

U.S. Department of  
Homeland Security

United States  
Coast Guard



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United States Coast Guard

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ALJIPP 5900.1  
DEC 30, 2010

## ADMINISTRATIVE LAW JUDGE INTERNAL PRACTICES AND PROCEDURES 5900.1

Subj: ALJ PROGRAM GENERAL ADMINISTRATION AND MANAGEMENT

1. PURPOSE. In accordance with 46 C.F.R. § 1.01-25(d), this directive provides policy concerning the general administration and management of the ALJ Program.
2. ACTION. All ALJ Program employees and contractors are responsible for acting in accordance with the applicable policies and procedures as established in this directive and respective process guides. Internet release authorized.
3. DIRECTIVES AFFECTED. This directive replaces previously canceled Administrative Law Judge Internal Practices and Procedures Series (ALJIPPs) 12300.1, 12600.1, and 16722.19.
4. DISCUSSION. The ALJ Program consists of seven field offices within a single Headquarters Command and falls under the direction and control of a special staff office under the Commandant. COMDTINST 5900.7 (series) sets out the organization of the ALJ Program and how it interacts with other Coast Guard units. This directive is internal to the ALJ Program and sets out policy for the internal management of the ALJ Program.
5. OFFICE OF THE CHIEF ALJ. Under Coast Guard regulations, the Coast Guard Organization Manual (COMDTINST M5400.7 (series)), and COMDTINST 5900.7 (series), the Office of the Chief ALJ (CG-00J) directs and controls the ALJ program and is responsible for the following activities which may be delegated to support personnel:
  - a. Planning and Budget. Coordinates and executes the budget for the ALJ Program.

### DISTRIBUTION – SDL No.

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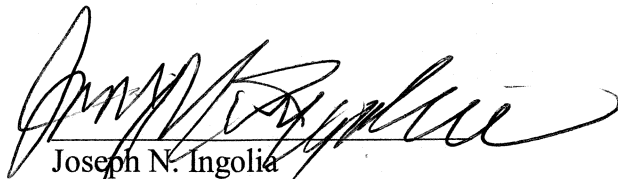
NON-STANDARD DISTRIBUTION:

- b. Major procurements. Oversees and processes all procurements over \$3000 or that require purchase orders for the ALJ Program.
  - c. Administration. Oversees general administrative duties.
  - d. Time and attendance and leave administration. Serves as the time-keeper for all ALJ offices. Each office submits leave requests to CG-00J for processing.
  - e. Travel. Approves all travel card requests, travel authorizations and settlements for the ALJ Program.
  - f. Rulemaking and policy development. Drafts rules and policy directives, as well as coordinates review of rulemaking that may impact the ALJ Program.
  - g. Information Management. Through delegation, the billeted Management and Program Analyst manages, researches, and coordinates information technology (IT) initiatives with CG-6 and Coast Guard's Operating System Center in Martinsburg, West Virginia. Each field office maintains IT equipment (computers, phones, copiers, etc.) in coordination with local Coast Guard IT staff.
  - h. Personnel Issues. Recruits, disciplines, and evaluates ALJ Program employees.
  - i. Office Space and Leasing. Acquires, changes, or leases space required by the ALJ Program.
  - j. FOIA requests. Processes FOIA requests concerning the ALJ Program in coordination with CG-611 and CG-094.
  - k. Training. Develops and conducts training for ALJ Program employees and provides resources for continuing legal education classes, conferences or seminars.
6. ALJ DOCKETING CENTER. The Docketing Center is the centralized office that provides administrative support related to case management, record management and legal research for the ALJ Program. The Docketing Center is responsible for the following activities:
- a. Assignment of ALJs to cases. The Docketing Center, by delegation from the Chief ALJ, assigns ALJs to adjudicate administrative agency hearings based on caseload and area of responsibility.
  - b. Case Management. The Docketing Center maintains the administrative record of a case and manages the workflow of all cases received. This responsibility includes but is not limited to receiving and reviewing incoming filings, issuing notices and orders, maintaining archived files and answering public inquiries on case status.
  - c. Docket Coordination. The Docketing Center is the portal for receipt of filings in administrative proceedings and is responsible for keeping the docket updated.
  - d. Record Management. Once cases are complete, the Docketing Center provides record management and coordinates with the National Archives and Records Administration and Coast Guard records managers concerning disposition of records.

- e. Index and Public Availability of Decisions. The Docketing Center maintains public availability of decisions and an index of ALJ case summaries.
7. ALJ OFFICES. The ALJ field offices preside over and issue decisions and orders in administrative proceedings before Coast Guard ALJs. They manage local procurement and prepare travel claims. Each ALJ field office is responsible for the following activities:
- a. Scheduling hearings.
  - b. Court reporter arrangement.
  - c. Conducting the hearing.
  - d. Issuing notices, orders and decisions in administrative proceedings.
  - e. Certifying case records.
  - f. Maintaining local law library and publications.
8. OFFICE HOURS. Each field office is responsible for setting office hours subject to the approval of CG-00J. Generally, ALJ field office hours are consistent with the local command. Each office shall provide a copy of its schedule to CG-00J and update it as needed. Where applicable, CG policies for flex-time, compressed work schedule, and telecommuting apply.
9. PERSONNEL. CG-00J provides general personnel support for the ALJ program in coordination with CG-1211. All ALJ Program personnel are Headquarters employees. Requests for personnel actions must be coordinated with CG-00J. Personnel policy is available in Commandant Instructions and on the Coast Guard Homeport website. The ALJ Program follows standard CG personnel policies. CG-00J is the liaison with OPM on ALJ personnel policy and recruitment.
10. TRAVEL. ALJ Program employees who travel follow standard CG travel policies. CG-00J approves and reviews travel authorizations and settlements. Appropriate Travel Order Numbers (TONO) and the appropriate accounting data for use in that fiscal year are issued annually. Each traveler maintains copies of documentation and provides copies of such documentation to CG-00J to assist in audit reviews.
11. PROCUREMENT. Each ALJ field office is responsible for local procurement. CG-00J is the approving and funds certification approver. CG-00J designates card holders for the ALJ Program and assigns them to support particular ALJ field offices. The card holder maintains documentation and verifies purchase card statements. Local card holders prepare procurement requests to support their purchases and for procurement above their authority limit for their offices. CG-00J is responsible for large-scale or nationwide procurements.
12. TELECOMMUNICATIONS AND MAIL SERVICES. Telephone and fax service is provided by local command under COMDTINST 5900.7 (series). Each ALJ field office that is a separate unit will have the capability of processing mail. Each ALJ field office that is a tenant command will use the parent command's mail system. Each ALJ field office will use overnight delivery with tracking

for handling case files with the Docketing Center. CG-00J oversees the accounting for overnight delivery.

13. SPACE MANAGEMENT. CG-00J is responsible for space management and coordinates with local commands where an ALJ office is a tenant command. CG-00J is directly responsible for space issues where the ALJ office is a separate unit. If an ALJ Office requires additional space or modification to space, the office makes the request through CG-00J. If an ALJ Office is a tenant command, requests for repairs or maintenance are made directly to the parent command under COMDTINST 5900.7(series). If an ALJ Office is a separate command, requests for repairs or maintenance are made to CG-00J.
14. INFORMATION MANAGEMENT. Coast Guard ALJ Program offices use the CG Standard Workstation. All workstations are maintained by local electronics support units or detachments. CG-00J coordinates issues concerning procurement, upgrades, and changes to information management systems in the ALJ Program. An SOP is issued that sets out IT equipment standards for the ALJ Program. Any system must be capable of being supported by local electronics support.
15. REQUESTS FOR CHANGES. ALJ Program employees and Coast Guard personnel may recommend changes by writing via the chain of command to: Commandant (CG-00J); U.S. Coast Guard; 2100 2<sup>nd</sup> Street SW, STOP 7000, Washington, DC 20593-7000.
16. NO RIGHT OF ACTION. Nothing in this Instruction creates a private right of action or legal duty.
17. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.
18. FORMS/REPORTS. Commandant (CG-00J) maintains records of process guides and requests for changes in accordance with current Coast Guard directives regarding record correspondence.
19. GUIDANCE DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is not intended to nor does it impose legally-binding requirements on any party. It represents CG-00J's view on this topic and may assist industry, mariners, the general public, and the Coast Guard, as well as other federal and state regulators, in applying statutory and regulatory requirements. If you would like to suggest changes or improvements to this guidance, you may contact the Director of Judicial Administration for CG-00J.

  
Joseph N. Ingolia  
Chief Administrative Law Judge (CG-00J)  
United States Coast Guard