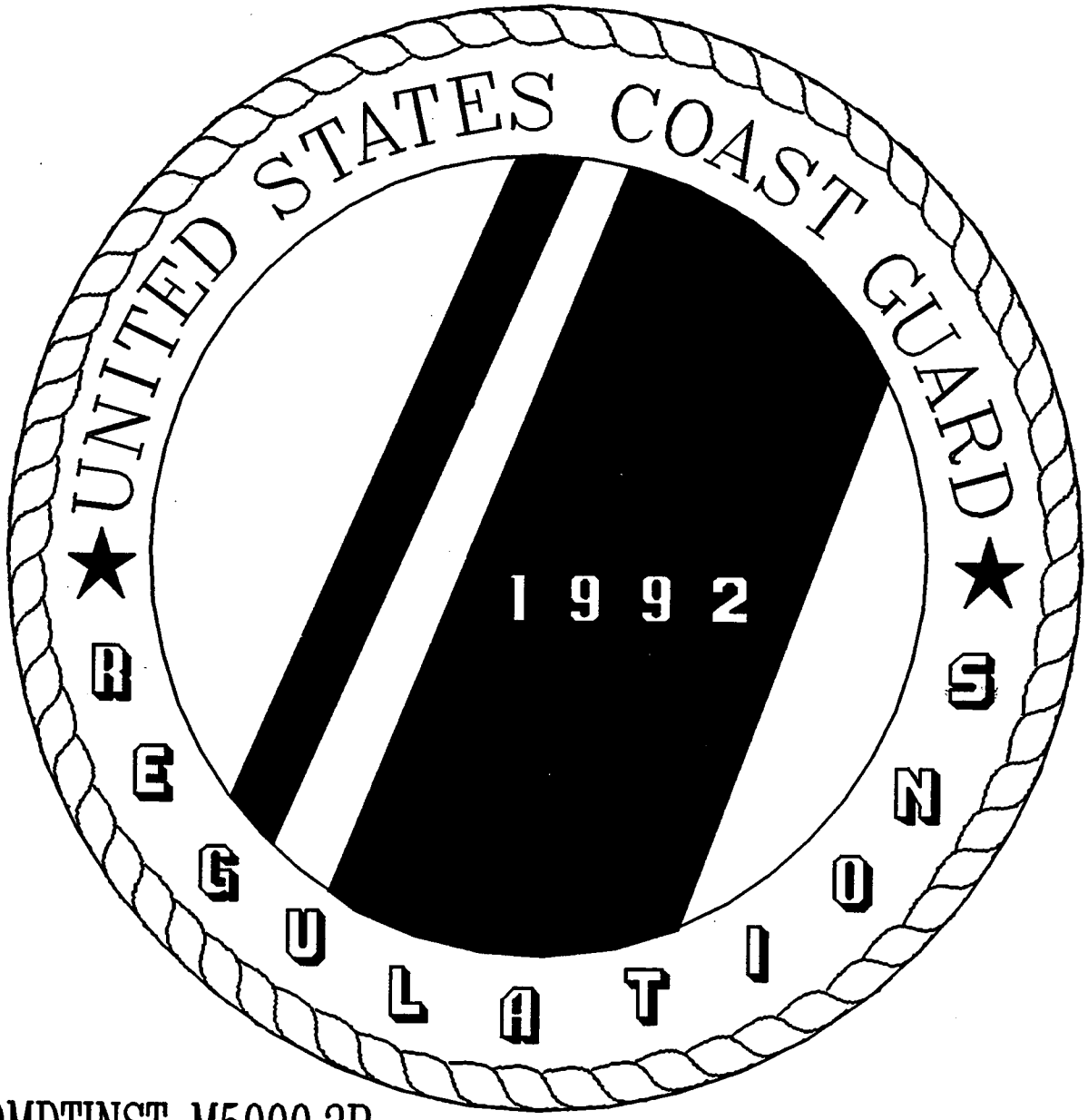
U.S. Department
of Transportation

**United States
Coast Guard**



COMDTINST M5000.3B

U.S. Department of Transportation
United States Coast Guard

Commandant
U. S. Coast Guard

2100 Second St., S.W.
Washington, DC 20593-0001
Staff Symbol: G-CCS-2
Phone: (202) 267-2295

COMDTINST M5000.3B

22 SEP 1992

COMMANDANT INSTRUCTION M5000.3B

Subj: United States Coast Guard Regulations 1992

1. **PURPOSE.** This instruction promulgates the United States Coast Guard Regulations. Coast Guard Regulations prescribe general rules concerning matters of major principle related to government of the Coast Guard.

2. **DIRECTIVES AFFECTED.** Commandant Instruction M5000.3A, "United States Coast Guard Regulations 1985" and the ten changes thereto are superseded and cancelled.

3. **CHANGES.** This publication revises the previous two-column format into a full page text style. In addition, it amends Sections 5-2-4 B. and 5-2-5 B. to require Area Commander notification upon the absence or disability of the District Commander and Chief of Staff or the MLC Commander and Deputy Commander.

4. **AUTHORITY.** By the authority vested in me by the Secretary of Transportation, the United States Coast Guard Regulations 1992 (COMDTINST M5000.3B) are issued for the government of all persons in the Coast Guard.

J. W. Kime

J. W. KIME
Admiral, U. S. Coast Guard
COMMANDANT

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COMDTNOTE 5000
DEC 7 1993

COMMANDANT NOTICE 5000 CANCELLED:

Subj: CHANGE 1 TO COMDTINST M5000.3B, UNITED STATES COAST GUARD REGULATIONS 1992

1. **PURPOSE.** This instruction promulgates several changes to the United States Coast Guard Regulations. It is meant for the government of all persons in the Coast Guard.

2. **ACTION.** Chiefs of offices and special staff divisions at Headquarters; area and district commanders; commanders, maintenance and logistics commands; commanding officers of Headquarters units; Commander, Coast Guard Activities Europe; and Commander, Coast Guard Activities Far East shall ensure compliance with the provisions of this notice.

3. **SUMMARY OF CHANGES.** Sections are added which prescribe policy on discharge of oil and refuse, authority and responsibility of boat coxswains, small boat operations, command enlisted advisors and protective clothing.

4. **PROCEDURES.** Remove and insert the following pages:

Remove	Insert
iii and iv	iii and iv
x and xi	x and xi
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J. W. Kime

J. W. KIME
Admiral, U. S. Coast Guard
COMMANDANT

Encl: (1) CH-1 to COMDTINST M5000.3B

DISTRIBUTION - SDL No. 131

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COMDTNOTE 5000

OCT 4 1994

COMMANDANT NOTICE 5000 CANCELLED: 3 Oct 95

Subj: CHANGE 2 TO COMDTINST M5000.3B, UNITED STATES COAST GUARD REGULATIONS 1992

1. **PURPOSE.** This instruction promulgates several changes to the United States Coast Guard Regulations. It is meant for the government of all persons in the Coast Guard.

2. **ACTION.** Chiefs of offices and special staff divisions at Headquarters; area and district commanders; commanders, maintenance and logistics commands; commanding officers of Headquarters units; Commander, Coast Guard Activities Europe; and Commander, Coast Guard Activities Far East shall ensure compliance with the provisions of this notice.

3. **SUMMARY OF CHANGES.** Section 3-1-3 is changed to allow District Commanders to authorize the movement of aircraft as well as vessels within District boundaries. Section 4-1-13 is amended to allow Commanding Officers some latitude in ensuring security and emergency response capability through the use of electronic sensors at the unit. Section 4-1-15 is amended to disallow the display of offensive, hostile or intimidating pictures or objects. Section 4-1-35 points the Commanding Officer to the Military Civil Rights Manual for handling civil rights/human relations issues. Paragraph 4-2-13 adds the responsibilities of the Commanding Officer during drydocking. The new Enclosure (1) depicts the proper display of flags for official visits and ceremonies. The remainder of the changes update or elaborate on current regulations.

DISTRIBUTION - SDL No. 132

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	Enclosure (1)

Robert E. Kramek

Encl: (1) CH-2 to COMDTINST M5000.3B

ROBERT E. KRAMEK
Admiral, U.S. Coast Guard
Commandant

RECORD OF CHANGES			
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CHAPTER 1

INTRODUCTION TO

COAST GUARD REGULATIONS

CHAPTER 1

INTRODUCTION TO COAST GUARD REGULATIONS

PART 1

General

1-1-1 Purpose of This Chapter

This Chapter describes the general organization of the Coast Guard as a background for the remaining chapters of this document.

1-1-2 Origin of the Coast Guard

A. On 4 August 1790, Congress passed legislation that authorized construction of "ten boats" to enforce the customs law of the new nation. This legislation, in effect, established the Revenue Marine, later officially named the Revenue Cutter Service, under the Treasury Department. The Revenue Cutter Service was combined with the Life-Saving Service on 28 January 1915, when President Wilson signed the act that created the Coast Guard. This act established the Coast Guard as a part of the military forces of the United States, placed it under the Treasury Department, but authorized the transfer of the Coast Guard to the Department of the Navy in time of war, or when directed by the President. (14 U.S.C. 1946 ed. sec., 1). An act of Congress in 1936 provided that the Coast Guard "shall enforce or assist in the enforcement of all applicable Federal laws upon the high seas and waters subject to the jurisdiction of the United States. (14 U.S.C.2) (Note: "upon the high seas and water" is changed to "on or under the high seas and waters" by a 1970 amendment (84 Stat. 304)). Reorganization within the Executive branch consolidated the Light House Service in 1939 and the Bureau of Marine Inspection in 1942 within the Coast Guard.

B. The Department of Transportation Act of 15 October 1966 became effective on 1 April 1967. This Act transferred the Coast Guard to the newly formed department. (49 U.S.C. A. 108).

1-1-3 Authority for the Coast Guard

The fundamental law that governs the relationship of the Coast Guard to the Department of Transportation is the Department of Transportation Act as amended (49 U.S.C. A. 108). Notwithstanding the transfer of the Coast Guard to the new department, the Coast Guard operates as a part of the Navy in time of war or when the President directs. (14 U.S.C. 3, 49 U.S.C. A. 08).

PART 2

Senior Officers of the Coast Guard

1-2-1 The Commandant

A. The Commandant is the senior officer in the Coast Guard.

B. All powers and functions assigned to the Coast Guard or the Commandant, under Title 14 of the United States Code or any other law, unless otherwise specifically stated, are executed by the Commandant subject to the general supervision of the Secretary of Transportation. (14 U.S.C. 632. Reorg. Plan No. 26 (1950)).

1-2-2 The Vice Commandant

A. The Vice Commandant ranks next after the Commandant in the Coast Guard (14 U.S.C. 47 (a)).

B. The Vice Commandant performs duties the Commandant prescribes and acts as Commandant during the absence or disability of the Commandant or if there is a vacancy in the office of the Commandant. (14 U.S.C. 47(a)).

PART 3

The Coast Guard Reserve

1-3-1 General

The purpose of the Coast Guard Reserve is to provide trained units and qualified persons available for active duty in time of war or national emergency and at such other times as the national security requires. (10 U.S.C. 262, 33 CFR 8.1).

1-3-2 Organization

The Coast Guard Reserve is organized, trained, administered, and supplied under the direction of the Commandant. The offices of the Coast Guard hold the same relation and responsibility to the Coast Guard Reserve as they do to the Regular Establishment. (14 U.S.C. 701).

1-3-3 Regulations

A. The Secretary of Transportation prescribes regulations for the Coast Guard Reserve that are necessary and not inconsistent with Sections 720 to 746 of Title 14, United States Code. These regulations are subject to suspension by the President in time of war or national emergency. (14 U.S.C. 722).

B. The Secretary of Transportation, with the concurrence of the Navy, prescribes regulations that are necessary to carry out Chapters 11, 35, 39, and 59, and Sections 715, 1003, 1004, 1032, 1376, 2001, and 2511 of Title 10, United States Code (Armed Forces), as they relate to the Coast Guard Reserve, except when the Coast Guard operates as a service in the Navy. Regulations for all reserve components are as uniform as practicable (10 U.S.C. 280).

PART 4

The Coast Guard Auxiliary

1-4-1 General

The Coast Guard Auxiliary, established on 19 February 1941, is a nonmilitary organization that is administered by the Commandant under the direction of the Secretary of Transportation. (14 U.S.C. 821).

1-4-2 Purpose

The purpose of the Coast Guard Auxiliary is to assist the Coast Guard:

(a) to promote safety and effect rescues on and over the high seas and navigable water of the United States,

(b) to promote efficient operation of motor boats and yachts,

(c) to foster knowledge of and compliance with the laws, rules, and regulations that govern the operation of motor boats and yachts; and

(d) to facilitate other operations of the Coast Guard. (14 U.S.C. 822)

1-4-3 Composition

The Coast Guard Auxiliary is composed of citizens of the United States, its territories, and possessions, who are owners, sole or part, of motor boats, yachts, aircraft, or radio stations, or who, because of special training or experience, the Commandant determines to be qualified for duty in the Auxiliary, and who are enrolled under the applicable regulations. (14 U.S.C. 823)

PART 5

Basic Geographic Organization

1-5-1 Coast Guard Geographic Subdivision.

The geographic subdivision of the Coast Guard's general organization for the performance of its assigned functions and duties is described in this part. Special regions for particular programs and operations are promulgated in separate directives. (14 U.S.C. 88, 89, 90, 92, and 632)

1-5-2 Areas

A. Atlantic Area

The Atlantic Area, with the area office in New York, New York, comprises the land areas and the U.S. navigable waters of the First, Second, Fifth, Seventh, Eighth, and Ninth Coast Guard Districts and the ocean areas that lie east of a line that extends from the North Pole south along 95°W longitude to the North American land mass; thence along the east coast of the North, Central, and South American land mass to the intersection with 70°W longitude; thence due south to the South Pole. These waters extend east to the Eastern Hemisphere dividing line between the Atlantic and Pacific Areas that lies along a line that extends from the North Pole south along 100°E longitude to the Asian land mass and along a line that extends from the South Pole north along 17°E longitude to the African land mass.

B. Pacific Area

The Pacific Area, with area office in Alameda, California, comprises the land areas and the U.S. navigable waters of the Eleventh, Thirteenth, Fourteenth and Seventeenth Coast Guard Districts and the ocean areas lying west of a line extending from the North Pole south along 95°W longitude to the North American land mass; thence along the west coast of the North, Central, and South American land mass to the intersection with 70°W longitude; thence due south to the South Pole. These waters extend west to the Eastern Hemisphere dividing line between the Atlantic and Pacific Areas which lies along a line extending from the North Pole south along 100°E longitude to the Asian land mass and along a line extending from the South Pole north along 17°E longitude to the African land mass.

1-5-3 Districts

A. First District

The First Coast Guard District, with district office in Boston, Massachusetts, is comprised of: Maine; New Hampshire; Vermont; Massachusetts; Rhode Island; Connecticut; New York except that part north of latitude 42°N and west of longitude 74°39'W; that part of New Jersey north of 39°57'N latitude, east of 74°27'W longitude, and northeast of a line from 39°57'N, 74°27'W north west to the New York, New Jersey, and Pennsylvania boundaries at Tristate; all U.S. naval reservations on shore at Newfoundland; the ocean area encompassed by the Search and Rescue boundary between Canada and the United States easterly to longitude 63°W; thence due south to latitude 41°N; thence southwesterly along a line bearing 219°T to the point of intersection at 36°43'N latitude, 67°30'W latitude with a line bearing 122°T from the New Jersey shoreline at 39°57'N latitude (in the vicinity of Tom's River, New Jersey); thence northwesterly along this line to the coast.

B. Second District

The Second Coast Guard District, with district office in St. Louis, Missouri, is comprised of: Arkansas, West Virginia, Kentucky, Tennessee, Oklahoma, Kansas, Nebraska, North Dakota, South Dakota, Wyoming, Colorado, Iowa, and Missouri; Pennsylvania south of latitude 41°N and west of longitude 79°W; Ohio and Indiana south of latitude 41°N; Illinois, except north of

latitude 41°N and east of longitude 90°W; Wisconsin south of latitude 46°20'N, and west of longitude 90°W; Minnesota south of latitude 46°20'N; Alabama north of latitude 34°N; Mississippi north of the southern boundaries of the counties of Washington, Sunflower, Leflore, Grenada, Calhoun, Chickasaw, Lee, Prentiss and Tishomingo, except that portion of the Tennessee–Tombigbee Waterway south of the Bay Springs lock and dam.

C. Fifth District

The Fifth Coast Guard District, with district office in Portsmouth, Virginia, is comprised of: Maryland; Virginia; District of Columbia; North Carolina; that portion of New Jersey south of 39°57'N latitude, west of 74°27'W longitude, and southwest of a line extending northwesterly from 39°57'N, 74°27'W to the New York, New Jersey, and Pennsylvania boundaries at Tristate; that portion of Pennsylvania east of a line drawn along 78°55'W longitude south to 41°00'N latitude, thence west to 79°00'W longitude, and thence south to the Pennsylvania–Maryland boundary; the ocean area encompassed by a line bearing 122°T from the New Jersey shoreline at 39°57'N latitude (in the vicinity of Tom's River, New Jersey) to 36°43'N latitude, 67°30'W longitude; thence along a line bearing 219°T to the point of intersection with a line bearing 122°T from the shoreline at the North Carolina–South Carolina border; thence northwesterly along this line to the coast.

D. Seventh District

The Seventh Coast Guard District, with district office in Miami, Florida, is comprised of: South Carolina, Florida, and Georgia, except west of a line from the intersection of the Florida coast with longitude 83°50'W due north to a position 30°15'N, 83°50'W; thence due west to the position 30°15'N, 84°45'W; thence due north to the intersection with the south shore of Jim Woodruff Reservoir; thence along the east bank of the Jim Woodruff Reservoir and the east bank of the Flint River upstream to Montezuma, Georgia; thence to West Point, Georgia; the Panama Canal Zone; Puerto Rico and the Virgin Islands; the U.S. naval reservations in the islands of the West Indies and on the north coast of South America; and the ocean areas that are encompassed by a line bearing 122°T from the coastal end of the Fifth and Seventh Coast Guard District land boundary of the National Maritime Search and Rescue Region; thence along the eastern and southern boundary of the National Maritime Search and Rescue Region to the intersection with the offshore boundary between the Seventh and Eighth Coast Guard Districts that is defined as a line that extends 199°T from the coastal end of the Seventh and Eighth Coast Guard District land boundary; thence along this line to the coast.

E. Eighth District

The Eighth Coast Guard District, with district office in New Orleans, Louisiana, is comprised of: New Mexico, Texas, and Louisiana; Mississippi south of the southern boundaries of the counties of Washington, Sunflower, Leflore, Grenada, Calhoun, Chickasaw, Lee, Prentiss and Tishomingo, and the Tennessee–Tombigbee Waterway south of the Bay Springs lock and dam; Alabama south of latitude 34°N; Florida and Georgia west of a line from the intersection of the Florida coast with longitude 83°50'W due north to a position 30°15'N, 83°50'W; thence due west to a position 30°15'N, 84°45'W; thence due north to the intersection with the south bank of Jim Woodruff Reservoir; thence along the east bank of the Jim Woodruff Reservoir and the east bank of the Flint River upstream to Montezuma, Georgia; thence northwesterly to West Point,

Georgia; the Gulf of Mexico area west of a line bearing 199°T from the coastal end of the Seventh and Eighth Coast Guard District land boundary.

F. Ninth District

The Ninth Coast Guard District, with district office in Cleveland, Ohio is comprised of: Michigan; New York north of latitude 42°N and west of longitude 74°39'W; Pennsylvania north of latitude 41°N and west of longitude 78°55'W; Ohio and Indiana north of latitude 41°N; Illinois north of latitude 41°N and east of longitude 90°W; Wisconsin, except south of latitude 46°20'N and west of longitude 90°W; and Minnesota north of latitude 46°20 N.

G. Eleventh District

The Eleventh Coast Guard District, with district office in Long Beach, California, is comprised of: Arizona; Utah; Nevada; California; and the ocean area bounded by a line for the California–Oregon state line westerly to 40°N latitude, 150°W longitude; thence southeasterly to 5°S latitude, 110°W longitude; thence northeasterly to the border between Guatemala and Mexico on the Pacific Coast (14°38'N latitude, 92°19'W longitude).

H. Thirteenth District

The Thirteenth Coast Guard District, with district office in Seattle, Washington, is comprised of: Washington, Oregon, Idaho, and Montana; the ocean area that is bounded by a line from the California–Oregon State line westerly to latitude 40°N, longitude 150°W; thence northeasterly to latitude 54°40'N, longitude 140°W; thence due east to the Canadian coast.

I. Fourteenth District

The Fourteenth Coast Guard District, with district office in Honolulu, Hawaii, is comprised of: the State of Hawaii, the Pacific island possessions of the United States south of latitude 40°N and west of a line that runs from 40°N,150°W through latitude 5°S, 110°W; the ocean area west and south of a line that runs from position 51°N, 158°E to position 43°N, 165°E; thence due south to latitude 40°N; thence due east to longitude 150°W; then southeasterly through latitude 5°S, longitude 110°W.

J. Seventeenth District

The Seventeenth Coast Guard District, with district office in Juneau, Alaska, is comprised of: Alaska; the ocean area that is bounded by a line from the Canadian coast at latitude 54°40'N, due west to longitude 140°W; thence southwesterly to position 40°N, 150°W; thence due west to position 40°N, 165°E;, thence due north to latitude 43°N; thence northwesterly to 51°N, 158°E; thence north and east along the coastline of the continent of Asia to the easternmost point of East Cape; thence north to the Arctic Ocean.

1–5–4 Maintenance and Logistics Commands (MLCs)

A. Maintenance and Logistics Command Atlantic (MLCLANT)

The Maintenance and Logistics Command, Atlantic, with office in New York, New York, comprises the same geographic area as the Atlantic Area.

B. Maintenance and Logistics Command Pacific (MLCPAC)

The Maintenance and Logistics Command, Pacific, with office in Alameda, California, comprises the same geographic area as the Pacific Area.

1-5-5 Sections

A. Greater Antilles Section

The operational area of the Greater Antilles Section is comprised of: the area of the Seventh Coast Guard District that begins on the northern ocean boundary of that district at 29°00'N, 69°19'W; thence along a line bearing 122°T to the intersection with the eastern boundary of the National Maritime Search and Rescue Region; thence along the eastern and southern boundary of the National Maritime Search and Rescue Region to 15°N, 74°W; thence to the southern end of the republic of Haiti–Dominican Republic border, along the republic of Haiti–Dominican Republic border to its northern end, thence direct to point of origin. It includes Puerto Rico and the Virgin Islands and all United States Naval reservations within the boundaries of the Section.

B. Marianas Section

The operational area of the Marianas Section is comprised of the area within the rhumb lines that connect the following points: 0°00'N 160°00'E; 0°00'N 141°00'E; 3°30'N 141°00'E; 3°30'N; 132°00'E; 6°00'N; 130°00'E; 21°00'N 130°00'E; 21°00'N 155°00'E; 27°00'N; 155°00'E; 27°00'N; 160°00'E; thence back to point of origin.

C. Far East Section

The Far East Section is responsible for operation and administration of Coast Guard Loran–C transmitting and monitor stations and chains in the Western Pacific. This includes all stations located in Japan and its island possessions, the Trust Territories of the Pacific, and Korea. The Far East Section shall also coordinate operations of U. S. Air Force Loran–C stations in Korea.

1-5-6 Special Region (Activities Europe)

Activities Europe shall comprise the continents of Europe, Asia and Africa and intervening bodies of water bounded on the east by a line extending south along the meridian at 47°E to the northern national boundary of Iran, thence easterly and around the boundary of Iran to the entrance to the Persian Gulf, thence along the eastern and southern boundaries of the Arabian Peninsula states to the Gulf of Aden, thence along the western coast of the Red Sea to the southern boundary of the United Arab Republic, Libya, Algeria and Morocco; and the bordering lands, islands and ocean areas of the North Atlantic Ocean north of 26°N, latitude and east of the 46°W meridian. This description does not alter the Atlantic Area Search and Rescue coverage boundaries as outlined in the National Search and Rescue Plan, where they might overlap.

CHAPTER 2

RULES, ORDERS, AND INSTRUCTIONS

CHAPTER 2

RULES, ORDERS, AND INSTRUCTIONS

PART 1

Rules, Orders, and Instructions Promulgated by Responsible Officers and Officials

2-1-1 The Commandant

The Commandant issues rules, orders, and instructions, consistent with law, that relate to the organization, internal administration, and personnel of the Coast Guard. (14 U.S.C. 632) These are of two principal types:

(1) U.S. Coast Guard Regulations (COMDTINST M5000.3 series), that include the principal rules for the organization, internal administration, and personnel of the Coast Guard. They also include, to standardize certain procedures, rules of lesser importance that are relatively permanent in nature;

(2) Directives, including instructions and notices, that support and supplement the material in the U.S. Coast Guard Regulations Manual (COMDTINST M5000.3 series) and publications, but are not permanent. Instructions except joint instructions and manual instructions are automatically cancelled on 30 September or 31 March following the fourth anniversary of their issuance, whichever occurs first.

2-1-2 Other Officers and Officials

A. Under the authority of the Commandant, responsible officers and officials of the Coast Guard may issue or have issued directives concerning internal administration and personnel over which they exercise command, control or supervision. (14 U.S.C. 632; 49 CFR 1.45)

B. The system of directives that is established by area, district and MLC commanders shall be patterned after the general directives system prescribed by the Commandant in the Coast Guard Directives System Manual (COMDTINST M5215.6 series) with modifications that are necessary to adapt the system to the requirements of the area, district or MLC.

C. Copies of every area, district and MLC directive within the system shall be forwarded to the Commandant as follows:

(1) three copies of each unclassified directive to Commandant (G-TPS);

(2) three copies of each directives index to Commandant (G-TPS); and

(3) classified directives on a need to know basis to the office or special staff division component of the Commandant's staff having cognizance of the subject matter.

PART 2

Compliance and Applicability

2–2–1 Coast Guard Personnel

A. Each officer and enlisted person in the Coast Guard shall acquaint themselves with, comply with, and, only to the extent of their authority, enforce the laws of the United States, executive orders, these regulations, and the rules and instructions issued thereunder.

B. In the absence of instructions, each officer and enlisted person in the Coast Guard shall act in accordance with the public interest, in conformity with the customs of the service and not inconsistent with law.

2–2–2 Civilian Personnel

All commanding officers shall ensure that civilian personnel that are under their authority are acquainted with the regulations, rules, and instructions that are appropriate for the proper performance of their duties.

2–2–3 Continuity of Rules, Orders, and Instructions

Rules, orders, and instructions that are issued by a responsible officer or official remain in effect upon the relief of that officer or official unless they are specifically cancelled or superseded.

CHAPTER 3

DUTIES OF OFFICERS

CHAPTER 3

DUTIES OF OFFICERS

PART 1

Duties of Certain Commanders

3-1-1 Introduction

A. The regulations in this part apply to area, district, MLC, and certain other commanders who have particular duties and functions which are in addition to those of the commanding officer of any unit.

3-1-2 The Area Commander

A. The area commander is the senior operational commander in the Area and shall report directly to the Commandant.

B. The area commander is responsible for planning, coordinating and directing the inter-district aspects of operations; and temporary reassignment of resources within the area to meet specific operational situations.

C. The area commander is responsible for control of operational matters which, because of involvement or extent, are by the area commander's judgement, most effectively coordinated at the area level.

D. The area commander is responsible for the administration and direction of operating level units which are under that immediate command on a permanent basis.

E. The area commander is responsible for coordinating the inter-district aspects of support and logistics services provided by the MLC and subordinate units.

3-1-3 The District Commander

A. The district commander shall be that officer assigned by the Commandant to command a district, under the direction of the area commander.

B. The district commander, as the principal agent and representative of the Commandant is responsible for the administration and general direction of district units in the command. Within a given 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. Operating plans shall be prepared for the employment of available forces to meet routine and emergency situations. Such plans shall be prepared in accordance with instructions issued by the Commandant. The district commander is responsible for the operational evaluation of the forces within the district.

C. The district commander shall cooperate with other district commanders in any operation requiring coordination of forces. When an area commander determines that a particular operation requires a highly coordinated effort, or forces in addition to those available to a district commander, the area commander is authorized to exercise operational control and to effect the full utilization of any forces under the jurisdiction of the area.

D. (1) The district commander is authorized to direct the movements of any Coast Guard asset within the district boundaries whether or not such asset is assigned to that command. In regard to assets which have been assigned a special mission by the Commandant or area commander, this authority shall be exercised only in case of extreme emergency; if such action is taken, the district commander shall immediately inform the Commandant or area commander, by message, of the action and the reasons therefor.

(2) The district commander is authorized to direct an asset to proceed beyond the limits of the district whenever it is necessary for the public service. When an asset is directed to enter another district, a copy of the orders shall be furnished to the district commander of that district.

E. The district commander shall insure that an aggressive accident prevention program is pursued at all units under the district command. Safety is an inherent part of the duty and responsibility of all officers.

F. When relieved of command, the district commander shall turn over to the successor the original or authenticated copies of all unexecuted orders, and all documents, instructions, and correspondence relating to that command.

3-1-4 The Commander, Maintenance and Logistics Command.

A. The Commander, Maintenance and Logistics Command (MLC), shall be that officer assigned by the Commandant to command a maintenance and logistics command, under the direction of the Area Commander.

B. The MLC commander is responsible to provide maintenance and logistics support to area commanders, district commanders, and units. The MLC commander is responsible for the administration and general direction of maintenance and logistics command units in the respective area.

C. (1) The MLC commander shall provide support services directly to individual units.

(2) The MLC commander shall provide for the general administration of the MLC.

(3) The MLC commander shall manage the technical support programs for vessels, shore, and electronics, and shall approve structural alterations for shore installations, and electronic alterations for which they are type managers.

3-1-5 The Superintendent of the Coast Guard Academy

A. The Superintendent of the Coast Guard Academy shall be assigned by the Commandant from the list of officers whose assignment to duty is not restricted by law. The Superintendent shall be responsible for the education and training of cadets; shall promulgate regulations for the Coast Guard Academy, with those regulations pertaining to the discipline and course of instruction of cadets being subject to the approval of the Commandant.

B. The Assistant Superintendent shall perform the duties of the Superintendent during the absence of the latter.

C. (1) The Superintendent of the Coast Guard Academy is authorized to confer the degree of bachelor of science on all cadets who satisfactorily complete the entire course of instruction prescribed in the regulations for the Coast Guard Academy.

(2) In accordance with 14 U.S.C. 184, the Superintendent of the Academy is authorized to confer the degree of bachelor of science upon all living graduates of the Coast Guard Academy who may be recommended for such award by the Academic Board upon consideration solely of their records at the Coast Guard Academy.

3-1-6 The Commanding Officer, Coast Guard Yard

A. The Commanding Officer of the Coast Guard Yard, at Curtis Bay, Maryland, shall be responsible for the general direction of activities at the Yard and shall exercise full military control over the yard.

B. The Commanding Officer of the Coast Guard Yard shall promulgate regulations for the Coast Guard Yard to be observed by all persons ashore and aboard ships at the Coast Guard Yard.

C. The commanding officer, Coast Guard Yard, shall exercise command authority over all vessels at the yard, no matter what the purpose of their visit. This command authority is limited to matters pertaining to the service for which the ship is at the yard, and to the enforcement of police and fire regulations of the Yard. Commanding Officers of vessels moving under their own power, whether assisted by tugs or not, shall be responsible for the safe movement and handling of such vessels and any damage that may result incident to such movement and handling. When the Commanding Officer of the Coast Guard Yard or designated representative is directing the movement of any vessels, the Commanding Officer of the Coast Guard Yard or designated representative shall be responsible for the safe movement and handling of such vessels and any damage that may result incident to such movement.

3-1-7 The Section Commander

A. The section commander shall report directly to the district commander.

B. The section commander is responsible for providing direction, support and coordination for the missions/functions performed by assigned subordinate units outside the United States.

C. The section commander may utilize any unit in the command for any mission/function within its capabilities consistent with the multi-mission character of the Service.

3-1-8 The Group Commander

A. The group commander shall report directly to the district commander.

B. The group commander is responsible for providing direction, support and coordination for the missions/functions performed by assigned subordinate units within the United States.

C. The group commander may utilize any unit in the command for any mission/function within its capabilities consistent with the multi-mission character of the Service.

3-1-9 The Commanding Officer, Coast Guard Headquarters

A. The Commanding Officer, Coast Guard Headquarters, shall be that officer assigned by the Commandant as Chief of Staff.

B. The Commanding Officer, Coast Guard Headquarters, reports to the Vice Commandant and shall be responsible for the administration and general direction of Coast Guard Headquarters.

3-1-10 The Commander, Coast Guard Forces

A. The Commander, Coast Guard Forces (CCGF) shall report directly to the District Commander.

B. Commander, Coast Guard Forces is a senior Coast Guard officer designated by the District Commander, who will exercise unified command and control authority within an assigned area of responsibility (AOR) when activated for exigent operations. Each CCGF organization shall have COTP authority when activated.

C. Commander, Coast Guard Forces shall be responsible for the development and maintenance of all port level contingency plans, not assigned to the COTP by statute or federal regulations. Additionally, the CCGF is responsible for the training and exercising of forces assigned to carry out Coast Guard missions during contingency operations involving military readiness and natural disasters. CCGFs are activated for exigent situations so that all Coast Guard operational functions are under the command and control of a single port level commander. The CCGF provides all agencies, services, and organizations within the port a single Coast Guard point of contact.

PART 2

Special Assignments

3-2-1 Introduction

A. The regulations in this part apply to staff or administrative officers assigned to certain units, or officers assigned to intermittent or collateral duties not covered in the standard unit organization.

3-2-2 The Captain of the Port

A. The Captain of the Port is the officer designated by the Commandant for the purpose of giving immediate direction to Coast Guard law enforcement activities within the assigned geographic area. The Captain of the Port shall be under the supervision and general direction of the district commander.

B. The Captain of the Port shall be responsible for the enforcement of laws and regulations relating to marine environmental protection, the handling and storage of hazardous materials, anchorage grounds, and the safe movement of vessels in the navigable waters in the geographic zone designated in Federal Regulations.

C. The Captain of the Port shall make a careful study of the transportation regulations and the marine traffic within the assigned geographic area, and shall as the occasion requires make recommendations for the improvement of safety and environmental protection.

3–2–3 The Patrol Commander

A. When two or more vessels or aircraft are temporarily detached by the Commandant from their regular duties and are constituted as a patrol for the accomplishment of a certain mission, the officer designated to command the patrol shall be the patrol commander. The authority and responsibility of such a patrol commander relative to the command shall be as otherwise prescribed.

3–2–4 The Boarding Officer

A. A boarding officer shall enforce navigation, customs, and security laws in accordance with pertinent instructions.

B. A boarding officer shall perform the prescribed duties with as much dispatch as is consistent with thoroughness, and shall at all times maintain a dignified, firm and courteous manner. The boarding officer shall bear in mind that it is part of the duty of the office to aid, assist, and encourage navigation and commerce. The boarding officer shall endeavor to conduct examinations and searches so as to interfere as little as possible with the movements of the vessels boarded. At the request of the masters of the vessels visited, the boarding officer shall provide information and assistance to the extent that it is practical to do so.

3–2–5 Commanding Officer of Enlisted or Military Personnel

A. The Commandant, area commanders, district commanders, and commanding officers of Coast Guard Headquarters Units are authorized to designate a staff officer on a collateral duty basis to serve as commanding officer of enlisted or military personnel for their respective offices or units.

B. The Coast Guard Academy Superintendent may designate the Commandant of Cadets to serve on a collateral duty basis as the Commanding Officer of the Corps of Cadets. This officer shall function in that capacity as a commanding officer rather than a staff officer. The immediate superior is the officer making the designation.

C. The authority and responsibility of a commanding officer, or officer in charge, of enlisted or military personnel, insofar as the administration and discipline of military personnel are concerned, are identical to the authority and responsibility of a commanding officer or officer in charge of a unit.

D. For units not addressed in Section 3–2–5A, when unusual circumstances, such as the size of the unit or the complexity of its missions, dictate the need for a commanding officer or officer in charge of enlisted or military personnel to be designated within the command, the commanding officer may request this authority from the Commandant (G–CCS) via the chain of command. The request shall set forth those circumstances which justify such authority.

3-2-6 Officer on Official Assignment

A. An officer ordered to perform any official duty in connection with any unit shall upon arrival call upon the commanding officer and present orders, or report the purpose of the visit and the accompanying instructions. If the orders were not issued by the district commander of the district in which the unit is located, the officer shall report both presence and purpose of the visit to the office of the district commander. If the unit is at the place where the district office is located, the officer shall report in person; otherwise, the report shall be made by message, telegram, telephone, or letter.

CHAPTER 4

THE COMMANDING OFFICER AND OFFICER IN CHARGE

CHAPTER 4

THE COMMANDING OFFICER AND OFFICER IN CHARGE

PART 1

The Commanding Officer of Any Unit

4-1-1 Introduction

A. The regulations in this part apply to all commanding officers.

4-1-2 Responsibility

A. The responsibility of the commanding officer for that command is absolute, except when, and to the extent, relieved therefrom by competent authority, or as provided otherwise in these regulations. At the commanding officer's discretion, portions of that authority may be delegated to subordinates for the execution of details, but such delegation of authority shall in no way relieve the commanding officer of continued responsibility for the safety, efficiency, and well-being of the command.

B. A commanding officer who departs from orders or instructions, or at the request of any person takes official action which is not in accordance with such orders or instructions, takes full responsibility and shall report immediately the circumstances to the officer from whom the orders were received.

4-1-3 Organization of Commands

A. All commands and other activities of the Coast Guard shall be organized and administered in accordance with law, these regulations, and the orders of competent authority, and all rules and orders of the commanding officer shall be in accordance therewith.

4-1-4 Readiness

A. The commanding officer shall ensure that the unit is operationally ready to perform all assigned duties, and shall therefore conduct exercises to attain and maintain operational proficiency.

4-1-5 Relationship with Executive Officer

A. The commanding officer shall normally issue all orders relative to the duties of the command and the administration of personnel through the executive officer, and shall keep the latter informed of all policies.

4-1-6 Aids to Navigation

A. The commanding officer or duly delegated representative shall make every effort to observe the functioning of all aids to navigation within the immediate area of the unit. The commanding officer shall inform the district commander by message of any aid to navigation that is found to be out of order or off station. The message shall include information as to any corrective action taken. In addition, a report shall be made to the district commander of any important hydrographic information which has been obtained.

4-1-7 Assistance

A. The commanding officer of a Coast Guard unit shall be alert to obtain, develop, and verify reports or rumors of distress. Pertinent information shall be promptly forwarded to the immediate supervisor and other Coast Guard units concerned.

B. Upon receiving information that a vessel or aircraft is in distress within the area of operation of the unit, the commanding officer shall, whenever it is the appropriate duty to do so, assist such vessel or aircraft as soon as possible. These regulations, current orders and other specific instructions from superiors, and the customs and tradition of the Service shall guide the commanding officer in determining the extent and nature of expected duty in this regard.

C. In rendering assistance during any distress case, the commanding officer shall aid the distressed vessel or aircraft and its passengers and crew until such time as it is able to proceed safely, or until such time as further Coast Guard assistance is no longer required.

D. When it has been definitely established, either by time or circumstances, that persons are dead, the Coast Guard is not required to conduct searches for bodies. If, however requests are received from responsible agencies, such as local police, military commands, etc., Coast Guard units may participate in body searches provided that these searches do not interfere with the primary duties of the units. Commanding officers and officers in charge shall exercise tact and good judgement in the use of their forces for such purposes.

4-1-8 Courts of Inquiry and Investigation

A. Fires, explosions, material deficiencies, ship collisions, groundings, incidents involving Coast Guard personnel, and other unusual incidents or circumstances requiring a determination of facts (except those cases covered by 46 CFR Part 4) shall be the subject of an inquiry or investigation in accordance with the provisions of the Administrative Investigations Manual (COMDTINST M5830.1 series). When a fact finding body is necessary, the commanding officer of a unit shall, except when the immediate superior in command has ordered a court of inquiry or an investigation, request that a court of inquiry be ordered or order an investigation.

4-1-9 Economy of Command

A. The commanding officer shall ensure that the unit is operated economically and efficiently. All subordinates shall be required to comply with the rules and instructions relative to public property, including procurement, receipt, preservation, expenditure, and accounting procedure for all material.

4-1-10 Law Enforcement

A. The commanding officer shall:

(1) Become familiar with those laws, treaties and regulations relating to law enforcement which are applicable to the operations of that unit.

(2) Require those officers and petty officers who are likely to be engaged in law enforcement activities to familiarize themselves with laws, treaties and regulations which are applicable to the operations of the unit.

(a) Reference shall be made to Chapter 15 of these regulations in carrying out (1) and (2) of the above.

(3) Require proficiency among the officers in the command in boarding and law enforcement duties.

(4) Do everything within the scope of operational orders and instructions to prevent, detect and suppress violations of those laws, regulations, and treaties which the Coast Guard is required to enforce.

(5) Exercise law enforcement authority in such a manner as to cause the least possible inconvenience to commerce and navigation.

4-1-11 Compliance with Federal and Local Law

A. The commanding officer shall require personnel in the command to comply with Federal, state and municipal laws and regulations. To ensure such compliance, the commanding officer shall cooperate with the responsible authorities.

4-1-12 Discipline

A. The commanding officer is responsible for maintaining discipline on board the unit and to this end shall:

(1) Initiate such inquiry as may be necessary to make a proper disposition of any report offenses, as described in Rule for Courts-Martial 401 of the Manual for Courts-Martial, United States, 1984, (Revised Edition) and the Military Justice Manual (COMDTINST M5810.1 series).

(2) Maintain a unit punishment book in compliance with the Military Justice Manual (COMDTINST M5810.1 series).

(3) Prescribe the means by which members of the crew may make any request, report, or statements to the commanding officer for personal receipt and consideration.

4-1-13 Effective Organized Forces Always Present

A. The commanding officer shall ensure that adequate emergency response and security is always present at the ship or station. Consistent with the operational status, mission, and location of the unit, this may be accomplished with an organized force, electronic sensors,or a combination thereof as described in the Physical Security Program Manual (COMDINST M5530.1 series). Final approval of any system utilizing only electronic sensors rests with the operational commander.

B. The commanding officer shall consider available shoreside resources in developing their force requirements for responding to potential emergencies.

4-1-14 Safety

A. The commanding officer shall require that all personnel of the command are thoroughly indoctrinated in the principles of safety and that an effective and continuing safety program is carried out in accordance with the Safety and Environmental Health Manual (COMDTINST M5100.47 series).

4-1-15 Well-being of Personnel

A. The commanding officer of a Coast Guard unit is responsible for the well-being of the personnel in the command and shall:

(1) Excuse from duty any person in the command who is unable to perform because of illness or injury.

(2) See that proper provision is made and that comforts are provided for the sick and disabled in the command.

(3) Prohibit unit introductory initiations or hazing of personnel. Traditional initiations, such as for advancement to Chief Petty Officer or crossing the Equator, the International dateline, etc. are permitted, but they shall not include any degradation of character, sexual overtones, bodily harm or undue harassment, and shall be conducted with the complete knowledge of and oversight by the Commanding Officer.

(4) Ensure that no pictures or objects are displayed that would create an intimidating, hostile, or offensive working environment.

(5) Safeguard the health of all personnel by careful supervision of the sanitation of the units by preventing unnecessary exposure to disease or unhealthy conditions afloat or ashore.

(6) Direct in writing the purchase of such items as toilet articles which are necessary for the health and comfort of enlisted personnel without funds who require them. Issuance and purchase of such items shall be made in accordance with the Accounting Manual-Comptroller Manual, Vol I (COMDTINST M7300.4 series).

(7) Authorize the issuance of clothing and small store items, necessary to their health and comfort to enlisted personnel held for trial, personnel not receiving pay and those mentioned in (6) above.

(8) Afford optimum opportunity to the crew for relaxation and recreation on board the unit.

(9) Within the limits of the command authority, grant the maximum amount of leave and liberty consistent with good administration and efficiency.

4-1-16 Training and Education

A. The commanding officer shall:

(1) Endeavor to increase the specialized and general professional knowledge of the personnel in the command by the frequent conduct of drills, classes, and instruction and by utilization of available shore based schools and training activities.

(2) Encourage and provide assistance and facilities to the personnel in the command who seek to further their knowledge in professional or other subjects.

(3) Encourage the maximum use of correspondence courses and provide all practical assistance and facilities for study to personnel interested in such courses.

(4) Coordinate training and education through the unit training officer and educational

services officer whose duties are described in Sections 6–12–10 and 6–12–11.

B. At units where small boat equipment is available, commanding officers shall ensure that all personnel are trained in the hoisting, lowering, operating, and handling of small boats.

C. The commanding officer shall ensure that all military personnel assigned to the command know and are proficient in basic first aid procedures.

D. At units where suitable facilities are available, the commanding officer shall ensure that all personnel receive periodic, controlled instruction in swimming or drownproofing, or lifesaving.

4–1–17 Reports of Relief

A. When the executive officer, the head of a department, or the head of another major subdivision of the command is ordered detached from such duty, and when conditions permit, the commanding officer shall require that the officer point out to the relief any defects or peculiarities of the machinery or equipment in that area of responsibility, and that the officer and the relief inspect jointly the material, equipment, and records of such department or subdivision, and upon completion of the inspection submit to the commanding officer a joint report which shall include statements as to:

(1) Any defects or deficiencies noted.

(2) The adequacy of the personnel assigned to the department or subdivision.

(3) The adequacy of the equipment and spare parts on hand.

(4) The condition of the files, blueprints, records, and instruction books pertaining to the department or subdivision.

(5) The status of transfer of the material and equipment from one officer to the other.

(6) The facts in dispute in case of any disagreement between these officers as to the conditions discovered.

B. The report required by (A) is in addition to special reports (such as commissary, clothing and exchange) required upon relief.

C. In the event of a disagreement between parties, the commanding officer shall resolve all disputes by taking such action as necessary. The commanding officer shall furnish copies of any correspondence regarding disputed matters to the parties concerned.

D. Should circumstances prevent a joint inspection, the relieving officer shall make an inspection and submit the required report within 30 days of taking charge. The commanding officer shall forward a copy of the report to the officer relieved.

4–1–18 Inspections and Audits

A. The commanding officer shall conduct material and personnel inspections of the unit in accordance with directives prescribed by the area, district or MLC commander. The commanding officer shall require such officers as deemed necessary to assist in the inspection.

B. In addition to the required inspections, the commanding officer shall conduct random inspections of all or any part of the unit.

C. The commanding officer shall ensure that all nonappropriated fund activities are audited in accordance with pertinent directives. In the absence of other instructions, the commanding officer, shall require a quarterly audit and the submission of a written report.

D. The verification of the inventory of the general mess and clothing locker shall be made once each fiscal year by one or more officers designated in writing by the commanding officer. The commanding officer shall insure the accuracy of the accounts or records of these activities by additional examinations. Inventory verifications may be omitted if a Commandant's internal audit or a relieving officer's inventory has been made within the fiscal year. Not more than twelve months may elapse between inventory verifications.

E. The commanding officer shall require periodic and surprise verifications of funds entrusted to the cashier, no less than once each quarter per provisions of the Certifying and Disbursing Manual (COMDTINST M7210.1 series).

4-1-19 Incurring Unusual Expenses

A. Except in emergencies or instances of distress where Coast Guard facilities are inadequate, the commanding officer shall not hire any boat or vessel without authorization from higher authority, except for Tug services as authorized in section 4-2-3. When hiring has occurred without prior approval, the attendant circumstances and the price agreed to be paid shall be immediately reported to the appropriate commander.

4-1-20 Publication and Transmittal of Orders and Regulations

A. Orders from higher authority and information affecting personnel shall be published and properly posted as soon as practicable.

B. The commanding officer shall not withhold any orders or other communications received from higher authority for any person under that command except for good and sufficient reasons. When information has been withheld, the commanding officer shall immediately report such actions to the issuing authority.

4-1-21 Magazine Keys

A. The commanding officer shall be the custodian of the keys to all spaces containing ammunition and explosives, and shall designate in writing those persons who are authorized to have duplicate keys. The commanding officer shall prescribe the conditions under which the spaces may be opened without prior consent.

B. The commanding officer shall have custody of keys for lockers or compartments specifically designated for the stowage of test-fittings for magazine sprinkling systems. Where stowage space is not specifically designated, the commanding officer shall retain these fittings.

C. The commanding officer shall require that magazine flooding and sprinkling valves, whether or not equipped with locks, are in a condition for immediate opening.

4-1-22 Security of Classified Matter

A. The commanding officer shall:

(1) Exercise control over all classified publications and material issued to the command, in accordance with the current regulations, orders, and instructions.

(2) Require that regulations, orders, and instructions pertaining to security of classified documents, material, and information be strictly observed.

4-1-23 Mail

A. The commanding officer shall be responsible for the mail services at the unit in accordance with the Postal Manual (COMDTINST M5110.1 series) and the communication plan of the district to which assigned.

4-1-24 Death of Personnel

A. In the event of death of any person on board the unit, the commanding officer shall:

(1) Comply with the procedures prescribed in current instructions, including:

(a) Personnel Manual (COMDTINST M1000.6 series).
(b) Administrative Investigations Manual (COMDTINST 5830.1 series), if such death is the result of accident or occurs under peculiar or doubtful circumstances.
(c) Information Security Program Manual (COMDTINST M5510.21 series)
(d) Safety and Environmental Health Manual mishap reporting procedures (COMDTINST M5100.47 series)

(2) Cause to be entered in the log the name and rank or rating of such person, stating the time and cause of death if known.

4-1-25 Relief of Command

A. A commanding officer about to be relieved of command of a unit shall:

(1) Inspect the unit in company with the relieving officer.

(2) Demonstrate, in the presence of the relief, the proficiency of the crew at general quarters and general drills unless circumstances make it impracticable.

(3) Point out any defects and peculiarities of the unit to the relief.

(4) Deliver to the relieving officer all unexecuted orders, all regulations and orders in force, and all pertinent official correspondence and information concerning the unit and its personnel.

(5) Deliver to the relieving officer all documents required by these regulations to be kept or supervised by the commanding officer.

(6) Deliver to the relieving officer all magazine keys and other keys kept in custody.

(7) Order an inventory and audit to be made of all CMS distributed material charged to the unit in accordance with current rules and instructions.

(8) Furnish to the relief a statement as to completeness of the General Purpose (GP) Property Record and the date of the last inventory.

(9) Submit Officer Evaluation Reports on all officers and sign all log books and note date of relief.

(10) At the time of turning over command, call all hands to muster, read the orders of detachment and turn over command of the unit to the relieving commanding officer, who shall read the orders of relief and assume command.

B. All ceremonies and distinctions which are accorded to a commanding officer shall continue to be accorded after relief of command until final departure.

C. The officer being relieved shall prepare and sign a report of the transfer of command. In the absence of discrepancies a simple statement that the requirements of Section A have been met will suffice. This report shall be endorsed by the new commanding officer. The relieving commanding officer shall state in an endorsement whether conditions on board the unit are unsatisfactory, essential equipment is not present, and important items of gear and equipment are not functioning properly; the relieved officer shall make any necessary explanations by an endorsement to the report. Area units shall forward this report to the area commander, district units to the district commander and MLC units to the MLC commander. Reports from Headquarters units shall be forwarded via the proper chain of command to the Commandant (Headquarters office exercising technical control). One copy of the report shall be retained by each of the officers between whom the transfer of command takes place. Reserve units shall forward the reports to the district commander (r).

D. When an officer ordered as commanding officer reports to a unit and a regularly assigned commanding officer is not present, the procedures prescribed in sections A.– C. shall be followed.

E. The foregoing provisions will be applicable upon the relief of the officer in charge of any unit.

4–1–26 Decommissioning, Disestablishment, Deactivation

A. The commanding officer of a unit being decommissioned, disestablished, or deactivated is responsible for the orderly progress of work and disposition of property. Complete familiarization with all existing directives relating to decommissioning, disestablishment, or deactivation is essential.

4–1–27 Life Preservers

A. The commanding officer shall ensure that every boat in the command is equipped with one life preserver for each person on board.

B. Life preservers shall be worn in boats on all occasions unless their removal is authorized by the commanding officer or appropriate agent.

C. Hypothermia protective clothing, dry suits, and anti–exposure coveralls shall be worn as prescribed in the Rescue and Survival Systems Manual (COMDTINST M10470.10 series).

4–1–28 Compliance With Customs, Quarantine, and Immigration Requirements

A. The commanding officer of a ship or aircraft shall:

(1) Facilitate examinations required by customs or immigration officers of the United States.

(2) Deny access to foreign customs or immigration officers for on–board examinations on any USCG ship, aircraft or boat.

(3) Cooperate to insure observance of local customs and immigration regulations.

(4) Upon the arrival at the first port of entry in United States territory from a foreign country, inform the collector of customs of the port that the vessel or aircraft is available for inspection. No articles shall be allowed to be landed until the customs inspection has been completed.

(5) Require that articles obtained in a foreign port be reported to the collector of the port as required by customs regulations.

(6) Comply with the Quarantine Regulations as set forth in Chapter 7, Medical Manual (COMDTINST M6000.1 series).

(7) Cooperate with visiting health officials, whether United States or foreign, and give all information required insofar as military security permits.

(8) Prohibit contact with a port or area or with other ships or aircraft until the proper health authorities have been consulted when:

(a) Doubt exists as to the sanitation regulations or health conditions of the port or area.

(b) A quarantinable condition exists aboard the vessel.

(c) Coming from a suspected port or area, or one actually under quarantine.

(9) Not conceal any conditions which may subject a vessel or aircraft to quarantine.

(10) Immediately report to superiors and proper health authorities any quarantinable disease and prevent all contact until pratique is received.

(11) When transporting United States civilians or foreign nationals, be satisfied that the passenger clearance requirements of the Immigration and Naturalization Service are complied with. Clearance for these persons by an immigration officer is necessary upon arrival from foreign ports and at the completion of movements between any of the following: Continental

United States (including Alaska), Canal Zone, Hawaii, Puerto Rico, Virgin Islands, Guam, American Samoa, or other outlying places subject to United States jurisdiction. Prior to arrival, the commanding officer shall advise the cognizant Coast Guard, naval, or civilian port authority of the aforementioned persons aboard and shall detain them for clearance as required by the Immigration and Naturalization Service.

B. The provisions of A. shall not be construed to require the delay of any vessel or aircraft in the performance of assigned duties.

4-1-29 Weather Reporting

A. Commanding officer of Coast Guard units designated by the Commandant shall insure that weather and other marine observations desired by the National Weather Service of the National Oceanic and Atmospheric Administration (NOAA) are recorded and transmitted in accordance with current instructions.

4-1-30 Broadcasts of Weather and Marine Information

A. In accordance with current instructions, commanding officers of designated Coast Guard stations shall be responsible for the broadcast of storm warnings, weather, and marine information.

4-1-31 Storm Warnings

A. Coast Guard units required to display storm warning signals are designated by the district commander. Commanding officers of designated units are responsible for the proper display of these signals in accordance with current instructions.

4-1-32 Release of Weather Information

A. Commanding officers of units designated by the Commandant to provide flight weather forecasts, and which have qualified flight forecasters attached, shall be responsible for forecasts of weather and sea conditions as required for Coast Guard use. Such forecasts shall be released only to those public vessels and aircraft which are actively involved in search and rescue operations. Such forecasts may also be provided to the nearest National Weather Service Office.

B. A unit may supply information regarding existing weather, bar, sea, surf or ice conditions upon request. Otherwise, except as provided in A., Coast Guard units shall reply to requests for forecasts, weather information, or storm warnings by quoting the latest available National Weather Service Information, or by referring the inquirer to the nearest National Weather Service office.

4-1-33 Public Affairs

A. Public affairs is a responsibility of command. Keeping lines of communication open between an organization and its constituent groups is a basic function of management. Commanding officers shall promote public understanding and support of the Coast Guard; keep the public informed of Coast Guard activities; and keep Coast Guard personnel informed and knowledgeable of Service plans, policies, and actions.

4-1-34 Small Boat Operations

A. The commanding officer is responsible for the safe operation of assigned boats.

B. The commanding officer shall ensure all boats are crewed by personnel who are certified, in accordance with the Boat Crew Training Manual (COMDTINST M16114.9).

4-1-35 Civil Rights/Human Relations

A. The commanding officer is responsible for ensuring that all civil rights/human relations issues are handled in accordance with the Military Civil Rights Manual (COMDTINST M5350.11 series).

PART 2

The Commanding Officer of a Ship

4-2-1 Introduction

A. This part applies to the commanding officer of a ship.

4-2-2 Safe Navigation

A. The commanding officer of a vessel shall be responsible for the safe navigation of that vessel. This shall include:

(1) Utilizing all available information concerning the safe navigation of the vessel.

(2) Insuring that the required charts, sailing directions, light lists, notices to mariners, and other hydrographic publications are on board and corrected to date.

(3) Making every effort to obtain from reliable sources, foreign or otherwise all information that will aid in safely navigating over proposed routes or ports to be visited.

(4) Requiring that any errors of the compass and other devices and equipment which may be used in navigating the vessel are accurately known and properly recorded and posted at all times, and that such compasses, devices, and equipment are compensated or calibrated as necessary.

(5) Requiring all officers eligible to succeed to command to qualify and maintain competency in the operation and use of the devices, including electronic devices on board, which may be used in navigation of the vessel.

(6) Requiring the position of the vessel to be known at all times insofar as it is feasible to do so by the utilization of navigational methods, devices, and equipment in accordance with the highest standards of navigation and seamanship.

(7) Having the anchors ready for letting go when the depth of water is such that they may be used for the prevention or minimization of grounding or collision.

(8) At the time of anchoring, having necessary bearings, angles, and distances taken to

anchored at a place not surveyed have, if practicable, the depth of water and character of the bottom ascertained to a distance from the anchor of at least one and one-half times the radius of the ship's swinging circle, and have the results entered in the log. It shall also include insuring that reasonable precautions to maintain the safety and security of the vessel while at anchor are taken; and that personnel on watch are familiar with the safeguards available, such as the use of the anchor buoy, drift lead, weather observations and reports, bearing changes, use of engines, radar, etc.

(9) Stationing at least one lookout in the bow as far forward and as near the water as feasible when:

(a) the vessel is approaching or traversing congested traffic lanes or areas, and
(b) during periods of low visibility.

(10) Ensuring when stationing these lookouts that:

(a) they are proficient in their duties,

(b) special conditions have been considered,

(c) results to be accomplished have been addressed,

(d) physical limitations of personnel have been accounted for.

(11) Taking special care that navigational lights required by the rules of the road are properly displayed, except when the suspension of the display is authorized by competent authority.

(12) Taking special care that all precautions required by the applicable law and regulations to prevent collisions and other accidents on any waters are observed.

(13) Immediately before leaving, and as soon as practicable after entering port, requiring the navigator to ascertain the draft of the ship, forward and aft, and entering it in the log.

(14) Keeping a night order book, when the vessel is at sea, containing standing orders and all other orders affecting the navigation and operation of the vessel. When the vessel is in port, a similar book shall be kept in which are entered all important orders given by the commanding or executive officer to the officer of the deck.

(15) Require the use of radar when the vessel is underway in or near areas of reduced visibility, or when it is necessary for the safety of the vessel.

4-2-3 Pilotage and Tug Services

A. The commanding officer may employ pilots whenever necessary. A pilot is merely an advisor to the commanding officer and the pilot's presence shall not relieve the commanding officer or any subordinates from their responsibilities. For exception to the provisions of this section, see rule 30, supplement 29, "Rules and Regulations Covering Navigation of the Panama Canal and Adjacent Waters" which directs that the pilot assigned to a vessel in those waters shall have control of the navigation and movement of the vessel, and section 3-1-6 C.

B. The commanding officer may employ tugs whenever necessary. Whenever the use of a tug is contemplated, the commanding officer should consult with the tug company, tug master or qualified pilot concerning the use of the tug.

4-2-4 Hydrographic Data

A. A commanding officer shall report unknown, inaccurate or inadequate chart, coast pilot, hydrographic, meteorologic and oceanographic data which is discovered or noticed.

(1) Reports shall be made directly to the Federal agency normally publishing such information for the area.

(2) When the responsible Federal agency is not known or when the information pertains to areas beyond the jurisdiction of the United States, reports shall be made directly to the U. S. Naval Oceanographic Office, Bay St. Louis, National Space Technology Laboratories (NSTL), Mississippi 39522-5001. Appropriate report forms shall be used when available.

B. Reports required by A. shall contain, if practicable:

(1) Soundings, including the date and time taken and whether or not they have been reduced to a particular reference datum.

(2) Sextant angles, which should be taken between prominent, charted, fixed objects or, if that is not possible, the position of objects used should be stated.

(3) Bearings, which should be stated in degrees true.

(4) A general statement as to the method of position determination.

(5) The construction of charts when necessary for amplification.

4-2-5 Assistance

A. Unless otherwise directed, the commanding officer of a ship under way shall proceed immediately toward the scene of any reported distress within the range of operation. Such actions shall be reported promptly to immediate superior officers.

B. The commanding officer of a ship in port shall maintain the ship in such a state of readiness as may be required by current orders and instructions. Except when ordered or authorized not to proceed, the commanding officer shall proceed, as soon as possible, to the scene of any reported distress within that area of operation. The commanding officer shall promptly inform the immediate superior of preparations to proceed, including an estimated time of departure, and thereafter keep such superior advised of all movements and actions.

C. In rendering aid, the commanding officer shall use sound discretion and shall not unnecessarily jeopardize the vessel or the lives of the personnel assigned to it.

D. Emergency assistance shall be rendered to vessels or aircraft of a foreign state at peace with the United States.

E. In giving assistance, the commanding officer shall not interfere with private enterprise, though assistance may be given to private efforts, and shall do so when necessary. The

commanding officer shall use the vessel for towing private craft only in cases of emergency or distress when there is no sufficient assistance at hand; however, private enterprise shall not be permitted to take undue advantage of a master or operator whose vessel is in distress.

F. Having due regard for the health of personnel in the command, the commanding officer shall take on board distressed seamen of the United States, shipwrecked persons, and persons requiring medical care. The assisted persons shall be furnished rations and may be transported to the nearest or most convenient port of the United States; they shall conform to Coast Guard regulations. The commanding officer shall assist distressed vessels and seamen of countries with which the United States is at peace.

4-2-6 Assignment of Duties

A. Subject to such limitations set forth by these regulations and other competent authority, the commanding officer may assign watch, divisional and other duties to personnel (including cadets) attached to the vessel. However, a person shall not be assigned duty as officer of the deck or as engineer officer of the watch unless in the opinion of the commanding officer that person is qualified for such duty.

4-2-7 Cutter's Log

A. The commanding officer shall inspect the log daily for any inaccuracies or omissions, and shall then approve and sign the log after all necessary corrections have been made.

4-2-8 Destruction of Vessel

A. In the event of shipwreck or other serious disaster, the commanding officer shall:

(1) Without endangering life, keep the officers and crew aboard the vessel as long as necessary.

(2) Make every reasonable effort to save the logbook, personnel list, and other valuable papers. Every effort should be made to save as much government property as possible.

(3) When it becomes necessary to abandon ship, be the last person to leave and take all possible precautions to protect the survivors and such government property as has been saved.

(4) Report to the nearest Coast Guard command and request such instructions and assistance as required.

(5) If the wreck constitutes a menace to navigation, take action to expedite the marking of the position of the wreck.

(6) Make a detailed report of the circumstances to the Commandant as soon as possible.

4-2-9 Visits to Foreign Territory

A. The commanding officer of a vessel intending to visit a foreign port shall:

(1) Submit requests for such visits in accordance with current instructions.

(2) In the event of an emergency necessitating entry into a foreign port or foreign territorial waters without prior arrangements and other than pursuant to instructions governing entry for Search and Rescue purposes, notify by message, information Commandant (G–O), the local United States Consular Officer, or, if no consular officer is stationed in the port of entry, the United States Embassy in the country to be visited.

B. In view of the diplomatic arrangements required to obtain authorization for foreign visits, the commanding officer shall not cancel or modify any such scheduled visits after clearance has been obtained except for most urgent cause. In the event that it becomes necessary to cancel a foreign visit or when a change of itinerary occurs after clearance has been obtained, notification of such cancellation or change shall be made as in Section 4–2–9A(2).

C. The commanding officer of a Coast Guard vessel intending to visit a United States Naval Station or Base located in foreign territory shall obtain permission from the operational commander and shall include the Commander Naval Station or Base as information addressee on the movement report. No diplomatic clearance is required.

4–2–10 Relationships in Foreign Territory Ports

A. When in foreign ports the commanding officer shall:

(1) As a general rule communicate with local civil officials and foreign diplomatic and consular authorities through the United States consular or diplomatic representatives.

(2) Exercise great care that all personnel under the command scrupulously respect the territorial authority.

(3) Not land an armed force in foreign territory for target practice, funeral escort, or other purposes without permission from the local authorities.

(4) Not conduct target practice within foreign territorial waters or at any point from which shots might land therein without permission.

(5) Not permit a foreign customs officer or any other person of a foreign state to search or make any examination whatsoever on board the vessel or boats nor permit any personnel to be taken from the vessel or boats.

(6) Preserve cordial relations with the United States representatives in foreign countries to the extent possible, and extend to them the honors, salutes, and other official courtesies to which they are entitled.

(7) Carefully consider any communications or any request for service from a United States representative.

(8) Be solely responsible to the immediate superior in command for all official acts in the administration of that command, although due weight should be given to the opinions and advice of United States representatives.

(9) If the vessel leaves a foreign port without paying all obligations incurred, certify to the local United States diplomatic or consular representative the name of the vendor, the type of

service rendered, and the amount of the obligation, and request such representative to pay the vendor and report the matter to the Commandant for reimbursement.

4-2-11 Passengers and Guests

A. The commanding officer of a cutter may permit passengers or guests aboard for transportation only under the following circumstances:

(1) When authorized by these regulations.

(2) When directed by the immediate superior officer to transport passengers or guests.

(3) When authorized by the district commander or higher authority, provided passengers can be accommodated and their presence does not interfere with or retard the movements or efficiency of the vessel.

(4) Guests of assigned personnel may be allowed onboard for a limited time when their presence will not interfere with the comfort and discipline of the crew or the movement and efficiency of the vessel. (Limited time means less than a 24 hour period beginning and ending the same day.) Whenever a vessel may be delayed or diverted while passengers are onboard, the commanding officer shall immediately provide information about the passengers to the next immediate superior officer.

B. The commanding officer shall not:

(1) Quarter any passenger in the wardroom whose presence is not agreeable to the wardroom officers. Permanently assigned officers shall not be required to vacate their quarters to accommodate passengers or persons on board for temporary duty.

(2) Except in an emergency, transport passengers unless there is a life jacket for each person on board; a child's life jacket shall be provided for each child.

(3) Allow a guest on board in accordance with subsection 4-2-11 A(4) unless the guest agrees beforehand to neither write for publication nor give talks or interviews relating to the trip without prior approval of the area or district commander or Commandant.

C. The commanding officer shall refer all requests for transportation or visits to the area or district commander. Area or district commanders may authorize or direct the use of vessels for conducting local cruises of harbors and waterfronts, or for participating in ceremonies or similar events provided that:

(1) Such operations do not interfere with the assigned missions of the vessel.

(2) The event is not for the benefit of private enterprise.

(3) The event is in the interest of the general public.

(4) The use of Coast Guard facilities does not compete with private enterprise. Transportation of dependents may be authorized by the area or district commander provided ordinary means of transportation are not available and the conditions set forth in subsection 4-2-11A(3) are met.

4-2-12 Construction and Repair

A. The commanding officer shall not, without prior authorization from the Commandant, permit new construction or major alterations of any kind to be undertaken on the vessel. The commanding officer may make recommendations in accordance with the current rules and instructions when changes or alterations would render the vessel more efficient.

B. Even though an inspector has been specifically assigned by the Commandant, area or district commander, the commanding officer shall act as a general inspector whenever the vessel is undergoing overhaul or repair. Upon arrival at a shipyard, the commanding officer shall assign officers as the ship's representatives in the inspection of work performed by the shipyard.

C. The commanding officer shall take the following steps when there is reason to believe that any shipyard work is or will be unsatisfactorily performed, and agreement cannot be reached locally.

(1) When the yard involved is a naval shipyard or a private shipyard, report the facts to the Commandant via the commander of the Coast Guard district in which the yard is located.

(2) When the yard involved is the Coast Guard Yard, report the facts to the Commandant, via the commanding officer of the yard.

4-2-13 Drydocking

A. It shall be the responsibility of the commanding officer of a cutter in commission which is undergoing overhaul or availability at a Coast Guard, naval station or other ship repair facility to request such services as are necessary to ensure the safety of the ship.

B. When a cutter not under its own power is being moved by the direction of the commanding officer of the Coast Guard Yard, commanding officer of a naval station or operator of a ship repair facility, that officer or contractor shall be responsible for any damage that may result therefrom. The pilot or other person designated for the purpose shall be in direct charge of such movement and all persons on board shall cooperate with and assist the pilot as necessary. Responsibility for such actions in a private shipyard will be assigned by contract to the contractor. In the cases of a contractor, the contracting officer is responsible for determining that the contractor's facilities, methods, operations and qualifications meet standards of efficiency and safety prescribed by Coast Guard directives.

C. When a cutter is to be drydocked or hauled-out on a marine railway, the commanding officer shall be fully responsible for the movement of the vessel while the vessel is operating under its own power. If power is to be secured during the drydocking or haul-out operation, the person in charge of the docking shall assume responsibility for the movement of the vessel when the vessel is no longer operating under its own power. When a cutter is to be undocked, the person in charge of the undocking shall retain responsibility for the movement of the vessel until the vessel is operating under its own power at which point the commanding officer shall be fully responsible for the movement of the vessel.

4-2-14 Report of Relief of Engineer Officer

A. In addition to those requirements of Section 4-1-18, upon the relief of the engineer

officer, the commanding officer shall require:

(1) When conditions permit, a machinery trial to be conducted in the presence of the engineer officer and the relief. The trial will include the operations of all auxiliaries, power boats, and an underway trial of the main propulsion machinery.

(2) That the joint report of relief of the engineer officer shall include:

(a) The results of the trials conducted in accordance with (1) above.

(b) Comment as to any immediate repairs considered necessary.

(c) The condition of machinery history, machinery index, and current ships maintenance project.

B. The commanding officer shall send the report to the appropriate MLC via the chain of command.

4-2-15 Ship Handling

A. The commanding officer shall be responsible for all maneuvers of the vessel and shall, if necessary, direct the officer handling the vessel. The commanding officer shall, if it is deemed necessary or desirable, personally handle the ship. The commanding officer shall inform the officer of the deck of such intentions and establish a clear understanding as to the times for relief of the OOD. The commanding officer shall as often as possible entrust the handling of the vessel during important evolutions to the executive officer and shall also afford frequent opportunity to other officers to acquire and improve their skill in ship handling.

4-2-16 Lifeboats and Life Rings

A. The commanding officer shall:

(1) When the vessel is at sea, and sea and weather conditions permit, ensure that at least one properly equipped lifeboat is ready for lowering. The commanding officer shall make the decision as to when conditions make it imprudent to rig out lifeboats. It is not expected that lifeboats will be rigged out when conditions endanger their seaworthiness.

(2) When the vessel is in port, ensure that a properly equipped boat is available for immediate use.

(3) Ensure that life rings are:

(a) in good condition,

(b) equipped with means of lighting at night and during periods of low visibility.

(c) painted with the vessel's name,

(d) readily accessible, and

(e) available for immediate use. They shall be placed at each quarter, on the outboard sides of the bridge, and wherever else they are needed or required.

4-2-17 Incurring Unusual Expenses

A. In case of stranding or other events involving the safety of the vessel and its personnel, the commanding officer may incur any expense necessary for the protection of the vessel and its crew. The commanding officer shall immediately report his action, giving an estimate of probable cost, to those responsible for the vessels operating expense funds; a full report shall be mailed as soon as possible. This authority is to be utilized only in cases of great urgency, that is, when the delay in obtaining authorization would jeopardize the safety of the ship or the lives of its personnel, or entail considerable additional expense.

B. The commanding officer shall not incur wharfage expenses without authority from the area or district commander, except when necessary for the safety of the vessel or when required by the exigencies of the service. When these expenses are incurred, the circumstances shall be reported immediately to the area or district commander.

4-2-18 Prospective Commanding Officer

A. An officer assigned as a prospective commanding officer of a vessel which is not yet in commission shall not have the independent authority of a commanding officer until the vessel is commissioned and transferred to the command. The prospective commanding officer shall:

(1) Upon reporting for such duty, procure the detailed plans of the vessel and all the pertinent information relative to the general condition of the vessel and the work being undertaken on the hull, machinery, and equipment.

(2) Inspect the vessel as soon after reporting as practicable, and frequently thereafter, in order to keep informed of the state of its preparation for service.

(3) Make necessary and required recommendations to the proper authority.

(4) Requisition those unsupplied materials which are required to properly outfit the vessel.

(5) Make necessary plans for the assumption of command and the immediate organization of the vessel.

(6) Make required personnel and material reports noting any deficiencies.

B. If the prospective commanding officer does not consider the vessel to be in proper condition to be commissioned, a written report shall be prepared and forwarded via official channels to the Commandant.

4-2-19 Preparing Vessel for Sea After Commissioning

A. In preparing the vessel for sea after its commissioning, the commanding officer shall endeavor to correct all personnel shortfalls and material deficiencies.

B. Prior to the vessel's departure for duty at sea, the commanding officer shall ensure that all personnel have been properly organized, stationed, and trained to effectively handle those emergencies which may arise during the normal course of operations.

4-2-20 Trials and Tactical Data

A. The commanding officer of a newly commissioned vessel shall:

(1) During the shakedown period or as soon as possible after the commissioning of the vessel, determine the maneuvering characteristics and tactical data of the vessel. As a minimum the following tactical data shall be posted on the bridge:

(a) Shaft RPM versus speed tables.

(b) Stopping distance information for 1/3, 2/3, standard and full speeds.

(c) Advance and transfer diagrams.

(2) Determine the length of time the vessel can remain at sea under full power and lesser speeds, and other varying operational conditions.

(3) Conduct other necessary trials and tests of the vessel and its equipment.

(4) Forward a report of the results of all tests and trials to the Commandant via the appropriate chain of command.

B. The commanding officer of every vessel shall ensure that the record of the performance of the vessel is accurately maintained. Any errors, omissions or changes in the original data obtained under (A) shall be reported to the Commandant via the appropriate chain of command.

C. The commanding officer of every vessel shall conduct full power trials and such other trials or tests as prescribed by current directives.

4-2-21 Obstructions to Navigation

A. The Secretary of the Army and the Corps of Engineers' district engineers, as designated agents, are authorized by law to take action when the navigable waters of the United States are endangered by obstructions. However, the removal and disposal of obstructions are subject to certain restrictions which are designed to protect property rights. In an emergency the Secretary of the Army or designated agents may remove or destroy obstructions so as to immediately clear the canal, lock or navigable waters. (33 U.S.C. 414, 415).

B. The Coast Guard cooperates with and assists the district engineers in the execution of the duties described in (A). If there is no immediate danger, no action shall be taken by the Coast Guard until the district engineer has been contacted and action has been subsequently requested. In an emergency (a situation where time prohibits the contacting of the district engineer), commanding officers, as agents of the Secretary of the Army, may take immediate action. (14 U.S.C. 88, 89)

C. If circumstances permit, the commanding officer of a vessel locating or sighting any floating obstruction to navigation of no obvious value should destroy, beach, or take into port such obstruction. Extreme care should be exercised so that destruction does not leave sunken or floating wreckage which would be a menace to navigation. If the destruction is to take place within the navigable waters of the United States, the district engineer shall be contacted before final action is taken. (14 U.S.C. 88)

D. A wreck or other sunken obstruction which constitutes a menace to navigation shall be marked in accordance with current instructions.

E. The commanding officer of a cutter locating or sighting any obstruction on the high seas which constitutes a hazard to navigation shall report the position and description of such obstruction to the commander exercising operational control over the cutter. The report shall include action taken or recommendations of the commanding officer. When the obstruction presents no immediate danger, the commander exercising operational control over the cutter shall determine whether destruction or removal is necessary for the protection of navigation; before making a determination, the operational commander should ascertain ownership and consider the owner's plans for the obstruction. In an emergency, the commanding officer of the cutter shall take whatever immediate action is necessary to protect navigation. Extreme care should be taken so that destruction does not leave sunken or floating wreckage which would be a menace to navigation. (14 U.S.C. 88)

F. The commanding officer of a vessel which undertakes any operation under (B) and (C) shall submit a full written report of the operation to the area or district commander. If an obstruction is beached or destroyed within the navigable waters of the United States, the report shall be forwarded, via the area or district commander, to the District Engineer, Corps of Engineers, U.S. Army. The report shall state the observed conditions of the object, its location, the depth of the water over the object, and the stage of the water at the time of observation.

G. Refloating a stranded vessel does not come within the purview of this section.

PART 3

The Officer In Charge (OIC)

4-3-1 Definition

A. The officer in charge of a unit (except Marine Inspection) shall be the noncommissioned warrant officer, petty officer, or civilian employee assigned to command the unit by Commandant, area, district or MLC commander.

B. The term "commanding officer" as used in this part shall mean the commissioned officer who:

(1) is immediately superior to the OIC and

(2) has the authority to exercise those powers of authority which the OIC is not authorized to exercise and

(3) is responsible for the general supervision, direction, and inspection of the OIC's unit.

When there is no group or section commander, the area, district or MLC commander shall be the commanding officer. The officer in charge, Marine Inspection, is a commanding officer.

4-3-2 Authority and Responsibilities

A. The authority and responsibility of an OIC corresponds to that of a commanding officer. Provisions of these regulations and of other instructions pertaining to commanding

officers are applicable to officers in charge, except where the authority of the OIC is specifically limited. The authority and responsibility of an OIC shall be adequate to permit full utilization of the capabilities of the unit.

4-3-3 Limitations of Authority

A. An officer in charge does not have authority to:

(1) Convene courts-martial or courts of inquiry, or boards of investigation other than letter incident reports.

(2) Effect advancements, changes, or reductions in rate of enlisted personnel.

(3) Administer oaths, except that an officer in charge who is a warrant officer or enlisted person may administer certain oaths as prescribed in Section 7-1-8.

(4) Perform any of the following acts, unless the person is military and has been specifically authorized to do so by the Commandant, area, district or MLC commander:

(a) Impose non-judicial punishment.

(b) Sign entries in service records of enlisted personnel, execute discharges, and make contracts for enlistment, reenlistment, and voluntary extension of enlistment, whenever serv ice records are maintained at the unit.

B. A military officer in charge may impose punishment upon enlisted persons assigned to that unit under the provisions of Article 15 of the Uniform Code of Military Justice to the extent authorized by Part 1 of the Coast Guard Military Justice Manual (COMDTINST M5810.1 series).

4-3-4 Reporting Breaches of Discipline

A. Breaches of discipline shall be referred to the commanding officer when:

(1) The OIC is a civilian, or

(2) The military OIC is not authorized to impose non-judicial punishment, or

(3) The military OIC who is authorized to impose non-judicial punishment believes breaches of discipline cannot be properly disposed of by such punishment or is not authorized to act on such breaches. The commanding officer may dismiss the charge, impose non-judicial punishment, or take action in accordance with Chapter III, Manual for Courts-Martial, United States, 1984, if the preliminary inquiry indicates that an offense, which it is believed could not properly be disposed of by a non-judicial punishment, may have been committed.

B. The officer in charge shall report known serious offenses and repeated minor offenses to the commanding officer so that appropriate disciplinary action may be taken.

4-3-5 Investigations

A. The OIC shall abide by the provisions contained in section 4-1-8.

4-3-6 Law Enforcement

A. The OIC shall abide by the provisions contained in section 4-1-10; and, in addition, shall promptly inform the commanding officer concerning any known or suspected violations of law and any remedial actions taken.

4-3-7 Compliance with Civil Laws

A. The officer in charge shall require strict compliance by personnel with federal, state and municipal laws and regulations, and shall cooperate with the responsible civil authorities to insure such compliance. However, release of a person to the custody of such authorities shall occur only when so ordered by the commanding officer, and said commanding officer shall be kept informed of any such incidents.

4-3-8 Aids to Navigation

A. The OIC or delegated representative of any unit shall make every effort to observe the functioning of all aids to navigation within the immediate area of the unit. The OIC shall inform the unit's operational commander by message or other expedient means of any aid to navigation that is found to be out of order or offstation; information as to any corrective action taken shall be included. The OIC shall also report any important hydrographic or navigational information obtained.

B. All officers in charge shall require that coxswains of boats underway make every effort to observe the functioning of aids to navigation in the immediate area of the boats' operation. Officers in charge shall also require that coxswains report to them or their delegated representatives any aid to navigation that is found to be out of order or offstation; coxswains shall also report any corrective actions taken.

4-3-9 Authority of Civilian OIC

A. All persons assigned to a unit having a civilian officer in charge shall carry out the lawful orders of the officer in charge. Failure to do so constitutes an offense punishable under Article 92(3), Uniform Code of Military Justice, and may furnish the basis for other or additional charges. Although a civilian officer in charge is not authorized to impose punishment under the Code, the civilian OIC is authorized to report charges as outlined in Part IV, Manual for Courts-Martial, United States, 1984, to a superior military supervisory authority.

4-3-10 Commanding Officers of MSOs and MIOs

A. All provisions of this chapter apply to commanding officers of Marine Safety Offices and Marine Inspection Offices.

4-3-11 OIC of a Vessel

A. Those duties which are required by these regulations and other instructions to be performed by the commanding officer of a vessel shall also be performed by the OIC of a vessel unless the latter is specifically exempted. The following paragraphs of this section prescribe the extent of responsibility of the OIC for those duties of the commanding officer assigned in sections 4-2-2, 4-2-4, 4-2-5, 4-2-7, and 4-2-8.

B. The OIC is responsible for the safe navigation of the vessel, and therefore shall:

(1) Maintain on board and corrected to date the necessary charts, light lists, tide tables, and other hydrographic publications covering the area of operation of the vessel.

(2) Study and observe the local weather, currents, landmarks, etc., and acquire intimate knowledge of the area of operation.

(3) By the use of ranges and other means, keep informed at all times of errors in compass and other navigational equipment, maintain a record of those errors, and take those steps necessary to ensure the compensation and calibration of the navigational equipment.

(4) Effectively use the equipment and devices available for determining the position of the vessel.

(5) Maintain a data book for the vessel. This book shall include:

(a) speed of the vessel at various engine speeds and under different sea and wind conditions.

(b) fuel consumption at different speeds

(c) data pertaining to vessel capabilities

(d) information helpful to dead reckoning navigation.

(6) Take special care that all precautions required by the applicable laws and regulations to prevent collisions and other accidents on any waters are observed.

C. The OIC shall:

(1) Report to the commanding officer unknown, inaccurate or inadequate chart, coast pilot, hydrographic, meteorologic and oceanographic data discovered or noticed.

(2) Reports required by (1) shall contain, if practicable:

(a) Soundings, including the data and time taken and whether or not they have been reduced to a particular reference datum.

(b) Sextant angles, which should be taken between prominent, charted, fixed objects or, if that is not possible, the position of objects used should be stated.

(c) Bearings, which should be stated in degrees true.

(d) A general statement as to the method of position determination.

(e) The construction of charts when necessary for amplification.

D. The OIC Shall:

(1) Be alert to obtain, develop, and verify reports or rumors of distress. The OIC shall

promptly inform the commanding officer and others concerned of any such information obtained.

(2) When the vessel is underway, and unless otherwise directed, proceed immediately toward the scene of any reported distress within the area of operation, and shall promptly inform the commanding officer of this action.

(3) When the vessel is in port, maintain the vessel in the state of readiness required by the commanding officer. Except when the commanding officer has ordered or authorized the OIC not to proceed, the OIC shall proceed, as soon as possible, to the scene of any reported distress within that area of operation, keeping the commanding officer informed of all action taken.

(4) In rendering assistance, use sound discretion and shall not unnecessarily jeopardize the vessel or the lives of the personnel.

(5) In giving assistance, not interfere with private enterprise, though assistance may be given to private efforts when necessary. The vessel shall be used for towing private craft only in cases of emergency or distress when there is no sufficient assistance at hand; however, private enterprise shall not be permitted to take undue advantage of a master or operator whose vessel is in distress. The OIC shall request instructions from the commanding officer in case of any doubt as to the proper action in this regard.

(6) Take prompt measures to revive or resuscitate all persons apparently drowned or unconscious from exposure to cold or other causes. The death of an apparently drowned person shall in no case be taken for granted, but every effort shall be made to resuscitate the apparent victim, unless the body bears unmistakable evidence of death.

E. In the event of shipwreck or other serious disaster, the OIC shall:

(1) Without endangering life, keep the crew aboard the vessel as long as necessary.

(2) Make every reasonable effort to save the logbook, valuable papers and as much other government property as possible.

(3) When it becomes necessary to abandon the vessel, be the last person to leave and take all possible precautions to protect the survivors and such government property as has been saved.

(4) Communicate with the nearest Coast Guard command as soon as possible and request such instructions and assistance as required.

(5) If the wreck constitutes a menace to navigation, take action to expedite a marking of the position of the wreck.

(6) Make a detailed report of the circumstances to the commanding officer as soon as practicable.

F. The Officer in charge is responsible to the commanding officer for the safety, health and welfare of the personnel in the command. The OIC shall:

(1) Insure that the safety orders and instructions applicable to the vessel and its equipment are on board, and understood and observed by the personnel.

(2) Strictly require that the performance of all duties and work performed on board or by the vessel is in accordance with the highest standards of safety and seamanship.

(3) Safeguard the health of the crew by careful attention to the sanitation of the vessel.

(4) Excuse from duty any member of the crew who is unable to perform because of illness or injury, and inform the commanding officer of the circumstances.

(5) Within the limits of authority, grant the maximum amount of liberty consistent with good administration and efficiency.

(6) Ensure that all boats are properly equipped and not loaded beyond capacity.

CHAPTER 5

RANK AND COMMAND

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RANK AND COMMAND

PART 1

Authority

5-1-1 Exercise of Authority

A. All active service Coast Guard personnel are subject at all times to Coast Guard authority. Provided they are not under arrest, suspended from duty, in confinement or otherwise incapable of discharging their duties, personnel shall exercise authority over their subordinates in accordance with these regulations and orders from competent authority.

B. All persons on the Coast Guard retired list are subject to Coast Guard authority, but persons on the retired list shall not place themselves on duty or exercise authority over persons in the Coast Guard without orders from competent authority.

5-1-2 Authority of an Officer in Command

A. An officer detailed to command by competent authority has authority over all officers or other persons attached to the command.

5-1-3 Authority of an Officer Who Succeeds to Command

A. An officer who succeeds to command due to the incapacity, death, departure on leave or absence due to orders of the duty appointed commanding officer has the same authority and responsibility as the predecessor.

B. An officer who succeeds to command during the temporary absence of the commanding officer shall make no change in the existing organization, and shall endeavor to have the routine and other affairs of the command carried on in the usual manner.

5-1-4 Authority of the Senior Officer Present

A. Coast Guard units from time to time are called upon to operate together under circumstances for which there are no specific instructions, particularly in connection with distress or other emergency situations. The command relationship for such operations must be recognized by the individuals present at the scene: officers involved must, without delay, assume the responsibilities appropriate to their status, and undertake the requisite initial operations without awaiting detailed directives from higher authority.

B. The senior officer at the scene of distress, emergency or other abnormal situation, shall:

(1) See to it that seniority status is known to all concerned so that overall command of the units involved may be effectively assumed.

(2) Exercise authority by positive action based upon intelligent initiative.

(3) By means of complete, timely and accurate situation reports, inform operational commanders of the conditions on scene, the action being taken, the future intentions of the senior officer present, and the need, if any, for additional assistance.

C. Without good and sufficient reasons, the senior officer present shall not deprive any other officer of duty or command or divert that officer from a duly assigned by a common superior.

D. In the event of a quarrel or disturbance or other circumstances in which Coast Guard personnel are involved and the exercise of authority is necessary, the senior Coast Guard officer at the scene shall assume command and take all actions necessary to restore order until relieved of this responsibility by competent authority. All Coast Guard personnel in the vicinity shall render prompt assistance and obedience to the officer thus engaged in the restoration of order.

5-1-5 Authority of the Commanding Officer of a Shore Unit Over Visiting Commands

A. While at a shore unit, the commanding officer or officer in charge of a ship, craft, or aircraft not assigned to the command of the shore unit shall conform to the orders of the commanding officer of the shore unit concerning:

(1) Specific services rendered to or received from such ship, craft, or aircraft.

(2) Police, fire, security, safety, local air traffic rules, clearance of aircraft flights over the civil airways, communications, sanitation and plant maintenance and protection.

5-1-6 Authority of Officers with Temporary Appointments

B. An officer duly appointed to a temporary grade shall have the same authority as if a permanent commission were held in that grade.

5-1-7 Authority of Coast Guard Officers and Enlisted Personnel Embarked as Passengers

A. Unless otherwise specified in the member's orders or covered by the provisions of Article 5-1-4, an officer or enlisted member embarked as a passenger in a boat, ship, or aircraft not under the command of such officer or enlisted person, has no authority over, responsibility for, nor right to assume command of the boat, ship or aircraft.

B. Enlisted members and officers embarked as passengers, who are junior to the commanding officer or officer in charge and not on the staff of an officer, senior to the commanding officer or officer in charge, who is also embarked as a passenger, may be assigned to duty when the commanding officer or officer in charge deems necessary. Passengers thus assigned shall have the same duties as though regularly assigned to the boat, ship or aircraft.

5-1-8 Authority and Responsibility of Boat Coxswain

A. Coast Guard personnel who are currently certified as a coxswain on a particular type of boat by their commanding officer may take charge of the boat to perform a specific sortie or mission(s).

B. The coxswain shall be responsible, in order of precedence, for the safety and conduct of passengers and crew; the safe operation and navigation of the boat assigned; and the completion of the sortie or mission(s) assigned or undertaken pursuant to Coast Guard policy and regulations. A coxswain underway will at all times respond, within the limits of capabilities and legal authority, to observed hazards to life or property, and violations of law or regulations.

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C. The coxswain is the direct representative of the commanding officer or officer in charge and, as such, (subject to Articles 88-91 of the UCMJ) has authority and responsibility which are independent of rank or seniority in relation to other personnel embarked. The coxswain's authority and responsibility exist only when the boat is engaged on a specific sortie or mission(s). The only persons embarked in a boat who may relieve the coxswain of the responsibilities described in subparagraph B above are:

(1) The coxswain's commanding officer, officer in charge, executive officer or executive petty officer.

(2) A senior officer at the scene of a distress, emergency or other abnormal situation who exercises authority under the provisions of Article 5-1-4, whether or not other units are involved.

D. While completing a mission is secondary to ensuring the safety of the crew, passengers, and the boat, the coxswain may only leave the boat if:

(1) in the coxswains judgement, and after careful consideration of the remaining crewmembers experience, the operational benefits clearly outweigh the risk of leaving the boat without a qualified cowswain, and

(2) when time permits, every effort is made by the coxswain to receive the concurrence of their operational commander.

5-1-9 Authority of Juniors to Issue Orders to Seniors

A. A junior officer is authorized to issue orders or grant privileges, permission or liberty to a senior officer if at the time the junior officer is:

(1) in command of the ship, or

(2) in command of a unit to which the senior is attached, or

(3) in command or direction of the military expedition or duty on which the senior is serving, or

(4) acting in the execution of official duties as a sentinel, or as a member of the armed forces police.

5-1-10 Authority of and Over Persons in the Other Armed Services

A. Whenever Coast Guard and other armed services personnel are operating together, seniority shall determine authority and control.

5-1-11 Contradictory and Conflicting Orders

A. An officer who diverts a subordinate from any service ordered by a common superior, or requires the subordinate to act contrary to the orders of a common superior, or interferes with personnel under a common superior's command must immediately report this action to the officer whose orders have been contravened and show that circumstances required such an action. All contravening orders shall be given in writing if possible.

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B. If an officer receives an order which contravenes an order received from another superior, the officer shall exhibit the first orders, unless specifically instructed not to do so, and represent the facts in writing to the superior from whom the last order was received. If after such representation, the latter shall insist upon the execution of the order, it shall be obeyed; however, the officer receiving and executing the order shall report the circumstances to the superior from whom the original order was received.

5-1-12 Authority of Senior Officer Present Afloat

A. Unless another officer has been so designated by proper authority, the senior officer present afloat is the senior commissioned officer who is present and assigned as commanding officer of a commissioned Coast Guard cutter within a particular locality or area prescribed by proper authority. For the purpose of this regulation, an acting commanding officer shall be considered an assigned commanding officer.

B. The senior officer present afloat shall be responsible for administrative matters which collectively concern all afloat Coast Guard commands within the locality or area. In the exercise of this authority, the senior officer present afloat shall not normally be concerned with the internal administrative matters of any other command, except to the extent necessary to ensure required uniformity and coordination of effort.

C. In the event of an emergency and an absence of orders from the senior officer present, the senior officer present afloat shall assume responsibility for coordination of the efforts of all cutters present.

PART 2

Succession to Command

5-2-1 Rank and Command

A. Military rank confers eligibility to exercise command or authority in a military service within the limits prescribed by law. Rank is divided into grades which mark the relative positions and powers of the different persons possessing it.

B. Command is exercised by virtue of office and by the special assignment of persons holding military grade who are eligible for command.

5-2-2 Succession to Duties of Commandant

A. The following U.S. Coast Guard officers, in the order of succession indicated, are designated to act as Commandant during the absence or disability of the Commandant or in the event that there is a vacancy in the Office of Commandant.

(1) Vice Commandant (as prescribed by 14 U.S.C. 47)

(2) Chief of Staff

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(3) Flag officers who are assigned to and present for duty at Coast Guard Headquarters in the order of their precedence in grade, unless the Secretary designates a different officer.

(4) All other Coast Guard officers in the order of their precedence in grade, unless the Secretary designates a different officer.

5-2-3 Succession to Command of an Area

A. The deputy area commander shall act as area commander unless the Commandant orders a different officer to duty as acting area commander when there is a vacancy in that office, when the area commander is absent from duty because of leave, incapacity or temporary duty outside the area or when the area commander is on temporary duty within the area and it is determined by the area commander that the recall time to the area office is such as to prevent expeditious and informed action on matters of immediate operational priority.

B. During the absence or disability of both the area commander and the deputy area commander, the Commandant (G-C) shall be notified immediately. In this case, the next senior officer on the area staff whose assignment to duty is not restricted by law shall act as area commander, unless the Commandant orders a different officer to duty as acting area commander.

5-2-4 Succession to Command of a District

A. The district chief of staff shall act as district commander, unless the Commandant orders a different officer to duty as acting district commander, when there is a vacancy in that office, when the district commander is absent from duty because of leave, incapacity or temporary duty outside the district, or when the district commander is on temporary duty within the district and has determined that the recall time to the district office is such as to prevent expeditious and informed action on matters of immediate operational priority.

B. During the absence or disability of both the district commander and the chief of staff, the applicable area commander and the Commandant (G-C) shall be notified immediately. The district commander may designate an officer of the district staff in the grade of 0-6 to act as district commander during the absence or disability of both the district commander and the chief of staff without regard to seniority or precedence. If the designated officer is also absent, or if the district commander chooses not to make a specific succession designation, the next senior officer assigned to the district office whose assignment is not restricted by law shall act as district commander, unless the Commandant orders a different officer to duty as acting district commander.

5-2-5 Succession to Command of a Maintenance and Logistics Command

A. The deputy commander, maintenance and logistics command, shall act as MLC commander, unless the Commandant orders a different officer to duty as acting MLC commander, when there is a vacancy in that office, when the MLC commander is absent from duty because of leave, incapacity or temporary duty outside the MLC, or when the MLC commander is on temporary duty within the MLC and has determined that the recall time to the MLC office is such as to prevent expeditious and informed action on matters of immediate priority.

B. During the absence or disability of both the MLC commander and the deputy commander, the applicable area commander and the Commandant (G-C) shall be notified

immediately. The MLC commander may designate an officer of the MLC staff in the grade of 0-6 to act as MLC commander during the absence or disability of both the MLC commander and the deputy commander without regard to seniority or precedence. If the designated officer is also absent, or if the MLC commander chooses not to make a specific succession designation, the next senior officer assigned to the MLC office whose assignment is not restricted by law shall act as MLC commander, unless the Commandant orders a different officer to duty as acting MLC commander.

5-2-6 Succession to Command of a Section or Group

A. Whenever the commanding officer of a section or group is not available for duty, the next senior commissioned or warrant officer regularly assigned to duty in the section or group and who is in line for succession to command shall assume command, unless the district commander has designated a different officer to do so. If there is no such commissioned or warrant officer available, the district commander shall designate an enlisted person to assume charge. When an officer succeeds to command under the foregoing provisions, the immediate superior officer and the subordinate units shall be informed.

5-2-7 Succession to Command by Commissioned Officers

A. In the event of the incapacity, death, relief from duty, or absence of the officer detailed to command a unit, the command shall pass to and be succeeded by the following personnel and in the order enumerated:

(1) Shore Units

(a) The assigned or designated executive officer

(b) Other assigned commissioned officers with a specialty or sub-specialty appropriate to the function of the activity in the order of their seniority in grade.

(2) Ships

(a) The assigned or designated executive officer

(b) Other assigned commissioned officers who are certified as qualified for officer of the deck watches underway in the order of seniority in grade.

B. The regularly assigned commanding officer shall publish in writing the order of succession to command to be effected in the absence or incapacity of both the commanding officer and the executive officer. Aboard cutters, this order of succession shall list by name, in order of rank, those commissioned officers who are assigned to stand underway officer of the deck watches. This order will also include such other officers attached for duty who the regularly assigned commanding officer feels qualified to stand underway officer of the deck watches.

5-2-8 Succession to Command by Commissioned Warrant Officers and Warrant Officers

A. Commissioned warrant officers and warrant officers may succeed to command of a unit in conformity with the following:

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(1) In ships, commissioned warrant and warrant officers who are authorized to perform all deck duties afloat may succeed to command.

(2) Within other commands, any commissioned warrant or warrant officer with a specialty appropriate to the functions of the activity may succeed to command.

5-2-9 Succession to Command by Petty Officers

A. Petty officers may succeed to command of a unit, with authority as officer in charge in conformity with the following:

(1) In ships, chief petty officers and petty officers who are authorized to perform all deck duties afloat may succeed to command.

(2) Within other commands, any chief petty officer or petty officer with a rating appropriate to the functions of the activity may succeed to command.

5-2-10 Succession as Officer in Charge, Marine Inspection (OCMI)

A. In the official absence of the OCMI, the executive officer of the unit normally will serve as "acting officer in charge, marine inspection" (AOCMI). In the official absence of both the OCMI and the executive officer, the district commander will designate a responsible qualified marine inspector to act as AOCMI.

5-2-11 Succession as Commanding Officer or Officer in Charge of Military Personnel

A. Whenever the person designated as commanding officer or officer in charge of military personnel pursuant to Article 3-2-5 is not available for duty, the military person designated by the cognizant commander shall succeed as either commanding officer or officer in charge of military personnel, whichever title is appropriate.

5-2-12 Absence of Officer in Command

A. When an officer in command is absent from the assigned place of duty and another officer succeeds to command in accordance with the preceding articles of this Part, and the absence has not been directed or authorized by or through the immediate superior in the chain of command, the absence (including the expected duration), the reason therefore, and the name of the officer filling that command shall be reported so that the immediate superior in the chain of command is aware of who is in command of the subordinate command at any given time.

B. The district commander (or, if incapacitated, any officer succeeding to that command) shall report to the applicable area commander and the Commandant (G-C) any absence from the assigned place of duty, the reason and expected duration and the name of the officer who shall act as district commander in accordance with the preceding Articles of this Part.

C. The MLC commander (or, if incapacitated, any officer succeeding to that command) shall report to the applicable area commander and the Commandant (G-C) any absence from the assigned place of duty, the reason and expected duration and the name of the officer who shall act as MLC commander in accordance with the preceding Articles of this Part.

D. When circumstances permit, the superior shall be informed before the absence commences.

E. Area, district, and MLC commanders shall obtain authority from the Commandant (G-C) prior to leaving the limits of their commands or visiting units on foreign soil.

F. The area, district, or MLC commander on temporary duty within the command retains command status for contacts and situations encountered, and is entitled to all ceremonies and distinctions accorded that rank and office while in total command at the place of duty even though another officer is in an "acting" mode at the normal Headquarters with authority to issue the orders required to (1) carry on the established routine and perform the administrative functions of the command and (2) act on matters of immediate operational priority under the provisions of Article 5-2-3A and 5-3-3A.

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CHAPTER 6

STANDARD SHIP ORGANIZATION

CHAPTER 6

STANDARD SHIP ORGANIZATION

PART 1

General

6-1-1 Basic Organization

A. The basic organization of a Coast Guard Ship shall consist of:

(1) an Operations Department

(2) an Engineering Department

(3) a Deck or Weapons Department

(4) a Supply Department if a supply officer is assigned by the Commandant

(5) a Medical Department if a medical officer is attached to the ship on other than temporary additional duty

(6) an Aviation Department if an aviation detachment is assigned to the ship.

B. In addition to departments, certain large vessels may be organized into divisions for improving efficiency in assigned duties, training exercises, instruction, upkeep and administration. The number of divisions may vary according to the size, type, and personnel allowance of the ship.

C. Departments and divisions shall be further divided into sections and watches. The assignment of personnel to sections and watches shall be such that:

(1) stations required to meet the conditions of readiness may be effectively staffed.

(2) the normal watches may be kept, and

(3) the force on board at any time is sufficient and is organized to care for the safety, operation, and maintenance of the ship.

D. Departments and divisions shall be assigned battle stations which permit their employment as units.

E. In organizing a vessel, the commanding officer shall comply with such requirements as prescribed by the Organization and Regulations Manual (CG-260 series) or other instructions applicable to vessels of its class.

F. The organization of a patrol boat, tug or other Coast Guard vessel under an officer in charge shall conform to the provisions of this chapter to the extent that the number, ranks and ratings of personnel and the characteristics and tasks of the vessel permit. An officer in charge has responsibility corresponding to that of a commanding officer with respect to the organization of the vessel. In organizing the vessel, the OIC shall be guided by the foregoing and shall comply with such requirements as may be prescribed in a Standard Organization and Regulations Manual or other instruction applicable to vessels of its class.

6-1-2 Organization and Regulations Manual (CG-260 series) and Watch, Quarter and Station Bill

A. Each ship shall maintain an Organization and Regulations Manual in accordance with current instructions.

B. A general watch, quarter, and station bill shall set forth the watches, quarters for berthing, stations for battle or emergencies, cleaning, and other duties assigned to the several departmental divisions and the watches or sections.

C. Based on the watch, quarter, and station bill, the assignment, by billet number, of stations and duties to all individuals shall be set forth in appropriate bills in accordance with current instructions.

6-1-3 Assignment of Commanding Officer

A. The Commandant shall assign a commissioned or commissioned warrant officer as the commanding officer of a vessel.

B. When the regularly assigned commanding officer is not available for duty, the commissioned officer or commissioned warrant officer who is next in line for succession to command shall assume command. A warrant officer or petty officer who is next in line to succeed to command shall assume command with authority as an officer in charge. During the temporary absence of the regularly assigned commanding officer, the standing orders and routine of the command shall not be changed, except as may be required by the situation or by orders of superior authority.

6-1-4 Assignment of Executive Officer

A. The Commandant shall assign a commissioned or warrant officer as executive officer. The executive officer shall normally be that officer eligible to succeed to command who is next in rank to the commanding officer. When only one or no officer is attached to the ship, an executive petty officer shall be designated. The executive petty officer shall be the petty officer next in line to succeed to command.

B. Whenever the regularly assigned executive officer is not available for duty, the commanding officer shall designate the officer who is eligible to succeed to command as the executive officer. If the only other commissioned or warrant officers attached are not eligible, the commanding officer shall assume the duties of executive officer. If there is no other officer attached, an executive petty officer may be designated as in Section 6-1-4 A. Whenever the commanding officer assumes the duties of executive officer or designates an executive petty officer under the provisions of this subsection, the fact shall be reported to the district commander and the Commandant (G-P).

C. The executive officer shall not be designated as head of a department except as required or authorized under the provisions of Section 6-1-5, or when necessitated by unusual circumstances.

6-1-5 Assignment of Department Heads

A. The Commandant shall assign a commissioned or warrant officer as the engineer officer.

B. The operations officer and the first lieutenant (or weapons officer) shall be the a commissioned officer assigned by the commanding officer except when specifically assigned by the Commandant.

C. The Commandant shall assign a commissioned or warrant officer as supply officer of a vessel.

D. The Commandant shall assign the medical officer of a vessel.

E. When there are five or more commissioned and warrant officers attached to the ship, the commanding officer shall apportion the departmental duties among these officers. When there are less than five commissioned or warrant officers available for duty, the commanding officer may:

(1) Apportion the departmental duties among the commissioned and warrant officers attached in the most equitable manner utilizing petty officers as assistant department heads as necessary.

(2) Assume the duties of the department head utilizing leading petty officers as assistant department heads as necessary.

(3) Assign petty officers to head departments or perform those duties and collateral duties as modified by the Organization and Regulations Manual for which their ratings, special training, experience and the limitations of their rates qualify them.

F. Subject to such limitations as may be set forth by these regulations or by a senior in the chain of command:

(1) To maintain the efficient operation and the high degree of performance of a vessel, officers shall be assigned so as to best utilize their previous experience and capabilities. Seniority, the necessity for career training and the provision for alternates for essential duty assignments shall be considered in making these assignments.

(2) Except when specifically made by the Commandant, the assignment of a commissioned, warrant, or petty officer to head a department or to be responsible for the performance of collateral duties shall be made in writing by the commanding officer.

PART 2

The Executive Officer

6-2-1 Status, Authority, and Responsibility

A. The executive officer is the direct representative of the commanding officer. All orders issued by the executive officer shall have the same force and effect as though issued by the commanding officer and shall be obeyed accordingly by all persons on board. In performance of

duties, the executive officer shall conform to and effect the policies and orders of the commanding officer and shall keep informed of all significant matters pertaining to the command. The executive officer shall be primarily responsible for the organization, coordination of effort, performance of duty, and good order and discipline of the entire command. While recognizing the right and duty of heads of departments and other officers to confer directly with the commanding officer on important matters relating to their duties, the executive officer must be responsible for keeping appropriately informed of such matters.

B. An officer designated as executive officer during the temporary absence or disability of the regularly designated executive officer shall have the authority and responsibility of the executive officer, but shall make no changes in the existing organization unless ordered to do so, and shall endeavor to have the routine and other affairs of the command carried on in the usual manner.

C. When the military member next in line for succession to command is a petty officer, the designation shall be executive petty officer. The petty officer so designated shall assist the commanding officer or the officer in charge in the administration of the unit and shall be prepared to assume command as officer in charge during the commanding officer's absence or incapacity. The authority and responsibility shall be those prescribed for the executive officer to the extent that the size of the complement and nature of the duty require, and as designated by the commanding officer or officer in charge. Such authority established in accordance with this subsection shall not be contrary to any other provisions of these regulations or the Uniform Code of Military Justice.

6–2–2 Assumption of Command

A. The executive officer shall be prepared to assume command at any time.

6–2–3 Specific Duties

A. The executive officer, subject to the orders of the commanding officer, and assisted by the appropriate subordinates, shall:

(1) Generally supervise the administration of the business of the ship.

(2) Perform the functions of personnel officer for the unit, including the assignment of personnel to departments or other major subdivisions, and the maintenance of personnel records.

(3) Prepare and maintain the bills and orders for the organization of the command as a whole.

(4) Supervise and coordinate the work, exercises, and training of the personnel of the command.

(5) Supervise and coordinate the procurement of supplies for the ship.

(6) Have direct responsibility for medical matters when no medical officer is attached to the vessel or a medical officer is attached on temporary additional duty.

(7) The executive officer shall exercise general supervision and control over the security and use of the ship's keys.

(a) The executive officer shall maintain duplicates of all ship's keys except for those maintained in the custody of the commanding officer in accordance with these regulations, and except for those which, in the judgement of the commanding officer, should be in the custody of only one member of the command in order to maintain accountability and further are not necessary to provide immediate access in the case of an emergency.

(8) Prepare and promulgate a plan of the day and such other advance schedules as may serve to aid subordinates in planning their work.

(9) Make frequent departmental inspections with the responsible subordinates and take remedial action for the correction of any deficiencies.

(10) Function as the safety officer of the command and administer the safety program by coordinating the safety indoctrination and planning of the various departments.

(11) Ensure justice and consistency in exercising authority.

(12) Endeavor to maintain high morale within the command.

6–2–4 Relationship with Officer of the Deck

A. The executive officer shall direct the officer of the deck (OOD) in matters concerning the general duties of the ship. When the commanding officer is not on deck, the executive officer may direct the OOD how to proceed in time of danger or during an emergency, or may personally assume charge of the deck, and shall exercise judgement as to when to do so. However, the executive officer shall immediately report to the commanding officer the fact and reasons for relieving the OOD. The executive officer shall not assume charge without first relieving the OOD, and should it become necessary to countermand an order of the OOD, the executive officer shall do so only through that officer or after relieving the OOD.

6–2–5 Communications Intended for Commanding Officer

A. Except as otherwise provided by these regulations, or as directed by the commanding officer, all routine internal communications intended for the commanding officer shall normally be transmitted through the executive officer.

6–2–6 Responsibilities of Subordinates

A. The prescribed duties of the executive officer shall not be construed to relieve a subordinate from any part of assigned responsibilities.

6–2–7 Assistants to the Executive Officer

A. When the commanding officer or higher authority determines that assistants to the executive officer, such as a personnel officer or transportation officer, are required, they may be so designated. A medical officer attached to the vessel on temporary additional duty, and assigned health services technicians, will assist the executive officer in medical matters and will perform the duties listed in Section 6–8–2 for which they are qualified.

B. The assistants to the executive officer shall perform such other duties as may be assigned.

PART 3

The Head of a Department

6-3-1 Status, Authority, and Responsibility

A. The head of a department is the commissioned, warrant or petty officer designated as such in accordance with these regulations. The department head is the representative of the commanding officer in all matters that pertain to the department, and is accordingly responsible for the operation and the effectiveness of the department. All persons assigned to that department shall be subordinate and all orders issued by that department head shall be obeyed accordingly, and shall, in the performance of duties as head of a department, conform to the policies and comply with the orders of the commanding officer.

6-3-2 Direct Communication with the Commanding Officer

A. Except as otherwise provided in these regulations, when the head of a department considers a matter relating to the department to be of sufficient importance to require conferring directly with the commanding officer, the normal procedure shall be to first inform the executive officer of the subject matter and request permission to confer with the commanding officer. When, for any reason, the department head is unable to follow this procedure, the department head shall inform the executive officer of the situation at the earliest practicable opportunity.

6-3-3 Specific Duties and Responsibilities:

A. The head of a department, subject to the orders of the commanding officer and executive officer shall:

(1) Prepare and maintain the necessary bills and orders for the organization and operation of the department.

(2) Assign the personnel to stations and duties within the department.

(3) Plan, direct, and supervise the work and training of personnel within the department.

(4) Ensure that all prescribed or necessary security measures and safety precautions are strictly observed by all persons within the department and by others who may be concerned with matters under that department's control. The department head shall insure that all applicable safety precautions are conspicuously posted and all personnel are frequently instructed in safety procedures.

(5) Make frequent inspections of the personnel and material of the department, including the spaces assigned thereto, and take necessary action to correct defects and deficiencies. Each department head or departmental representative shall inspect and report the condition of the department to the executive officer who shall make a summary report to the commanding officer. These reports normally shall be made at 2000.

(6) Ensure that the department is operated in an economical manner.

(7) Be responsible for the proper operation, care, preservation and, within the capacity of that force, maintenance of the equipment and other material assigned to the department. In carrying out these functions, the department head will coordinate repairs with the engineer officer.

(8) Be responsible for the maintenance of records and the submission of reports required of the department.

(9) Be the custodian of the keys to all spaces and storerooms of the department, except those keys assigned by regulation to the custody of another officer and, subject to the approval of the executive officer, may designate and authorize subordinates within the department to have duplicate keys.

(10) Be responsible for the cleanliness and maintenance of the spaces assigned to the department, except as otherwise prescribed by regulations or other competent authority.

(11) Anticipate the material needs of the department, and submit timely requests to fulfill requirements in accordance with the procedure set forth by the executive officer.

B. Neither the head of a department nor any subordinates shall transfer government property from a command or activity without the approval of the commanding officer.

C. The prescribed duties of a head of a department shall not be construed to relieve the subordinates of that department form their responsibilities, which shall include the supervision and training of personnel assigned to them; the proper care, preservation, and economical use of equipment and stores in their charge; the upkeep and cleanliness of assigned spaces; and the maintenance of records and the preparation of reports required in connection with their duties.

PART 4

The Operations Officer

6–4–1 General Duties

A. The operations officer shall be the head of the operations department. In addition to those duties prescribed elsewhere in these regulations for the head of a department, the operations officer shall be responsible for the collection, evaluation, and dissemination of operational and combat information required for the assigned missions and tasks of the vessel, and, except as maybe the responsibility of another officer, for all matters related to the operations of the vessel and designated airborne aircraft.

6–4–2 Specific Duties

A. The operations officer shall be responsible for the proper performance of the functions of the department, which include:

(1) The conduct of visual and electronic search.

(2) The maintenance of visual and electronic exterior communications.

(3) The collection and analysis of intelligence and law enforcement information.

(4) The conduct of electronic warfare operations.

(5) The control of aircraft when airborne and the conduct of shipboard air operations.

(6) The operational readiness of all electronic equipment assigned to the department and assistance to other departments as required.

(7) The collection, interpretation and dissemination of oceanographic and meteorological information.

(8) The preparation of vessel operation plans, and of training schedules required of the department.

6-4-3 The Navigator

A. The operations officer will normally also be the navigator. However, should circumstances require, an officer may be assigned as navigator under the operations officer.

B. The navigator is charged primarily with the safe navigation and piloting of the vessel in conformance with law, regulation, and orders, and shall make reports in connection with navigating duties directly to both the commanding officer and the operations officer. In other matters within the operations department, the navigator shall be directly responsible to the operations officer.

C. The specific duties shall include:

(1) Advising the commanding officer and officer of the deck as to the ship's movements and, if the ship is running into danger, as to a safe course to be steered. In tender class vessels, advising the commanding officer of the proper position when setting, inspecting or establishing an aid to navigation.

(2) Ensuring that an accurate plot of the ship's position is maintained by astronomical, visual, electronic, or other appropriate means.

(3) Prior to entering pilot waters, the studying of all available sources of information concerning the safe navigation of the vessel.

(4) Procurement, preparation, correction, and maintenance of hydrographic and navigational charts, aids, records, and reports. In tender class vessels, preparation and maintenance of Aid to Navigation positioning data, records, and reports.

(5) The operation, care, and readiness of the vessel's navigational equipment, including the following:

(a) When the ship is underway and weather permits, determine daily the error of the gyro and magnetic compasses, and report the result to the commanding officer in writing. The navigator shall cause frequent comparisons of the gyro and magnetic compasses to be made and recorded. The navigator shall adjust and compensate the magnetic compasses when

necessary and subject to the approval of the commanding officer, shall prepare tables of deviation and keep correct copies posted at the appropriate compass stations. The navigator shall keep a compass record, which shall be a complete history of the compasses on board.

(b) Ensure that the boat compasses are in good order and ready for use, and that spare compasses are properly stowed.

(c) Ensure that the chronometers are wound daily at meridian, and report thereof made to the commanding officer, that comparisons are made to determine their rates and error, and that the ship's clocks are properly set in accordance with the standard zone time of the locality or in accordance with the orders of the senior officer present.

(d) Ensure that the electronic navigational equipment is kept in proper adjustment and, if appropriate, that calibration curves or tables are maintained and checked at prescribed intervals.

(6) Testing the operation of the steering gear before getting underway.

(7) Carefully examine the log each day and see that all particulars required to be entered therein are noted. Any omissions or inaccuracies that are noted shall be called to the attention of the officer in whose watch they occurred and have the necessary corrections made. The navigator shall then sign the log and present it to the commanding officer for approval.

(8) Relieving the officer of the deck as authorized or directed by the commanding officer.

(9) Accurately locating the ship's position and entering this data in the log at the time of anchoring.

6-4-4 The Communications Officer

A. If there is a communications officer position aboard, it is subordinate to the operations officer position. When for any reason an officer is not so assigned, the operations officer shall also be the communications officer. The communications officer shall be responsible for the conduct of proper visual and electronic exterior communications.

B. The duties of the communications officer shall include the following:

(1) The conduct of visual and electronic exterior communications in accordance with current communications instructions and other competent authority, and the operation, care, and readiness of the equipment used therefor.

(2) Proper maintenance of radio log and the preparation of communications reports.

(3) Procurement, custody, correction, physical security, distribution, and reporting of all CMS material distributed to the ship. Responsibility for all other classified materials and devices assigned to the communications officer. This shall not relieve other persons of their responsibilities for the security of classified matter assigned to them.

C. The communications officer shall be the head of the crypto board. The board shall consist of all officers assigned to communications duties and other personnel designated by the commanding officer. The communications officer shall be responsible for the supervision and

training of the crypto board in the employment of the codes and ciphers issued to the ship and in the principles of cryptography and communications security.

D. The commanding officer may assign assistants to the communications officer to act as signal officer, radio officer, censor officer and classified material control officer.

6–4–5 The Combat Information Center Officer

A. Under the operations officer there may be assigned a combat information center officer, responsible for the operation and readiness of the combat information center. When there is no combat information center installed on the vessel, the operations officer shall be responsible for the performance of such of the duties outlined in this Section as are applicable to the vessel and its equipment.

B. The duties of the combat information center officer shall include the following:

(1) The collection and dissemination of operational and combat information.

(2) The operation, care, and readiness of equipment used for obtaining and evaluating operational and combat information. The equipment includes radar, IFF/SIF, underwater search equipment, and electronic countermeasures equipment. These duties shall be the responsibility of the antisubmarine officer, if one is assigned.

(3) The supervision and training of personnel assigned to the center. Personnel include visual lookouts, and operators of radar, IFF/SIF, underwater search equipment, and electronic countermeasures equipment. The antisubmarine officer shall be responsible for taking over these duties, if one is assigned.

(4) Control of aircraft when airborne except when this control is assigned to other authority.

(5) The preparation of reports required in connection with assigned functions.

6–4–6 The Electronic Warfare Officer

A. In cutters equipped with electronic countermeasures, the combat information officer will normally also be the electronic warfare officer. However, should circumstances require, an officer may be assigned as electronic warfare officer under the operations officer. The duties of the electronic warfare officer shall include the following:

(1) The supervision and coordination of electronic warfare operations.

(2) The maintenance of an effective passive intercept organization capable of collection, evaluation and dissemination of electronic warfare information.

(3) The capability to plan and execute such electronic countermeasures as may be ordered.

6–4–7 The Aids to Navigation Officer

A. The first lieutenant will normally also be the aids to navigation officer in tender class vessels.

B. The aids to navigation officer shall assist the commanding officer as directed in administering the aids to navigation functions of the vessel in conformance with law, regulations and orders.

C. The specific duties of the Aids to Navigation Officer shall include:

(1) Exercise close supervision over the servicing, maintenance and field repair of aids to navigation and aids to navigation equipment to insure that work is properly accomplished both on board the vessel and/or at the aid site, whatever the case may be.

(2) Procurement, preparation and maintenance of aids to navigation equipment and stores, and the preparation of records and reports thereof.

(3) Advising the commanding officer relative to timely relief, recharging and other required services to aids to navigation for which the vessel is responsible.

6–4–8 Electronics Material Officer

A. The electronics material officer of a vessel shall be the officer assigned as such by the Commandant. If no officer is so assigned, the electronics material officer shall be designated by the commanding officer from officers assigned to the operations department.

B. The electronics material officer shall be responsible under the operations officer for the material readiness of all electronics equipment assigned and for the administration of the electronics material maintenance program, and shall also be responsible for:

(1) Providing information concerning the capabilities, limitations, and reliability of electronic equipment installed.

(2) Collecting and disseminating technical instructions and directives applicable to the maintenance and repair of electronic equipment installed.

(3) Supervising personnel engaged in the maintenance and repair of electronic equipment. The electronic material officer shall make or cause to be made, frequent inspections and tests of the equipment and insure that timely repairs and adjustments to the equipments are made, subject to such authorization as may be required.

(4) Scheduling and assigning tasks to subordinate personnel and prescribing standardized methods and procedures for their guidance so as to insure coordination of the technical maintenance program.

(5) Ensuring that the allowances of replacement spare parts for the maintenance of electronics equipment is adequate to support the vessel's assigned mission.

(6) The modification, alteration, and installation of equipments as required in authorized field changes, instructions, and improvement programs.

(7) The preparation and submission of work requests, reports and informative data required for electronic repair shop and yard overhaul of electronic equipment.

6–4–9 The Marine Science Officer

A. Under the operations officer there may be assigned a marine science officer.

B. The duties and responsibilities of the marine science officer shall include:

(1) Supervision of all marine science programs conducted by the ship.

(2) Effective collection and preservation of data and samples gathered.

(3) Accurate and complete preparation of data reports.

(4) The proper operation, care, preservation, and maintenance of marine science instruments and equipment.

6–4–10 The Shipboard Intelligence Officer

A. Under the operations officer, the commanding officer may assign a shipboard intelligence office. If no shipboard intelligence officer is assigned, the operations officer shall be responsible for the duties outlined in this section. The shipboard intelligence officer shall be responsible for the collection, application and dissemination of military and general law enforcement intelligence in support of all assigned missions.

B. The duties of the shipboard intelligence officer shall include the following:

(1) Maintain a suitable classified file of all incoming and outgoing intelligence matters and become thoroughly familiar with its contents.

(2) Supervise the timely collection and reporting of information with potential intelligence value as set forth in national, Navy, Coast Guard, and unit intelligence guides. Every effort will be made to ensure awareness of and compliance with required reports.

(3) Ensure that all intelligence material, maps, charts, and publications are on hand in accordance with current instructions.

(4) Ensure the commanding officer, executive officer, and operations officer are informed of intelligence materials held and of requirements for procuring additional material.

(5) Collect and disseminate photographic intelligence in accordance with appropriate intelligence guides.

PART 5

The Engineer Officer

6–5–1 General Duties

A. The engineer officer shall be the head of the engineering department. In addition to those duties prescribed elsewhere in these regulations for the head of a department, the engineer

officer shall be responsible for the operation, care, and maintenance of all propulsion and auxiliary machinery, the control of damage, and, upon request of the head of department or other officer concerned, the accomplishment of those repairs which are beyond the capacity of the repair personnel or equipment of other departments. When such repairs are beyond the capacity of the engineering department, the engineer officer shall make the necessary arrangements for their effectuation by the appropriate activity.

6-5-2 Specific Duties

A. The engineer officer, assisted by the appropriate subordinates, shall be responsible for:

(1) The operation, maintenance, and repair of all machinery, piping systems, interior communication systems, and electric and electronic devices not specifically assigned to other departments.

(2) The maintenance and repair of the hull and its appurtenances, except as specifically assigned to other departments.

(3) The furnishing of power, light, ventilation, heat, refrigeration, and water, and the operation and maintenance of the equipment connected therewith.

(4) The repair of boats and boat machinery and the upkeep of the engine compartments of boats.

(5) The care, stowage, and use of fuels and lubricants not assigned to other departments.

(6) The maintenance and repair of underwater fittings.

(7) The maintenance of the engineering log.

(8) The maintenance of a machinery index, machinery history, and current ship's maintenance project, in accordance with current instructions.

(9) Preparation of reports required in connection with the engineering officer's assigned functions.

(10) The maintenance of the engineer's bell book on vessels 150 feet in length and over, except when main propulsion engines are under pilothouse control.

6-5-3 The Assistants to the Engineer Officer

A. The assistants to the engineer officer shall include commissioned and warrant officers assigned to engineering duty by the Commandant, and any other officers assigned to the engineering department, either for part or full time duty, by the commanding officer. Subject to the approval of the commanding officer, the assistants to the engineer officer shall perform such duties as are assigned them by the engineer officer.

6-5-4 The Damage Control Officer

A. Under the engineer officer, there may be assigned a damage control officer. Such assignment will be made by the commanding officer from among the officers attached to the

vessel, irrespective of whether the officer is assigned to the vessel for engineering or deck duty. When for any reason an officer is not so assigned, the engineer officer shall be the damage control officer.

B. The damage control officer shall be immediately responsible for establishing and maintaining an effective damage control organization.

C. The specific duties of the damage control officer shall include:

(1) Prevention and control of damage, including control of stability, list, and trim.

(2) Assignment of appropriate closure classifications and the placing of conspicuous markings upon or adjacent to the objects to which they apply.

(3) Coordination and supervision of the prescribed tests of compartments and spaces for tightness.

(4) Preparation and maintenance of bills for the control of damage and stability, and posting of compartment checkoff lists.

(5) Training of ship's personnel in damage control, emergency repairs, and defensive measures against gas and similar weapons.

6-5-5 Nuclear, Biological and Chemical Defense Officer

A. Under the engineer office there may be assigned a nuclear, biological and chemical defense officer. When for any reason an officer is not so assigned, the engineer officer shall assume these duties. The duties and responsibilities of the nuclear, biological and chemical defense officer shall include:

(1) The proper operation, care, preservation, and maintenance of all NBC equipment including radiacs, protective masks, protective clothing and chemical detector kits.

(2) Training of the ship's force in all phases of nuclear, biological and chemical defense.

(3) Advising the commanding officer on all matters relating to nuclear, biological or chemical defense.

6-5-6 The Engineer Officer of the Watch

A. When sea watches are being stood, the engineer officer of the watch is the officer or petty officer in direct charge of the machinery in the engineering department, and shall be responsible during that watch for the proper operation, care, and preservation of all machinery in the engineering department. The engineer officer of the watch shall have direct charge of all engineering personnel on watch and shall see that they are instructed properly in the performance of their duties, that discipline is maintained, and that the watch relief is on time. The duties and responsibilities shall include, among other things, seeing to the following:

(1) That the previous watch is not relieved until the material and operational condition of all machinery in the engineering department has been ascertained.

(2) That all orders received from proper authority are executed promptly, whether received by signal or otherwise; or the inability to execute the order reported immediately along with the reason therefor.

(3) That any difficulty which may affect maneuvering is reported at once to the officer of the deck.

(4) That the speed of the engines is not permitted to be altered except by orders from the bridge or in case of emergency.

(5) That the engineer officer will be notified immediately of any actual or potential operational deficiencies or malfunctions of the machinery.

(6) That the duty place of the watch shall not be vacated by the watchstander except when regularly relieved.

(7) The faithful execution and observation of all instructions and directions received from the engineer officer concerning the use, care, and preservation of all machinery.

(8) That the entries in the machinery log and the engineer's bell book are made as prescribed by current instructions and that these entries are signed off by the watchstander before the watchstander goes off duty.

B. The engineer officer of the watch in port shall be directly responsible for operation, care, and preservation of the machinery of the engineering department, and shall have general supervision and responsibility for all work coming under the cognizance of the engineering department, but the direct supervision of maintenance and repair shall be carried on by the other assistants to the engineer officer, according to the assignments made within the department.

PART 6

The Weapons Officer

6–6–1 General Duties

A. In vessels which have a weapons department the head of the department shall be designated the weapons officer. In addition to those duties prescribed elsewhere in these regulations for the head of a department, the weapons officer shall be responsible for the supervision and direction of the employment of all ordnance equipment, and of equipment associated with deck seamanship.

6–6–2 Specific Duties

A. The weapons officer shall be responsible for the proper performance of the functions of the department, which include:

(1) The operational readiness and employment of all installed weapons, fire control and sonar (ASW) systems.

(2) The conduct of gunfire, except when otherwise directed.

(3) The operations, maintenance and readiness of all gun armament, fire control equipment, target designation systems, weapons and associated ordnance used in firing and controlling guns.

(4) The operations, care and maintenance of small arms and infantry equipment.

(5) The procurement, care, handling, stowage, accounting for, and use of explosive ordnance, including ammunition and pyrotechnics; also, the conducting of periodic inspections and tests of ammunition, and magazine spaces, as prescribed by competent authority.

(6) The operations and maintenance of antisubmarine weapon launching systems and torpedo countermeasures.

(7) The maintenance of records and logs in accordance with current directives.

(8) Those functions prescribed elsewhere in these regulations for a deck department

B. The weapons officer shall ensure:

(1) Strict compliance with current regulations and instructions relating to ordnance and gunnery.

(2) That, in each part of the vessel where ammunition is stowed or handled, or where weapons appliances are operated, applicable safety orders are posted in conspicuous and accessible places, and that the personnel concerned are frequently and thoroughly instructed and drilled in such safety procedures.

6–6–3 Assistants to the Weapons Officer

A. In vessels which have a weapons department, the first lieutenant, as a subordinate to the weapons officer, shall be responsible for the performance of those duties, other than those relating to ordnance, prescribed elsewhere in these regulations for a first lieutenant.

B. In vessels with antisubmarine armament, the antisubmarine officer shall be an assistant to the weapons officer for the performance of those duties relating to submarine detection, classification and attack.

6–6–4 The Antisubmarine Officer

A. The antisubmarine officer shall be responsible, under the weapons officer for the operation and employment of all antisubmarine equipment, except as otherwise assigned.

B. The duties of the antisubmarine officer shall include the following:

(1) The conduct of underwater antisubmarine search and attack functions in accordance with current doctrine, and except when otherwise directed, for the coordination of all antisubmarine operations.

(2) The operation, care, and maintenance of search and attack sonar and associated equipment, underwater fire control, and underwater communication equipment used in the identification of submarines.

(3) Responsibility for the organization, supervision, and training of personnel assigned to the unit, and the supervision and training of such other personnel that are assigned antisubmarine stations or duties.

(4) The preparation of reports required in connection with assigned functions, and responsibility for the maintenance of ASW doctrine, records and logs in accordance with current directives.

PART 7

The First Lieutenant

6-7-1 General Duties

A. In vessels which the Organization and Regulations Manual prescribes as having a deck department, the head of that department shall be the first lieutenant. In addition to those duties prescribed elsewhere in these regulations for a department head, the first lieutenant shall be responsible for the supervision and direction of the employment of equipment associated with deck seamanship and ordnance. In those vessels which the Organization and Regulations Manual prescribes as having a weapons department, the weapons officer shall be the head of that department with the first lieutenant as a subordinate.

6-7-2 Specific Duties

A. The first lieutenant shall be responsible for the proper performance of the functions of the department, which include:

(1) The upkeep and cleanliness of the exterior of the vessel and of those compartments and spaces which are not specifically assigned as the responsibility of another officer.

(2) The upkeep and the use of the ground tackle, windlasses, mooring lines, and related equipment. When anchored, the first lieutenant shall keep informed as to the condition of the ground tackle and shall promptly inform the commanding officer when any corrective action appears to be necessary. When made fast to a pier, the first lieutenant shall insure that the lines are properly tended to accommodate changes in weather, tides, and currents.

(3) The operation, cleanliness, and upkeep of the ship's boats, except the engines and engine compartments, and of the life rafts and other life saving equipment. The first lieutenant shall insure that adequate means for securing the ship's boats are provided and employed and that the required life preservers, and other standard equipment necessary for the safety of the boats and the personnel embarked, are in place and in serviceable condition. When at sea, and at other appropriate times, the first lieutenant shall insure that a supply of fresh water, provisions, and other articles which may become necessary for use are in the boats or attached to the life rafts or similar life saving equipment, or are immediately available.

(4) The maintenance of the hull history in accordance with instructions issued by Commandant.

(5) The care and upkeep of the rigging, towing gear and equipment, gangways, and other deck appurtenances. When at sea, the first lieutenant shall insure that all gear about the weather decks is properly secured, and as appropriate, is ready for use.

(6) All matters related to deck seamanship including those involved in loading and unloading operations.

(7) The recovery of aircraft.

(8) Aircraft handling and launching operations; crash salvage and fire fighting; and the operation, maintenance, and repair of aircraft handling equipment.

(9) The functions prescribed elsewhere in the regulations for a weapons department, as appropriate.

6-7-3 Assistant to the First Lieutenant

A. In vessels which have a deck department, the weapons officer, as a subordinate to the first lieutenant, shall be responsible for the performance of those duties relating to ordnance, prescribed elsewhere in these regulations for a weapons officer. When for any reason an officer is not assigned as weapons officer, the first lieutenant shall also be the weapons officer.

PART 8

The Medical Officer

6-8-1 General Duties

A. When a medical officer is assigned to a vessel, that officer shall be responsible for maintaining the health of the officers and crew, and in addition to these duties, shall perform such other duties as are assigned. If the assignment is as head of the medical department, then the duties performed shall include those prescribed elsewhere in these regulations for the head of a department.

6-8-2 Specific Duties

A. The specific duties of the Medical Officer are set forth in the Medical Manual (COMDTINST M6000.1 series).

6-8-3 The Dental Officer

A. When a dental officer is assigned to a ship, that officer shall be assigned under the medical officer.

B. The fundamental duty of the dental officer is to prevent dental disease and promote oral health and shall be directly responsible for the care and treatment of dental disabilities.

C. The specific duties and responsibilities of the Dental Officer are set forth in the Medical Manual (COMDTINST M6000.1 series).

PART 9

The Supply Officer

6-9-1 Designation of Supply Officer

A. When more than one officer is assigned to a vessel for finance and supply duties, the senior officer so assigned shall be the supply officer and the head of the supply department.

B. When one officer is assigned to a vessel for finance and supply duties, that officer shall be the supply officer and the head of the supply department.

C. If no officer is assigned to the vessel for finance and supply duties, the Supply Department is eliminated from the organization and the commanding officer shall assume the duties or apportion them as collateral duties.

6-9-2 Duties of Supply Officer

A. In addition to those duties prescribed elsewhere in these regulations for the head of a department, the designated supply officer of a vessel is responsible to the commanding officer for:

(1) Procuring, receiving, stowing, issuing, shipping, disposing of, accounting for, and while in the supply officer's custody, maintaining all stores and equipment of the command, except as otherwise prescribed in these regulations.

(2) Performing the allotment accounting functions of the vessel.

(3) Inspecting services and materials received under contract or order calling for inspection on delivery, unless this function has been specifically assigned in writing by the commanding officer to another department having technical jurisdiction over the services or material.

(4) Performing such other collateral duties as are assigned by the commanding officer. When the organizational structure and personnel allowance of the vessel permits, the following collateral functions will be assigned to an officer of the finance and supply specialty:

(a) The duties and responsibilities of the food service officer as set forth in Section 6-12-2 of these regulations and Comptroller Manual (COMDTINST M4061.3 series), Volume IV, Subsistence.

(b) The duties and responsibilities of the property officer as set forth in Section 6-12-3 of these regulations.

(c) The duties and responsibilities of the clothing officer as set forth in Section 6-12-5 of these regulations.

B. When specifically designated by the Commandant, the supply officer shall function as the authorized certifying officer, assistant disbursing officer, or cashier of the vessel, as the case may be. This includes the procurement and disbursement of official funds for the Coast Guard, the

payment of personnel and payment for materials and services procured by the Coast Guard, in accordance with procedures prescribed in the Comptroller Manual.

6-9-3 Assistants to the Supply Officer

A. The assistants to the supply officer include officers assigned to finance and supply duties by the Commandant and any other officers assigned by the commanding officer to the supply department for either full or part-time duty, who are junior in rank to the supply officer. Subject to the approval of the commanding officer, the assistants to the supply officer shall perform such duties within the supply department as are assigned by the supply officer, except that certifying and disbursing functions will be performed only by those officers specifically designated by the Commandant to perform such functions.

B. When collateral duty as food service officer, property officer, or clothing officer is assigned to an officer senior in rank to the designated supply officer, the officer assigned such collateral duty shall assume status and authority in accordance with Section 6-12-1 of these regulations and Comptroller Manual (COMDTINST M4061.3 series), Volume IV, Subsistence.

PART 10

The Senior Aviator

6-10-1 General Duties

A. When an Aviation Detachment is assigned to a vessel, the senior aviator shall be responsible for providing required aviation support in accordance with applicable directives. This officer shall be responsible for aviation personnel and aircraft equipment for extended embarkation and deployments, and shall be assigned as the head of the Aviation Department and shall perform those duties prescribed in these regulations for the head of a department.

6-10-2 Specific Duties

A. The specific duties of the senior aviator are set forth in the Shipboard Helicopter Operational Procedures Manual (COMDTINST M3710.2 series).

PART 11

Officer of the Deck

6-11-1 Status, Authority, and Responsibility

A. The officer of the deck is the commissioned, warrant or petty officer on watch in charge of the ship. This officer shall be responsible for the safety of the ship and for the performance of the duties prescribed by the commanding officer and these regulations. Every person on board who is subject to the orders of the commanding officer, except the executive officer, shall be subordinate to the officer of the deck.

6-11-2 Relationship With Executive Officer and Navigator

A. The executive officer may direct the officer of the deck in matters concerning the general duties and the safety of the ship and personnel. When the commanding officer is not on deck the executive officer may direct the officer of the deck how to proceed in time of danger or during emergency, or may assume charge of the deck, personally; this shall be done if, in the judgement of the executive officer, it is necessary.

B. When it appears to the navigator that the vessel may be standing into danger, the navigator shall advise the OOD of a safe course to be steered, and the OOD shall regard such advice as sufficient authority to change the course; however, the OOD shall at once report the change to the commanding officer. At sea, in the absence of the commanding officer or executive officer from the bridge, the navigator may be vested with authority from the commanding officer to relieve the OOD in an emergency when, in the opinion of the navigator, such action is necessary for the safety of the ship.

C. The commanding officer shall be promptly informed whenever the officer of the deck is relieved in accordance with this section.

6-11-3 Relieving the Officer of the Deck

A. A commissioned, warrant or petty officer preparing to relieve the deck watch shall become thoroughly acquainted with all matters necessary for the proper performance of their duties while on watch, including among other things, the following:

(1) The position, course, and speed of the ship and the propeller revolutions.

(2) The position of the ship with reference to vessels in the vicinity, and to any land, shoals, or rocks that may be near or which the ship may be approaching.

(3) The state of the weather.

(4) All orders that remain unexecuted and the instructions contained in the commanding officer's standing orders and night order book, and any exceptions to the requirements of standing orders.

(5) The condition of all equipment and devices required to be in use or ready for use for the prevention of collisions or to fix the position of the ship.

(6) The distribution of persons on watch or available for duty.

(7) The degree of closure of watertight doors and hatches.

B. An officer may decline to relieve the deck watch:

(1) Until the new watch has relieved.

(2) Until any particular movement or evolution is completed.

(3) If the officer believes the ship to be in a dangerous position, in which case, the officer shall report the facts to, and receive orders from, the commanding officer.

6–11–4 Duties

A. The general duties and responsibilities of the officer of the deck shall include, among other things, the following:

(1) Remaining in charge and at the assigned station until regularly relieved, and scrupulously obeying all orders and regulations and requiring the same of all persons in that command. The OOD shall instruct the members of that watch in those areas necessary for the proper performance of their duties and shall ensure that they are alert and attentive at their stations; endeavoring to foresee situations which may arise, and taking such timely and remedial action as may be required.

(2) At all times, acting in a manner befitting an officer. Orders shall be issued in an authoritative manner, in the customary phraseology of the Service. When the OOD gives orders that are to be repeated, the requirement shall be made that no subordinate make any changes or additions thereto.

(3) Promptly informing the appropriate persons of matters pertaining to the watch which they should know for the proper performance of their duties, including the reporting of any defects or deficiencies of which the OOD may become cognizant.

(4) Promptly reporting to the commanding officer all matters which affect the safety of the ship or personnel, or ships in company. All land, shoals, rocks, lighthouses, beacons, buoys, discolored water, vessels, aircraft, or wrecks detected; and marked changes in the barometer, force and direction of the wind, state of the sea, or indications of change in weather; all changes of formation, course or speed made by ships, singly or in company; malfunctioning equipment which may affect the safety or operations of the ship; all serious accidents; the winding of chronometers; and, subject to the commanding officer's orders, all occurrences worthy of notice shall be reported to the commanding officer.

(5) Requiring reports of any occurrence or condition which may in any way affect the safety or proper operation of the ship, or which may endanger any person aboard, or which is required for entry in the record of the watch.

(6) Each officer assigned deck duty, and each petty officer required to stand watches as officer of the deck, shall make an early and careful study of the pilotage and cruising waters of the area in which the vessel will be operating. The OOD shall continually endeavor to perfect piloting knowledge so that the vessel may quickly and safely assist distressed vessels and efficiently perform other Coast Guard duties. Particular attention shall be paid to observation and study of the tides, currents, topography, local maritime practices, and potential dangers to navigation in the area.

B. The specific duties of the officer of the deck shall include, among other things, the following:

(1) When the vessel is underway, the OOD shall remain on deck on the bridge unless otherwise directed by the commanding officer, and shall not engage in any occupation that will detract or tend to detract from attention to the care of the ship.

(2) When the vessel is underway and especially when it is approaching land or shoal waters, the OOD shall keep informed of the position of the ship and of all particulars which may be of

use in keeping the ship out of danger, and shall employ such means and devices as may be available for detecting and avoiding danger from grounding or collision. The OOD shall take immediate action to minimize and localize any damage which might occur, and shall see that the ship is skillfully steered and kept on course, and that, when steaming in formation, the assigned station is maintained. The OOD shall see that nothing is thoughtlessly or needlessly done to impair the accuracy of the compasses, or other devices and equipment used for navigational purposes, and that their tabulated errors are frequently verified. During low visibility or when in congested areas, the OOD shall station lookouts as circumstances require, and shall see to it that the lights required by law for preventing collisions are kept burning from sunset to sunrise, except when not in use by orders of competent authority, and that they are inspected half hourly.

(3) The OOD shall require that neither the helmsman nor the lookout remain at a post in excess of two hours. When those persons are exposed to inclement weather, the officer of the deck shall have them relieved as frequently as the OOD judges necessary to preserve their health. To insure the vigilance of the lookouts, the OOD shall require that they report every half hour, and at the same time report the condition of the running lights.

(4) The OOD shall be responsible for maintaining an alert signal watch and for the proper conduct of bridge communications in accordance with communications instructions and the requirements of the commanding officer.

(5) The OOD shall see that ensigns and pennants are properly displayed.

(6) When sea and weather conditions might affect the anchoring of a vessel, the OOD shall take special precautions to detect and prevent the dragging of the anchor.

(7) The OOD shall require that an alert watch be kept over other vessels in the vicinity and, if necessary, render assistance to those vessels.

(8) The OOD shall require frequent inspections to be made to insure the security of the ship, including watertight integrity, degree of closure, condition of the armament, condition of ground tackle or mooring lines in use, readiness of boats for service, good order and discipline of the crew, safety and security of prisoners, and all other matters which may affect the safety or operation of the ship.

(9) Weather and other circumstances permitting, the OOD shall carry out the established routine and any special orders for the ship. Any deviation from routine shall be reported to the commanding or executive officer.

(10) The OOD shall insure that necessary precautions are taken to prevent accidents. Particular care shall be exercised in heavy weather, when crews are working aloft, over the side, or in confined spaces, and when inflammables and explosives or any other dangerous materials are being handled. Means for recovery of persons falling overboard shall be available for instant use.

(11) When the vessel is moored to a pier or dock, the OOD shall become familiar with the firefighting facilities in the vicinity and keep informed of any activities within the vicinity which constitute a hazard to the safety of the ship or an obstacle to the rendering of assistance by the vessel's personnel.

(12) The OOD shall report to the commanding officer whenever an aid to navigation is off-station or not operating properly.

(13) When the officer of the deck is instructed to make the ship ready for getting underway, or to have it ready for getting underway at a certain time, the OOD shall insure that the engineer officer is duly notified. If possible, the OOD shall give the engineering officer of the watch at least 30 minutes notice before anchoring, mooring, or starting or stopping the engines.

(14) Before allowing the main engines to be started, the OOD shall ascertain that it is safe to do so and that competent persons are stationed to give and execute the necessary signals.

(15) The OOD shall see that the ship presents a neat, trim, and seamanlike appearance, and that personnel on deck are in the prescribed uniform.

(16) The OOD shall ensure that every ship's boat that departs the vessel has sufficient equipment and qualified personnel and is not loaded beyond capacity, and shall require that life preservers be worn on all occasions except where removal is authorized for reasonable cause.

(17) The OOD shall, before sending a boat away from the ship, ensure that the person in charge fully understands the nature of the duty to be performed in a proper manner.

(18) The OOD shall ensure that the ship's boats and their crews present a creditable appearance at all times, that the boats are handled smartly, and that the crews observe the rules of the road and the regulations pertaining to honors and ceremonies.

(19) The OOD shall ensure that boats are properly secured when not in use and that at least one boat is ready for lowering if sea and weather conditions permit.

(20) The OOD shall report to the executive officer any use of the ship's boats.

(21) The OOD shall ensure that food is available for duty personnel who are unable to eat during normal meal hours.

(22) The OOD shall be cognizant of all boats or other craft that come alongside or leave the ship, shall see to it that boats remain at the gangway no longer than necessary, and promptly notify the appropriate officers when stores, materials or services arrive.

(23) The OOD shall take necessary measures to prevent the introduction on board of unauthorized articles or the unauthorized removal of equipment from the ship.

(24) During working hours and at other appropriate times, the OOD shall be present for the arrival and departure of all officers or distinguished visitors.

(25) The OOD shall require all persons leaving or returning to the ship to report directly or to a representative; the OOD or representative shall ascertain that all persons leaving the vessel are authorized to do so.

(26) The OOD shall ensure that all persons coming aboard or alongside the ship are treated in a courteous manner.

(27) The OOD shall ensure that all regulations and orders regarding salutes, honors and ceremonies are observed.

(28) When standing a day's duty and not required to be on deck, the OOD shall be immediately available should such presence be required; all required reports shall be given directly to the OOD. The OOD shall be up on deck during such times as prescribed by the commanding officer and remain up and about and present at any time when the situation dictates the need.

(29) The OOD shall be responsible for all entries in the log occurring during the watch, and shall sign name and grade at the end of the entry for each watch.

6–11–5 The Conn

A. The officer of the deck normally has both the deck and the conn. To conn means to control or direct the movements of the ship. Commanding officers may at various times, especially when intricate or dangerous maneuvers are performed, take the conn or designate another officer to relieve the officer of the deck of that position. Even when the officer of the deck is relieved of the conn, that officer retains a considerable measure of responsibility for the safety of the ship.

B. When another officer relieves the officer of the deck of the conn, it shall be done in a formal manner so that all personnel on the bridge watch are aware of the identity of the conning officer. When the officer of the deck is relieved of the conn, that officer shall carry out the duties assigned elsewhere in these regulations assisting and advising the conning officer.

PART 12

Collateral Duties

6–12–1 General

A. The commanding officer may, subject to such limitations as may be set forth by these regulations and other competent authority, assign commissioned, warrant and petty officers to perform duties under the titles and according to the regulations set forth in subsequent sections of this part or as specified in any other directive promulgated by the Commandant. Such assignments shall be in writing. In any case where a member has not been assigned to perform one of the prescribed collateral duties, the duties and responsibilities prescribed therefor shall devolve directly upon the commanding officer.

B. The status and authority, the procedure for direct communication with the commanding officer, and the duties and responsibilities set forth for the head of a department in this chapter, shall apply to the commissioned, warrant and petty officers designated under paragraph A of this section unless the officer has been assigned as food service, property, or clothing officer in accordance with Section 6–9–3A of these regulations.

6-12-2 The Food Service Officer

A. The food service officer shall be responsible for the proper, effective, and efficient administration and operation of the Coast Guard Dining Facility (CGDF). Specific duties and responsibilities of this officer shall be as prescribed in the Comptroller Manual (COMDTINST M4061.3 series), Volume IV, Subsistence.

6-12-3 The Property Officer

A. The duties and responsibilities of the property officer shall include:

(1) Maintenance of the General Purpose Property Record as required by the Comptroller Manual (COMDTINST M4400.13 series), Volume III, Logistics/Property and Transportation.

(2) Receiving and reissuing to department heads or other authorized personnel all property required to be accounted for in the General Purpose (GP) Property Record.

(3) The custody, care and preservation of all property required to be accounted for in the General Purpose Property Record except that which has been issued to an authorized person or property disposed of in accordance with the Comptroller Manual (COMDTINST M4400.13 series), Volume III, Logistics/Property and Transportation.

(4) Preparing Report of Survey (CG-5269) for lost, damaged or destroyed GP property.

(5) Ensuring that all physical inventories are taken as required by Comptroller Manual (COMDTINST M4400.13 series), Volume III, Logistics/Property and Transportation.

(6) Ensuring that local procedures are established to identify property which meets reporting requirements in Comptroller Manual (COMDTINST M4400.13 series). Volume III, Logistics/Property and Transportation.

6-12-4 The Exchange Officer

A. The exchange officer shall be responsible for the proper and efficient operation of the Exchange in accordance with applicable directives.

6-12-5 The Clothing Officer

A. The duties and responsibilities of the clothing officer shall include the following:

(1) Procurement of clothing to provide the crew with a means of obtaining those items required by the Uniform Regulations (COMDTINST M1020.6 series).

(2) Maintenance of spaces and the preservation of clothing.

(3) Accuracy of inventories, reports, records and compliance with the instructions provided in the Comptroller Manual (COMDTINST M4400.13 series), Volume III, Logistics/Property and Transportation.

6-12-6 The Recreation Officer

A. The duties and responsibilities of the recreation officer shall include:

(1) Development of the overall recreational program for the personnel of the command.

(2) Arrangement of schedules for athletic activities and social events.

(3) Procurement and maintenance of appropriate athletic and other recreational equipment.

(4) Determination of what facilities and services are available through civil and military organizations and the making of arrangements necessary for the personnel of the unit and their families to utilize such facilities and service.

6-12-7 Boarding and Law Enforcement Officer

A. The duties and responsibilities of the boarding and law enforcement officer shall include:

(1) The boarding officer of such vessels as directed by the commanding officer. Boarding procedures shall be in accordance with the provisions contained in the Boarding Guide, Maritime Law Enforcement Manual, Vol. I (COMDTINST M16247.1 series).

(2) Advising the commanding officer on the various aspects of law enforcement.

(3) Training the ship's force in law enforcement and boarding.

6-12-8 Morale Fund Officer

A. Where a unit morale fund is authorized, the morale fund officer shall have custody of, account for, and administer the morale fund, in accordance with applicable rules and instructions.

6-12-9 The Security Manager

A. The security manager shall be responsible to the commanding officer for the proper, effective and efficient administration of the unit Classification Management Program. The security manager's specific duties and responsibilities shall be as prescribed in the Coast Guard Security Manual (COMDTINST M5500.11 series).

6-12-10 Unit Training Officer

A. The duties and responsibilities of the unit training officer shall include:

(1) Establishing and maintaining a positive unit training program directed to upgrading readiness, preparedness, and safety of the unit.

(2) Coordination of:

(a) Resident or nonresident formal training less "A" schools, directed to upgrading unit capabilities.

(b) Formal and informal team training.

(c) Unit training exercises.

(d) On the job training.

(3) Proper and timely submission of applications for formal training intended to improve unit readiness.

(4) Coordinating and scheduling the orientation and indoctrination of all newly reported officer and enlisted personnel.

(5) Administration of such other training programs as may be directed.

6-12-11 Educational Services Officer

A. The duties and responsibilities of the educational services officer shall include:

(1) Providing current information on the availability of off-duty educational opportunities to unit personnel.

(2) Administration of the correspondence course program.

(3) Responsibility for the proper handling, administration, and safeguarding of educational testing materials.

(4) Administration of:

(a) The Off-Duty Tuition Assistance Program.

(b) Veteran's Administration and other federally sponsored self-development educational programs.

(5) Assisting in the proper and timely submission of applications for postgraduate, officer candidate, and basic petty officer schools.

(6) Administration of such other educational programs as may be directed.

CHAPTER 7

INTERNAL ROUTINE AND ADMINISTRATION OF THE UNIT

CHAPTER 7

INTERNAL ROUTINE AND ADMINISTRATION OF THE UNIT

PART 1

General

7-1-1 Organization of Shore Units

A. A commanding officer or officer in charge of a shore unit shall organize that command, giving due consideration to the mission, personnel allowance, physical arrangement, and other characteristics of the unit, in such manner as will ensure the accomplishment of the tasks of the unit with maximum economy and efficiency. The organization of a unit shall conform to such other instructions as may be issued, and generally to the organizational principles of the standard ship organization. It shall be prepared in written form except as authorized below (Small units under the command of groups are excepted from this requirement).

B. At those shore units, other than administrative offices, having a personnel allowance sufficient for a division organization, the personnel attached shall be assigned to divisions, which shall be organized into watches and sections for duty, watch keeping, and liberty. The unit must at all times be adequately protected in event of emergency and be ready to meet any requirement for duty in accordance with orders from superior authority. Watch, quarter, and station bills shall be conspicuously posted in a place readily accessible to the personnel concerned. The bills shall provide for fire, cleaning, berthing, daily routine and such other details and duties of a routine nature as may be peculiar to the unit or as may be prescribed by the area, district or MLC commander.

C. A non-administrative shore unit is defined as an operational unit whose authorized personnel allowance does not include clerical personnel. For this purpose, the following are considered to be clerical personnel:

(1) Yeomen,

(2) Storekeepers,

(3) Health Services Technicians,

(4) Appropriate civilian personnel.

D. At non-administrative shore units the written organizational material called for above requires only that the items listed below be maintained in written form:

(1) Fire Bill,

(2) Cleaning Bill,

(3) Berthing Bill (if applicable),

(4) Daily Routine,

(5) Additional items specified by, or at the direction of the area, district or MLC commander.

7-1-2 Routine

A. The daily routine for any unit shall be prescribed in a ship or station order, as appropriate. The routine shall conform to such instructions as may be issued by district or other superior commanders.

7-1-3 Visitors

A. Visitors shall not be permitted to make other than casual inspections of Coast Guard units afloat or ashore, unless specific permission has been granted by the area, district or MLC commander, or commanding officer of a Headquarters unit or the Commandant in unusual cases.

B. Reasonable care shall be exercised by commanding officers and others officially concerned to safeguard the persons and property of visitors to Coast Guard activities.

7-1-4 Dealers, Tradesmen, and Agents

A. Dealers or tradesmen or their agents shall not be admitted within a command, except as authorized by the commanding officer in order to:

(1) Conduct public business.

(2) Transact specific private business with individuals at the request of the latter.

(3) Furnish services and supplies which are necessary and are not otherwise available to the personnel of the command.

7-1-5 Lucky bag

A. Wearing apparel and other belongings of the enlisted force found out of place or left lying about the living quarters of the crew shall be put into the lucky bag and sold at the mast unless claimed by the owners.

B. Proceeds from lucky bag sales shall be deposited in the Exchange or Morale Fund; if the unit has no Exchange or Morale Fund, proceeds shall be forwarded to the District Commander for deposit in the District Morale Fund.

7-1-6 Fire Extinguishing Apparatus

A. All fire extinguishing apparatus shall be selected, placed, recorded, inspected, weighed, and tested as necessary for most effective use in extinguishing fires. Details set forth in current directives shall be followed.

7-1-7 Marking of Government-owned Property

A. All Coast Guard-owned reportable property must be marked. Use of the letters "USCG" is recommended but not mandatory. Marking may be accomplished by use of numbered paper decals (CG-4854). When CG-4854 is not suitable, accomplish marking by etching, stencilling, painting, tagging or other economical means available.

B. Property on loan from another agency must be marked to indicate proper ownership.

7-1-8 Administration of Oaths

A. All commissioned officers on active duty in the Coast Guard are vested with the authority to:

(1) Administer oaths for the purpose of military administration, including military justice.

(2) Administer such oaths as may be necessary in the performance of their duties.

(3) Exercise the general powers of a notary public and of a consul of the United States in the performance of all notarial acts to be executed by members of any of the armed forces wherever they may be and by other persons subject to the Uniform Code of Military Justice outside the continental United States. (Article 136 UCMJ, 10 U.S.C. 936(a)(7)).

B. All officers in charge, and executive petty officers, in conjunction with the performance of their duties in the Coast Guard Voting Program, are authorized to administer and attest the oath on the Federal Post Card Application and the State ballot where required (10 U.S.C. 936(b)(6)).

C. All commissioned officers and all warrant officers in charge on active Coast Guard duty are vested with the authority to exercise the general powers of a notary public in the administration of oaths for the execution, acknowledgment, and attestation of instruments, papers and all other notarial acts in Alaska and places outside the continental United States where the Coast Guard is serving. The signature, service number and the rank of the officer administering the oath shall appear together with the words "By authority of 14 U.S.C. 636" on any instrument or paper on which a notarial act under this section is performed.

D. Any commissioned officer of any component (including reserve) of any of the armed forces of the United States, whether or not on active duty, is vested with the authority to administer:

(1) The oath of enlistment

(2) The oath for the appointment of any person to commissioned or warrant officer grade.

(3) Any oath required by law in connection with the enlistment or appointment of any person in any of the armed forces.

E. Any warrant officer (14 U.S.C. 636), notary public (5 U.S.C. 2903 (c) (2)), chief petty officer or first class petty officer who is an officer in charge of a recruiting office and is authorized by the regional recruiting commanding officer may administer the oath of enlistment for the Coast Guard (Article 136 UCMJ, 10 U.S.C. 936(b) (5)). Further, a petty officer assigned in a recruiting detachment may administer the oath of enlistment provided that said officer has been designated, in writing, as a recruiting officer by the regional recruiting commanding officer.

F. The Master Chief Petty Officer of the Coast Guard and Commandant designated Command Enlisted Advisors (CEAs) are authorized to administer the oath of enlistment.

G. A permanently assigned officer in charge of a unit may administer oaths for the purpose of reenlistment and extension of enlistment. (10 U.S.C. 936 (b)(6))

H. A. fficers and enlisted personnel detailed to conduct any statutory Coast Guard investigati. are vested with the authority to administer oaths necessary in the performance of their duties Article 136 UCMG, 10 U.S.C. 936(b) (4))

I. All officers in charge, marine inspection, are vested with the authority to Administer all oaths required by law in licensing and certification of merchant marine personnel. (10 U.S.C. 936)

J. No compensation of any nature shall be accepted for the performance of notarial acts. (Article 136 UCMJ, 10 U.S.C. 936(c))

7-1-9 Signing Official Correspondence

A. Area, district and MLC commanders and commanding officers of Headquarters units may authorize officers or chief petty officers of their staffs to sign correspondence and reports "By direction." In addition, they may authorize first class petty officers of their staffs to sign personnel, pay, and trave ocuments "By direction," as defined in the PMIS/JUMPS Manuals.

B. Commanding Officers or officers in charge may designate officers or chief petty officers within their commands to approve, by their direction, correspondence, routine papers, vouchers, payrolls, returns, and reports not requiring administrative discretion by the commanding officer. In addition, they may authorize first class petty officers of their staffs to sign personnel, pay, and travel documents "By direction" as defined in the PMIS/JUMPS Manuals.

C. The commanding officer or officer in charge shall sign all official correspondence addressed to higher authority relating to the mission or efficiency of the command or activity.

D. Official correspondence which is required by law or regulation to be signed by an officer in the execution of the duties of the officer shall be signed personally by that officer.

E. In official correspondence signed by subordinate officers for a senior, the words "Chief of Staff," "Executive Officer," or "By direction" as appropriate shall appear below the signature of the subordinate officer. In the business form letter, the grade of the signing official, the functional title, such as "Chief of Staff", or Executive Officer", or "By direction of (appropriate commander)" shall appear below the signature.

F. When an officer, temporarily succeeding to command, signs official correspondence, the word "Acting", shall appear below the signature.

7-1-10 Permission to Leave the Ship or Limits of the Command

A. When directed by the commanding officer, the executive officer may grant permission to junior officers to leave the ship. When approved by the commanding officer, this authority may be delegated to the heads of the departments with respect to the officers of the departments. Officers senior in rank to the executive officer desiring to leave the ship, shall obtain the required permission directly from the commanding officer. Upon their return, all officers shall report such fact to appropriate authority. All officers shall report to the officer of the deck their permission to leave and the fact of their return to the ship. The departure and return of officers

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senior to the executive officer shall be reported to the latter by the officer of the deck. Within commands other than ships, the provisions of this section shall apply insofar as practicable, but may be modified by the commanding officer to meet local conditions.

7-1-11 Private Vehicle Parking

A. Commanding officers may issue regulations for the control of privately owned vehicles entering property under Coast Guard jurisdiction for such purposes as vehicle identification, control of parking spaces, and assurance of adequate liability insurance coverage. These regulations may include the requirement that the owners obtain permits. Such regulations or procedures for permits shall not require Coast Guard members to sign waivers or releases of claims in consideration of permission to park private vehicles on Coast Guard property, but shall require that proof of adequate liability coverage for property damage in an amount satisfactory to the commanding officer must accompany applications by Coast Guard members to park vehicles on Coast Guard property.

PART 2

Crew's Dining Facility

7-2-1 Subsistence of Enlisted Members

A. Enlisted members normally shall be subsisted by the issue of rations in kind (RIK).

B. The Coast Guard Dining Facility (CGDF) is the authorized organizational basis for subsisting Coast Guard personnel. Its primary purpose is to prepare and serve within the daily food allowance a well-balanced diet for the RIK personnel.

C. When CGDFs are not available, other government messes established and operated primarily for subsisting enlisted personnel shall be employed to the fullest extent compatible with economy and operational efficiency of the unit to which the members are attached. When neither CGDFs nor other government messes are available, enlisted members may be paid a basic allowance for subsistence or subsisted on a contractual basis, within the limitations and under the procedures prescribed in the Comptroller Manual (COMDTINST M4061.3 series), Volume IV, Subsistence.

D. The commutation value of the rations of enlisted members subsisted in authorized private messes may be paid to the treasurer of the mess in which such personnel are subsisted. A member may be granted permission to mess separately and be paid separate rations (SEPRATS) per procedures prescribed in the Comptroller Manual (COMDTINST M4061.3 series), Volume IV, Subsistence.

7-2-2 Establishment of CGDF

A. Area, district, MLC commanders and commanding officers of Headquarters units are authorized to establish CGDFs consistent with the requirements of their command.

7-2-3 Administration and Operation of CGDF

A. The methods and procedures for administration and operation of CGDFs shall be as prescribed in the Comptroller Manual (COMDTINST M4061.3 series), Volume IV, Subsistence.

7-2-4 Messing Bill

A. A messing bill shall be prepared by the executive officer or officer in charge as part of the watch, quarter, and station bill.

PART 3

Quarters Afloat

7-3-1 Force Commander and Staff

A. A force commander shall be quartered in the cabin. The staff officers of that force shall be quartered at the direction of the force commander, who shall have due regard for their rank; but neither the force commander, nor any officer of that staff shall be entitled to the rooms designated for the commanding officer, the executive officer, or the engineer officer.

7-3-2 Commanding Officer or Officer in Charge

A. The officer assigned to the command of a vessel shall occupy the cabin. Where the vessel is a ship having more than one stateroom in the cabin, the commanding officer shall occupy the one fitted out for that rank. On a vessel having no cabin, the commanding officer shall occupy the quarters assigned in the ship's plans to the commanding officer or officer in charge.

7-3-3 Commissioned Officers

A. The assignment of commissioned officers' quarters on board ship shall be in accordance with the plans of the ship as approved by the Commandant. The plans shall show the quarters assigned to the commanding officer, the executive officer, and the engineer officer, and may show the quarters assigned to other heads of departments. Rooms not specifically designated on the plans shall be assigned by the commanding officer, having due regard for the relative rank of the officers concerned and the desirability of permanence of quarters assigned to watchstanding officers. Rooms specifically designated on the plans may be occupied by other officers, but they shall be vacated when needed by the officers for whom they were designated.

7-3-4 Cadets

A. Cadets shall be quartered in the wardroom, if practicable; otherwise, the commanding officer may assign them to such suitable space as may be available.

7-3-5 Commissioned Warrant Officers and Warrant Officers

A. Commissioned warrant officers and warrant officers shall be quartered in the warrant officers' quarters. The rooms shall be occupied as designated by the commanding officer.

7-3-6 Passengers

A. No officer or other person embarked as a passenger shall be entitled to a stateroom to the exclusion of an officer belonging to the complement of the ship.

7-3-7 Crew

A. The members of the crew of a vessel shall be quartered in such spaces as may be assigned for that purpose.

B. A berthing plan for the crew, showing berth and locker assignments, shall be maintained by the executive officer.

PART 4

Private Messes, Afloat (PMA)

7-4-1 Location

A. PMAs include Commanding Officers Dining Facility (CODF) and Wardroom Dining Facility (WDF). Officers shall dine in the compartments assigned therefor. Separate PMAs shall not be formed in the same compartment, nor shall meals be taken in rooms or other places than at the PMAs dining table, except in case of sickness.

B. Officers embarked as passengers shall dine in the PMA to which they would belong if attached to the ship.

7-4-2 Separate Messes

A. Where facilities are provided, the commanding officer, commissioned and warrant officers shall dine in separate PMAs.

7-4-3 Presiding Officer

A. In all PMAs the senior officer present in line of succession to the command shall preside and have the power to preserve order.

B. When no officer in succession to the command is present, the senior officer present shall preside.

7-4-4 Assignment of Seats

A. The officers of the PMA shall be assigned permanent seats at the mess table alternately, in the order of rank, to the right and left of the presiding officer, except that the seat opposite that of the presiding officer shall be occupied by the mess treasurer.

7-4-5 Mess Treasurer

A. The PMA shall elect a mess treasurer who shall have charge of all matters relating to the operation of the PMA. Each officer of a PMA is eligible to election as mess treasurer and if elected shall so serve. No officer shall be required to serve as mess treasurer for more than two months consecutively, except on an extended cruise of more than two months.

B. The mess treasurer shall not incur indebtedness which cannot be discharged, but, if for any reason is obliged to relinquish the position of mess treasurer during the month, or on an extended cruise, shall report to the successor in writing all unpaid bills and shall turn over to the incoming mess treasurer the mess accounts and any money there may be on hand, being sure to receive a receipt for the money.

C. The mess treasurer shall keep an accurate account of all receipts and expenditures, which shall be open at all times for the inspection of any member. At the close of each month, the mess treasurer shall render a full statement of the accounts of the PMA, which shall include all bills remaining unpaid. The mess treasurer shall settle in person all accounts at the end of each month or at the end of the cruise if it be longer than a month.

7-4-6 PMA Audits

A. The commanding officer shall designate an officer to audit the monthly statement of PMA accounts and to certify the correctness of the statement.

7-4-7 Payment of Mess Bills

A. Every officer shall pay monthly, or at the end of the cruise if it be longer than one month, the full amount of the mess bill to the mess treasurer. The mess treasurer may, in the interests of the PMA, require the members to advance sufficient funds to be enable the treasurer to make cash purchases. An officer absent from a unit for any period longer than one day shall not be required to pay a mess bill for the period of such absence.

7-4-8 Passengers

A. No allowance can be made to any PMA for the subsistence of passengers. The expense of such subsistence must be paid by the passengers. A passenger embarked on a vessel of the Coast Guard shall, if furnished meals from PMA, be charged at the same rate and in the same manner as a member of the mess.

7-4-9 Meal Hours

A. The hours for serving meals in officers messes shall be prescribed by the commanding officer.

PART 5

Assignment to Duty and Manner of Performing Duty

7-5-1 Assignment to Duties by the Commanding Officer

A. Subject to such restrictions as may be imposed by these regulations or by a senior in the chain of command, the commanding officer of a unit shall assign commissioned and warrant officers to departments and divisions, to stand watches, and to perform collateral duties, in such manner as to achieve the maximum efficiency of the unit as a whole and to effect an equitable distribution of work among the officers attached.

B. When circumstances require, the commanding officer may assign a commissioned or warrant officer to duty other than the type specified in the orders assigning the officer to the unit. When, under the authority of this section, an officer is assigned for a period of more than 30 days to perform duty in lieu of the type specified in the officer's orders, the commanding officer shall report the fact to the Commandant.

7-5-2 Assignment to Duties by the Officer in Charge

A. Subject to such restrictions as may be imposed by these regulations or by the commanding officer or other senior in the chain of command, the officer in charge of a unit shall assign duties to the personnel of that unit in such a manner as to achieve the maximum efficiency of the unit as a whole and to effect an equitable distribution of work among the personnel attached.

7-5-3 Officers Present for Duty

A. All officers attached to a unit shall be considered as present for duty at all times except when absent on leave granted by proper authority, when absent on temporary duty, when sick, or when under arrest.

7-5-4 Noncombatant Personnel

A. Medical or other noncombatant personnel shall not be detailed to perform combatant duties.

7-5-5 Petty Officers May Head Departments

A. Subject to the limitations imposed by Chapter 6 of these regulations or by a senior in the chain of command, the commanding officer or officer in charge may assign petty officers as heads of departments.

7-5-6 Watches in General

A. On board vessels, the watch of the officer of the deck and of the engineer officer of the watch shall be regular and continuous. Sea watches shall normally be four hours in duration.

B. When not underway, the commanding officer or officer in charge may direct the standing of day's duty watches. The day's duty for the officer of the deck and the engineer officer of the watch shall begin at 0900 and continue until the same hour the following day, except when,

under special circumstances, the commanding officer or officer in charge may direct the standing of watches for shorter periods.

7-5-7 The Officer of the Day

A. The officer of the day is the commissioned, warrant, or petty officer on watch in charge of the shore unit who shall be responsible for the performance of the duties prescribed in these regulations and by the commanding officer. Every person on board who is subject to the orders of the commanding officer, except the executive officer, shall be subordinate to the officer of the day.

B. The duties and responsibilities of the officer of the day at a shore unit shall be those prescribed for the officer of the deck aboard a vessel, so far as they may apply.

7-5-8 Assignment of Watch Officers on Board Vessels

A. Subject to such restrictions as may be imposed by a senior in the chain of command, or by these regulations, a commanding officer may assign to duty in charge of a watch, or to stand a day's duty, any commissioned or warrant officer who is subject to the commanding officer's authority and who is, in the opinion of that commanding officer, qualified for such duty. If an assignee is not, in the opinion of the commanding officer, qualified to stand watches because of either inexperience or lack of training, the person may, at the discretion of the commanding officer, be placed in a training status until qualified.

B. A petty officer in the command who is, in the opinion of the commanding officer, qualified for the duty, may be assigned to stand the watch. This will only occur when the number of commissioned or warrant officers qualified for watch standing (exclusive of the commanding officer, executive officer and engineer officer) is reduced (1) to an extent which may interfere with the proper operation of the command, or (2) may cause undue hardship. This assignment, which may be to duty in charge of a watch or to stand a day's duty, must be in writing and may be subject to restrictions imposed by a senior individual in the chain of command or by these regulations.

C. Every petty officer assigned to stand duty as officer of the deck or as engineering watch officer must be qualified for such duty. The petty officer shall be certified as qualified, provided that on small vessels underway where the size of the complement or the nature of the duty is such that the officer in charge serves as watch officer and the rotation of watch officers in the fashion prescribed in foregoing sections is not carried out, no such certification is necessary.

(1) An enlisted person shall be certified by the commanding officer or officer in charge of each vessel on which the person is assigned to duty as a watch officer and the fact of such certification shall be entered in that enlisted person's record on the Administrative Remarks Sheet.

D. The provisions of this section shall not be construed to prohibit the assignment of any qualified commissioned or warrant officer, including the executive officer and the engineer officer, to stand watches either at sea or in port.

E. Assignments of petty officers to duty as watch officers at shore units shall be made in accordance with the general principles set forth for such assignments on board vessels.

7-5-9 General Duties of Petty Officers

A. For the preservation of good order, petty officers are always on duty and are vested with the authority to report and arrest enlisted offenders. They shall aid to the utmost of their ability in maintaining good order and discipline, and in all that concerns the efficiency of the command.

B. Chief petty officers shall inform themselves of the responsibilities and duties of the warrant officer of their specialty in order that they may be prepared to perform those duties. All other petty officers shall likewise keep themselves informed of the responsibilities and duties of the rate next above them.

7-5-10 Master-at-Arms

A. A leading petty officer may be detailed to act as master-at-arms of a unit, as an assistant to the executive officer. The petty officer shall perform such duties as are assigned in connection with maintaining good order and carrying out the routine of the unit.

7-5-11 Supervisor of a Sub-Unit

A. The commanding officer of a unit having a sub-unit may designate a person in the command to act as supervisor of the sub-unit, unless a higher authority has designated a person to perform that duty. The sub-unit supervisor is neither a commanding officer nor an officer in charge. The status is equivalent to that of the head of a department of a ship.

7-5-12 Reports of Outstanding Performance

A. Distinguished conduct, conspicuous acts of valor, marked devotion in the line of duty, extraordinary courage or ability or unusual resourcefulness in time of peril or great responsibility, shall be reported to the Commandant by commanding or other officers in authority, whenever such occasions arise.

CHAPTER 8

DISCIPLINE

CHAPTER 8

DISCIPLINE

PART 1

General

8-1-1 Duties Relative to Laws, Regulations, and Orders

A. All persons in the Coast Guard shall acquaint themselves with, obey, and so far as their authorities extend, enforce the laws, regulations, and orders relating to the Coast Guard. In the absence of instructions, they shall act in accordance with the public interest and in conformity with the customs of the service.

8-1-2 Conduct of Persons in the Coast Guard

A. All persons in the Coast Guard shall show in themselves a good example of subordination, courage, zeal, sobriety, neatness, and attention to duty. They shall aid to the utmost of their authority, in maintaining good order and discipline, and in all that concerns the efficiency of the command.

8-1-3 Example to Be Set by Officers

A. Discipline depends in a large degree upon the example set by commanding and other officers in authority, and may be maintained in many cases by their own attention to duty and by their personal influence, tact, and discretion. To this end, they shall show in themselves good examples of honor, patriotism, subordination, and fidelity to their oaths of office, be zealous in the performance of the duties entrusted to them, and vigilant respecting the conduct of all persons under their authority.

8-1-4 Offenses Committed Within Limits of a Coast Guard Shore Unit

A. All persons within the limits of a Coast Guard shore unit are subject to Federal Law including those penal laws of the State, Territory, or District in which the unit is located, which have been adopted as Federal law by the provisions of 18 U.S.C. 13.

B. Persons in the Coast Guard who commit offenses within the limits of a shore unit shall be brought before the proper Coast Guard authority for punishment or trial. However, in those cases in which the Commandant determines that the public interest will be served, such persons shall be delivered for trial to the appropriate civil authorities. Such persons may also be delivered for trial to the appropriate civil authorities pursuant to the provisions of the Uniform Code of Military Justice and regulations issued thereunder.

C. Persons not in the Coast Guard who commit offenses within the limits of a shore unit are subject to prosecution by the appropriate civil authorities.

8-1-5 Complaints, Accusations, and Rebuttals

A. Whenever an accusation is made against an officer, either by report or by endorsement upon a communication, a copy of such report or endorsement shall be furnished to that officer at the time.

B. Reports or complaints, and statements submitted in reply thereto or in explanation thereof, shall be couched in temperate language and shall be confined to the pertinent facts. Opinions shall not be expressed nor the motives of others questioned.

C. Persons in the Coast Guard to whom reports or complaints are submitted for statement shall not reply by making counter charges.

PART 2

Offenses

8-2-1 Regulatory Restrictions

A. The following specific regulatory restrictions are prescribed pursuant to the authority contained in 14 U.S.C.632.

(1) Combinations of persons in the Coast Guard for the purpose of influencing legislation, remonstrating against orders or details to duty, complaining of particulars of duty, or procuring preferences are forbidden.

(2) Tale-bearing to commanding and other officers in authority, whether verbal or written, by a person in the Coast Guard is forbidden.

(3) Persons in the Coast Guard shall not make malicious, vexatious, or frivolous charges against another person in the Coast Guard.

(4) Persons in the Coast Guard shall not nag a junior, while in the performance of duty or at any other time, by petty annoyances and fault finding, or the employment of improper language in giving and enforcing commands.

(5) Persons in the Coast Guard shall not, without proper authority, either personally or as an agent, engage in trade or introduce any article for purposes of trade on or into any unit of the Coast Guard.

(6) Persons in the Coast Guard shall not act as agent or attorney to prosecute a claim against the United States.

(7) Persons in the Coast Guard shall not make any claim for salvage while acting within the scope of official duties for any service performed in connection therewith.

(8) Persons in the Coast Guard shall not sell any wrecked property for the owner, agent, underwriter, or any other person interested therein.

(9) Persons in the Coast Guard shall not take out of any prize, or vessel seized as a prize, any money, plate, goods, or any part of its equipment, unless it be for the better preservation thereof, or unless such articles are absolutely needed for the use of any part of the vessels or armed forces of the United States, before the same are adjudged lawful prize by a competent court. The prize or vessel seized as prize, without fraud, concealment, or embezzlement, shall be brought in, in order that judgement may be passed upon it.

(10) Persons in the Coast Guard shall not take out of any wrecked, disabled, or abandoned vessel or vessel seized for violation of law, any money, plate, goods, or any part of its cargo or the personal effects of its passengers or crew, nor take or remove any part of its rigging, stores, or outfit, unless it be for the protection or preservation of the same, and everything so taken, without fraud, concealment, or embezzlement, shall be delivered and accounted for to the proper authorities, and entered in the log of the unit.

(11) Persons in the Coast Guard shall not use their positions to advance, in any way, party or political interests, or to secure special preference for themselves or any other person in the Coast Guard.

(12) Persons in the Coast Guard shall not endorse or give oral or written recommendations concerning any lifesaving device, or hold any shares, directly or indirectly, in any wrecking gear, or company, or have any interest in wrecking operations beyond such as pertain to their duties; nor shall they in any manner, by the giving out of information or otherwise, favor one wrecking concern or party over another; nor shall they, without authority from the Commandant, act as representative, agent, or otherwise, for any marine company or corporation, or for the press, with the view of furnishing any such company, corporation, or the press, or any employee of the same, news of disasters to shipping to the exclusion or disadvantage of other persons, nor shall they receive any compensation from any company, corporation, or person.

(13) Persons in the Coast Guard shall not publish, or cause or permit to be published, except as required by their official duties, any information concerning the acts or measures of any officer or department of the Government, or any comments, or criticism thereon. They shall not act as correspondent of a newspaper without the express authority of the Commandant, and shall not publish, or cause or procure to be published, any matter of a scandalous nature that reflects discredit on the service or its employees.

(14) Persons in the Coast Guard shall not, for profit or benefit of any kind, loan money to any other person therein who is a senior or a subordinate in grade; nor shall any such person take or receive for such a loan to a senior or a subordinate in grade, directly or indirectly, a greater sum of money or any other thing or service of greater value than the equivalent of the sum of money loaned.

(15) Persons in the Coast Guard shall not sell or be concerned in the selling of property belonging to the United States except in accordance with regulations.

(16) Persons in the Coast Guard, except as may be necessary to the proper performance of their duties or as may be authorized by proper authority, shall not have concealed about their persons or have in their possessions in any Coast Guard unit any dangerous weapon, instrument, or device; or any highly explosive article or compound.

(17) Persons in the Coast Guard shall not use any vessel of the Coast Guard for private purposes.

(18) Persons in the Coast Guard, or any other persons who are employed by, or who are in the service of the United States, are not allowed to be concerned, directly or indirectly, in any contract for furnishing provisions, supplies, or outfits, or for supplying or furnishing any article for use on board vessels, or at stations or other units of the Coast Guard, or for repairing such vessels, stations, or other units.

(19) Persons in the Coast Guard undergoing treatment in a hospital or at a relief station of the Public Health Service or of the Armed Forces shall not violate or refuse to comply with a lawful regulation governing patients in such hospital or relief station.

(20) Persons in the Coast Guard shall not refuse to submit to necessary and proper medical or dental treatment to render themselves fit for duty, nor refuse to submit to a necessary and proper operation not endangering life.

(21) Persons in the Coast Guard shall permit such action to be taken to immunize them against disease as is prescribed by competent authority.

(22) Officers in the Coast Guard assigned to duty as disbursing officers shall not deposit any public funds entrusted to them for disbursement, or any funds received by them for the United States, in any bank or other institution, except as legally authorized.

(23) Officers in the Coast Guard assigned to duty as disbursing officers shall not loan, with or without interest or profit, any public funds entrusted to them for disbursement, or any funds received by them for the United States.

(24) Officers in the Coast Guard assigned to duty as disbursing officers shall not pay to any person any sum other than that shown to be properly due and payable to them or withhold from any person the whole or any part of any sum shown to be properly due and payable to them.

CHAPTER 9

REGULATIONS AND INSTRUCTIONS OF GENERAL APPLICATION

CHAPTER 9

REGULATIONS AND INSTRUCTIONS OF GENERAL APPLICATION

PART 1

Duties of Individuals

9-1-1 Obligation to Report Offenses

A. All persons in the Coast Guard shall report to the proper authority any disobedience or infraction of the regulations which may come under their observation.

9-1-2 Report of Fraud

A. If persons in the Coast Guard have knowledge of any fraud, collusion, or improper conduct on the part of any purchasing or other agent or contractor, or on the part of any person employed in superintending repairs, or receiving or receipting for supplies, or have knowledge of any fraud, collusion, or improper conduct in any matters connected with the Coast Guard, they shall report the same immediately in writing over their signatures to the proper authority, specifying the particular act or acts or misconduct, fraud, neglect, or collusion, and the means of proving the same.

9-1-3 Report of Discrepancy in the Financial Accounts or General Purpose Property Records

A. Any persons in the Coast Guard who have knowledge of a discrepancy in the financial accounts or General Purpose Property Records shall take prompt and appropriate action to bring the matter to the attention of their commanding officers.

9-1-4 Use and Expenditure of Equipage and Supplies

A. All persons in the Coast Guard shall ensure that equipage and supplies in their charge are properly cared for, preserved, and economically used. They shall avoid any unnecessary expenditure of public money. To the extent of their authority, they shall prevent infractions of this section by others.

9-1-5 Return of Government Property on Release from Active Service

A. When persons are released from active service, they shall return all Government property in their possession to their commanding officers or other competent authorities, and they shall report such facts in writing to such authorities.

9-1-6 Unavoidable Separations from a Command

A. Persons in the Coast Guard who are separated from their ship, station, or unit due to circumstances beyond their control, shall proceed as soon as possible to the nearest Coast Guard activity and report to the commanding officer or officer in charge thereof. Failure to do so shall be considered as absence without leave, or as desertion, as the case may be, unless such person proves to the satisfaction of Coast Guard authority that they were prevented from taking such action by circumstances beyond their control.

9-1-7 Report of Communicable Disease

A. All persons in the Coast Guard shall report promptly to competent authority the existence or suspicion of communicable disease in themselves or in persons with whom they are living or otherwise come in contact.

9-1-8 Report of Disability

A. When persons in the Coast Guard incur disabilities while on leave or on duty where Coast Guard or other U. S. military medical facilities are not available, they shall furnish their commanding officer with full reports of the disabilities for entry in their health records.

9-1-9 Delivery of Orders

A. Officers shall not withhold any orders or other communication received from superior authority for a person in the command, except for good and sufficient reason which shall be reported at once to said authority. If the officer is authorized to withhold any communication forwarded through that office, the receipt of such communication shall be reported to the originator.

9-1-10 Action Upon Reporting for Duty and From Leave

A. When persons in the Coast Guard report in accordance with written orders, they shall present such orders to the officer to whom they are ordered to report.

B. Officers shall endorse upon the orders of those who report to them, the time, date and place of reporting.

C. All individuals to whom leave is granted shall promptly report their return therefrom to the officer who granted it. The commanding officer or officer in charge shall make such report as may be required.

PART 2

Rights and Restrictions

9-2-1 Interpretation of Laws, Regulations, and Orders

A. Any person required to take official action under any law, regulation, or order relating to the Coast Guard, and who desires instructions or explanations in connection therewith, may address a communication of inquiry through the prescribed channels to the Commandant.

B. Questions of jurisdiction, or conflict of authority, which cannot be reconciled by the persons concerned, shall be referred through prescribed channels to the next higher common superior officer in the chain of command.

9-2-2 Oppression or Other Misconduct by a Superior

A. If any persons in the Coast Guard consider themselves oppressed by their superiors, or observe in their superior officers any misconduct, they shall not fail in their respectful bearings toward such superiors, but shall report such oppression or misconduct to the proper authority. Such persons shall be held accountable if their reports are found to be vexatious, frivolous, or false.

B. A report of oppression by, or misconduct of, a superior shall be addressed to the immediate commanding officer of the person making the report unless the commanding officer is the subject of the report, or is the subordinate of the officer who is the subject of the report.

C. If the immediate commanding officer is the subject of the report, the report shall be in writing and shall be forwarded through the immediate commanding officer and addressed to that officer's immediate superior. If the immediate commanding officer refuses or fails to forward the report within a reasonable time, a duplicate or authenticated copy of the report may be forwarded direct with an explanation of such course to the immediate superior of the commanding officer.

D. If a superior of the immediate commanding officer is the subject of the report, the report shall be in writing and shall be forwarded through the immediate commanding officer and the officer who is the subject of the report, and any other officers who may be in the chain of command, to the immediate superior of the officer who is the subject of the report. If any officer through whom the report is forwarded refuses or fails to forward the report within a reasonable time, a duplicate or authenticated copy of the report may be forwarded direct to the immediate superior with an explanation of such course.

E. An officer receiving a report of oppression or misconduct shall take such action in conformity with these regulations as, in the officer's judgment, justice demands. Any appeal from the action taken shall be addressed to the immediate superior of the officer who shall have taken such action, and shall be forwarded through that officer and through all other officers through whom the previous report was forwarded.

9-2-3 Direct Communication With Commanding Officer

A. The right of any person in the Coast Guard to communicate with the commanding officer at a proper time and place is not to be denied or restricted.

9-2-4 Suggestions for Improvement

A. Any person in the Coast Guard may address to the Commandant, via official channels, suggestions or constructive criticism pertaining to improvements in efficiency or to more economical methods of administration in the Service.

9-2-5 Praise or Censure

A. All votes, resolutions, or unofficial publications by persons in the Coast Guard in praise or censure of any other person in the Coast Guard are forbidden.

9-2-6 Official Communications to the Congress

A. Persons in the Coast Guard shall not, in an official capacity, apply to the Congress, or to either House thereof, or to any committee thereof, for legislation or for appropriations or for congressional action of any kind without the approval of the Commandant.

B. Area Commanders, District Commanders, MLC commanders, Superintendent of the Academy, and designated officials of Headquarters are the only persons in the Coast Guard authorized to respond in an official capacity to any request for information from the Congress, or from any member thereof, or from any committees thereof.

9-2-7 Dealings with Members of Congress

A. Persons in the Coast Guard shall not be restricted or prevented from communicating directly or indirectly with individual members of Congress in a personal, rather than official, capacity concerning any subject, provided such communication is not in violation of law or security regulations.

9-2-8 Disclosure and Publication of Information

A. Persons in the Coast Guard shall not, without proper authority, disclose any information whatever, which might aid or be of assistance in the prosecution or support of any claim against the United States.

B. Persons in the Coast Guard desiring to publish articles on professional, political, or international subjects in accordance with the provisions of this regulation shall cause their signature to appear on such articles, together with a statement to the effect that the opinions or assertions contained therein are the private ones of the writer and are not to be construed as official or reflecting the views of the Commandant or the Coast Guard at large. Prior to submission of such an article for publication, the writer shall forward two copies of such article to the Commandant for security and policy clearance.

C. Persons in the Coast Guard shall not, in time of war, act as an accredited correspondent for any periodical or news gathering agency, or as a radio news reporter, commentator, or analyst, unless specifically assigned to such duty in connection with the public information activities of the Coast Guard, or specifically authorized by the Commandant. In time of peace, a person in the Coast Guard may act in such capacity, providing the Commandant shall be informed before such work is actually begun. Except as authorized by the Commandant, persons assigned to duty in connection with the public information activities of the Coast Guard shall not receive any compensation, material or otherwise, for acting as such correspondent, reporter, commentator, or analyst.

D. Subject to the requirements and restrictions of this article, persons in the Coast Guard, exclusive of assigned public information personnel, are at liberty to submit articles of commercial or noncommercial dissemination without further permission from higher authority. Assigned public information personnel may prepare and submit articles for compensation, provided that if factual material therein pertains to the Coast Guard, in whole or in part the articles must receive the prior approval of the Commandant, and must carry a signed declaration by the author that all labor incident thereto was performed during off-duty hours, and that the material relative to the Coast Guard was drawn from personal experience or was obtained from official sources readily available to the public.

9-2-9 Use of Title for Commercial Enterprises

A. Persons in the Coast Guard shall not, while on active service, use their grades or ratings in connection with a commercial enterprise. This article shall not apply to a person who is not on active service, nor shall it apply to authorship of any material for publication by persons on either active or inactive service, provided that such material is published in accordance with existing regulations (See 14 U.S.C. 639 for restrictions on use of the combination of letters "USCG" or "USCGR" or the words "Coast Guard," "United States Coast Guard," "Coast Guard Reserve," "United States Coast Guard Reserve").

9-2-10 Gratuities From Contractors

A. Except as authorized by the Commandant, no person in the Coast Guard on active service and no civilian employee of the Coast Guard shall take or receive, directly or indirectly, any emolument or gratuity from any contractor or other person for official services rendered, or from any contractor or other person engaged in furnishing supplies to the United States for the use of the Coast Guard or act as an agent or attorney for such person.

9-2-11 Making of Gifts or Presents

A. Persons in the Coast Guard shall not, at any time, solicit contributions from other persons in the Coast Guard or from other officers, clerks, or employees in the Government service for a gift or present to persons in superior official positions; nor shall any persons in such official superior positions receive any gift or present offered or presented them as a contribution from persons in Government employ (including persons in the Coast Guard) receiving a less rate of pay than themselves, nor shall any of said persons make any donations as a gift or present to any such official superiors.

B. Persons in the Coast Guard shall not solicit subscriptions for the purpose of making a gift to a member of the immediate family of a person in a superior official position.

9-2-12 Issue or Loan of Public Property

A. Except as prescribed in this article, public property, including supplies, shall not be issued, on loan or otherwise, to any State, organization, or private individual except as authorized by law.

B. When so authorized by the commanding officer, such supplies as can be spared may be issued to those in distress in the event of a public exigency or calamity, or to vessels in distress, and to destitute seamen of the United States who are received on board. The officer making such issue shall, a) do so only pursuant to an order in writing, b) secure receipts when practicable for the supplies issued, and render accounts for such supplies in accordance with current instructions.

C. The Commandant may dispose of, with or without charge, to the sea scout service of the Boy Scouts of America, to any regularly organized flotilla or other organized unit of the Coast Guard Auxiliary and to any public body or private organization not organized for profit having an interest therein for historical or other special reasons, such obsolete or other materials as may not be needed for the Coast Guard (Ref. 14 U.S.C. 641).

D. Under the authority of Section 891, Title 14, U.S. Code, the sale of the material listed in

this paragraph to accredited members of the Auxiliary is authorized:

(1) Auxiliary flags and pennants.

(2) Authorized uniforms of members of the Auxiliary.

9-2-13 Orders to Proceed to a Foreign Country

A. In time of peace, persons in the Coast Guard shall not proceed to a foreign country on special duty except as authorized by the Commandant.

9-2-14 Alcoholic Beverages

A. As used in this section, the term "alcoholic beverages" denotes beer, wine, ale, whiskey, and other beverages containing not less than 3% ethyl alcohol, but it does not include alcohol when possessed or used in accordance with pertinent directives for medicinal or industrial purposes.

B. Unless otherwise specifically authorized by the Commandant, the introduction, possession, sale or use of alcoholic beverages on board any Coast Guard ship, boat, aircraft, or within any government vehicle by any person is prohibited, except as authorized below:

(1) The transportation of alcoholic beverages for use of Government activities outside the Continental limits of the United States and for service personnel for their personal use ashore is authorized, subject to the discretion of the Commanding Officer, if the alcoholic beverages are in sealed packages, securely packed, properly marked, transported in accordance with applicable customs laws, regulations, and status of forces agreements, and stored in securely locked compartments.

(2) When hosting American or foreign visitors, as appropriate, in support of diplomatic and community relations goals, commanding officers of afloat units with occasion specific authorization of the respective flag officer in operational command, and embarked flag officers, are authorized to purchase and serve sherry, wine, and beer aboard U.S. Coast Guard vessels, when in port. On such occasions the following will apply:

(a) Possession and consumption of sherry, wine, and beer shall be limited to the wardroom, flag mess, or other area designated by the commanding officer or embarked flag officer:

(b) The sherry, wine and beer shall be purchased using private funds, including the funds of a hosting private mess, or using extraordinary expense funds as appropriate.

C. The introduction, possession, sale or use of alcoholic beverages is prohibited within shore activities and units that are located within a State, Possession, or Territory in which the possession or use of alcoholic beverages is forbidden. The introduction, sale, possession, or use of alcoholic beverages within other shore activities and units by any person is prohibited, except as authorized below:

(1) In Coast Guard Morale, Welfare, and Recreation facilities ashore, in accordance with current directives governing their operation.

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(2) In Coast Guard Exchange System facilities, in accordance with current directives governing their operation.

(3) In public family quarters, assigned to military personnel and civilian employees, and in private family quarters authorized to be located on Government property. This includes transportation of alcoholic beverages to and between quarters.

(4) At other locations on shore units (including single officer quarters, single enlisted quarters, lounge areas, and at isolated duty stations) subject to review and approval by the responsible area, district, or MLC commander (or Commandant in the case of Headquarters Units) of a request submitted by the commanding officer or officer-in-charge. Such authorization shall be limited to beer and ale only and shall be subject to such rules and restrictions as the area, district, or MLC commander (or Commandant in the case of Headquarters units) may prescribe.

(5) Nothing in this section shall be construed as relieving the commanding officer of the responsibility to regulate the use of alcoholic beverages within the limits of the command.

9-2-15 Controlled Substances and Anabolic Steroids

A. Except for authorized medicinal purposes, the introduction, possession, use, sale, or other transfer of controlled substances or anabolic steroids on board any ship, craft, or aircraft of the Coast Guard, in any government-owned vehicle or within any Coast Guard station or other place under the jurisdiction of the Coast Guard, or the possession, use, sale, or other transfer of controlled substances or anabolic steroids by persons in the Coast Guard is prohibited.

B. The term "controlled substance" means: a drug or other substance included in Schedule I, II, III, IV, or V established by Section 202 of the Comprehensive Drug Abuse Prevention and Control Act of 1970 (84 Stat 1236), as updated and republished under the provisions of that Act.

C. The term "anabolic steroids" means: any drug or other substance currently included on the National Collegiate Athletic Association (NCAA) list of banned Anabolic Steroids. The most common of these include, but are not limited to: Nandrelone, Stanozolol, Testosterone and Fluoxymesterone.

D. No person in the Coast Guard shall be incapacitated from the proper performance of assigned duties as the result of the use of controlled substances or anabolic steroids. This rule may be waived only if the person receives an authorization by a physician (for controlled substances) or by a uniformed service physician (for anabolic steroids) for use of these substances for medical treatment.

9-2-16 Discharge of Oil and Refuse

A. (1). Except as provided in A.(2) below, no Coast Guard officer or personnel shall cause oil of any kind in a prohibited quantity to be discharged by any Coast Guard vessel or facility. A prohibited quantity is a quantity which:

(a) Violates applicable water quality standards, or

(b) Causes a film or sheen upon or discoloration of the surface of the water or adjoining shorelines or causes a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines. (33 U.S.C. 1321 (b)(3), 40 CFR Part 110)

(2) The prohibition in A. (1) does not apply to:

(a) Discharges of oil from a properly operating vessel engine, or

(b) Discharges into or upon the waters of the contiguous zone or seaward thereof which are permitted under MARPOL 73/78, Annex I, as provided in 33 CFR 151.10

(3) Commanding Officers shall immediately notify the National Response Center, via the Operational Commander, of any discharge of a prohibited quantity of oil or any release of a reportable quantity of a hazardous substance, as defined in 40 CFR Part 302, regardless of the geographic location of the discharge or release.

B. (1) No Coast Guard officer or personnel shall cause refuse in any form to be discharged by any Coast Guard vessel or facility into or upon the navigable waters of the United States. (33 U.S.C. 407).

(2) No Coast Guard officer or personnel shall cause garbage, meaning all kinds of victual, domestic and operational wastes generated during the normal operation of a Coast Guard vessel, to be disposed of from such vessel into the navigable waters of the United States, or with respect to:

(a) plastics, including but not limited to synthetic ropes and plastic garbage bags, into the sea.

(b) dunnage, lining, and packing material which will float, less than 25 nautical miles seaward of the nearest land.

(c) food wastes and all other garbage, including paper products, rags, glass, metal, bottles, crockery and similar refuse, less than 12 nautical miles seaward of the nearest land (except when such food wastes and other garbage is ground or comminuted and is capable of passing through a screen with openings no greater than 25 millimeters, it may be disposed not less than 3 nautical miles seaward of the nearest land).

(d) garbage of any kind, into any Special Area (33 CFR 151.53) except as permitted by 33 CFR 151.71.

C. No Coast Guard officer or personnel shall transport from any location any material for the purpose of dumping it into ocean waters except where a permit for such dumping has been obtained from the Environmental Protection Agency (EPA). EPA has issued general permits for burials at sea – see 40 CFR 229.1 – and the disposal of vessels – see 40 CFR 229.3. Consequently, specific permission is not required for such ocean waters dumping so long as the requirements set out in those general permits are complied with.

D. No Coast Guard officer or personnel shall cause or allow the release into the environment of a reportable quantity of a hazardous substance, as defined by 40 CFR Part 302.

E. The requirements detailed in this section are not intended to be a comprehensive list of the many environmental laws and regulations which apply to Coast Guard activities. Nothing in this section should be interpreted as relieving a Commanding Officer from obeying all applicable laws and regulations.

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9-2-17 Fixing of Place Names

A. The duties of the Department of the Interior (DOI) include determining, changing, and fixing place names within the United States and its possessions. Hence, all officers and employees of the Coast Guard who wish to recommend a name for any location shall defer to DOI for consideration and approval before announcement or publication. DOI is the final authority in such matters.

9-2-18 Solicitations and Publications

A. Any solicitation of financial aid of or sale of tickets to persons outside the Federal service for the benefit of any organization or association, the personnel of which is composed of Department of Transportation employees, is prohibited. No publication of any such organization or association shall contain any commercial advertising matter whatsoever, and publication thereof shall be at the direct expense of such organization or association. The foregoing restrictions do not apply to the Corps of Cadets or the Cadet Athletic Association, U.S. Coast Guard Academy, in connection with the sale of tickets for athletic contests, plays, and other similar activities, and commercial advertising in football programs, yearbooks, and other such publications.

9-2-19 Outside Employment

A. No person in the Coast Guard shall, while on active service, accept or be permitted to accept outside employment of a commercial character except as may be authorized in accordance with current instructions.

9-2-20 Private Use of Shore Units

A. As used in this article, "use" is defined as any physical utilization of Coast Guard real property and shall not be construed as including visits or employment of Coast Guard facilities other than real property.

B. The use of Coast Guard shore units scheduled for active operation is prohibited to private interests except under stress of bona fide emergency or except as otherwise provided by the Commandant.

C. The use of Coast Guard shore units not scheduled for active operation and the use of unstaffed aids to Coast Guard properties (such as parcels of ground serving only as sites for unstaffed aids to navigation or reserved for future Coast Guard use, together with unused structures thereon) is prohibited to private interests except under stress of bona fide emergency, or in accordance with a formal revocable license approved by the Commandant or except as otherwise provided by the Commandant. Revocable licenses will not be approved by the Commandant unless the contemplated use is a reasonable one and some advantage therefrom, financial or otherwise, accrues to the Government. In every case, the instrument will be so drafted as to protect the Coast Guard's interest in the property and to relieve the Government of all liability for loss of life or damages arising from any and all use of property by licensee and to render the permit revocable by the Commandant at will.

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9-2-21 Observance of the Sabbath

A. The Sabbath [illegible]ll normally b[illegible] [illegible]served on Sunday and only [illegible]cessary work or that which is in the inte[illegible] [illegible]f welfare an[illegible] [illegible]orale should be required on [illegible] day. The religious beliefs of those mer[illegible] [illegible]s which requi[illegible] them to observe some day [illegible] than Sunday as their Sabbath are entitled [illegible] respect, and shall be reasonably accommoda[illegible] consistent with the needs of the Service. To the extent that military conditions permit, personnel who celebrate the Sabbath on a day other than Sunday will be afforded the opportunity to observe the requirements of their religious principles and should normally be excused from duty on that day to the same extent that other personnel are excused on Sunday. Members who observe their Sabbath on a day other than Sunday should be required full duty on Sunday or some other alternative service in order that the observance of their religious beliefs does not result in lesser or lighter duty than that performed by other personnel. Decisions as to whether work is necessary rest with the commanding officer, and obedience to military orders is always required, in any event.

B. In a case where accommodations with the religious preferences on an individual does not seem possible or reasonable, the commanding officer shall seek solutions which attempt to avoid punitive action.

9-2-22 Resale of Merchandise from [illegible]st Guard NAFA Fund

A. As used in this section, Non-Appropriated Fund Activities (NAFA) include: retail outlets (e.g. exchange stores, packaged liquor stores, grocery stores, gasoline stations and specialty stores), service activities (e.g. cafeterias and clubs), and such other activities as may be authorized.

B. Unless otherwise specifically authorized by the unit commanding officer, no patron of a Coast Guard NAFA may purchase NAFA merchandise for the purpose of resale or for the production of income, nor may a patron of a Coast Guard NAFA purchase merchandise or secure NAFA services for the benefit of another who is not entitled to NAFA privileges in his or her own right. This shall not be construed as preventing anyone who is entitled to NAFA privileges from purchasing lunches or other refreshments for bona fide guests of the purchaser, or from making purchases for use as bona fide gifts.

C. The entitlement to NAFA privileges shall be determined in accordance with current, applicable service wide instructions.

9-2-23 Operation of Coast Guard Small Boats

A. While underway, all Coast Guard boats are required to have a coxswain onboard who is certified by the commanding officer.

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CHAPTER 10

CLASSIFICATION AND STATUS OF COAST GUARD VESSELS

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CLASSIFICATION AND STATUS OF COAST GUARD VESSELS

PART 1

Classification

10-1-1 Classification Designation

A. Coast Guard vessels are classified for administrative purposes as follows:

(1) "Vessel" includes every type watercraft of the Coast Guard.

(2) "Cutter" or "ship" includes every type Coast Guard vessel that has an assigned personnel allowance and that has installed habitability features for the extended support of a permanently assigned crew.

(3) "Boat" includes any other type Coast Guard vessel, including:

(a) "power boat" , a boat that has permanently installed propulsion machinery;

(b) "small boat", a boat that does not have permanently installed propulsion machinery;

(c) "barges",

(d) "yachts", and

(e) "ferry boats".

PART 2

Status of Coast Guard Cutters

10-2-1 General

A. Only those Coast Guard vessels designated as cutters are assigned a status.

B. The Commandant is responsible for the Register of Cutters of the U.S. Coast Guard and assigning the status of all Coast Guard cutters.

C. The status of a Coast Guard cutter is described by a combination of terms, as discussed below:

(1) "In commission" applies to a cutter that has an assigned commanding officer (commissioned officer or commissioned warrant officer.)

(2) "In service" applies to a cutter that has an assigned officer in charge (warrant officer or petty officer).

(3) "Active" applies to a cutter which is assigned to a commander for operational control. Active cutters are always either "in commission" or "in service."

(4) "Inactive" applies to a cutter which is either in reserve or temporarily pending placement in or out of commission or service and as such is not assigned to a commander for operational control. Inactive cutters are "out of commission, in reserve" or "out of service, in reserve" or "pending placement in commission" or "pending placement in service" or "pending placement out of commission" or "pending placement out of service".

(5) "Special" status allows a cutter to be "In commission, special" or "In service, special" without being considered "active" or "inactive".

D. Cutters which have been assigned "in commission (or in service), active" status and are subsequently undergoing availability are retained in "in commission (or in service), active" status unless specifically assigned a different status.

CHAPTER 11

LOGS

CHAPTER 11

LOGS

PART 1

General Instructions

11-1-1 Keeping of Logs

A. The commanding officer of a unit required to keep logs shall comply with such instructions as may be issued regarding the procedure to be observed in the preparation, retention, preservation, and disposition of logs.

11-1-2 Preservation

A. The commanding officer is responsible for assuring that log books while retained at the unit are stored in a safe, dry place and carefully preserved.

11-1-3 Logs Are Official Records

A. Logs, regardless of age, type or condition are official Government records, and as such shall not be included in private collections of Coast Guard personnel or be permitted to pass into the hands of professional or amateur collectors.

11-1-4 Changes or Additions

A. Should any change or addition be required in any log after the commanding officer of the unit has approved it, or after a period of 24 hours has elapsed since the incident to which such change or addition refers took place, there shall be entered a note showing the day and hour of the day that such change or addition was made. Any change or addition shall be made at the bottom of the log for the date the incident occurred over the signature of the person making it.

11-1-5 Erasures

A. No erasures shall be made in any log. A single line shall be drawn through any part of a log it is desired to change and initialled by the person so doing.

11-1-6 Disposition

A. When a unit is placed out of commission, the logs shall, in the absence of other instructions, be shipped to the Federal Archives and Records Center serving the GSA Region in which the unit was located when decommissioned.

11-1-7 Inaccuracies or Omissions

A. A watch officer shall not decline to make a change in, or addition to, the log when an inaccuracy is identified or omission discovered by the commanding officer or other responsible officer unless the watch officer believes the proposed change, or addition, to be incorrect, in which case, the watch officer shall, if required, explain in writing to the commanding officer the reasons therefor. The commanding officer may then make any remarks concerning this particular inaccuracy or omission deemed proper, and shall enter them at the bottom of the page, and sign the notations.

PART 2

Unit Log

11-2-1 Cutters Required to Keep a Log

A. All cutters shall keep a log in accordance with instructions promulgated by the Commandant.

11-2-2 Shore Units Required to Keep a Log

A. The Commandant or other competent authority will designate the shore units required to keep a log.

B. When there are two or more officers attached, the executive officer shall have the same responsibilities as regards the log as provided for the navigator of a ship. If only one officer is attached, that officer shall be responsible for the log.

PART 3

Other Logs

11-3-1 General Instructions

A. Any other logs necessary for the efficient conduct of the unit, or as required by competent authority, shall be kept in the manner prescribed.

CHAPTER 12

CLASSIFIED MATTER

CHAPTER 12

CLASSIFIED MATTER

PART 1

General

12-1-1 Definition

A. The terms "classified information" and "classified material" as used in these regulations mean official information and material that must be protected because it bears directly upon the effectiveness of national defense and the conduct of foreign relations. It is essential that this information and material have limited dissemination to protect against overt or covert actions that are hostile to the United States. EO 11652 (37 FR 5209), National Security Council Directive of May 17, 1972 (37 FR 10053), EO 12356 (47 FR 14875).

12-1-2 Instructions Relating to Classified Matter

A. The Commandant supplements these regulations with publications that are necessary to insure proper control of classified materials including cryptographic systems and procedures. EO 11652 (37 FR 5209), National Security Council Directive, May 17, 1972 (37 FR 10053), 49 CFR 8.5, DOT 1640.4.

B. These publications have the authority of these regulations. All authority that is exercised by the Commandant is based upon an express delegation in statutes, Executive Orders, or orders and regulations of the Secretary of Transportation that concerns classified materials. EO 11652 (37 FR 5209), National Security Council Directive May 17, 1972 (37 FR 10053), 14 U.S.C. 632.

12-1-3 Matter Under Control of Other Federal Agencies

A. The transmission, distribution, disclosure, or custody of classified materials that are under the primary control of another federal agency are not to be handled in a manner that is less restrictive or less secure than is required by that agency. EO 11652 (37 FR 5209), National Security Council Directive of May 17, 1972 (37 FR 10053), 49 CFR 8.5, DOT 1640.4.

12-1-4 Classification and Review

A. Information or material that requires classification is to be assigned the lowest classification that is consistent with the proper safeguarding of the information or material concerned. Unnecessary classification and over classification are to be avoided. EO 11652 (37 FR 5209), EO 12356 (47 FR 14875).

B. Classified information and material is to be constantly reviewed and is to be downgraded or declassified if necessary by the official that authorizes the original classification, or by a successor in capacity, or by a supervisory official of either. Classified information or material is to be declassified or downgraded if there is no longer any grounds for classification within the classification category. EO 11652 (37 FR 5209) National Security Council Directive of May 17, 1972 (37 FR 10053), EO 12356 (47 FR 14875).

C. At the time of origination, each document or other material that contains classified information must be marked with its assigned security classification. The marking must also include the appropriate declassification schedule or exemption status in accordance with the Coast Guard Security Manual (COMDTINST M5500.11 series), EO 11652 (37 FR 5209), National Security Council Directive of May 17, 1972 (37 FR 10053).

12-1-5 Knowledge Restricted

A. Classified matter is to be entrusted to an individual whose official duties require knowledge or possession of this matter. A person's rank or position alone does not entitle that person to knowledge or possession of classified matter. EO 11652 (37 FR 5209), National Security Council Directive of May 17, 1972 (37 FR 10053), EO 12356 (47 FR 14875).

B. Classified material or information shall not be discussed in the presence of persons who are not authorized to have knowledge of that material or information. EO 11652 (37 FR 5209), National Security Council Directive of May 17, 1972 (37 FR 10053).

CHAPTER 13

OPERATION AS A SERVICE IN THE NAVY

CHAPTER 13

OPERATION AS A SERVICE IN THE NAVY

PART 1

General Information

13-1-1 Relationship to the Navy Department

A. Upon the declaration of war or when the President directs, the Coast Guard shall operate as a service in the Navy. While operating in this capacity, the Coast Guard shall be subject to the orders of the Secretary of the Navy who may render changes in Coast Guard operations to bring them into conformity with those of the Navy. (14 U.S.C. 3)

B. The Department of the Navy is composed of the executive part of the Department of the Navy; the Headquarters, United States Marine Corps; the entire operating forces, including naval aviation, of the United States Navy and of the United States Marine Corps, and the reserve components of those operating forces; and all field activities, headquarters, forces, bases, installations, activities, and functions under the control or supervision of the Secretary of the Navy. It includes the United States Coast Guard when it is operating as a service in the Navy. (10 U.S.C. 5011)

13-1-2 Operation as a Service in the Navy (14 U.S.C. 4)

A. Whenever the Coast Guard operates as a service in the Navy:

(1) Applicable appropriations of the Coast Guard to cover expenses shall be available for transfer to the Department of the Navy and supplemented, as required, from applicable appropriations of the Department of the Navy.

(2) Precedence between commissioned officers of corresponding grades in the Coast Guard and Navy shall be determined by the date of rank stated by their commission in those grades.

(3) Personnel of the Coast Guard shall be eligible to receive gratuities, medals, and other insignia of honor on the same basis as personnel in the naval service or serving in any capacity with the Navy.

B. To the extent practicable, Coast Guard personnel, ships, aircraft and facilities will be utilized as organized Coast Guard units.

13-1-3 Commandant of the Coast Guard

A. In addition to reporting to the Secretary of the Navy, the Commandant will report to the Chief of Naval Operations who shall represent the Coast Guard before the Joint Chiefs of Staff.

B. In exercising command over the Coast Guard while operating as a service of the Navy, the Commandant shall:

(1) Organize, train, prepare and maintain the readiness of the Coast Guard to function as a specialized service in the Navy for the performance of national defense missions, as directed.

(2) Plan for and determine the present and future needs of the Coast Guard, both quantitative and qualitative, for personnel, including reserve personnel.

(3) Budget for the Coast Guard, except as may be otherwise directed by the Secretary of the Navy.

(4) Plan for and determine the support needs of the Coast Guard for equipment, materials, weapons or weapons systems, supplies, facilities, maintenance, and supporting services.

(5) Exercise essential military administration of the Coast Guard. This includes, but is not limited to, such matters as security, discipline, intelligence, communications, personnel records and accounting conforming, as practicable, to Navy procedures.

(6) Enforce or assist in enforcing Federal laws on and under the high seas and on waters subject to the jurisdiction of the United States.

(7) Administer, promulgate and enforce regulations for the promotion of safety of life and property on and under the high seas and on waters subject to the jurisdiction of the United States. This applies to those matters not specifically delegated by law to some other executive department.

(8) Develop, establish, maintain and operate, with due regard to the requirements of national defense, aids to maritime navigation, ice breaking facilities, and rescue facilities, for the promotion of safety on and under the high seas and waters subject to the jurisdiction of the United States.

(9) Engage in oceanographic research on and under the high seas and on waters subject to the jurisdiction of the United States in coordination with the Office of the Oceanographer of the Navy.

(10) Continue in effect under the Secretary of the Navy those other functions, powers and duties vested in the Commandant by appropriate orders and regulations of the Secretary of Transportation on the day prior to the effective date of transfer of the Coast Guard to the Department of the Navy until specifically modified or terminated by the Secretary of the Navy.

13-1-4 Area Commanders and Commander, Maritime Defense Zones (MDZ)

A. U.S. Maritime Defense Zones Atlantic and Pacific are U.S. Navy commands, commanded by Coast Guard Flag Officers, specifically Commander, Coast Guard Atlantic Area and Commander, Coast Guard Pacific Area. They are subordinate to the Commanders in Chief, Atlantic and Pacific Fleets, respectively, and are responsible for coastal defense of the Atlantic, Gulf, and Pacific Coasts; Great Lakes; and Western Rivers. During peacetime they exist as planning and exercise commands. When directed by National Command Authorities, these commands conduct defense operations across a continuum of port security, harbor defense, mine countermeasures, inshore undersea warfare, harbor clearance operations and coastal defense using assigned Navy and Coast Guard resources.

B. Commander, U.S. Maritime Defense Zone Atlantic or Pacific, shall report directly to the respective Commander in Chief, Atlantic or Pacific Fleet, for matters involving the coastal defense of the United States. When activated, they shall continue to report to the Commandant of the Coast Guard for administrative matters and specialized Coast Guard missions pursuant to statutory authority.

13-1-5 District Commanders and Maritime Defense Zone Sector Commanders

A. Many Coast Guard district commanders are designated as MDZ sector or deputy sector commanders. When activated, MDZ Sector Commanders report to the MDZ Zone Commander for matters involving the coastal defense of the United States. Coast Guard District Commanders shall continue to report to the Commandant of the Coast Guard, via the Area Commander as appropriate, for administrative matters and specialized Coast Guard missions pursuant to statutory authority.

13-1-6 Authority of Coast Guard Personnel

A. Whenever Coast Guard personnel are operating with those of the Navy, seniority shall normally determine authority and control.

13-1-7 Flags and Pennants

A. Whenever the Coast Guard is operating as a service in the Navy, flags and pennants shall be displayed in accordance with Navy regulations and instructions, except as hereinafter provided in this section.

B. All Coast Guard vessels under 65 feet in length and all Coast Guard vessels operating in the Great Lakes and on the inland waterways will fly flags and pennants.

C. In circumstances where Coast Guard vessels are required to display the Coast Guard ensign and pennants as a legal requirement, such display shall be made.

CHAPTER 14

HONORS AND CEREMONIES

CHAPTER 14

HONORS AND CEREMONIES

PART 1

General

14-1-1 Authority for Dispensing with Honors

A. The honors and ceremonies prescribed in these regulations may be dispensed with when the Commandant directs, or when requested by an individual to whom such honors and ceremonies are due.

14-1-2 Honors Restricted to Recognized Governments

A. No salute shall be fired in honor of any nation or of any official of any nation not formally recognized by the Government of the United States; and, except as authorized by the Commandant, no other honors or ceremonies prescribed in these regulations shall be rendered or exchanged with such nations or officials.

14-1-3 International Honors Modified by Agreement

A. Should the required number or frequency of international salutes, official visits, or other honors and ceremonies be deemed excessive, the senior officer present in the United States Navy or Coast Guard may make, subject to the requirements of international courtesy, such modification as circumstances warrant and as may be agreed upon with the responsible officials or the senior officer present of the nation involved.

14-1-4 Arrival and Departure of Two or More Persons Entitled to Honors

A. When two or more officials or officers, each entitled to honors make an official visit in company, only the senior shall be saluted. If they arrive or depart at different times, each shall be rendered honors to which individually entitled.

B. The official visiting party may direct that honors will be rendered to more than one member of the official party.

PART 2

Honors to National Anthems and National Ensigns

14-2-1 Manner of Playing National Anthems

A. The National Anthem of the United States, "The Star Spangled Banner," when played by a Coast Guard band shall be played in its entirety as written and as prescribed in the official U.S. Navy Band arrangement.

B. The playing of the National Anthem of the United States, or of any other country, as a part of a medley is prohibited.

C. When a foreign national anthem is prescribed in connection with honors, and it is considered appropriate to perform the National Anthem of the United States therewith, the National Anthem of the United States will be performed last.

D. On other occasions when a foreign national anthem (or anthems) is performed, the National Anthem of the United States will be performed last, except when performed in conjunction with Morning Colors.

14-2-2 Procedure During Playing of National Anthems

A. Whenever the National Anthem is played, all Coast Guard personnel not in formation shall stand at attention and face the National Ensign. In the event the National Ensign is not being displayed, they shall face the music. When covered, they shall come to the salute at the first note of the anthem and shall remain at the salute until the last note of the anthem. Persons in formation shall be brought to order arms or attention as appropriate. The formation commander shall face the ensign, or the music in the event the ensign is not being displayed, and shall render the salute for the unit. Persons in vehicles or in boats shall follow the procedure prescribed below for such persons during colors. Personnel in civilian clothes shall comply with the rules and customs established for civilians.

B. The same marks of respect prescribed during the playing of the National Anthem of the United States shall be shown during the playing of a foreign anthem.

14-2-3 Morning and Evening Colors

A. The ceremonial hoisting and lowering of the National Ensign at 0800 and sunset at a Coast Guard command ashore or aboard a ship of the Coast Guard not underway, shall be known as Morning Colors and Evening Colors, respectively, and shall be carried out as prescribed in this article.

(1) The guard of the day and the band shall be paraded in the vicinity of the point of hoist of the ensign.

(2) "Attention" shall be sounded, followed by the playing of the National Anthem by the band.

(3) At Morning Colors, the ensign shall be started up at the beginning of the music and hoisted smartly to the peak or truck. At Evening Colors, the ensign shall be started from the peak or truck at the beginning of the music and the lowering so regulated as to be completed at the last note.

(4) At the completion of the music, "Carry On" shall be sounded.

B. In the absence of a band, or an appropriate recording to be played over the public address system, "To the Colors" shall be played by the bugle at Morning Colors, and "Retreat" at Evening Colors, and the salute shall be rendered as prescribed for the National Anthem.

C. In the absence of music, "Attention" and "Carry On" shall be the signals for rendering and terminating the salute. "Carry On" shall be sounded as soon as the ensign is completely lowered.

D. During colors, a boat underway within sight or hearing of the ceremony shall lie to, or shall proceed at the slowest safe speed. The boat officer, or when the boat officer is absent, the coxswain, shall stand and salute except when dangerous to do so. Other persons in the boat shall remain seated or standing and shall not salute.

E. During colors, vehicles within sight or hearing of the ceremony shall be stopped. Persons riding in such vehicles shall remain seated at attention.

F. After Morning Colors, if foreign warships are present, the national anthem of each nation so represented shall be played in the order in which a gun salute would be fired to, or exchanged with, the senior official or officer present of each such nation; provided that, when in a foreign port, the national anthem of the port shall be played immediately after Morning Colors, followed by the national anthems of other foreign nations represented.

14-2-4 Salutes to the National Ensign

A. All persons in the Coast Guard, upon coming on board a ship of the Coast Guard, shall salute the National Ensign if it is flying. They shall stop on reaching the upper platform of the accommodation ladder, or the shipboard end of the brow, face the National Ensign, and render the salute, after which they shall salute the officer of the deck. On leaving the ship, they shall render the salutes in inverse order. The officer of the deck shall return both salutes in each case.

B. When passed by or passing the National Ensign being carried, uncased, in a military formation, all persons in the Coast Guard shall salute. Persons in vehicles or boats shall follow the procedure prescribed for such persons during colors.

C. The salutes prescribed in this article shall also be rendered to foreign national ensigns and aboard foreign warships.

14-2-5 "Hail to the Chief"

A. The traditional musical selection "Hail to the Chief" is designated as a musical tribute to the President of the United States, and as such will not be performed by Coast Guard bands as a tribute to other dignitaries. The same honor as accorded during renditions of the National Anthem or "To the Colors" will be given to "Hail to the Chief" by Coast Guard personnel.

B. When performed by Coast Guard bands, renditions of "Hail to the Chief" shall be as prescribed in the Official U.S. Marine Corps Band arrangement.

PART 3

Hand Salutes and Other Marks of Respect

14-3-1 Exchange of Hand Salutes

A. The hand salute is the long-established form of greeting and recognition exchanged between persons in the armed services. All persons in the Coast Guard shall be alert to render or return the salute as prescribed in these regulations.

B. The salute by persons in the Coast Guard shall be rendered and returned with the right hand, when practicable; except that, with arms in hand, the salute appropriate thereto shall be rendered or returned.

C. Juniors shall salute first. All salutes received when in uniform and covered shall be returned; at other times, salutes received shall be appropriately acknowledged. Persons uncovered shall not salute, except when failure to do so would cause embarrassment or misunderstanding.

D. Civilians may be saluted by persons in uniform when appropriate, but the uniform hat or cap shall not be raised as a form of salutation.

E. A person in the Coast Guard not in uniform shall, in rendering salutes or exchanging greetings, comply with the rules and customs established for a civilian; except that when saluting another person in the armed services, the hand salute shall be used.

14-3-2 Occasions for Rendering Hand Salutes

A. Salutes shall be rendered by persons in the Coast Guard to officers of the armed forces of the United States, the National Oceanic and Atmospheric Administration, the public Health Service and foreign armed services.

B. All persons in the Coast Guard shall salute all officers senior to themselves on each occasion of meeting or passing near or when addressing or being addressed by such officers, except that:

(1) On board ship salutes shall be dispensed with after the first daily meeting, except for those rendered the commanding officer and officers senior to the commanding officer, to visiting officers, to officers making inspections, and to officers when addressing or being addressed by them.

(2) When such procedure does not conflict with the spirit of these regulations, at crowded gatherings or in congested areas, salutes shall be rendered only when addressing or being addressed by an officer who is senior to them.

(3) Persons at work or engaged in games shall salute only when addressed by an officer senior to them and then only if circumstances warrant.

(4) Persons in formation shall salute only on command.

(5) When boats pass each other with embarked officer or officials in view, hand salutes shall be rendered by the senior officer and coxswain in each boat. Officers seated in boats shall not rise when saluting; coxswain shall rise unless dangerous or impracticable to do so.

(6) Persons operating moving motor vehicles should not render or return salutes. Passengers will render and return salutes.

(7) Persons guarding prisoners will not salute.

14-3-3 Other Marks of Respect

A. Juniors shall show deference to seniors at all times by recognizing their presence and by employing a courteous and respectful bearing and mode of speech toward them.

B. Juniors shall stand at attention, unless seated at mess, or unless circumstances make such action impracticable or inappropriate:

(1) When addressed by an officer senior to them, or

(2) When an officer of flag or general rank; the commanding officer, or an officer senior to the commanding officer in the chain of command; or an officer making an official inspection enters the room, compartment, or deck space where they may be.

C. Juniors shall walk or ride on the left of seniors whom they are accompanying.

D. Officers shall enter boats, aircraft and automobiles in inverse order of rank (junior first) and shall leave them in order of rank (senior first) unless there is special reason to the contrary. The seniors shall be accorded the more desirable seats.

E. Officers shall board Coast Guard and Navy ships in order of rank (senior first). They shall depart in inverse order of rank (junior first).

F. Subject to the requirements of the rules for preventing collisions, boats with juniors embarked shall avoid crowding or embarrassing boats with seniors embarked.

PART 4

Gun Salutes

14-4-1 Saluting Ships and Stations

A. Saluting ships and stations of the Coast Guard are those designated as such by the Commandant. The gun salutes prescribed in these regulations shall be fired by such ships and stations. Other ships and stations shall not fire gun salutes, unless directed to do so by the senior officer present on exceptional occasions when courtesy requires.

14-4-2 Gun Salutes to the Flag of the President or the Secretary of State

A. A 21 gun salute shall be fired to the flag of the President:

(1) By each ship falling in with a ship displaying such flag, arriving at a place when such flag is displayed ashore, or present when such flag is broken.

(2) By a station when a ship displaying such flag arrives at the station, or when such flag is broken by a ship present.

(3) By a flag officer assuming command or, while in command breaking the flag of an increased grade, in the presence of a ship or station displaying the flag of the President.

B. Under the circumstances prescribed by this article, a 19 gun salute shall be fired to the flag of the Secretary of State when the Secretary is acting as special foreign representative of the President.

14-4-3 Gun Salutes to the Flag of the Secretary of Defense, Secretary of Transportation, Deputy Secretary of Defense, Deputy Secretary of Transportation, the Secretary of the Navy, Director of Defense Research and Engineering, an Assistant Secretary of Defense, the General Counsel, an Assistant Secretary of Transportation, the General Counsel, Under Secretary or an Assistant Secretary of the Navy

A. A 19 gun salute shall be fired to the flag of the Secretary of Defense, the Secretary of Transportation, Deputy Secretary of Defense, Deputy Secretary of Transportation, Director of Defense Research and Engineering, or the Secretary of the Navy, and a 17 gun salute shall be fired to the flag of an Assistant Secretary of Defense, the General Counsel, an Assistant Secretary of Transportation, the General Counsel, the Under Secretary of the Navy or an Assistant Secretary of the Navy:

(1) By a ship falling in with a ship displaying such flag, arriving at a place where such flag is displayed ashore, or present when such flag is broken. In case of two or more ships in company, only the senior shall salute.

(2) By a shore station when a ship displaying such flag arrives at the shore station, or when such flag is broken by a ship present.

(3) By a flag officer assuming command, or breaking the flag of an increased grade in the presence of a ship or naval station displaying the flag of such official; provided that such officer is the senior officer present or the senior officer present on shore.

B. When the flags of two or more such officials are displayed under the circumstances prescribed in this article, only the flag of the senior shall be saluted.

14-4-4 Gun Salutes to a Foreign Nation

A. When a ship enters a port of a foreign nation, the government of which is formally recognized by the Government of the United States, it shall fire a salute of 21 guns to that nation unless:

(1) There is present no saluting battery or warship of that nation capable of returning the salute.

(2) The ship is returning from a temporary absence from port, when, by agreement with local authorities, the salute may be dispensed with.

B. When a ship is passing through the territorial waters of a foreign nation with no intention of anchoring therein, the salute to the nation need not be fired unless unusual circumstances make it desirable to do so.

C. In case of two or more ships arriving in port or passing through territorial waters of a foreign nation in company, only the senior shall fire the salute prescribed in this article.

D. The salute to the nation, if fired, shall precede any salutes fired in honor of individuals.

14-4-5 Returning Salute to the Nation Fired by Foreign Warship

A. A salute to the nation fired by a foreign warship entering a port of the United States shall be returned by the senior ship present, providing no saluting battery of an armed service of the United States, designated to return such salutes, is present in the area.

14-4-6 Gun Salutes to the Flag of a Foreign President, Sovereign, or Member of a Reigning Royal Family

A. A 21 gun salute shall be fired by a ship or station to the flag or standard of the president, sovereign, or member of a reigning royal family under the circumstances prescribed in these regulations for firing a salute to the flag of the President of the United States.

B. In some foreign countries it is the national custom to fire special 21 gun salutes on certain occasions in honor of the president, sovereign, or a member of the reigning royal family. In such cases, ships shall conform to the national custom when requested by the proper local authorities.

14-4-7 Gun Salutes when Several Heads of State are Present

A. Each ship upon entering a port where the personal flags or standards of several presidents, sovereigns, or members of reigning royal families are displayed, shall fire a 21 gun salute to each of the several flags or standards displayed, in the following order:

(1) The President, sovereign, or member of the reigning royal family of the nation in which the port belongs.

(2) The President of the United States.

(3) The presidents or sovereigns of other nations, in alphabetical order of the names of the nations in the English language.

(4) Members of reigning royal families of other nations in the same order as in subparagraph (3) above.

B. In the circumstances set forth in this article, only the flag or standard of the senior dignitary of each nation shall be saluted.

14-4-8 Authority to Fire Gun Salutes to Officers in the Coast Guard

A. Gun salutes prescribed in these regulations for officers and officials entitled to 17 or more guns shall be fired on the occasion of each official visit of the individual concerned. Gun salutes prescribed in these regulations for officers and officials entitled to 15 guns or less shall not be fired unless so ordered by the senior officer present or higher authority.

14-4-9 Gun Salutes to the Senior Officer Present

A. A flag officer who is the senior officer present shall be saluted by the senior of one or more ships arriving in port.

B. When a flag officer embarked in a ship of the command arrives in port, and is the senior officer present, or when a flag officer assumes command and becomes the senior officer present, that officer shall be saluted by the former senior officer present.

C. A gun salute shall be fired by the flagship when a flag officer who is the senior officer present assumes or is relieved of command, or is advanced in grade.

D. When a flag officer who is not the senior officer present assumes command, that flag officer shall fire a salute to the senior officer present.

E. The provisions of this section shall be subject to the provisions of Section 14-4-15 D. and shall apply, where appropriate, to officers of the Coast Guard in command ashore.

14-4-10 Gun Salutes to Foreign Flag Officers

A. When a ship enters a port where there is present no officer of the Coast Guard or Navy senior to the senior arriving officer, and finds displayed there, afloat or ashore, the flags of foreign flag officers of one or more nations, salutes shall be exchanged with the senior flag officer present of each nation.

B. The senior officer present of the Coast Guard or Navy in a port shall exchange gun salutes with the senior foreign flag officer displaying that foreign flag in an arriving warship, provided such flag officer is the senior officer present of that nation.

C. Upon departure from port of the senior officer present of the Coast Guard or Navy, that senior officer's successor shall exchange gun salutes with the senior officer present of each foreign nation.

D. The senior officer present of the Coast Guard or Navy shall exchange gun salutes with the senior officer present of a foreign nation when either hoists the flag of an increased grade.

E. In firing the salutes prescribed by this article, the following rules shall govern:

(1) An officer of a junior grade shall fire the first salute.

(2) When officers are of the same grade, the arriving officer shall fire the first salute.

(3) Seniors shall be saluted in order of rank except that when firing salutes to two or more foreign officers of the same grade, the first salute fired to an officer in that grade shall be to the flag officer of the nationality of the port.

F. When a ship of the Coast Guard falls in at sea with a foreign warship displaying the flag of a flag officer, an exchange of salutes shall be fired; the junior saluting first. Such salutes shall be exchanged only between the senior United States ship and the senior foreign ship. Should flag officers be of the same grade and their relative rank be unknown or in doubt, they should mutually salute without delay.

G. The provisions of this section shall be subject to the provisions of Section 14–4–15 D.

14–4–11 Notification of Gun Salute

A. Whenever practicable, an official or officer to be saluted shall be notified of the salute and the time that it is to be fired.

14–4–12 Procedure During a Gun Salute

A. The interval between guns in salutes normally shall be 5 seconds.

B. During the gun salute, persons on the quarterdeck, or in the ceremonial party, if ashore, shall render the hand salute; observers on deck, or in the vicinity of the ceremonial party if ashore, shall stand at attention facing the personage, or if that person is not in view; toward the ceremonial party, and if in uniform, shall salute.

C. Officers being saluted shall render the hand salute during the firing of the gun salute.

D. The boat or vehicle in which a person being saluted is embarked shall be stopped, if practicable to do so, during the firing of the gun salute.

14–4–13 Inability to Render or Return a Gun Salute

A. A gun salute shall not be fired when a return salute is required and cannot be fired, but shall be considered as having been rendered and returned.

B. In cases where from any special cause a ship, from which a salute in compliment to a foreign power or official may reasonably be expected, is unable to salute, the circumstances are to be explained to the representative of such foreign power.

C. In cases where, from any special circumstances, the failure to salute cannot be explained without giving offense to a foreign power or official, salutes shall be fired by any ship which can do so with safety.

14-4-14 Returning Gun Salutes

A. The following rules shall be observed by United States ship's and stations:

(1) A salute fired to the nation by a foreign ship arriving in port shall be returned gun for gun.

(2) A salute fired to a flag or general officer by a foreign ship or station shall be returned gun for gun.

(3) A salute fired in honor of the President of the United States, or of the Secretary of State when acting as special representative of the President, shall not be returned.

(4) A salute fired in honor of any official or officer on the occasion of an official visit or inspection shall not be returned.

(5) A salute fired by a flagship or headquarters in honor of a flag officer shall not be returned.

(6) A salute fired in honor of an anniversary, celebration, or solemnity shall not be returned.

(7) Subject to the provisions of this article, a salute fired in honor of a United States officer or official shall be returned with the number of guns specified for the grade of the flag or general officer rendering the salute, or, if not a flag or general officer, with seven guns.

B. No return salute may be expected in the case of a salute fired by a United States ship or station in honor of a foreign sovereign, head of state, member of a reigning royal family, or special representative of a head of state, or on the occasion of an official visit; otherwise a salute fired in honor of a foreign nation, or of a foreign official or officer, may be expected to be returned gun for gun.

14-4-15 Restrictions on Gun Salutes

A. In the presence of the President of the United States, or the president, sovereign, or a member of the reigning royal family of a foreign nation, no gun salute which may be prescribed elsewhere in these regulations shall be fired to any other official of lesser rank of that nation.

B. When two or more officials or officers, each entitled to a gun salute, make an official visit in company to a ship or station, only the senior shall be saluted. If they arrive or depart at different times, each shall be rendered the gun salute to which that official or officer is entitled.

C. Salutes shall not be fired in ports or locations where they are forbidden by local regulations.

D. No official or officer, United States or foreign, except those entitled to 17 or more guns, shall be saluted by the same ship or station more than once in twelve months unless, and subject to the other provisions of these regulations, such official or officer has been advanced in grade, makes an official visit or inspection, or is on special duty in which international courtesy is involved or exceptional circumstances exist; in which latter case the commanding officer, in the absence of instructions, shall exercise discretion.

E. No officer, except a flag or general officer, shall be saluted with guns except in return for a gun salute rendered by that officer.

F. No officer of the armed services, while in civilian clothes, shall be saluted with guns, unless such officer is at the time acting in an official civil capacity.

G. No salute shall be fired between sunset and sunrise, before 0800, or on Sunday except when international courtesy so dictates, or when related to death ceremonies. Subject to the provisions of this paragraph, a gun salute in honor of an official or officer who arrives before 0800 shall be fired at 0800; provided, that if the day is Sunday the salute shall be fired on Monday; and further provided, that the salute shall not be fired if the official or officer has departed meanwhile. In case of a gun salute at 0800, the first gun of the salute shall be fired immediately upon the completion of Morning Colors or the last note of the last national anthem.

PART 5

Passing Honors

14–5–1 "Passing Honors" and "Close Aboard" Defined

A. "Passing Honors" are the honors, other than gun salutes, rendered on occasions when ships or embarked officials or officers pass, or are passed, close aboard.

B. "Close aboard" shall mean passing within 600 yards for ships and 400 yards for boats. These rules shall be interpreted liberally, to insure that appropriate honors are rendered.

14–5–2 Passing Honors Between Ships

A. Passing honors, consisting of sounding "Attention" and rendering the hand salute by all persons in view on deck and not in ranks, shall be exchanged between ships of the Coast Guard and between ships of the Coast Guard and the Navy, passing close aboard.

B. In addition, the honors prescribed in the following table [14–5–2B(1)] shall be rendered by a ship of the Coast Guard passing close aboard a ship or station displaying the flag of the officials indicated therein; and by stations, insofar as practicable, when a ship displaying such flag passes close aboard. These honors shall be acknowledged by rendering the same honors in return.

14-5-2B(1)

Official	Uniform	Ruffles and Flourishes	Music	Guard	Remarks
President	As prescribed by senior officer present	4	National Anthem	Full	Man rail, unless otherwise directed by senior officer present
Secretary of State when special foreign representative of the President	do	4	do	do	Crew at quarters
Vice President	Of the day		Hail Columbia	do	do
Secretary of Defense, Secretary of Transportation, Deputy Secretary of Defense, Deputy Secretary of Transportation, or Secretary of the Navy, Director of Defense Research and Engineering	do		National Anthem	do	do
An Assistant Secretary of Defense, Assistant Secretary of Transportation, Under Secretary or an Assistant Secretary of the Navy	do		do	do	do

14–5–3 Passing Honors to Officials and Officers Embarked in Boats

A. The honors prescribed for officials and officers in table 14–5–3A(1) shall be rendered by a ship of the Coast Guard being passed close aboard by a boat displaying the flag or pennant of such officials and officers.

14-5-3A(1)

Official	Ruffles and Flourishes	Music	Guard	Remarks
President	4	National Anthem	Full	"Attention" sounded, and salute by all persons in view on deck. If directed by the senior officer present, man rail.
Secretary of State when special foreign representative of the President	4	do	do	"Attention" sounded, and salute by all persons in view on deck.
Vice President	4	Hail Columbia		do
Secretary of Defense, Secretary of Transportation, Deputy Secretary of Defense, Deputy Secretary of Transportation, Secretary of the Navy, Director of Defense Research and Engineering, an Assistant Secretary of Defense, an Assistant Secretary of Transportation, Under Secretary or an Assistant Secretary of the Navy	4	Admiral's March	do	do
Other Civil official entitled to honors on official visit				do
Officer of an armed service				do

B. Persons on the quarterdeck shall salute when a boat passes close aboard in which a flag officer, a unit commander or a commanding officer is embarked under the following circumstances:

(1) When the officer in the boat is in uniform as indicated by the display of the national ensign in United States ports; or

(2) When a miniature of a flag or pennant is displayed in addition to the national ensign in foreign ports.

14-5-4 Passing Honors to Foreign Dignitaries and Warships

A. The honors prescribed for the President of the United States shall be rendered by a ship of the Coast Guard being passed close aboard by a ship or boat displaying the flag or standard of a foreign president, sovereign, or member of a reigning royal family, except that the foreign national anthem shall be played in lieu of the National Anthem of the United States.

B. Passing honors shall be exchanged with foreign warships passed close aboard and shall consist of parading the guard of the day, sounding "Attention," rendering the salute by all persons in view on deck, and playing the foreign national anthem.

14-5-5 Sequence in Rendering Passing Honors

A. "Attention" shall be sounded by the junior when the bow of one ship passes the bow or stern of the other, or, if a senior be embarked in a boat, before the boat is abreast, or nearest to abreast, of the quarterdeck.

B. The guard, if required, shall present arms, and all persons in view on deck shall salute.

C. The music, if required, shall sound off.

D. "Carry On" shall be sounded when the prescribed honors have been rendered and acknowledged.

14-5-6 Dispensing With Passing Honors

A. Passing honors shall not be rendered after sunset or before 0800 except when international courtesy requires.

B. Passing honors shall not be exchanged between ships of the Coast Guard or between ships of the Coast Guard and the Navy engaged in tactical evolution outside ports.

C. The senior officer present may direct that passing honors be dispensed with in whole or in part.

14-5-7 Crew at Quarters on Entering or Leaving Port

A. The crew shall be paraded at quarters during daylight on entering or leaving port on occasions of ceremony except when weather or other circumstances make it impracticable or undesirable to do so. Ordinarily, occasions of ceremony shall be construed as visits that are not operational; at homeport when departing for or returning from a lengthy deployment; and visits to foreign ports not visited recently; and other special occasions so determined by a superior. In lieu of parading the entire crew at quarters, an honor guard may be paraded in a conspicuous place on weather decks.

PART 6

Official Visits and Calls

14-6-1 "Official Visits" and "Calls" Defined

A. The term "official visit" shall be construed to mean a formal visit of courtesy requiring special honors and ceremonies.

B. The term "call" shall be construed to mean an informal visit of courtesy requiring no special ceremonies.

14-6-2 Table of Honors for Official Visits of United States Officers

A. Except as modified or dispensed with by these regulations, the honors prescribed for the United States officers in table 14-6-2A(1) shall be rendered by a ship or station on the occasion of an official visit (ashore, the single gun salute, when prescribed in the table, shall be fired on arrival instead of on departure).

14-6-2A(1)

Officer	Uniform	Gun Salute		Ruffles & Flourishes	Music	Guard	Side Boys[2]
		Arrival	Departure				
Chairman, Joint Chiefs of Staff[3]	Full Dress	19	19	4	General's or Admiral's March	Full	8
Chief of Staff, U.S. Army[3]	do	19	19	4	General's March	do	8
Chief of Naval Operations[3,6]	do	19	19	4	Admiral's March	do	8
Chief of Staff, U.S. Air Force[3]	do	19	19	4	General's March	do	8
Commandant of the Marine Corps[3,6]	do	19	19	4	Admiral's March	do	8
Commandant of the Coast Guard[3,6]	do	19	19	4	do	do	8
General of the Army[3]	do	19	19	4	General's March	do	8
Fleet Admiral[3]	do	19	19	4	Admiral's March	do	8
General of the Air Force[3]	do	19	19	4	General's March	do	8
Generals[4]	do	17	17	4	do[1]	do	8
Admirals[4]	do	17	17	4	Admiral's March	do	8
Navy or other Military Governor, commissioned as such by the President, within the area of his jurisdiction	do		17	4	General's[1] or Admiral's March	do	8
Vice Admiral or Lieutenant General[5]	do		15	3	do[1]	do	8
Rear Admiral or Major General	do		13	2	do[1]	do	6
Rear Admiral (lower half) or Brigadier General	do		11	1	do[1]	do	6
Captain, Commander, Colonel, or Lieutenant Colonel	of the day					of the day	4
Other Commissioned Officers	do					do	2

[1] Marine Corps general officers receive the Admiral's march
[2] Not appropriate on shore installations
[3] Take precedence, in order, after Secretary of the Air Force (Section 14-6-3 Table)
[4] Take precedence after Under Secretary of the Air Force (Section 14-6-3 Table)
[5] Take precedence after other Under Secretaries of Cabinet (Section 14-6-3 Table)
[6] On official occasions, honors may be rendered to retired flag and general officers with their permission and at discretion of local commanders. Honors so rendered will be in accord with retired grade except former Chiefs of Naval Operations, former Commandants of the Marine Corps, and former Commandants of the Coast Guard will receive the honors prescribed for those officers.

14-6-3 Table of Honors for Official Visits of United States Civil Officials

A. Except as modified or dispensed with by these regulations, the honors prescribed for the United States civil officials in table 14-6-3A(1) shall be rendered by a ship or station on the occasion of an official visit (ashore, the single gun salute, when prescribed in the table, shall be fired on arrival instead of on departure).

14-6-3A(1)

Official[5]	Uniform	Gun Salute		Ruffles and Flourishes	Music	Guard	Side Boys[4]	Crew[4]	Within What Limits	Flag[6]		
		Arrival	Departure							What	Where	During
The President	Full Dress	21	21	4	National[1] Anthem	Full	8	Man Rail		President's	Main Truck	Visit
Former Presidents	do		21	4	Admiral's March	do	8	Quarters		National	do	Salute
Vice President	do		19	4	Hail Columbia	do	8	Quarters		Vice President	do	Visit
Governor of a State of the United States	do		19	4	Admiral's March	do	8		Area under his jurisdiction	National	do	Salute
Speaker of the House of Representatives	do		19	4	do	do	8			do	do	do
The Chief Justice of the United States	do		19	4	do	do	8			do	do	do
Ambassador, High Commissioner or special diplomatic representative whose credentials give him authority equal to or greater than that of an Ambassador	do		19	4	National Anthem	do	8		Nation or Nations to which accredited	do	do	do
Secretary of State	do		19	4	do	do	8			do	do	do
U.S. Representative to the U.N.	do		19	4	Admiral's March	do	8			do	do	do
Associate Justices of the Supreme Court	do		19	4	do	do	8			do	do	do
Secretary of Defense	do	19	19	4	Honor's March	do	8	Quarters		Secretary's	Main Truck	Visit
Secretary of Transportation	do	19	19	4	do	do	8	do		do	do	do
Cabinet Officers[2] (other than Secretaries of State, Defense, and Transportation	do		19	4	Admiral's March	do	8			National	Fore Truck	Salute
President Pro Tempore of Senate	do		19	4	do	do	8			do	do	do
United States Senators	do		19	4	do	do	8			do	do	do

4-6-3A(1) (cont.)

Official[5]	Uniform	Gun Salute		Ruffles and Flourishes	Music	Guard	Side Boys[4]	Crew[4]	Within What Limits	Flag[6]		
		Arrival	Departure							What	Where	During
Governor of a state of the United States	do		19	4	do	do	8		Out of jurisdiction	do	do	do
Members of the House of Representatives	do		19	4	do	do	8			do	do	do
Deputy Secretary of Defense	do	19	19	4	Honor's March	do	8	Quarters		Deputy Secretary's	Main Truck	Visit
Deputy Secretary of Transportation	do	19	19	4	do	do	8	do		do	do	do
Secretary of the Army	do	19	19	4	do	do	8			National	Fore Truck	Salute
Secretary of the Navy	do	19	19	4	do	do	8	Quarters		Secretary's	Main Truck	Visit
Secretary of the Air Force	do	19	19	4	do	do	8			National	Fore Truck	Salute
Assistant Secretaries of Defense and General Counsel of DOD	do	17	17	4	do	do	8	do		Assistant Secretary's	do	do
Assistant Secretary of Transportation	do	17	17	4	do	do	8	do		do	do	do
Under Secretary of the Army	do	17	17	4	do	do	8			National	Fore Truck	Salute
Under Secretary of the Navy	do	17	17	4	do	do	8	Quarters		Under Secretary's	Main Truck	Visit
Under Secretary of the Air Force	do	17	17	4	do	do	8			National	Fore Truck	Salute
Assistant Secretaries of the Army	do	17	17	4	do	do	8			do	do	do
Assistant Secretaries of the Navy	do	17	17	4	Honor's[3] March	do	8	Quarters		Assistant Secretary's	Main Truck	Visit
Assistant Secretaries of the Air Force	do	17	17	4	do	do	8			do	do	do
Governor General or Governor of a Commonwealth or Possession of the United States, or area United States, or area under United States jurisdiction	do		17	4	Admiral's March	do	8		Area under his jurisdiction	do	do	do

14-6-3A(1) (cont.)

Official[5]	Uniform	Gun Salute		Ruffles and Flourishes	Music	Guard	Side Boys[4]	Crew[4]	Within What Limits	Flag[6]		
		Arrival	Departure							What	Where	During
Other Under Secretaries of Cabinet, the Deputy Attorney General	do		17	4	do	do	8			do	do	do
Envoy Extraordinary and Minister Plenipotentiary	Full Dress		15	3	Admiral's March	Full	8		Nation to which accredited	National	Fore Truck	Salute
Minister Resident	do		13	2	do	do	6		do	do	do	do
Charge'd'Affairs	do		11	1	do	do	6		do	do	do	do
Career Minister, or Counselor of Embassy or Legation	do			1	do	do	6		do			
Consul General; or Consul or Vice Consul or Deputy Consul General when in charge of a Consulate General	do		11	1	do	do	6		District to which assigned			
First Secretary of Embassy or Legation	Of the day					Of the day	4		Nation to which accredited			
Consul; or Vice Consul when in charge of a Consulate	do		7			do	4		District to which assigned	do	do	do
Mayor of an incorporated city	do					do	4		Within limits of mayoralty			
Second or Third Secretary of Embassy or Legation	do						2		Nation to which accredited			
Vice Consul when only representative of the United States, and not in charge of a Consulate General or Consulate	do		5			Of the day	2		District to which assigned	National	Fore Truck	Salute
Consular Agent when only representative of the United States	do						2	do				

[1] See Section 14-7-6 regarding musical honors to President

[2] In the order of precedence as follows:
Secretary of State
Secretary of the Treasury
Secretary of Defense
Attorney General
Secretary of the Interior
Secretary of Agriculture
Secretary of Commerce
Secretary of Labor
Secretary of Housing and Urban Development
Secretary of Transportation
Secretary of Health and Human Services
Secretary of Education

[3] 32 Bar melody in the trio of "Stars and Stripes Forever"

[4] Not appropriate on shore installations

[5] Not to be construed as a precedence list

[6] See Enclosure 1 for Flag Display

14-6-4 Table of Honors for Official Visits of Foreign Officials and Officers

A Except as modified or dispensed with by these regulations, the honors prescribed for foreign officials and officers in table 14-6-4A(1) shall be rendered by a ship or station on the occasion of an official visit (ashore, the single gun salute, when prescribed in the table shall be fired on arrival instead of on departure).

14-6-4A(1)

Official or Officer	Uniform	Gun Salute		Ruffles & Flourishes	Music	Guard	Side Boys[1]	Crew[1]	Flag[2]		
		Arrival	Departure						What	Where	During
President or Sovereign	Full Dress	21	21	4	Foreign National Anthem	Full	8	Man Rail	Foreign Ensign	Main Truck	Visit
Member of reigning royal family	do	21	21	4	do	do	8	do	do	do	Salute
Prime Minister or other cabinet officer	do		19	4	Admiral's March	do	8		do	Fore Truck	do
Officer of armed forces, diplomatic or consular representative in country to which accredited, or other distinguished official	Civil officials: Honors as for official of the United States of comparable positions. For example, foreign civil officials, occupying positions comparable to U.S. Department of Defense civil officials, shall receive equivalent honors. Officers of Armed Forces: Honors as for officer of the United States of the same grade, except that equivalent honors shall be rendered to foreign officers who occupy a position comparable to Chairman JCS, CNO, Chief of Staff Army, Chief of Staff Air Force, CMC, or Commandant of the Coast Guard. Honors as prescribed by the senior officer present; such honors normally shall be those accorded the foreign official when visiting officially a ship of his own nation, but a gun salute, if prescribed, shall not exceed 19 guns.										

[1]Not appropriate on shore installations
[2]See Enclosure 1 for Flag Display

14-6-5 Table of Precedence of Diplomatic and Consular Representatives

A. A diplomatic representative in a country to which accredited, and a consular representative in a district to which assigned, takes precedence as prescribed in table 14-6-5A(1).

14-6-5A(1)

Official	Takes Precedence
Chief of a United States diplomatic mission including a Charge'd'Affaires[1]	Over any officer of the armed service of the United States; and over any United States civil official, except the Secretary of State, whose official salute is less than 21 guns
Career Minister	With, but before, Rear Admiral (lower half)
Counselor	With, but after, Rear Admiral (lower half)
First Secretary, when no counselor is assigned	do
Consul General, or Consul or Vice Consul or Deputy Consul General when in charge of a Consulate	do
First Secretary, when a Counselor is assigned	With, but after, captain in the Coast Guard
Consul or Vice Consul when in charge of a Consulate	do
Second Secretary	do
Vice Consul	With, but after, lieutenant in the Coast Guard
Third Secretary	do
Consular Agent	do

[1]An acting chief of a United States diplomatic mission when holding the title of Charge d'Affaires takes precedence as specified in this table but shall be accorded the honors specified for a Charge d'Affaires on the occasion of an official visit.

14-6-6 Official Visits to the President and to Civil Officials of the Department of Defense and Department of Transportation

A. When the President, the Secretary of Defense, and Secretary of Transportation, Deputy Secretary of Defense, Deputy Secretary of Transportation, the Secretary of the Navy, Director of Defense Research and Engineering, an Assistant Secretary of Defense, an Assistant Secretary of Transportation, Under Secretary of the Navy, or an Assistant Secretary of the Navy, away from the seat of government, arrives in the vicinity of a Coast Guard command, the senior officer present shall, if practicable and appropriate, pay an official visit. Such visit ordinarily is not returned.

14-6-7 Official Visits and Calls Among Officers of the Coast Guard

A. An officer assuming command shall, at the first opportunity thereafter, make an official visit to the senior to whom that officer has reported for duty in command, and to any successor of that senior; except that for shore commands a call shall be made in lieu of such official visit.

B. Unless dispensed with by the senior, calls shall be made:

(1) By the commander of an arriving unit upon that commander's immediate superior in the chain of command if present; and when circumstances permit, upon the senior officer present.

(2) By an officer in command upon an immediate superior in the chain of command on the arrival of the latter.

(3) By an officer who has been the senior officer present, upon the successor.

(4) By the commander of a unit arriving at a station upon the commander of such station; except that when the former is senior, the latter shall make the call.

(5) By an officer reporting for duty, upon that commanding officer.

C. When arrivals occur after 1600, or on Sundays, or on a holiday, the required calls may be postponed until the next working day.

14-6-8 Official Visits or Calls Between Officers of the Coast Guard and Other Armed Services

A. When in the vicinity of a command of another armed service of the United States, the senior officer present in the Coast Guard shall arrange with the commander concerned for the exchange of official visits, or calls, as appropriate.

14-6-9 Official Visits With United States Diplomatic and Consular Representatives

A. Upon arrival in a foreign port where United States diplomatic or consular representatives accredited to that foreign government are present, the senior officer present, shall, if time and circumstances permit, exchange official visits with both the senior diplomatic representative, and the senior consular representative present. When practicable, prior notice of that officer's arrival in port, and the probable duration of stay, shall be given to such representative. A suitable boat shall be furnished them for making official visits.

B. Officers of the Coast Guard shall make the first visit to the chief of a diplomatic mission of or above the rank of Charge d' Affaires.

C. In the exchange of visits with consular representatives, officers in the Coast Guard shall make or receive the first official visit in accordance with their relative precedence with the consular representatives concerned, as set forth in the precedence table of this chapter.

14-6-10 Official Visits With Governors of United States Territories, Commonwealths, and Possessions

A. At the seat of government of a United States territory, commonwealth or possession having a governor general or governor commissioned as such by the President, the senior officer present shall, within twenty-four hours after arrival or assuming command, make an official visit to the governor general or governor; or in that official's absence, to the acting governor general or governor.

B. When the senior officer permanently established in command ashore in such territory, commonwealth or possession is not the senior officer present, the officer shall also make an official visit to the governor general or governor as soon as practicable after assuming command.

C. Similar visits shall be made whenever a governor general assumes office.

D. A flag officer may expect such visits to be returned in person by the official to whom it was made. Other officers may expect such visit to be returned by a suitable representative.

E. The provisions of this article shall apply in the case of an officer of the armed services commissioned as governor general or governor by the President, regardless of military rank.

F. Modification of the provisions of this article may be effected upon agreement with the governor general or governor.

14-6-11 Official Visits with Foreign Officials and Officers

A. The senior officer present shall make official visits to foreign officials and officers as customs and courtesy demand.

B. When in doubt as to what foreign officials and officers are to be visited, saluted, or otherwise honored, or as to the rank of any official or officer, or whether a gun salute involving a return will be returned, the senior officer present shall send an officer to obtain the required information.

C. When exchanging official visits with a foreign officer who occupies a position comparable to the Chairman, Joint Chiefs of Staff, Chief of Staff, U.S. Army, Chief of Naval Operations, Chief of Staff, U.S. Air Force, Commandant of the Marine Corps, or Commandant of the Coast Guard, the rank of the foreign officer shall be considered equivalent to these United States officers and the first official visit shall be made accordingly.

D. The following rules, in which all maritime powers generally have concurred, shall be observed by officers of the Coast Guard, and their observance by foreign officers may be expected:

(1) The senior officer present shall, upon the arrival of foreign warships, send an officer to call upon the officer in command of the arriving ships to offer customary courtesies and exchange information as appropriate; except that in a foreign port such call shall be made only if the officer in command of the arriving ships is the senior officer present afloat of that nation. This call will be returned at once.

(2) Within 24 hours after arrival, the senior officer in command of arriving ships shall, if determined to be the senior officer present of a nation, make an official visit to the senior officer present of each foreign nation who holds a grade equal or superior to the arriving officer; and the senior officer present of each junior to the arriving officer within the same time limit.

(3) After the interchange of visits between the senior officers specified above, other flag officers in command and the commanding officers of ships arriving shall exchange official visits, when appropriate, with the flag and commanding officers of ships present. An arriving officer shall make the first visits to officers present who hold grades equal or superior, and shall receive the first visits from others.

(4) It is customary for calls to be exchanged by committees of wardroom officers of the ships of different nations present, in the order in which their respective commanding officers have exchanged visits.

(5) Should another officer become the senior officer present of a nation, that officer shall exchange official visits with foreign senior officers present as prescribed in this article.

14-6-12 Uniform for Official Visits

A. Unless otherwise prescribed by the senior concerned:

(1) A junior making an official visit shall wear the uniform prescribed in the tables of this chapter opposite the grade of the senior to whom the visit is made.

(2) A senior returning an official visit shall wear the uniform corresponding to that which the junior has worn.

(3) An officer receiving an official visit, and all participants in the reception, including the crew if paraded, shall wear the uniform prescribed in the tables of this chapter opposite the grade of the official or officer from whom the visit is received.

(4) Boat crews shall wear the uniform corresponding to that worn by the senior officer embarked.

14-6-13 Honors on Departure For, or Return From, an Official Visit

A. An officer leaving or returning to that officer's flagship or command upon the occasion of an official visit shall be rendered the honors prescribed for an official visit except that, aboard that officers flagship or command, the uniform of the day normally shall be worn and gun salutes shall not be fired.

14-6-14 Procedure for Official Visits

A. The honors prescribed for an official visit shall be rendered on arrival as follows:

(1) When the rail is manned, personnel shall be uniformly spaced at the rail on each weather deck, facing outboard.

(2) The visitor's organization is announced when the boat or vehicle is close aboard (for instance: The Commandant/Vice Commandant would be announced as, "Now, Coast Guard approaching" and the Chief of a Headquarters Office as, "Now, Operations approaching"; Similarly, the area, district or MLC commander would be announced as, "Now, Atlantic Area approaching", "Now, First District approaching", or "Now, Maintenance and Logistics Command Pacific approaching", respectively, and a staff member, e.g., "Now, Atlantic Area Operations approaching") and "Attention" is sounded.

(3) On arrival, at the order, "Tend the side," the sideboys fall in fore and aft of the approach to the gangway, facing each other. The boatswain's mate-of-the-watch takes station forward of them and faces aft.

(4) If a gun salute is prescribed on arrival, it shall be fired as the visitor approaches and is still clear of the side. The prescribed flag or pennant shall be broken on the visited ship on the first gun and hauled down on the last gun except where prescribed in the Table of Honors for the duration of the visit. Other ships firing a concurrent salute shall on the last gun haul down the flag or pennant displayed in honor of the visitor. If the ship being visited is moored to a pier in such a position that it is not practicable to render the gun salute prior to the arrival on board, the salute shall be rendered, provided local regulations do not forbid gun salutes, after the official has arrived on board and the commanding officer has been assured that the official and the party are moved to a position in the ship that is well clear of the saluting battery.

(5) The boat or vehicle shall be piped as it comes alongside.

(6) If the gun salute is not prescribed on arrival and the flag or pennant is to be displayed during the visit, it shall be broken at the start of the piping of the side.

(7) Piping the side will commence when the visitor's head reaches the level of the deck or, in cases where the boat or pier is close to the level of the deck, when the visitor steps on the brow or accommodation ladder. The piping will end not later than when the visitor's pause between the side boys has been completed. Ruffles and Flourishes will commence after the piping. In the absence of a band, "To the Colors" shall be sounded by bugle in lieu of the national anthem, when required.

(8) All persons on the quarterdeck shall salute and the guard shall present arms until the termination of the pipe, ruffles and flourishes, music, or gun salute, whichever shall be the last rendered.

(9) Upon coming aboard, the visitor pauses at the gangway, faces aft and salutes the colors. The visitor then turns, salutes again, holding the salute through the line of side boys; then the visitor halts, holding the salute, to the end of the music, or to the end of the side boys. The visitor looks at the officer of the deck or senior welcoming officer, says "Sir (or Ma'am), may I have (or I request) permission to come aboard?" The visitor then completes the salute, the honor guard comes to order arms, and all hands in the quarterdeck area complete their salute.

(10) A visitor, entitled to 11 guns or more, shall be invited to inspect the guard upon completion of such honors as may be rendered.

B. The honors prescribed for an official visit shall be rendered on departure as follows:

(1) The rail shall be manned, if required.

(2) "Attention" shall be sounded as the visitor arrives on the quarterdeck.

(3) At the end of leave taking, the visitor says to the officer of the deck, "Sir, (or Ma'am) may I have (or I request) permission to leave the ship?" The guard shall present arms, all persons on the quarterdeck shall salute, and the ruffles and flourishes, followed by the music, shall be rendered.

(4) The visitor salutes at the start of the ruffles and flourishes and music if given. At the end of music, still holding the salute, the visitor proceeds through the line of side boys, faces the national colors and pauses to end the salute. The visitor then goes down the accommodation ladder or brow.

(5) Upon entering the line of side boys the visitor shall be piped over the side. The piping ends as the visitor's head passes below the level of deck or the visitor reaches the end of the accommodation ladder or brow. The salute and present arms shall terminate with the pipe and, unless a gun salute is to be fired, a flag or pennant displayed in honor of the visitor shall be hauled down.

(6) The boat or vehicle shall be piped away from the side.

(7) If a gun salute is prescribed on departure, it shall be fired when the visitor is clear of the side and the flag or pennant displayed in honor of the visitor shall be hauled down with the last gun of the salute.

C. The same honors and ceremonies as for an official visit to a ship of the Coast Guard shall be rendered, insofar as practicable and appropriate, on the occasion of an official visit to the Coast Guard shore unit except that manning the rail, piping the side, and parading side boys are not considered appropriate.

14-6-15 Returning Official Visits and Calls

A. An official visit shall be returned within 24 hours, when practicable.

B. A flag officer shall, circumstances permitting, return the official visits of officers of the grade of captain in the Coast Guard or senior thereto, and to officials of corresponding grade. A flag officer may send another officer of appropriate rank to return other official calls.

C. Officers other than flag officers shall personally return all official visits.

D. Flag officers may expect official visits to be returned in person by foreign governors, officers, and other high officials except chiefs of state. Other officers may expect such visits to be returned by suitable representatives.

E. Calls made by juniors upon seniors in the Coast Guard shall be returned as courtesy requires and circumstances permit; calls made by persons not in the Coast Guard shall be returned.

14-6-16 Side Honors

A. On the arrival and departure of civil officials, foreign officers, and of United States officers when so directed by the senior officer present, the side shall be piped and the appropriate number of side boys paraded.

B. Officers appropriate to the occasion shall attend the side on the arrival and departure of officials and officers.

14-6-17 Dispensing with Side Boys and Guard and Band

A. Side boys shall not be paraded on Sunday, or on other days between sunset and 0800, or during meal hours of the crew, general drills and evolutions and periods of regular overhaul; except in honor of civil officials or foreign officers, when they may be paraded at any time during daylight. Side boys shall be paraded only for scheduled visits.

B. Except for official visits and other formal occasions, side boys shall not be paraded in honor of officers of the armed services of the United States, unless otherwise directed by the senior officer present.

C. Side boys shall not be paraded in honor of an officer of the armed services in civilian clothes, unless such officer is at the time acting in an official civil capacity.

D. The side shall be piped when side boys are paraded, but not at other times.

E. The guard and band shall not be paraded in honor of the arrival or departure of an individual at times when side boys in that individual's honor are dispensed with except at shore installations.

PART 7

Formal Occasions Other Than Official Visits

14-7-1 Honors to an Official Entitled to 19 or More Guns

A. An official or officer entitled to a salute of 19 or more guns shall receive the honors for an official visit, subject to the regulations pertaining to gun salutes, on the occasion of every visit.

14-7-2 Honors for a Flag Officer, or Unit Commander, Assuming or Relieving Command

A. On the occasion of a flag officer or unit commander assuming command, and on the departure of such officer after being relieved, honors shall be rendered as for an official visit, subject to the regulations pertaining to gun salutes.

B. (1) If the flag officer or unit commander is assuming a command, that officer shall read those orders to the assembled officer and crew, immediately after which that officer's flag or command pennant shall be broken, and a gun salute, if required by these regulations, shall be fired.

(2) If the flag officer or unit commander is relieving another officer in command, the officer being relieved shall read such orders to the assembled officers and crew. Upon completion thereof, or after the gun salute, if fired, the retiring officer's flag or command pennant shall be hauled down. The officer succeeding to command shall then read the new orders, and on the completion thereof shall order the new flag or command pennant to be broken. Aboard ship the commission pennant, if authorized, shall be displayed while no personal flag or command pennant is flying.

14-7-3 Honors at Official Inspection

A. When a flag officer or unit commander boards a ship of the Coast Guard to make an official inspection, honors shall be rendered as for an official visit, except that the uniform shall be as prescribed by the inspecting officer. The inspecting officer's flag or command pennant shall be broken upon the officers arrival, unless otherwise prescribed by these regulations, and shall be hauled down upon the departure of the inspecting officer.

B. The provisions of this article shall apply, insofar as practicable and appropriate, when a flag officer in command ashore makes an official inspection of a unit of the command.

14-7-4 Honors for Civil Official Taking Passage

A. When a civil official of the United States takes passage officially in a ship of the Coast Guard, the official shall on embarking and disembarking be rendered honors as prescribed for an official visit for such official. In addition, if entitled to a gun salute, the official shall be rendered this salute when disembarking in a port of the foreign nation to which that official is accredited.

14-7-5 Quarterdeck

A. The commanding officer of a ship shall establish the limits of the quarterdeck and the restrictions as to its use. The quarterdeck shall embrace so much of the main or other appropriate deck as may be necessary for the proper conduct of official and ceremonial functions.

14-7-6 Musical Honors to the President of the United States

A. If, in the course of any ceremony, it is required that honors involving musical tribute to the President of the United States be performed more than one time, "Hail to the Chief" may be used interchangeably with the National Anthem as honors to the President of the United States.

B. When specified by the President of the United States, the Secretary of State, the Chief of the Secret Service or their authorized representatives, "Hail to the Chief" may be used as an opportunity for the President and immediate party to move to or from their places while all others stand fast.

PART 8

Display of Flags and Pennants

14-8-1 Authorized Display of Flags and Pennants

A. When the national ensign is displayed on occasions other than those prescribed in these regulations, the manner of display shall be as prescribed in "U.S. Naval Flags and Pennants (NTP13)."

B. No flags or pennants, other than as prescribed by these regulations or as may be directed by the Commandant, shall be displayed from a ship or craft of the Coast Guard, or from a station, as an honor to a nation or an individual or to indicate the presence of any individual.

C. All flags and pennants displayed in accordance with these regulations shall conform to the prescribed pattern.

D. Flag officers of the Coast Guard or Coast Guard Reserve are authorized to display the personal flag which identifies their rank. Such flags are items of personal issue to be retained by the officer while in service and as mementos upon retirement. Retired flag officers may display their personal flags privately in their homes, but under no circumstances will a public display be made of these flags. Display of personal flags to represent other than the officers for whom authorized is prohibited.

F. Flags or pennants of officers not eligible for command at sea shall not be displayed from ships of the Coast Guard.

14-8-2 Display of National Ensign, Union Jack, and Distinctive Marks for Coast Guard Vessels

A. The national ensign, union jack, Coast Guard ensign, personal flag, command pennant, or commission pennant shall be displayed by cutters and boats of the Coast Guard as specified in the following tables [14-8-2A(1) and 14-8-2A(2)].

14-8-2A(1)

Cutters				
Cutter's Status	National ensign displayed	Union Jack Displayed	Coast Guard ensign displayed	Personal flag, command pennant or commission pennant displayed
In Commission Active	Yes	Yes	Yes	Yes
In Commission Active	Yes	Yes	Yes	No*
Out of Commission in Reserve	No	No	No	No
Out of Service in Reserve	No	No	No	No
In Commission Special	Yes	Yes	Yes	Yes
In Service Special	Yes	Yes	Yes	No*
Out of Commission Special	No**	No	No	No
Out of Service Special	No**	No	No	No
Pending in Commission Special	Yes	Yes	Yes	No
Pending in Service Special	Yes	Yes	Yes	No

*Applies to the display of commission pennant only. A flag officer or unit commander may display a personal flag or command pennant.
**National ensign may be displayed if necessary to indicate the national character of the vessel.

14-8-2A(2)

Cutter and Station Boats (water-borne)	
National Ensign	When under way during daylight hours in a foreign port When cutters are required to be dressed or full dressed When going alongside a foreign ship When an officer of official is embarked on an official occasion When a flag officer, a commanding officer, or anyone superior in the chain of command in uniform, is embarked in a boat of his command or in one assigned to his personal use At such times as may be prescribed by the senior officer present
Coast Guard Ensign	At all times when directly or indirectly enforcing the laws of the United States
Personal Flags, Command Pennant, or Commission Pennant	As provided in Sections 14-8-16 and 14-10-3

B. When not underway, the national ensign and the union jack shall be displayed by vessels so authorized from 0800 until sunset from the jack staff respectively. A cutter which enters port at night shall, when appropriate, display the national ensign from the gaff at daylight for a time sufficient to establish its nationality; it is customary for other ships of war to display their national ensign in return.

C. The national ensign shall be displayed during daylight from the gaff of a cutter underway under the following circumstances, unless otherwise directed by the senior officer present:

(1) Getting underway and coming to anchor.

(2) Falling in with other ships.

(3) Cruising near land.

(4) During battle.

(5) As required to comply with Section 14–8–6.

D. The union jack displayed from the jack staff shall be the size of the union of the national ensign displayed from the flagstaff.

E. The union jack shall be displayed at a yardarm to denote that a general court–martial or court of inquiry is in session.

14–8–3 Distinctive Marks of Coast Guard Vessels

A. The distinctive marks of a Coast Guard vessel are the Coast Guard ensign and if authorized the Coast Guard commission pennant or the personal flag or command pennant of a Coast Guard officer. Not more than one distinctive mark other than the Coast Guard ensign shall be displayed by a vessel at one time.

B. The Coast Guard ensign is a mark of authority and is required to be displayed whenever a Coast Guard vessel takes active measures in connection with boarding, examining, seizing, stopping, or heaving to a vessel for the purpose of enforcing the laws of the United States. The distinctive markings of Coast Guard aircraft serve the same purpose.

(1) The Coast Guard ensign is authorized for official Coast Guard use only.

(2) For purposes of this section any private vessel utilized by the Coast Guard, pursuant to Section 14 USC 826, to enforce special local regulations governing a regatta or a marine parade and having on board and in charge of the vessel during the detail and responsible for the law enforcement activities or assistance work performed by the vessel a Coast Guard officer or petty officer will be deemed a Coast Guard vessel and shall display the Coast Guard ensign while engaged in this duty.

C. The Coast Guard commission pennant is a distinctive Coast Guard mark to be displayed by a Coast Guard cutter in "In Commission Active" or "In Commission Special" status.

(1) Its presence indicates a Coast Guard cutter under the command of a commissioned officer or commissioned warrant officer who is not authorized to display a personal flag or command pennant. It shall not be flown from any other vessel except as authorized under Sections 14–8–16 and 14–10–3 of these regulations.

D. Except as prescribed in these regulations, for certain occasions of ceremony and when civil officials are embarked, authorized distinctive marks shall be prominently displayed by Coast Guard vessels both day and night, with the Coast Guard ensign displayed at the masthead of the foremast. If required, the personal flag, command pennant, or commission pennant shall be displayed at the after masthead. On vessels having but one mast the Coast Guard ensign and, if required, the personal flag, command pennant, or commission pennant shall be at the masthead on the same halyard with the personal flag or pennants uppermost. On mastless vessels required distinctive marks shall be displayed from the loftiest and most conspicuous hoist.

14–8–4 National Ensign and Coast Guard Ensign at Commands Ashore

A. The national ensign shall be displayed from 0800 to sunset near the headquarters of every command ashore, or at the headquarters of the senior when the proximity of headquarters of two or more commands make the display of separate ensigns inappropriate. When an outlying activity of the command is so located that its governmental character is not clearly indicated by the display of the national ensign as prescribed above, the national ensign shall also be displayed at that activity.

B. The Coast Guard ensign may be displayed by Coast Guard shore units. When displayed ashore the Coast Guard ensign shall be displayed from the yardarm, if available, or on the same hoist and immediately below the national ensign from 0800 to sunset.

14–8–5 Display of National Ensign During Gun Salutes

A. A ship of the Coast Guard shall display the national ensign at a masthead while firing a salute in honor of a United States national anniversary or official, as follows:

(1) At the main during the national salute prescribed for the third Monday in February and the Fourth of July.

(2) At the main during a 21 gun salute to a United States civil official, except by a ship displaying the personal flag of the official being saluted.

(3) At the fore during a salute to any other United States civil official, except by a ship which is displaying the personal flag of the official being saluted.

B. During a gun salute, the national ensign shall remain displayed from the gaff or the flagstaff, in addition to the display of the national ensign prescribed in this article.

14–8–6 Dipping the National Ensign

A. When any vessel, under United States registry or the registry of a nation formally recognized by the Government of the United States, salutes a ship of the Coast Guard by dipping its ensign, it shall be answered dip for dip. If not already being displayed, the national ensign shall be hoisted for the purpose of answering the dip. An ensign being displayed at halfmast shall be hoisted to the truck or peak before a dip is answered.

B. No ship of the Coast Guard shall dip the national ensign unless in return for such compliment.

C. Of the colors carried by a Coast Guard force on shore, only the battalion or regimental colors shall be dipped in rendering or acknowledging a salute.

14-8-7 Half-masting the National Ensign and Union Jack

A. In half-masting the national ensign it shall, if not previously hoisted, first be hoisted to the truck or peak and then lowered to half-mast. Before lowering from half-mast, the ensign shall be hoisted to the truck or peak and then lowered.

B. When the national ensign is half-masted, the union jack, if displayed from the jack staff, shall likewise be half-masted and the procedure for raising and lowering the union jack shall be the same as that prescribed for the national ensign.

C. Personal flags, command pennants, and commission pennants shall not be displayed at half-mast except as prescribed in these regulations for a deceased official or officer.

D. When directed by the President, the national ensign shall be flown at half-staff at military facilities and Coast Guard vessels and stations abroad whether or not the national ensign of another nation is flown full-staff alongside that of the United States.

14-8-8 Following Motions of Senior Officer Present in Hoisting and Lowering the National Ensign

A. On board ship or at a command ashore, upon all occasions of hoisting, lowering, or half-masting the national ensign, the motions of the senior officer present shall be followed, except as prescribed for answering a dip or firing a gun salute.

B. A ship displaying the flag of the President, the Secretary of Defense, Secretary of Transportation, Deputy Secretary of Defense, Deputy Secretary of Transportation, Secretary of the Navy, Director of Defense Research and Engineering, Assistant Secretary of Defense, Assistant Secretary of Transportation, Under Secretary of the Navy, or of an Assistant Secretary of the Navy shall be regarded as the ship of the senior officer present within the meaning of this section.

14-8-9 Personal Flags and Pennants Afloat

A. Except as otherwise prescribed in these regulations, a flag officer or a unit commander afloat shall display a personal flag or command pennant from the flagship. At no time shall a flag officer or unit commander display a flag or pennant from more than one ship.

B. The personal flag of a flag officer eligible for a command at sea shall be displayed when the officer is embarked for passage in a ship of the Coast Guard; this will be done unless there is already the flag of a senior officer being displayed from that ship.

C. When a civil official, in whose honor the display of a personal flag is prescribed during an official visit, is embarked for passage in a ship of the Coast Guard, the official's personal flag shall be displayed from such ship.

D. A personal flag or command pennant may be hauled down during battle or at any time when the officer concerned, or the senior officer present, considers that it is desirable thus to render a flagship less distinguishable. When hauled down, it shall be replaced with a commission pennant.

E. An officer of the Coast Guard commanding a ship engaged otherwise than in the service of the United States shall not display a personal flag, command pennant, or commission pennant from such ship, or in the bow of a boat.

F. A ship underway shall not display a personal flag or command pennant unless a flag officer or unit commander is aboard. Should a flagship get underway during the absence of the flag officer or unit commander, the personal flag or command pennant shall be hauled down and replaced with a commission pennant.

14–8–10 Broad or Burgee Command Pennant

A. The broad or burgee command pennant shall be the personal command pennant of an officer of the Coast Guard, not a flag officer, commanding a unit of ships or aircraft.

B. The broad command pennant shall indicate command of:

(1) A force, flotilla, or squadron of ships or craft of any type.

(2) An aircraft wing.

C. The burgee command pennant shall indicate command of:

(1) A division of ships or craft of any type.

(2) A major subdivision of an aircraft wing.

14–8–11 Display of More than One Personal Flag or Pennant Aboard Ship

A. When the personal flag of a civil official is displayed aboard a ship of the Coast Guard, a personal flag or command pennant of an officer of the Coast Guard shall be displayed, if required, as follows:

(1) Aboard a single–masted ship, at the starboard yardarm.

(2) Aboard a two–masted ship, at the fore truck.

(3) Aboard a ship with more than two masts, at the after truck.

B. When, in accordance with these regulations, the personal flag of a civil official and the personal flag or command pennant of an officer of the Coast Guard are displayed at the starboard yardarm, the personal flag of the civil official shall be displayed outboard.

C. When two or more civil officials, for each of whom the display of a personal flag is prescribed, are embarked in the same ship of the Coast Guard, the flag of the senior only shall be displayed.

14–8–12 Display of a Personal Flag or Command Pennant When a National Ensign is at Masthead

A. The President's flag, if displayed at a masthead where a national ensign is required to be displayed during an official visit or during periods of dressing or full–dressing ship, shall remain at the masthead to port of the United States national ensign and to starboard of a foreign national ensign.

B. Except as provided above, a personal flag or command pennant shall not be displayed at the same masthead with a national ensign, but shall:

(1) During a gun salute, be lowered clear of the ensign.

(2) During an official visit, be shifted to the starboard yardarm in a single–masted ship and to the fore truck in a two–masted ship.

(3) During periods of dressing or full–dressing ship, be displayed as prescribed in Section 14–8–22.

14–8–13 Personal Flags and Pennants Ashore

A. A flag officer in command ashore shall display a personal flag day and night at a suitable and conspicuous place within the command. When such officer makes an official inspection at an outlying activity of the command, the personal flag shall, if practicable and appropriate, be shifted to such outlying activity.

B. A flag officer or unit commander of the operating forces whose headquarters are ashore shall display a personal flag or pennant day and night at a suitable and conspicuous place at that headquarters, unless it is displayed from a ship of the same command.

C. When the points for display of two or more personal flags ashore are in such close proximity as to make their separate display inappropriate, that of the senior officer present only shall be displayed.

D. When a personal flag or a foreign ensign is required to be displayed ashore during the official visit of, or a gun salute to, a civil official or foreign officer, it shall be displayed from the normal point of display of a personal flag or pennant of the officer in command, and the latter's flag or pennant shall be displayed at some other point within the command.

E. During the official inspection by a flag officer of one of the command's units ashore, the personal flag of the flag officer shall displace the personal flag or pennant of the officer in command.

F. If two or more civil officials, for each of whom the display of a personal flag is prescribed, are present officially at a command ashore at the same time, the flag of the senior only shall be displayed.

14–8–14 Personal Flag or Command Pennant, When Officer Temporarily Succeeded in Command

A. When a flag officer or a unit commander has been succeeded temporarily in command as prescribed in these regulations, the personal flag or command pennant shall be hauled down. The officer who has succeeded temporarily to command shall display the personal flag or command pennant to which that officer is entitled by these regulations.

14–8–15 Absence Indicators

A. In ships, the absence of an official or officer whose personal flag or pennant is displayed, a chief of staff, or a commanding officer shall be indicated from sunrise by the display of an absence indicator as prescribed by the Commandant.

14–8–16 Personal Flags and Pennants of Officers in Boats and Automobiles and Aircraft

A. An officer in command, or a chief of staff when acting for the officer in command, when embarked in a boat of the Coast Guard on official occasions, shall display from the bow a personal flag or command pennant or, if not entitled to either, a commission pennant.

B. An officer entitled to the display of a personal flag or command pennant may display a miniature of such flag or pennant in the vicinity of the coxswain's station when embarked on other than official occasions in a boat of the Coast Guard.

C. An officer entitled to the display of a personal flag or command pennant may, when riding in an automobile or on official occasions, display such flag or pennant forward on such vehicle.

D. An officer entitled to the display of a personal flag or command pennant may, when embarked in a aircraft on an official occasion, display such flag or pennant on both sides just forward and below the cockpit of such aircraft at rest.

14-8-17 Flags of Civil Officials in Boats and Automobiles and Aircraft

A. A flag shall be displayed in the bow of a boat in the Coast Guard whenever a United States civil official is embarked on an official occasion as follows:

(1) A union jack for:

(a) A diplomatic representative of or above the rank of Charge d'Affaires, within the waters of the country to which the diplomat is accredited.

(b) A governor general or governor commissioned as such by the President, within the area of jurisdiction.

(2) The consular flag for a consular representative.

(3) The prescribed personal flag for other civil officials when they are entitled to the display of a personal flag during an official visit.

(4) A civil official entitled to the display of a personal flag may, when riding in an automobile on an official occasion, display such flag forward on such vehicle.

(5) A civil official entitled to the display of a personal flag may, when embarked in an aircraft, display a miniature of such flag on both sides just forward and below the cockpit of such aircraft at rest.

14-8-18 Bow Insignia and Flagstaff Insignia for Boats

A. A boat regularly assigned to an officer for personal use shall carry insignia on each bow as follows:

(1) For a flag officer, the stars as arranged on the flag.

(2) For a unit commander not a flag officer, a replica of the command pennant.

(3) For a commanding officer, or a chief of staff not a flag officer, an arrow.

B. Staffs for the ensign, and for the personal flag or pennant in a boat assigned to the personal use of a flag officer, unit commander, chief of staff or commanding officer or in which a civil official is embarked, shall be fitted at the peak with devices as follows:

(1) A spread eagle: For an official or officer whose official salute is 19 or more guns.

(2) A halberd:

(a) For a flag officer whose official salute is less than 19 guns.

(b) For a civil officer whose official salute is 11 or more guns but less than 19 guns.

(3) A ball:

(a) For an officer of the grade, or relative grade, of captain in the Coast Guard.

(b) For a career minister, a counselor or first secretary of embassy or legation, or a consul.

(4) A star: For an officer of the grade, or relative grade, of commander in the Coast Guard.

(5) A flat truck:

(a) For an officer below the grade, or relative grade, of commander in the Coast Guard.

(b) For a civil official not listed above, and for whom honors are prescribed for an official visit.

14-8-19 Display of Foreign National Ensign During Gun Salutes

A. While firing a salute to the nation upon entering a foreign port, returning such salute fired by a foreign warship, or firing a salute on the occasion of a foreign national anniversary, celebration, or solemnity, a ship shall display the ensign of the foreign nation at the main truck.

B. While firing a salute to a foreign dignitary or official entitled to 21 guns, a ship shall display the national ensign of such dignitary or official at the main truck. While firing a salute to the foreign official entitled to less than 21 guns, or to a foreign officer, or when returning a salute fired by a foreign officer, the national ensign of the foreign official or officer shall be displayed at the fore truck.

C. At a shore station, under the circumstances set forth in the preceding paragraphs of the article, the appropriate foreign ensign shall be displayed from the normal point of display of the officer in command, and the latter's flag or pennant shall be displayed at some other point within the command.

14-8-20 Display of National Ensign of Two or More Nations

A. When the national ensigns of two or more nations are required to be displayed from the same masthead, the United States national ensign, if required, shall be displayed to starboard of all others. The national ensigns of other nations shall be displayed, starboard to port, in the alphabetical order of the names of the nations in the English language; except that the ensign of a foreign nation within whose waters the ship is located, if displayed, shall be to starboard of other foreign nations.

B. While a salute is being fired under the foregoing conditions, the ensign of the nation being honored, or whose dignitary is being honored, shall be displayed alone.

C. In rendering honors, the national ensign of one nation shall not be displayed above that of another nation at the same masthead.

14-8-21 Choice of Foreign Flag or Ensign in Rendering Honors

A. In rendering honors requiring the display of a foreign flag or ensign:

(1) In the case of a government having both a national flag and a national ensign (man-of-war flag), the national ensign shall be displayed except under the conditions set forth in this section.

(2) In the case of a commonwealth, dominion, or similar government recognized as independent by the government of the United States, which has a national flag of its own but which also employs the national ensign (man-of-war flag) of the empire or federation to which it belongs, the national flag of the commonwealth or dominion shall be displayed except when rendering honors to naval officers; in which latter case the national ensign (man-of-war flag) shall be displayed.

(3) In the case of a government not recognized as independent by the government of the United States, such as protectorate or colony, the flag of the government exercising protection or colonial power shall be displayed except when otherwise directed by the Commandant.

(4) In the case of a government carried on by a joint mandate of trusteeship and having no distinct national flag of its own, the flags of the several countries comprising the mandate shall be displayed when rendering honors.

14-8-22 Dressing and Full-Dressing Ships

A. On occasions of dressing ship, the largest national ensign with which the ship is furnished shall be displayed from the flagstaff and a national ensign or other flag shall be displayed from each masthead as follows:

(1) On a ship with one mast, a national ensign at the truck, the Coast Guard ensign at the starboard yardarm, and a personal flag or command pennant, if displayed, at the starboard yardarm inboard.

(2) On a ship with two masts, the national ensign at the main truck, the Coast Guard ensign at the fore, and a personal flag or command pennant, if displayed, at the starboard yardarm.

(3) On a ship with three or more masts, the Coast Guard ensign at the fore truck, national ensigns at all other mastheads, except that a personal flag or command pennant, if displayed, shall be at the truck of the aftermost mast.

B. The ensigns displayed at the mastheads shall be of uniform size, except when a difference in the sizes of ensigns is appropriate due to a substantial difference in heights of mastheads. The Coast Guard commission pennant shall be displayed as provided in "U.S. Naval Flags and Pennants (DNC-27)" for the Navy commission pennant.

C. On occasions of full-dressing ship, in addition to the dressing of the mastheads, a rainbow of signal flags, arranged in the order prescribed in "U.S. Naval Flags and Pennants (DNC-27)" shall be displayed, reaching from the foot of the jack staff to the mastheads and thence to the foot of the flagstaffs. Peculiarly masted or mastless ships shall make a display as little modified from the rainbow effect as is practicable.

D. When dressing or full-dressing ship in honor of a foreign nation, the national ensign of that nation shall replace the United States national ensign at the main or at the masthead in the case of a single-masted ship; provided that when a ship is full-dressed or dressed in honor of

more than one nation, the ensign of each nation shall be displayed at the main or at the masthead in a single–masted ship.

E. Should half–masting of the national ensign be required on occasions of dressing or full–dressing ship, only the national ensign at the flagstaff shall be half–masted.

F. When full–dressing is prescribed, the senior officer present may direct that dressing be substituted if, the state of the weather makes such action advisable. The senior officer may also, under such circumstances, direct that the ensigns be hauled down from the mastheads after being hoisted.

G. Ships not underway shall be dressed or full–dressed from 0800 until sunset. Ships underway shall not be dressed or full–dressed.

14–8–23 Senior Officer Present Afloat Pennant

A. If two or more ships of the Coast Guard or Navy are together in port, the senior officer present afloat pennant shall be displayed from the ship in which the senior officer present afloat is embarked, except when the personal flag of the senior officer present afloat clearly indicates seniority. It shall be displayed from the inboard halyard of the starboard main yardarm.

PART 9

Special Ceremonies, Anniversaries, Holidays and Solemnities

14–9–1 Ships Passing Washington's Tomb

A. When a Coast Guard ship is passing Washington's tomb, Mount Vernon, Va., between sunrise and sunset, the following ceremonies shall be observed insofar as may be practicable.

(1) The full guard and band shall be paraded, the bell tolled, and the national ensign half–masted at the beginning of the tolling of the bell.

(2) When opposite Washington's tomb, the guard shall present arms, persons on deck shall salute, facing the direction of the tomb, and "Taps" shall be sounded.

(3) The national ensign shall be two–blocked and the tolling shall cease at the last note of "Taps," after which the national anthem shall be played. Upon completion of the national anthem, "Carry On" shall be sounded.

14–9–2 National Holidays

A. New Years Day, January 1; Birthday of Martin Luther King, Jr., the third Monday in January; Washington's Birthday, the third Monday in February; Memorial Day, the last Monday in May; Independence Day, July 4; Labor Day, the first Monday in September; Columbus Day, the second Monday in October; Veterans Day, November 11; Thanksgiving Day, the fourth Thursday in November; Christmas Day, December 25; and such other days as may be designated by the President shall be observed as holidays on board ships of the Coast Guard and at Coast Guard shore units.

B. Whenever any of the above–designated dates falls on Saturday, the preceding day shall be observed as a holiday, and whenever such date falls on Sunday, the following day shall be observed.

14-9-3 Ceremonies for United States National Holidays and Solemnities

A. On Washington's Birthday and the Fourth of July, every ship of the Coast Guard in commission, not underway, shall full-dress ship. At 1200 each saluting ship and each shore unit equipped with a saluting battery, shall fire a national salute of 21 guns. When the Fourth of July occurs on Sunday, these ceremonies shall be postponed until the following day.

B. On all other U.S. National holidays and at such other times as may be prescribed by competent authority, all ships of the Coast Guard in commission, not under way shall dress ship.

C. Additionally, on Memorial Day, each saluting ship, and each shore unit having a saluting battery shall fire at noon a salute of 21 guns. All ships and shore units shall display the national ensign at half-mast from 0800 until the completion of the salute, or until 1220 if no salute is fired.

14-9-4 Armed Forces Day

A. The day of each year which is proclaimed by the President as Armed Forces Day will be observed by the Coast Guard. The Coast Guard will cooperate with other Armed Services and participate in the observance of Armed Forces Day to the degree that operational requirements permit. The senior Coast Guard officer present shall insure cooperation and provide for participation.

14-9-5 Foreign Participation in United States National Holidays or Solemnities

A. Prior to celebrating a United States national holiday, or observing a national solemnity, in a foreign place or in the presence of foreign warships, the senior officer present of the United States Navy or Coast Guard shall give due notice to the foreign port authorities, and to the senior officer of each nationality present, of the time and manner of conducting the celebration of a holiday or solemnity, and shall, as appropriate, invite their participation therein. An officer shall be sent to thank the foreign authorities or ships which participate in such celebration of a holiday or solemnity.

B. When foreign troops participate in parades within the territorial jurisdiction of the United States, they shall be assigned a position of honor ahead of United States troops, except that a small detachment of United States troops will immediately precede the foreign troops as a guard of honor.

C. On occasion when troops of two or more foreign nations participate, the troops of the nation in whose honor the parade is held will be assigned a position ahead of all others, otherwise the order of precedence among foreign troops will be determined, as appropriate, by:

(1) The relative ranks of the commanders of the forces from which the parade detachments are drawn; or

(2) The relative ranks of the commanders of the parade detachments; or

(3) The alphabetical order in the English language of the names of the nations concerned.

14-9-6 Observance of Foreign Anniversaries and Solemnities

A. In a foreign place, or when in company with a foreign warship, when a national anniversary or solemnity is being observed by foreign port authorities or a foreign warship, a

ship of the Coast Guard shall, upon official invitation, follow the example of the foreign authority or warship in full–dressing or dressing ship, firing salutes, and half–masting ensigns. Salutes shall not exceed 21 guns unless the senior officer present deems it proper to fire a large number in order to participate properly in the ceremony, or to avoid giving offense. Upon all such occasions, efforts shall be made to accord, so far as practicable, with the foreign authorities in the time and manner of conducting the ceremonies.

B. Uniform accoutrements of mourning, including mourning badges or bands, may be worn on the uniform when appropriate, or when directed by competent authority, by persons in the Coast Guard who are stationed in, or who are officially visiting, a foreign nation during the period that the foreign government ordains as the period of national mourning.

14–9–7 Precedence of United States Armed Forces in Parades

A. In parades of United States Armed Forces the order of precedence will be as follows:

(1) Cadets, United States Military Academy.

(2) Midshipmen, United States Naval Academy.

(3) Cadets, United States Air Force Academy.

(4) Cadets, United States Coast Guard Academy.

(5) Midshipmen, United States Merchant Marine Academy.

(6) United States Army.

(7) United States Marine Corps.

(8) United States Navy.

(9) United States Air Force.

(10) United States Coast Guard.

(11) Army National Guard of the United States.

(12) Army Reserve.

(13) Marine Corps Reserve.

(14) Naval Reserve.

(15) Air National Guard of the United States.

(16) Air Force Reserve.

(17) Coast Guard Reserve.

(18) Other training organizations of the Army, Marine Corps, Navy, Air Force, and Coast Guard, in that order respectively.

(19) Veterans and patriotic organizations in the order prescribed by the grand marshal of the parade.

B. Provided, however, that during any period when the United States Coast Guard shall operate as part of the United States Navy, the Cadets, U.S. Coast Guard Academy, the United States Coast Guard, and the Coast Guard Reserve, shall take precedence, respectively, next after the Midshipmen, United States Naval Academy, the United States Navy, and the Naval Reserve.

C. The grand marshal and staff will in all cases lead the parade. A detachment of police or special forces may be assigned to precede the marshal for the purpose of clearing the line of march.

14-9-8 Ships Passing USS ARIZONA Memorial

A. When a ship of the Coast Guard is passing the USS ARIZONA Memorial, Pearl Harbor, Hawaii between sunrise and sunset, passing honors consisting of sounding "Attention" and rendering the hand salute by all persons in view on deck and not in ranks shall be executed by that ship.

14-9-9 Coast Guard Day

A. On 4 August 1790, a system of cutters later to be known as the Revenue Cutter Service, was established by Congress. This is the predecessor of the seagoing Coast Guard and the date of 4 August shall be suitably celebrated throughout the Service as the Coast Guard's official birthday.

B. Formal birthday observances shall be held on 4 August at each locality where there are Coast Guard units, operations permitting. The senior Coast Guard officer present, shall determine the scale of the observance. Cutters shall dress ship, if operations permit.

C. Each year the Commandant will provide an appropriate birthday message. This message shall be read as an integral part of the formal birthday observances.

D. Social events in conjunction with birthday observances should be held in whatever manner and form the existing circumstances dictate. These events are at the discretion of the Commanding Officer and need not be held on the date of 4 August if workload, local situations or other factors make it impractical.

PART 10

Deaths and Funerals

14-10-1 Death of United States Civil Official

A. Observe the ceremonies prescribed in table 14-10-1A(1) upon the death of any United States civil official listed therein.

14-10-1A(1)

Official	National ensign half-masted		Gun Salute	
	By-	Period of Display	Fired By-	How and When Fired
President, former president, or a President-elect	All ships and stations of the Coast Guard	For 30 days from the day of death	(a) All saluting ships not underway, in ports under United States jurisdiction, and each shore station having a saluting battery (b) Senior saluting ship present in each port under United States jurisdiction, and each shore station having a saluting battery	1 gun every half hour from 0800 until sunset on day after receipt of notice of death 21 minute-guns fired at noon on day of funeral
Vice President, Chief Justice or retired Chief Justice of the United States, or the Speaker of the House of Representatives	do	For 10 days from the day of death	(a) All saluting ships not underway, in ports under United States jurisdiction, and each shore station having a saluting battery (b) Senior saluting ship present, and shore station having saluting battery, in port where funeral occurs	Minute-guns equal in number to official salute of deceased, fired at noon on day after receipt of notice of death Minute-guns equal in number to official salute of deceased, fired at noon on day of funeral
An Associate Justice of the Supreme Court, a member of the Cabinet, a former Vice President, the President pro tempore of the Senate, the Majority Leader of the Senate, the Minority Leader of the Senate, the Majority Leader of the House of Representatives, the Minority Leader of the House of Representatives, the Secretary of the Army, the Secretary of the Navy, or the Secretary of the Air Force	do	From the day of death until interment	do	do
Governor of a state, territory, commonwealth or possession	All ships and stations in such state, territory commonwealth or possession	do	Ships and stations as designated by senior officer	do
United States Senator, Representative, Territorial Delegate, or the Resident Commissioner from the Commonwealth of Puerto Rico	All ships and stations in the metropolitan area of the District of Columbia, and	On the day of death and the following day	do	do
	All ships and stations in the applicable state, congressional district, territory or common - wealth	From the day of death until interment	do	do
Civil official not listed above, but entitled to gun salute on official visit	Ships and stations in the vicinity when directed by senior officer present or other competent authority to join in funeral honors	From 0800 until sunset on day of funeral	Ship and station as designated by senior officer present in port where funeral honors are directed to be rendered	do

B. When the day after receipt of notice of death falls upon a Sunday or national holiday, gun salutes will be fired on the day following Sunday or a national holiday.

C. The national ensign shall be half-masted upon receipt of notification from any reliable source, including news media, of the death of one of the designated civil officials.

14-10-2 Death of a Person in the Military Services

A. Observe the ceremonies prescribed in table 14-10-2A(1) upon the death of a person in the military services.

14-10-2A(1)

Deceased	National ensign half-masted		Personal flag or command pennant of deceased, commission pennant of ship commanded	Gun Salute	
	By-	Period of Display (4)		Fired By-	How and When Fired
Chairman, or former chairman of the Joint Chiefs of Staff, United States military officers of 5-star rank, Chief or former Chief of Naval Opeations, Commandant of the Marine Corps, Commandant or former Commandant of the Coast Guard	All units of the Coast Guard	From the time of death until sunset of the funeral/memorial service	Half-masted from time of death until sunset of day of funeral/memorial service, and then hauled down	Flagship or unit commanded, or as designated by senior officer present	Minute-guns equal in number to official salute of deceased, fired during funeral
All CG/Navy flag officers in command (Note (1))	All ships present not underway, and by shore units in vicinity (2)	do	do	do	do
All Coast Guard flag officers (active, retired, regular, reserve) (3)	All units of the Coast Guard	From the beginning of the funeral/memorial service until sunset of that day		Units designated by senior officer present	do
Other services' active duty flag officers, not in command	All ships present not underway, and by shore units in vicinity	do	do	do	
Unit commander not a flag officer, commanding officer	do	do	Half-masted from time of death until sunset of the day of the funeral/memorial service and then hauled down, except commission pennant rounded up	Flagship, or unit commanded, or as designated by senior officer present	7 minute-guns, fired during funeral
All other persons in the Coast Guard	do	During funeral/memorial service and for one hour thereafter		do	

B. At joint installations or commands the procedures prescribed by the responsible military commanders or the executive agent will be executed uniformly by all the United States military units present.

C. The national ensign shall be half–masted upon receipt of notification of death of one of the designated officials from any reliable source, including news media.

D. The senior officer present may direct that the ceremonies prescribed in this article be observed during the transfer of the body of the deceased from the ship or shore station, rather than during the funeral.

E. In the event of a military funeral of a person other than a Flag Officer on the retired list of the Coast Guard, ceremonies as prescribed in this article shall be rendered insofar as may be practicable.

F. On the occasion of conducting the funeral of a person in the Coast Guard near ports, stations, or ships of other armed services of the United States, the commanding officers thereof shall be duly notified of the time and the honors to be rendered by ships and shore units of the Coast Guard.

G. During the funeral of a flag officer or a general officer of the armed forces of the United States, (e.g., retired and reserve flag officers of the Navy and general officers of the Army, Air Force, and Marine Corps) other than those listed in Paragraph A of this section, at a place where there is a Coast Guard shore unit or where one or more ships of the Coast Guard are present, the ensigns of such shore units and ships shall be half–masted during the funeral service and for one hour thereafter; and minute–guns, of the number prescribed for the funeral of the deceased by the regulations of the service to which the deceased belonged, shall be fired by the Coast Guard shore unit, if practicable, and by the senior saluting ship present.

14–10–3 General Provisions Pertaining to Funerals

A. If there is no chaplain or clergyman available, the commanding officer, or appointed representative, shall conduct the funeral services.

B. There shall be six pallbearers and six body bearers. The pallbearers shall, if practicable, be of the same grade or rating as the deceased. If a sufficient number of foreign officers of appropriate grade attend the funeral, they may be invited to serve as additional pallbearers. Pallbearers and body bearers shall follow the procedure prescribed in the Drill and Ceremonies Manual (U.S. Army).

C. The wearing of the mourning badge is discretionary of those in attendance at a funeral and shall be worn by the escort for a military funeral as prescribed in the respective Uniform Regulations.

D. Vessels taking part in a funeral procession shall display the national ensign at half–mast. If the deceased was a flag or general officer, or at the time of death a shore unit commander, or a commanding officer of a ship, his flag or command pennant, or a commission pennant, shall be draped in mourning and displayed at half–mast from a staff in the bow of the vessel carrying the body. A funeral procession of vessels shall, in general, be formed in the order prescribed in the Drill and Ceremonies Manual (U.S. Army), for a funeral processing on shore.

E. The casket shall be covered with the national ensign, so placed that the union is at the head and over the left shoulder of the deceased. The ensign shall be removed from the casket before it is lowered into the grave or committed to the deep.

F. Persons in the Coast Guard shall salute when the body is carried past them, while the body is being lowered into the grave or committed to the deep, and during the firing of volleys and the sounding of "Taps."

G. Three rifle volleys shall be fired after the body has been lowered into the grave or committed to the deep, following which "Taps" shall be sounded by the bugle; except that in a foreign port, when permission has not been obtained to land an armed escort, the volleys shall be fired over the body after it has been lowered into the boat alongside.

H. During burial at sea, the ship shall be stopped, if practicable, and the ensign shall be displayed at half–mast from the beginning of the funeral service until the body has been committed to the deep. Further display of the ensign at half–mast may be prescribed, according to circumstances, by the senior officer present.

I. Burial at sea must be conducted in accordance with the following environmental regulations. (40 CFR 229.1):

(1) Burial at sea of human remains which are not cremated must take place beyond the limit of the territorial sea and in water no less than one hundred fathoms deep. All necessary measures shall be taken to ensure that the remains sink to the bottom rapidly and permanently.

(2) Burial at sea of cremated remains must take place beyond the limit of territorial sea, but without regard to depth limitations.

(3) Flowers and wreaths consisting of materials which are readily decomposable in the marine environment may be disposed of at the site at which disposal of human remains is authorized.

J. Funeral honors shall not be rendered between sunset and sunrise. When it is necessary to bury the dead at night, such funeral services as are practicable shall take place.

14–10–4 Funeral Escorts

A. An escort under arms shall, when practicable, accompany the funeral cortege to the place of interment, and shall follow the procedure prescribed in the Drill and Ceremonies Manual (U.S. Army).

B. The funeral escort for a President, Vice President, Secretary of Defense, Secretary of Transportation, Secretary of the Navy, Deputy Secretary of Transportation, Under Secretary of the Navy, Assistant Secretary of the Navy, Fleet Admiral, Chief of Naval Operations, Commandant of the Marine Corps, or Commandant of the Coast Guard shall be as prescribed by the Commandant.

C. Unless otherwise prescribed by the senior officer present, the funeral escort for other persons in the Coast Guard shall comprise commands equivalent to the following infantry units as is practicable with the Coast Guard forces available.

Admiral	1 Battalion
Other Flag Officers	1 Company
Captain	1 Company

Other Commissioned Officers, Warrant Officers and Cadets
1 Platoon

Chief Petty Officer 2 Squads

Other enlisted persons 1 Squad

D. The grade or rating of the escort commander normally shall be the same as, or higher than, that of the deceased.

14-10-5 Display of Personal Flag, Command Pennant, or Commission Pennant in Funerals on Shore

A. If the deceased was a flag or general officer, or at the time of death, a shore unit commander or commanding officer of a ship, the deceased's personal flag or command pennant or commissioned pennant, shall be draped in mourning and carried immediately in advance of the body in the funeral procession to the grave.

14-10-6 Burial in a Foreign Place

A. Before a person in the Coast Guard is buried in a foreign place, the senior officer present shall arrange with the local authorities for the interment of the body and shall also request permission to parade an escort under arms. This officer shall inform the senior foreign officer present and the appropriate local officials of the time and place of the funeral, and of the funeral honors to be rendered by the United States forces present.

14-10-7 Death of Diplomatic, Consular, or Foreign Official

A. On the death of a diplomatic or consular representative of the United States, the senior officer present shall, as circumstances permit, arrange for appropriate participation in the funeral ceremonies by persons in the Coast Guard.

B. When the senior officer present receives official notice of the death or funeral of a foreign official, or member of a foreign armed service, that officer shall, as circumstances warrant and as international courtesy demands, direct visits of condolence to be made, and arrange for participation by persons in the Coast Guard in the funeral ceremonies.

14-10-8 Transporting Body of Deceased Official

A. When a ship of the Coast Guard is transporting the body of a deceased official, the honors and ceremonies prescribed for an official visit shall, if directed by the senior officer present or higher authority, be rendered when the body is received aboard or leaves the ship.

CHAPTER 15

DUTIES AND AUTHORITIES OF THE COAST GUARD

CHAPTER 15

DUTIES AND AUTHORITY OF THE COAST GUARD

Part 1

Introduction

15-1-1 General Comments

A. "Coast Guard Legal Authorities" (COMDTPUB P5850.2 series, available through local legal office) describes the basic provisions of law from which the Coast Guard derives its responsibilities. Coast Guard personnel should become familiar with the statutory authorities which are the bases of their responsibilities by referring to the Legal Authorities Manual.

15-1-2 Areas of Basic Responsibility

A. The basic responsibilities of the Coast Guard, as prescribed in the laws are in the fields of Military Operations and Preparedness; Law Enforcement; Assistance, and Search and Rescue; and Administration and Enforcement of Shipping and Navigation Laws, and other Laws Associated with Shipping and Navigation. In addition, the Coast Guard has a duty to cooperate with other government agencies as conditions dictate.

Part 2

Specific Areas of Responsibility

15-2-1 Military Operations and Preparedness

A. The Coast Guard is a military service and a branch of the armed forces of the United States at all times. It functions in the Department of Transportation, except when reassigned to the Navy. The Coast Guard is required to maintain a state of readiness to function as a specialized service in the Navy in time of war.

B. When Congress declares war or when the President directs, the Coast Guard operates as a service in the Navy until the President, by executive order transfers the Coast Guard back to the Department of Transportation. While functioning in the Navy, the Coast Guard is subject to the orders of the Secretary of the Navy who may order changes in Coast Guard operations to make them compatible with Navy operations.

15-2-2 Law Enforcement

A. The Coast Guard enforces or assists in the enforcement of federal laws on or under the high seas and waters subject to the jurisdiction of the United States.

B. Coast Guard officers and petty officers may make inquiries, examinations, inspections, searches, seizures, and arrests upon the high seas and waters over which the United States has jurisdiction, for the prevention, detection, and suppression of violations of laws of the United States.

15-2-3 Assistance, and Search and Rescue

A. The Coast Guard administers laws and promulgates and enforces 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. The Coast Guard operates and maintains rescue facilities to promote safety on, under, and over the high seas and waters subject to the jurisdiction of the United States.

B. Vessels and rescue apparatus, public or private, of either the United States or Mexico may aid or assist vessels of their own nationality, including their passengers and crews. The vessel may be disabled or in distress on the shores or within the territorial waters of the other country within a radius of 720 nautical miles of the intersection of the International Boundary Line and the coast of the Pacific Ocean, or within a radius of 200 nautical miles of the intersection of the International Boundary Line and the coast of the Gulf of Mexico. Notice of entering or intending to enter the shores of territorial waters of Mexico must be sent by the commanding officer of a vessel or aircraft (COMDTINST 3130.10 series). The word "assistance" as used in the treaty means any act necessary or desirable to prevent injury, arising from a marine peril, of persons or property. The word "vessel" includes aircraft, as well as every kind of conveyance used or capable of being used for transportation in water.

C. Vessels, either from the United States or from Canada may salve any property wrecked and may render aid and assistance to any vessels wrecked, disabled, or in distress in the waters or on the shores of the other country in that portion of the St. Lawrence River through which the International Boundary Line extends, and in Lakes Ontario, Erie, St. Clair, Huron, and Superior, and in the Rivers Niagara, Detroit, St. Clair, and Ste. Marie, and canal of Sault Ste. Marie, and on the shores and in the waters of other countries along the Atlantic and Pacific coasts within a distance of 30 miles from the International Boundary on such coasts. Such reciprocal wrecking and salvage privileges shall include all necessary towing incident to salvage and nothing in the customs, coasting or other laws or regulations of either country shall restrict in any manner the salving operations of such vessels. Commanding officers must make reports of such operations (COMDTINST 3130.10 series).

15-2-4 Administration of Shipping, Navigation, and Associated Laws

The Coast Guard:

A. Investigates marine casualties.

B. Collects, compiles, and publishes statistics on marine casualties.

C. Approves plans, materials, and equipment for the safety of life and property on vessels.

D. Promulgates merchant vessel inspection regulations.

E. Issues certificates of inspection and permits to vessels whose operation may be hazardous to life and property.

F. Administers load line requirements.

G. Issues licenses, documents and certificates to vessel officers, pilots, and operators.

H. Issues merchant mariner's documents.

I. Documents vessels.

J. Numbers undocumented vessels in those states which do not have a federally approved numbering system.

K. Removes or marks obstructions to navigation in navigable waters of the United States.

L. Approves the location and plans for bridges and causeways over the navigable waters of the United States.

M. Approves the plans and specifications for the alteration of bridges which unreasonably obstruct the free passage of marine traffic on the navigable waters of the United States.

N. Develops, establishes, operates, and maintains aids to maritime navigation required to serve the needs of the Armed Forces and commerce of the United States.

O. Develops, establishes, operates, and maintains electronic aids to navigation.

P. Prescribes lights and other signals to be displayed from bridges and other fixed structures in or over the navigable waters of the United States for the protection of maritime navigation.

Q. Disseminates information to mariners concerning aids to navigation under the jurisdiction of the Coast Guard, including publication and distribution of Light Lists and Notices to Mariners.

R. Marks anchorage areas and quarantine areas.

S. Marks, for the protection of navigation, any sunken vessel or other obstruction existing on any of the navigable waters of the United States.

15-2-5 Enforcement of Shipping, Navigation, and Associated Laws

The Coast Guard:

A. Inspects vessels and their equipment.

B. Suspends and revokes licenses, certificates and documents.

C. Enforces manning requirements, citizenship requirements, and requirements for the mustering and drilling of crews.

D. Promulgates and enforces rules for lights, signals, speed, steering, sailing, passing, anchorage, movement, and towlines of vessels.

E. Promulgates and enforces regulations for outfitting and operation of uninspected vessels and recreational vessels.

F. Enforces laws and regulations for the safe carriage of explosives and other dangerous articles aboard vessels.

G. Enforces laws and regulations for the safe carriage of hazardous materials in bulk aboard vessels.

H. Enforces navigation laws.

I. Promulgates and enforces rules and regulations relating to anchorage grounds for vessels in all harbors, rivers, bays, and other navigable waters of the United States.

J. Enforces the prohibition on the discharge of oil and hazardous substances from vessels and transportation related onshore and offshore facilities.

K. Enforces regulations relative to marine sanitation devices.

L. Enforces the requirements that passenger vessels adhere to the North Atlantic passenger trade routes and requirements for vessels to proceed at moderate speed or to alter course when ice is reported in the vicinity.

M. Controls the anchorage and movement of vessels to ensure safety of Navy vessels.

N. Enforces the Navigation Act of 3 March 1899, relative to deposit of refuse, obstruction of channels, damaging of river or harbor improvements.

O. Requires the carriage of federal pilots on certain U.S. and foreign vessels on the Great Lakes.

P. Promulgates and enforces rules and regulations relating to the operation of drawbridges over the navigable waters of the United States.

Q. Promulgates and enforces regulations with respect to safety equipment and other matters relating to the promotion of safety of life and property on artificial islands and fixed structures erected on the outer continental shelf of the United States.

R. Authorizes and regulates certain private aids to navigation.

S. Promulgates and enforces regulations with respect to lights and other warning devices on artificial islands and fixed structures erected on the outer continental shelf of the United States.

T. Enforces laws which protect against interference or damage to aids to navigation maintained by or under authority of the Coast Guard.

Part 3

Cooperation with Other Government Agencies

15–3–1 Assistance to Other Government Agencies

A. The Coast Guard may, when requested by proper authority, use its personnel and facilities to assist any federal agency, state, territory, possession or political subdivision thereof, or the District of Columbia, to perform any activity for which its personnel and facilities are especially qualified.

B. The Coast Guard may place orders with other federal agencies for materials, supplies, equipment, work or services, of any kind if it is in the best interest of the government to do so. However, where such goods, work or services may be procured more economically or conveniently in the private sector, the goods, work or services shall be procured through the competitive bid process.

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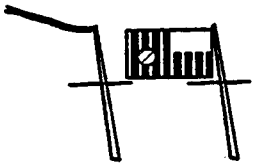
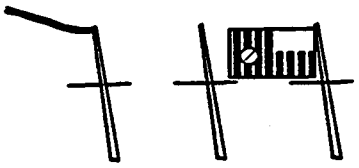
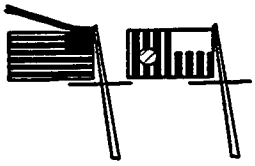
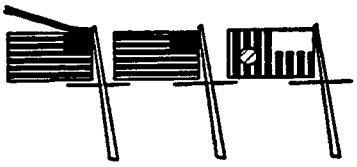
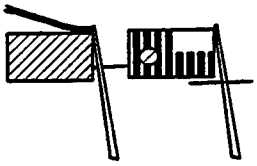
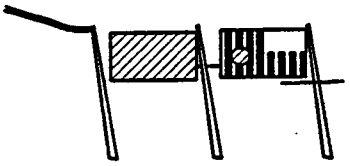
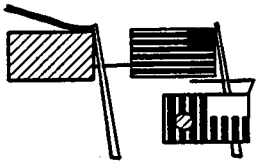
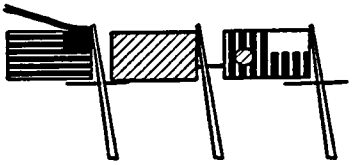
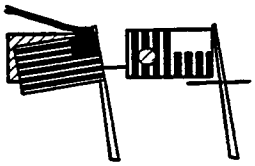
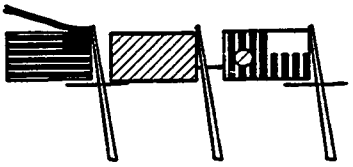
SHIP IN COMMISSION				14-8-3.D
DRESSED FOR U.S.				14-8-22.A
VISITED BY FOREIGN PRESIDENT/ SOVEREIGN				14-6-4
DRESSED IN HONOR OF A FOREIGN NATION				14-8-22.D
DRESSED FOR U.S. AND VISITED BY FOREIGN PRESIDENT/ SOVEREIGN				14-8-22.D

NOTE: Inconsistencies in relative height of flags should be disregarded. Refer to NTP-13 or CG Regs Ch 14

CG Ensign

Foreign ensign

Commission pennant

Flagship

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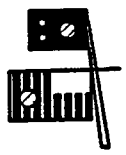
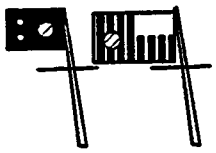
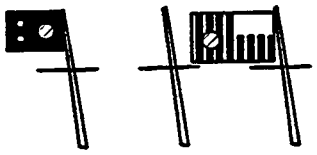
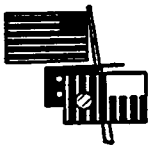
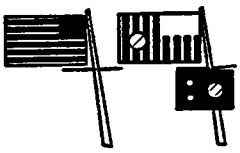
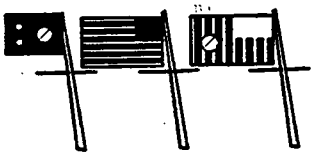
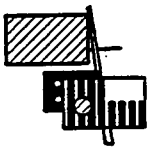
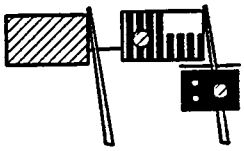
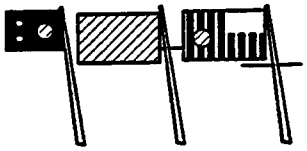
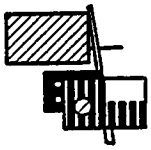
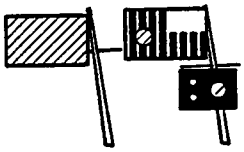
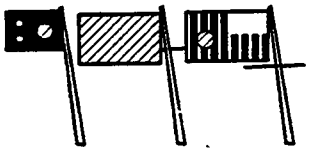
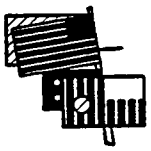
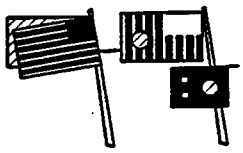
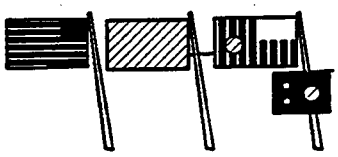
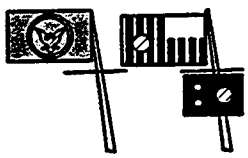
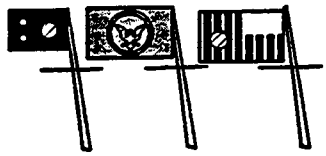
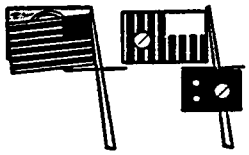
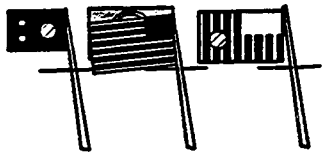
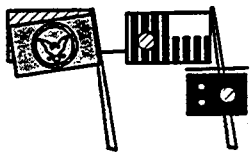
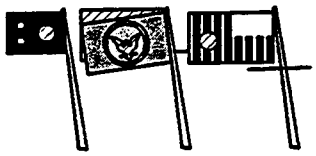
FLAGSHIP				14-8-3.D
FLAGSHIP DRESSED FOR U.S.				14-8-22.A
FLAGSHIP VISITED BY PRESIDENT/ SOVEREIGN				14-6-4
FLAGSHIP DRESSED IN HONOR OF A FOREIGN NATION				14-8-22.A&D
FLAGSHIP DRESSED FOR U.S. AND VISITED BY FOREIGN PRESIDENT/ SOVEREIGN				14-6-4 14-8-22.D

CG Ensign

CG Personal Flag

Foreign National Ensign

Ship with U.S. President aboard

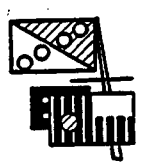
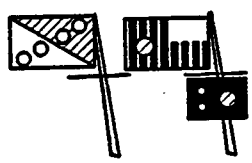
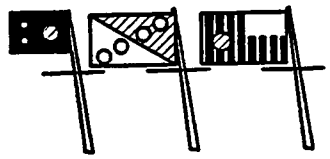
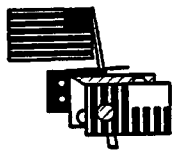
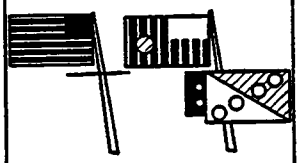
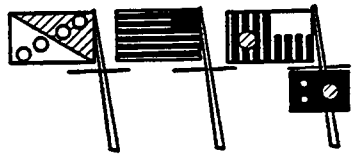
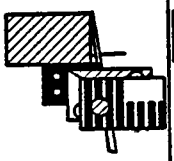
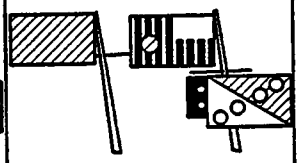
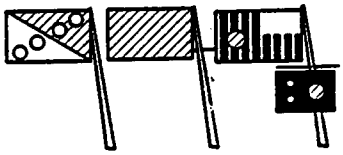
	ONE MAST MASTHEAD	TWO MASTED MAIN FORE	THREE MASTED MIZZEN MAIN FORE	CG REGS ART.
FLAGSHIP				14-6-3 14-8-11.A
AS ABOVE, DRESSED FOR U.S.				14-6-3 14-8-11.B 14-8-12
AS ABOVE, DRESSED IN HONOR OF A FOREIGN NATION OR VISITED BY A FOREIGN PRESIDENT/ SOVEREIGN				14-8-11.B 14-8-12 14-8-22.A&D

CG Flag Officer's Flag

President's Flag

Foreign National Ensign

Ship with High-ranking Civil Official aboard

	ONE MAST MASTHEAD	TWO MASTED MAIN FORE	THREE MASTED MIZZEN MAIN FORE	CG REGS ART.
FLAGSHIP				14-6-3 14-8-11.A
AS ABOVE, DRESSED FOR U.S.				14-6-3 14-8-11.B
AS ABOVE, DRESSED IN HONOR OF A FOREIGN NATION OR VISITED BY A FOREIGN PRESIDENT/ SOVEREIGN				14-6-3 14-8-11.B

NOTE: For information regarding civil officials entitled to display of a personal flag, see table 14-6-3A(1) in Ch 14 of the CG Regs.

CG Flag Officer's Flag

Civil Official's Flag

Foreign National Ensign

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