Support Mobilization Plan (LSMP).
 - b. Maintain the Coast Guard Wartime Personnel Allowance List (WPAL).
 - c. Analyze staff mobilization requirements and submit documentation to the Navy and/or Coast Guard as necessary to effect required modification.
 - d. Serve as the staff COMTAC Publications Officer.
 - e. Serve as the staff Top Secret Control Officer.
 - f. Serve as primary point of contact for Coast Guard reserve matters.

INFORMATION SYSTEMS DIVISION
(Pt/N-6)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Information Systems shall:
 - a. Manage the Pacific Area/Maritime Defense Zone Pacific Communications System and Loran-C operations.
 - b. Manage Pacific Area/Maritime Defense Zone Pacific staff's computer system resources.
 - c. Establish and maintain liaison with government agencies, civilian organizations and the international maritime community to enhance communications and electronic navigation services.
 - d. Obtain information on plans and requirements for the purpose of developing information and communications services to provide timely, reliable, secure and rapid communications and accurate data required for Coast Guard and Pacific Area/Maritime Defense Zone Pacific operations.
 - e. Ensure optimum use of communications resources and compliance with both Coast Guard communications standards and plans within the Pacific Area/Maritime Defense Zone Pacific.
 - f. Assure a level of staff training that will provide for a smooth transition into the wartime organization.

. TELECOMMUNICATIONS BRANCH
(Ptt/N-61)

1. Under the direction and supervision of the Assistant Chief of Staff for Information Systems, the Chief, Telecommunications Branch shall:
 - a. Exercise operational and administrative control over the Pacific Area Communication System (PACCOMMSYS), including the Communications Area Master Station Pacific, communication stations, Pacific Area Communication Center, interdistrict landlines and Transportable Communications Centrals (TCCs).
 - b. Develop plans, evaluate requirements, and coordinate all changes and upgrades to the communication systems within the Pacific Area/Maritime Defense Zone Pacific.
 - c. Coordinate communication support and resolution of communications problems between Pacific Area districts, Maritime Defense Zone Pacific sectors, and other government agencies.
 - d. Implement and maintain an operational communications inspection program for Pacific Area/Maritime Defense Zone Pacific.
 - e. Manage the Pacific Area Communications Security Material System (CMS). Provide guidance for Pacific Area units in the maintenance of CMS accounts and establish a uniform CMS material allowance. Maintain a CMS Inspection Program and conduct CMS Immediate Superior in Command (ISIC) inspections for district offices and Pacific Area units.
 - f. Manage the Pacific Area Communication Tactical (COMTAC) Publication system. Provide guidance to Pacific Area units in the maintenance of the COMTAC Publication Library (CPL). Conduct annual COMTAC inspections of district offices and Pacific Area units to ensure compliance with established procedures.
 - g. Maintain the Communications Annexes of both Pacific Area and Maritime Defense Zone Pacific SOPs, OPLANS, and OPORDs.
 - h. Provide communications support to the Regional Emergency Transportation Coordinator (RETCO), Region IX.

LORAN-C BRANCH
(Ptl/N-63)

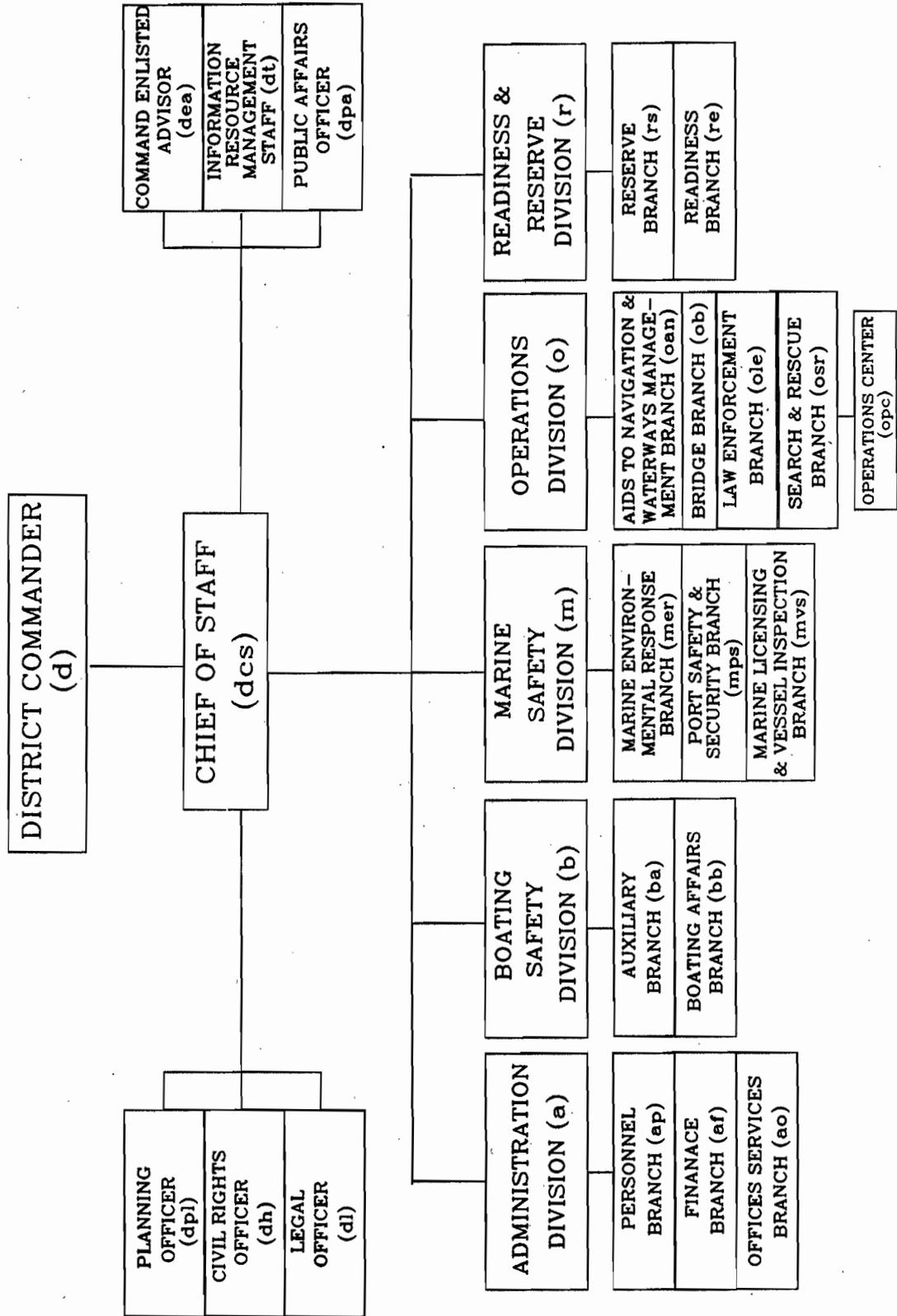
1. Under the direction and supervision of the Assistant Chief of Staff for Information Systems, the Chief, Loran-C Branch shall:
 - a. Act as the Pacific Area Loran-C Regional Manager.
 - b. Exercise direct operational control over all elements of the Pacific Area Loran-C chains, provide procedural guidance on Loran-C operations consistent with policies and procedures issued by Commandant. Ensure uniformity in policies/procedures. Identify and take action to correct problem areas/trends.
 - c. Maintain awareness of issues directly impacting on the ability of Pacific Area Loran-C chain elements to meet their operational mission. As necessary, coordinate with the responsible entities to ensure adequate support resources.
 - d. Implement and maintain a Loran-C operational inspection program of all Loran-C chain elements, including annual inspections and follow-up assist visits. Ensure operating and training standards are being met.
 - e. Maintain close liaison with the other Loran-C Regional Managers to coordinate common aspects of Loran-C operations, training and reports.
 - f. Evaluate, in terms of operational risk and impact on unit personnel resources, all requests for data probes/field tests from any source external to the Loran-C operational control chain.
 - g. Establish criteria and implement a Loran-C Operational Performance Award Program for Pacific Area Loran-C chains.
 - h. Conduct an operational certification of all planned changes to the Pacific Area Loran-C system.
 - i. Evaluate all requests for Authorized Unusable Time (AUTM) affecting Atlantic Area Loran-C transmitting stations to protect users against excessive loss of service. Ensure that only necessary AUTM is granted.
 - j. Prepare analysis of unusable time events under the circumstances specified in current directives and provide Commandant (G-N) with copies of significant event analyses.

- k. Take appropriate action to protect the Pacific Area Loran-C system for radio frequency interference by others; ensure Loran-C does not interfere with others.
- l. Coordinate Loran-C matters with foreign Government agencies who operate Loran-C stations for, or in conjunction with, the Coast Guard.
- m. Ensure appropriate Notices to Mariners/Airmen are provided to Pacific Area Loran-C chain users by maintaining close coordination with districts, the Federal Aviation Administration and the Canadian Coast Guard.
- n. Maintain applicable Pacific Area and Maritime Defense Zone Pacific directives. Ensure distribution of applicable Loran-C radionavigation publications to all elements of Pacific Area Loran-C chains.
- o. Maintain liaison with users, appropriate government agencies, and industry in order to assure awareness of any endemic problem with the Pacific Area Loran-C system; further, use such liaison to remain abreast of radionavigation technology and plans.
- p. Ensure the appropriate program and support managers receive timely information pertaining to Loran-C operational and support objectives, planning, policies, procedures, programming and budgetary administration.
- q. Investigate and make recommendations to appropriate program and support managers for the resolution of broad-based radionavigation systems deficiencies in Pacific Area Coast Guard vessels and aircraft.

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CHAPTER FOUR
STANDARD DISTRICT OFFICE ORGANIZATION

STANDARD DISTRICT OFFICE ORGANIZATION



CHAPTER 4 -- ORGANIZATION OF DISTRICT OFFICES

A. Summary of District Office Organization.

1. The District Commander (d), as the principal agent and representative of the Area Commander, is responsible for the administration and general direction of District units under the District Commander's command. Within the District, the District Commander 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.
2. The Chief of Staff (dcs) is responsible for advising and assisting the District Commander in the general administration of the District and acting as District Commander in that officer's absence. The Chief of Staff directs and supervises the following staff components:
 - a. Special Staff Elements:
 - Civil Rights Officer (dh)
 - Legal Officer (dl)
 - Public Affairs Officer (dpa)
 - Command Enlisted Advisor (dea)
 - District Planning Officer (dpl)
 - Information Resources Management Staff (dt)
 - b. The Chief, Administration Division (a) manages logistics that involve budget preparation and review, maintenance of accounts, disbursement of funds, and management of the supply system; and manages logistics that are of personnel nature, including the procurement, training, assignment and separation of active duty military and civilian personnel (with MLC assistance) and the provision of morale services.
 - c. The Chief, Boating Safety Division (b) manages Coast Guard boating safety activities including enforcing Federal laws and regulations, coordinating with the Coast Guard Auxiliary and other public service or recreational boating groups, and providing Federal liaison with state boating safety programs.
 - d. The Chief, Marine Safety Division (m) manages the establishment and maintenance of a coordinated Federal port safety and security program, a comprehensive environmental program, a program for licensing and certifying merchant marine personnel, a program for the inspection of merchant vessels and prevention of marine casualties, and a program for the administration of recreational boating standards.

- e. The Chief, Operations Division (o) manages the operational performance of the Service in the District in connection with the saving of life and property at sea and the conduct of aids to navigation, waterways management and maritime law enforcement.
- f. The Chief, Readiness and Reserve Division (r) manages the readiness functions of all District units, the small arms program for all District units and cutters homeported within the District, and for Reserve logistics that are of a personnel nature, including the training, assignment and separation of inactive Reserve personnel.

B. 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 varies 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.

C. 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:

1. Monitoring and evaluating internal management processes and taking steps to remedy problems associated with work procedures, manpower utilization, grade/rank structure and delegation of authority.
2. Indoctrinating, supervising, coordinating, and disciplining subordinate personnel. (Discipline shall include all legitimate and constructive action which promotes morale and efficiency among employees.)
3. Coordinating assigned functions with the functions of other organizational elements.
4. Taking action on communications.
5. Maintaining adequate records.
6. Preparing and/or processing special and routine reports.
7. Developing directives and instructions.

8. Maintaining liaison with other Federal agencies and outside organizations.
9. Discharging responsibilities prescribed by Coast Guard Regulations, and other orders and directives issued by higher authority.
10. Carrying out studies; planning, evaluating, and developing the budget relative to improving current operations and laying the ground work for implementation of plans as approved by competent authority.

NOTE: The Chief of Staff also directs and supervises the following approved elements for the District specified:

Hearing Officer (dj)--Atlantic Area Districts only
District Inspector (di)--Seventeenth District only
C3 Division (t)--Seventeenth District only

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THE DISTRICT COMMANDER

(d)

1. The District Commander is the direct representative of the Area Commander in all matters pertaining to the Coast Guard within the District Commander's assigned District. The District Commander 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 the District Commander's command. Included in this responsibility is the implementation and administration of the Civil Rights program, consistent with directives and guidelines issued by the Commandant. The District Commander shall require 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. The District Commander shall establish and maintain an adequate relationship with the public generally and with the maritime industry specifically, and shall require subordinates to do likewise.

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CHIEF OF STAFF
(dcs)

1. Under the general direction and supervision of the District Commander, the Chief of Staff shall:
 - a. 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.
 - b. Assist the District Commander in making inspections of units within the District, and otherwise keep that Officer informed as to the status of District activities.
 - c. 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.
 - d. Supervise and coordinate the preparation and execution of operating plans and logistic programs for carrying out the functions of the Service in the District.
 - e. Supervise and coordinate the budgetary program of the District and assure the efficient management and utilization of District funds.
 - f. 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.
 - g. 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.
 - h. Provide for administrative support and services for the District office staff.
 - i. Act as District Commander under authority and as provided for in Article 5-2-4, Coast Guard Regulations.

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**COMMAND ENLISTED ADVISOR
(dea)**

1. 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 allowance, morale, welfare, housing and incentive programs and serve as a source of information about them to individual Coast Guard personnel.
 - 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. Make frequent visits to units within their districts and meet informally with enlisted personnel 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 assigned 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.

**CIVIL RIGHTS OFFICER
(dh)**

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Civil Rights Officer shall:
 - a. 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.
 - b. Develop local directives as necessary for promulgation by the District Commander to supplement those issued by the Commandant.
 - c. 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. Maintain liaison with and if necessary assist the MLC Civil Rights Officer and district collateral duty civilian officers meet program goals for their civilian employees.
 - d. Monitor program's effectiveness via reports and special or periodic on-site inspections.
 - e. As directed, carry out special investigations, either singly, or in conjunction with Headquarters or Departmental Equal Opportunity staff personnel, and prepare reports as necessary for higher level review.
 - f. Serve as the Districts Commander's representative in investigating, reviewing and evaluating specific complaints relating to equal opportunity, and recommend course of action by superiors.

DISTRICT INSPECTION STAFF*
(di)

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Chief, Inspection Staff shall:
 - a. In accordance with inspection schedules approved by the District Commander, carry out inspections of District units (augmented as necessary by specialists temporarily assigned by the District Commander), consistent with policies, standards and guidelines promulgated by the Area Commander. Inspection teams will:
 - (1) Review and evaluate the readiness of units inspected to fulfill their authorized missions in terms of organization, management, utilization of resources, and operational sufficiency.
 - (2) Ascertain compliance of inspected units with applicable laws, regulations, directives and policies.
 - (3) Develop recommendations for improvement relating to those areas inspected.
 - (4) Submit reports on results of inspections to the District Commander, and follow up on progress made by responsible officials to remedy deficiencies and to implement recommendations which are approved.
 - (5) Carry out special investigations and inspections as may be directed by the Commandant or District Commander.
 - (6) Prepare and submit such periodic or special reports on the Inspection Program as may be directed.
 - b. In close coordination with the District Civil Rights Officer, gather facts relating to equal opportunity matters (exclusive of specific complaints) and furnish findings to the District Civil Rights Officer for analysis and appropriate action.

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

HEARING OFFICER*
(dj)

1. Under the direction and supervision of the District Commander and the Chief of Staff, the District Hearing Officer shall:
 - a. Conduct hearings and, if appropriate, assess civil penalties for cases referred to the District Hearing Officer in accordance with 33 CFR Part 1.

* Applies to Atlantic Area District Organization only.

**LEGAL OFFICER
(dl)**

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Legal Officer shall:
 - a. Furnish legal advice to the District Commander, the Chief of Staff, other District staff officers, and Coast Guard units within the District.
 - b. Initiate, prepare or review as appropriate, documents and correspondence pertaining to all matters or having legal implication, including but not limited to release of information under the Freedom of Information Act and Privacy Act, rules and regulations, and interpretation of statutes, executive orders, proclamations, court decisions, and decisions of the Attorney General or the Comptroller General.
 - c. Render legal advice with respect to, and when appropriate assist in the conduct of, courts and boards, including marine casualty boards, and review the records of proceedings of all courts and boards convened by the District Commander or commanding officers of District units or subject to review by the District Commander as a supervisory authority.
 - d. Exercise general oversight over the administration of the Uniform Code of Military Justice within the District, including but not limited to:
 - (1) Providing advice to the Officer Exercising General Court-Martial Jurisdiction and all subordinate commands with military justice responsibilities.
 - (2) Establishing procedures and arrangements for confinement.
 - (3) Assigning counsel when appropriate.
 - (4) Acting or advising on ART 15 appeals, ART 138 complaints, etc. as appropriate.
 - e. In coordination with the Chiefs of other appropriate divisions, review reported violations of laws and regulations enforced by the Coast Guard and see that appropriate action is taken.
 - f. Provide litigation support to the cognizant U. S. Attorney on criminal litigation for those matters occurring within the geographic responsibility of the District.

- g. In coordination with Commandant (G-L), and as time and staff resources permit, provide litigation support to the Department of Justice and Assistant U. S. Attorney involving civil litigation arising within the District.**
- h. Provide advice and coordinate appropriate action in response to requests for, or subpoenas of, Coast Guard witnesses or documents in private litigation matters.**
- i. In close liaison with the Chief, Administration Division, render such personal legal assistance to military personnel and their dependents as available legal resources permit.**
- j. Serve as deputy ethics official. Provide legal guidance on matters relating to standards of conduct and review statements of employment and financial interest.**

**PUBLIC AFFAIRS OFFICER
(dpa)**

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Public Affairs Officer shall:
 - a. Develop and supplement plans for the public affairs 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.
 - b. Conduct the public affairs program of the Coast Guard in the District utilizing all available public information media.
 - c. Prepare, obtain clearance of, and cause the distribution of public affairs material such as press and radio releases, radio and television scripts, speeches, and visual aids, as may be appropriate.
 - d. Provide photographic services, as available, and assure maximum photographic coverage of activities within the District.
 - e. Control the exhibition of Service films within the District.
 - f. Keep informed of the status of the public affairs program within the District and of public reaction to Coast Guard activities, and advise the District Commander and the Chief of Staff.
 - g. Continually plan and prepare for mobilization. Support contingency preparedness and MDZ responsibilities of the command, and prepare the public affairs portions of appropriate plans.

**PLANNING OFFICER
(dpl)**

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Planning Officer shall:
 - a. Assist Program Managers in evaluating changes in the operating environment, including demographic changes, shifts in industry, and changes in Coast Guard strategy and program emphasis reflected in the Commandant's planning guidance documents.
 - b. Assist Program Managers in determining their resource requirements, using the Commandant's planning factors and criteria, including the Planning and Programming Manual (COMDTINST M16010.1) the Organization Manual (COMDTINST 5400.7), Staffing Standards Manual (COMDTINST M5312.11), etc.
 - c. Review, coordinate, and assist Program Managers in the development of their input to the Coast Guard Planning, Programming, Budgeting and Evaluation System including:
 - (1) Planning factors and criteria.
 - (2) Long range objectives, plans and programs.
 - (3) Planning proposals and development plans.
 - (4) Resource utilization/reprogramming request.
 - (5) Preliminary assessment of environmental impact.
 - d. Assist the District Commander and the Chief of Staff to establish priorities among the plans, objectives, and resource requirements identified by program managers.
 - e. Review, coordinate and participate in development of district relationships with Federal agencies, State and local Governments and private organizations where there is mutual interest in plans or programs including, but not limited to:
 - (1) Advancing the Coast Guard's interests by evaluating and participating in State, local, and private planning efforts, and implementation of State and local programs such as the Coastal Zone Management program.

- (2) Advancing the Department's interest in waterway, port, harbor, and other water resource projects and planning activities.
- f. Review, coordinate and participate in studies and analyses which affect the management of the district.
- g. Review, coordinate and participate in quality management and productivity improvement programs of the district.

INFORMATION RESOURCES MANAGEMENT STAFF

(dt)

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Chief, Information Resources Management Staff shall provide the following services for the District Office and District Units:
 - a. Foster the creation and use of Management Information Systems and implement a cohesive plan for harnessing the application of computer, communications, and electronic technology to meet and enhance mission accomplishment.
 - b. Develop Information Resources Management plans, policies, and objectives.
 - c. Provide Automated Information Systems security oversight. Insure adequacy of contingency plans, backup/recovery procedures, and physical security. Support Commandant initiatives such as risk analyses and vulnerability assessments.
 - d. Review Standard Terminal configuration plans for technical completeness. Insure hardware has required capacity for processing target software. Manage software license quotas/distribution.
 - e. Manage the District data systems and the remote job entry functions for data transmission.
 - f. 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.
 - g. Assist users in maintaining accountability records for computer equipment in the Personal Property Accountability System.
 - h. Provide technical support and capability awareness, including training and resolution of hardware and software problems.
 - i. 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.
 - j. Assist District personnel in the study, design and installation of ADP systems or the alteration of existing systems and programs, or documentation of need to higher authority.

- k. Support installation of Coast Guard-wide application software packages.
- l. Respond to Headquarters/Department of Transportation data calls, including annual input the DOT ADP Plan.
- m. Perform system integration function between mini and micro computers.
- n. Administer, supervise and coordinate all telecommunications affecting the operation and administration of the District office and District units.
- o. Develop plans and procedures to assure coordination, uniformity and efficiency in the administration and operation of Coast Guard telecommunications. Monitor the operational status of the equipment and links ensuring necessary corrective action is taken by the appropriate unit.
- p. Evaluate all complaints of harmful interference from Coast Guard use of the radio spectrum and initiate necessary action to eliminate or reduce harmful interference.
- q. Develop and issue telecommunication plans in support of mobilization and other missions.
- r. Initiate requests for operational approval via the chain-of-command for budgetary information and to make necessary telecommunications and IRM plant improvements.
- s. Provide technical and budgetary communications input to District staff during development of planning documents.
- t. Maintain the District Commander's Classified Material System, and operate a communication center, cryptographic center and courier service for the District office.
- u. Administer the District communication security (COMSEC) programs and function as the Immediate Superior In Command (ISIC) for District CMS accounts.
- v. Manage the District office telephone system, and associated funding.
- w. Manage the District's electronic mail system.

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ADMINISTRATION DIVISION

(a)

- 1. Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Administration Division, shall:**
 - a. Manage the planning and execution of personnel administration in the District and assure proper utilization of personnel resources. Advise the District Commander and other staff officers regarding personnel issues such as discipline, awards, performance evaluation, training, position management, and other personnel-related issues. Supervise the District Mutual Assistance program.**
 - b. Manage the planning and execution of the programs for finance and supply along with the preparation of financial management reports for use by appropriate managers. Assure fiscal integrity is maintained throughout the organization.**
 - c. Manage centralized office support and logistic services for the District staff.**
 - d. Serve as Commanding Officer for District staff enlisted personnel.**
 - e. Manage the District PERSRU.**
 - f. Continually plan and prepare for mobilization. Support contingency preparedness and maritime defense zone responsibilities of the command and prepare personnel and logistics portions of appropriate plans.**

PERSONNEL BRANCH
(ap)

1. Under the direction and supervision of the Chief, Administration Division, the Chief, Personnel Branch, shall:
 - a. Administer the military personnel program in the District, including programs for morale and recreation, medals, awards, and special interest such as family advocacy, drug testing, human relations, voting, etc.
 - b. When appropriate, coordinate medical services to District staff members.
 - c. Coordinate personnel training activities for District personnel, arranging quotas for local training, off-duty tuition assistance, locally provided training, etc. Administer local OG-56 funds. Administer tests and examinations, as required.
 - d. Maintain necessary records relating to District military personnel.
 - e. Administer the District's Coast Guard Housing Program, including coordinating the Leased Housing Program with the MLC.
 - f. Provide the following for the civilian personnel program in the District:
 - (1) Liaison with the MLC for employee relation programs, including grievances, welfare and counseling activities.
 - (2) Assist in the assignment of duties and responsibilities to positions.
 - (3) Assist in the planning and administration of the employee development program by identifying and reporting training needs, funding the program (if applicable), and evaluating and reporting the effectiveness of the training program to the MLC.
 - (4) Review requests for travel orders for civilian personnel and insure proper preparation of such orders for appropriate signature.
 - g. Using input from other staff officers, develop estimates of personnel requirements and justifications that may be required by Headquarters, Area Commanders, or for use by the District staff.

- h. Assure proper utilization of available personnel in the District.**
- i. Administer the District substance abuse prevention program.**
- j. Administer the District's consolidated Morale Fund.**

FINANCE BRANCH
(af)

1. Under the direction and supervision of the Chief, Administration Division, the Chief, Finance Branch, shall:
 - a. Act as principal financial management advisor for the District staff.
 - b. Coordinate and consolidate estimates of budgetary requirements and submit the annual budget.
 - c. Administer funds allotted to the District Commander for which responsibility of administration is charged to the Finance Branch by the Commandant or the District Commander.
 - d. Assist operating guide and project target managers in preparation of their financial plans.
 - e. Upon receipt of the annual budget and other financial data, advise the Chief of Staff and other staff officers of the impact of the financial program on the District.
 - f. Prepare the annual funds apportionment schedule.
 - g. Identify financial data for the Chief of Staff and other responsible officers which may indicate unscheduled program deviations, significant cost restrictions, and fund surpluses or shortages.
 - h. Coordinate input for discussion at the District Budget Review Board and prepare a record of the proceedings.
 - i. Prepare requests to Commandant for additional funds and recommendations relative to the release of funds.
 - k. Analyze the results of financial and supply activities and supervise the preparation of financial management reports.
 - l. Ensure that certification of accounting balances is accomplished in accordance with existing regulations.
 - o. Ensure that functions of the Authorized Certifying Officer and Cashiers are accomplished in accordance with existing regulations.
 - p. Coordinate the audit program of various financial accounts within the District office. Assign qualified auditors and review and maintain a file of all completed audit reports. Review the existing system to ensure the existence of adequate audit techniques and safeguard to ensure fiscal integrity.

- q. **Oversee hazardous waste removal/disposition process for the District. Provide funding to units as appropriate.**

OFFICES SERVICES BRANCH

(ao)

1. Under the direction and supervision of the Chief, Administration Division, the Chief, Office Services Branch, shall:
 - a. Manage the District supply support program, including commercial and government procurement activities, contract administration, delegation of procurement authority to field units, and District clothing locker functions. Act as principal supply advisor for the District staff.
 - b. Serve as the Contracting Officer (Level I) for the District Office and those District units with limited small purchase authority. Procure supplies, non-personal services, and construction from commercial sources.
 - c. Process Purchase Requests (PR), determine the most appropriate method of acquisition, determine the source of supply/service, solicit offers for the supplies/services, and follow-up to ensure delivery. Publicize as required.
 - d. Ensure commercial purchases under \$25,000 are reserved for small businesses. Promote District participation in procurement-related economic stimulation programs such as the 8(a) Small and Disadvantaged Business Set Asides.
 - e. Place orders under existing Federal Supply Schedule contract awarded by GSA or Blanket Purchase Agreements awarded by other government agencies as prescribed.
 - f. Analyze unauthorized procurements made by District units or staff and prepare ratification recommendation for the Head of Contracting Activity action.
 - g. Provide advice to all staff elements on how to obtain support from supply sources under both normal and contingency operating conditions.
 - h. Operate the Automated Requisition Management System (ARMS) or Requisition Processing Point (RPP) for ordering supplies from government sources in support of the District staff. Provide similar service for field units which do not have or are not authorized direct access to the system.
 - i. Establish local support agreements with other Coast Guard units or other government agencies for logistics help when feasible and economical. Provide assistance to other agencies within existing capabilities and resources.

- j. Provide guidance to staff program managers for establishing and changing property and supply stock allowances on District units.
- k. Monitor operations of Supply Fund (SF) activities at District units. Coordinate with Inventory Control Points (ICPs) as required.
- l. Coordinate petroleum, oil, and lubricant (POL) requirements for District units. Coordinate supply support with DFSC elements or commercial sources within District procurement authority.
- m. Supervise the administration of the District's fuel contracts.
- n. Develop and issue rules and procedures for the acquisition and control of credit cards.
- o. Administer the personal property accountability system for the District. Coordinate District-wide screening of excess property and input all acquisitions into the automated control system for the District and field units without computer capability. Coordinate survey of personal property and prepare excess property declarations. Coordinate disposal of personal property.
- p. Coordinate real estate transactions with the MLC. Manage the space/rent program for the District, working directly with the cognizant GSA regional office.
- q. Organize and administer centralized office support services for the District staff, including a stationery locker, printing and reproduction, mail and postal matters, shipping and receiving, and review and cataloguing of directives.
- r. Administer the District vehicle management program.

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BOATING SAFETY DIVISION
(b)

1. Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Boating Safety Division, shall:
 - a. Coordinate the Recreational Boating Safety program as appropriate with the Coast Guard Auxiliary, State boating officials, U. S. Power Squadrons, American Red Cross, and other groups and organizations involved with boating safety.
 - b. Direct the operation of the Coast Guard Auxiliary.
 - c. Maintain liaison with State Boating Law Administrators and Regional Associations of State Boating Law Administrators in order to promote comity between jurisdictions and encourage uniformity and reciprocity of boating laws and regulations.
 - d. Maintain Coast Guard/State agreements to establish the working relationships between the Coast Guard and the states to encourage them to assume a greater role in enforcing boating safety laws and regulations.
 - e. Establish and maintain liaison with major boating interests such as yacht club associations, marine trade associations, and boat owner associations.
 - f. Administer a program of boating accident reporting, review, and investigation coordinated with Coast Guard Headquarters, marine safety offices, and state boating law administrators.
 - g. Represent the District Commander at the regional and national conferences of the National Association of Boating Law Administrators as agenda or concerns of the District dictate.

AUXILIARY BRANCH
(ba)

1. The Chief, Boating Safety Division, shall also normally serve as the Chief, Auxiliary Branch, and shall:
 - a. Act as District Director and, as such, the duly authorized representative of the District Commander to the Coast Guard Auxiliary in developing and administering the Auxiliary program.
 - b. Ensure new Auxiliary personnel and facilities are processed in accordance with the standards prescribed by Commandant.
 - c. Through the District Commodore, plan and assist the establishment of flotilla and other organizations; advise flotillas on matters of organization, program, regulations, and related activities; and encourage uniformity in the application of prescribed standards for these matters among the various Auxiliary components in the District.
 - d. Collaborate with other staff components concerned in the development and execution of the Auxiliary training program.
 - e. Consult with and advise other staff components concerned with Auxiliary personnel and facilities regarding Auxiliary operations.
 - f. Administer the Auxiliary Courtesy Marine Examination and Public Education programs in the District.
 - g. Review all material published by the Auxiliary in the District.
 - h. Maintain a system of record keeping as prescribed by the Commandant.
 - i. Ensure that Auxiliary public education and information efforts in support of the Recreational Boating Safety Program are properly coordinated with the efforts of others.
 - j. Make reports through the Chief of Staff to the District Commander.
 - k. Supervise Regional Directors when they are assigned.

BOATING AFFAIRS BRANCH
(bb)

1. Under the direction and supervision of the Chief, Boating Safety Division, the Chief, Boating Affairs Branch, shall:
 - a. Administer the civil penalty procedures in response to recreational boating safety violations.
 - b. Assist in all state liaison matters concerning the Recreational Boating Safety Program.
 - c. Assist in establishing, reviewing and renewing agreements with the states.
 - d. In accordance with applicable regulations, coordinate the issue of regatta permits throughout the District and, as necessary, prepare Special Local Regulations for marine events.
 - e. Respond to public inquiries in the area of Boating Safety.
 - *f. Issue State of New Hampshire recreational boating registration numbers until New Hampshire adopts a Coast Guard approved boat numbering system.

* Applies to Commander, First Coast Guard District only.

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MARINE SAFETY DIVISION
(m)

1. Under the general direction and supervision of the District Commander and Chief of Staff, the Chief, Marine Safety Division, shall:
 - a. Administer an integrated, multi-program system, encompassing Marine Inspection, Marine Licensing, Port Safety and Security, and Marine Environmental Response, in accordance with policies issued by cognizant program directors. These program responsibilities include:
 - (1) Marine Inspection.
 - (a) Enforce the navigation and vessel inspection laws.
 - (b) Investigate marine casualties.
 - (c) Administer load line regulations.
 - (d) Process violations of applicable marine safety laws and regulations.
 - (e) Review vessel and vessel equipment plans.
 - (f) Document vessels.
 - (g) Review District merchant vessel safety activity contrasted to program performance standards.
 - (h) Administer the recreational boating standards program.
 - (2) Marine Licensing.
 - (a) License and certify merchant seamen.
 - (b) Ship and discharge seamen.
 - (c) Man vessels.
 - (3) Port Safety and Security.
 - (a) Monitor explosive or other dangerous cargo loading operations.
 - (b) Maintain safety and security in designated port areas.
 - (c) Inspect and board vessels.

- (d) Patrol ports and harbors and inspect waterfronts and waterfront facilities.
 - (e) Monitor movement of vessels, including those carrying hazardous cargos, on U.S. navigable waters.
 - (f) Investigate damage to or destruction of structures causing, or having the potential for causing, adverse effects on marine environmental quality.
 - (g) Administer the enforcement of applicable laws and regulations.
 - (h) Administer the Special Interest Vessel program.
- (4) Marine Environmental Response.
- (a) Plan, develop, implement, and monitor the District pollution protection and detection program for 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 response activity contrasted to program performance standards.
 - (d) Review pollution reports and administer the District enforcement and investigation program regarding spills of oil and hazardous substances.
 - (e) Administer the District inspection program to ensure vessel and facility compliance with financial responsibility and pollution regulations.
- b. Develop a general program for the District to facilitate a correct and uniform interpretation of the laws, rules, regulations, and other directives by all personnel assigned to such activities.

- c. 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 marine inspection, marine licensing, port safety and security, and marine environmental response, with the aim of improving coordination and responsiveness in these program areas throughout the District, and initiating recommendations for the formal revision of rules and regulations governing the multi-program area when the necessity for change or revision becomes evident.
- d. Advise the District Commander on appeals resulting from actions taken by field units.
- e. 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 requirements.
- f. Coordinate facility support requirements with Chief, Operations Division.
- g. Coordinate with the MLC to ensure adherence to the Medical Monitoring Program.
- h. Continually plan and prepare for mobilization. Support contingency preparedness and maritime defense zone responsibilities of the command, and prepare or supervise the preparation of the marine safety portions of appropriate plans.
- i. Serve as co-chairman of the Standing Regional Response Team(s) and chairman of the Regional Response Team(s) when convened for a specific incident where Coast Guard is the Pre-Designated Federal On-Scene Coordinator.
- j. Review offshore contingency plans for adequacy of pollution response capability of leasee in compliance with MOU's.

MARINE ENVIRONMENTAL RESPONSE BRANCH
(mer)

1. Under the direction and supervision of the Chief, Marine Safety Division, the Chief, Marine Environmental Response Branch, shall:
 - a. Administer and supervise the Marine Environmental Response Program and the environmental safety aspects of the Port Safety and Security Program, and ensure uniform and correct application of the marine environmental laws and regulations.
 - b. Process and review funding resource requirements and planning proposals for District units performing marine environmental response functions.
 - c. Administer and supervise the keeping of records (case files) of all reported spills.
 - d. Administer and process reported violations of the marine environmental protection laws and regulations. Submit recommendations for disposition of civil and criminal violations to appropriate officials. Monitor MSIS for records of all fines imposed and collected.
 - e. Prepare responses for the District Commander on appeals resulting from actions by Captains of the Port. If further appeal is made to the Commandant, prepare suitable recommendations and provide all information necessary for a final decision.
 - f. Prepare daily reports of minor spills and pollution reports (POLREPS) of moderate and major spills for transmission to Commandant (G-M) in accordance with contingency plans and current instructions.
 - g. Closely monitor the effect and effectiveness of the National, International, Regional, and Sub-regional Contingency Plans. Maintain close liaison with signatories of the National Plan to recommend effective changes as the need arises.
 - h. Maintain a current and updated library of technical documents on pertinent pollution control.
 - i. When directed by the District Commander, assume the duties as on-scene coordinator when a major spill or declared pollution incident occurs.
 - j. Coordinate the environmental response activities of the various District units.

- k. Monitor the unit training of personnel performing environmental response activities.
- l. Maintain a continuing and effective liaison with Federal agencies (especially Environmental Protection Agency), state agencies, maritime organizations, and industries in activities that support the goals of the Federal Water Pollution Control Act (FWPCA) and the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended.
- m. Review data and information from field units that contribute to management information systems at District and Headquarters levels.
- n. Provide staff support to the Chief, Marine Safety Division, in that Officer's role as Chairman of the Regional Response Team(s).
- o. Provide fund management of the Pollution Fund for District units and EPA On-Scene Coordinators operating in the Inland Region of the District and appropriate CERCLA funds as follows:
 - (1) Issue project number and ceilings for individual Federally funded responses (Pollution Fund only).
 - (2) Liaison with the MLC for contracting and accounting support.
 - (3) Review contract, invoices and other documentation required for any Federally funded response.
 - (4) Prepare the case file necessary for cost recovery.
 - (5) Liaison with Coast Guard or EPA OSC, the MLC, and Headquarters for cost recovery actions.

PORT SAFETY AND SECURITY BRANCH
(mps)

1. Under the direction and supervision of the Chief, Marine Safety Division, the Chief, Port Safety and Security Branch, shall:
 - a. Administer the District Port Safety and Security (PSS) Program, including those responsibilities pertaining to vessels, designated waterfront facilities, customs, navigation, conservation, and dangerous cargo laws, except those specifically vested in other District components.
 - b. Coordinate the port safety and security activities of the Marine Safety Offices, and ensure they carry out the principal PSS activities, including:
 - (1) Monitor oil transfer and hazardous cargo operations to prevent spills and accidents.
 - (2) Conduct harbor patrols to detect unsafe port or vessel conditions, and oil and hazardous substance spills, and to enforce pollution prevention regulations.
 - (3) Inspect designated waterfront facilities to prevent fires, explosions, and other possible serious casualties.
 - (4) Establish and enforce security and safety zones to safeguard vessels and port areas from accidental or intentional damage or sabotage.
 - (5) Respond to maritime emergencies involving terrorism, fire, or natural disaster.
 - (6) Implement the "Special Interest Vessel Program" to safeguard U.S. ports from external threats of sabotage and espionage.
 - (7) Prepare for mobilization (military readiness), including providing both landside and waterside port security.
 - (8) Implement the "Port Security Card Program" to control personnel access to port and port facilities.
 - c. 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.

- d. 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.
- e. Administer and process all reports of violations involving port safety and security, dangerous cargo, navigation safety, and pollution prevention. Prepare recommendations for disposition of civil and criminal violations for appropriate official.
- f. Maintain close contact with the shipping industry, and provide assistance to the industry as necessary in order to insure compliance with appropriate Federal regulations. Coordinate action with the Captain of the Port.
- g. Monitor the unit training of port safety and security personnel.
- h. Review data and information from field units that contribute to management information systems at District and Headquarters levels.
- i. Process and review funding and resource requirements and planning proposals for District units performing port safety and security functions.
- j. Administer the Ocean Dumping Program in the District.
- k. Administer the port safety and security aspects of applicable legislation.
- l. Administer the Port Security Card Program in the District.
- m. Administer the Special Interest Vessel Program in the District.
- n. Continually plan and prepare for mobilization and provide port security support to MDZ Sector Commanders within the District.
- o. Prepare responses for the District Commander on appeals resulting from actions taken by the Commanding Officers of Marine Safety Offices.

MARINE LICENSING AND VESSEL INSPECTION BRANCH
(mvs)

1. Under the direction and supervision of the Chief, Marine Safety Division, the Chief, Marine Licensing and Vessel Inspection Branch, shall:
 - a. Administer the District Marine Inspection and Licensing Programs, including those responsibilities pertaining to vessels, customs, navigation, and conservation laws, except those specifically vested in other District components.
 - b. Administer and supervise the merchant marine safety activities of District Marine Inspection Offices (MIOs) and Marine Safety Offices (MSOs).
 - c. Conduct a continuing review and analysis of staffing and operating costs of the MIOs and MSOs.
 - d. Process and review funding and resource requirements and planning proposals for District units performing marine inspection and licensing functions.
 - e. Administer and process reported violations of the navigation safety and vessel inspection laws and regulations. Prepare recommendations for disposition of civil and criminal violations for the Chief, Marine Safety Division.
 - f. Process and prepare responses to all appeals to the District Commander of decisions of the Officers In Charge of Marine Inspection. If further appeal is made to Commandant, prepare suitable recommendations and provide all necessary information necessary for a final decision.
 - g. Process, review, and, where authorized, approve all reports of investigation conducted under 46 U.S.C. 6301 and 7701, involving marine casualties or misconduct, negligence, or incompetency of licensed or documented personnel.
 - h. Closely monitor the effect and effectiveness of laws and regulations applicable to commercial vessels to determine if they accomplish their intended purpose. Based on field reports and industry liaison, prepare recommendations for amendment, revision, or initiation of safety laws and regulations.

- i. 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 and their support.
- j. Conduct unit inspection of MIOs to ensure that field inspection, licensing and certifying, investigations, and other functions are performed as required and proper records are maintained. Coordinate with the MLC as appropriate.
- k. Monitor the training program of each MIO and MSO for compliance with the schedule established in the Marine Safety Manual (COMDTINST M16000 series). Ensure that full and complete records are maintained and that qualifications of individual inspectors are included in officer evaluation reports. Coordinate field input for annual revisions to the Marine Safety Training Guides and Class "C" School Training Plan. Periodically coordinate input for class quota selection.
- l. Review field submissions of data concerning marine inspection activities to ensure completeness, accuracy, and timeliness of the submissions.
- m. Analyze informational reports obtained from the Headquarters management information system and make recommendations concerning additions, deletions, or alterations as necessary for improving the effectiveness of District and field units.
- n. Review and provide recommendations to Commandant (G-MVP) on all requests for Coast Guard approval of mariner training courses.

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OPERATIONS DIVISION

(o)

1. Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Operations Division, shall:
 - a. 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:
 - (1) Search and Rescue
 - (2) Domestic Icebreaking
 - (3) Short Range Aids to Navigation
 - (4) Radio Aids to Navigation
 - (5) Bridge Administration
 - (6) Enforcement of Maritime Laws and Treaties
 - (7) Marine Science Activities
 - (8) Defense Operations
 - (9) Command and Control-Communications (support element)
 - (10) Intelligence, Investigations and Security
 - (11) Waterways Management
 - (12) Polar Ice Breaking*
 - b. Monitor District units to determine adequacy of resources and ascertain effective execution of programs.
 - c. Assist the Maintenance and Logistic Command in the inspection of District units as required. Initiate remedial action on findings which bear upon Operations Division programs.**
 - d. Carry out program budgeting and manage funds allocated to the Operations Division.
 - e. Coordinate availability of multi-mission facilities to meet program requirements of other District division chiefs.

- f. Administer the District weather reporting and aerological services.
- g. Monitor the operational training of all operational units within the District.
- h. 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, other emergencies, and Maritime Law Enforcement.
- i. Administer the District's supporting program for the Automated Mutual-Assistance Vessel System (AMVER) and, where appropriate, designate an officer to supervise the program.
- j. Be responsible for oversight of the Officer-In-Charge Review Board.
- k. Assist operational field units with problems encountered, gaining support needs from other organizational elements.
- l. Continually plan and prepare for mobilization. Support contingency preparedness and maritime defense zone responsibilities of the command, and direct the preparation of the operations portions of appropriate plans.
- m. Act as Co-Chairman with a representative of the Canadian Coast Guard to the Canada/U. S. Joint Coordinating Group for Vessel Traffic Management.***

* Applies to Commander, Seventeenth Coast Guard District only.

** Except Commander, Seventeenth Coast Guard District.

*** Applies to Commander, Thirteenth Coast Guard District only.

AIDS TO NAVIGATION AND WATERWAYS MANAGEMENT BRANCH
(oan)

1. Under the direction and supervision of the Chief, Operations Division, the Chief, Aids to Navigation and Waterways Management Branch, shall:
 - a. Direct and administer District Waterways Management functions, including VTS, Rules of the Road, Regulated Navigation Areas, Anchorages, Vessel Bridge-to-Bridge Radiotelephone Regulations, and Port Access Routes.
 - b. Direct and administer the operation of all aids in the District so as to provide an integrated system of aids to navigation. Provide administrative support for LORSTAs and OMEGA stations within District boundaries.
 - c. Initiate or review requests for the establishment, change, or disestablishment of Federal or private aids to navigation. Whenever required, prepare the justification for the expenditure of Federal funds to implement recommended changes in the aids to navigation system (and indicate the priority of accomplishment).
 - d. Prepare and administer the plan for the operations of units assigned aids to navigation missions.
 - e. Supervise the collection of data for light lists, radio-beacon charts, and Notices to Mariners. Gather, process and disseminate all information concerning the malfunction, failure, damage, or loss of aids to navigation and marine information vital to safety. In addition, provide support for the entire marine information network, NAVAREA/HYDROLANT/PAC broadcasts (Defense Mapping Agency), Topographical/Hydrographic information from NOAA, and National Hydrographic Service via Broadcasts and Local Notices to Mariners.
 - f. Recommend and justify District allowances of aids to navigation equipment required to maintain authorized aids in effective operation and to mark waterways under special circumstances such as wrecks, maritime defense zone requirements, extraordinary maritime events, etc. Ensure timely purchase of buoys, chain, and appendages are made to keep a sufficient District inventory.
 - g. Evaluate and insure the adherence to ATON positioning standards by District ATON units. Train District ATON personnel on positioning techniques and positioning tools, including computer hardware and software.

- h. Maintain close liaison with Headquarters offices to provide up-to-date standards and techniques to ATON units.**
- i. In conjunction with the MLCs, establish and coordinate an inspection program to maintain proper operational readiness standards for District aids to navigation units.**
- j. Coordinate the interaction of different Coast Guard units to insure the ATON Program functions properly, including the distribution of the Major (OG-43) and Minor (OG-30) ATON maintenance funds.**
- k. Establish and coordinate a training program to maintain proper operational standard for District ATON units.**

*** The functions described under (ob) are assigned in (oan) for those Districts without an authorized Bridge Branch.**

BRIDGE BRANCH
(ob)

1. Under the direction and supervision of the Chief, Operations Division, the Chief, Bridge Branch, shall:
 - a. Formulate for submission to the Commandant recommendations on matters concerning the location and plans of bridges and causeways across the navigable waters of the United States, the operation of drawbridges, and bridges which may be considered to be unreasonable obstructions to navigation.
 - b. Take final action concerning permit actions as authorized.
 - c. Prescribe the lights and signals required on bridges for the safety of navigation. Exempt the requirement for bridge lighting over waterways with no significant nighttime navigation and, in cases where lighting presently prescribed is not adequate for the safe passage of nighttime navigation, require modified or special lighting.
 - d. 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.
 - e. Issue Public Notices; conduct Public Hearings; prepare environmental impact statements; maintain close contacts with maritime industry, other users of the navigable waters, Federal, state and local government agencies having interests in bridges or related matters, and the general public, to insure that bridges do not unreasonably obstruct navigation.

LAW ENFORCEMENT BRANCH
(ole)

1. Under the direction and supervision of the Chief, Operations Division, the Chief, Law Enforcement Branch, shall:
 - a. Supervise the enforcement of laws and treaties programs within the District. This includes the following:
 - (1) Plan and execute the Coast Guard and certain multi-agency drug interdiction operations within the District, including the administration of the Law Enforcement Detachment (LEDET) program; their deployment on vessels of opportunity; and the collection, analysis, evaluation, and rapid dissemination of intelligence of value (including tactical intelligence).
 - (2) Plan and execute the Coast Guard and certain multi-agency missions directed at the protection and preservation of natural resources, especially the fishery resources within the Exclusive Economic Zone (EEZ), which includes the training of Coast Guard personnel in fisheries enforcement.
 - (3) Enforce other Federal statutes and international agreements in the waters over which the United States has jurisdiction, except those statutes, treaties, and other international agreements related to commercial vessel safety, boating safety, port safety and security, and marine environmental protection.
 - b. Supervise or conduct all categories of investigations pertaining to criminal offenses or internal security, as requested or directed, and as established, by the Coast Guard Investigations Manual (COMDTINST M5527.1 series). This includes:
 - (1) Provide investigative assistance to commanding officers for the investigation of alleged misconduct by Coast Guard personnel and for investigations into circumstances which indicate probable misconduct by Coast Guard personnel.
 - (2) Follow up on the apprehension of deserters and assist in locating absentees as requested by subordinate units and other Districts.
 - (3) Plan and conduct investigations when so directed in connection with violations of public trust, contractual procurement, or disposal of fraud matters.

- (4) Monitor and assist as necessary investigations by other law enforcement agencies when such investigations are of interest to the Coast Guard.
 - (5) Conduct personnel security investigations associated with the security clearance program.
 - (6) Analyze, evaluate, and disseminate intelligence information of criminal, counter-intelligence, or internal security significance.
 - (7) Conduct personnel security operations required for the protection of VIPs, which includes conducting threat assessments prior to the entry of the VIP into potentially hazardous areas.
 - (8) Provide technical assistance to subordinate commands in physical security matters.
- c. Serve as the District Special Security Officer (SSO).
 - d. Supervise the development, promulgation, and implementation of District-wide security programs, plans, policies, and procedures. Programs supervised shall include information, physical, personnel, operations, and industrial security as described in the Coast Guard Security Manual (COMDTINST M5500.11 series).
 - e. Maintain liaison with, and render appropriate assistance to, other law enforcement, intelligence, and security agencies in the conduct of Maritime Defense Zone support and other applicable Coast Guard missions.
 - f. Keep appropriate commanders advised of the status of ongoing investigations, law enforcement missions, and other branch activities.
 - g. Coordinate MLE and tactical law enforcement training among the various operational units within the District.
 - h. When applicable, serve as program manager for assigned WPBs. Coordinate scheduling with groups, control budgeting, serve as point of contact with appropriate MLC for maintenance activities, and identify sources of required equipment.
 - i. Administer the District law enforcement and Maritime Defense Zone intelligence program. This includes identifying intelligence requirements, preparing and executing the District intelligence collection plan, developing and disseminating timely tactical and operational intelligence, and providing intelligence support to the District Commander as the Maritime Defense Zone sector commander.

SEARCH AND RESCUE BRANCH
(osr)

1. Under the direction and supervision of the Chief, Operations Division, the Chief, Search and Rescue Branch, shall:
 - a. Administer the program for the operation of floating units, aeronautical units, and operational shore units (except those under the cognizance of the Marine Safety Division and other Operations Division branches), and supervise their activities.
 - b. Initiate or review proposals for the reduction, expansion, and modification of District operating facilities within the Search and Rescue program. Operating units will be distributed to effect maximum coverage commensurate with available personnel and facilities.
 - c. Develop and maintain the subregional or sector SAR plan for which the District is responsible, and conduct the liaison necessary for its proper functioning.
 - d. Supervise and ensure compliance with mandated boat crew training programs and mandated boat maintenance programs for assigned units.
 - e. Exercise general supervision over the operation of small boats assigned to District units. Ensure replacement of, and evaluate the use of, non-standard boats within the District.
 - f. Establish and coordinate a program to maintain proper operational readiness standards for district SAR facilities. This includes the Boat Crew Training Program, Boat Maintenance Schedules, and Boat Crew Utilization Guidelines.
 - g. Provide aerological services when specified.
 - h. Prepare preliminary budget estimates, make recommendations as to fund allocations or suballotments, and administer funds allocated to the Branch, as prescribed in current directives.
 - i. Supervise the activities of the Operations Center, coordinating with other District office program/mission elements, as required.

**OPERATIONS CENTER
(opc)**

1. Under the general direction and supervision of the Chief, Search and Rescue Branch, the Senior Controller, Operations Center, shall:
 - a. Act as a first response point for operational incidents occurring within the District.
 - b. Coordinate the use of operational resources for incidents requiring District action.
 - c. Maintain working level liaison with other civilian and military agencies and coordinate mutual support for activities of common concern.
 - d. Act as the District Duty Officer for administrative incidents and emergencies.

NOTES: 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.

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READINESS AND RESERVE DIVISION
(r)

1. Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Readiness and Reserve Division, shall:
 - a. Coordinate and supervise the development and administration of the program for the Coast Guard Reserve in the District.
 - b. Collaborate and maintain effective liaison with other members of the District staff for the successful conduct of the Reserve program and Emergency Preparedness programs.
 - c. Interface with other Coast Guard program managers, DOD commands and other government agencies to ensure maximum use of all facilities and resources.
 - d. Supervise the program for maintaining and improving military/contingency readiness of all District units.
 - e. Maintain liaison with the Naval Readiness Command(s) to promote Coast Guard utilization of naval training and other facilities.
 - f. Supervise the development and maintenance of District readiness plans required in support of Coast Guard and Navy Plans and policy. Coordinate the inclusion of technical guidance provided by the Area staff.
 - g. Maintain liaison with planning groups of the Navy and other government agencies, civil and military, concerned with Coast Guard readiness planning.
 - h. Supervise and coordinate the small arms program for all District units and cutters.

RESERVE BRANCH
(rs)

1. Under the direction and supervision of the Chief, Readiness and Reserve Division, the Chief, Programs Branch, shall:
 - a. Develop and administer the program for the Coast Guard Reserve, including the temporary component thereof, in the District in accordance with prescribed policies, regulations, and instructions.
 - b. Where applicable, serve as Commanding Officer for District Reserve Stationkeepers.
 - c. Administer the program for the training, organization, mobilization planning, and assignment of all Reserve personnel on inactive duty or on intermittent active training duty.
 - d. Maintain liaison with and assist the Commanding Officer, Regional Recruiting Office, and local recruiting offices. Provide/coordinate assistance in the administration of the military personnel procurement activities for Reserve personnel.
 - e. Develop the District Reserve training program and the degree and manner in which Service facilities are to be utilized in furthering this program.
 - f. Administer funds allocated for Reserve purposes in accordance with current applicable directives.
 - g. Manage District reserve manpower and strength. Coordinate Reserve personnel recruiting.
 - h. Administer program for unit assignments of Reserve Officers to pay and non-pay billets. Coordinate annual panel for determination of Command assignments.
 - i. Conduct annual District Reserve Policy Board and ensure appropriate action and recommendations to higher authority are taken.
 - j. Conduct compliance inspections and Readiness Evaluations for Reserve units.

- k. Develop, coordinate and maintain the logistic support elements, including supply, medical service, and fiscal and financial service, as may be required for the Reserve program.

NOTE: The term "Reserve personnel" in various forms in these statements includes Reserve personnel on inactive duty or on intermittent active training duty, but does not include Reserve personnel on extended active duty.

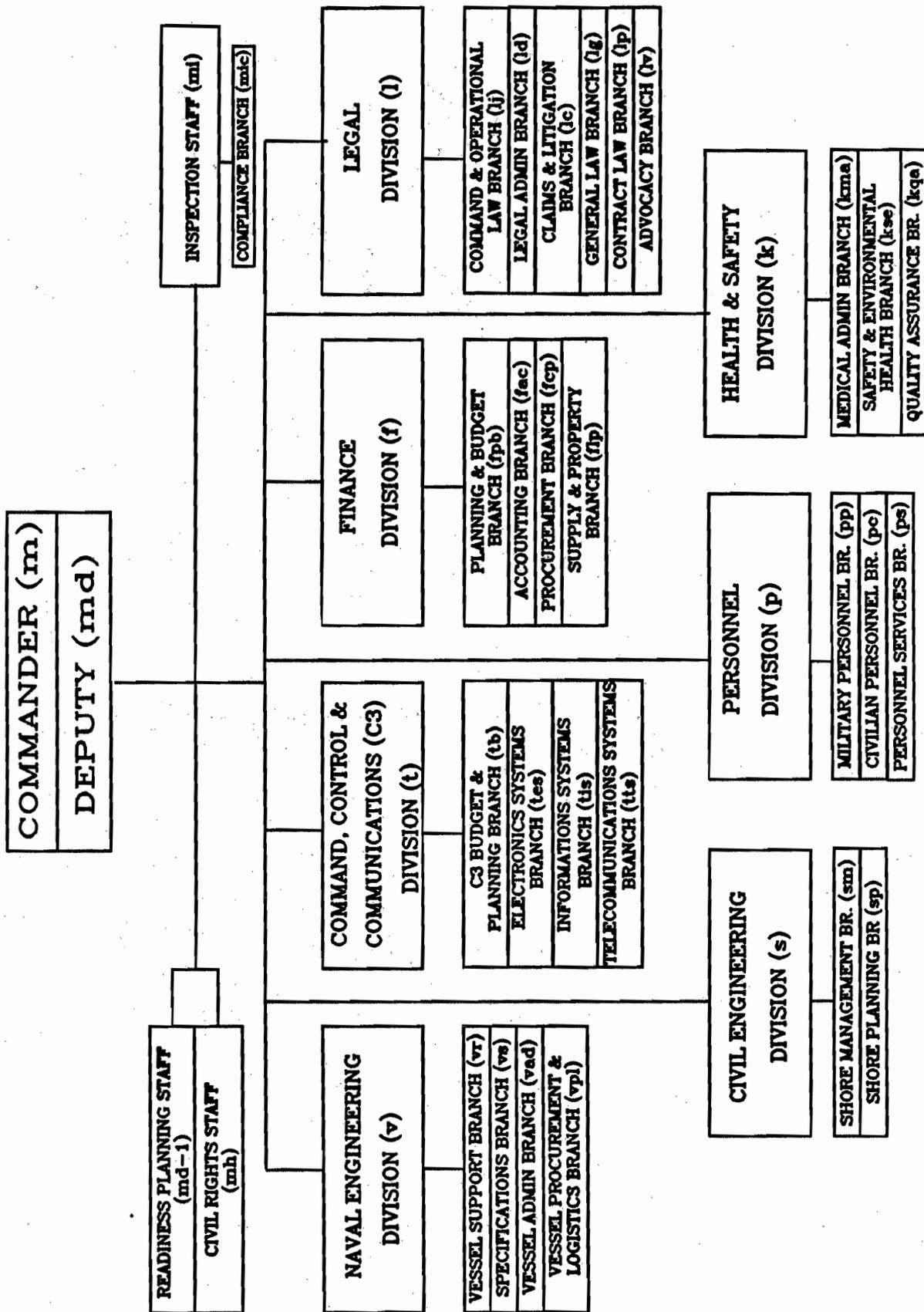
READINESS BRANCH

(re)

1. Under the direction and supervision of the Chief, Readiness and Reserve Division, the Chief, Readiness Branch, shall:
 - a. Develop and maintain, in conjunction with cognizant staff members, District readiness plans as required in support of Coast Guard and Navy/DOD plans. Disseminate readiness planning, policy and guidance for supporting plans as necessary.
 - b. Maintain a complete, updated set of all readiness plans, logistics plans, joint defense plans, emergency preparedness plans, and other similar plans and documents concerning domestic emergencies, operational/military readiness, regional contingencies or general war operations.
 - c. Coordinate planning and execution of readiness exercises to test and evaluate established plans including preparation of annual exercise budget request and pre-exercise and post-exercise reports.
 - d. During contingencies and/or exercise play, coordinate augmentation of the operations center watch. Establish crises staffing procedures for watchstanders and coordinate training of all pre-designated Crises Response Team personnel.
 - e. Recommend revisions when necessary and initiate other appropriate actions with respect to joint defense plans, emergency preparedness plans, and other similar plans and documents which concern employment of District forces.
 - f. Monitor the readiness of all Coast Guard resources within the District, active duty and Reserve, to respond to mobilization requirements. Coordinate with program managers. Review and approve subordinate CCGF plans.
 - g. Coordinate, administer, and supervise operational training programs for maintaining and improving operational readiness of all units in the District. Remain cognizant of current operational problems in order to initiate recommendations for changes in procedures, equipment allowances or training.
 - h. Coordinate, administer and supervise all aspects of the small arms program for all District units and cutters homeported within the District. Establish and document requirements, initiate procurement, direct distribution, and provide training for use of ordnance, small arms, CBR and Radiac equipment and associated material for District forces.

CHAPTER FIVE
MAINTENANCE AND LOGISTICS COMMAND
STAFF ORGANIZATION

MAINTENANCE & LOGISTICS COMMAND ORGANIZATION



CHAPTER 5 -- ORGANIZATION OF MAINTENANCE AND LOGISTICS COMMANDS

A. Summary of Maintenance and Logistics Command (MLC) Organization.

1. The Maintenance and Logistics Commander (m) under the general direction and supervision of the Area Commander provides support services to districts and area units.
2. The Deputy Maintenance and Logistics Commander (md) advises and assists the Maintenance and Logistics Commander in the general administration of the Command and serves as acting in the Maintenance and Logistics Commander's absence. The Deputy directs and supervises the following staff elements:

a. Special Staff Elements:

Readiness Planning Staff (md-1)
Civil Rights Staff (mh)
Inspection Staff (mi)
Compliance Branch (mic)

- *b. Chief, Finance Division (f) manages budget preparation and review, maintenance of accounts, disbursement of funds, and MLC support services; performs major acquisitions for Area and districts; provides training, assistance and oversight for dining facilities; and manages real and personal property.
 - c. Chief, Health and Safety Division (k) manages the planning and administration of health care of eligible beneficiaries, and safety and occupational health; conducts safety and health risk assessments of Coast Guard facilities and operations; and administers the medical monitoring program for military personnel and Coast Guard civilian employees.
 - d. Chief, Legal Division (l) provide advice and assistance to Area Commander, Area units, and districts for courts and boards, military justice, claims and litigation, real property, and contracts and leases.
 - e. Chief, Personnel Division (p) manages civilian personnel program administration for the Coast Guard field organization; provides general military personnel support to Area and MLC staffs, and supervises military personnel support to Area and MLC units.
- * MLC PAC manages real and personal property in their Civil Engineering Division (s).

- *f. Chief, Civil Engineering Division (s) manages the planning, design, construction, installation, repair, maintenance, outfitting, and alteration of shore structures and related equipment; the repair, maintenance, and approved alteration of aids to navigation structures, except routine maintenance of signal equipment; manages real and personal property.
- g. Chief, Command, Control and Communications (C3) Division (t) manages the construction, installation, repair, maintenance, and approved alteration of electronics material, including radio, underwater sound, radar, telephone, telegraph, tele-type, electronic interior communications, secure electronic aids to navigation equipment and communication equipment.
- *h. Chief, Naval Engineering Division (v) manages the repair, maintenance and alteration programs for cutters and standard boats assigned to the Area and districts; provides technical information and assistance to field units assigned those tasks; and manage ARMS and all MLC transportation requirements.

B. **Organizational Relationships.** Under the respective Area Commander, and on the same organizational level as a district commander, the MLC provides support services directly to individual units. The MLC consults freely and frequently with district staffs and Headquarters support program managers. The MLC exercises administrative control over support units, including Facilities Design and Construction Centers (FDCCs) and Support Centers (SUPRTCENs). Support Centers will provide administrative support for local delivery units or sub-units, e.g. Electronic Support Units (ESUs)/Electronic Support Detachments (ESDs), as agreed upon in formal or informal support agreements. Administrative control will reside with the MLC. Since Maintenance Augmentation Teams (MATs) are subunits of the Naval Engineering Support Units (NESUs), the NESUs will administratively control the MATs.

C. **Geographic Relationship.** The MLC Commander is primarily responsible for support of the Coast Guard field organization. However, the MLC may control a support unit providing unique services to the Coast Guard as a whole, or it may be designated as the primary support providers to certain types of units, or of certain services, Coast Guard-wide.

D. **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:

* Underlined is MLC PAC only.

1. Monitoring and evaluating internal management processes and taking steps to remedy problems associated with work procedures, manpower utilization, grade/rank structure and delegation of authority.
2. Indoctrinating, supervising, coordinating and disciplining subordinate personnel. (Discipline shall include all legitimate and constructive action which promotes morale and efficiency among employees.)
3. Coordinating assigned functions with the functions of other organizational elements.
4. Taking action on communications.
5. Maintaining adequate records.
6. Preparing and/or processing special and routine reports.
7. Developing directives and instructions.
8. Maintaining liaison with other Federal agencies and outside organizations.
9. Discharging responsibilities prescribed by Coast Guard Regulations and by other orders and directives issued by higher authority.
10. Carrying out studies, planning, 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.

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MAINTENANCE AND LOGISTICS COMMANDER
(m)

1. Under the general direction and supervision of the Area Commander, the MLC Commander shall:
 - a. Provide support services directly to individual units.
 - b. Provide for the general administration of the MLC.
 - c. Manage the technical support programs for vessels, shore, and electronics.
 - d. Approve structural alterations for shore installations, and electronic alterations for which they are type managers.
 - e. Oversee the administration of the following support/services provided by the MLC:
 - (1) Finance
 - (2) Personnel
 - (3) Civil Rights
 - (4) Legal
 - (5) Medical
 - (6) Compliance and Safety Inspection.

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MAINTENANCE AND LOGISTICS DEPUTY COMMANDER
(md)

1. Under the general direction and supervision of the MLC Commander, the MLC Deputy Commander shall:
 - a. Assist the MLC Commander in the general administration and direction of MLC activities, particularly with respect to the efficient, safe and economical performance of Coast Guard duties and the proper use of assigned personnel and facilities.
 - b. Assist the Area, District and MLC Commanders in inspecting their units and keep them informed about the status of their activities.
 - c. Supervise and coordinate the activities of the various chiefs of divisions and independent staff officers in providing support to the Area and District Commanders.
 - d. Advise the various chiefs of divisions and independent staff officers about the policies and programs of the MLC Commander as required.
 - e. Supervise and coordinate the preparation and execution of maintenance and plans, and programs for carrying out the functions of the Service within the Area.
 - f. Supervise and coordinate the budget preparation and execution of the MLC and assure the efficient management and use of funds.
 - g. Ensure review of support aspects regarding PPBES inputs, and coordinate with the District Commanders on these issues prior to submission to the Area.
 - h. Manage the directives, forms, and reports management programs for the MLC as directed by the Commandant.
 - i. Act as MLC Competition Advocate by:
 - (1) Challenging barriers to and promoting full and open competition;
 - (2) Identifying opportunities and actions taken to achieve full and open competition and any condition or action which has the effect of restricting competition in Coast Guard procurement actions;
 - (3) Reviewing justifications for other than full and open competition and disapproving those not warranting approval at a higher level, and forwarding those recommended for approval through the Competition Advocate Staff at Coast Guard Headquarters;

- (4) Advising the Competition Advocate of any accomplishments and problems identified.

READINESS PLANNING STAFF
(md-1)

1. Under the direction and supervision of the MLC Commander and MLC Deputy Commander, the Chief, Readiness Planning Staff shall:
 - a. Review all mobilization maintenance and logistical support documents for the Area and districts.
 - b. Maintain the library of readiness plans, instructions, and related documents for contingency operations, domestic emergencies or general war.
 - c. Coordinate input, develop and maintain the Area-wide Logistics Support and Mobilization Plan (LSMP).
 - d. Coordinate MLC command staff and units participation in exercises and special operations.
 - e. Maintain liaison with appropriate planning groups of the Navy, and other government agencies, civil and military, concerned in Coast Guard readiness planning.
 - *f. Serve as Directives Control Point for the MLC command.
 - *g. Coordinate all requests for reprogramming of personnel resources and assist the MLC Deputy Commander in the management of personnel resources.
 - *h. Provide guidance to Area program and MLC facility managers for establishing and changing property and supply stock allowances at field units.
- * MLC PAC only

CIVIL RIGHTS STAFF
(mh)

1. Under the direction and supervision of the MLC Commander and MLC Deputy Commander, the Civil Rights Officer shall:
 - a. Provide technical advice, guidance and other program assistance to the MLC and all commands in the Area.
 - b. Serve as principal advisor to the MLC Commander on all matters pertaining to equal opportunity, affirmative action, discrimination complaints, and human relations training. Maintain an effective civilian and military civil rights program in accordance with COMDTINST M12713.7 and COMDTINST M5350.11 (series).
 - c. Develop, recommend, coordinate and monitor implementation of affirmative action goals and programs for civilian and military in accordance with policies, DOT and EEO Commission directives.
 - d. Keep superiors informed on the effectiveness of the MLC's Equal Opportunity Program, the major problems encountered, and recommend remedial measures which can be taken at the local level.
 - e. Participate in the development and review of all local civilian and military personnel administration policies and programs. Advise the MLC Commander of their impact on equal opportunity policies and procedures.
 - f. Maintain contact with military and civilian managers and supervisors to assure their understanding of and compliance with program goals and requirements, and to assist in resolving individual problems when possible.
 - g. Provide training for military and civilian personnel in accordance with Commandant's policies.
 - h. Screen candidates, nominate to MLC Commander for designation, and supervise all collateral duty civil rights personnel. This includes EEO Counselors, Military Civil Rights Counselors, Federal Women's Program Managers, Hispanic Employment Program Manager, and the Military Civil Rights Counselor/Facilitator (when no full-time billet is assigned).
 - i. Provide assistance to counselors in the complaint process. Participate in the negotiations for informal resolution throughout all stages of the process.

- j. Evaluate the program's effectiveness via reports and special or periodic on-site inspections.
- k. Provide advise to MLC Commander on appropriate command actions taken at various phases of a complaint action; represent the command, when designated, in negotiations for complaint resolution; monitor subordinate actions for timeliness and responsiveness during compliant processing; and ensure required measures of complaint resolution are carried out.
- l. When designated, represent the MLC Commander in community outreach programs, in meetings and functions with special emphasis organizations, and liaison with Federal, national, or local organizations on matters concerning civil rights, affirmative action, or human relations.

INSPECTION STAFF
(mi)

1. Under the direction and supervision of the MLC Commander and MLC Deputy Commander, the Chief, Inspection Staff shall:
 - a. Direct and coordinate efforts of the Compliance Branch in support of command goals.
 - b. Establish and manage a periodic inspection program designed to ensure compliance with applicable laws, regulations, directives and policy.
 - c. Submit reports and analyses documenting the results of compliance inspections to appropriate operational and support commanders.

COMPLIANCE BRANCH
(mic)

1. Under the direction and supervision of the Chief, Inspection Staff, the Chief, Compliance Branch shall:
 - a. Supervise and conduct the periodic inspection program. Compliance with applicable laws, regulations, directives and policies shall be evaluated in the areas of financial administration.
 - *b. Provide branch personnel to man full time inspection teams and coordinate, through the MLC Inspector, the provision of pro-tem inspection personnel to function as subject matter experts. Pro-tem personnel may be provided from other branches and divisions within the MLC or from subordinate MLC commands or organizations.

* MLCLANT only

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FINANCE DIVISION
(f)

1. Under the general direction and supervision of the MLC Commander and MLC Deputy Commander, the Chief, Finance Division shall:
 - a. Act as principal financial management and procurement advisor to the Area Commander, MLC, and other staff officers.
 - b. In conjunction with the inspection staff, conduct evaluations of Area and MLC units as required by law, regulations, or directives.
 - c. Administer funds allocated to the MLC for staff operation and support.
 - *d. Provide mobilization planning input for all phases of financial management, budgeting, procurement, supply and property management.
 - e. Assess existing systems to determine risks of fraud, waste, and abuse. Implement necessary internal controls to safeguard Coast Guard assets and to ensure fiscal integrity.
 - **f. Serve as the A-76 coordinator for MLCPAC/PACAREA staffs and units.

* Underlined applies to MLCLANT only.
** MLCPAC only

**PLANNING AND BUDGET BRANCH
(fpb)**

1. Under the direction and supervision of the Chief, Finance Division, the Chief, Planning and Budget Branch shall:
 - a. Coordinate and consolidate estimates for annual budgets or continuing resolutions involving the following Operating Guides (OG):
 - (1) OG-30 for ships (Medium Endurance Cutters and larger), communications stations, Support Centers, FD&CCs, Area and MLC staffs, and MLC field units. Energy funding for these units is included.
 - (2) OG-4X for maintenance and repair of all units in the Area.
 - (3) OG-54 for Area units training and readiness.
 - (4) OG-56 for training and off-duty education of Area units, Area and MLC staffs.
 - (5) OG-57 for all medical equipment purchases/medical services.
 - b. Prepare and submit apportionment requests.
 - c. Prepare quarterly financial plans and coordinate targets with program/support managers and field units. Issue Operating Targets (OPTARS).
 - d. Receive and review, with program/support managers, requests for re-allocation. Develop analyses for the MLC Budget Review Board.
 - e. Evaluate cost data and prepare financial management reports for program/support managers. Assist program/support managers in preparing changes to the financial plans.
 - f. Coordinate planning (i.e. develop backlog requests) for justification of management of supplemental funding.
 - g. Maintain carryover limits.
 - h. Coordinate Vehicle Fleet Management of GSA and DOT vehicle use by the Area and MLC staffs and units, as appropriate for geographical boundaries.
 - i. Provide technical supervision of Coast Guard Dining Facilities (CGDF) in the Area using Subsistence Advisory Team (SAT). Train and advise unit CGDF personnel in professional and administrative matters.

- **j. Review CGDF records and audit monthly reports.
- **k. Coordinate development of AC&I PPRs involving new or improved/expanded dining facilities, with the Civil Engineering Division (s).
- **l. Coordinate and control all MLC/AREA cashier designations and audit requirements.
- **m. Coordinate and control all MLC/AREA ACO (Authorizing Certifying Officer) designations.
- **n. Serve as MLC (f) focal point for resolution of differences between unit target ledgers and MLC (fac) statement of fund balances.
- **o. Develop and issue rules and procedures for the acquisition and control of credit cards.
- **p. Monitor operations of Supply Fund (SF) activities such as clothing lockers at Area and MLC units. Coordinate with Inventory Control Points (ICPs) as required for control of wholesale system stocks (buoys, boat engines, etc.) positioned at MLC units.
- **q. Administer the general personal property accountability system for the Area and MLC offices (CALMS and ERPAL will be performed in the Technical Support Divisions). Coordinate screening of excess property and input all acquisitions into the automated control system for the Area, MLC and field units without computer capability. Coordinate Area and MLC office surveys of personal property and prepare excess property declarations. Coordinate Area and MLC disposal of personal property.

**MLCPAC only

ACCOUNTING BRANCH
(fac)

1. Under the direction and supervision of the Chief, Finance Division, the Chief, Accounting Branch shall:
 - a. Maintain prescribed general ledger control accounts and subsidiary ledgers for assets, liabilities, revenues, and expenses with the Administrative Operating Target or AC&I Project Target for each appropriation/fund allotted to the Area and MLC. Accounting for leased housing, utilities, and medical services within the Area will be regionalized.
 - b. Review obligations and assign expenses for proper charge to the correct Object Code and Cost Center. Review Military Standard Requisitioning and Issuing Procedure (MILSTRIP) documents for proper fund code. Record obligations and expenditures to Area units, Area staff, MLC units, or MLC staff controlled funds and pickup accounts, ensuring that the fund manager has certified availability of funds and the commitment/obligation has been approved by the responsible official.
 - c. Bill customers promptly on delivery of Coast Guard services or supplies, establish receivables, accept and properly dispose of collections, follow-up on overdue accounts, and assess late payment penalties.
 - d. Establish payables, accrue expenditures, receive vendors' invoices and match them with receiving reports for supplies and services. Observe Prompt Payment Act requirements for timely disbursements and use of vendor discounts.
 - e. Maintain industrial accounts as necessary.
 - f. Maintain capital authorizations for allocated Supply Fund (SF) activities. Record receipts and expenditures for clothing, lockers, commissaries, and field stock/general stores stocking units at Area and MLC units.
 - g. Capitalize and account for real and personal property acquisitions and disposals.
 - h. Prepare internal management and external accounting reports as required. Review undelivered orders and follow-up to cancel or liquidate. Transfer appropriate accounts to successor appropriations and release unobligated balances.

PROCUREMENT BRANCH
(fcp)

1. Under the direction and supervision of the Chief, Finance Division, the Chief, Procurement Branch shall:
 - a. Serve as the principal contracting officer for all procurements greater than \$25,000, other than Vessel Technical Support including C³ shipboard electronics or Shore Technical Support, required to support districts and units, Area and units, and MLC and units.
 - b. Serve as the principal contracting officer for all pollution, leased housing and medical services requirements within the Area.
 - c. Provide small purchase support for the Area and MLC staffs and their field units (with limited small purchase authority). Procure supplies and non-personal services other than for vessels in the amount of \$25,000 or less from commercial sources.
 - d. Direct the activity of the contracting and ordering officers including:
 - (1) Establish and maintain contacts with commercial, public, and governmental sources of supply.
 - (2) Negotiate, award and administer all contracts.
 - (3) Appoint Contracting Officer's Technical Representatives (COTR) when appropriate.
 - (4) Establish and maintain control and follow-up procedures to ensure procurement actions are completed on time and within cost projections.
 - (5) Ensure commercial purchases under \$25,000 are reserved for small businesses. Promote participation in procurement related economic stimulation programs such as the 8(a) Small and Disadvantaged Business Set Asides.
 - e. Coordinate development of Advanced Procurement Plans for Area, district, and MLC requirements.
 - f. Review and recommend action for the MLC Commander to take on Statements of Essential Need for proposed procurements exceeding \$200,000.
 - g. Ensure Acquisitions Prenotifications are prepared and submitted to Headquarters as required.

- h. Institute solicitation/proposed contract action reviews and prepare the Reports of Review.
- i. Place orders under existing Federal Supply Schedule contracts awarded by GSA or Blanket Purchase Agreements awarded by other government agencies as prescribed.
- j. Analyze unauthorized procurements made by Area units, MLC units, or staffs and prepare ratification recommendation for the Head of Contracting Activity.
- k. Review requests or recommendations for delegation of contracting authority to Area and MLC units or staffs. Arrange training for procurement personnel consistent with warrant qualification requirements.

SUPPLY AND PROPERTY BRANCH*
(flp)

1. Under the direction and supervision of the Chief, Finance Division, the Chief, Supply and Property Branch shall:
 - a. Operate the Automated Requisition Management System (ARMS) or Requisition Processing Point (RPP) for ordering supplies from government supply sources in support of the Area and MLC staffs, and field units which do not have or are not authorized directed access to the system. Provide technical advice and training for Area and MLC units.
 - b. Establish local support agreements with other Coast Guard units or other government agencies for logistics help when feasible and economical. Provide assistance to other agencies within existing capabilities and resources.
 - c. Provide guidance to Area program and MLC facility managers for establishing and changing property and supply stock allowances at field units.
 - d. Determine petroleum, oil, and lubricant (POL) requirements for Area and MLC units.
 - e. Provide input and review effectiveness of the logistics support plans for the Area. Prepare and update the annexes to contingency, mobilization and Operating Plans.
 - f. Develop and issue rules and procedures for the acquisition and control of credit cards.
 - g. Monitor operations of Supply Fund (SF) activities such as clothing lockers at Area and MLC units. Coordinate with Inventory Control Points (ICPs) as required for control of wholesale system stocks (buoys, boat engines, etc.) positioned at MLC units.
 - h. Administer the general personal property accountability system for the Area and MLC offices (CALMS and ERPAL will be performed in the Technical Support Divisions). Coordinate screening of excess property and input all acquisitions into the automated control system for the Area, MLC and field units without computer capability. Coordinate Area and MLC office surveys of personal property and prepare excess property declarations. Coordinate Area and MLC disposal of personal property.
 - i. Manage the space/rent program for the Area, MLC and their field units, working directly with the cognizant GSA regional office.

- j. Act as Recorder for the Real Property Review Board. Maintain the official records of all Coast Guard owned real property within the Area. Coordinate with the Chief, Civil Engineering Division for development of planning proposals, Master Plans, and AC&I PPRs. Coordinate acquisition and disposal of all real property. Rent or outlease Coast Guard controlled property to others.
- k. Serve as principal contracting officer for real estate matters within the MLC.
- * Applies to MLCLANT only. (flp) has been eliminated as a Branch at MLCPAC. Those (flp) elements are now dispersed to other divisions throughout MLCPAC.

**HEALTH AND SAFETY DIVISION
(k)**

1. Under the general direction and supervision of the MLC Commander and MLC Deputy Commander, the Chief, Health and Safety Division shall:
 - a. Act as advisor to the MLC Commander for:
 - (1) Providing health services to support operational missions, and
 - (2) Interpreting and implementing health care policies as set forth by Commandant.
 - b. Ensure personnel readiness and support Coast Guard missions by administering and evaluating the delivery of quality health care to eligible beneficiaries.
 - c. Oversee the implementation and modification of operating policies of all Coast Guard Medical Treatment Facilities (CGMTFs).
 - d. Manage and administer Operating Targets (OPTARS) allocated by Headquarters for acquisition of health care services, supplies, and equipment.
 - e. Direct environmental and occupational health programs.
 - f. Furnish information and advice to operating units and beneficiaries regarding eligibility and availability of health care services within the area.
 - g. Ensure that professional qualifications of officer, enlisted and civilian health care personnel are maintained through routine evaluation, and the identification of training, and continuing education requirements.
 - h. Review all USPHS Commissioned Officer Effectiveness Reports (COER) and prepare forwarding endorsements, as appropriate, for Headquarters review.
 - i. Originate requests for or review planning proposals, major and minor AC&I projects, and recommendations for changing policies and program funding levels as they affect health care support for Coast Guard missions.
 - j. Provide mobilization planning for all phases of health care services.
 - k. Assist Inspection Staff (mi) with conducting compliance inspections of all Area and District units with clinics.

MEDICAL ADMINISTRATION BRANCH
(kma)

1. Under the direction and supervision of the Chief, Health & Safety Division, the Chief, Medical Administration Branch shall:
 - a. Analyze and make recommendations regarding the adequacy and effectiveness of health services personnel, facilities, supplies, equipment, and funds to meet health service program standards.
 - b. Provide advice on health care matters pertaining to military personnel processing (e.g., discharge boards, the Physical Disability Evaluation System, retention standards, etc.).
 - c. Maintain liaison with other health care agencies and facilities, both civilian and military, regarding health care for Coast Guard beneficiaries.
 - d. Act as the Contracting Officer's Technical Representative (COTR), determine the need, develop statements of work, and coordinate contracts for health care services to Coast Guard beneficiaries.
 - e. Process health care bills for payment in accordance with applicable directives.
 - f. Act as approving authority for all non-Federal health care requests and monitor fund expenditures. Approve requests for non-standard eyewear.
 - g. Manage and administer the Division's OG-57 and OG-30 accounts and act as health care equipment inventory control point.
 - h. Provide health care benefits and CHAMPUS information to eligible beneficiaries.
 - i. Coordinate the review and administrative processing of physical examinations.
 - j. Administer the alcohol treatment and rehabilitation program.
 - k. Administer the operations of the Mobile Dental Detachments.
 - l. Submit recommendations to the Quality Assurance Branch (kqa) regarding training and continuing education requirements for officer, enlisted and civilian health care personnel.

- m. Prepare, as requested, assessments regarding the technical performance of USPHS officers.
- n. Develop and monitor workload indicators (e.g., patient visits, procedures, prescriptions, expenditures, etc.) to best use staff, funding, equipment, supplies and facilities in the delivery of health services to support program management needs and determine readiness status and requirements.

SAFETY AND ENVIRONMENTAL HEALTH BRANCH *
(kse)

1. Under the direction and supervision of the Chief, Health and Safety Division, the Chief, Safety and Environmental Health Branch shall:
 - a. Administer the safety and environmental/occupational health programs for all units located within the Area.
 - b. Administer and support the Coast Guard occupational medical monitoring program for all units within the Area.
 - c. Provide technical advice and assistance to all units on all matters relating to safety, environmental/occupational health and occupational medical monitoring.
 - d. Conduct periodic safety, environmental/occupational health and hazardous materials/waste audits of all Area units to identify conditions/practices that could lead to illness/injury or noncompliance with safety, environmental/occupational health laws and regulations.
 - e. Provide guidance for communicable disease prevention, treatment and control.
 - f. Analyze safety and environmental/occupational health data for trends/patterns in illnesses and injuries to identify high-risk Coast Guard operations. Initiate comprehensive measures to control or eliminate unsafe and unhealthy conditions.
 - g. Make recommendations to improve efficiency and effectiveness of Coast Guard military and civilian employees by using principles of safety and environmental/occupational health.
 - h. Provide on-the-job training to preventative medicine technicians and health services technicians assigned preventive medicine duties.
 - i. Maintain liaison with Federal, state, and local agencies, educational institutions, and private industry for exchanging information on safety and environmental/occupational health.
 - j. Assist the Quality Assurance Branch in analyzing planning proposals, and major and minor AC&I projects.
 - k. Submit recommendations to the Quality Assurance Branch regarding training and continuing education requirements for officer, enlisted and civilian health care personnel assigned safety or environmental/ occupational health responsibilities.

- l. Prepare, as requested, evaluations regarding the technical performance of USPHS officers assigned safety or environmental/occupational health responsibilities.
- m. Submit annual administrative budget requirements to the Medical Administration Branch.
- n. Develop and monitor workload indicators, (e.g., number of site visits, number of audits completed, expenditures, etc.) to best use staff, funding, equipment, supplies and facilities to support program management needs and determine readiness status and requirements.
- o. Administer and utilize the Coast Guard computerized mishap reporting system for the compilation and analysis of accident/illness information.
- p. Conduct safety, environmental/occupational health and hazardous materials/wastes investigations as required or directed by competent authority.
- q. Advise and consult with planning, design and technical staffs within the Area to assure incorporation of safety and environmental/occupational health considerations in the planning process for acquisition, construction and improvement (AC&I) of facilities ashore and afloat.
- r. Input major findings from safety and environmental health audits into the Coast Guard Safety and Health Hazard Abatement Data System (SHHADS). Track major findings to ensure abatement within established schedules.
- s. Provide training to units in safety, environmental/occupational health and occupational medical monitoring.
- t. Represent the Coast Guard in meetings and conferences sponsored by professional safety and environmental/occupational health organizations.
- u. Initiate and/or participate in safety and environmental/occupational health studies on request.
- v. Establish and maintain an Area-wide motor vehicle safety program.

* MLCLANT organization contains two separate branches (approved 13 June 1989) for the (kse) functions: Safety Programs (ksp) and Environmental/Occupational Health (keo).

QUALITY ASSURANCE BRANCH
(kqa)

1. Under the direction and supervision of the Chief, Health & Safety Division, the Chief, Quality Assurance Branch shall:
 - a. Administer the Quality Assurance program.
 - b. Provide technical guidance and assistance to Area and MLC Unit Commanding Officers, District Commanding Officers, Senior Medical Officers and Senior Dental Officers regarding the implementation of the Quality Assurance Program.
 - c. Monitor and evaluate the quality of services provided by non-Federal providers and by Coast Guard health services personnel, including professional oversight, peer review, and routine on-site visits to ensure compliance with quality assurance and Joint Committee on Accreditation of Hospitals standards, as appropriate.
 - d. Assist the Medical Administration Branch (kma) in monitoring and evaluating the appropriateness of health care services performed by CGMTFs and non-Federal providers.
 - e. Assist the Medical Administration Branch (kma) in preparing contract specifications and selecting health care services contractors.
 - f. Formulate and monitor procedures relative to the proper operation, security and safeguards at Coast Guard operated pharmacies.
 - g. Assist the Medical Administration Branch (kma) regarding the effective use of Mobile Dental Detachments.
 - h. Develop and monitor workload indicators, (e.g., patient visits, procedures, prescriptions, expenditures, etc.) to best use staff, funding, equipment, supplies, and facilities in the delivery of health services to support program management needs and determine readiness status and requirements.
 - i. Coordinate development of the Division's annual training plan and ensure training and continuing education requirements for officer, enlisted and civilian health care personnel are addressed.
 - j. Analyze planning proposals and all AC&I projects.
 - k. Prepare, as requested, assessments regarding the technical performance of USPHS officers.

**LEGAL DIVISION
(1)**

1. Under the general direction and supervision of the MLC Commander and MLC Deputy Commander, the Chief, Legal Division shall:
 - a. Serve as the personal legal advisor to the Area Commander, MDZ Commander, MLC Commander, as well as their deputies and staff officers.
 - b. Provide both operational and administrative legal advice to the Area Commander, MDZ Commander, and their staffs as requested.
 - c. Provide command legal advice to all Area and MLC Commands, and Headquarters units on all matters falling within the purview of the Uniform Code of Military Justice, the Manual for Courts-Martial, and Military Justice Manual; assist in the conduct of courts and boards convened by Area and MLC Commands, and Headquarters units; and review the records of proceedings of all courts and boards subject to review by either the Area Commander or the MLC Commander.
 - d. Provide legal representation for the Area and MLC Commands in dealing with Members of Congress, the courts, other governmental agencies, both Federal and state, and act as legal counsel for the command in its relations with industry and the general public.
 - e. Serve as the primary liaison between the MLC and the Department of Justice regarding litigation arising out of Coast Guard activities. Includes gathering, evaluating, and providing evidence and witnesses required for case support; providing active attorney support throughout all stages of litigation; and generally maintaining a spirit of goodwill and cooperation between the two agencies.
 - f. Provide defense advocacy services to all Coast Guard members assigned to units geographically located within the Area.
 - g. Represent the U.S. Coast Guard in hearings and trials involving personnel and civil rights issues, where the U.S. Coast Guard is a party, arising at any unit geographically located within the Area.

- h. Initiate, prepare, or review documents and correspondence pertaining to matters having legal implications including, but not limited to, contracts, real property, claims and litigation (including civil penalties), and office administration as well as provide interpretations of statutes, executive orders, regulations, court decisions, and decisions of the Attorney General or the Comptroller General.
- i. Provide legal advice and make determinations concerning the release of information, records, and files and the availability of Coast Guard personnel as witnesses.
- j. Provide any other administrative legal advice not otherwise mentioned to all commands geographically located within the Area.
- k. Serve as Deputy Ethics Counselor for all Area and MLC Commands, and Headquarters units.
- l. Provide legal assistance services to military personnel and their dependents as resources permit.
- m. Provide mobilization planning for all phases of legal services.

ENVIRONMENTAL LAW OFFICER*
(1e)

1. Under the direction and supervision of the Chief, Legal Division, the Environmental Law Officer shall:
 - a. Provide legal advice in support of environmental compliance by all Coast Guard units and activities within the Pacific Area geographic region. Research and interpret Federal, state, and local statutes and regulations concerning the application of environmental law to Coast Guard functions, missions, and units.
 - b. Provide recommendations with respect to all claims against the Coast Guard or its employees by Federal, state, local governments, or private citizens for alleged noncompliance with applicable environmental law.
 - c. Provide legal advice with respect to claims against the Coast Guard or its employees arising from environmentally related activities presented under authorities over which the Claims Branch has adjudication responsibility.
 - d. Provide legal advice to the Chief, Claims and Litigation Branch and program managers regarding collection of civil penalties and funds expended in pollution response actions related to the Coast Guard's environmental enforcement activities.
 - e. In coordination with Commandant (G-LCL) provide assistance to the Department of Justice in civil and criminal litigation related to environmental matters by gathering, evaluating, and providing evidence and witnesses, and by making available attorney support throughout all stages of litigation arising out of activities of any Area, MLC, or Headquarters unit. Represent the Coast Guard and participate in preparation, presentation, and settlement of cases at administrative hearings arising in assigned areas of responsibility.
 - g. Coordinate training in environmental law issues for appropriate personnel within the Area and its geographic region.

* MLC PAC only

COMMAND AND OPERATIONAL LAW BRANCH
(1j)

1. Under the direction and supervision of the Chief, Legal Division, the Chief, Command and Operational Law Branch shall:
 - a. Provide command legal advice on military justice matters to the Area/MDZ Commander, MLC Commander, and all Area, MLC, and Headquarters units, other than Headquarters units with staff legal officers. Serve as Staff Judge Advocate for all Area, MLC, and Headquarters units within the Area, other than Headquarters units with staff legal officers.
 - b. Provide or arrange for trial counsel services for all courts-martial convened by Area, MLC, and Headquarters units, other than Headquarters units with staff legal officers.
 - c. Review and provide legal opinion and comment on appeals from non-judicial punishment submitted by Area, MLC, and Headquarters units.
 - d. Draft initial pretrial advice for the Staff Judge Advocate in all general courts-martial to be convened by the Area or MLC Commander.
 - e. Review the records of proceedings of all courts-martial subject to review by either the Area or MLC Commander.
 - f. Provide command legal advice on Coast Guard administrative board actions to all Area, MLC, and Headquarters units.
 - g. Provide legal advice to any administrative personnel board convened by Area, Headquarters, and MLC units.
 - i. Review Article 138 Applications for Redress of Wrongs, and preparation of recommended action.
 - j. Provide legal advice to operational matters having legal implications to the Area/MDZ and Area units, including on the law of armed conflict, use of force policies, and regulatory matters.
 - k. Review and comment upon readiness planning documents and Area/MDZ directives for legal sufficiency.
 - l. Provide mobilization planning for all phases of legal services.

*m. Provide legal advice, as necessary, to the Commander,
Joint Task Force Five.

*n. Provide legal advice on administrative hearings to the
Pacific Area Hearing Officer.

* MLC PAC only

LEGAL ADMINISTRATION BRANCH

(1d)

1. Under the direction and supervision of the Chief, Legal Division, the Chief, Legal Administration Branch shall:
 - a. Administer planning, programming and budgeting for the Legal Division.
 - b. Serve as Property Officer and Building Supervisor, and in such capacity, order necessary furniture, supplies, publications, and services for the Legal Division. Oversee the maintenance and allocation of assigned building space, telephone and utility services.
 - c. Prepare leave authorizations, enlisted performance evaluations, and orders for all Legal Division personnel.
 - d. Coordinate a training program for all office personnel.
 - e. Provide clerical services for all attorneys and non-attorney professional staff.
 - f. Maintain a comprehensive office filing and case tracking system. Prepare time keeping and other required reports and keep a current tickler system.
 - g. Provide systems management for all ADP equipment provided to the Legal Division.
 - h. Oversee routing of publications and correspondence. Screen all incoming clients and telephone calls and provide hospitable reception for visitors to the Division.
 - i. Maintain the legal library.

CLAIMS AND LITIGATION BRANCH
(lc)

1. Under the direction and supervision of the Chief, Legal Division, the Chief, Claims and Litigation Branch shall:
 - a. Adjudicate or provide recommendations to the Chief, Legal Division with respect to all claims against the Coast Guard or its employees arising within the Area under U.S. law including the following authorities:
 - (1) Federal Tort Claims Act
 - (2) Military Claims Act
 - (3) Military Personnel and Civilian Employees Claims Act
 - (4) Foreign Claims Act
 - (5) Admiralty Claims Act
 - (6) 10 USC 2737 (Claims Not Cognizable Under Other Law)
 - (7) Auxiliary Claims (14 USC 830)
 - b. Collect (including making final demands on debtors), compromise, terminate, or refer for collection, or provide recommendations to the Chief, Legal Division with respect to claims on behalf of the Coast Guard arising within the Area under U.S. law including the following authorities:
 - (1) Federal Claims Collection Act
 - (2) 14 USC 647 (Admiralty Claims)
 - (3) 14 USC 642 (Aids to Navigation Claims)
 - (4) Federal Water Pollution Control Act
 - c. Develop and prescribe claims procedures and instructions, and furnish guidance and advice to all units within the Area regarding of the submission, investigation, and processing of claims arising under the authorities listed in paragraph 1.a. and 1.b. above.
 - d. Manage the Legal Division's involvement in all Federal Claims Collection Act matters, particularly civil penalty cases, by making final demands upon delinquent debtors; collecting claims in full or comprising, suspending, or terminating action to collect payment within delegated authority; referring claims for judicial enforcement; and coordinating collection efforts within the MLC Finance Division and the various program managers within the Area.

- e. In coordination with Commandant (G-LCL), provide assistance to the Department of Justice in civil litigation by gathering, evaluating, and providing evidence and witnesses and by making available attorney support throughout all stages of litigation arising out of the activities of any Area, MLC, or Headquarters unit. Provide assistance in other litigation matters as requested by appropriate authorities.
- f. Maintain records indicating the status of all claims and submit reports, as required, on all claims and litigation activities handled within the Branch.

GENERAL LAW BRANCH
(lg)

1. Under the direction and supervision of the Chief, Legal Division, the Chief, General Law Branch shall:
 - *a. Provide legal advice, review for legal sufficiency, furnish opinions and draft proposed endorsements on investigations, injury reports, administrative discharge boards, and other proceedings required by the Coast Guard Administrative Investigations Manual.
 - b. Initiate, prepare, and review documents and correspondence concerning the acquisition, utilization, and disposition of real property. Includes serving as legal advisor to the MLC Real Property Board, writing or reviewing opinions on laws and regulations applicable to Coast Guard owned or occupied property, interpreting limitations incident to reversionary clauses in deeds and other conveyances, conflicts between Federal/state authority, reviewing the legal aspects of leases, interservice support agreements, and other related property agreements, and perform other real property functions as directed. Acquisition includes donation, bailment, inheritance, lease, and purchase. Disposition includes sale, donation, destruction or abandonment.
 - c. Render legal advice on matters involving the law of civilian employment, civilian employee grievances, labor negotiations, wage board negotiations and worker's compensation.
 - d. Serve as Agency Representative or counsel to the Agency Representative in hearings and other administrative tribunals involving civilian personnel and civil rights issues, appeals, or litigation.
 - e. Provide legal review and advice on civil rights, conscientious objectors and civil proceedings against Coast Guard members arising from performance of official duties.
 - f. Provide legal review and advice on the Coast Guard's authority regarding appropriated monies.
 - *g. Provide legal review and advice (coordinating with the Claims and Litigation Branch where the Coast Guard may be a party to litigation) regarding release of records and information and the availability of Coast Guard personnel as witnesses.

* In MLCLANT these functions are performed in (lj)

- h. When requested, 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.
- i. Provide legal advice on matters relating to trademarks, copyrights, patents, and the acceptance of gifts and donations by the Coast Guard.

CONTRACT LAW BRANCH
(lp)

1. Under the direction and supervision of the Chief, Legal Division, the Chief, Contract Law Branch shall:
 - a. Provide legal counsel, and furnish opinions and decisions to contracting officers, contract administrators, and other cognizant officers at the MLC (excluding the FDCC's) 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 and termination thereof. Interpret statutory and regulatory requirements pertaining to contracts.
 - b. Furnish legal counsel on the drafting of, or review for legal sufficiency and implication, awards, contracts, specifications, new contract provisions or clauses, change orders or other modifications, performance and payment bonds, insurance policies, assignments of monies due, terminations, assessments for liquidated damages, and other contract related actions, documents, correspondence and papers.
 - c. Render substantive advice on procurement policy, including competitive awards, small business set-asides, sole source procurement, and determination regarding responsible and responsive bidders and bid protests.
 - d. Provide legal counsel for, and review for legal adequacy and implications, the proposed findings and final decisions of contracting officers.
 - e. Upon request, act as Coast Guard legal representative in disputes and dealings involving contractors, and represent the Coast Guard on contract matters with other government agencies and the Comptroller General.
 - f. Evaluate and advise as to the conduct and settlement of contract litigation, protests, and appeals of a final contract decision. In the event of an appeal, advise and assist the contracting officer with the preparation and documentation of the contract appeal file and of the Comprehensive Report for Chief Trial Attorney to Commandant (G-LPL), and upon request, assist (G-LPL) or the United States Attorney in the preparation and presentation of the Coast Guard's case before the Department of Transportation Contract Appeals Board or the Federal Courts. In the event of a protest, advise and assist the contracting officer in the preparation of the Agency's Report to the General Accounting Office or the Protest File to the General Services Board of Contract Appeals.

- g. Develop and prescribe instructions and directives relating to contracts, procurement, and acquisitions and review proposed instructions and directives. Review and comment on proposed instructions circulated for review.
- h. Serve as liaison between the MLC Finance Division (f) and the Civil Engineering Division (s) and Naval Engineering Division (v) to resolve conflicts generated by complex technical requirements of the procurement process.
- i. Oversee maintenance of the procurement library.

ADVOCACY BRANCH
(lv)

1. Under the direction and supervision of the Chief, Legal Division, the Chief, Advocacy Branch shall:
 - a. Provide certified counsel for Coast Guard military members accused of crimes at Article 32, UCMJ Investigations, special courts-martial, and general courts-martial convened by any Coast Guard unit geographically located within the Area.
 - b. Provide certified counsel for Coast Guard respondents before all administrative discharge boards, reenlistment boards, security boards, etc., convened by any Coast Guard unit geographically located within the Area.
 - c. Provide certified counsel for military members who are designated as parties to investigations into complaints of discrimination.
 - d. Provide legal advice to all members geographically located within the Area desiring to submit an Article 138 complaint.
 - e. Provide certified counsel to give pre-mast and pre-summary courts-martial advice to Coast Guard members.
 - f. Provide certified counsel to Coast Guard members placed in pretrial confinement by any Coast Guard unit geographically located within the Area.
 - g. Provide certified counsel in accordance with current legal directives for parties to investigations convened by any Coast Guard unit geographically located within the Area.
 - h. Oversee the maintenance of the military justice library.
 - i. Provide counsel to advise Coast Guard members, who are not entitled to an administrative discharge board, but are being processed for an administrative discharge where a "general" discharge is contemplated.

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PERSONNEL DIVISION

(P)

1. Under the general direction and supervision of the MLC Commander and MLC Deputy Commander, the Chief, Personnel Division shall:
 - a. Administer the military personnel programs for MLC units.
 - b. Administer the civilian personnel management program for all districts, Headquarters units, Area and MLC units within the assigned MLC.
 - c. Supervise the planning and execution of the programs for the administration of all categories of personnel in the MLC.
 - d. Furnish appropriate preliminary budget estimates and fund allocations or suballotments to the Finance Division (f), and administer funds allocated to the Personnel Division, as prescribed by current directives.
 - e. Develop estimates of personnel requirements and prepare requests and justification that may be required.
 - f. Serve as Commanding Officer of MLC staff enlisted personnel.
 - g. Provide information as appropriate to mobilization and logistics support plans.
 - h. Provide advice and assistance to the Area Commander for non-rated assignments, Mutual Assistance, morale, welfare and recreation, and other functions as may be assigned.
 - i. Render appropriate assistance in case of death, including notification of next of kin and assistance with funeral arrangements as prescribed.
 - j. Administer the Coast Guard's Voting Assistance Program for MLC staff.
 - k. Administer the weight program for MLC staff.
 - l. Administer the HIV testing program for MLC staff.
 - m. Provide mobilization planning for all phases of personnel management.

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.

- *n. Provide labor relations staff level advice and counsel to the MLC Command Staff, (pc) New York, NY and (pc) Portsmouth, VA and their services organizations on labor relations policy, program activities and objectives, particularly on issues having serious impact on mission accomplishment, or where issues would serve as precedents for bargaining at other activities.
- *o. Provide representation in third party proceedings before the Federal Labor Relations Authority (FLRA), Federal Mediation and Conciliation Service (FMCS), Federal Service Impasse Panel (FSIP), and arbitrators in contracting negotiations and midterm bargaining.

*MLCLANT only

**MILITARY PERSONNEL BRANCH
(PP)**

1. Under the direction and supervision of the Chief, Personnel Division, the Chief, Military Personnel Branch shall:
 - a. Supervise the assignment of non-rated personnel to MLC units upon their graduation from recruit training, prior service indoctrination, and unilateral transfers.
 - b. Serve as locator and identifier of TAD resources for MLC units. Coordinate the utilization of personnel between the Area, Districts, and MLC.
 - c. Prepare responses to marks appeals for the review and approval of the MLC Commander.
 - d. Provide administrative support to Area and MLC units for military personnel matters.
 - e. Provide administrative support for Administrative Discharge Boards and designate/coordinate assignment of courts-martial members and investigating officers as needed.
 - f. Be responsible for administration of MLC staff and unit military personnel, including assignment of incoming enlisted personnel, transfers, changes in rating of all categories, discharges, extensions of enlistments, etc., of enlisted personnel, and transfers, promotions, releases, etc., of officer personnel.
 - g. Coordinate administrative training activities for Area and MLC staff and unit military personnel, processing and review of tuition assistance requests. Maintain files and reports and administer local OG-56 funds.
 - h. Maintain the necessary records relating to military personnel attached to the MLC staff and Personnel Allowance Amendments/Systems Lists showing authorized allowances for MLC units.
 - i. Develop and carry out plans for personnel training within the MLC staff; arrange for participation in Coast Guard Institute and other service correspondence courses and advancement exams.
 - j. Provide/coordinate career information counseling services for all Area Coast Guard enlisted personnel.
 - k. Prepare preliminary budget estimates and administer utilization of funds allocated to the Branch.

CIVILIAN PERSONNEL BRANCH

(pc)

1. Under the direction and supervision of the Chief, Personnel Division, the Chief, Civilian Personnel Branch shall:
 - a. Manage recruitment and staffing, position classification and salary/wage administration, employee relations, labor relations, and employee development and testing for the Area, Districts, and MLC.
 - b. Conduct recruitment and staffing activities, maintain official records of all civilian employees, process personnel actions and maintain all personnel information in CIVPMIS, provide advice and guidance on appropriate recruitment methods, and coordinate travel order requests for PCS moves.
 - c. Evaluate and classify all civilian positions, maintain records of authorized position descriptions and billet allocations, provide recommendations on position management issues, and interpret and administer pay policies and regulations.
 - d. Administer the disciplinary and grievance regulations, worker's compensation program, employee counseling and assistance program, performance appraisal and incentive awards programs, leave regulations, and coordinate management representation in third party actions.
 - e. Provide labor relations counsel and advice where required, negotiate labor/management contracts and agreements, and investigate charges of unfair labor practices and respond as appropriate.
 - f. Identify and record training needs, arrange and provide courses and programs to meet identified needs, maintain status and accounting of training funds, and evaluate the effectiveness of the training program.

PERSONNEL SERVICES BRANCH
(ps)

1. Under the direction and supervision of the Chief, Personnel Division, the Chief, Personnel Services Branch shall:
 - a. Administer Coast Guard owned unaccompanied personnel housing for MLC units.
 - b. Provide a liaison between District Housing Officers and MLC Finance Division (f) for resolving payment difficulties under the Coast Guard Leased Housing Program.
 - c. Have primary responsibility for all activities of MLC units pertaining to the Maintenance, Welfare and Recreation Program including procurement of supplies, equipment, and facilities to further that program.
 - d. Administer and act as custodian of the MLC consolidated morale fund, provide guidance to designated units in operating, establishing, and disestablishing Morale, Recreation and Welfare activities and assure the proper and efficient administration of such activities.
 - e. Render assistance to military personnel of Area and MLC units and their families in reimbursement for personal effects lost in marine disasters and rescue operations.
 - f. If no Personnel Reporting Unit is assigned to the MLC, act as the pay problem resolution point for MLC staff.
 - g. Provide administrative support to the MLC Commander for the medals and awards program.
 - h. Administer the Retired Affairs Program.
 - i. Assist the MLC District Director, in the administration of Coast Guard Mutual Assistance.
 - j. Administer the drug urinalysis testing program for all MLC units.
 - k. Administer Coast Guard Family Programs and serve as primary contact point with ombudsmen from MLC units.
 - l. Issue all MLC Identification Cards.

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CIVIL ENGINEERING DIVISION
(s)

1. Under the general direction and supervision of the MLC Commander and MLC Deputy Commander, the Chief, Civil Engineering Division shall:
 - a. Manage the civil engineering program, establish policy, and develop new initiatives to improve the program.
 - b. Manage the Facilities Design and Construction Centers (FDCC) and Civil Engineering Units (CEUs).
 - c. Act as program manager for Support Centers; review, coordinate and act on program, policy, budget and performance issues.
 - d. Manage Area civil engineering resources including OG-30 and OG-43 plus military billets, civilian positions, and civilian Full Time Equivalent (FTE).
 - e. Task and evaluate the performance of FDCCs and CEUs. Schedule and assign all major projects for accomplishment.
 - f. Execute shore facility planning, and develop AC&I shore facility priorities.
 - g. Provide liaison with operational and support staffs, Districts, Headquarters, FDCC, CEUs and Support Centers on all aspects of the civil engineering program.
 - h. Review AC&I/OE funding determinations.
 - i. Review and approve design development submittals for Minor AC&I projects and for OE projects estimated to cost between \$500,000 and \$1,000,000.
 - j. Make joint Management Effectiveness Visits with Commandant (G-ECV) to appropriate MLC units.
 - *k. Provide mobilization planning for all phases of supply and property management and civil engineering support.
 - **l. Procure and manage Commodity H tower equipment, provide technical input to PUB 6 and Tower Manual, perform tower stress analysis for field units, maintain master files on tall tower inspections and history, provide tall tower technical assistance to MLCLANT/ACTEUR upon special request, and maintain tall tower technical expertise.

* Underlined is MLCPAC only.
** MLCPAC only

SHORE MANAGEMENT BRANCH
(sm)

1. Under the direction and supervision of the Chief, Civil Engineering Division, the Chief, Shore Management Branch shall:
 - a. Coordinate and monitor the operations of the FDCC and the CEUs.
 - b. Provide staff support for SUPRTCEN program manager functions.
 - c. Develop a consolidated Area-wide major OG-43 program semi-annually.
 - *d. Review predesign packages.
 - e. Prepare the annual OG-43 CG4144 for MLC.
 - f. Coordinate and prepare MLC civil engineering support program OG-30 request.
 - g. Allot and monitor funds provided to the field to execute the civil engineering program.
 - h. Request AC&I administrative/survey and design funds as required to support Civil Engineering Division AC&I activities.
 - i. Prepare and submit to Commandant (G-ECV) consolidated MLC PFSR's and Management Data Letters.
 - j. Review and coordinate shore facility A-76 review at MLC units.
 - k. Manage the professional training program for civil engineering personnel.
 - l. Provide liaison with Area staff on mobilization requirements at shore facilities, develop plans and projects to accommodate these requirements.
 - m. Manage Area-wide civil engineering ADP and CADD programs.
 - n. Manage shore facility energy conservation program; establish facility consumption goals, analyze consumption at facilities, identify energy retrofit options and monitor reduction trends.

*MLCLANT only

SHORE PLANNING BRANCH
(sp)

1. Under the direction and supervision of the Chief, Civil Engineering Division, the Chief, Shore Planning Branch shall:
 - a. Prepare and submit AC&I Project Proposal Reports with technical input from FDCC including development of engineering alternatives, environmental constraints, and cost estimates.
 - b. Provide technical consultation and coordination of inputs in preparation of Master Plans for Area units.
 - c. Review and forward Planning Proposals via the Area Commander to Commandant (G-CPE).
 - d. Maintain and update Shore Facility Requirements List (SFRL) for Area Commander.
 - e. Coordinate Area-wide environmental and hazardous materials/waste programs.
 - f. Prepare environmental documentation in support of Area shore facility planning.
 - g. Prepare shore facility planning proposals for replacement of Area facilities.

SHORE REAL ESTATE BRANCH*
(sr)

1. Under the direction and supervision of the Chief, Shore Technical Support Division, the Chief, Shore Real Estate Branch shall:
 - a. Manage the space/rent program for thr Area, MLC and their field units, working directly with the cognizant GSA regional office.
 - b. Act as Recorder for the Real Property Review Board. Maintain the official records of all Coast Guard owned real property within the Area. Coordinate with the Chief, Shore Technical Support Division for development of planning proposals, Master Plans, and AC&I PPRs. Coordinate the acquisition and disposal of all real property. Rent or outlease Coast Guard controlled property to others.
 - c. Serve as the principal contracting officer for real estate matters within the MLC.
 - d. Establish local support agreements, applicable to vessels or in support of naval engineering programs, with other Coast Guard units or other government agencies for logistics help when feasible and economical. Provide assistance to other agencies within existing capabilities and resources.

* MLC PAC only.

COMMAND, CONTROL AND
COMMUNICATIONS (C3) DIVISION
(t)

1. Under the general direction and supervision of the MLC Commander and MLC Deputy Commander, the Chief, Command, Control and Communications (C3) Division shall:
 - a. Ensure proper operation, maintenance, installation and modification of all electronics and telecommunications equipment and circuits for vessels and shore units.
 - b. Provide support for all general purpose computer hardware and software for all organizations located within its immediate geographic boundaries.
 - c. Provide necessary coordination of Area-wide and inter-district information resource management (IRM) initiatives.
 - d. Respond as required to electronics equipment casualty reports (CASREPs) from all units within the Area.
 - e. Manage the Electronic Support Units (ESUs)/Electronic Support Detachments (ESDs).
 - f. Provide input to respective Naval Engineering Support and Civil Engineering Units on requirements for C3 related issues.
 - g. Act as the electronics and telecommunications experts for the Area and District Commanders.
 - h. Plan and execute C3 projects for Area/districts.
 - i. Issue work orders to support facilities in the Area.
 - j. As as Contracting Officer's Technical Representative (COTR) for telecommunications and electronics service/maintenance contracts.
 - k. Approve or implement Commandant approved EALTs and electronics related SHIPALTS and BOATALTs.
 - l. Review C3 related beneficial suggestions.
 - m. Assist Area units with operation and training on electronics and telecommunications equipment.

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- n. Coordinate with both MLCs on the purchase, maintenance and installation of electronics and telecommunications equipment having Coast Guard-wide application.
- o. Provide information systems support including training, configuration control, operation, data resource management and Automated Information System (AIS) security oversight for units located within its immediate geographic boundaries.
- p. Provide mobilization planning for all phases of communications, automated data processing (ADP), and electronics systems support.

C3 BUDGET AND PLANNING BRANCH
(tb)

1. Under the direction and supervision of the Chief, C3 Division, the Chief, C3 Budget and Planning Branch shall:
 - a. Serve as the principal advisor to the Chief, C3 Division on all matters and questions relating to budget formulation, budget execution, financial and cash planning, obligations authority and program/project resource allocation.
 - b. Budget and manage all OG-30, OG-42, AC&I, Navy and other funds allocated to MLC(t) in support of Area electronics, telecommunications and local information resource management systems (includes administering and distributing allocated funds and reprogramming funds as required for contracts, (ESUs)/(ESDs), projects and activities).
 - c. Identify, collect, evaluate and analyze internal and external data to develop and submit annual and quarterly budget documents for electronic, telecommunications and local information resource management continuing and planned initiatives. Justify budgeting documentation.
 - d. Develop, coordinate and maintain appropriate accounting records for all Division funds.
 - e. Develop, analyze and control reporting systems and databases to ensure contracts, procurements, projects and programs are on schedule and that funds are being used effectively from a technical and management perspective.
 - f. Evaluate completed contracts, procurements, projects and programs from a technical and management perspective.
 - g. Manage the Division internal resource allocation decision process; chair Division level committees for the purpose of coordinating with technical experts and prioritizing program-wide requirements with respect to available resources.
 - h. Develop, analyze and control OG-42 and OG-30 project database/information system; develop and assign project numbering scheme.
 - i. Coordinate with technical experts to develop Division decision criteria for project submission requirements; evaluate and analyze proposed projects from a management perspective.

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- j. Plan the establishment, reallocation, and dis-establishment of billets/positions assigned to MLC(t), including the Electric Support Units (ESUs)/Electric Support Detachment (ESDs); recommend changes in billets/positions as required.
- k. Develop, manage and maintain long range training plans by priority for MLC(t), including Electric Support Units (ESUs)/Electric Support Detachments(ESDs).

Underlined is MLCPAC only.

ELECTRONICS SYSTEMS BRANCH
(tes)

1. Under the direction and supervision of the Chief, C3 Division, the Chief, Electronics Systems Branch shall:
 - a. Monitor CASREPs for all Area assigned floating units and navigational facilities (e.g., Vessel Traffic Service, LORAN-C Facilities, OMEGA Stations) and take action as required. Initiate action as requested or required to correct district unit CASREPs.
 - b. Ensure the normal homeport Electric Support Units (ESUs)/Electronic Support Detachments (ESDs) is an information addressee for all CASREPs for floating units operating within or outside the geographical area.
 - c. Ensure Electronics Materiel Compliance Inspections and technical visits are performed as required.
 - d. Direct electronics installations and modifications on all units within the Area. Responsibility includes writing and funding work orders, developing specifications, initiating and administering contracts, acting as COTR, and scheduling tests and evaluations after the installations.
 - e. Establish and administer electronics equipment overhaul programs. Responsibility includes developing specifications, initiating and administering contracts, acting as COTR, and evaluating performance of the overhaul facility.
 - f. Administer all AC&I projects.
 - g. Administer MLC OG-30 funds, as required, to provide additional support to all units within the Area. Review OG-30 Operational Target (OPTAR) funding levels and assist, as necessary, in budget preparation for all units assigned to the Area.
 - h. Administer, budget, and distribute both Coast Guard and Navy OG-30 and OG-42 funds, as required, for contracts, EMDs, or Support Center activities.
 - i. Develop statements of work and specifications and act as COTR for maintenance contracts and electronics equipment for systems within their cognizance and determining the proper action for reviewing contractor performance.
 - j. Develop specifications, fund projects, and act as the point of contact for work initiated by the Area at the Coast Guard Yard or other yard facilities.

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- k. Establish policy, procure, and administer all electronic test equipment and calibration programs and contracts.
- l. Ensure that all drawings, Computer Orientated Engineering Data (COED) drawings, and other documentation are current and updated as necessary.
- m. Procure electronics equipment to outfit new standard boats to meet validated operational requirements. Assist districts in outfitting new standard boats.
- n. Review all Electronic Inventory Records (EIRs) and associated inventory maintenance reports.
- o. Review, budget, and fund all initial Electronics Repair Parts Allowance Lists (ERPALs), ERPAL updates and requests for changes to allowance lists.
- p. Review technician staffing for all units within the Area boundaries, including (ESUs)/(ESDs) (excluding Headquarters units), and recommend changes as required.
- q. Review training requirements and qualification codes for technicians within Area boundaries and assist in obtaining training as necessary.
- r. Establish and implement Area maintenance, overhaul, and support policies as necessary (including Standard Operating Procedures, OPLANS, etc.).
- s. Review reports on material condition of the electronics equipment for all units within the Area (e.g. Standard Maintenance Techniques (SMT), Air Traffic Control Radar Beacon System, Identification Friend or Foe (IFF), Mark XII Identification System (AIMS), Patrol summaries, ESU/ESD trip reports, etc.)
- t. Identify electronics supply problems and initiate corrective action to the proper office.
- u. Develop and provide support for MDZ planning and operations.
- v. Procure and stage spare equipment and parts, as necessary, to support all units in geographical area.
- w. Advise the Operational Commander of the quality of electronics systems support, including positive and negative aspects of their electronics plant.
- x. Provide input to planning documents or AC&I funding reviews for all units in the Area.

Underlined is MLC PAC only.

- y. Identify and volunteer for projects to be performed under Commandant's "Lead Area" program.
- z. Evaluate all electronics related Beneficial Suggestions assigned to the MLC.
- aa. Review new electronics related requirements identified by Area or District Commanders.
- bb. Prepare related A-76 documents and assist in A-76 initiatives as required for electronics programs.
- *cc. Establish priorities for all electronics work on units within the Area.
- dd. Ensure radiobeacon service arc calibrations and field intensity measurements are performed.
- ee. Approve Electronics Alteration Requests (EALTs) for cognizant facilities at same level previously approved for districts in COMDTINST M10550.13 (series). Initiate EALTS for navigational facilities, as necessary.
- ff. Initiate and administer Inter-Service Support Agreements (ISSAs), Memoranda of Understanding (MOUs), and Mutual Support Agreements (MSAs).

*MLCLANT only

INFORMATION SYSTEMS BRANCH
(tis)

1. Under the direction and supervision of the Chief, C3 Division, the Chief, Information Systems Branch shall:
 - a. Provide information systems support, Configuration Management and End User Support (divided geographically with the district IRMs) to the MLC and designated units. This includes coordinating hardware and software, procurement control, monitoring of maintenance contracts, planning, and local training support, technical consultation for standard applications, and monitoring the performance of the standard terminal maintenance contractor on site.
 - b. Coordinate all automated information systems matters.
 - c. Perform duties of Contracting Officer's Technical Representative (COTR) on contracts such as System Management, Information Center and Remote Job/keybatch entry.
 - d. Provide oversight over software and hardware inventory.
 - e. Serve as Electronic Mail administrator; maintain "User Directory" and assist in resolving operational problems in MLC and local Area units.
 - f. Coordinate the planning, programming and budgeting for all information resource management (IRM) activities.
 - g. Collect required data for special or recurring IRM management reports.
 - h. Serve as catalyst for Area-wide or inter-district IRM initiatives.
 - i. Provide end user support including technical consultation and software maintenance for existing standard applications except program supported software such as EMIS, PMIS, etc.
 - j. Act as ADP Security Officer for the MLC and local units. Provide automated information system security assistance Area-wide.
 - k. Provide training for standard terminal applications.
 - l. Monitor and manage the consolidated standard terminal maintenance contract for Area and MLC units.

TELECOMMUNICATIONS SYSTEMS BRANCH
(tts)

1. Under the direction and supervision of the Chief, C3 Division, the Chief, Telecommunications Systems Branch shall:
 - a. Manage the electronics telecommunications support for shore units (less navigational facilities) and all shore-based electronic telecommunications systems.
 - b. Monitor CASREPs and take action as required. MLC action may include providing direction, spare parts/equipment, funding, or scheduling and coordinating technical assistance (contractor, or an ESU/ESD).
 - c. Ensure Electronics Materiel Compliance Inspections and technical visits are performed as required.
 - d. Direct electronics telecommunications installations and modifications, including writing and funding work orders, developing specifications, initiating and administering contracts, acting as COTR, and scheduling Tests and Evaluations after the installations.
 - e. Establish and administer electronics telecommunications equipment overhaul programs, including development of specifications, initiate and administer contracts, act as COTR, and evaluate performance of the overhaul facility.
 - f. Administer AC&I projects.
 - g. Administer MLC OG-30 funds as required to provide telecommunications support to units within the Area. Review OG-30 Operational Target (OPTAR) funding levels and assist as necessary in budget preparation for units assigned to the Area.
 - h. Administer, budget, and distribute both Coast Guard and Navy OG-30 and OG-42 funds as required for contracts, ESUs/ESDS, or Support Center activities.
 - i. Develop Statements of Work and Specifications and act as COTR for maintenance contracts for telecommunications equipment/systems and determining the proper action for reviewing contractor performance.
 - j. Develop specifications, fund projects, and act as the Point of Contact for work initiated by the Area, at the Coast Guard Yard, or other yard facilities.

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- k. Advise the Electronics Systems Branch (tes) of test equipment calibration and test equipment requirements.
- l. Ensure that all drawings, Computer Orientated Engineering Data (COED) drawings, and other documentations are current and updated as necessary.
- m. Review Electronics Inventory Records (EIRs) and associated inventory maintenance reports.
- n. Review, budget, and fund all initial Electronics Repair Parts Allowance Lists (ERPALS), ERPAL updates and requests for changes to allowance lists.
- o. Review technician staffing for units within the Area boundaries, including ESUs/ESDs (excluding Headquarters units), and recommend changes as required.
- p. Review training requirements and qualification codes for technicians within Area boundaries and assist in obtaining training as necessary.
- q. Establish and implement Area maintenance, overhaul, and support policies as necessary (including Standard Operating Procedures, OPLANS, etc).
- r. Review reports on the material condition of the electronics equipment for units within the Area (e.g., Standard Maintenance Techniques (SMT), AIMS, IFF, ESU/ESD trip reports, etc).
- s. Identify electronics supply problems and initiate corrective action to the proper office.
- t. Develop and provide support for MDZ planning and operations.
- u. Procure and stage spare equipment and parts, as necessary, to support all units in geographical area.
- v. Advise Operational Commanders of the quality of electronics systems support, including positive and negative aspects of their electronics plant.
- w. Provide input to planning documents or AC&I funding reviews for all units in the Area.
- x. Identify and volunteer for projects to be performed under Commandant's "Lead Area" program.
- y. Evaluate all electronics telecommunications related Beneficial Suggestions assigned to the MLC.

NAVAL ENGINEERING DIVISION

(v)

1. Under the general direction and supervision of the MLC Commander and MLC Deputy Commander, the Chief, Naval Engineering Division shall:
 - a. Manage the naval engineering program, including the repair, maintenance, outfitting, and approved alteration of cutters and standard boats.
 - b. Direct the program for periodic technical inspection of cutters and standard boats. Review reports and records to maintain a current picture of the material condition of vessels, including the adequacy of the Current Ships Maintenance Projects file (CSMP), the Preventive Maintenance System (PMS), and the completeness of the cutter and standard boat allowances and OrdAlts.
 - c. Keep an accurate afloat maintenance backlog for cutters and standard boats reflecting outstanding hull, machinery, electrical, and ordnance maintenance actions, (including ShipAlts, BoatAlts, and OrdAlts) to be accomplished by other than organizational level resources.
 - d. Supervise planning and execution of ship repair contracts; including coordinating planned maintenance with operational commanders, selecting maintenance back-log items to be accomplished, and contract administration.
 - e. Administer the funds allocated to the Naval Engineering Division. Develop preliminary budget estimates and provide fund allocations or sub-allotments to the MLC Finance Division (f).
 - f. Supervise organizational level maintenance augmentation undertaken by the NESUs. Redirect any excess NESU capability to other cutter or boat maintenance based upon Area-wide priorities.
 - g. Provide adequate technical information and advice to Group staffs and units concerning cutter and standard boat maintenance and ordnance.
 - h. Provide naval engineering expertise for Boards of Investigation, Claims, Safety Boards, Inspection Finding Reviews, Officer in Charge (OinC) Screening Boards, Beneficial Suggestions and other such activities.
 - i. Provide mobilization planning for all phases of naval engineering support.

VESSEL SUPPORT BRANCH
(vr)

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Vessel Support Branch shall:
 - a. Provide primary liaison between the Division and the units which it supports, and provide technical information to operational commanders, when required.
 - b. Keep a current afloat maintenance backlog database providing an accurate starting point for developing ship repair specifications for cutters and standard boats, reflecting all outstanding hull, machinery, electrical, and ordnance maintenance actions which are to be accomplished by other than organizational level resources.
 - c. Maintain a casualty history for hull, mechanical, electrical, and ordnance items.
 - d. Respond to units requests for technical assistance.
 - e. Participate in all phases of the ship repair, acquisition process; specifically, develop a list of maintenance items to be accomplished from the maintenance backlog, initiate a purchase order procurement request for the availability, initiate the procurement of and staging action for government furnished property and long lead time materials, assign a Contract Coordinator, develop government estimates, and review change requests.
 - f. Review any information relevant to the material condition of cutters or standard boats, such as administrative inspection reports, REFTRA (Refresher training), quick look reports, etc., to develop as complete a picture as possible of the maintenance condition of the fleet.
 - g. Serve as focal point for ShipAlt requests; coordinate review, endorse and forward when approved, and return to originator when disapproved.

SPECIFICATIONS BRANCH
(vs)

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Specifications Branch shall:
 - a. Develop complete and accurate contract specifications in support of all Division planned contracting actions.
 - b. Review field-generated specifications, assist field units in developing specifications and develop other (than availability) in-house emergency specifications, as required.
 - c. Participate in all phases of the ship repair acquisition process; specifically, write/assemble specification packages, conduct ship checks (if required), coordinate the specification review (in-house, intra-MLC, and by the District/Group/Unit), and after contract completion, solicit, collate, and incorporate comments concerning the quality of the specifications from all involved.
 - d. Review and update the Division computer-based specifications catalog.

VESSEL ADMINISTRATION BRANCH
(vad)

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Vessel Administration Branch shall:
 - a. Provide primary liaison between the Division and the operational commanders for all administrative matters, including operational commander input to ShipAlt, BoatAlt, and OrdAlt requests.
 - b. Provide internal administrative support and coordination among the branches, including all aspects of the fiscal planning process from submission of budget requests to tracking actual expenditures, establishing and maintaining the annual availability schedule, coordinating inter-branch activity during the acquisition process, contract review, providing quality control checks on all procurement requests, maintaining the blueprint and technical publication library, and keeping abreast of current technology which might be efficiently applied to ship repair and provide an improved theoretical engineering capability to the Division.
 - c. Manage the Division's ADP equipment and software. Approve and assist in all new ADP procurements and reconfigurations.
 - d. Participate in all phases of the ship repair acquisition process; coordinate the development of the acquisition planning schedule and provide milestone tracking, certify funds available for the original procurement request and for all modifications to the contract, provide necessary plans and drawings for specification packages, provide cost/price analysis in support of negotiations and for after-the-fact contract review, and maintain contract recapitulation data for improving specifications and cost estimates.
 - e. Provide technical and training support through the ASSIST. ASSIST activity will be coordinated closely with Vessel Support Branch (vr) to ensure the continuity of the overall Division effort.

VESSEL PROCUREMENT AND LOGISTICS BRANCH
(vpl)

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Vessel Procurement and Logistics Branch shall:
 - a. Participate in all phases of the ship repair acquisition process; specifically, develop the acquisition strategy, conduct the solicitation and award, and administer assigned contracts.
 - b. Advise the Division Chief of the most expeditious means of achieving maintenance goals within the applicable procurement regulations.
 - c. Interact with the other branches to stay abreast of planned maintenance activities and evolving emergency requirements.
 - d. Prepare all reports required in current acquisition management directives.
 - e. Provide supply support, including transportation services, for intra-Division needs as well as casualty response.
 - *f. Operate the Automated Requisition Management System (ARMS) or Requisition Processing Point (RPP) for ordering supplies from government supply sources in support of the Area and MLC staffs, and field units which do not have or are not authorized directed access to the system. Provide technical advice and training to Area and MLC units.
 - *g. Determine petroleum, oil, and lubricant (POL) requirements for Area and MLC units.
 - *h. Provide input and review effectiveness of the logistics support plans for the Area. Prepare and update the annexes to contingency, mobilization and Operating Plans.
 - *i. Establish local support agreements applicable to shore facilities with other Coast Guard units or other government agencies for logistics help when feasible and economical. Provide assistance to other agencies within existing capabilities and resources.

*Applies to MLC PAC only.

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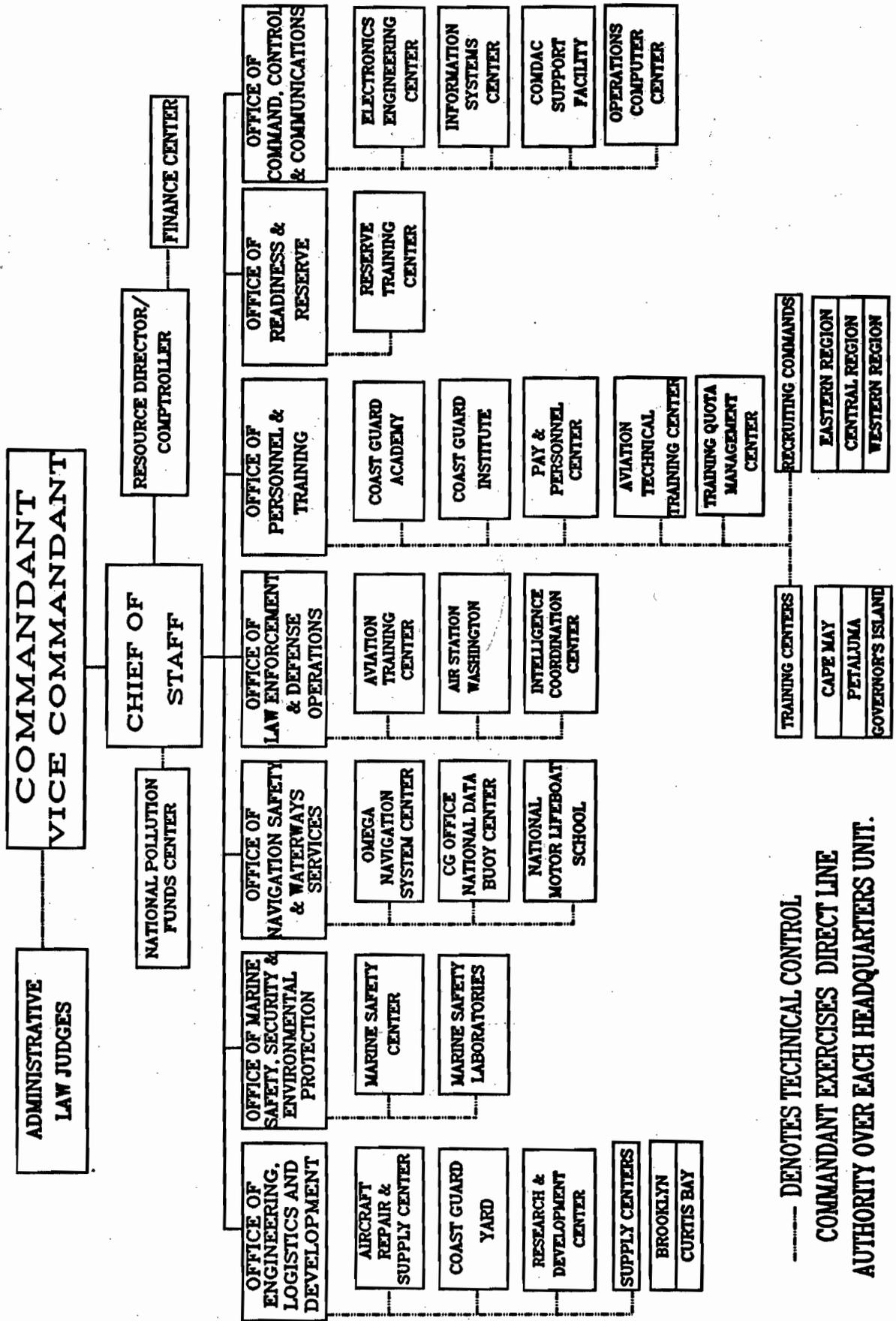
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CHAPTER SIX
HEADQUARTERS UNITS

HEADQUARTERS UNITS



----- DENOTES TECHNICAL CONTROL
 COMMANDANT EXERCISES DIRECT LINE
 AUTHORITY OVER EACH HEADQUARTERS UNIT.

CHAPTER 6--COAST GUARD HEADQUARTERS UNITS

1. Headquarters Units are established either to provide support service throughout the Coast Guard; to satisfy a requirement in a specific geographical area; or when routine supervision by a District Commander is inappropriate. The Commanding Officer of a Headquarters Unit operates under the direction of the Commandant, assisted by a Headquarters Office Chief designated to exercise technical control over the unit. (See Chapter 1, Paragraph B.1.f for definition of technical control.)
 - a. Academy, New London, Connecticut, provides an undergraduate education to men and women which leads to a Bachelor's Degree and a Commission in the U. S. Coast Guard. This education includes training in the skills necessary to function effectively as a commissioned officer in the Service. The Academy also maintains and manages a Health Services Technician Class "A" School.
 - b. Administrative Law Judge Offices, and the Chief Administrative Law Judge, Washington, D. C., hear and decide cases brought by Coast Guard investigating officers. They issue orders of admonition, suspension with and/or without probation, and revocation of licenses, certificates, and documents of merchant marine personnel. While the Administrative Law Judge Offices are located throughout the country, they are regarded collectively as one Headquarters Unit under the exclusive administrative control of the Chief Administrative Law Judge, who is on the Commandant's personal staff.
 - c. Aircraft Repair and Supply Center, Elizabeth City, North Carolina, provides programmed depot maintenance, overhauls and makes major repair and modification of aircraft and aeronautical equipment; and provides technical and logistical support for Coast Guard aviation.
 - d. Air Station Washington, Arlington, Virginia, provides air transportation for the Secretary of Transportation and certain members of the Secretary's staff, the Commandant of the Coast Guard, and certain members of the Commandant's staff, and such other personnel as may be authorized by the Commandant.
 - e. Aviation Technical Training Center, Elizabeth City, North Carolina, provides basic rating and advanced specialty instruction to Coast Guard aviation enlisted personnel and others who would benefit from these courses of instruction.

- f. **Aviation Training Center, Mobile, Alabama**, provides flight, simulator and ground training for Coast Guard aviators; provides helicopters and aviation personnel for icebreaker deployments; and provides Eighth Coast Guard District fixed wing SAR deployment.
- g. **Coast Guard Finance Center, Chesapeake, Virginia**, provides support for the Coast Guard Financial Management Program by implementing and operating accounting and fiscal processes for assigned organizational elements of the Coast Guard.
- h. **COMDAC Support Facility, Portsmouth, Virginia**, provides life-cycle support and configuration control of the 270-WMEC class COMDAC (COMmand, Display, And Control) System.
- i. **Electronics Engineering Center, Wildwood, New Jersey**, functions as the electronics engineering support center for the Coast Guard in the areas of marine electronic navigation, computer information systems, and antennas.
- j. **Information Systems Center, Alexandria, Virginia**, provides electronics engineering support in the areas of communications and information technology equipment, systems and networks, and navigational aids; and manages and maintains the Coast Guard Honor Guard.
- k. **Institute, Oklahoma City, Oklahoma**, manages a variety of training and testing materials for Coast Guard personnel for purposes of advancement and non-resident training.
- l. **Intelligence Coordination Center, Washington, D. C.**, supports all Coast Guard programs requiring intelligence information.
- m. **Marine Safety Center, Washington, D. C.**, provides technical services in the review and approval of plans for the design, construction, alteration, and repair of U. S. commercial vessels subject to the marine inspection laws. Additionally, the Marine Safety Center provides marine technical services to field Marine Safety Offices (MSOs) and Marine Inspection Offices (MIOs), the maritime community, and the Office of Marine Safety, Security and Environmental Protection (G-M).
- n. **Marine Safety Laboratories, Groton, Connecticut**, provides oil spill analytical support necessary for current response or later enforcement actions and conducts marine safety fire research and testing.
- o. **CG Office, National Data Buoy Center, NFTL, Mississippi**, gathers weather information from automated meteorological data collection sites ashore and afloat.

- p. **National Motor Lifeboat School, Cape Disappointment, Washington, provides motor lifeboat operations training and standardization.**
- q. **National Pollution Funds Center, Arlington, Virginia, administers laws and regulations relating to oil pollution liability and compensation, including carrying out the responsibilities in Title I of the Oil Pollution Act of 1990 that have been delegated to the Coast Guard, and acts as fiduciary under the Comprehensive Environmental Response Compensation and liability Act (CERCLA) for provisions managed by the Coast Guard.**
- r. **Omega Navigation System Center, Alexandria, Virginia, provides worldwide coordination, operational control, and electronics support of the OMEGA navigation system.**
- s. **Operations Computer Center, Governors Island, New York, develops, supports and maintains a small number of large, specific, operationally focused information systems, data bases and services.**
- t. **Pay and Personnel Center, Topeka, Kansas, provides pay service to all regular, reserve, and retired members of the Coast Guard.**
- u. **Regional Recruiting Commands, Hazelwood, Missouri (Central Recruiting Command); Norfolk, Virginia (Eastern Recruiting Command); and Seattle, Washington (Western Recruiting Command), coordinate recruiting activities and implement recruiting policies.**
- v. **Research and Development Center, Groton, Connecticut, conducts applied research and develops operational techniques, concepts, systems, equipment and materials in support of the operational and regulatory programs of the Coast Guard.**
- w. **Reserve Training Center, Yorktown, Virginia, provides a variety of training programs to active duty and reserve Coast Guard personnel and others who would benefit from these courses of instruction. Functions as Officer Candidate School for the Coast Guard.**
- x. **Supply Center, Brooklyn, New York, manages the procurement, maintenance, warehousing and distribution of a variety of categories of items to meet the needs of the Coast Guard.**
- y. **Supply Center, Curtis Bay, Maryland, manages the procurement, maintenance, warehousing and distribution of a variety of categories of items to meet the needs of the Coast Guard.**

- z. Training Center Cape May, Cape May, New Jersey, processes and indoctrinates active duty and reserve recruits and operates a basic educational enrichment program for Coast Guard personnel.
- aa. Training Center New York, Governors Island, New York, provides basic rating and advanced specialty instruction to Coast Guard personnel and others who would benefit from these courses of instruction.
- bb. Training Center Petaluma, Petaluma, California, provides basic rating and advanced specialty instruction for Coast Guard personnel and others who would benefit from these courses of instruction.
- cc. Training Quota Management Center, Portsmouth, Virginia, schedules, facilitates, issues message orders for mandatory prearrival and pipeline Class "C" training for cutter crews, and other general service personnel.
- dd. Yard, Baltimore, Maryland, provides industrial and logistical support to Coast Guard vessels; and provides facilities to Commander, Fifth Coast Guard District under host/tenant agreements.

COAST GUARD ADMINISTRATIVE LAW JUDGE OFFICES

1. **Mission.** To hear and decide cases brought by Coast Guard investigating officers. To issue orders of admonition, suspension with and/or without probation, and revocation of licenses, certificates, and documents of merchant marine personnel.
2. **Functions.** The administrative law judges, seated in Baltimore, Md., Boston, Mass., Houston, Tex., Jacksonville, Fla., Long Beach, Cal., New Orleans, La., New York, NY, Norfolk, Va., St. Louis, Mo., San Francisco, Cal., and Seattle, Wash., shall:
 - a. Conduct formal hearings arising under any navigation or marine safety law or regulation providing for the suspension or revocation of licenses, certificates or documents issued by the Coast Guard or predecessor authorities.
 - b. Render decisions and enter orders of admonition, suspension or revocation of such licenses, certificates and documents, as prescribed by Federal Regulations.
 - c. Serve as Grievance Examiners for Civilian Employee Grievances for Civilian Employee Grievance proceedings.
 - d. Conduct hearings under Title VI of the Civil Rights Act of 1964 with respect to non-discrimination in Federally-assisted programs of the U. S. Coast Guard.
 - e. Conduct hearings (under special concurrence conditions) at designated locations, on specific and material factual issues as directed, in accordance with the provisions of the Deepwater Port Act of 1974.
 - f. Conduct an administrative review of the denial of a claim filed under applicable provisions of the Outer Continental Shelf Lands Act Amendments of 1978.
 - g. Serve as chairmen and/or members of local Hearing Boards established for the purposes of execution of certain requirements under specific Federal Regulations.
 - h. Provide the above services in locations other than at the office to which permanently assigned.
 - i. Rule on applications for an award of attorneys' fees and other expenses, filed by Respondents who prevail over the agency in suspension and revocation proceedings, as provided by the Equal Access to Justice Act.

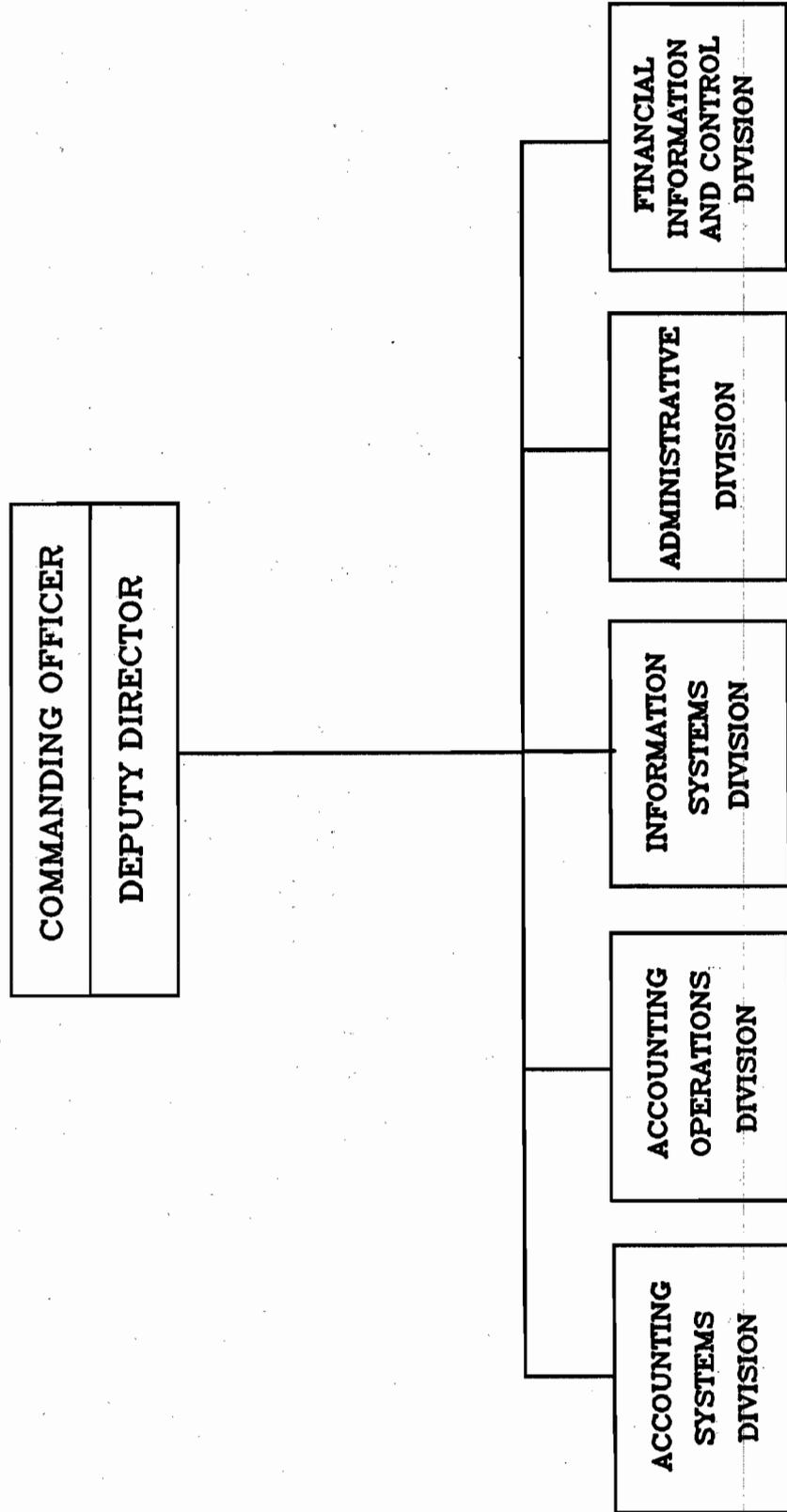
3. **Exclusive Administrative Control.** The Commandant (G-CJ) exercises exclusive administrative control over the Administrative Law Judges seated in the locations mentioned in paragraph 2 above.

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**COAST GUARD NATIONAL POLLUTION FUNDS CENTER
ARLINGTON, VIRGINIA**

1. **Mission.** To administer laws and regulations relating to oil pollution liability and compensation, including carrying out the responsibilities in Title I of the Oil Pollution Act of 1990 that have been delegated to the Coast Guard, and to act as fiduciary under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) for provisions managed by the Coast Guard.
2. **Functions.** In order to fulfill this mission the Commander, Coast Guard National Pollution Funds Center shall:
 - a. Manage the Oil Spill Liability Trust Fund (the Fund) in order to:
 - (1) Provide, through various means, funds for response to oil spills in navigable waters of the U. S., adjoining shorelines, or exclusive economic zone.
 - (2) Administer claims against the Fund and to ensure that proper payments are accurate and timely.
 - (3) Recover from identified responsible parties the sums expended from the Fund.
 - b. Coordinate with the Environmental Protection Agency and execute fiduciary matters relating to Coast Guard involvement with expenditures and recovery of funds from the Hazardous Substance Response Fund.
 - c. Certify the financial responsibility of vessels, ensuring that all potential parties responsible for pollution costs and damages are able to provide compensation up to Federal limits of liability.
3. **Technical Control.** The Commandant (G-CCS) exercises technical control over the Commander, Coast Guard National Pollution Funds Center.

COAST GUARD FINANCE CENTER



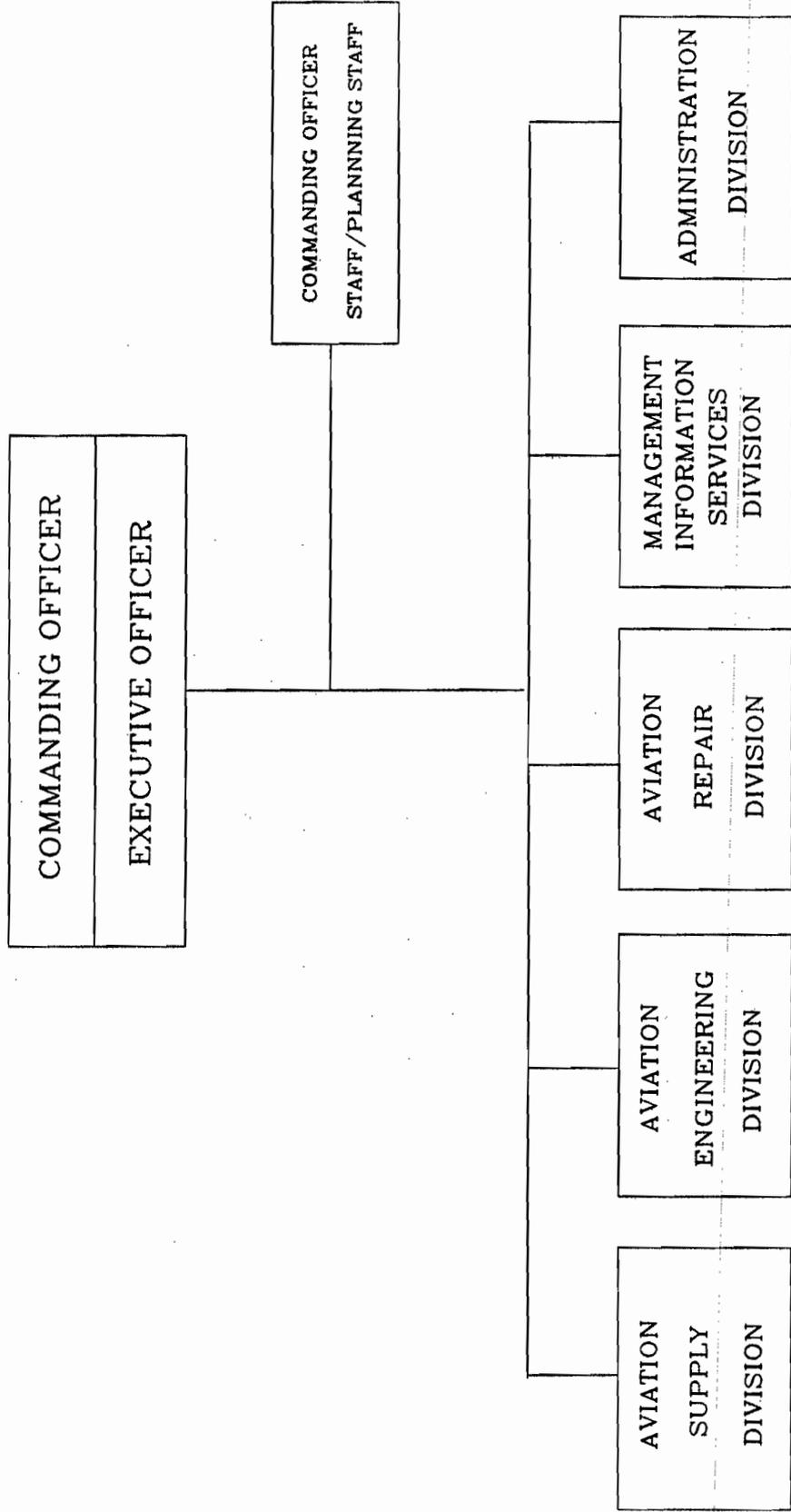
**COAST GUARD FINANCE CENTER
CHESAPEAKE, VIRGINIA**

1. **Mission.** Support the Coast Guard Financial Management Program by implementing and operating accounting and fiscal processes for assigned organizational elements of the Coast Guard.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, Coast Guard Finance Center (CGFC) shall:
 - a. Act as the Coast Guard's central point of contact for the Department Accounting and Financial Information System (DAFIS). This includes maintaining the Coast Guard's centralized system of fund, resource, costs, revenue and property accounts under general ledger control and accrual accounting principles, standards and procedures prescribed by the Resource Director/Comptroller (G-CRC) to reflect the currency, accuracy and completeness of the fiscal activities of the Service.
 - b. Develop and install Coast Guard peculiar aspects of DAFIS for the Service.
 - c. 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.
 - d. Receive and examine for legality and propriety, purchase orders, contract and all other procurement documents, vendor invoices, and receiving reports for supplies and materials in accordance with established DAFIS procedures and other authority. Process 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.
 - e. Identify and resolve immediate problems with current systems requirements.
 - f. Review and monitor field activities to ensure timely completion, resolution and compliance with approved Coast Guard policy and procedures. Maintain a continuing review of procedures utilized in existing accounting systems.
 - g. Exercise direct supervision over the maintenance of formal detailed accounting records for fiscal accounting transactions.

- h. Review, reconcile and appraise the accuracy and validity of financial accounting information to better assist all financial management activities.
 - i. Based on G-CRC policy and implementation direction, develop technical operating procedures. Promulgate as manuals, handbooks, forms, etc. Provide training in new techniques.
 - j. Analyze user requirements and initiate, study, and develop plans and methods for new techniques in both capturing input transactions and promoting usable reports.
 - k. Review, coordinate and prepare input to any special studies, analyses, or policy determinations required by the Resource Director/Comptroller.
 - l. Develop Coast Guard-wide consolidated operating results for all CG appropriations and funds. Analyze accounting data and obligational trends.
 - m. Provide Service-wide financial reporting to involved external regulatory agencies.
 - n. Maintain Coast Guard's cost accounting system. Monitor data so that system produces reliable results for use in OPFAC productivity analysis and inclusion in the budget process.
 - o. Assist Commandant (G-CAM) in the review of proposed legislation and changes in regulatory requirements affecting the accounting program.
3. The Commandant (G-CRC) exercises technical control over the Commanding Officer, Coast Guard Finance Center.

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AIRCRAFT REPAIR AND SUPPLY CENTER



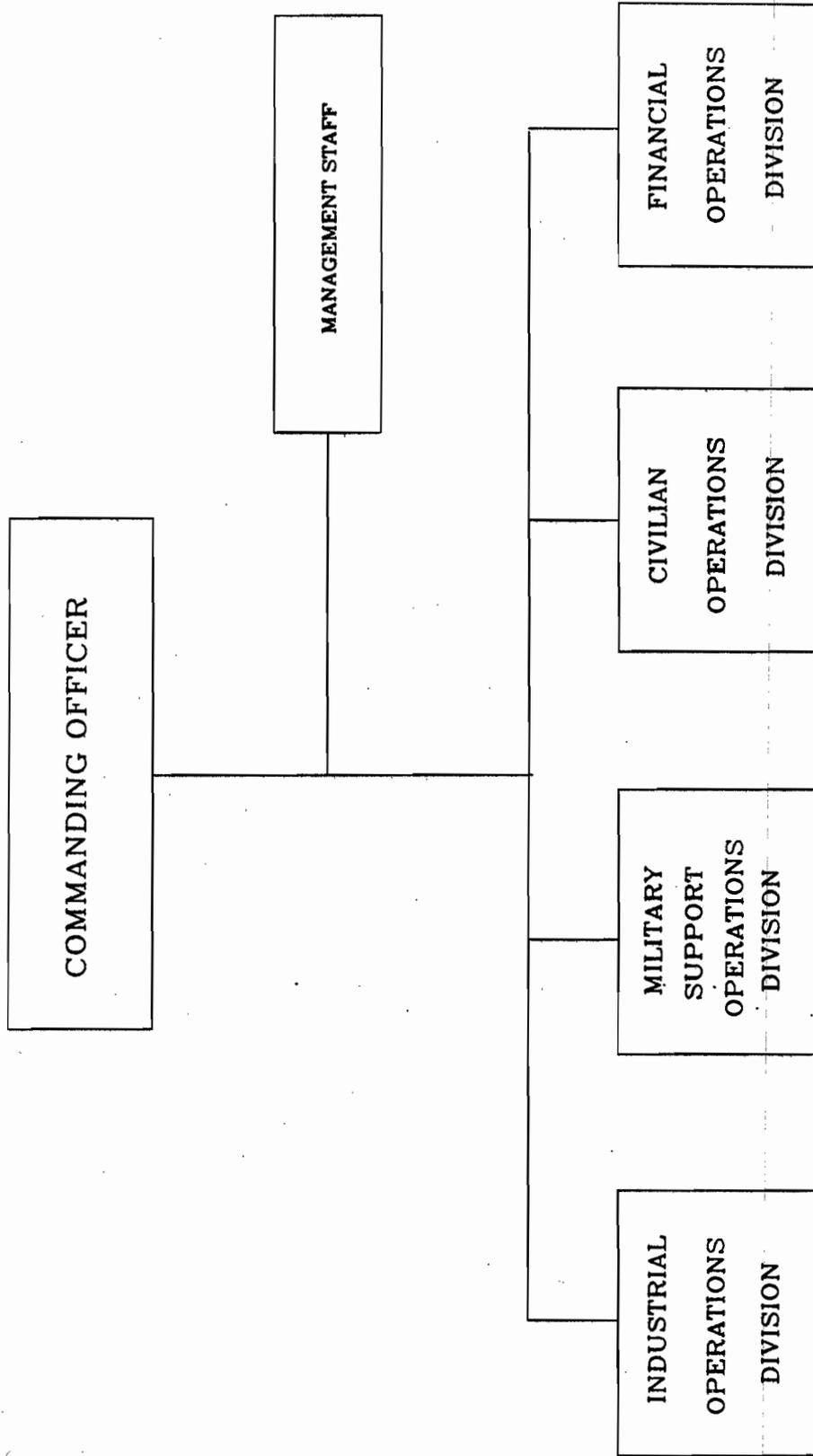
**COAST GUARD AIRCRAFT REPAIR AND SUPPLY CENTER
ELIZABETH CITY, NORTH CAROLINA**

1. **Mission.** To provide Programmed Depot Maintenance (PDM), major repair and modification of aircraft and aeronautical equipment; to provide technical and logistical support for Coast Guard Aviation.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Aircraft Repair and Supply Center, shall:
 - a. Provide a continuing Programmed Depot Maintenance (PDM) line for selected aircraft in the Coast Guard inventory.
 - b. Provide crash damage repair and "drop-in" maintenance facilities.
 - c. Provide rework facilities for aeronautical components.
 - d. Provide rework and test cell facilities for aircraft engines.
 - e. Respond to needs for high priority assistance to aviation units and to questions of aircraft maintenance, technical research, and investigations.
 - f. Provide preliminary engineering studies, prototype, kit design, technical writing and field team installations for Coast Guard aircraft and aeronautical equipment.
 - g. Prepare and 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.
 - h. Maintain Master Technical Library to support Coast Guard aviation requirements.
 - i. Review all incoming aviation technical data for Coast Guard applicability.
 - j. Provide aeronautical material support for all Coast Guard aviation units and AR&SC, i.e., function as the Aviation Inventory Control Point (AICP) and Aviation Parts Breakout (Competition Advocacy).
 - k. Provide comptroller services such as: inventory management, procurement, fiscal, warehousing, shipping and receiving, planning and administration, and personal support (pay and travel) for the five units in the Elizabeth City complex.

- l. Provide civilian personnel management support for the five units in the Elizabeth City complex.
 - m. Act as Information Resources Manager (IRM) to coordinate major development and ensure compatibility of all Aviation Maintenance Management Information System (AMMIS) subsystems.
 - n. 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.
3. **Technical Control.** The Commandant (G-E) exercises technical control over the Commanding Officer, CG Aircraft Repair and Supply Center.

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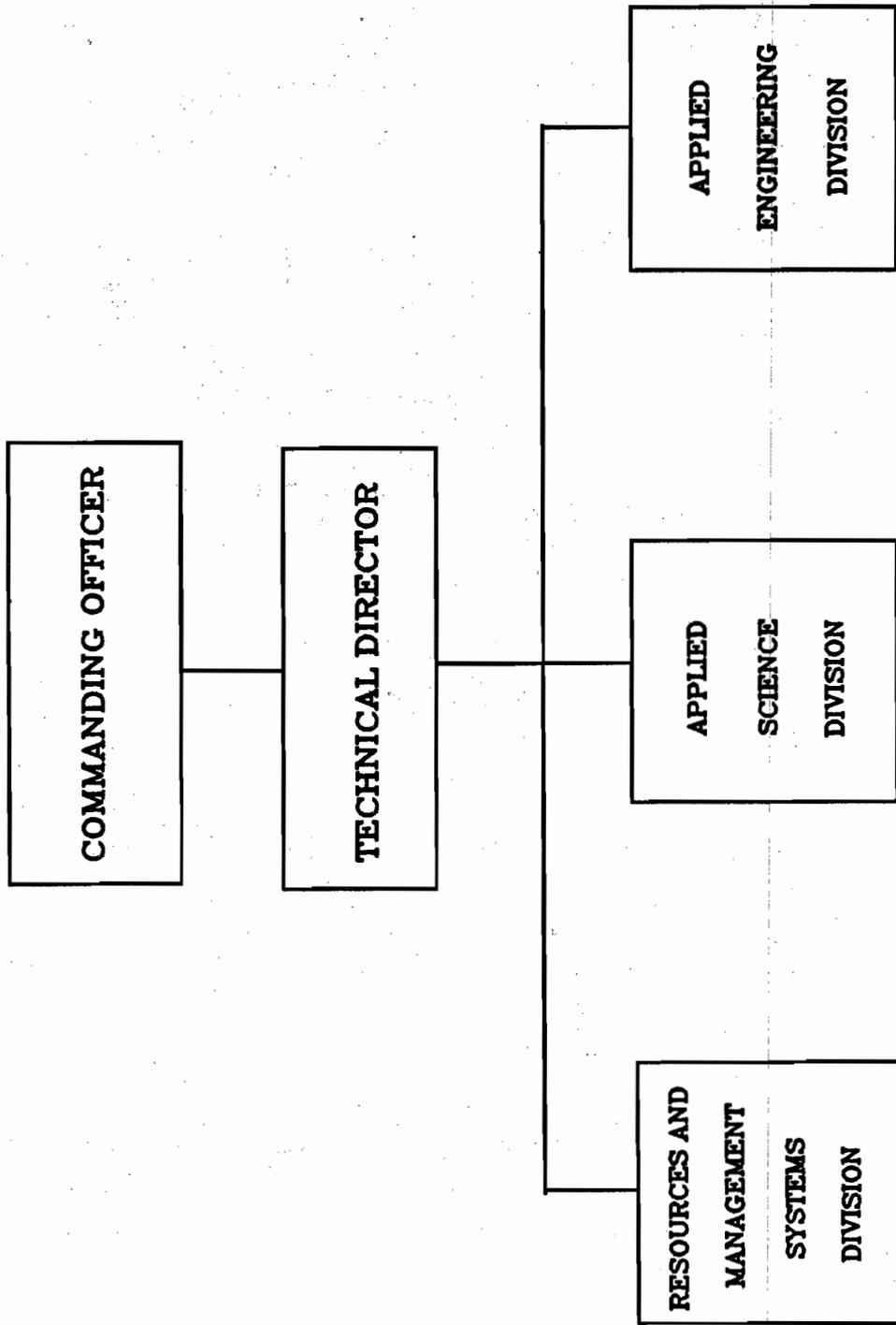
COAST GUARD YARD



**COAST GUARD YARD
BALTIMORE, MARYLAND**

1. **Mission.** To provide industrial support to Coast Guard vessels; and to provide facilities to Commanding Officer, Supply Center Curtis Bay and Commander, Fifth Coast Guard District under host/tenant agreements.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Yard shall:
 - a. Provide and maintain facilities and a skilled workforce necessary for the construction, repair, overhaul, conversion, modernization and renovation of boats and ships. Including drydock facilities up to 5,000 long tons.
 - b. Construct, repair, overhaul, convert, modernize and renovate boats and ships.
 - c. Provide full range of naval architecture and marine engineering services associated with construction, repair, overhaul, conversion, modernization, renovation and maintenance of ships and boats.
 - d. Overhaul ordnance and electronics equipment.
 - e. Manufacture articles not readily available from commercial sources needed for the maintenance and construction of Coast Guard boats and ships.
 - f. Provide personnel support services, including: berthing, messing, medical services, nonappropriated fund activities, and special services.
 - g. Provide administrative and work spaces, as well as berthing and shoretie services to Supply Center Curtis Bay and YARD-based Fifth District units, i.e., Group Baltimore, Coast Guard Station Curtis Bay, and assigned Fifth District vessels.
3. **Technical Control.** The Commandant (G-E) exercises technical control over the Commanding Officer, CG Yard.

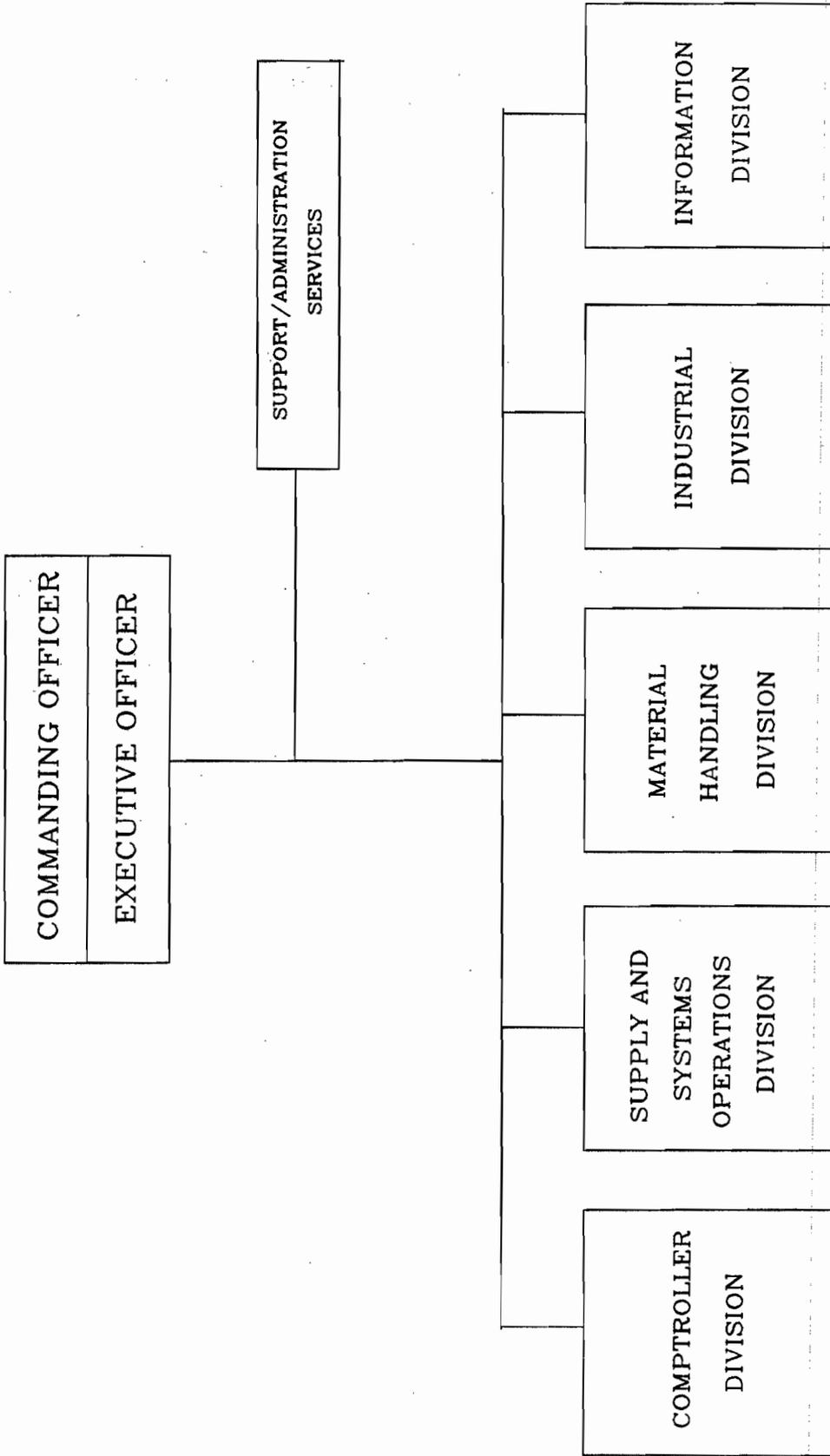
COAST GUARD RESEARCH AND DEVELOPMENT CENTER



**COAST GUARD RESEARCH AND DEVELOPMENT CENTER
GROTON, CONNECTICUT**

1. **Mission.** To conduct applied research and to develop operational techniques, concepts, systems, equipment and materials in support of the operational and regulatory programs of the Coast Guard.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Research and Development Center, shall:
 - a. Plan and conduct research projects in areas of potential benefit to Coast Guard missions. Develop, test and evaluate techniques, concepts, systems, equipment and materials for possible use in Coast Guard missions.
 - b. Maintain at the Center, capabilities necessary to respond to known and anticipated requirements of program/support managers and operational commanders.
 - c. Keep informed of research and development outside the Coast Guard of potential benefit to the Coast Guard.
3. **Technical Control.** The Commandant (G-E) exercises technical control over the Commanding Officer, CG Research and Development Center.

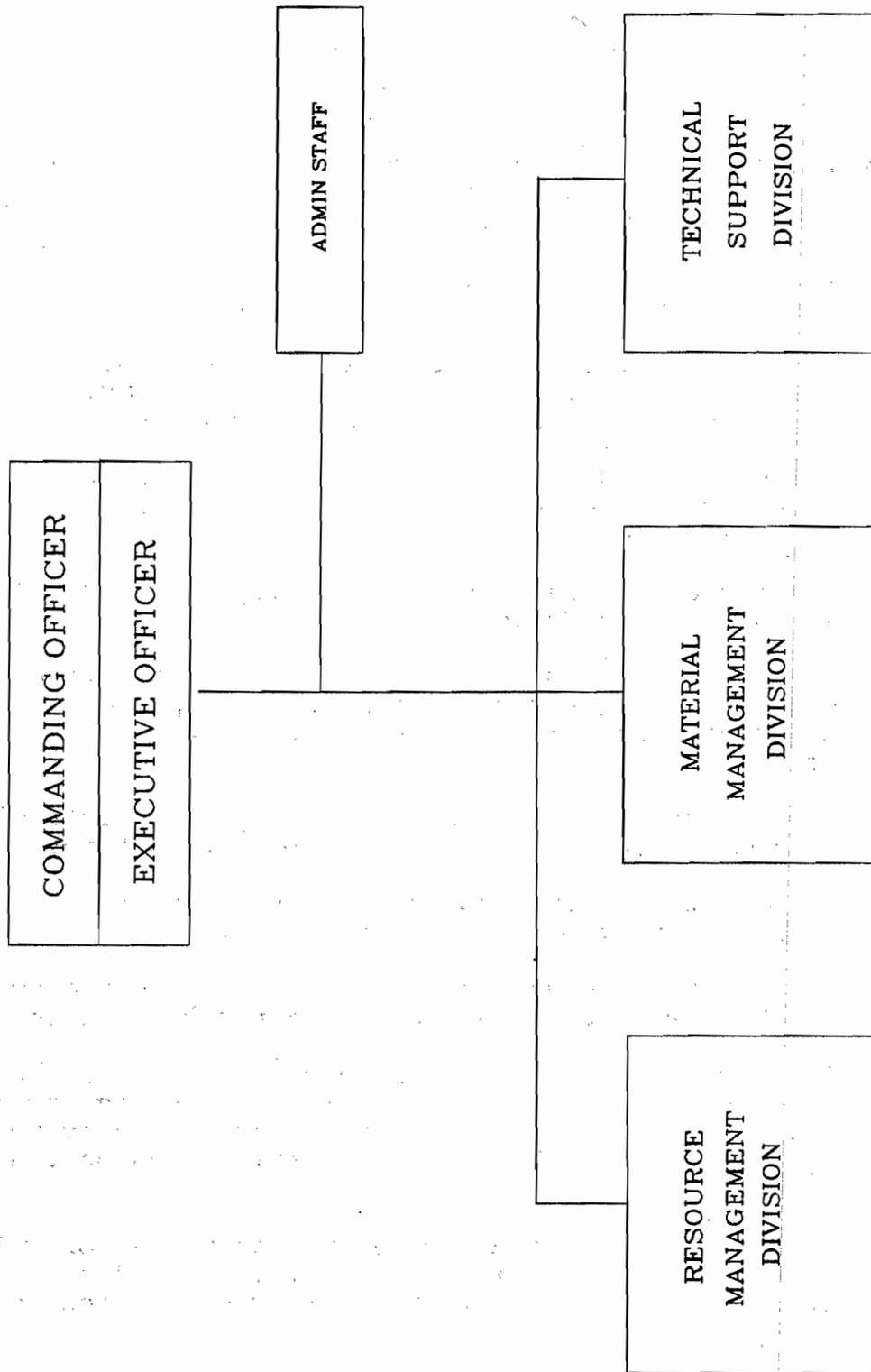
SUPPLY CENTER BROOKLYN



**COAST GUARD SUPPLY CENTER
BROOKLYN, NEW YORK**

1. **Mission.** To provide supply support, for a variety of materiel items, that is responsive to Coast Guard operational and administrative needs.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Supply Center shall:
 - a. Serve as an Inventory Control Point for Coast Guard electronics, aids to navigation, small arms, general use equipment and materiel, and forms and publications.
 - b. Perform all functions necessary for the procurement, warehousing, inventory management, and distribution of specified items of Coast Guard materiel.
 - c. Administer a repair and return program for specified items of Coast Guard materiel.
 - d. Negotiate and administer necessary agreements with Coast Guard, other government agencies, and private organizations for the repair and return of defective materiel.
 - e. Repair, modify, calibrate, and maintain electronics equipment, small arms, and other equipment and items.
 - f. Dispose of excess personal property reported by Coast Guard Districts and Headquarters Units.
 - g. Process Coast Guard addresses and address changes into the Defense Logistics Agency's automatic address system.
 - h. Catalogue, provision and prepare unit allowances for electronics and general supplies, including development, publication and distribution of catalogues of Coast Guard peculiar items, their identification, and sources of supply.
 - i. Act as stocking point for Ships Inventory Control Point (SICP) managed equipment and materiel, and perform all functions incidental to receipt, storage, control and issue.
3. **Technical Control.** The Commandant (G-E) exercises technical control over the Commanding Officer, CG Supply Center.

SUPPLY CENTER CURTIS BAY



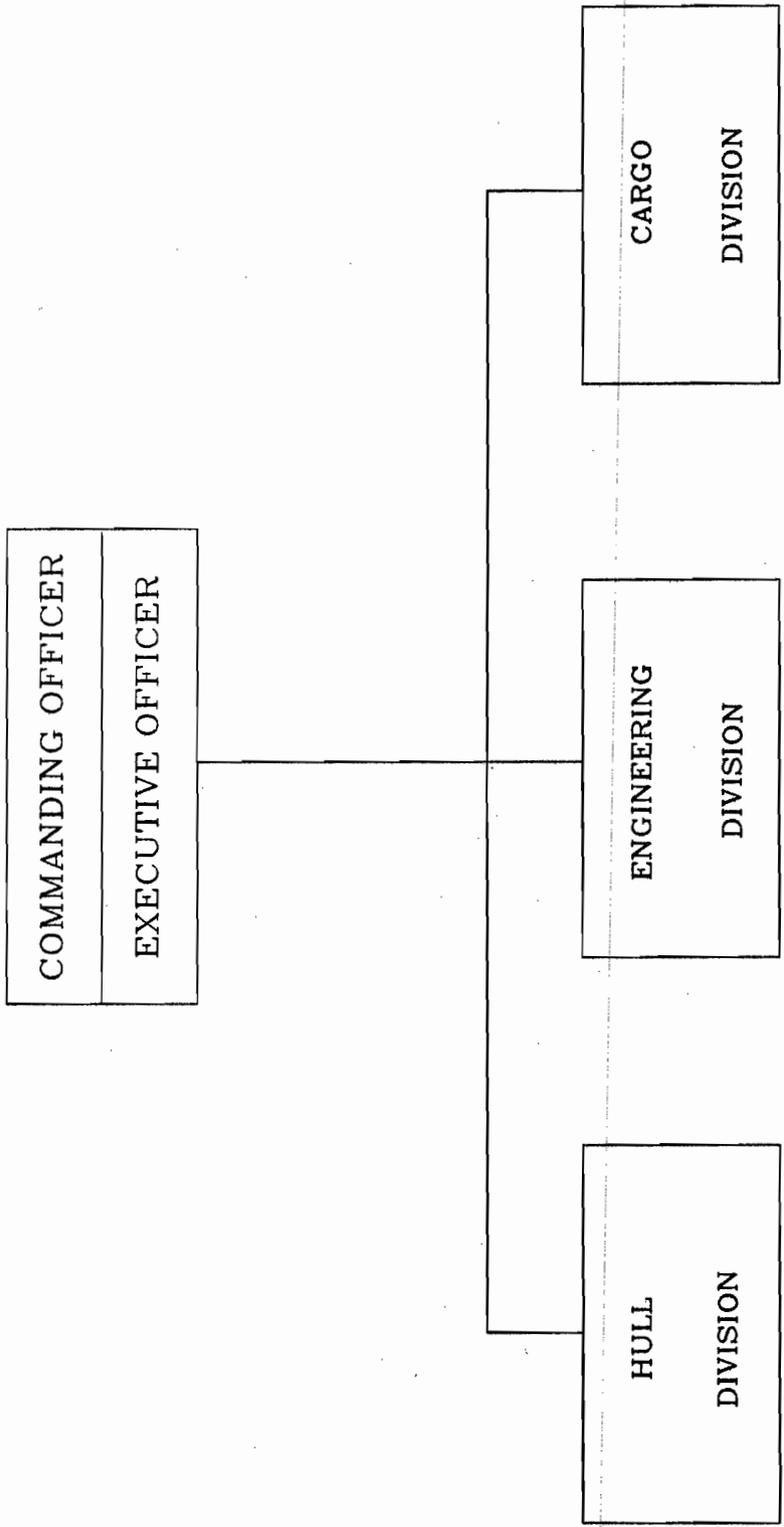
**COAST GUARD SUPPLY CENTER
CURTIS BAY, MARYLAND**

1. Mission. To provide designated levels of supply logistics support of Hull, Mechanical, Electrical, and Ordnance (HME&O) shipboard equipment for Centrally Supported Coast Guard vessels and CG YARD Industrial activities, to determine support methods and sources of supply, and perform the functions of an Inventory Control Point within the Federal Supply System.
2. Functions. In order to fulfill this mission, the Commanding Officer, CG Supply Center, Curtis Bay shall:
 - a. Serve as an Inventory Control Point for Coast Guard HM&E equipments.
 - b. Perform all functions necessary for the procurement, warehousing, inventory management, and distribution of specified items of Coast Guard material.
 - c. Administer a repair and return program for specified items of Coast Guard material.
 - d. Negotiate and administer necessary agreements with Coast Guard, other government agencies, and private organizations for the repair and return of defective material.
 - e. Dispose of excess personal property reported by Coast Guard Districts and Headquarters Units.
 - f. Catalog, provision and prepare unit allowances for HM&E items, including development, reproduction and distribution of publications of Coast Guard peculiar items, their identification, and sources of supply.
 - g. Act as manager of YARD Fund stock items, and perform functions incidental to receipt, storage, control and issue.
3. Technical Control. The Commandant (G-ELM) exercises technical control over the Commanding Officer, CG Supply Center, Curtis Bay.

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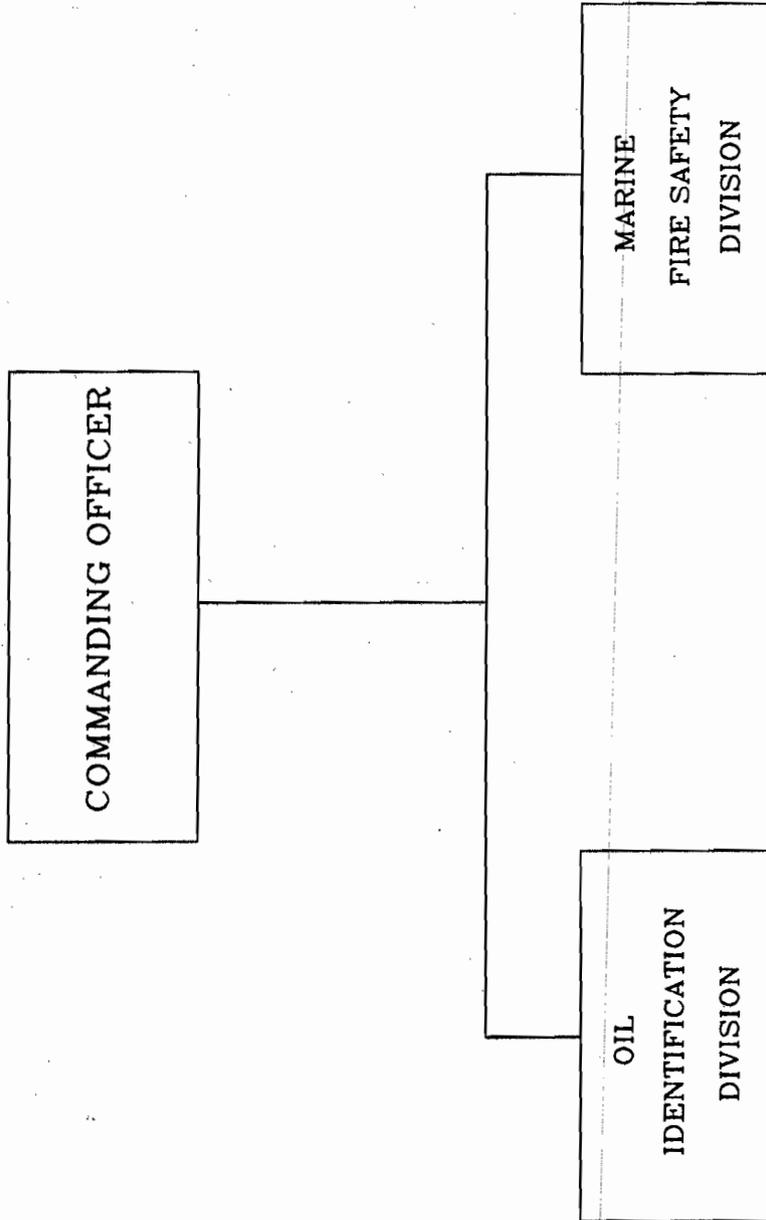
MARINE SAFETY CENTER



**COAST GUARD MARINE SAFETY CENTER
WASHINGTON, D.C.**

1. **Mission.** To provide technical services in the review and approval of plans for the design, construction, alteration and repair of U.S. commercial vessels subject to the marine inspection laws. Provide technical support for the conduct of the SOLAS Control Verification Program. Administer the Coast Guard's Certificate of Compliance Program.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Marine Safety Center shall:
 - a. Provide for the review and approval of those commercial vessel plans submitted to the Coast Guard in accordance with inspection laws, regulations, and implementing directives.
 - b. Provide oversight review of those commercial vessel plans submitted to third party organizations for review and approval on behalf of the Coast Guard.
 - c. Provide technical support, as appropriate, to the field Marine Safety Offices (MSO) and Marine Inspection Offices (MIO), and to the maritime community.
 - d. Provide administrative control and technical review related to the issuance of Certificates of Compliance for foreign flag chemical and liquified gas tankships.
3. **Technical Control.** The Commandant (G-M) exercises technical control over the Commanding Officer, CG Marine Safety Center.

MARINE SAFETY LABORATORIES



**COAST GUARD MARINE SAFETY LABORATORIES
GROTON, CONNECTICUT**

1. Mission.

- a. To provide oil spill analytical support necessary for current response or later enforcement actions to all Coast Guard Marine Safety Offices and Captains of the Port, as well as to other Federal Predesignated On-Scene-Coordinators specified in the National Contingency Plan when operations permit.
- b. Conduct marine fire safety research, and testing as directed in support of the operational and regulatory programs of the Coast Guard in order to establish a technical basis for regulatory actions, International Maritime Organization positions, and Coast Guard policy and guidance. Primary programs served are Marine Inspection, Engineering Support, Coast Guard Vessel Safety, Recreational Boating Safety, Port Safety and Security, and Marine Environmental Response.

2. Functions. In order to fulfill this mission, the Commanding Officer, Marine Safety Laboratories, shall:

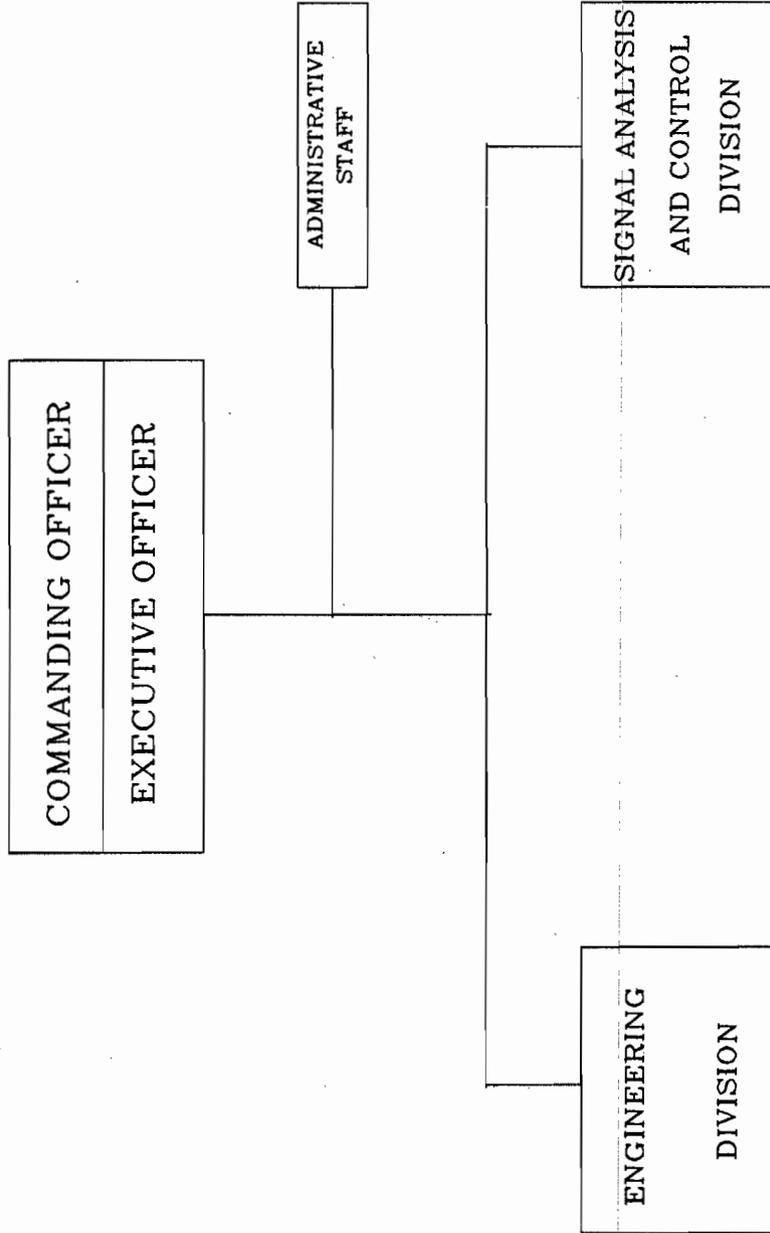
- a. Provide timely analysis of oil spill samples forwarded from field units. Evaluate samples for matching characteristics.
- b. Maintain long term storage for oil spill samples from any Coast Guard unit for those cases awaiting trial or other legal proceeding.
- c. Provide training, advice, and oversight to Coast Guard units for oil spill sampling procedures and other investigative techniques.
- d. Plan and conduct research and tests in the specific areas identified by Program Managers through Commandant (G-M). Develop and evaluate test methods in support of Coast Guard regulatory and international goals. Provide technical oversight to Coast Guard sponsored fire safety research and T&E projects conducted by other agencies and contractors.
- e. Supervise the administration of the Marine Fire Safety Test Detachment in Mobile, Al. Plan, set up, and conduct small and large scale tests of procedures, equipment, and materials to meet the specific goals of program managers. Coordinate industry participation in research efforts to ensure using state-of-the-art technology and reduce program costs through donation of test materials.

- f. Provide technical liaison with the Navy augmentation unit of the Fire and Safety Test Detachment, and provide a Technical Project Officer for the Joint Research Agreement for Marine Fire Hazard Research between the Coast Guard and Navy.
- g. Provide technical support to the U.S. SOLAS Working Group on Fire Protection.
- h. Keep informed of testing and developments in fire and safety research outside of the Coast Guard that may benefit the Coast Guard. Provide technical liaison with the U.S. and foreign organizations, such as Maritime Administration and Canadian Coast Guard, for the purpose of marine fire safety research.

3. **Technical Control.** The Commandant (G-M) exercises technical control over the Commanding Officer, CG Marine Safety Laboratories.

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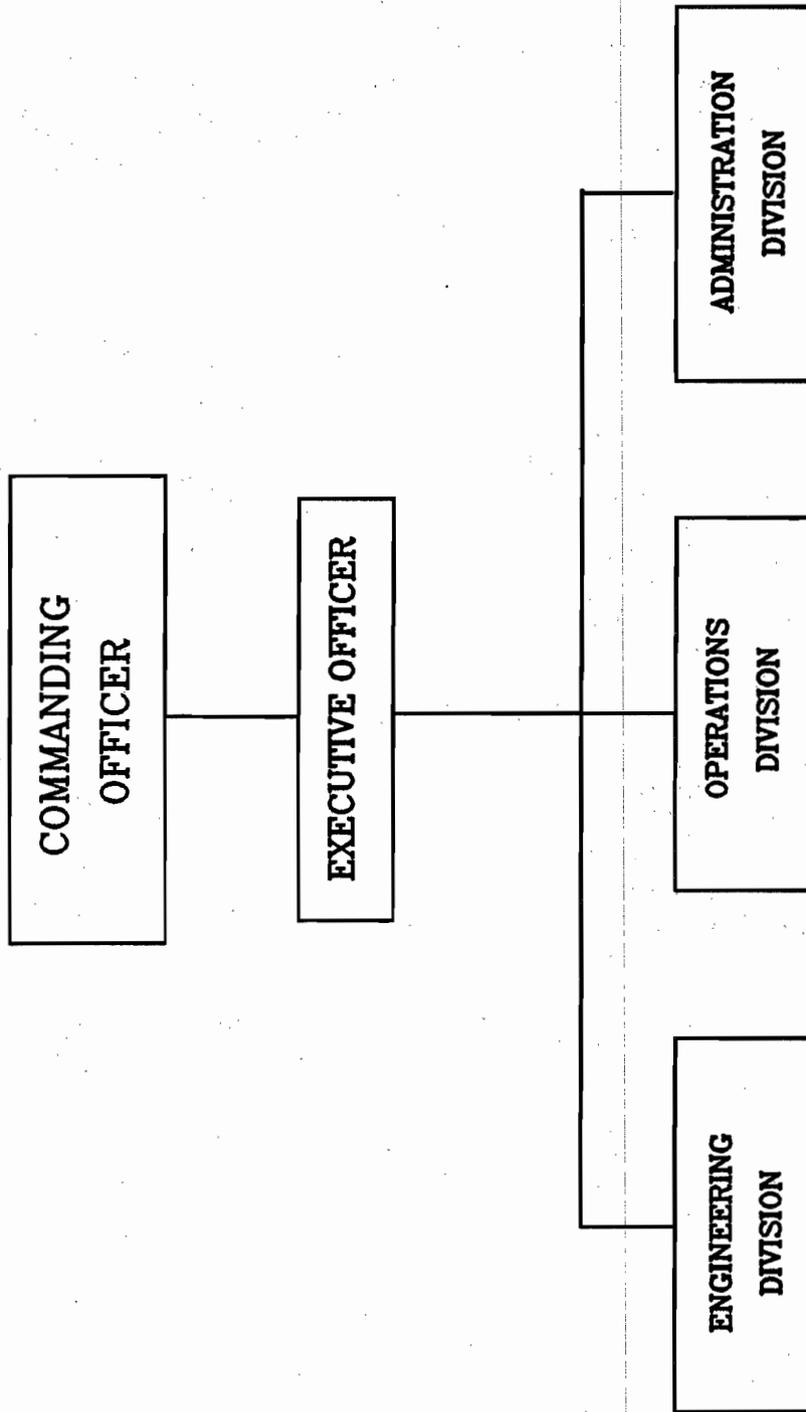
OMEGA NAVIGATION SYSTEM CENTER



**COAST GUARD OMEGA NAVIGATION SYSTEM CENTER
ALEXANDRIA, VIRGINIA**

1. **Mission.** To provide worldwide coordination, operational control, and electronics support of the OMEGA navigation system and to provide operational information support to civil users of the NAVSTAR Global Positioning System (GPS).
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Omega Navigation System Center (ONSCEN) shall:
 - a. Exercise day-to-day control of Omega station operations, GPS Information Center operations, navigation warning notices, and backup OMEGA synchronization control.
 - b. Provide special maintenance and support of OMEGA station electronics equipment, and develop and install field changes to station electronics equipment.
 - c. Manage the acquisition and analysis of OMEGA data.
 - d. Perform analytical investigations for the OMEGA system in such areas as semi-empirical signal modeling, improving propagation corrections, ionospheric modeling, and improving signal coverage diagrams.
 - e. Manage the acquisition and distribution of GPS status, health, and orbit information.
 - f. Perform user needs and requirements assessment as related to the civil use of GPS and based on this assessment provide efficient and economic advisory services to satisfy these needs.
 - g. Maintain liaison with civil GPS users and act as the Government point of contact and advocate for civil GPS issues.
3. **Technical Control.** The Commandant (G-N) exercises technical control over the Commanding Officer, CG Omega Navigation System Center.

NATIONAL DATA BUOY CENTER



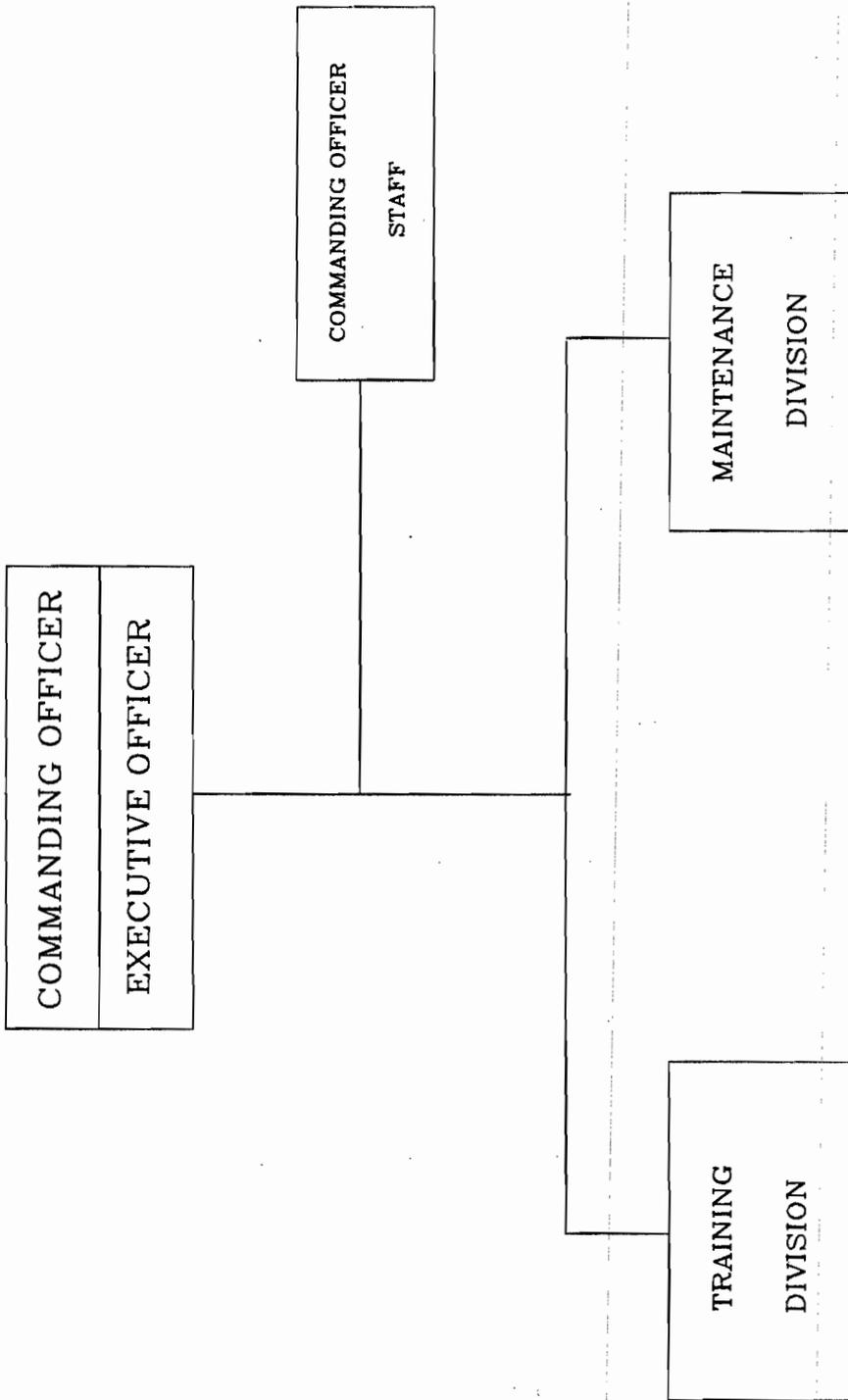
**CG OFFICE, NATIONAL DATA BUOY CENTER
NFTL, MISSISSIPPI**

1. **Mission.** To implement the National Data Buoy Center's (NDBC) worldwide mission to gather timely and accurate weather information from automated meteorological data collection sites, both afloat and ashore.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Office, NDBC, shall:
 - a. Serve as Deputy Director, NDBC, National Weather Service, National Oceanic and Atmospheric Administration (NOAA).
 - b. Command Coast Guard personnel provided to support the engineering, operations and administrative functions of the NDBC.
 - c. Provide the communications link to coordinate the use of Coast Guard resources required to service NDBC platforms.
 - d. Forward to the Commandant any information developed through the NDBC's development program that may materially aid the Coast Guard's Aids to Navigation mission.
 - e. Support research and development for any project that is the result of a formal agreement between the Coast Guard and the NDBC.
 - f. Manage the technology transition and development program to improve the NDBC electronics system.
 - g. Manage testing and evaluation programs to evaluate and demonstrate improvement.
 - h. Manage electronic and mechanical systems and programs.
 - i. Provide engineering evaluation of electronic systems design and testing.
 - j. Manage planned R&D contracts.
 - k. Define, design, modify and evaluate ocean systems.
 - l. Coordinate NDBC activity with NOAA and other agencies.
 - m. Manage field and industrial support.
 - n. Coordinate NDBC field programs and CG ship-air-base support activity.

- o. Manage fast response and special systems implementation, operation and support.
 - p. Plan and execute all buoy deployments, service visits and retrievals.
3. **Technical Control.** The Commandant (G-N) exercises technical control over the Commanding Officer, CG Office, National Data Buoy Center.

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NATIONAL MOTOR LIFEBOAT SCHOOL



**COAST GUARD NATIONAL MOTOR LIFEBOAT SCHOOL
CAPE DISAPPOINTMENT, WASHINGTON**

1. **Mission.** To provide motor lifeboat operations training for Coast Guard personnel requiring qualification for motor lifeboat operator; provide Motor Life Boat (44' MLB) and Surf Rescue Boat (30' SRB) standardization teams; provide Thirteenth Coast Guard District boat services in support of District operational missions.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG National Motor Lifeboat School, shall:
 - a. Train Coast Guard personnel as coxswains of Motor Life Boats and Surf Rescue Boats.
 - b. Perform the standardization function for the 44' MLB and 30' SRB.
 - c. Provide boat support for SAR and other operational missions for, Commander, Thirteenth Coast Guard District.
3. **Technical Control.** The Commandant (G-N) exercises technical control over the Commanding Officer, CG National Motor Lifeboat School.

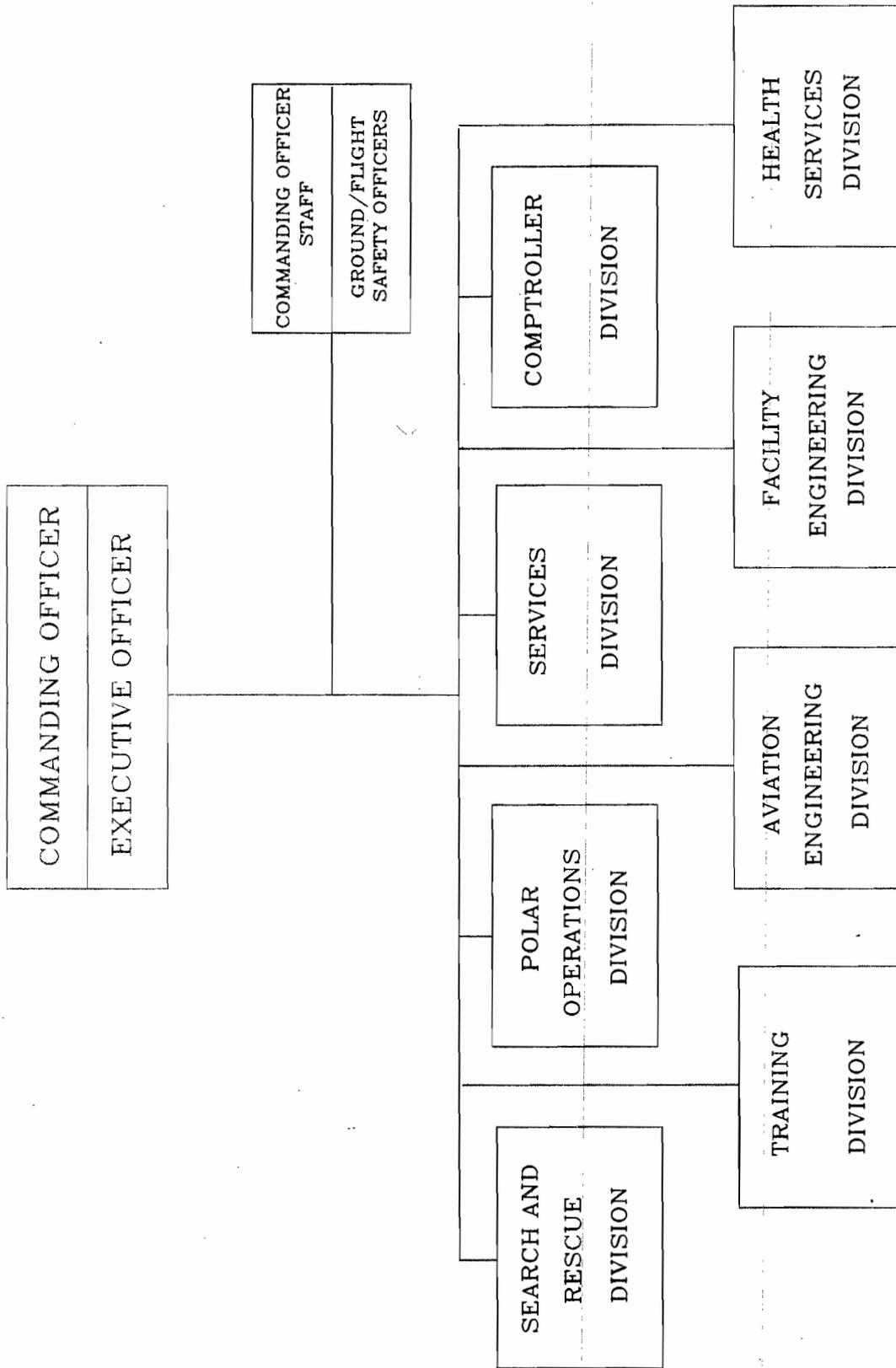
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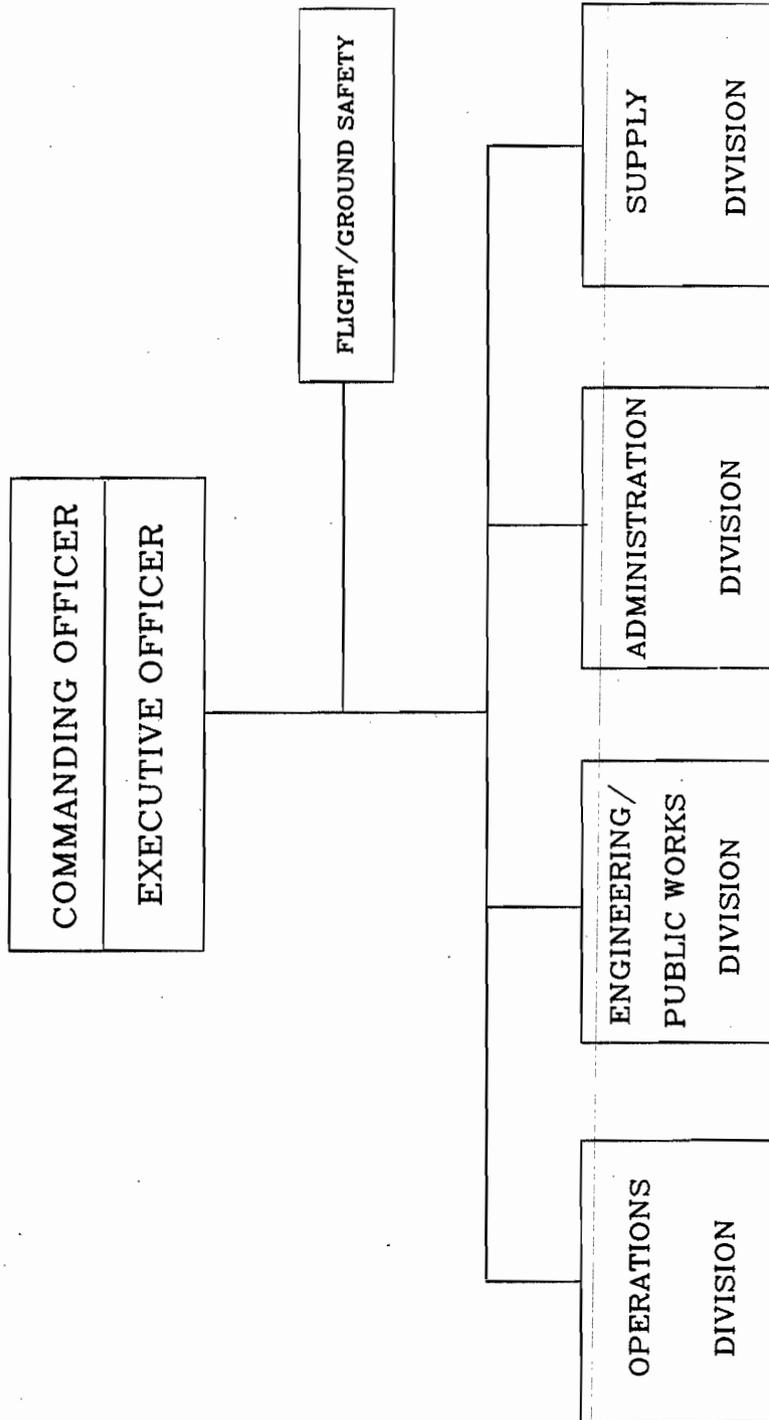
AVIATION TRAINING CENTER



**COAST GUARD AVIATION TRAINING CENTER
MOBILE, ALABAMA**

1. **Mission.** Serve as the focal point of Coast Guard Aviation by playing the pivotal role in aviator training and development of operational procedures and policy. In addition, the Center will provide personnel and aircraft in direct support of a variety of aviation operational missions.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Aviation Training Center shall:
 - a. Provide fixed wing SAR and special mission support for Commander, Eighth Coast Guard District.
 - b. Provide fixed wing air intercept support for Commander, Atlantic Area.
 - c. Provide operational aircrews and logistical support for helicopters assigned for icebreaker deployments.
 - d. Certify Coast Guard cutters for aviation operations.
 - e. Provide operational aircraft transition training to Coast Guard aviators.
 - f. Train Coast Guard personnel (aviation and cutter) for duty related to the operation of aircraft aboard cutters.
 - g. Provide operational aviation standarization guidance and evaluation for Coast Guard aircrews and rescue swimmers.
 - h. Develop and implement procedures/training regarding air interception tactics.
 - i. Evaluate proposed changes to aviation operating procedures and flight rules.
 - j. Provide aviation orientation for Coast Guard Academy cadets.
 - k. Provide engineering services to fulfill HH-3F prime unit responsibilities.
3. **Technical Control.** The Commandant (G-0) exercises technical control over the Commanding Officer, CG Aviation Training Center.

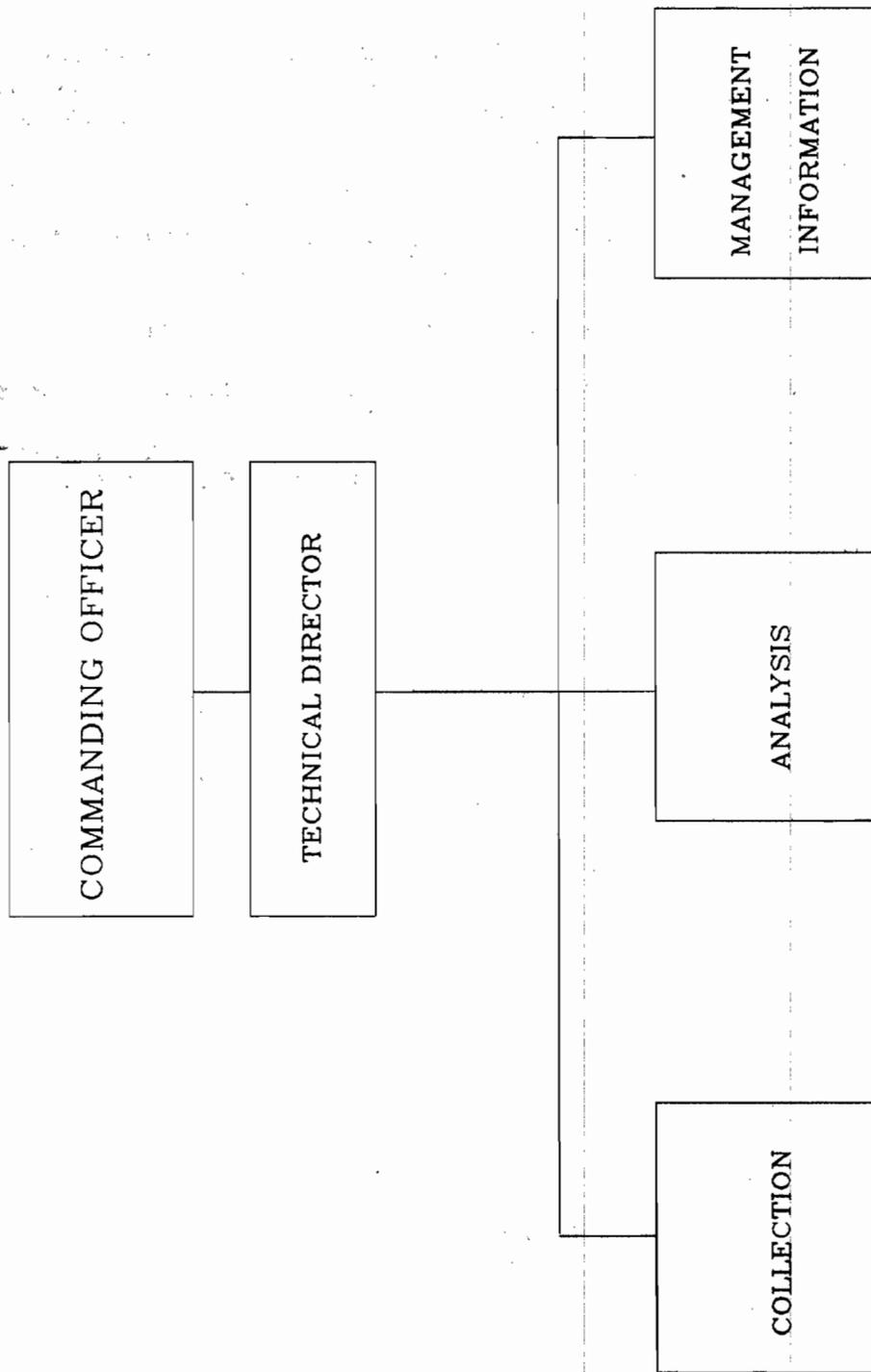
AIR STATION WASHINGTON



**COAST GUARD AIR STATION WASHINGTON
ARLINGTON, VIRGINIA**

1. **Mission.** Provide air transportation for the Secretary of Transportation and certain members of the Secretary's staff, the Commandant of the Coast Guard, and certain members of the Commandant's staff, and such other personnel as may be authorized by the Commandant.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Air Station Washington, shall:
 - a. Operate and maintain assigned aircraft.
 - b. Ensure the constant readiness of crews and aircraft.
3. **Technical Control.** The Commandant (G-0) exercises technical control over the Commanding Officer, CG Air Station Washington.

COAST GUARD INTELLIGENCE COORDINATION CENTER



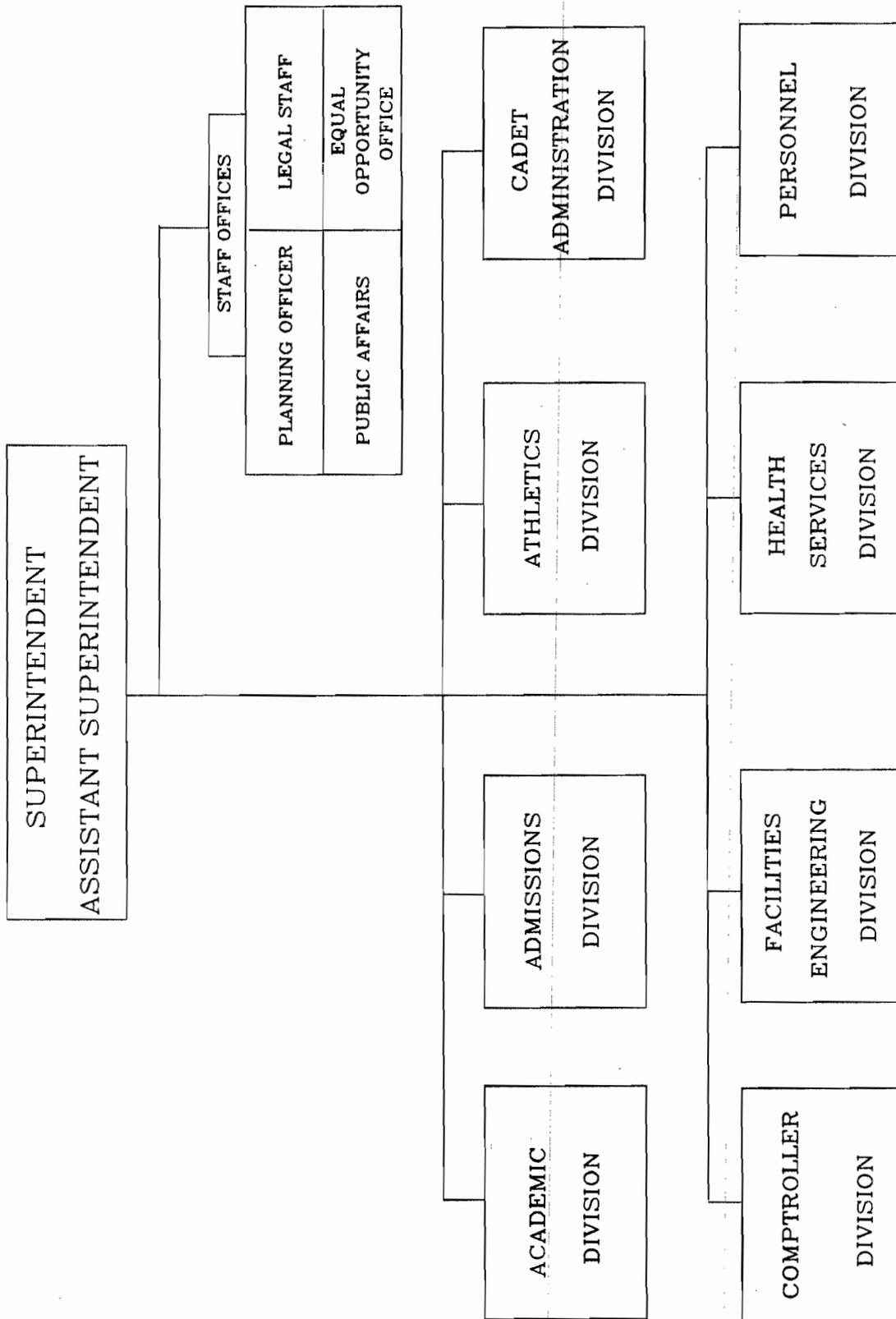
**COAST GUARD INTELLIGENCE COORDINATION CENTER
WASHINGTON, D. C.**

1. **Mission.** To support all Coast Guard programs requiring intelligence information. To satisfy the unique maritime intelligence requirements of the Coast Guard which include the areas of law enforcement, military readiness, and port and maritime safety.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Intelligence Coordination Center shall:
 - a. Maintain a 24 hour Operational Intelligence Center which will include a continuously staffed watch center.
 - b. Develop tactical and strategic operational intelligence plans.
 - c. Coordinate all Coast Guard time-sensitive collection requirements with the appropriate elements of the national intelligence community.
 - d. Produce and disseminate raw intelligence data to Area commands, as well as finished products, such as long range threat assessments.
 - e. Provide technical assistance and direction to all levels of the USCG intelligence network.
3. **Technical Control.** The Commandant (G-O) exercises technical control over the Commanding Officer, CG Intelligence Coordination Center.

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COAST GUARD ACADEMY



**COAST GUARD ACADEMY
NEW LONDON, CONNECTICUT**

1. **Mission.** To provide a sound undergraduate education to men and women which will lead to a Bachelor's Degree and a Commission in the U. S. Coast Guard. This education includes training in the skills necessary to function effectively as a commissioned officer in the Service. Additionally, the Academy maintains and manages a Health Services Technician Class "A" School.

2. **Functions.** In order to fulfill this mission, the Superintendent, Coast Guard Academy shall:
 - a. Provide broad-based undergraduate curricula leading to a Bachelor's Degree with a major in one of the following technical or professional fields of interest to the Coast Guard:
 - (1) Management
 - (2) Civil Engineering
 - (3) Electrical Engineering
 - (4) Marine Engineering
 - (5) Government
 - (6) Mathematical and Computer Sciences
 - (7) Applied Science

 - b. Provide professional training necessary for a cadet to assume duties as a junior deck officer aboard a Coast Guard cutter.

 - c. Provide an athletic program for the cadets.

 - d. Maintain support services necessary for the effective functioning of a military service academy, including:
 - (1) Health Services
 - (2) Admissions Programs
 - (3) Plant Engineering (construction, facilities, buildings and grounds, and utilities)
 - (4) Comptroller
 - (5) Cadet Administration
 - (6) Personnel
 - (7) Public Safety
 - (8) Faculty Support and Family Housing
 - (9) Band

 - e. Provide Class "A" training for Health Services Technicians.

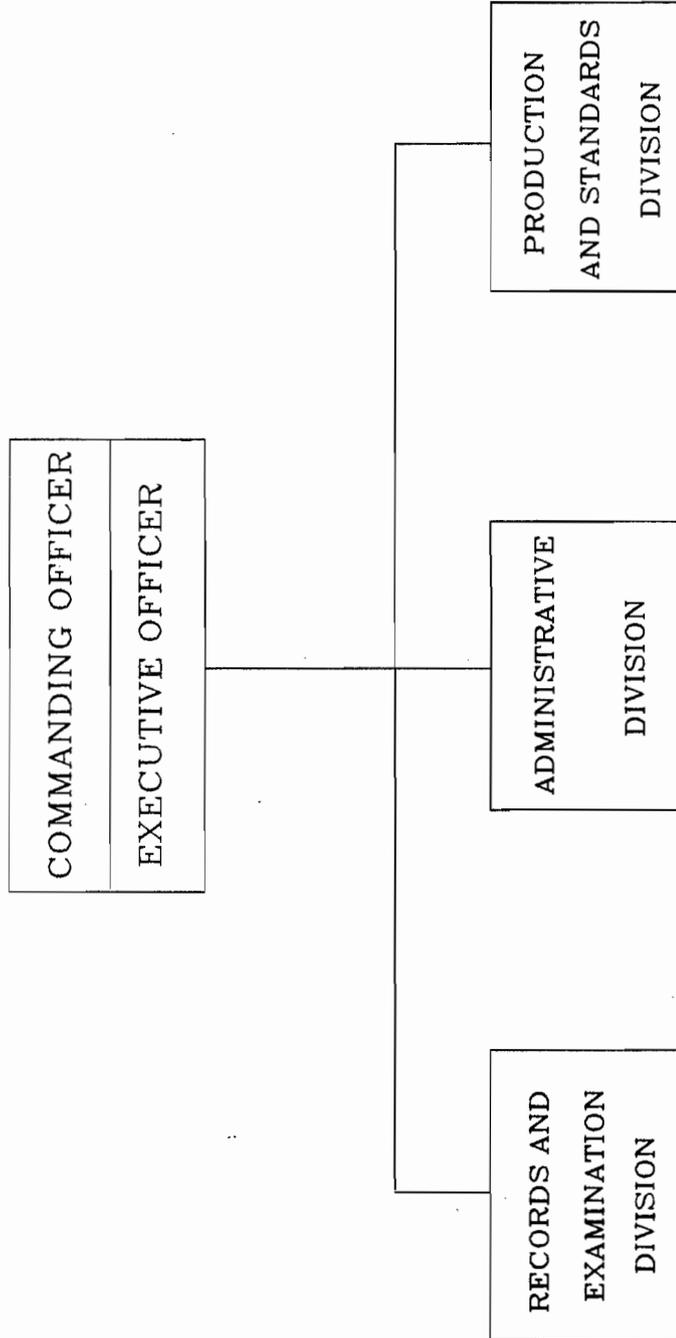
 - f. Serve as curator of the Coast Guard Museum.

g. Provide services to tenant commands as agreed upon in the respective host/tenant agreements.

3. **Technical Control.** The Commandant (G-P) provides technical control for the Academy.

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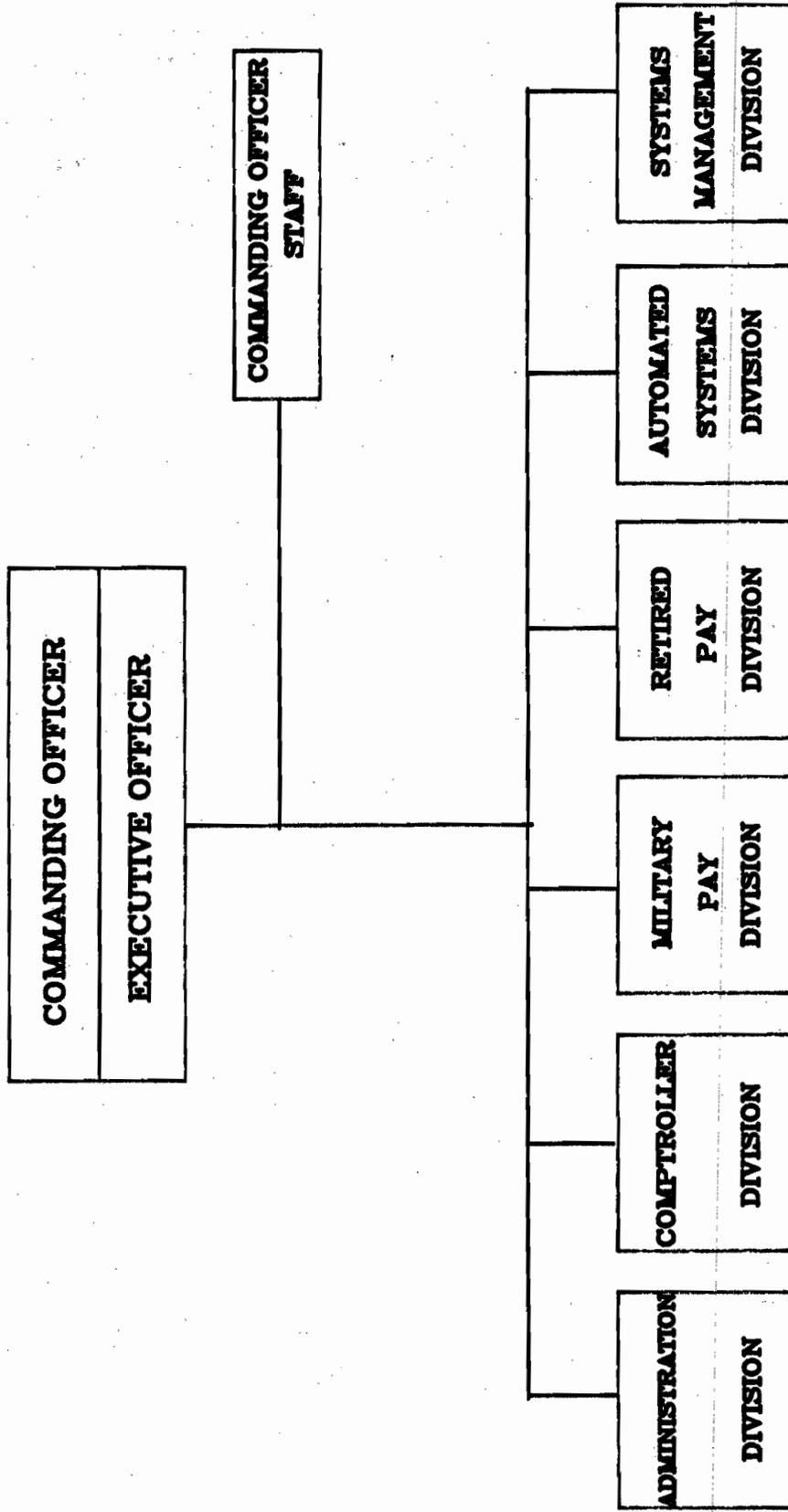
COAST GUARD INSTITUTE



**COAST GUARD INSTITUTE
OKLAHOMA CITY, OKLAHOMA**

1. **Mission.** Develop and manage a variety of training and testing materials for Coast Guard personnel for purposes of advancement and non-resident training.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, Coast Guard Institute, shall:
 - a. Print, stock and distribute non-resident courses for Coast Guard training requirements.
 - b. Print, stock and distribute competitive examinations for selection of personnel for advancement.
 - c. Manage the distribution, administration, and scoring of the courses and examinations; publish advancement lists on the basis of the scored examinations.
 - d. Conduct psychometric research programs when needed.
3. **Technical Control.** The Commandant (G-P) exercises technical control over the Commanding Officer, CG Institute.

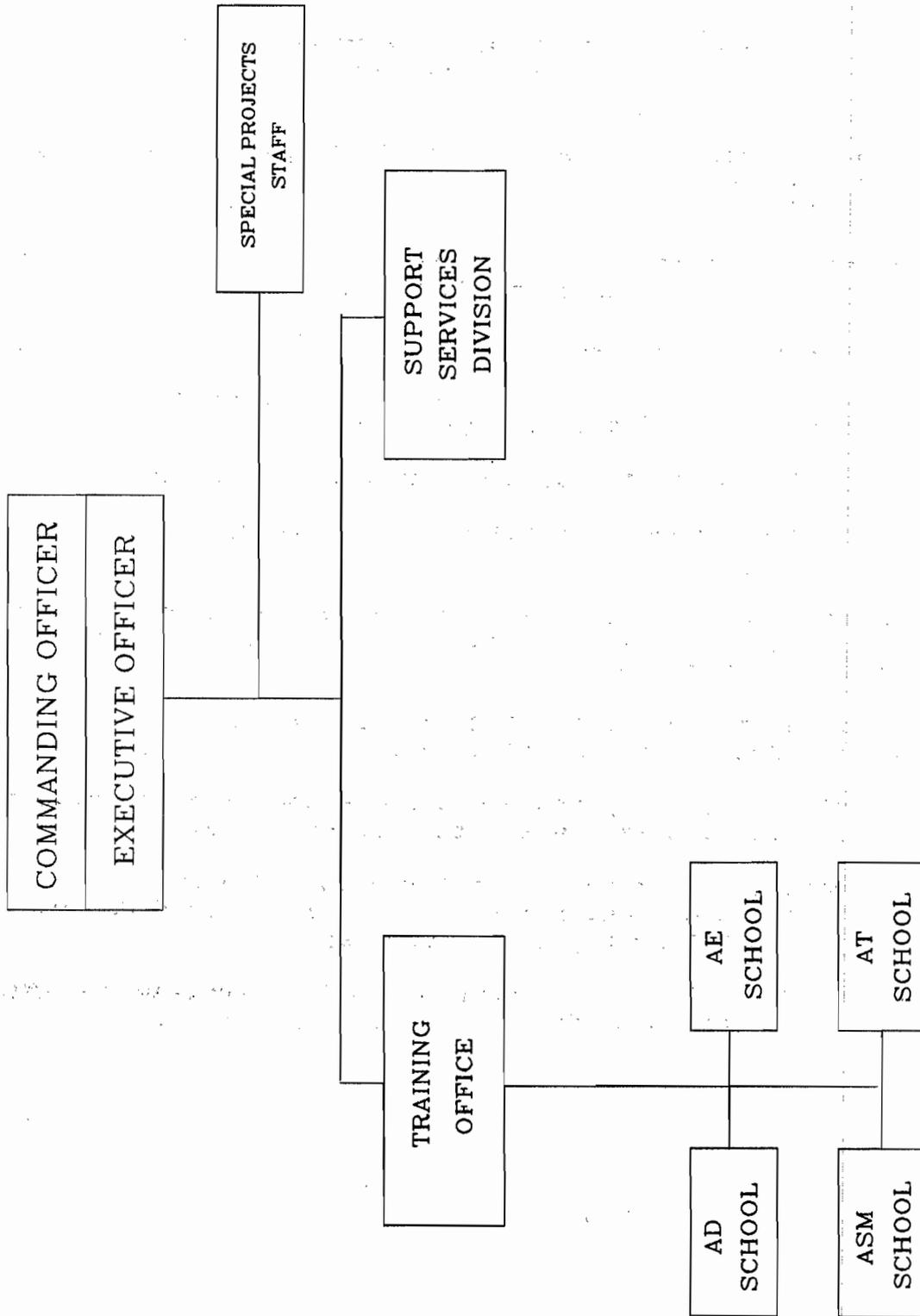
PAY AND PERSONNEL CENTER



**COAST GUARD PAY AND PERSONNEL CENTER
TOPEKA, KANSAS**

1. **Mission.** To provide accurate and timely pay service to all regular, reserve and retired members of the United States Coast Guard.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Pay and Personnel Center, shall:
 - a. Administer, make, and record disbursements for:
 - (1) Pay for active, inactive, reserve, reserve training and retired military personnel.
 - (2) Allotments for active duty and retired personnel.
 - b. Administer leave accounting for active duty and reserve military personnel.
 - c. Arrange for settlements of claims on behalf of deceased or separated personnel, and for collection of out-of-service debts.
 - d. Administer the Personnel Management Information System/Joint Uniform Military Pay System (PMIS/JUMPS).
 - e. Provide personnel management and accounting information to appropriate managers within Coast Guard.
 - f. Process applications for allotments and garnishments for certain support obligations as set forth in 5 CFR Part 581, 32 CFR Part 63, and 33 CFR Part 54.
3. **Technical Control.** The Commandant (G-P) exercises technical control over the Commanding Officer, CG Pay and Personnel Center.

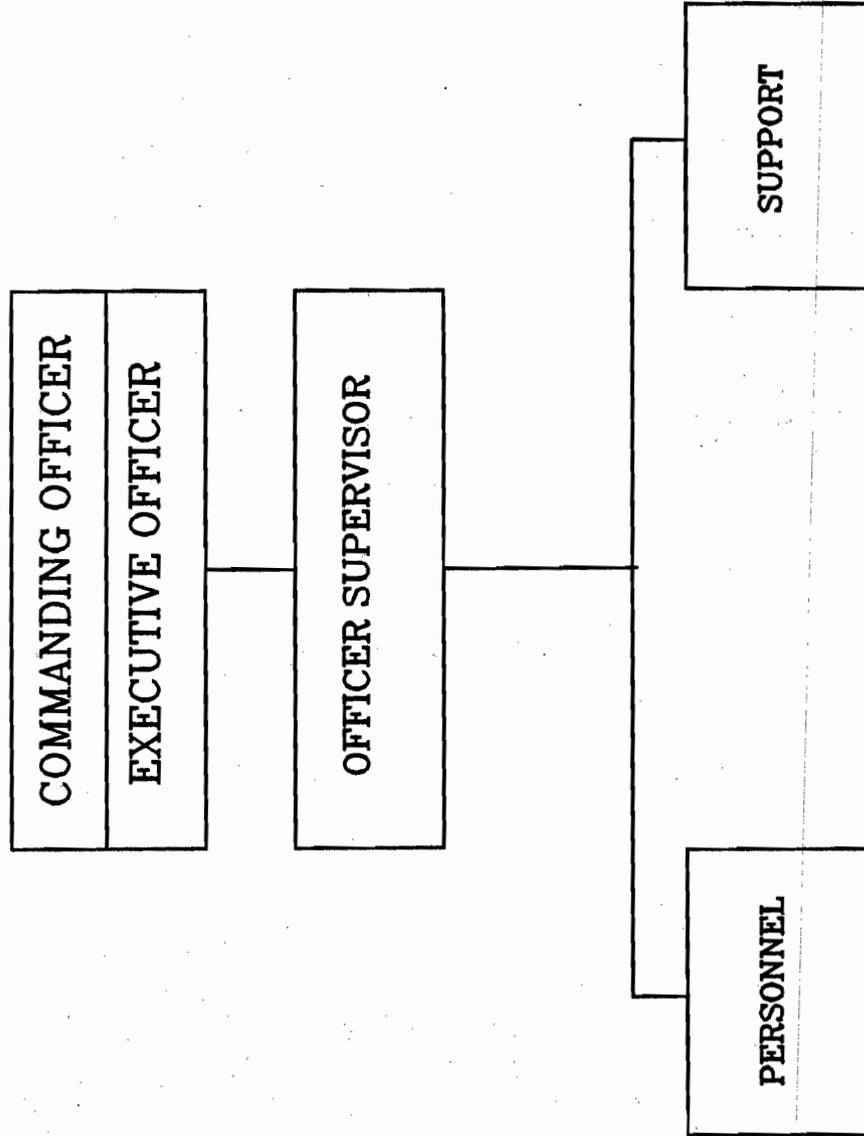
AVIATION TECHNICAL TRAINING CENTER



**COAST GUARD AVIATION TECHNICAL TRAINING CENTER
ELIZABETH CITY, NORTH CAROLINA**

1. **Mission.** To provide basic rating and advanced specialty instruction to Coast Guard aviation enlisted personnel and others who would benefit from these courses of instruction.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Aviation Technical Training Center, shall:
 - a. Train enlisted personnel in basic aviation entry level skills ("A" Schools).
 - b. Train qualified enlisted personnel in advanced technical courses on specific aircraft components, systems and equipment ("C" Schools).
 - c. Provide administrative and support functions necessary for this training.
3. **Technical Control.** The Commandant (G-P) exercises technical control over the Commanding Officer, CG Aviation Technical Training Center.

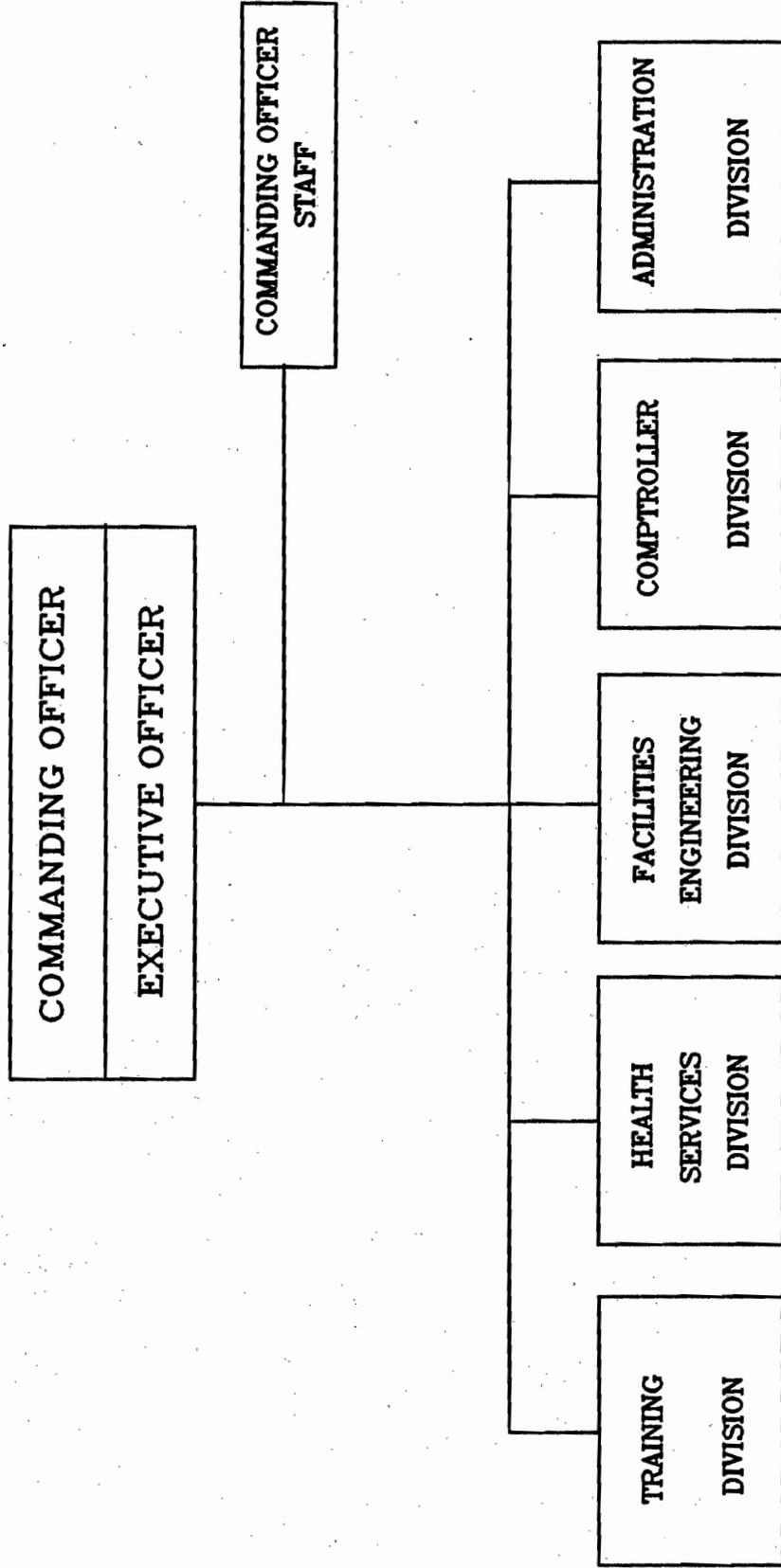
COAST GUARD TRAINING QUOTA MANAGEMENT CENTER



COAST GUARD TRAINING QUOTA MANAGEMENT CENTER
PORTSMOUTH, VIRGINIA

1. **Mission.** Schedule, facilitate, issue message orders for mandatory prearrival and pipeline Class "C" training for cutter crews, and other general service personnel.
2. **Functions.** In order to fulfill the mission, the Commanding Officer, Coast Guard Training Quota Management Center shall:
 - a. Formulate pipeline training schedules for individuals as they are assigned to 270's, FRAM 378's, or initial 110's WPB crews. Coordinate as necessary with Commandant (G-PE) and (G-PO).
 - b. Issue TAD orders as appropriate to personnel assigned to mandatory prearrival and pipeline training. Coordinate with assignment detailers when they issue PCS orders for Class "C" school training.
 - c. Issue other Class "C" TAD message orders to ship and shore personnel according to their requests (CG-5223's) under the guidelines provided by Commandant (G-PRF) and Headquarters force managers.
 - d. Provide Commandant (G-Pdt-1) with an accounting of travel order numbers issued as needed.
 - e. Provide Headquarters force managers and Commandant (G-PRF) with information concerning quotas used in support of their programs.
 - f. Provide Commandant (G-PRF) with projections of quotas needed to meet mandatory prearrival, pipeline, and general service training requirements.
 - g. Maintain the automated training data base "online" for 3 years. Maintain historic computer records of training accomplished and other tape records consisted with this function "offline" in accordance with Commandant polices and instructions.
 - h. Develop the annual class convening schedule for Class "C" schools in coordination with Program Managers and Training Centers. Develop and publish class "C" training schedules by 01 August annually.
 - i. Coordinate the scheduling of foreign national students in short-term training courses with the International Affairs Staff (COMDT G-CI).
3. **Technical Control.** The Commandant (G-P) exercises technical control over the Commanding Officer, Coast Guard Training Quota Management Center.

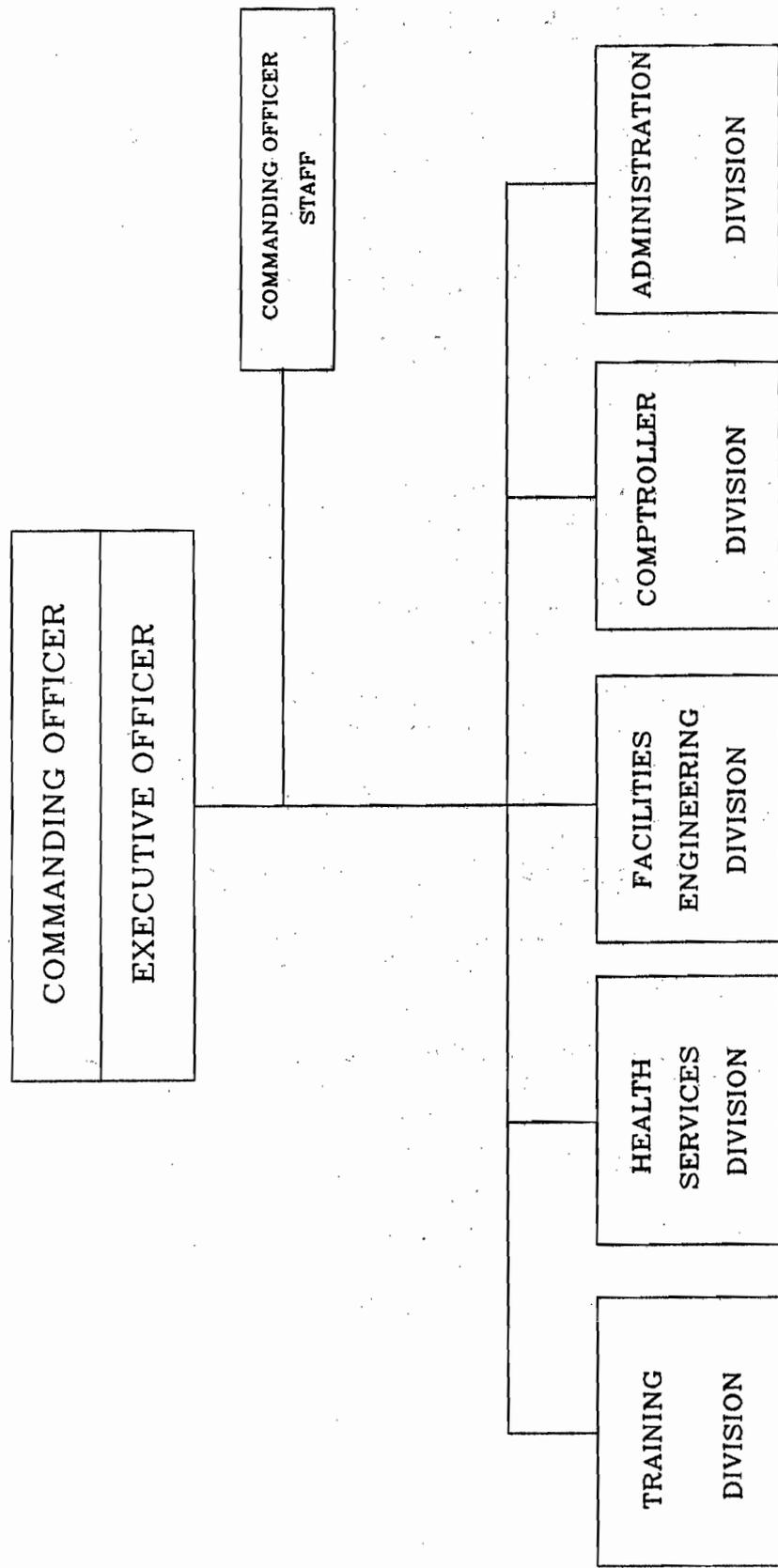
TRAINING CENTER CAPE MAY



**COAST GUARD TRAINING CENTER
CAPE MAY, NEW JERSEY**

1. **Mission.** Process and indoctrinate regular and reserve recruits; operate a basic educational enrichment program for Coast Guard personnel.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Training Center, Cape May shall:
 - a. Process, indoctrinate and train all enlistees who report to this command. Upon the completion of this program, the recruits should be familiar with the duties of the Coast Guard.
 - b. Provide support services necessary for the maintenance of the Center's programs.
 - c. Provide to tenant commands and the Coast Guard Electronics Engineering Center, Wildwood, services as agreed upon in the respective joint use agreements.
 - d. Provide centralized mail-order support to all authorized patrons for all enlisted uniforms (male and female).
 - e. Maintain and manage Reserve Active Duty for Training (ADT) Schools.
 - f. Provide uniform support for the Reserve program.
 - g. Develop, maintain, and prepare camera-ready copies of assigned correspondence courses, end-of-year tests, and Service-wide exams.
3. **Technical Control.** The Commandant (G-P) exercises technical control over the Commanding Officer, CG Training Center, Cape May.

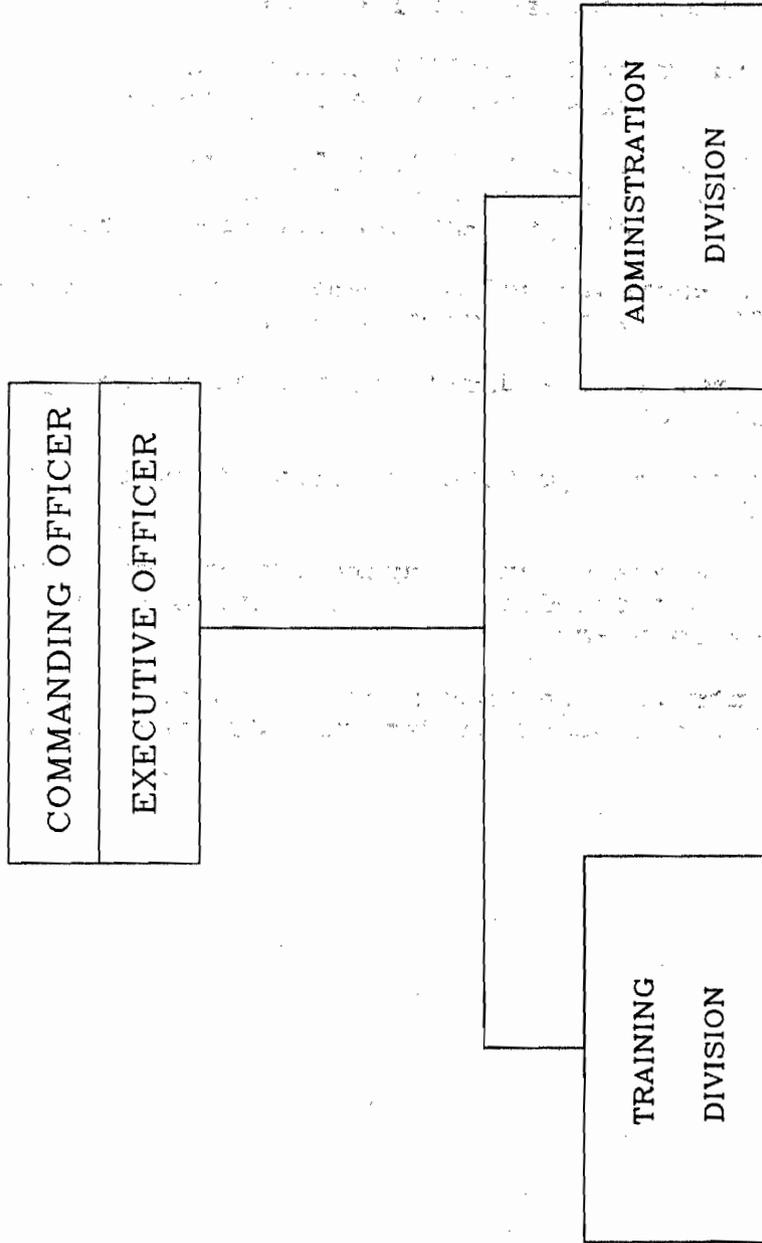
TRAINING CENTER PETALUMA



**COAST GUARD TRAINING CENTER
PETALUMA, CALIFORNIA**

1. **Mission.** To provide basic rating and advanced specialty instruction for Coast Guard personnel and others who would benefit from these courses of instruction.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Training Center, Petaluma, shall:
 - a. Conduct basic training (Class "A") and advanced training (Class "C") for Coast Guard personnel in yeoman, radioman, storekeeper and subsistence specialist ratings.
 - b. Conduct leadership and management training for Coast Guard officer and enlisted personnel.
 - c. Conduct Emergency Medical Technician training for Coast Guard personnel.
 - d. Maintain and manage Reserve Active Duty for Training (ADT) Schools.
 - e. Develop, maintain, and prepare camera-ready copies of assigned correspondence courses, end-of-course tests, and Service-wide exams.
3. **Technical Control.** The Commandant (G-P) exercises technical control over the Commanding Officer, CG Training Center, Petaluma.

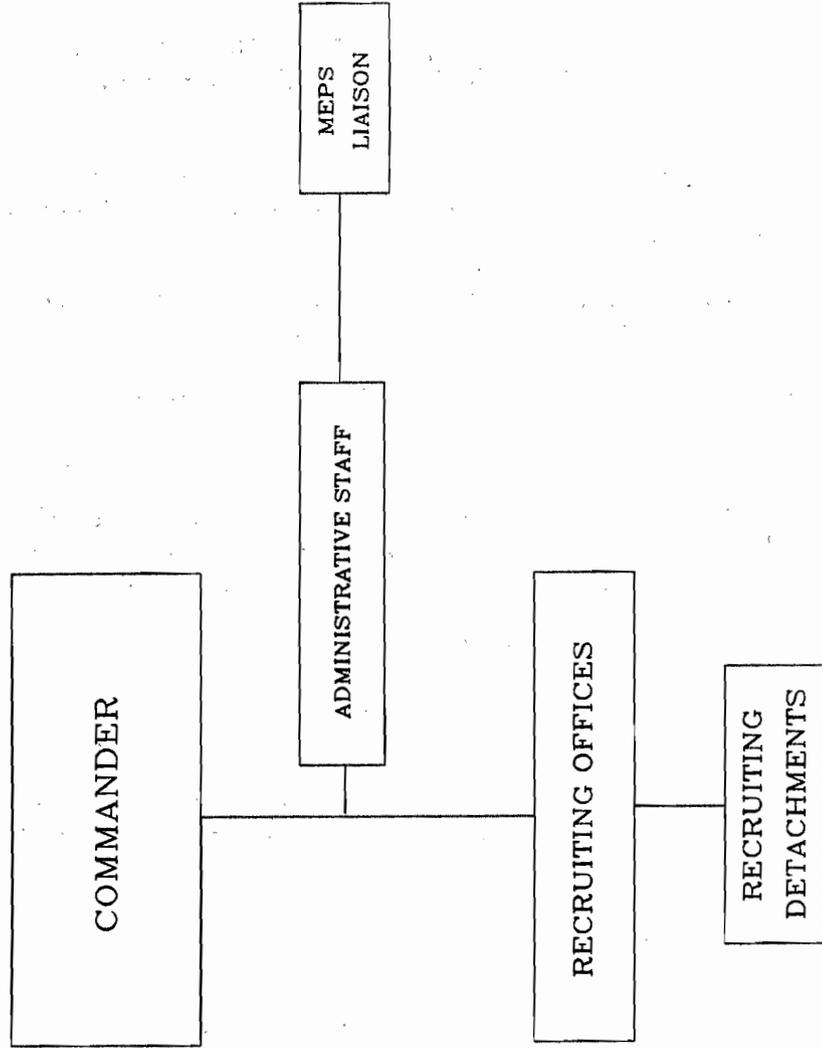
TRAINING CENTER GOVERNORS ISLAND



**COAST GUARD TRAINING CENTER
GOVERNORS ISLAND, NEW YORK**

1. **Mission.** To provide a variety of training programs to Coast Guard personnel and others who would benefit from these courses of instruction.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Training Center, New York, shall:
 - a. Provide basic "A" school training to non-rated personnel in the EM, DC, GM, ET, and TT ratings; provide "C" schools for rated personnel in these specialties.
 - b. Provide "C" school training in the mission areas of search and rescue, aids to navigation, and gunfire control systems.
 - c. Provide advanced technical training for instructors and recruiters.
 - d. Provide support services to students.
3. **Technical Control.** The Commandant (G-P) exercises technical control over the Commanding Officer, CG Training Center, New York.

REGIONAL RECRUITING COMMAND



COAST GUARD REGIONAL RECRUITING COMMANDS

1. **Mission.** Responsible for the coordination of recruiting activities throughout three regions and for management of all personnel assigned to those recruiting regions:

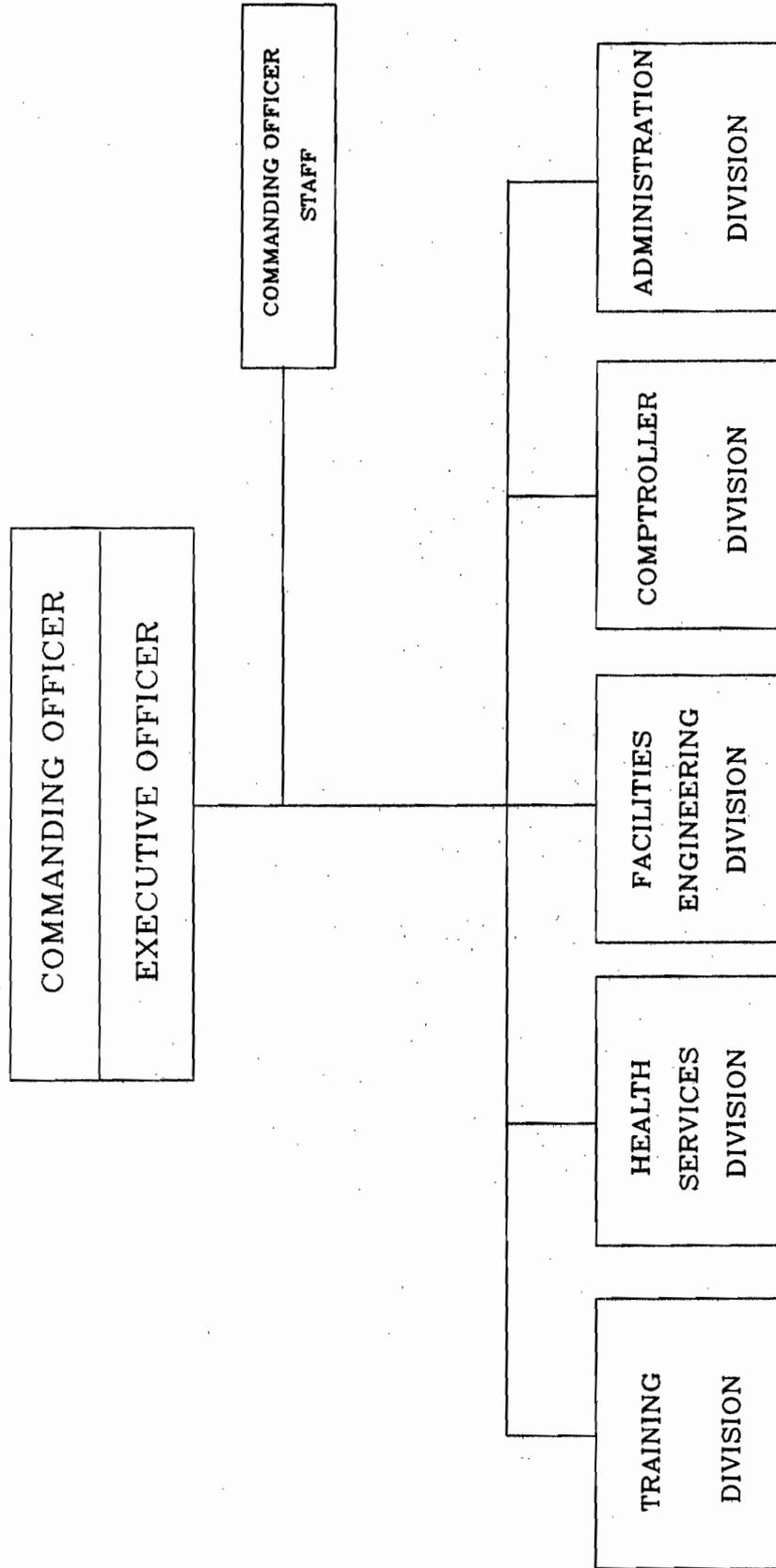
Central Recruiting Command, Hazelwood, Missouri;
Eastern Recruiting Command, Norfolk, Virginia;
Western Recruiting Command, Seattle, Washington.

2. **Functions.** In order to fulfill this mission, the Commanding Officer of each Regional Recruiting Command shall:
 - a. Coordinate the functions of recruiting efforts by recruiting offices and detachments within the region.
 - b. Distribute and implement Headquarters and regional recruiting policies throughout the region.
 - c. Analyze recruiting results and change procedures/policy as necessary.
 - d. Provide feedback to Headquarters (COMDT G-PRJ) to assist in Coast Guard-wide recruiting policy.
3. **Technical/Administrative Control.** The Commandant (G-P) exercises technical/administrative control over Regional Recruiting Commands.

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RESERVE TRAINING CENTER



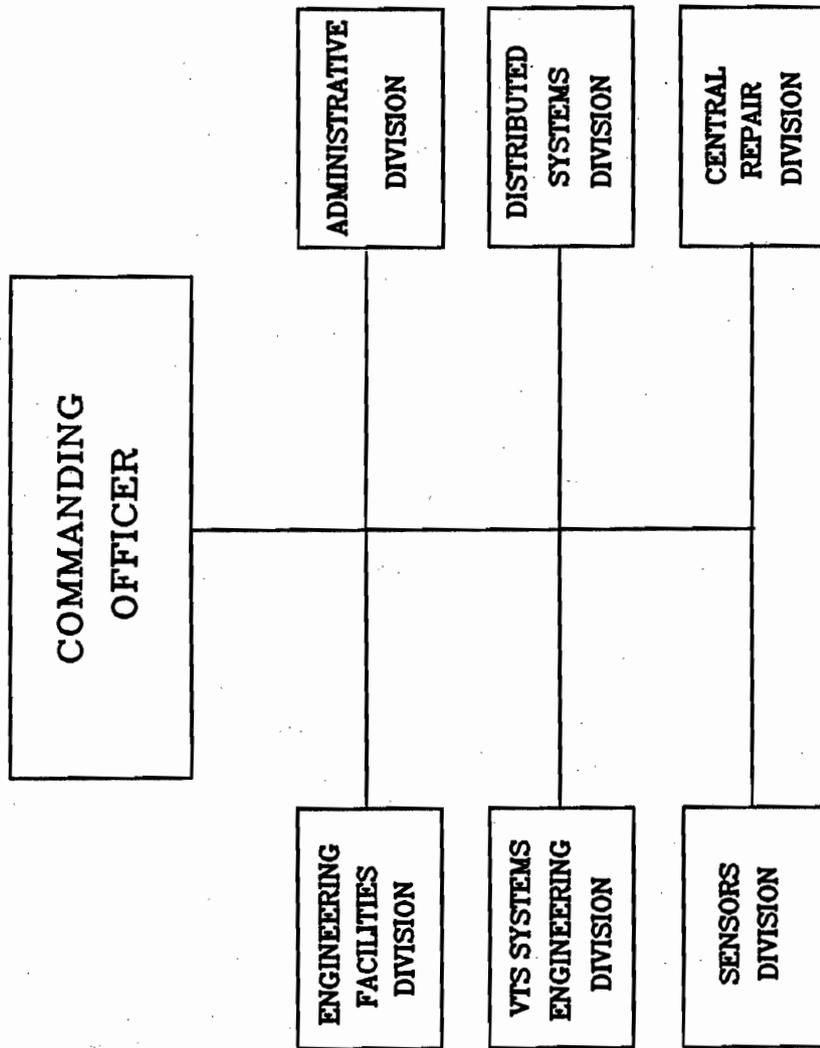
**COAST GUARD RESERVE TRAINING CENTER
YORKTOWN, VIRGINIA**

1. **Mission.** To provide basic rating and advanced specialty instruction to active duty and reserve personnel and others who would benefit from these courses of instruction. Function as the Officer Candidate School for the Coast Guard.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Reserve Training Center, shall:
 - a. Train enlisted personnel in entry level skills ("A" Schools) in various ratings.
 - b. Train qualified enlisted personnel in advanced technical courses ("C" Schools) for a wide variety of skills.
 - c. Maintain and manage an Officers Candidate School (OCS).
 - d. Maintain and manage Reserve Active Duty for Training (ADT) Schools.
 - e. Maintain and manage training programs in Recruiting and Marine Law Enforcement.
 - f. Maintain and manage a variety of training programs in disciplines and at levels in response to Coast Guard needs at any given time.
 - g. Develop, maintain, and prepare camera-ready copies of assigned correspondence courses, end-of-year tests and Service-wide exams.
3. **Technical Control.** The Commandant (G-R) exercises technical control over the Commanding Officer, CG Reserve Training Center.

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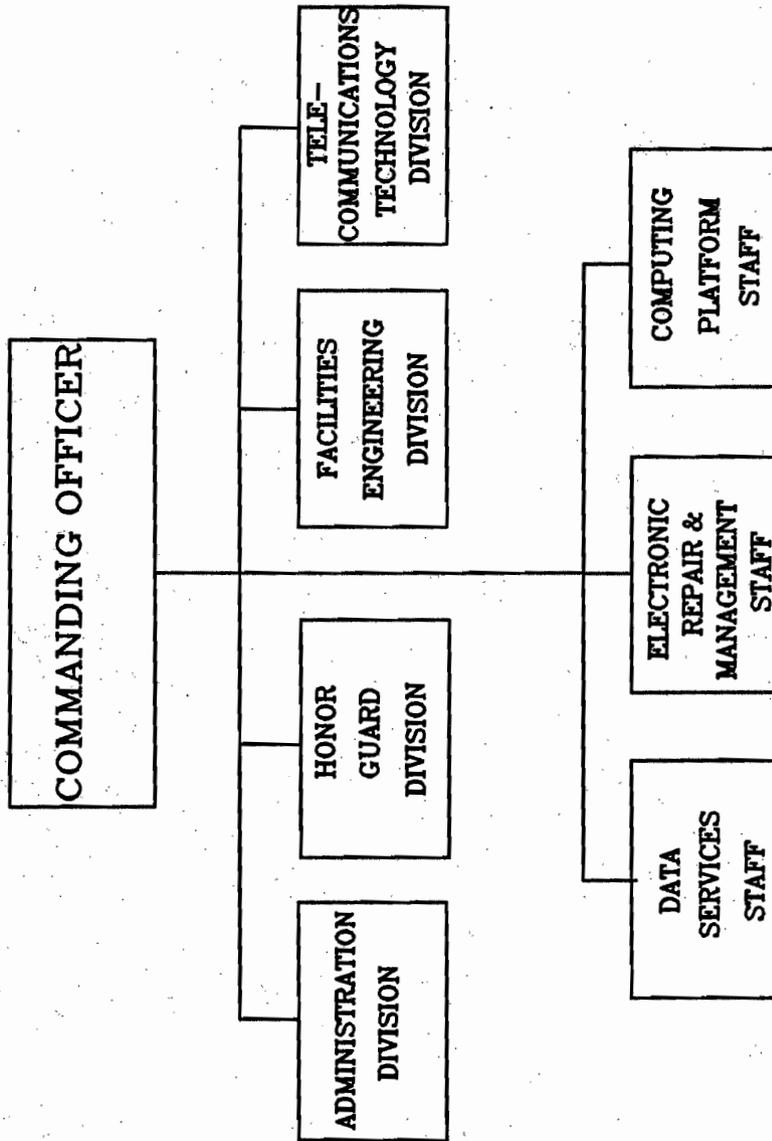
ELECTRONICS ENGINEERING CENTER



**COAST GUARD ELECTRONICS ENGINEERING CENTER (EECEN)
WILDWOOD, NEW JERSEY**

1. **Mission.** To provide Coast Guard wide support in the areas of electronic sensors and navigation systems engineering; electronic equipment management and centralized repair; and computer system engineering and field support. In addition, the Commanding Officer shall provide program coordination and consulting for the commands in the Atlantic Area region.
2. **Functions.** In order to fulfill this mission the Coast Guard Electronics Engineering Center shall:
 - a. Execute electronics engineering development and support projects in marine electronic navigation systems; includes Loran-C, Short Range Aids to Navigation Systems, VTS Radar, Shipboard Radar, and differential GPS.
 - b. Develop applications programs for support information management systems; includes accounting, inventory, procurement, and general logistics support systems.
 - c. Develop application programs for operational information systems; includes ELT, graphical, and Command and Control shipboard systems.
 - d. Provide electronics repair support as a Depot Level Repair Support (DLRS) activity for the Coast Guard.
 - e. Provide integrated logistics and engineering support as a Systems Management Engineering Facility (SMEF) for mission areas.
 - f. Provide training for engineers and technicians in the theory and operation of new equipment and systems.
 - g. Furnish field engineers and technical representatives for special projects for the Coast Guard and other government agencies.
 - h. Execute electronics engineering development and support projects in antenna technology; includes Loran-C, Radiobeacons, and Radar.
3. **Technical Control.** The Commandant (G-T) exercises technical control over the Commanding Officer, Coast Guard Electronics Engineering Center.

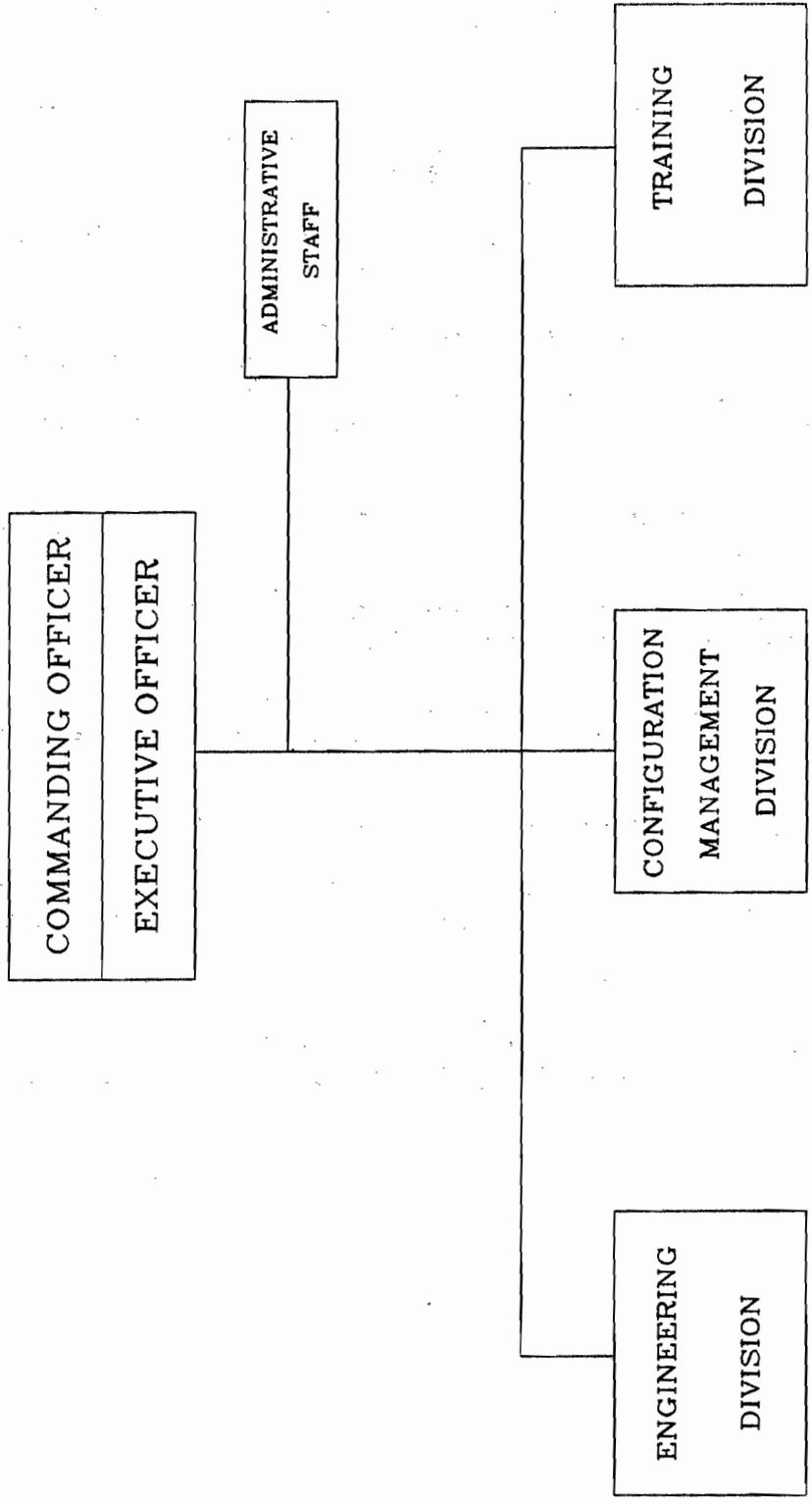
INFORMATION SYSTEMS CENTER



**COAST GUARD INFORMATION SYSTEMS CENTER
ALEXANDRIA, VIRGINIA**

1. **Mission.** To provide electronics support in the areas of electronics, communications, and information systems. Manage and maintain the Coast Guard Honor Guard.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Information Systems Center shall:
 - a. Execute assigned electronics engineering projects in the areas of electronics, communications, and information systems. Assignments may include design, testing and evaluation, procurement, and delivery of equipment and systems.
 - b. Provide systems and life-cycle management and support for assigned systems.
 - c. Provide maintenance engineering support as a Systems Maintenance Engineering Facility (SMEF).
 - d. Provide electronics equipment support as a Depot Level Repair Support (DLRS) activity for assigned equipment.
 - e. Operate, train, support, and coordinate appearances of the Coast Guard Ceremonial Honor Guard.
 - f. Operate a Personnel Reporting Unit (PERSRU) to support military personnel at the Center and tenant commands.
 - g. Support tenant commands.
3. **Technical Control.** The Commandant (G-T) exercises technical control over the Commanding Officer, CG Information Systems Center.

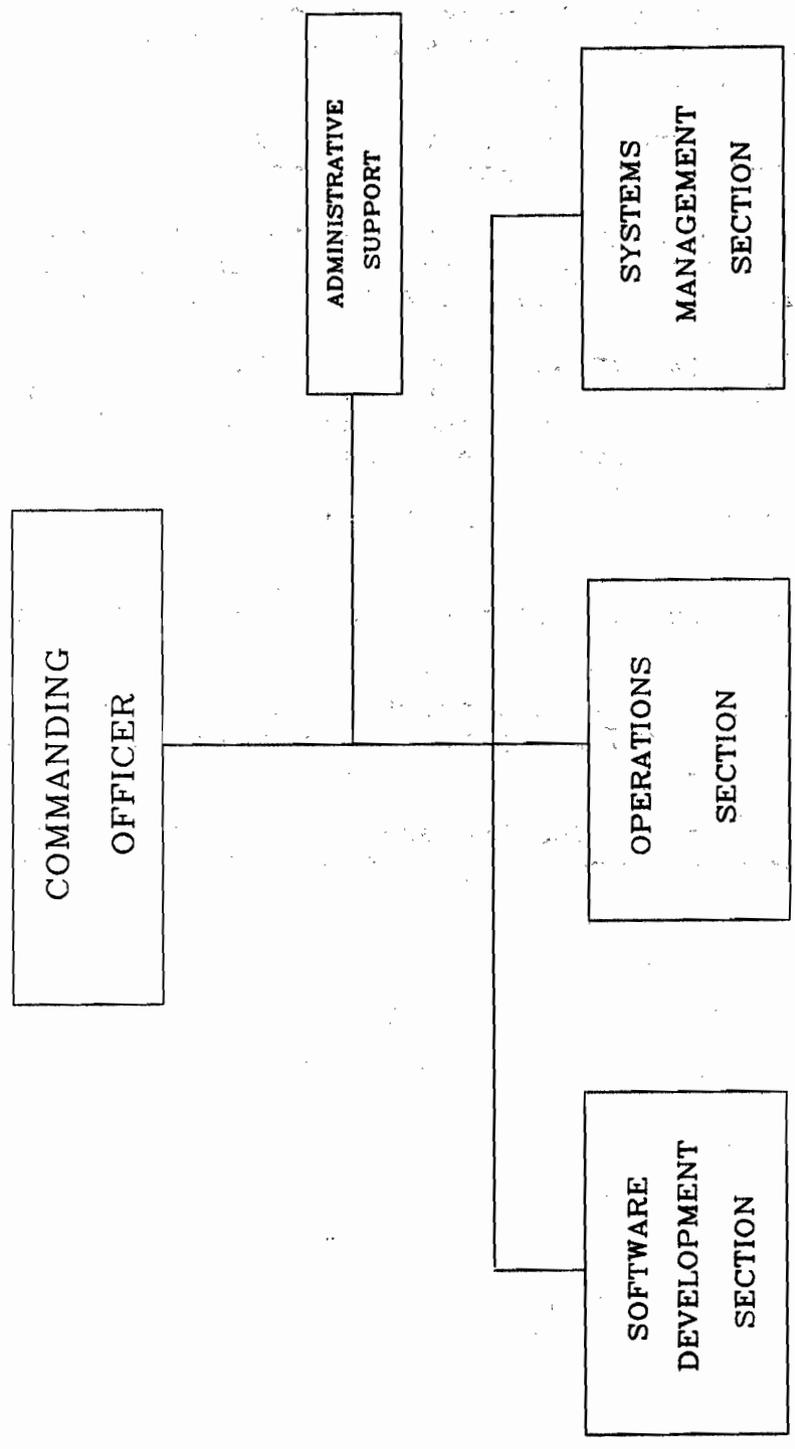
COMDAC SUPPORT FACILITY



**COAST GUARD COMDAC SUPPORT FACILITY
PORTSMOUTH, VIRGINIA**

1. **Mission.** To provide life-cycle support and configuration control of the 270-WMEC class COMDAC (Command, Display, and Control) System.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, COMDAC Support Facility, shall:
 - a. Provide configuration management and tracking for all COMDAC hardware, software, and training, documentation or equipment used on the 270' WMECs or located at CSF.
 - b. Provide engineering support as a System Management Engineering Facility (SMEF) to investigate reported problems or proposed enhancements to the COMDAC system dealing with either the hardware or the software.
 - c. Provide operator and maintenance training for the COMDAC system.
 - d. Provide a Depot Repair Facility for COMDAC equipment modules.
 - e. Provide depot level support for correction of problems beyond the capability of shipboard or intermediate level technicians.
3. **Technical Control.** The Commandant (G-T) exercises technical control over the Commanding Officer, CG COMDAC Support Facility.

SYSTEMS
OPERATIONS COMPUTER CENTER



**OPERATIONS COMPUTER CENTER
GOVERNORS ISLAND, NEW YORK**

1. **Mission.** The mission of the Operations Computer Center (OCC) is to develop, support and maintain a small number of large, specific, operationally focused information systems, data bases and services that are accessible across the Coast Guard around the clock to support mission accomplishment.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, Operations Computer Center shall:
 - a. Direct and administer the operation of the Operations Computer Center to:
 - (1) Obtain, process, and provide information on location and status of merchant vessels in accordance with Automated Mutual Assistance Vessel Rescue (AMVER) system policy established by the Commandant.
 - (2) Obtain, process, and provide information to authorized users of other applications systems developed in accordance with policy established by the Commandant. Major existing applications include AMVER, Computer Aided Search Planning (CASP), Law Enforcement Information system (LEIS/LISA) and the Joint Maritime Information Element (JMIE) test bed. Provide and maintain accurate reference files and documentation for system (e.g. search and rescue) use.
 - (3) Assure availability of user services and the rapid processing of demands for information and analysis tools for approved applications and products. Provide the single contact point for liaison with users of the OCC services.
 - (4) Ensure reporting of system problems. Provide for the timely dissemination of pertinent user information.
 - b. Coordinate the development, documentation, implementation, and use of performance criteria for approved minicomputer based information systems for Coast Guard operationally oriented applications.
 - c. Exercise systems control over databases and the use of designated terminals and systems at units receiving approved services from the OCC. Conduct training of Coast Guard OCC users.

- d. Review security requirements, set security standards, and implement security procedures for the Operations Computer Center and all systems supported, both classified and unclassified. Promulgate procedures to permit controlled access to all systems supported by the OCC. Ensure appropriate internal controls governing release of information are in effect and observed. Control user access authorization in accordance with system specifications. Promulgate security requirements for remote systems supported in concert with Commandant guidelines.
- e. Set system standards and practices for applications managed or supported by the OCC. Set internal data standards in concert with guidelines established by the Coast Guard data administrator. Monitor the evolution of the Coast Guard standards to ensure compatibility with other systems and databases. Manage databases on the Operations Computer Center minicomputers. Administer databases and provide data maintenance services. Provide technical coordination for the integration of externally developed applications or products with systems supporting response oriented operations.
- f. Maintain an auditing program to ensure performance and security controls are effective. Collect, maintain, and evaluate statistical data for systems concerning components, procedures, organization, and utilization. Recommend modifications to improve system effectiveness and response. Develop timely plans for systems improvements. Prepare resource requests to meet workload changes, revised tasking or needs, and new technology.
- g. Allocate and control system resources in accordance with established procedures, priorities and the guidance of the Operations Steering Committee. Coordinate and maintain operational readiness of terminals, communications services, and interfaces within the Operations Computer Center to external systems.
- h. Maintain existing applications by correcting errors and/or implementing changes to accommodate revised requirements or improved methods.
- i. Monitor developments in technology that may be used to support Coast Guard-wide operational missions.
- j. Ensure user requests for new or modified systems are effectively evaluated and where applicable, used for system planning.

- k. Investigate, evaluate, and analyze user requirements for information, reference, and analysis tools for Coast Guard decision support operational applications. Evaluate and analyze requirements for feasibility and necessity of ADP applications proposed to support response oriented operations.
 - l. Develop, design, test, and establish systems using recognized standards which provide the necessary information reference, analysis, and communications functions required in Coast Guard response-oriented operations.
 - m. Ensure that impacts of proposed applications are adequately reflected in plans for systems changes.
 - n. Provide assistance required by the Commandant in development of long-range plans for replacement or enhancement of related operationally focused ADP equipment/systems.
 - o. Maintain liaison with USCG Headquarters, Systems Management & Engineering Facilities (SMEF), the Coast Guard Standard Terminal vendor, and the district IRM staffs for Standard Terminal issues.
 - p. Maintain liaison with appropriate government and industry representatives concerning computer systems management.
3. Technical Control. Commandant (G-T) exercises technical over the Commanding Officer, Operations Computer Center.

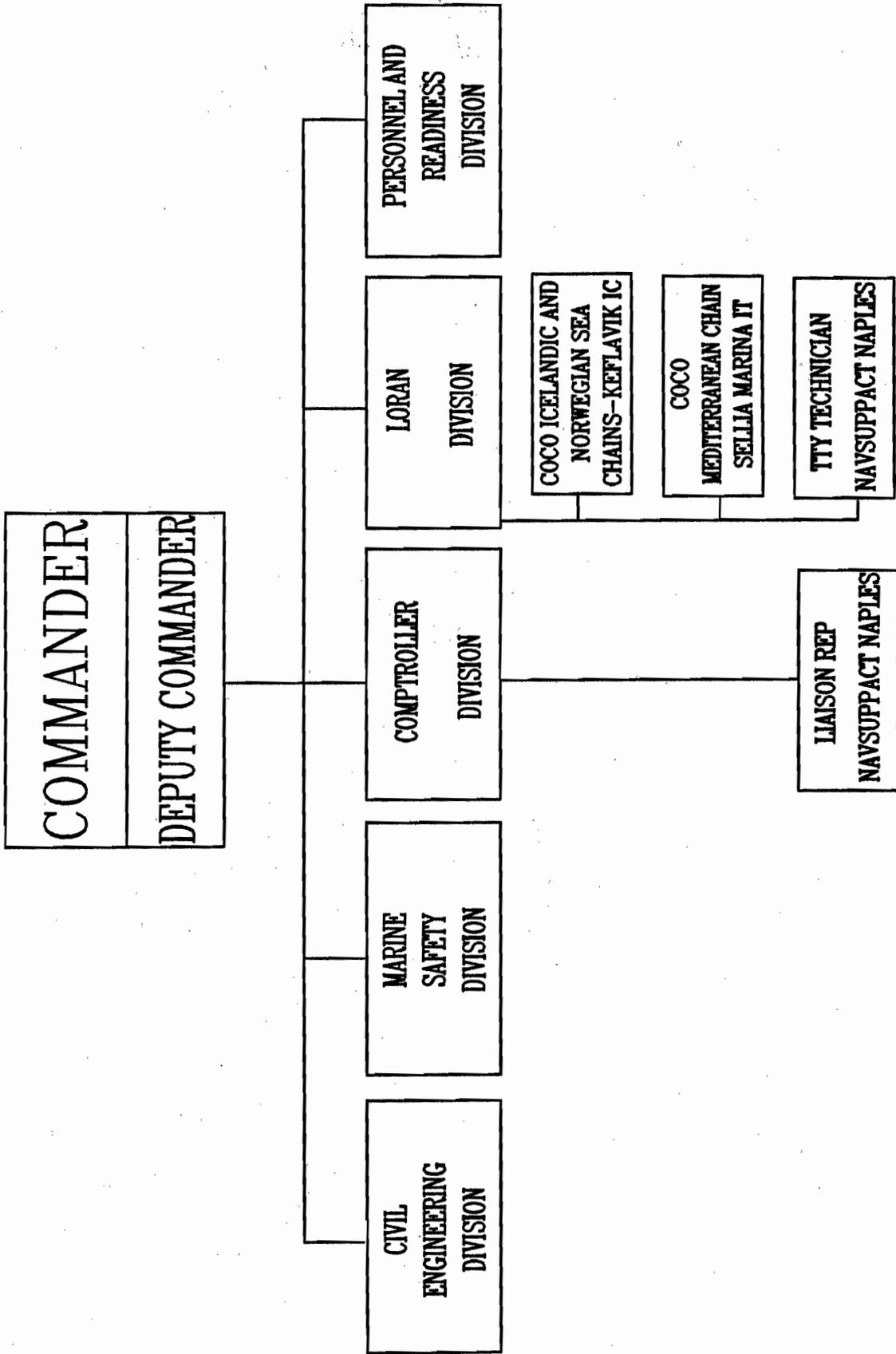
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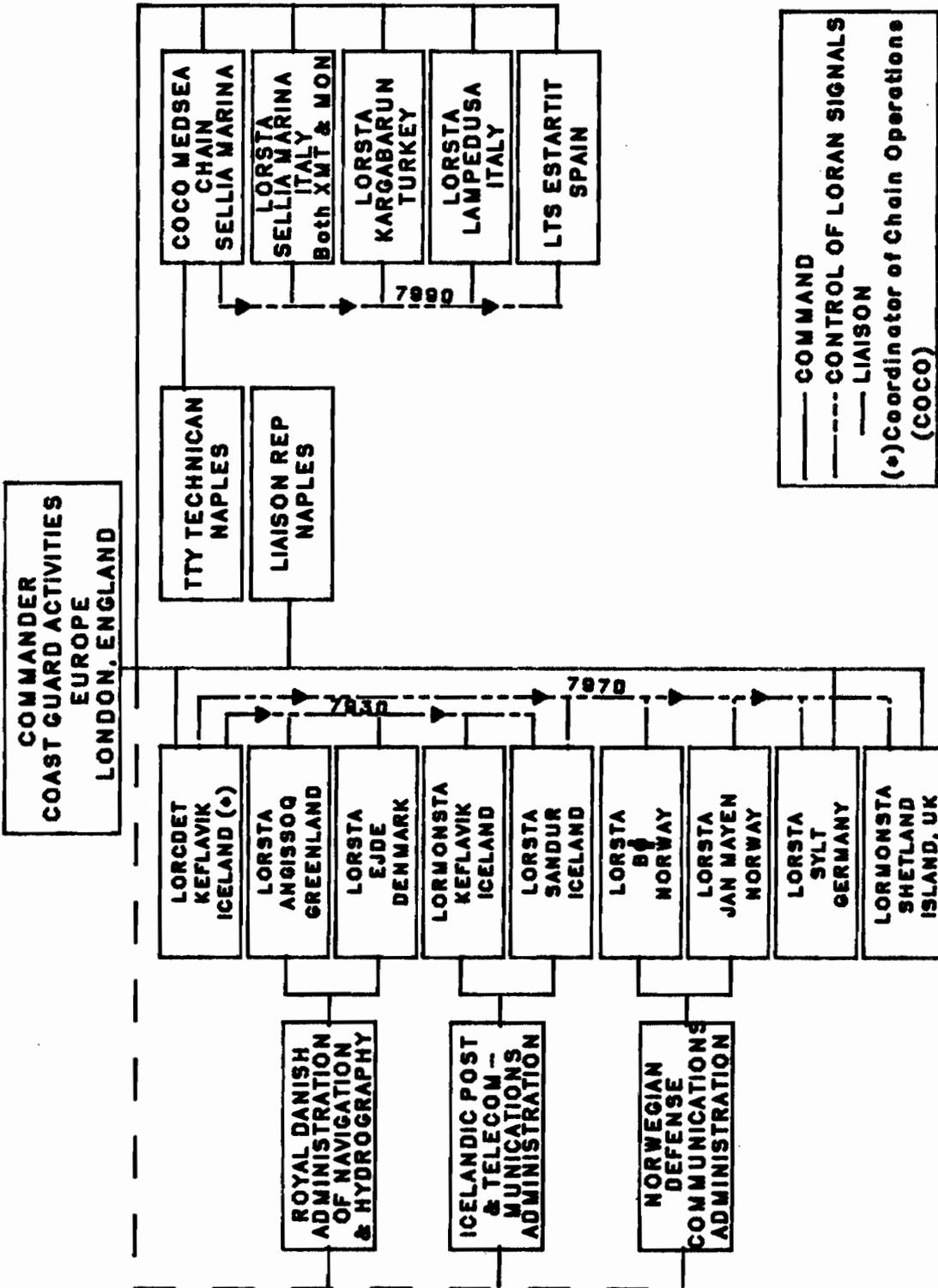
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CHAPTER SEVEN
ACTIVITIES EUROPE ORGANIZATION

ACTIVITIES EUROPE



DEPARTMENT OF TRANSPORTATION
 U. S. COAST GUARD
 ACTIVITIES EUROPE FIELD ORGANIZATION



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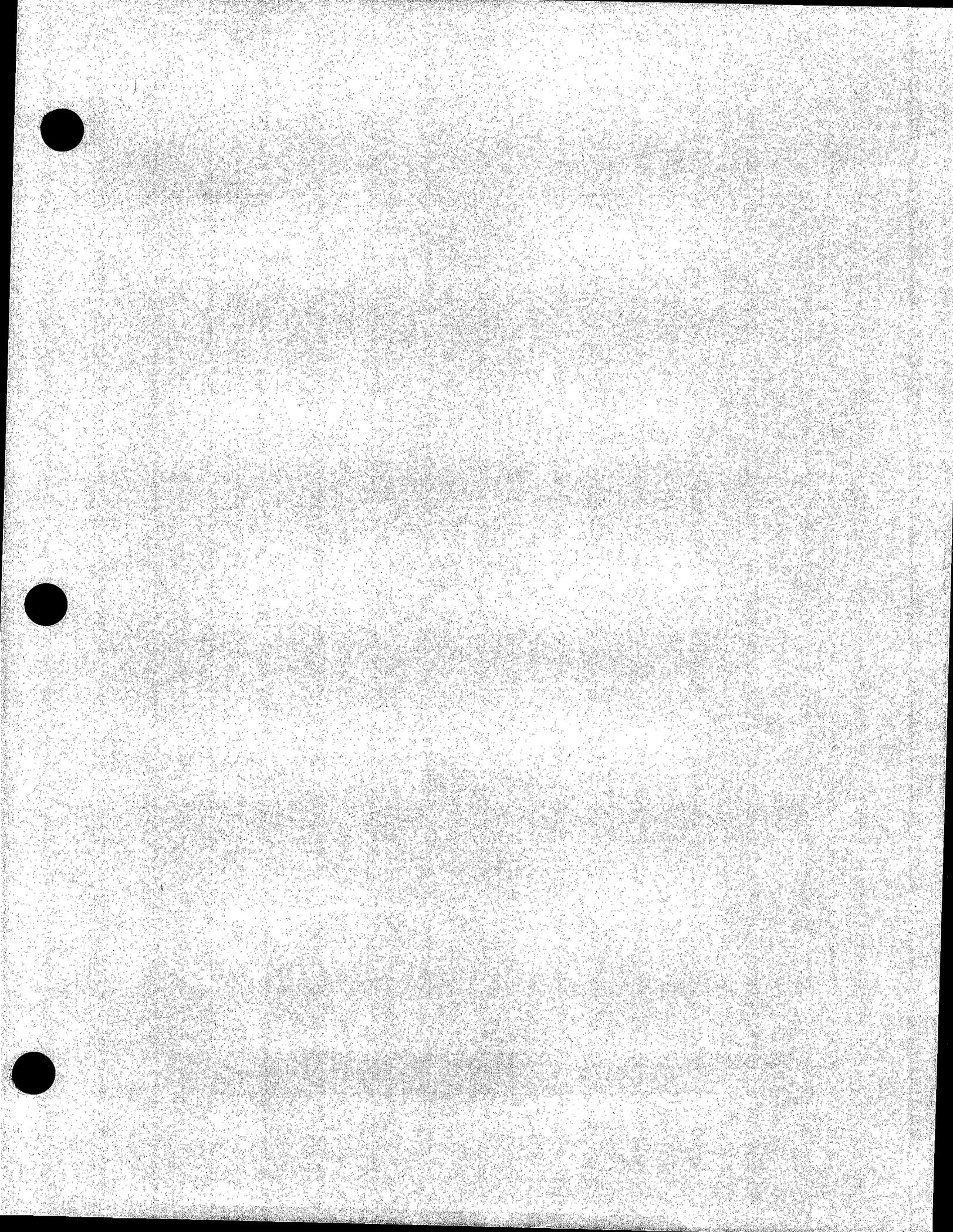
CHAPTER 7 -- ORGANIZATION OF ACTIVITIES EUROPE

1. The Commander, Activities Europe is responsible to the Commandant for the administration and command of Activities Europe Units and, in addition, has the following special responsibilities:
 - a. Regional Manager for European Loran-C System.
 - b. Chain Manager for Mediterranean Sea, Norwegian Sea, and Icelandic Loran-C Chain.
 - c. Coast Guard Attache to American Ambassador, London.
 - d. Command Assistant to CINCUSNAVEUR for Coast Guard matters.

2. The Deputy Commander Activities Europe has responsibility for advising and assisting the Commander, Activities Europe in the general administration of the Command and acts as Commander in the absence of the incumbent. The Deputy supervises the following staff components:
 - a. The Chief, Civil 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, La Reunion, and Argentina.
 - b. The Chief, Comptroller Division has 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 for units throughout the Command.
 - c. 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 in Loran-C matters and communications to host nation operating agencies; and acts for the Commander in matters dealing with Regional and Chain Management, assisting in maintaining liaison with organizations concerned with Loran-C matters of interest to the Coast Guard.

- d. The Chief, Military Personnel and Readiness Division has responsibility for administering the military personnel program of the Command and monitoring all civilian personnel working at Coast Guard units. This Division performs the same functions as a personnel branch of a district office, as well as the functions of staff elements responsible for legal matters and public affairs. Chief, Military Personnel and Readiness Division also coordinates all readiness and security planning operations.
- e. The Chief, Marine Safety Division has responsibility for administering the Marine Safety Program of the Command and providing vessel inspection services for OCMI New York within the MIO New York overseas area of responsibility (as scheduled by OCMI New York).

*U.S. GOVERNMENT PRINTING OFFICE: 1992--619-052/41300





HQINST 5000.5
16 DEC 1988

HEADQUARTERS INSTRUCTION 5000.5

Subj: Coordinating Councils Charter

1. **PURPOSE.** To establish the basic operating guidelines for the Coordinating Councils.
2. **DISCUSSION.** The Coordinating Councils were established to provide a forum for the exchange of information and a unified (collective) approach to solving issues that overlap Office boundaries. They are an outgrowth of the Headquarters Restructuring study which recommended the establishment of Directorates as a way to better manage the business of headquarters. The Councils are an opportunity to provide a structured approach for the resolution of various problems and a forum for proactive handling of new opportunities. The Chief of Staff shall chair each Council. The Councils in and of themselves do not have authority to direct action. The collective agreement among Office Chiefs should result in appropriate action within the Headquarters organizations they represent. Unresolved issues will be reported to and become the responsibility of the Chief of Staff.
3. **COUNCIL MEMBERSHIP.**
 - a. **Councils.** Three coordinating Councils are established as follows:
 - (1) Operations Coordinating Council(OCC).
 - (a) Chief, Office of Marine Safety, Security and Environmental Protection(G-M).
 - (b) Chief, Office of Navigation Safety and Waterway Services(G-N).

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- 3. a. (1) (c) Chief, Office of Law Enforcement and Defense Operations(G-0).
- (d) Chief, Office of Readiness and Reserve(G-R).
- (e) The following will act as advisors to the OCC: The Resource Director/Comptroller (G-CRC), the Chief Counsel(G-L), and the Chief, Office of Command, Control, and Communications(G-T).

(2) Systems Coordinating Council(SCC).

- (a) Chief, Office of Acquisition(G-A).
- (b) Chief, Office of Engineering and Development(G-E).
- (c) Chief, Office of Personnel and Training (G-P).
- (d) Chief, Office of Command, Control, and Communications(G-T).
- (e) The following will act as advisors to the SCC: The Resource Director/Comptroller (G-CRC), and the Chief Counsel(G-L).

(3) Human Resources Coordinating Council(HRCC).

- (a) Chief, Office of Civil Rights(G-H).
- (b) Chief, Office of Health Services(G-K).
- (c) Chief, Office of Personnel and Training (G-P).
- (d) Chief, Office of Readiness and Reserve(G-R).
- (e) The following will act as advisors to the HRCC: The Resource Director/Comptroller (G-CRC), and the Chief Counsel(G-L).

b. Membership Changes. Council membership may be changed by the Chief of Staff to include other Offices directly affected by specific issues.

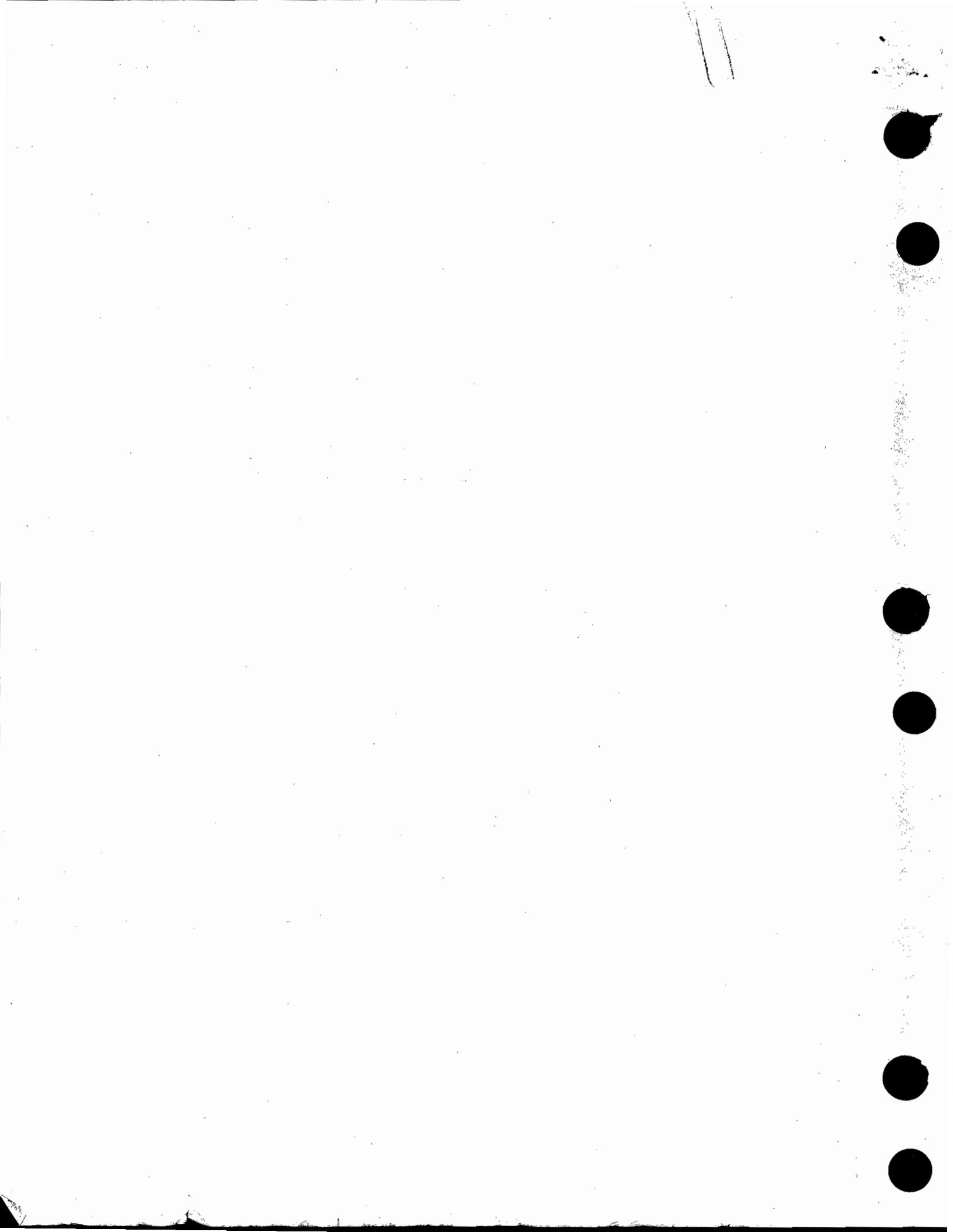
4. GENERAL OPERATING PROCEDURES.

a. Oversight. The Chief of Staff will oversee and coordinate all Council activities. This will normally be done through direct communications with Office Chiefs and through the Chief, Coordinating Council Staff (G-CCS-2).

HQINST 5000.5
16 DEC 1988

4. b. Members. The Councils will be made up of the Chiefs of the Offices as listed, with the Chief of Staff or a member of the Council so designated by the Chief of Staff acting as chairman.
- c. Meetings. Council meetings will be called by the Chief of Staff at least quarterly. G-CCS-2 will publish the schedule. Additional meetings may be held when mutually agreed upon by the members. The Chief of Staff will be notified prior to these meetings, and of any significant results. At least quarterly Chief, Coordinating Council Staff will contact the senior member of each Council to obtain information for a summary report of activities which will be submitted to the Chief of Staff.
- d. Quorum. In order to ensure that members are present to address issues, a quorum must be in attendance to hold a council meeting. A quorum will consist of 3 out of 4 of the Council Office Chiefs in attendance. The deputy of the one Office Chief who is absent may attend that meeting. Attendance of the advisors will be requested unless considered unnecessary due to the issue being discussed.
- e. Agenda. Issues to be addressed by the Council may be assigned by the Chief of Staff. Additional agenda items may be submitted by any Council member to the Chief of Staff. Each Council will decide which additional issues are significant, cross program boundaries, and warrant the Office Chief's time.
- f. Staff. The Coordinating Council Staff (G-CCS-2) is responsible for overall administrative support to the Councils. They shall schedule meetings, prepare briefings and provide reports as required in this instruction.
- g. Minutes. Minutes of Council meetings will normally be kept by the Coordinating Council Staff.
5. ACTION. Chiefs of offices and special staff divisions shall abide by this Instruction.


A. BRUCE BERAN
Chief of Staff



Memorandum

U.S. Department
of Transportation
**United States
Coast Guard**



Subject: REDELEGATION OF AUTHORITY

Date: 19 SEP 1988
5402

From: G-CCS

Reply to: G-CPE-2
Attn. of: Melton:72299

To: G-CRC

Ref: (a) HQINST M5402.3C, DELEGATION OF AUTHORITY MANUAL

1. In accordance with Chapter 1, paragraph C.1 of reference (a), I hereby delegate to you signatory authority for the following reports and correspondence.

- a. Non-policy changes to manuals, directives and instructions promulgated by divisions under your command.
- b. Routine Operating Facility Change Orders.
- c. SADT/TEMAC requests/extensions in excess of 180 days.
- d. Correspondence to resolve minor conflicts involving Program Manager, operational units, etc., over billets/positions.
- e. Correspondence regarding the Beneficial Suggestion Program.
- f. Internal correspondence related to general financial audits.

2. In my absence, you are appointed acting G-CCS.

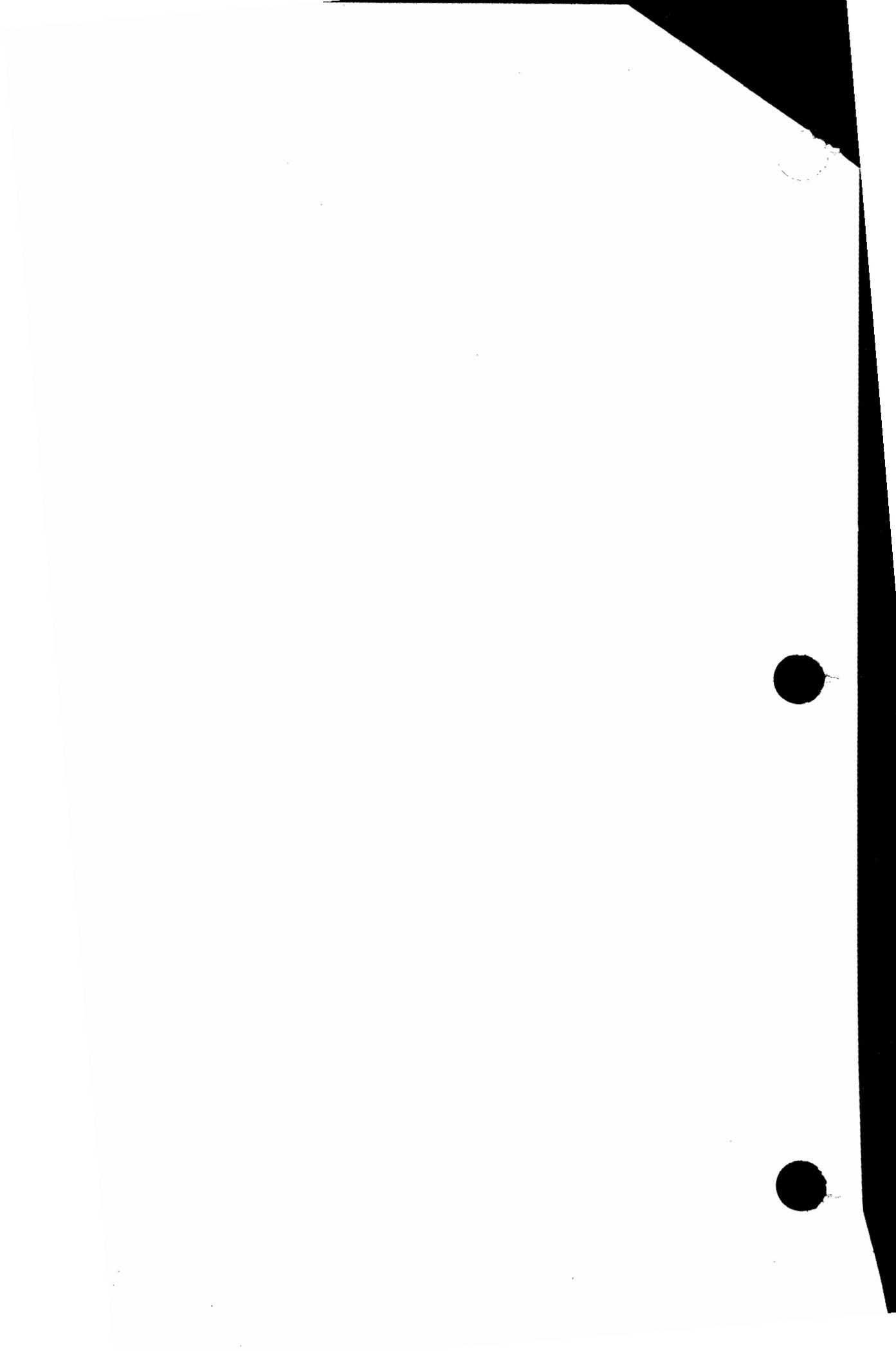


j: REDELEGATION OF AUTHORITY

This redelegation is subject to limitations enumerated in reference (a) which requires conformance to applicable laws, regulations, policies, and the direction of higher authority; and coordination with other concerned officials prior to taking final action. (Chapter 1, paragraph D)



A. BRUCE BERAN



U.S. Department
of Transportation
**United States
Coast Guard**



Commandant (G-CCS-2)
United States Coast Guard

MAILING ADDRESS:
Washington, D.C.
20593-0001
Ph: (202) 267-2299

HQNOTE 5402

18 JUL 1989

HEADQUARTERS NOTICE 5402

CANCELLED: **17 JAN 1990**

Subj: CH-1 to HQINST M5402.3D, Delegation of Authority

1. PURPOSE. This notice updates chapters 1, 4, and 5 of the Delegation of Authority Manual.
2. SUMMARY OF CHANGES. Vertical lines in the left margin indicate the following changes.
 - a. 1-D: Citation changed to read "Manual of Courts Martial, Executive Order 12473, and Military Justice Manual, COMDTINST M5810.1 (Series)."
 - b. 4-2-a: Line 4 corrected to read "line of duty determination" (vice line determination).
 - c. 5-2-a,b,c,d: Remarks column extends the Deputy Chief of Staff's signatory authority to HQINSTs, HQNOTES, COMDTINSTs, and ALDISTs when the administrative discretion of higher authority not required.
 - d. 5-2-c-(2): Deletes authority of G-CSP to sign "red border" safety notices. The former staff office transferred to G-K as a division March 1989.
 - e. 5-7-a: Line 3 corrected to read "46 U.S.C." (vice 6)
 - f. 5-16-f: Adds authority for G-P to approve invitational travel orders of nongovernmental personnel participating as members of the National Boating Safety Advisory Council.

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3. ACTION. Remove and insert the following pages:

<u>Remove</u>	<u>Insert</u>
1-1 through 1-2	1-1 through 1-2, CH-1
4-1	4-1, CH-1
5-1 through 5-4	5-1 through 5-4, CH-1
5-11	5-11, CH-1



A. BRUCE BERAN
Chief of Staff

Encl: (1) CH-1 TO HQINST M5402.3D

CHAPTER 1: DELEGATIONS OF AUTHORITY AT HEADQUARTERS.

A. Authority of the Commandant.

1. The Commandant derives his authority directly from statutes as well as from delegations of authority from the Secretary of Transportation. The Department of Transportation Organization Manual documents these secretarial delegations.
2. The Commandant has redelegated most authority to subordinates at Headquarters and in the field, unless law or Secretarial restriction prohibits him from doing so. Most of the redelegations are incorporated into the Coast Guard Organization Manual, which empowers the chiefs of organizations listed in it to act for the Commandant in carrying out their assigned duties.
3. The Commandant has reserved certain matters for personal review and action, and specified other matters for review and action by the Chief of Staff, or by other members of the Headquarters staff. These items are listed in Chapter 5.

B. Primary Delegations by the Commandant. By this instruction, the Commandant delegates to all office and division chiefs at Headquarters the authority to carry out the full range of their program requirements with wide latitude for independent judgment and action. This encompasses the full spectrum of management, administrative, and technical functions, and includes the signing of correspondence except as noted in Chapter 5.

C. Redelegations of Authority within Headquarters.

1. The Chief of Staff and office chiefs only may redelegate authority at Headquarters. As far as possible, letters of delegation should be directed to an official by title rather than by name. The letter should spell out any limitations to the delegation.
2. The Chief of Staff may redelegate signature authority to any member of the Headquarters staff assigned to special duty (e.g., as a project officer).
3. The Commanding Officer, CG Headquarters, and the Commanding Officer-Enlisted Personnel, CG Headquarters, may exercise the authority of commanding officers for their respective designated functions.
4. A withdrawal of a delegation of authority requires a separate letter signed by the person occupying the position of the official who made the original delegation.

Chapter 1 (cont'd)

- D. Delegation of Authority under the Uniform Code of Military Justice. See Manual for Courts Martial, E.O. 12473, and Military Justice Manual, COMDTINST M5810.1 (series).

- E. Guidance for Exercising Delegated Authority. In exercising their delegated authority, officials are governed by applicable laws, regulations, policies, and the direction of higher authority. Before taking final action, officials shall coordinate decisions with other concerned officials, including the Chief Counsel where there may be legal implications to decisions made.

CHAPTER 4: MILITARY PROTOCOL

A. General. A general rule of protocol is that correspondence should be between officials of the same personal and organizational rank, wherever practical.

B. Correspondence Between Flag Officers.

1. Routine.

- a. An office chief, or the officer "acting" in an office chief's absence, should personally sign replies to communications personally signed by a flag officer.
- b. In correspondence to the field, use the Commanding Officer staff symbol rather than the symbol of a lower staff element.

2. Adverse Replies.

- a. An adverse reply to a request or recommendation from an area, MLC, or district commander, or the Superintendent of the Academy which was signed personally by that officer, other than a line of duty determination made by the Chief Counsel, shall be prepared for the Commandant's signature and routed to the Chief of Staff.
- b. The Chief of Staff may elect to sign such an item personally :
 - (1) when the request or recommendation involves a matter for which the Commandant has previously established policy; or
 - (2) when referral to the Commandant is inappropriate.
- c. The Commandant will personally sign:
 - (1) an initial adverse response when a particularly significant or unique issue is involved;
 - (2) a response to an appeal from an adverse response which the Chief of Staff signed.



CHAPTER 5: RESERVATIONS OF AUTHORITY

A. General. The Commandant's review and approval (via the Chief of Staff) is mandatory when:

1. Required by law or higher authority within the Executive Branch;
2. Non-routine matters involving congressional interests occur;
3. Potentially damaging or adverse public and/or political reaction arising from a planned action can be foreseen;
4. The Service must obtain the Secretary's concurrence, because of the Secretary's reservation of approval authority for selected Coast Guard actions; or
5. Management discretion indicates that a most complex or highly unusual situation requires top-level attention.

B. Specific Reservations of Authority.

ITEM	SIGNATURE AUTHORITY RESERVED TO	REMARKS OR OTHER RESTRICTIONS
1. BRIDGE ADMINISTRATION MATTERS		
a. Orders to alter obstructive bridges including Agreements to Relocate (33 USC 513 and 523)	G-C	Must be submitted via G-L.
b. Apportionment of Cost Order (33 USC 516)	G-C	Must be submitted via G-L.
2. DIRECTIVES		
a. Headquarters Instructions	G-C, G-CV, G-CCS	(1) G-CCS(d) may sign when administrative discretion of higher authority not required.

ITEM	SIGNATURE AUTHORITY RESERVED TO	REMARKS OR OTHER RESTRICTIONS
5-B-2.a(cont'd)		(2) G-CAS may sign HQINSTs not requiring the discretion of higher authority. This delegation limited to those items stemming from G-CCS authority to act as C.O. of HQs.
b. Headquarters Notices	Office Chiefs, G-CRC, G-CAS	(1) If a HQNOTE changes a HQINST or requires a diversion of time or resources to special or unusual functions, it must be signed by a person authorized to sign HQINSTs. (2) Chief, Public Affairs Staff, may sign HQNOTEs concerning noteworthy happenings on radio, TV, or other special public events. (3) See 5-B-2-a-(1).
c. Commandant Instructions or Notices	Office Chiefs, G-CRC	(1) Unless otherwise restricted. (2) See 5-B-2-a-1.

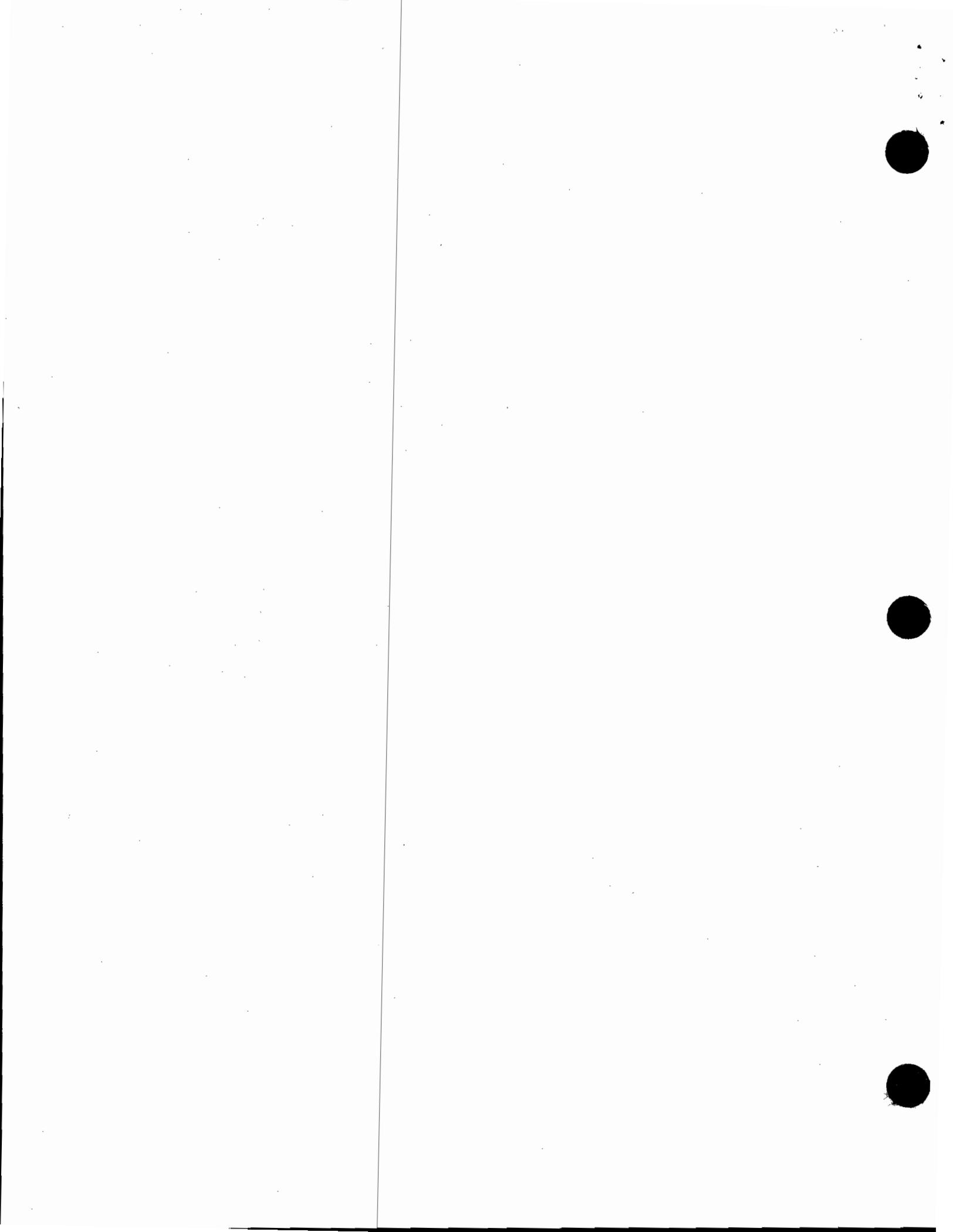
ITEM	SIGNATURE AUTHORITY RESERVED TO	REMARKS OR OTHER RESTRICTIONS
5-B-2 (cont'd)		
d. ALDISTS	Office Chiefs, G-CRC	(1) See 5-B-2-a-(1) (2) Clear thru G-TIS (3) No redelegation
e. ALDISTS concluding with personal name of Commandant; ALCOASTS	G-C, G-CV, G-CCS	(1) Clear thru G-TIS. (2) G-P may release ALCOASTS announcing the death of a CG Flag Officer.
3. EXTERNAL COMMUNICATIONS		
a. To members of Congress	G-C	Except as provided by Commandant's office in individual cases. Thru G-L if dealing with legislation.
b. Referred to Commandant by the President or Secretary	G-C	Except as provided by Commandant's office in individual cases.
c. To the Secretary, Deputy Secretary, or Heads of DOT Operating Administrations	G-C	
d. To DOT Assistant Secretary for Administration, the Assistant Secretary for Budget and Programs, and the Inspector General	G-CCS	
e. To other DOT Assistant Secretaries or top officials involving highly unusual, complex, or controversial matters	G-CCS	Routine communications to Assistant Secretaries (except to the Assistant Secretary for Administration) may be signed by Office Chiefs.

ITEM	SIGNATURE AUTHORITY RESERVED TO	REMARKS OR OTHER RESTRICTIONS
5-B-3 (cont'd)		
f. To Heads of other Federal Departments and Independent Agencies	G-C	
g. Interagency Support Agreements to be signed by the head of a Bureau/Administration or comparable level	G-C	
4. EXTERNAL AUDITS		
a. Correspondence on audits by DOT or other agencies	G-CCS	
5. FREEDOM OF INFORMATION ACT RESPONSES		
a. Responses to appeals	G-CCS	Submit via G-L.
6. INTERNATIONAL MATTERS		
a. Communications establishing or changing international policy or that are internationally controversial	G-C	Office Chiefs may sign routine correspondence.
7. MARINE SAFETY MATTERS		
a. Appeals from suspension and revocation proceedings under 46 U.S.C., Chapter 77, in which an order of revocation has been issued	G-C	Must be submitted via G-L.
b. Appeals from suspension and revocation proceedings when an order of suspension or a warning has been issued	G-CV	Must be submitted via G-L.
c. Denial of Merchant Marine documents for security reasons	G-C	Must be submitted via G-L.

ITEM	SIGNATURE AUTHORITY RESERVED TO	REMARKS OR OTHER RESTRICTIONS
5-B-16 (cont'd)		
c. Approve domestic travel of less than 10 CG personnel (military & civilian) to external conferences, meetings, etc. (not sponsored by DOT, DOD, or one of their elements)	Office Chiefs	
d. Approve domestic travel of 10 or more CG personnel to external conferences, etc.	Special Asst to Secretary via G-CCS	Forward request to G-PS-1 at least 3 weeks prior to event.
e. Approve domestic travel of CG personnel to internal conferences, meetings, etc. (sponsored by DOT, DOD, or one of their elements)	Office Chiefs	
f. Invitational travel orders of nongovernmental personnel	G-C	G-P may approve participants in Family Support Programs, Ombudsman Training; members of the National Boating Safety Advisory Council and the CG Academy Advisory Committee; lecturers and instructors at National Boating Safety courses; and members of the Rules of the Road Advisory Council.

17. OTHER

a. "Eyes Only" correspondence prepared for signature of the Commandant	G-C/G-CV	Route directly to G-C/G-CV.
b. Class A and B Mishap Analysis Board Report and Independent Mishap Analysis Board Report	G-CCS	Submit via G-KSE.
c. Flight requests/passenger manifests for those flights of CG-01 and CG-02 which require the approval of the Vice Commandant	G-C/G-CV	Must be submitted via G-O.



U.S. Department
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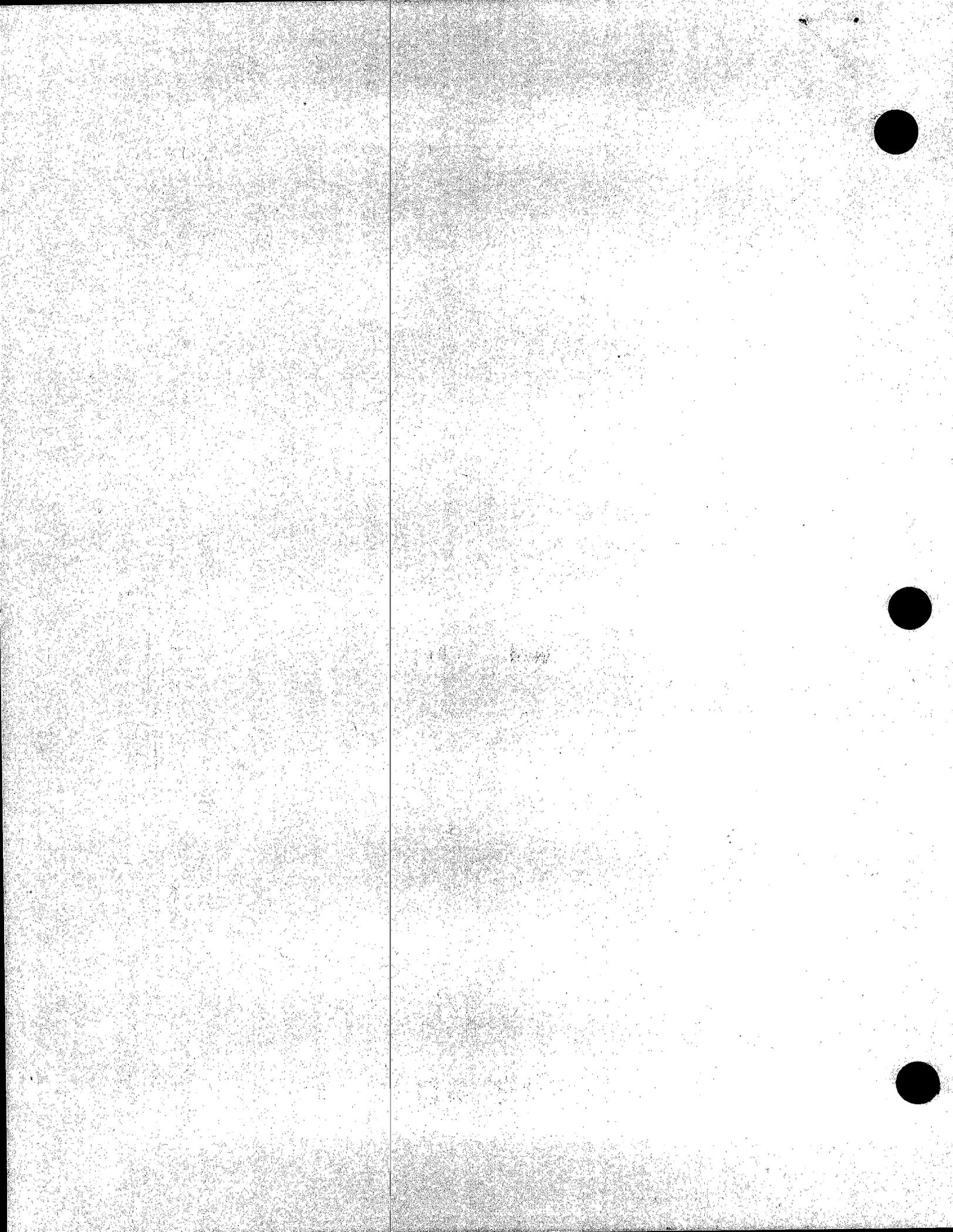
**United States
Coast Guard**



DELEGATION OF AUTHORITY

December 1988

HQINST M5402.3D





HQINST M5402.3D
13 DEC 1988

HEADQUARTERS INSTRUCTION M5402.3D

Subj: Delegation of Authority

1. PURPOSE. This instruction has the following purposes:
 - a. It defines the scope of authority delegated to the Commandant's Headquarters staff.
 - b. It states the policy for granting and exercising delegations of authority.
 - c. It lists those items reserved for decision by specific members of the Headquarters staff.
2. DIRECTIVES AFFECTED. HQINST 5402.3C is cancelled.
3. SUMMARY OF MAJOR CHANGES.
 - a. Signatory authority is restricted to the following positions:
 - (1) G-C for invitational travel orders of non-governmental personnel (certain authority provided to G-P in paragraph 6iii below) (5-B-16f); and for non-routine foreign travel of less than 5 CG personnel (5-B-16b).
 - (2) G-C and G-CV for personnel actions affecting an SES member and correspondence to OST regarding establishing/abolishing an SES position (5-B-11aa).

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3. a. (3) G-CV for appeals from suspensions and revocation proceedings in which an order of suspension or a warning has been issued (5-B-7b).
- (4) G-CCS for certain mishap reports (5-B-17b).
- (5) G-CRC for certain directives (5-B-2); OFCO's (5-B-9b); policy interpretations for field (5-B-12b); SADT/TEMAC extensions (5-B-11x); and SADT/TEMAC for reservists assigned to IRR due to unsatisfactory performance (5-B-11y). G-CRC acts in the absence of G-CCS (2-B).
- (6) i. Office heads to sign minor changes to Commandant Instructions or Notices originally signed by higher levels. (Deletion of restrictions in remarks column at 5-B-2.c.)
- ii. Office heads for routine correspondence to international groups when policy is not changed or established and the issue is not controversial (5-B-6).
- iii. G-R to accept resignations of Inactive Duty Reserve Officer personnel in the positions of LCDR and below (5-B-11h).
- iv. G-P to designate flag/command or inadequate quarters (5-B-11bb); Administration Board Final Actions (separations and reenlistments) (5-B-11cc); and invitational travel for participants in Family Support Programs Ombudsman Training, members of the CG Academy Advisory Committee, lecturers and instructors at the National Boating Safety courses, and members of the Rules of the Road Advisory Council (5-B-16f).
- b. The Commanding Officer of Headquarters, and C.O.-Enlisted Personnel, HQ, are included in the manual under chapter 1 (delegations at Headquarters) and chapter 2 (succession).
- c. Updates other passages. Incorporates changes resulting from reorganization (Headquarters division symbols and references to MLC's, etc.).

13 DEC 1988

4. ACTION.

a. Chiefs of Offices and special staff divisions shall:

1. Periodically review the extent of delegated authority within their assigned areas to ensure that decision-making authority has been redelegated as close as practicable to the organizational level where a service is performed.
2. Assure compliance with the policy set forth in this instruction.

- b. The Chief, Coordinating Councils Staff, shall provide guidance, assistance and interpretation on all matters involving delegations of authority, whether intra-Coast Guard or involving the other organizational elements within the Department of Transportation.



P. A. YOST
Admiral, U.S. Coast Guard
COMMANDANT

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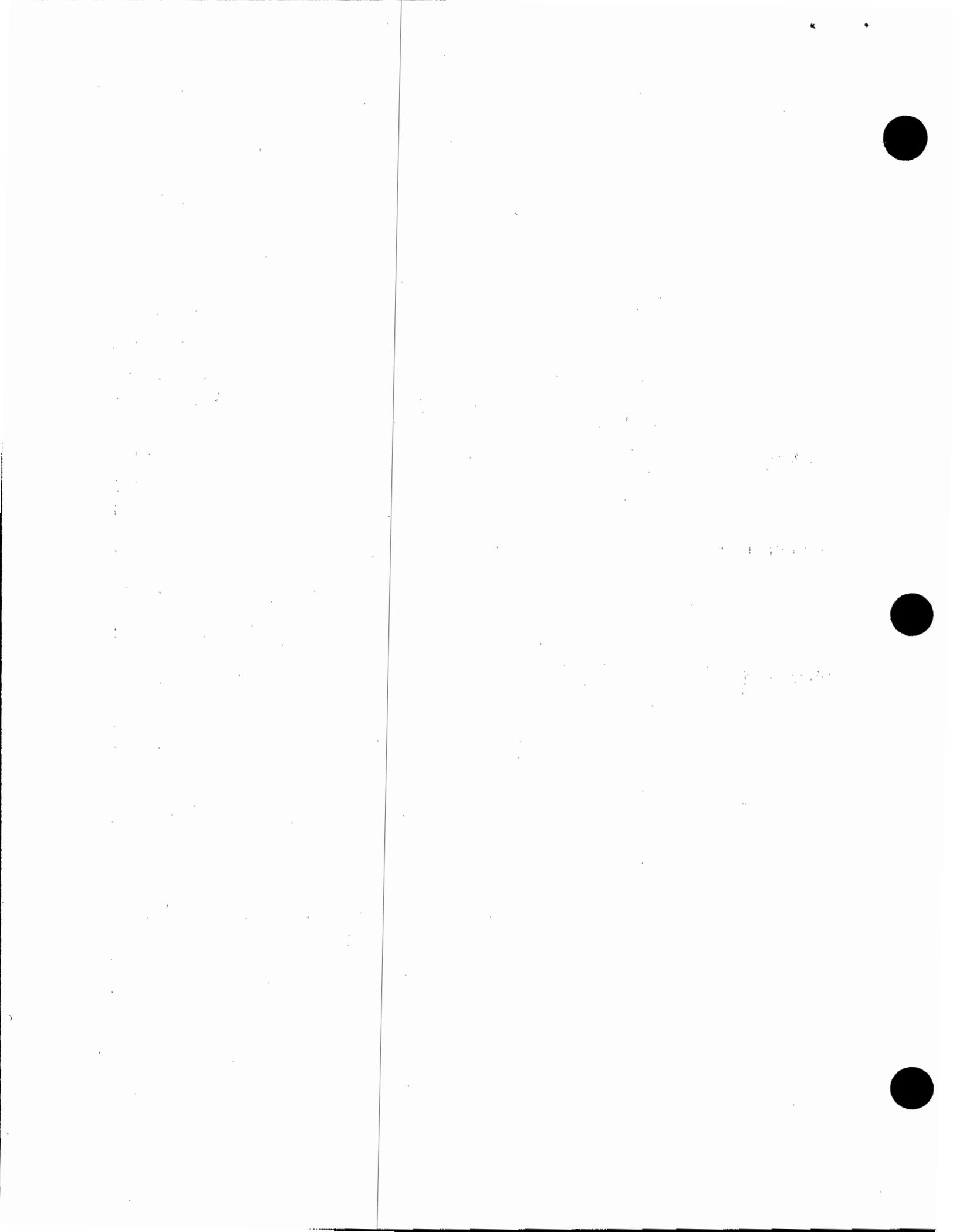
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CHAPTER 1: DELEGATIONS OF AUTHORITY AT HEADQUARTERS.

A. Authority of the Commandant.

1. The Commandant derives his authority directly from statutes as well as from delegations of authority from the Secretary of Transportation. The Department of Transportation Organization Manual documents these secretarial delegations.
2. The Commandant has redelegated most authority to subordinates at Headquarters and in the field, unless law or Secretarial restriction prohibits him from doing so. Most of the redelegations are incorporated into the Coast Guard Organization Manual, which empowers the chiefs of organizations listed in it to act for the Commandant in carrying out their assigned duties.
3. The Commandant has reserved certain matters for personal review and action, and specified other matters for review and action by the Chief of Staff, or by other members of the Headquarters staff. These items are listed in Chapter 5.

B. Primary Delegations by the Commandant. By this instruction, the Commandant delegates to all office and division chiefs at Headquarters the authority to carry out the full range of their program requirements with wide latitude for independent judgment and action. This encompasses the full spectrum of management, administrative, and technical functions, and includes the signing of correspondence except as noted in Chapter 5.

C. Redelegations of Authority within Headquarters.

1. The Chief of Staff and office chiefs only may redelegate authority at Headquarters. As far as possible, letters of delegation should be directed to an official by title rather than by name. The letter should spell out any limitations to the delegation.
2. The Chief of Staff may redelegate signature authority to any member of the Headquarters staff assigned to special duty (e.g., as a project officer).
3. The Commanding Officer, CG Headquarters, and the Commanding Officer-Enlisted Personnel, CG Headquarters, may exercise the authority of commanding officers for their respective designated functions.
4. A withdrawal of a delegation of authority requires a separate letter signed by the person occupying the position of the official who made the original delegation.

Chapter 1 (cont'd)

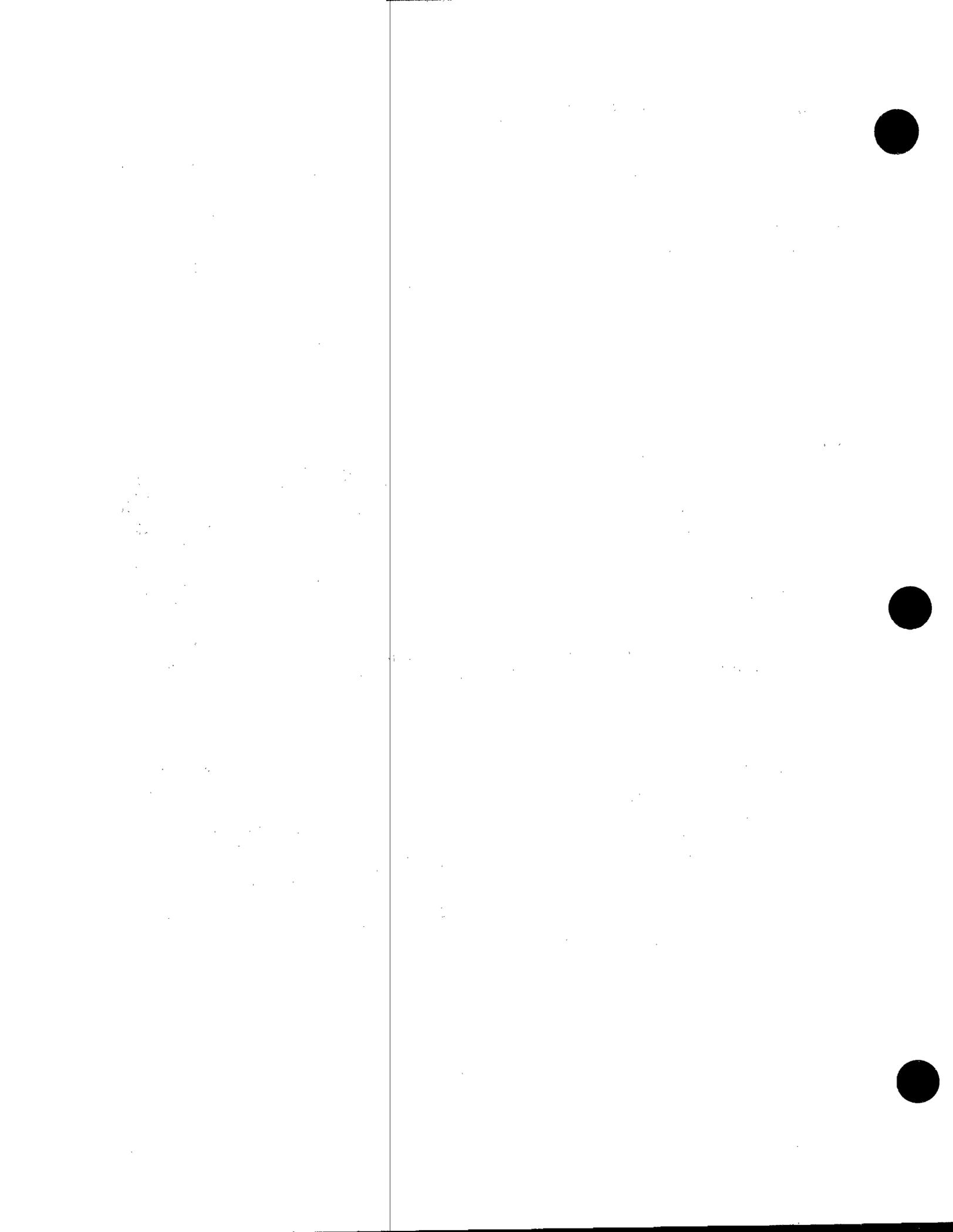
- D. Delegation of Authority under the Uniform Code of Military Justice. See Manual for Courts Martial, COMDTINST M5810.18.
- E. Guidance for Exercising Delegated Authority. In exercising their delegated authority, officials are governed by applicable laws, regulations, policies, and the direction of higher authority. Before taking final action, officials shall coordinate decisions with other concerned officials, including the Chief Counsel where there may be legal implications to decisions made.

CHAPTER 2: SUCCESSION TO OFFICE

- A. **Commandant.** Article 5-2-2, Coast Guard Regulations, outlines the order of succession to the duties of the Commandant.
- B. **Chief of Staff.** During the absence from duty status of the Chief of Staff, the Comptroller/Resource Director shall, in an acting capacity, assume and exercise the superior's authority.
- C. **Office, division chiefs, etc.** During the absence of an office, division, or branch chief, the deputy or assistant, officially designated as such by an office chief or authorized appointing official, shall, in an "acting" capacity, assume and exercise the superior's assigned authority.
- D. **C.O.-CGHQ and E.O./C.O.-Enlisted Personnel.** During the absence from duty status of the Commanding Officer, Coast Guard Headquarters, the Comptroller/Resource Director shall, in an acting capacity, succeed as Commanding Officer. During the absence from duty status of the Executive Officer, Coast Guard Headquarters/Commanding Officer-Enlisted Personnel, Coast Guard Headquarters, the Assistant Chief, Administrative Services Division, shall succeed as Executive Officer/Commanding Officer-Enlisted Personnel, Coast Guard Headquarters.

The Commanding Officer, Coast Guard Headquarters, shall publish the order of succession for absences of both the Executive Officer/Commanding Officer-Enlisted Personnel, Coast Guard Headquarters, and the Assistant Chief, Administrative Services Division.

- E. **Succession to Office List.** Office chiefs may publish for their offices a "Succession to Office" list. When the office chief and deputy are absent and there is no "Succession to Office" list, the next senior officer on duty in the office shall, in an "acting" capacity, assume and exercise the office chief's authority for routine matters for which policy has already been established. (This same principle applies to all lower echelons.) Items of a sensitive or controversial nature or those generating new policy which cannot await the return of the office chief or the deputy shall be referred to the Chief of Staff.



CHAPTER 3: ADMINISTRATIVE PROCEDURES

A. Routing of Correspondence.

1. All correspondence must be routed up through the chain of command to the official with signature authority.
2. All correspondence should be cleared with other interested organizations in Headquarters prior to signature. This clearance should be documented (e.g., covering concurrent clearance form) in accordance with instructions provided in the Coast Guard Correspondence Manual.
3. All material prepared for signature of the Commandant by those organizations shown in the Organization Manual as being under the direction of the Commandant, Vice Commandant and Chief of Staff shall be forwarded through the Chief of Staff. In situations where immediate notification/attention of the Commandant or Vice Commandant is essential, the material may be forwarded directly to the Commandant's office, copy to the Chief of Staff.

- B. Office of the Commandant, Correspondence/Action Sheet (Form CGHQ 4745). The Commandant's office uses a print-out from a document tracking system which may indicate that a particular office should reply directly (a singular delegation of authority) or prepare a response for a particular officer's signature (e.g., the Commandant).

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CHAPTER 4: MILITARY PROTOCOL

A. **General.** A general rule of protocol is that correspondence should be between officials of the same personal and organizational rank, wherever practical.

B. Correspondence Between Flag Officers.

1. Routine.

- a. An office chief, or the officer "acting" in an office chief's absence, should personally sign replies to communications personally signed by a flag officer.
- b. In correspondence to the field, use the Commanding Officer staff symbol rather than the symbol of a lower staff element.

2. Adverse Replies.

- a. An adverse reply to a request or recommendation from an area, MLC, or district commander, or the Superintendent of the Academy which was signed personally by that officer, other than a line determination made by the Chief Counsel, shall be prepared for the Commandant's signature and routed to the Chief of Staff.
- b. The Chief of Staff may elect to sign such an item personally :
 - (1) when the request or recommendation involves a matter for which the Commandant has previously established policy; or
 - (2) when referral to the Commandant is inappropriate.
- c. The Commandant will personally sign:
 - (1) an initial adverse response when a particularly significant or unique issue is involved;
 - (2) a response to an appeal from an adverse response which the Chief of Staff signed.

CHAPTER 5: RESERVATIONS OF AUTHORITY

A. **General.** The Commandant's review and approval (via the Chief of Staff) is mandatory when:

1. Required by law or higher authority within the Executive Branch;
2. Non-routine matters involving Congressional interests occur;
3. Potentially damaging or adverse public and/or political reaction arising from a planned action can be foreseen;
4. The Service must obtain the Secretary's concurrence, because of the Secretary's reservation of approval authority for selected Coast Guard actions; or
5. Management discretion indicates that a most complex or highly unusual situation requires top-level attention.

B. **Specific Reservations of Authority.**

ITEM	SIGNATURE AUTHORITY RESERVED TO	REMARKS OR OTHER RESTRICTIONS
1. BRIDGE ADMINISTRATION MATTERS		
a. Orders to alter obstructive bridges including Agreements to Relocate (33 USC 513 and 523)	G-C	Must be submitted via G-L.
b. Apportionment of Cost Order (33 USC 516)	G-C	Must be submitted via G-L.
2. DIRECTIVES		
a. Headquarters Instructions	G-C, G-CV or G-CCS	(1) The Deputy Chief of Staff may sign HQINSTs or HQNOTEs not requiring the administrative discretion of higher authority.

ITEM	SIGNATURE AUTHORITY RESERVED TO	REMARKS OR OTHER RESTRICTIONS
5-B-2.a(cont'd)		(2) The Comptroller/Resource Director and Chief, Administrative Services Division, may sign HQINSTs not requiring the discretion of higher authority. This delegation is limited to those items stemming from G-CCS authority to act as Commanding Officer of Headquarters.
b. Headquarters Notices	G-CRC, Office Chiefs and Chief, G-CAS	(1) If a HQNOTE changes a HQINST or requires diversion of time or resources to special or unusual functions, it must be signed by a person authorized to sign HQINSTs. (2) Chief, Public Affairs, may sign HQNOTES concerning noteworthy happenings on radio, TV, or other special public events. (3) See 5-B-2-a-(1).
c. Commandant Instructions or Notices	G-CRC, Office Chiefs	(1) Unless authority on the subject of the directive is otherwise restricted.

ITEM	SIGNATURE AUTHORITY RESERVED TO	REMARKS OR OTHER RESTRICTIONS
5-B-2.c (cont'd)		(2) Chief, G-CSP may sign "red-border" safety notices.
d. ALDISTS	G-CRC, Office Chiefs	Redelegation not authorized; clear through G-TIS.
e. ALDISTS concluding with personal name of Commandant; ALCOASTS	G-C, G-CV or G-CCS	(1) Clear through G-TIS. (2) G-P may release ALCOASTS announcing the death of a CG Flag Officer.
3. EXTERNAL COMMUNICATIONS		
a. To members of Congress	G-C	Except as provided by Commandant's office in individual cases. Thru G-L if dealing with legislation.
b. Referred to Commandant by the President or Secretary	G-C	Except as provided by Commandant's office in individual cases.
c. To the Secretary, Deputy Secretary, or Heads of DOT Operating Administrations	G-C	
d. To DOT Assistant Secretary for Administration, the Assistant Secretary for Budget and Programs, and the Inspector General	G-CCS	
e. To other DOT Assistant Secretaries or top officials involving highly unusual, complex, or controversial matters	G-CCS	Routine communications to Assistant Secretaries (except to the Assistant Secretary for Administration) may be signed by Office Chiefs.

ITEM	SIGNATURE AUTHORITY RESERVED TO	REMARKS OR OTHER RESTRICTIONS
5-B-3 (cont'd)		
f. To Heads of other Federal Departments and Independent Agencies	G-C	
g. Interagency Support Agreements to be signed by the head of a Bureau/Administration or comparable level.	G-C	
4. EXTERNAL AUDITS		
a. Correspondence on audits by DOT or other agencies.	G-CCS	
5. FREEDOM OF INFORMATION ACT RESPONSES		
a. Responses to appeals	G-CCS	Submit via G-L.
6. INTERNATIONAL MATTERS		
a. Communications establishing or changing international policy or that are internationally controversial	G-C	Office Chiefs may sign routine correspondence.
7. MARINE SAFETY MATTERS		
a. Appeals from suspension and revocation proceedings under 6 U.S.C., Chapter 77, in which an order of revocation has been issued	G-C	Must be submitted via G-L.
b. Appeals from suspension and revocation proceedings when an order of suspension or a warning has been issued	G-CV	Must be submitted via G-L.
c. Denial of Merchant Marine documents for security reasons	G-C	Must be submitted via G-L.

ITEM	SIGNATURE AUTHORITY RESERVED TO	REMARKS OR OTHER RESTRICTIONS
5-B-7 (cont'd)		
d. Marine Boards of Investiga- tion	G-C	Must be submitted via G-L.
e. Determinations with respect to the extent of navigable waters of the United States for the purpose of Coast Guard jurisdiction where there is substantial public interest	G-C	Must be submitted via G-L.
8. OFFSHORE OIL POLLUTION COMPENSATION		
a. Referral of a review of a claim denial to an adminis- trative law judge (33 CFR 136.303)	G-C	Must be submitted via G-L.
9. OPERATIONAL MATTERS		
a. Approval of changes of homeports of cutters	G-C	
b. Operating Facility Change Orders (OFCOs)	G-CCS, G-CRC	Those having a sig- nificant political, congressional, or public impact are referred to G-C.
10. ORGANIZATION AND INTEROFFICE MATTERS		
a. Communications or actions directing or approving major changes in the organization or functions of the Service	G-C	Routine reorganiza- tions may be ap- proved by G-CCS.
b. Communications or actions concerning significant unre- solved matters which fall within the scope and respon- sibility of two or more office chiefs	G-C	Routine unresolved issues may be hand- led by G-CCS.

ITEM	SIGNATURE AUTHORITY RESERVED TO	REMARKS OR OTHER RESTRICTIONS
11. PERSONNEL MATTERS		
a. Final actions on all physical disability proceedings involving a flag officer	G-C	Must be submitted via G-L.
b. Precept convening the Coast Guard Physical Disability Appeal Board	G-CCS	
c. Final actions on all physical disability cases considered by the Physical Disability Appeals Board in which the Chief, Office of Personnel, has served as a member of the Board	G-C, G-CV, or G-CCS	Must be submitted via G-L.
d. Certification of Reserve Officers to higher grade on retirement	G-C	
e. Administrative investigations and Courts of Inquiry for which the Commandant is final reviewing authority which involve punitive actions against officers	G-C	Must be submitted via G-L.
f. Approval of Retirements; correspondence relating to retirements, including orders	G-P, G-R	Related letters of appreciation or congratulations and retirement certificates must be signed by G-C.
g. Regular and Reserve Retention Board Actions	G-C	(1) Must be submitted via G-L.

ITEM	SIGNATURE AUTHORITY RESERVED TO	REMARKS OR OTHER RESTRICTIONS
5-B-11.g (cont'd)		
		2) Results of Flag Officer retention boards shall be transmitted by the President of the Board directly to G-C or G-CV personally.
h. Approvals of Resignations of Regular and Reserve Officers	G-C	G-R may accept Reserve Officer resignations in the grade of LCDR and below.
i. Approval or disapproval of findings of Academy Executive Board	G-C	
j. Original appointments of officers	G-C	G-P may sign original appointments of direct commission reserve officers resulting from Headquarters selection boards (e.g., Aviators, Civil Engineers, Lawyers, inactive reserve officers).
k. Removal of Warrant Officer from eligibility list and formal boards to consider replacing that Warrant Officer on the list	G-C	Must be submitted via G-L.
l. Nominations for all promotions (except Flag Officers) and original appointments for permanent commissioned officers	G-C	Copy to G-CC.

ITEM	SIGNATURE AUTHORITY RESERVED TO	REMARKS OR OTHER RESTRICTIONS
5-B-11 (cont'd)		
m. Certificates of promotion appointments for Regular and Reserve Commissioned Officers and Warrant Officers	G-C or Secretary	Route directly to Commandant's Office.
n. Retirement of Regular and Reserve Officers (certificates)	Same as above	Same as above.
o. Regular and Reserve Warrant appointment certificates	Same as above	Same as above.
p. Officer Discharge Certificates	Same as above	Same as above.
q. CPO certificates and retirement certificates (Regular and Reserve)	Same as above	Same as above.
r. Letters of Condolence for deceased members (active/retired)	Same as above	Same as above.
s. Honorable Service Certificates for deceased members on active duty	Same as above	Same as above.
t. Personal and Unit Award	Same as above	Same as above.
u. Precepts for Flag Selection Boards	Same as above	Route via G-L directly to G-C/G-CV.
v. Flag Officer Assignments	G-C/G-CV	Forward directly to G-C.
w. Regular and Reserve Officers Selection Board actions including Reserve Program Administrator Selection Boards	G-C or the Secretary	(1) Route via G-L to G-C/G-CV. (2) Except Flag Selection Boards. Flag Selection

ITEM	SIGNATURE AUTHORITY RESERVED TO	REMARKS OR OTHER RESTRICTIONS
5-B-11.w(2) (cont'd)		Boards shall be transmitted personally by the President of the Board to G-C/G-CV. (3) G-P may approve RPA promotion zones.
x. Approve SADT/TEMAC requests or extensions in excess of 180 days	G-CRC	
y. Approve SADT/TEMAC for reservists assigned to Individual Ready Reserve due to unsatisfactory performance	G-CRC	
z. Approve recommendations of the Uniform Board	G-C	
aa. Personnel actions affecting SES member; correspondence to OST about establishing/abolishing SES positions.	G-C, G-CV	
bb. Designation of flag, command and inadequate quarters	G-P	Secretary approves designation of special command quarters.
cc. Administration Board final actions (separation/reenlistment)	G-P	
12. POLICY MATTERS		
a. Communications which announce or define for the first time major policies or progress of the Service	G-C	

ITEM	SIGNATURE AUTHORITY RESERVED TO	REMARKS OR OTHER RESTRICTIONS
5-B-12 (cont'd)		
b. Communications to field Commanders concerning interpretation of such policy	G-CRC, Office Chiefs	G-CCS, if the subject is unusually controversial.
13. POLLUTION CONTROL		
a. Summary removal or destruction of a vessel or other action constituting intervention in connection with oil or hazardous substance discharge, release or threat thereof (33 CFR 153.105(e) and 33 CFR 1.07.70)	G-C	
14. PORT SAFETY		
a. Denial of port security card	G-C	Must be submitted via G-L.
15. PUBLIC REGULATORY MATTERS		
a. Major and significant regulations as defined in current E.O. and D.O.T. directives	G-C	Must be submitted via G-LRA.
16. TRAVEL MATTERS		
a. Approve routine operational foreign travel requests	Office Chiefs	
b. Approve non-routine foreign travel for 5 or more Coast Guard personnel	Asst. Sec. PIA	45 days prior, forward to G-PS-1 and clear thru G-CI.
Approve non-routine foreign travel for < 5 CG personnel	G-C	Forward to G-PS-1; clear thru G-CI.

ITEM	SIGNATURE AUTHORITY RESERVED TO	REMARKS OR OTHER RESTRICTIONS
5-B-16 (cont'd)		
c. Approve domestic travel of less than 10 CG personnel (military & civilian) to external conferences, meetings, etc. (not sponsored by DOT, DOD, or one of their elements)	Office Chiefs	
d. Approve domestic travel of 10 or more CG personnel to external conferences, etc.	Special Asst to Secretary via G-CCS	Forward request to G-PS-1 at least 3 weeks prior to event.
e. Approve domestic travel of CG personnel to internal conferences, meetings etc. (sponsored by DOT, DOD, or one of their elements)	Office Chiefs	
f. Invitational travel orders of nongovernmental personnel	G-C	G-P may approve participants in Family Support Programs, Ombudsman Training; members of the CG Academy Advisory Committee; lecturers and instructors at National Boating Safety courses; and members of the Rules of the Road Advisory Council.

17. OTHER

a. "Eyes Only" correspondence prepared for signature of the Commandant	G-C/G-CV	Route directly to G-C/G-CV.
b. Class A and B Mishap Analysis Board Report and Independent Mishap Analysis Board Report	G-CCS	Submit via G-CSP.
c. Flight requests/passenger manifests for those flights of CG-01 and CG-02 which require the approval of the Vice Commandant.	G-C/G-CV	Must be submitted via G-O.

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appointment certificates	5-B-11-o
promotion appointment certificates	5-B-11-m
removal from eligibil. list	5-B-11-k



10 MAY 1985

• HQINST 5400.7C

HEADQUARTERS INSTRUCTION 5400.7C

Subj: Reorganization Actions at Headquarters

1. PURPOSE. This instruction establishes procedures for officials at Headquarters to follow in developing plans for reorganizations of the Headquarters staff.
2. DIRECTIVES AFFECTED. HQINST 5400.7B is cancelled.
3. DISCUSSION.
 - a. A reorganization occurs when any change takes place to the approved existing structure of an organizational element (division, branch, section, etc.) or to its functional statements which appear in the Coast Guard Organization Manual (COMDTINST M5400.7 (series)).
 - b. Reorganization can provide a valuable tool to help manage a function or program. It may benefit the manager by improving the lines of communication; chain of command; organization visibility or emphasis; etc. Reorganizations can cause major disruptions to a program and staff and should be undertaken only when there are compelling reasons which override the disadvantages. Examine alternative solutions thoroughly before resorting to reorganization when dealing with problems caused by personal friction among workers, poor supervision, inadequate instructions, poor support by other organizations upon which the problem organization relies for input, or other such factors.
 - c. The reorganization process requires a thorough analysis of many factors including due consideration of such items as civilian personnel policies and position management; the program structure of the Coast Guard; the impact of the reorganization on other organizational elements; and so forth.

DISTRIBUTION - SDL No. 121

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3. d. Since most managers at Coast Guard Headquarters do not routinely have to deal with the issues inherent in reorganizations, this instruction establishes procedures to assist managers in planning for a reorganization.
4. PROCEDURES.
 - a. Management Analysis Division (G-CMA) has skilled management and organization specialists to assist managers in this area. When a Headquarters official is faced with a management problem and reorganization seems a possible solution, he or she may set up a conference with the Chief, Management and Organization Branch (G-CMA-2), to discuss the problems involved and possible solutions.
 - b. The manager should prepare a formal request for reorganization based on an analysis of the problems by G-CMA-2 or the office involved. This request, signed by the Office Chief and addressed to the Chief of Staff, must contain the following information:
 - (1) A narrative description of the proposed change and the benefits expected from the reorganization.
 - (2) A copy of the analysis.
 - (3) Revised functional statements for all organizational elements affected by the change, with changed portions highlighted.
 - (4) Two organization charts: one for the present organization and one for the proposed organization. Each element shown on the charts must contain a list of its civilian positions and military billets, with Position Control Numbers (PCN) for each civilian position.
 - (5) A statement analyzing the effect of the reorganization on the EEO program. Consult the Headquarters Equal Employment Opportunity Officer (G-CCS-1) for additional assistance.
 - c. Prior to implementation of any reorganizations, the Headquarters Civilian Personnel Branch (G-CAS-5) will consult with any employee organization recognized as the exclusive representative (under Executive Order 11491) of the employees affected by the reorganization concerning the effect of the implementation on those employees.
5. ACTION. Chiefs of Offices and special staff divisions shall ensure that the procedures outlined in paragraph 4 are followed with regard to all proposed reorganizations.


MARTIN H. DANIELL
Acting Chief of Staff



**DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD**

MAILING ADDRESS:
Commandant (G-CCS-1)
2100 2nd St., SW
Washington, D.C. 20593

HQINST 5400.8

10 MAR 1986

• HEADQUARTERS INSTRUCTION 5400.8

Subj: Guidelines for Analyzing the Effect of Reorganizations on Equal Employment Opportunity

Ref: (a) Reorganization Actions at Headquarters, HQINST 5400.7C

1. PURPOSE. This instruction establishes guidelines for officials at Headquarters to follow when analyzing proposed reorganization plans for equal employment opportunity impact.
2. DISCUSSION.
 - a. Management officials and supervisors at Headquarters are responsible for exercising personal leadership in establishing, maintaining, and carrying out a positive, continuing Equal Employment Opportunity (EEO) Program.
 - b. The review of reorganization proposals for EEO impact is a management responsibility, consistent with the manager's role in EEO, and is required by reference (a). The purpose of the analysis is to ensure that the treatment accorded a minority group member(s) or female(s) is not less favorable than that accorded a non-minority group member(s) or male(s) having the same or similar duties and responsibilities. Minority group members are: Black, Hispanic, Asian American/Pacific Islander, or American Indian/Alaskan Native.

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- c. Since most managers do not come into contact with the EEO concepts of adverse impact or discriminatory effect as a matter of routine, this instruction establishes guidelines that will assist them in conducting their EEO impact analyses.

3. PROCEDURES.

In conducting the EEO impact analysis, managers should:

- a. Determine the race, sex, and ethnicity of the employee(s) who will be affected by the proposed reorganization.
- b. Compare the proposed changes for a minority group member(s) or female(s) against those proposed for a non-minority group member(s) or male(s) in the same or similar positions. Determine whether the proposed action for each group member(s) is based upon legitimate business need and not upon impermissible, discriminatory factors.
- c. Where a proposed reorganization action appears to treat a minority group member(s) or female(s) less favorably (adverse impact) than a non-minority group member(s) or male(s), the manager should review the action carefully to determine if alternative courses of action or strategies can be found that will either reduce or eliminate the adverse impact. In analyzing the reasons for adverse impact upon a minority or female employee whose position is affected by the proposed reorganization, the manager should examine the proposed action carefully and determine that the decision making process does not reflect a bias based upon impermissible, discriminatory factors. If the analysis reveals an appearance of discrimination, a manager should explore the options available to minimize, eliminate or otherwise mitigate the perceived discrimination. One approach to analysis is provided in the following example: (EXAMPLE: Two Electronics Engineers perform similar duties (same Position Description) at the same GS level in an office where a reorganization is proposed. One is White/male and the other is an Hispanic/female. In the proposed reorganization, the Hispanic/female's position has been targeted for abolishment while the position encumbered by the White/male will be unaffected by the reorganization. In your analysis, you would examine the reasons for the abolishment of the position held by the Hispanic/female to ensure that the proposed action is based upon legitimate business need and not upon unlawful discriminatory factors. If the examination revealed an appearance of discrimination, you as manager, would

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- 3c. (cont'd) explore the options available for minimizing or eliminating the perceived discrimination. One course of action would involve consultations with personnel officials to discuss the feasibility of an alternative placement for the displaced Hispanic/female.)
4. ASSISTANCE. The Headquarters Civil Rights Staff (G-CCS-1) has skilled Equal Employment Opportunity Specialists available to consult on EEO-related problems and EEO impacts of reorganization actions.
5. ACTION. Chiefs of Offices and special staff divisions at Headquarters, and the Commanding Officers of Station Alexandria, OMEGA Navigation System Operations Detail and the Intelligence Coordination Center shall ensure that the guidelines outlined in paragraph 3 are followed with regard to all proposed reorganizations.



D. C. THOMPSON
Chief of Staff