



COMDTINST 16700.1
20 AUGUST 2010

COMMANDANT INSTRUCTION 16700.1

Subj: MARINE INVESTIGATOR BADGES AND CREDENTIALS

Ref: (a) Coast Guard Credentials and Badges, COMDTINST 5512.2
(b) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)

1. PURPOSE. This Instruction promulgates policy and procedures for the issuance, use, control, security and accountability of marine investigator badges and credentials to Coast Guard military and civilian personnel assigned to operational billets as marine investigators.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. Per reference (a), the Director of Prevention Policy (CG-54) has been tasked with overseeing the Credentials produced, issued and accounted for by the Chief, Office of Investigations and Casualty Analysis, Commandant (CG-545). Commandant (CG-545) is responsible for producing all marine investigator credentials and issuing the badges and credentials to authorized marine investigators. Additionally, Commandant (CG-545) shall issue all policy regarding the issuance, use, and control of marine investigator badges and credentials. The marine investigator badge and credentials are identification documents and shall be displayed only in connection with official duties. Use is not authorized for personal reasons or when use of a military or civilian identification card is required or appropriate. Possession of a marine investigator badge and credentials does not constitute authority to carry firearms.
5. POLICY.
 - a. Commandant (CG-545) shall designate a Credentials Custodian who shall issue all marine investigator badges (enclosure 1) and credentials (enclosure 2) to all qualified marine investigators upon meeting the minimum requirements for issuance of a marine investigator badge and credentials and receiving the approval from their Sector Commander or unit

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NON-STANDARD DISTRIBUTION:

Commanding Officer.

- b. Sector Commanders and Commanding Officers shall be responsible for ensuring accountability for all marine investigator badges and credentials issued to their unit personnel. Marine investigator badges and credentials shall not be transferred between units without specific approval from the Commandant (CG-545) Credentials Custodian.
- c. Personnel assigned to operational billets as marine investigators or assigned to a marine safety detachment whose primary duty is marine investigations and whose duties require frequent liaison with the marine industry or other law enforcement agencies, may be authorized the issuance of a marine investigator badge and credentials by Commandant (CG-545). The minimum requirements for issuance of a marine investigator badge and credentials are as follows:
 - (1) Active duty, reserve or civilian personnel assigned to an operational billet as a marine investigator or assigned to a marine safety detachment and whose primary duty is marine investigations;
 - (2) Holds and maintains a secret (or higher) security clearance;
 - (3) Designated in writing as an Investigating Officer in accordance with 46 CFR 4.03-30 or 46 CFR 5.15; and
 - (4) Successfully completed the Investigating Officers Course (IOC) or the Suspension and Revocation (S&R) Course at Coast Guard Training Center Yorktown.
- d. Requests for waivers of the minimum requirements shall be submitted in writing to Commandant (CG-545). Waivers will be granted by Commandant (CG-545) on a case-by-case basis, and only with a strong showing of necessity including a plan for future compliance with the minimum requirements.
- e. Sector Commanders and Commanding Officers shall be responsible for ensuring that all marine investigator badges and credentials that are issued to Reserve personnel are secured and accounted for in a locked storage space with limited access when they are not in a drilling or active duty status.
- f. Sector Commanders and Commanding Officers shall be responsible for ensuring personnel meet the minimum requirements or have been issued a waiver by Commandant (CG-545) prior to requesting that they be issued a marine investigator badge and credentials.
- g. Sector Commanders and Commanding Officers shall be responsible for ensuring that marine investigator badges and credentials are retrieved and returned to Commandant (CG-545) when a person holding a marine investigator badge and credentials no longer meets the minimum

requirements including the completion of tour or internal transfer to a billet other than a marine investigator billet.

- h. Marine investigator badges and credentials shall not be issued or displayed exclusively of one another except as authorized by Commandant (CG-545).
 - i. Any deviation from this policy must be approved by Commandant (CG-545).
6. PROCEDURES. The issuance of marine investigator badges and credentials shall be accomplished as follows:
- a. A marine investigator meeting the minimum requirements for a marine investigator badge and credentials shall provide their Sector Commander or Commanding Officer with their digital photograph, signature, a copy of their designation letter, and, if applicable, a copy of a granted waiver. The signature shall be in blue ink and the digital photograph shall meet the following requirements:
 - (1) A full-face view (top of head to shoulders) with tropical blue (long), operational dress uniform (ODU) or service dress blue (SDB) uniform for military marine investigators; or
 - (2) A full-face view (top of head to shoulders) with appropriate business attire for civilian marine investigators (a tie is required for males).
 - b. The Sector Commander or Commanding Officer shall endorse the marine investigator's request for a marine investigator badge and credentials provided the marine investigator meets the minimum requirements or has an approved waiver from Commandant (CG-545). This authority may not be delegated.
 - c. For security and accountability purposes, upon issuance of a marine investigator badge and credentials, the Commandant (CG-545) Credentials Custodian shall record and maintain the name of the unit and full name (first, last, and middle), and badge number of the marine investigator.
 - d. Upon no longer meeting the minimum requirements for the issuance of a marine investigator badge and credentials, the marine investigator's Sector Commander or Commanding Officer is responsible for ensuring the marine investigator badge and credentials are retrieved and returned to Commandant (CG-545). The Commandant (CG-545) Credentials Custodian shall record that the marine investigator badge and credentials have been returned to Commandant (CG-545).
 - e. Damaged or severely worn marine investigator badges shall be sent to Commandant (CG-545) for destruction. Upon receipt of a damaged or severely worn marine investigator badge, Commandant (CG-545) may reissue a replacement.
 - f. Records of the marine investigator badge and credentials program will be maintained in

accordance with reference (b). The Commandant (CG-545) Credentials Custodian will follow General Records Schedule (GRS) 11, Item 4. Credentials Files with regard to marine investigator credentials returned to Commandant (CG-545).

7. SECURITY AND ACCOUNTABILITY.

- a. Marine investigator badges and credentials are numbered and controlled to prevent abuse. It is essential they be protected from loss, damage, theft, and possible compromise. If a marine investigator badge or credential is lost or stolen, an immediate written report to Commandant (CG-545) is required. The Sector Commander or Commanding Officer of the unit in question shall initiate an investigation to discover the circumstances surrounding each loss, and every effort shall be made to recover the marine investigator badge and/or credentials. Sector Commanders and Commanding Officers shall ensure that all information regarding the lost or stolen marine investigator badge and/or credentials is forwarded to Commandant (CG-545) for entry into the National Crime Information Center (NCIC).
- b. Commandant (CG-545) shall conduct annual audits of all marine investigator badges and credentials and may conduct an audit at any unit at any time. Upon request, Sector Commanders and Commanding Officers shall visually verify and then provide the marine investigator's name, unit, and badge and credentials number to Commandant (CG-545).

8. FORMS/REPORTS. None.

KEVIN S. COOK /s/
Rear Admiral, U. S. Coast Guard
Director of Prevention Policy

- Encl: (1) Marine Investigator Badge
(2) Examples of Marine Investigator Credentials

Marine Investigator Badge



Exhibit 1-A

Examples of Marine Investigator Credentials

(Military)

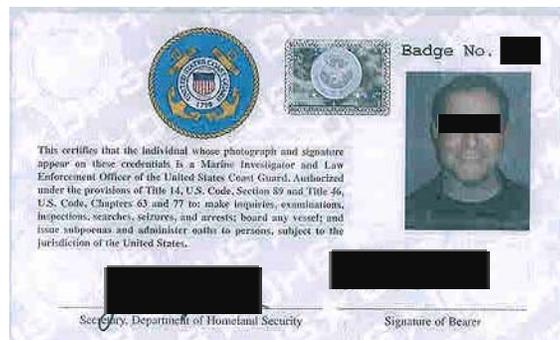


Exhibit 2-A

(Civilian)

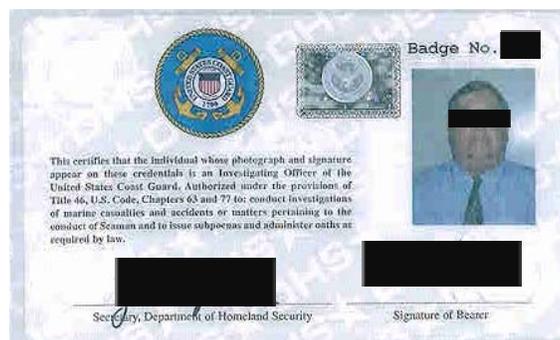


Exhibit 2-B