

Work Center Library 12-6.01-P

VERIFY the accuracy of Directives and Publications in your work center's library, as presented in the E-PME Study Guide (Intent: define work center, to include identifying shortfalls and ordering changes).

Work Center's Library

The Directives, Publications, and Reports Index (DPRI), COMDTNOTE 5600, is a listing of publications in use by the Coast Guard. For ease in locating publications, they are listed both numerically and alphabetically. The DPRI consists of seven chapters. **This (untestable) information can be accessed through the following website:**

http://www.uscg.mil/ccs/cit/cim/directives/CN/CN_5600_2003_11_10.pdf

NOTE: Not all publications are authorized for Internet release. Some publications are only found on the CG Intranet, requiring an SWILL to access them.

The Directives, Publications, and Reports Index (DPRI) is comprised of the following chapters:

- Chapter 1: Procedural Instructions.
Contains information on procedural instructions, such as order forms.
- Chapter 2: Directives & Publications Listed Numerically.
Provides a numerical listing of all numbers publications.
- Chapter 3: Directives & Publications Listed Alphabetically.
Provides an alphabetical listing of all publications.
- Chapter 4: Special Series Directives.
Lists special series directives, such as circulars and practices and procedures.
- Chapter 5: Unnumbered Publications Listed Alphabetically.
Lists unnumbered publications alphabetically.
- Chapter 6: Directives & Publications Cancelled.
Provides a list of directives and publications that have been cancelled.
- Chapter 7: Reports.
Contains a listing of reports by RCS/RCN and another listing by office. Has a separate listing on cancelled reports as well as one for new or reissued reports by RCS/RCN.

***Work Center's
Library
(continued)***

If you're unable to find a particular publication while searching the Internet DPRI website, locate the publication's sponsor from Chapter 2 or Chapter 3. The sponsor is the office, division, or department responsible for maintaining the publication. The office, division, or department symbol identifies the sponsor.

To view, download, print, or order directives, visit the (untestable) DOT On Line Publications website at <http://isddc.dot.gov>.

Directive/publication sponsors determine the mode of distribution; they could decide to block paper copies. If this is the case and you have a legitimate need for a paper copy, contact the sponsoring office with a copy to Commandant (G-CIM-3).

An example of a sponsor: The sponsor for COMDNTINST M5000.7 (series) CG Shipboard Regulations is the Office of Cutter Forces (G-OCU). Note that this particular manual is not authorized for Internet release; however, it can be accessed from the G-OCU Intranet site.

A listing of stockpoints and required order forms is found in Chapter 1 of the DPRI. **This information is not testable.**

***Verifying Work
Center's Directives
and Publications
Accuracy***

For this performance requirement:

1. Locate your work center number (SDL symbol) found in Chapter 1, Section C of the DPRI.
2. Verify the accuracy of directives and publications in your work center's library. If you identify any missing documents in your library, determine whether your SDL symbol is authorized for the publication.
 - If your SDL symbol IS authorized for distribution:
 - ▶ Justify for classified material the "need" in a letter to the sponsoring office at Headquarters. If the material is not classified, go to the next step.
 - ▶ Find the stock point and the proper order form to use from Chapter 1 of the DPRI.
 - ▶ Complete the order form(s) for the missing document(s). All requests must be signed by direction.
 - If your SDL symbol is NOT authorized for distribution, prepare a CG Form 5323, Request for Allowance Change.
3. Confirm with your supervisor that you have completed this requirement.

***Verifying Work
Center's Directives
and Publications
Accuracy
(continued)***

Usually, CG Form 4428, *Request for Directives*, is used to order material. A separate form must be completed for each stock point. This form may be reproduced locally.

Follow the General Instructions on CG Form 5323, Request for Allowance Change; then forward the completed request to Commandant (G-CIM). In lieu of using CG Form 5323, units may make allowance changes via telephone, e-mail, or fax.
