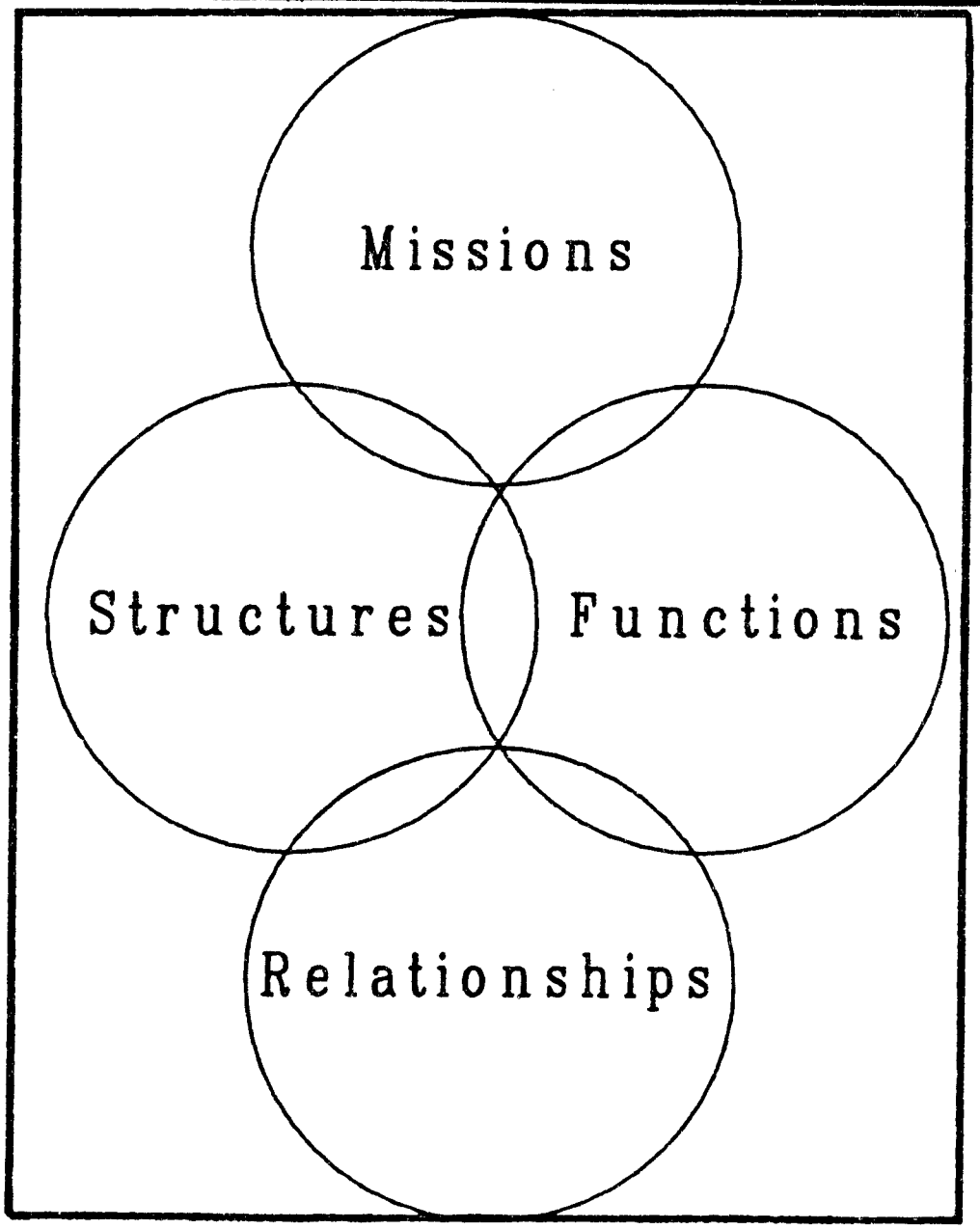
U.S. Department
of Transportation

**United States
Coast Guard**

ORGANIZATION MANUAL



COMDTINST M5400.7E

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: 202-267-2300

COMDTINST M5400.7E

15 SEP 1994

COMMANDANT INSTRUCTION M5400.7E

SUBJ: THE COAST GUARD ORGANIZATION MANUAL

1. **PURPOSE**. This manual prescribes the pattern of organization for the Coast Guard and fixes the areas of responsibility which the Commandant has assigned to subordinate components.

2. **ACTION**. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, Commander, Coast Guard Activities Europe, Commander, Coast Guard Activities Far East and chiefs of offices, and special staff divisions in Headquarters shall ensure compliance with the provisions of this manual.

3. **DIRECTIVE AFFECTED**. COMDTINST M5400.7D is cancelled.

4. **MAJOR CHANGES**. This edition of the Coast Guard Organization Manual reflects the changes that have occurred in the Coast Guard in the past two years. This manual contains all organizational changes approved as of 1 September 1994. Future changes to this edition will include all organizational changes approved and implemented after 1 September 1994.

KENT H. WILLIAMS
Chief of Staff

DISTRIBUTION - SDL No. 132

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B		8	20*	1	9	5	5	2	2		2	2	2	5	2	1	2	33	1	2	2	1	3	1	1	1
C			1																						1	
D	1	1									1								1							1
E																										
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION: *B:c (MLCLANT, MLCPAC (6 extra)

RECORD OF CHANGES			
CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	BY WHOM ENTERED

TABLE OF CONTENTS

COAST GUARD ORGANIZATION MANUAL

CHAPTER 1 - INTRODUCTION

PAGE

Introduction.....1.1.1
U. S. Coast Guard Organization (Chart).....1.1.2
U. S. Coast Guard Field (Chart).....1.1.3
The United States Coast Guard.....1.1.4
Policies and Procedures Governing Organization.....1.1.9

CHAPTER 2 - HEADQUARTERS ORGANIZATION

Organization of Headquarters.....2.1.1
U. S. Coast Guard Headquarters (Chart).....2.1.2
Summary of Headquarters Organization.....2.1.3
Commandant Organization (G-C).....2.2.1
Commandant Organization (Chart).....2.2.2
Commandant (G-C).....2.2.3
Vice Commandant (G-CV).....2.2.3
Chaplain of the Coast Guard (G-CH).....2.2.4
Chief Administrative Law Judge (G-CJ).....2.2.5
International Affairs Staff and Foreign Policy Advisor to the Commandant (G-CI).....2.2.7
Master Chief Petty Officer of the Coast Guard (G-CMCPO).2.2.9
Congressional and Governmental Affairs Staff (G-CC).....2.2.10
Public Affairs Staff (G-CP).....2.2.11
Internal Productions Branch (G-CP-1).....2.2.13
Media Relations Branch (G-CP-2).....2.2.14
Community Relations Branch (G-CP-3).....2.2.15
History Branch (G-CP-4).....2.2.16
Strategic Planning Staff (G-CX).....2.2.17
Quality Staff and TQM Advisor to the Commandant (G-CQ)..2.2.18
Office of Civil Rights (G-H).....2.2.19
Policy, Planning and External Civil Rights Division (G-HPE).....2.2.21
Military Equal Opportunity Division (G-HME).....2.2.22
Civilian Equal Opportunity Division (G-HCE).....2.2.23
Chief of Staff Organization (G-CCS).....2.3.1
Chief of Staff Organization (Chart).....2.3.2
Chief of Staff (G-CCS).....2.3.3
Deputy Chief of Staff (G-dCCS).....2.3.5
Management Effectiveness Staff (G-CCS-2).....2.3.6
Headquarters Command and Support Division (G-CAS).....2.3.8
Headquarters Command Administration Branch (G-CAS-1)...2.3.10
Headquarters Administrative Support Branch (G-CAS-2)...2.3.13
Headquarters Logistics Support Branch (G-CAS-3).....2.3.14

TABLE OF CONTENTS

COAST GUARD ORGANIZATIONAL MANUAL

Headquarters Small Purchases Branch (G-CAS-4).....2.3.15
Headquarters Clinical Services Branch (G-CAS-6).....2.3.16
Headquarters Equal Opportunity Branch (G-CAS-7).....2.3.17
Director of Finance and Procurement (G-CFP).....2.3.18
Financial Management Division (G-CFM).....2.3.19
Policy and Programs Branch (G-CFM-1).....2.3.21
Financial Management Branch (G-CFM-2).....2.3.22
Asset Management Branch (G-CFM-3).....2.3.24
Financial Systems Division (G-CFS).....2.3.25
Systems Management Branch (G-CFS-1).....2.3.27
Business Analysis Branch (G-CFS-2).....2.3.28
Procurement Management Division (G-CPM).....2.3.29
Minority Business Program Officer (G-CPM-s/1).....2.3.31
Support Services Staff (G-CPM-s/2).....2.3.31
Competition Advocate Assistant (G-CPM-s/3).....2.3.32
Procurement Management Review Branch (G-CPM-1).....2.3.33
Field Liaison Branch (G-CPM-2).....2.3.34
Policy Branch (G-CPM-3).....2.3.35
Director of Resources (G-CRC).....2.3.37
Budget Division (G-CBU).....2.3.38
Budget Formulation Branch (G-CBU-1).....2.3.39
Budget Execution Branch (G-CBU-2).....2.3.40
Plans, Policy and Evaluation Division (G-CPP).....2.3.42
Plans and Policy Branch (G-CPP-1).....2.3.44
Program Measurement and Evaluation Branch (G-CPP-2)....2.3.46
Programs Division (G-CPA).....2.3.48
Program Review Branch (G-CPA-1).....2.3.49
Personnel Allowance and Planning Branch (G-CPA-2).....2.3.50
Office of Acquisition Organization (G-A).....2.4.1
Office of Acquisition (Chart).....2.4.2
Office of Acquisition (G-A).....2.4.3
Acquisition Technical Support (G-AT).....2.4.5
Project Managers 2.4.7
Acquisition Resource Management Division (G-ARM).....2.4.10
Program Resource Management Branch (G-ARM-1).....2.4.11
Information Resource Management Branch (G-ARM-2).....2.4.12
Contract Support Division (G-ACS).....2.4.13
Telecommunications and Electronics Acquisition
Branch (G-ACS-1).....2.4.14
Engineering and Operation Support Acquisition
Branch (G-ACS-2).....2.4.14
Major Systems Acquisition Branch (G-ACS-3).....2.4.15
Policy and Review Branch (G-ACS-4).....2.4.16
Quality Assurance Division (G-AQA).....2.4.18
Specification Development Branch (G-AQA-1).....2.4.19
Product Verification Branch (G-AQA-2).....2.4.19
Policies and Procedures Branch (G-AQA-3).....2.4.20
Selected Major Acquisition Division (G-ASM).....2.4.21
Acquisition Resource and Management Division (G-AIR)....2.4.21

TABLE OF CONTENTS

COAST GUARD ORGANIZATION MANUAL

Office of Engineering, Logistics and Development Organization (G-E)....2.5.1
Office of Engineering, Logistics and Development (Chart)..2.5.2
Office of Engineering, Logistics and Development (G-E)....2.5.3
Research and Development Staff (G-ER)....2.5.5
Planning Branch (G-ER-1)....2.5.6
Coordination Branch (G-ER-2)....2.5.6
Engineering Staff (G-ES)....2.5.7
Aeronautical Engineering Division (G-EAE)....2.5.9
Planning, Programming, & Budgeting Branch (G-EAE-1)....2.5.11
Information Resource Management Branch (G-EAE-2)....2.5.13
Maintenance Engineering Branch (G-EAE-3)....2.5.15
Avionics Branch (G-EAE-4)....2.5.17
Civil Engineering Division (G-ECV)....2.5.19
Program Policy and Evaluation Staff (G-ECVs)....2.5.21
Environmental Compliance and Restoration Branch (G-ECV-1)....2.5.22
Facility Planning and Standards Branch (G-ECV-2)....2.5.23
Ocean Engineering Branch (G-ECV-3)....2.5.25
Program Execution and Management Branch (G-ECV-4)....2.5.27
Project Development Branch (G-ECV-5)....2.5.28
Logistics Management Division (G-ELM)....2.5.29
Publications Staff (G-ELM-S/1)....2.5.30
Program Evaluation Branch (G-ELM-1)....2.5.31
Supply Policy Branch (G-ELM-2)....2.5.33
Information Resources Management Branch (G-ELM-4)....2.5.35
Configuration Management Branch (G-ELM-5)....2.5.36
Naval Engineering Division (G-ENE)....2.5.37
Type Support Branch (G-ENE-1)....2.5.39
Fleet Systems and Equipment Branch (G-ENE-2)....2.5.41
Resources Branch (G-ENE-3)....2.5.43
Technical Branch (G-ENE-5)....2.5.45
Office of Health and Safety Organization (G-K)....2.6.1
Office of Health and Safety (Chart)....2.6.2
Office of Health and Safety (G-K)....2.6.3
Resource Management Division (G-KRM)....2.6.5
Financial Management Branch (G-KRM-1)....2.6.7
Planning and Evaluation Branch (G-KRM-2)....2.6.8
Publications Branch (G-KRM-3)....2.6.9
Resource Information Systems Branch (G-KRM-4)....2.6.10
Operational Medicine Division (G-KOM)....2.6.11
Professional Services Branch (G-KOM-1)....2.6.13
Quality Assurance Branch (G-KOM-2)....2.6.15
Wellness Programs Branch (G-KOM-3)....2.6.17
Health Benefits Branch (G-KOM-4)....2.6.19

TABLE OF CONTENTS

COAST GUARD ORGANIZATIONAL MANUAL

Safety and Environmental Health Division (G-KSE).....2.6.20
Aviation Safety Branch (G-KSE-1).....2.6.21
Facility Safety Branch (G-KSE-2).....2.6.22
Environmental Health Branch (G-KSE-3).....2.6.24
Vessel Safety Branch (G-KSE-4).....2.6.26
Office of the Chief Counsel Organization (G-L).....2.7.1
Office of the Chief Counsel (Chart).....2.7.2
Office of the Chief Counsel (G-L).....2.7.3
Marine Safety Council.....2.7.6
Court of Military Review (G-L-3).....2.7.7
Chief Trial Judge (G-L-4).....2.7.8
General Law Division (G-LGL).....2.7.9
Claims and Litigation Division (G-LCL).....2.7.12
Environmental Law Division (G-LEL).....2.7.15
Legal Policy and Program Development Division (G-LPD)...2.7.16
Legislation Division (G-LLX).....2.7.18
Maritime and International Law Division (G-LMI).....2.7.20
Military Justice Division (G-LMJ).....2.7.23
Procurement Law Division (G-LPL).....2.7.25
Regulations and Administrative Law Division (G-LRA).....2.7.27
Office of Marine Safety, Security and Environmental Protection Organization (G-M).....2.8.1
Office of Marine Safety, Security and Environmental Protection Organization (Chart).....2.8.2
Office of Marine Safety, Security and Environmental Protection (G-M).....2.8.3
Economic Advisory Staff for Safety, Security and Pollution Prevention (G-ME).....2.8.5
Technical Advisory Staff for Safety, Security and Pollution Prevention (G-MI).....2.8.6
Planning Staff (G-MP).....2.8.7
Strategic Plannings and Analysis Branch (G-MP-1).....2.8.8
Resources and Budget Branch (G-MP-2).....2.8.9
Training Staff (G-MP-3).....2.8.10
Coordination Branch (G-MP-4).....2.8.11
Oil Pollution Act Staff (G-MS).....2.8.12
Information Management Division (G-MIM).....2.8.13
Policy and Procedures Branch (G-MIM-1).....2.8.14
Program Support Branch (G-MIM-2).....2.8.15
System Support Branch (G-MIM-3).....2.8.16
Marine Environmental Protection Division (G-MEP).....2.8.17
Prevention, Enforcement and Standards Branch (G-MEP-1).....2.8.18
Pollution Response Branch (G-MEP-2).....2.8.19
Environmental Coordination Branch (G-MEP-3).....2.8.20

TABLE OF CONTENTS

COAST GUARD ORGANIZATION MANUAL

Marine Investigation Division (G-MMI).....2.8.21
Casualty Review Branch (G-MMI-1).....2.8.23
Personnel Action Branch (G-MMI-2).....2.8.24
Marine Safety Evaluation Branch (G-MMI-3).....2.8.25
Marine Technical and Hazardous Materials
Division (G-MTH).....2.8.26
Hazardous Materials Branch (G-MTH-1).....2.8.28
Engineering Branch (G-MTH-2).....2.8.30
Naval Architecture Branch (G-MTH-3).....2.8.32
Ship Design Branch (G-MTH-4).....2.8.34
Merchant Vessel Inspection and Documentation
Division (G-MVI).....2.8.36
Compliance and Enforcement Branch (G-MVI-1).....2.8.38
Standards Development Branch (G-MVI-2).....2.8.40
Survival Systems Branch (G-MVI-3).....2.8.41
Fishing Vessel and Offshore Safety Activities
Branch (G-MVI-4).....2.8.43
Vessel Documentation and Tonnage Survey
Branch (G-MVI-5).....2.8.45
Merchant Vessel Personnel Division (G-MVP).....2.8.47
Seamen Documentation and Records Branch (G-MVP-1).....2.8.49
Licensing and Evaluation Branch (G-MVP-2).....2.8.50
Merchant Vessel Personnel Qualification
Branch (G-MVP-3).....2.8.51
Merchant Vessel Manning Branch (G-MVP-4).....2.8.51
Merchant Marine Examination Branch (G-MVP-5).....2.8.53
World War II Mariner Service Certification
Branch (G-MVP-6).....2.8.54
Merchant Vessel Pilotage Branch (G-MVP-7).....2.8.55
Port Safety and Security Division (G-MPS).....2.8.56
Port Operations Branch (G-MPS-1).....2.8.57
Port Security Branch (G-MPS-2).....2.8.59
Policy and Standards Development Branch (G-MPS-3).....2.8.60
Office of Navigation Safety and Waterway Services
Organization (G-N).....2.9.1
Office of Navigation Safety and Waterway Services (Chart).2.9.2
Office of Navigation Safety and Waterway Services (G-N)...2.9.3
Liaison and Coordination Staff (G-NP).....2.9.5
Vessel Traffic Services Division (G-NVT).....2.9.6
Vessel Traffic Services and Policy Branch (G-NVT-1)....2.9.7
Vessel Traffic Services Facilities Branch (G-NVT-2)....2.9.8
Auxiliary, Boating, and Consumer Affairs
Division (G-NAB).....2.9.9

TABLE OF CONTENTS

COAST GUARD ORGANIZATIONAL MANUAL

Chief Director, U.S. Coast Guard Auxiliary (G-NABx).....2.9.11
Auxiliary Administration Branch (G-NAB-1).....2.9.12
Auxiliary Operations Branch (G-NAB-2).....2.9.13
Boating Education Branch (G-NAB-3).....2.9.14
State Affairs Branch (G-NAB-4).....2.9.15
Consumer Affairs and Analysis Branch (G-NAB-5).....2.9.16
Recreational Boating Product Assurance Branch (G-NAB-6)2.9.17
Bridge Administration Division (G-NBR).....2.9.19
Alterations, Drawbridges, and Systems Branch (G-NBR-1).2.9.21
Permits Branch (G-NBR-2).....2.9.22
Bridge Engineering Branch (G-NBR-3).....2.9.23
Ice Operations Division (G-NIO).....2.9.24
Ice Operations Program Branch (G-NIO-1).....2.9.26
Icebreaking Facilities Branch (G-NIO-2).....2.9.27
Science Branch (G-NIO-3).....2.9.29
Radionavigation Division (G-NRN).....2.9.30
Radio-Aids Management Branch (G-NRN-1).....2.9.32
Radio-Aids Applications and Development
Branch (G-NRN-2).....2.9.33
Search and Rescue Division (G-NRS).....2.9.34
Program Branch (G-NRS-1).....2.9.35
Facilities Branch (G-NRS-2).....2.9.36
SAR Coordination Branch (G-NRS-3).....2.9.37
Short Range Aids to Navigation Division (G-NSR).....2.9.39
Signal Management Branch (G-NSR-1).....2.9.41
Facility Management Branch (G-NSR-2).....2.9.42
Navigation Rules and Information Branch (G-NSR-3).....2.9.43
Office of Law Enforcement and Defense Operations
Organizaton (G-O).....2.10.1
Office of Law Enforcement and Defense Operations (Chart)..2.10.2
Office of Law Enforcement and Defense Operations (G-O)....2.10.3
Plans and Programs Staff (G-OP).....2.10.5
Aviation Division (G-OAV).....2.10.6
Aviation PPB Branch (G-OAV-1).....2.10.7
Aviation Operations Branch (G-OAV-2).....2.10.8
Aviation Life Support Branch (G-OAV-3).....2.10.9
Cutter Division (G-OCU).....2.10.10
Cutter PPB Branch (G-OCU-1).....2.10.11
Cutter Management Branch (G-OCU-2).....2.10.12
Cutter Training Branch (G-OCU-3).....2.10.13
Defense Operations Division (G-ODO).....2.10.14
Current Operations and Requirements Branch (G-ODO-1)...2.10.15
Capabilities and Resources Branch (G-ODO-2).....2.10.16

TABLE OF CONTENTS

COAST GUARD ORGANIZATION MANUAL

Investigations and Security Division (G-OIS).....2.10.17
Investigations Branch (G-OIS-1).....2.10.18
Security Policy and Programs Branch (G-OIS-2).....2.10.20
Intelligence Division (G-OIN).....2.10.22
Intelligence Plans, Programs and Budget Branch (G-OIN-1).....2.10.23
Intelligence Operations and Training Branch (G-OIN-2)..2.10.24
Intelligence Systems Branch (G-OIN-3).....2.10.26
Special Security Officer (SSO).....2.10.27
Operational Law Enforcement Division (G-OLE).....2.10.28
Plans and Analysis Branch (G-OLE-1).....2.10.29
General Law Enforcement Branch (G-OLE-2).....2.10.30
Maritime Drug Interdiction Branch (G-OLE-3).....2.10.32
Aviation Law Enforcement Branch (G-OLE-4).....2.10.34
Office of Personnel and Training Organization (G-P).....2.11.1
Office of Personnel and Training (Chart).....2.11.2
Office of Personnel and Training (G-P).....2.11.3
PPBES and Coordination Staff (G-Pd-1).....2.11.4
Financial Management Branch (G-Pd-1/1).....2.11.6
PPBES and Coordination Branch (G-Pd-1/2.....2.11.7
Diversity Staff (G-Pd-2).....2.11.9
Information Resource Management Staff (G-Pd-3).....2.11.11
Total Quality Management Staff (G-Pd-4).....2.11.12
Force Planning Staff (G-Pd-5).....2.11.13
Civilian Personnel Division (G-PCV).....2.11.15
Employment, Systems and Evaluations Branch (G-PCV-1)...2.11.16
Nonappropriated Fund Activity (NAFA) Personnel Branch (G-PCV-2).....2.11.17
Employee/Labor Realations and Performance Management Branch (G-PCV-3).....2.11.18
Classifications, Pay and Benefits Branch (G-PCV-4).....2.11.19
Headquarters Civilian Personnel and Operations Branch (PCV-5).....2.11.20
Military Personnel Management Division (G-PMP).....2.11.21
Policies and Career Management Branch (G-PMP-1).....2.11.22
Compensation Branch (G-PMP-2).....2.11.24
Uniforms and Standards Branch (G-PMP-3).....2.11.26
Medals and Awards Branch (G-PMP-4).....2.11.27
Work-Life Division (G-PWL).....2.11.38
Housing Programs Branch (G-PWL-1).....2.11.29
Individual and Family Support Branch (G-PWL-2).....2.11.30
Training and Performance Improvement Division (G-PTP)...2.11.32
Systems Resources and Assessment Branch (G-PTP-1).....2.11.33
Training Policy and Management (G-PTP-2).....2.11.34
AFC 56 Account Management Branch (G-PTP-3).....2.11.36
Occupational Standards Branch (G-PTP-4).....2.11.37
Coast Guard Exchange System (CGES) and Morale, Welfare, and Recreation (MWR) Division (G-PXM).....2.11.38

TABLE OF CONTENTS

COAST GUARD ORGANIZATIONAL MANUAL

Office of Readiness and Reserve Organization (G-R).....2.12.1
Office of Readiness and Reserve (Chart).....2.12.2
Office of Readiness and Reserve (G-R).....2.12.3
Readiness Budget and Administrative Staff (G-RE).....2.12.4
Reserve Staff (G-RS).....2.12.5
Reserve Directives and Publications Branch (G-RS-1).....2.12.6
Reserve Information Systems Branch (G-RS-2).....2.12.7
Readiness Analysis and Exercise Division (G-RER).....2.12.8
Readiness Evaluation and Analysis Branch (G-RER-1).....2.12.9
Readiness Exercise Branch (G-RER-2).....2.12.11
Readiness Plans Division (G-REP).....2.12.12
Current Readiness Plans Branch (G-REP-1).....2.12.13
Mobilization Planning Branch (G-REP-2).....2.12.14
Reserve Personnel Management Division (G-RSM).....2.12.15
Reserve Personnel Systems Branch (G-RSM-1).....2.12.16
Reserve Officer Status and Performance Systems
Branch (G-RSM-2).....2.12.17
Reserve Personnel Records and Retirement
Branch (G-RSM-3).....2.12.18
Reserve Programs Division (G-RSP).....2.12.19
Reserve Plans Branch (G-RSP-1).....2.12.20
Reserve Budget Branch (G-RSP-2).....2.12.21
Reserve Mobilization Branch (G-RSP-3).....2.12.22
Reserve Training Division (G-RST).....2.12.23
Training Support Branch (G-RST-1).....2.12.24
Training and Performance Analysis Branch (G-RST-2).....2.12.25
Office of Command, Control and Communications
Organization (G-T).....2.13.1
Office of Command, Control and Communications (Chart).....2.13.2
Office of Command, Control and Communications (G-T).....2.13.3
Systems Planning, Architecture and Review Staff (G-TA)..2.13.5
Systems Planning Branch (G-TA-1).....2.13.6
Systems Review Branch (G-TA-2).....2.13.6
Program Coordination Staff (G-TC).....2.13.7
Planning and Programming Staff (G-TP).....2.13.8
Planning Branch (G-TP-1).....2.13.9
Human Resources Management Branch (G-TP-2).....2.13.10
Budget Execution Branch (G-TP-3).....2.13.11
Headquarters Command Center (G-TGC).....2.13.12
Flag Plot Staff (G-TGC-1).....2.13.13
National Response Center (G-TGC-2).....2.13.14
Telecommunications Center (G-TGC-3).....2.13.15
Resource Management Division (G-TPR).....2.13.16
Evaluation Branch (G-TPR-1).....2.13.17
Human Resource Management Branch (G-TPR-2).....2.13.17
Financial Management Branch (G-TPR-3).....2.13.19
Program Support Division (G-TPS).....2.13.20
Information Technology Center (G-TPS-1).....2.13.21
Management Programs and Policy Branch (G-TPS-2).....2.13.21
Directives Branch (G-TPS-3).....2.13.22
Security Policy Branch (G-TPS-4).....2.13.23
COMSEC Material Services Branch (G-TPS-5).....2.13.24
Electronics Systems Division (G-TES).....2.13.26
Special Projects Branch (G-TES-1).....2.13.28

TABLE OF CONTENTS

COAST GUARD ORGANIZATION MANUAL

Navigation Systems Branch (G-TES-2).....2.13.28
Maintenance Management Branch (G-TES-3).....2.13.30
Configuration Management Branch (G-TES-4).....2.13.31
Telecommunications Operations Division (G-TTO).....2.13.32
Program Management Branch (G-TTO-1).....2.13.33
Systems Management Branch (G-TTO-2).....2.13.34
Secure Telecommunications Branch (G-TTO-3).....2.13.35
Computing Technology Division (G-TTC).....2.13.37
End-Users Policy Branch (G-TTC-1).....2.13.38
Systems Integration Branch (G-TTC-2).....2.13.39
Data and IRM Standards Branch Staff (G-TTC-3).....2.13.40
Telecommunications Management Division (G-TTM).....2.13.41
Program Management Branch (G-TTM-1).....2.13.42
Radio Engineering Staff (G-TTM-2).....2.13.43
Frequency Management Staff (G-TTM-3).....2.13.44

TABLE OF CONTENTS

COAST GUARD ORGANIZATIONAL MANUAL

CHAPTER 3 - AREA ORGANIZATION

Area Office Organization.....3.1.1
Atlantic Area Organization (Chart).....3.1.2
Pacific Area Organization (Chart).....3.1.3
Organization of Area Offices.....3.1.5
Commander, Atlantic Area/Maritime Defense Zone Atlantic (A/N-00).....3.2.1
Deputy Commander, Atlantic Area/Maritime Defense Zone Atlantic (Ad/N-01).....3.2.3
Chief of Staff, Atlantic Area/Maritime Defense Zone Atlantic (Acs/N-02).....3.2.3
Administration Staff (Aa/N-1).....3.2.4
Command Enlisted Advisor (Aea/N-023).....3.2.5
Intelligence Division (Ai/N-2).....3.2.6
Law Enforcement Intelligence Branch (Ail/N-21).....3.2.7
Intelligence Support Branch (Aii/N-22).....3.2.7
Military Intelligence Branch (Aim/N-23).....3.2.8
Operations Division (Ao/N-3).....3.2.9
Atlantic Area Operations Center (Aopc/N-30).....3.2.10
Operations Oversight and Planning Branch (Aoc/N-31).....3.2.11
Cutter Management Branch (Aof/N-32).....3.2.12
Ports and Shipping Branch (Aop/N-33).....3.2.13
Operational Training Teams Branch (Aot/N-34).....3.2.14
Aircraft Operations Branch (Aoa/N-35).....3.2.16
Plans Division (Ap/N-5).....3.2.17
MARDEZ Plans Branch (Apm/N-51).....3.2.18
Exercise Branch (Apx/N-52).....3.2.18
Coast Guard Plans Branch (Apg/N-53).....3.2.19
Information Systems Division (At/N-6).....3.2.20
Telecommunications Branch (Att/N-61).....3.2.21
Loran-C Branch (Atl/N-63).....3.2.22
Commander, Pacific Area/Maritime Defense Zone Pacific (P/N-00).....3.3.1
Deputy Commander, Pacific Area/Maritime Defense Zone Pacific (Pd/N-01).....3.3.3
Chief of Staff, Pacific Area/Maritime Defense Zone Pacific (Pcs/N-02).....3.3.3
Administration Staff (Pa/N-1).....3.3.4
Command Enlisted Advisor (Pcea/N-023).....3.3.5

TABLE OF CONTENTS

COAST GUARD ORGANIZATION MANUAL

Intelligence Division (Pi/N-2).....3.3.6
Law Enforcement Intelligence Branch (Pil/N-21).....3.3.7
Intelligence Support Branch (Pii/N-22).....3.3.7
Military Intelligence Branch (Pim/N-23).....3.3.8
Intelligence Team (Pit/N-24).....3.3.8
Operations Division (Po/N-3).....3.3.9
Current Operations Branch (Poc/N-31).....3.3.10
Future Operations Branch (Pof/N-32).....3.3.11
Ports and Shipping Branch (Pop/N-33).....3.3.12
Operations Readiness Branch (Por/N-35).....3.3.13
Plans Division (Pp/N-5).....3.3.14
MARDEZ Plans Branch (Ppm/N-51).....3.3.15
Exercise Branch (Ppx/N-52).....3.3.15
Coast Guard Plans Branch (Ppg/N-53).....3.3.16
Information Systems Division (Pt/N-6).....3.3.17
Telecommunications Branch (Ptt/N-61).....3.3.19
Loran-C Branch (Ptl/N-63).....3.3.19

CHAPTER 4 - DISTRICT OFFICE ORGANIZATION

Standard District Office Organization.....4.1.1
Standard District Office (Chart).....4.1.2
Organization of District Offices.....4.1.3
The District Commander (d).....4.2.1
Chief of Staff (dcs).....4.3.1
Command Enlisted Advisor (dea).....4.3.2
Civil Rights Officer (dh).....4.3.3
District Inspection Staff (di).....4.3.4
Hearing Officer (dj).....4.3.4
Legal Officer (dl).....4.3.5
Public Affairs Officer (dpa).....4.3.6
Planning Officer (dpl).....4.3.7
Information Resources Management Staff (dt).....4.3.8
Work-Life Staff (dwl).....4.3.10
Administration Division (a).....4.4.1
Personnel Branch (ap).....4.4.2
Finance Branch (af).....4.4.3
Office Services Branch (ao).....4.4.4
Boating Safety Division (b).....4.5.1
Auxiliary Branch (ba).....4.5.2
Boating Affairs Branch (bb).....4.5.3
Marine Safety Division (m).....4.6.1
Marine Environmental Response Branch (mer).....4.6.3
Port Safety and Security Branch (mps).....4.6.5
Marine Licensing and Vessel Inspection Branch (mvs)....4.6.7

TABLE OF CONTENTS

COAST GUARD ORGANIZATIONAL MANUAL

Operations Division (o).....4.7.1
Aids to Navigation & Waterways Management Branch (oan).4.7.3
Bridge Branch (ob).....4.7.4
Law Enforcement Branch (ole).....4.7.5
Search and Rescue Branch (osr).....4.7.7
Operations Center (opc).....4.7.8
Readiness and Reserve Division (r).....4.8.1
Reserve Branch (rs).....4.8.2
Readiness Branch (re).....4.8.3

CHAPTER 5 - MAINTENANCE AND LOGISTICS COMMAND

STAFF ORGANIZATION

Maintenance and Logistics Command Staff Organization.....5.1.1
Maintenance and Logistics Command Staff (Chart).....5.1.2
Organization of Maintenance and Logistics Commands.....5.2.1
Maintenance and Logistics Commander (m).....5.3.1
Maintenance and Logistics Deputy Commander (md).....5.4.1
Manager of Logistics (ml).....5.4.2
Readiness Planning Staff (mlr).....5.4.5
Civil Rights Staff (mh).....5.4.6
Inspection Staff (mi).....5.4.8
Compliance Branch (mic).....5.4.8
Finance Division (f).....5.5.1
Planning and Budget Branch (fpb).....5.5.2
Accounting Branch (fac).....5.5.4
Procurement Branch (fcp).....5.5.5
Supply and Property Branch (flp).....5.5.7
Health & Safety Division (k).....5.6.1
Medical Administration Branch (kma).....5.6.2
Safety & Environmental Health Branch (kse).....5.6.3
Quality Assurance Branch (kqa).....5.6.5
Legal Division (l).....5.7.1
Environmental Law Branch (le) [MLCPAC only].....5.7.2
Command and Operational Law Branch (lj).....5.7.3
Legal Administration Branch (ld).....5.7.4
Claims and Litigation Branch (lc).....5.7.5
General Law Branch (lg).....5.7.6
Contract Law Branch (lp).....5.7.7
Advocacy Branch (lv).....5.7.8
Personnel Division (p).....5.8.1
Military Personnel Branch (pp).....5.8.3
Civilian Personnel Branch (pc).....5.8.4
Personnel Services Branch (ps).....5.8.5

TABLE OF CONTENTS

COAST GUARD ORGANIZATION MANUAL

Civil Engineering Division (s).....5.9.1
Shore Management Branch (sm).....5.9.2
Shore Planning Branch (sp).....5.9.3
Shore Real Estate Branch (sr).....5.9.3
Command, Control and Communications (C3) Division (t)...5.10.1
C3 Budget and Planning Branch (tb).....5.10.2
Electronics Systems Branch (tes).....5.10.3
Information Systems Branch (tis).....5.10.5
Telecommunications Systems Branch (tts).....5.10.6
Command, Control and Communications Division (t).....5.10.9
Information Resources Branch.(tis).....5.10.10
Field Support Branch (tfs).....5.10.11
Systems and Technology Branch.....5.10.12
Resource and Logistics Branch (trl).....5.10.14
Naval Engineering Division (v).....5.11.1
Vessel Support Branch (vr).....5.11.2
Specifications Branch (vs).....5.11.2
Vessel Administration Branch (vad).....5.11.3
Vessel Procurement and Logistics Branch (vpl).....5.11.4

Trial reorganization MLCLANT only

CHAPTER 6 - HEADQUARTERS UNITS ORGANIZATION

Headquarters Units Organization.....6.1.1
Headquarters Units Organization (Chart).....6.1.2
Description of Headquarters Units.....6.1.3
Commandant/Vice Commandant
Administrative Law Judge Offices.....6.2.1
Chief of Staff and Director of Finance and Procurement
National Pollution Funds Center (Chart).....6.3.2
National Pollution Funds Center.....6.3.3
Coast Guard Finance Center (Chart).....6.3.4
Coast Guard Finance Center.....6.3.5
Office of Engineering, Logistics and Development(G-E)
Aircraft Repair and Supply Center (Chart).....6.4.2
Aircraft Repair and Supply Center.....6.4.3
Coast Guard Yard (Chart).....6.4.6
Coast Guard Yard 6.4.7
Research and Development Center (Chart).....6.4.8
Research and Development Center.....6.4.9
Supply Center Baltimore (Chart).....6.4.10
Supply Center Baltimore.....6.4.11
Supply Center Curtis Bay (Chart).....6.4.12
Supply Center Curtis Bay.....6.4.13

TABLE OF CONTENTS

COAST GUARD ORGANIZATIONAL MANUAL

Office of Marine Safety, Security and Environmental Protection (G-M)
Marine Safety Center (Chart).....6.5.2
Marine Safety Center.....6.5.3
Marine Safety Laboratories (Chart).....6.5.4
Marine Safety Laboratories.....6.5.5
National Strike Force Coordination Center (Chart).....6.5.6
National Strike Force Coordination Center.....6.5.7
Office of Navigation Safety & Waterway Services (G-N)
Navigation Center (Chart).....6.6.2
Navigation Center.....6.6.3
CG Office National Data Buoy Center (Chart).....6.6.4
CG Office National Data Buoy Center.....6.6.5
National Motor Lifeboat School (Chart).....6.6.6
National Motor Lifeboat School.....6.6.7
Office of Law Enforcement & Defense Operations (G-O)
Aviation Training Center (Chart).....6.7.2
Aviation Training Center.....6.7.3
Air Station Washington (Chart).....6.7.4
Air Station Washington.....6.7.5
Intelligence Coordination Center (Chart).....6.7.6
Intelligence Coordination Center.....6.7.7
Office of Personnel and Training (G-P)
Coast Guard Academy (Chart).....6.8.2
Coast Guard Academy.....6.8.3
Coast Guard Institute (Chart).....6.8.4
Coast Guard Institute.....6.8.5
Pay and Personnel Center (Chart).....6.8.6
Pay and Personnel Center.....6.8.7
Aviation Technical Training Center (Chart).....6.8.8
Aviation Technical Training Center.....6.8.9
Coast Guard Training Quota Management Center (Chart)...6.8.10
Coast Guard Training Quota Management Center.....6.8.11
Training Center Cape May (Chart).....6.8.12
Training Center Cape May.....6.8.13
Training Center Petaluma (Chart).....6.8.14
Training Center Petaluma.....6.8.15
Regional Recruiting Command (Chart).....6.8.16
Regional Recruiting Command.....6.8.17
Military Personnel Command (Chart).....6.8.18
Military Personnel Command 6.8.19
Office of Readiness and Reserve
Reserve Training Center (Chart).....6.9.2
Reserve Training Center.....6.9.3

TABLE OF CONTENTS

COAST GUARD ORGANIZATION MANUAL

Office of Command, Control and Communications (C3)
Electronics Engineering Center (Chart).....6.10.2
Electronics Engineering Center.....6.10.3
Telecommunications and Information Systems Command (Chart).....6.10.4
Telecommunications and Information Systems Command.....6.10.5
COMDAC Support Facility (Chart).....6.10.6
COMDAC Support Facility.....6.10.7
Operations Systems Center (Chart).....6.10.8
Operations Systems Center.....6.10.9

CHAPTER 7 - ACTIVITIES EUROPE ORGANIZATION

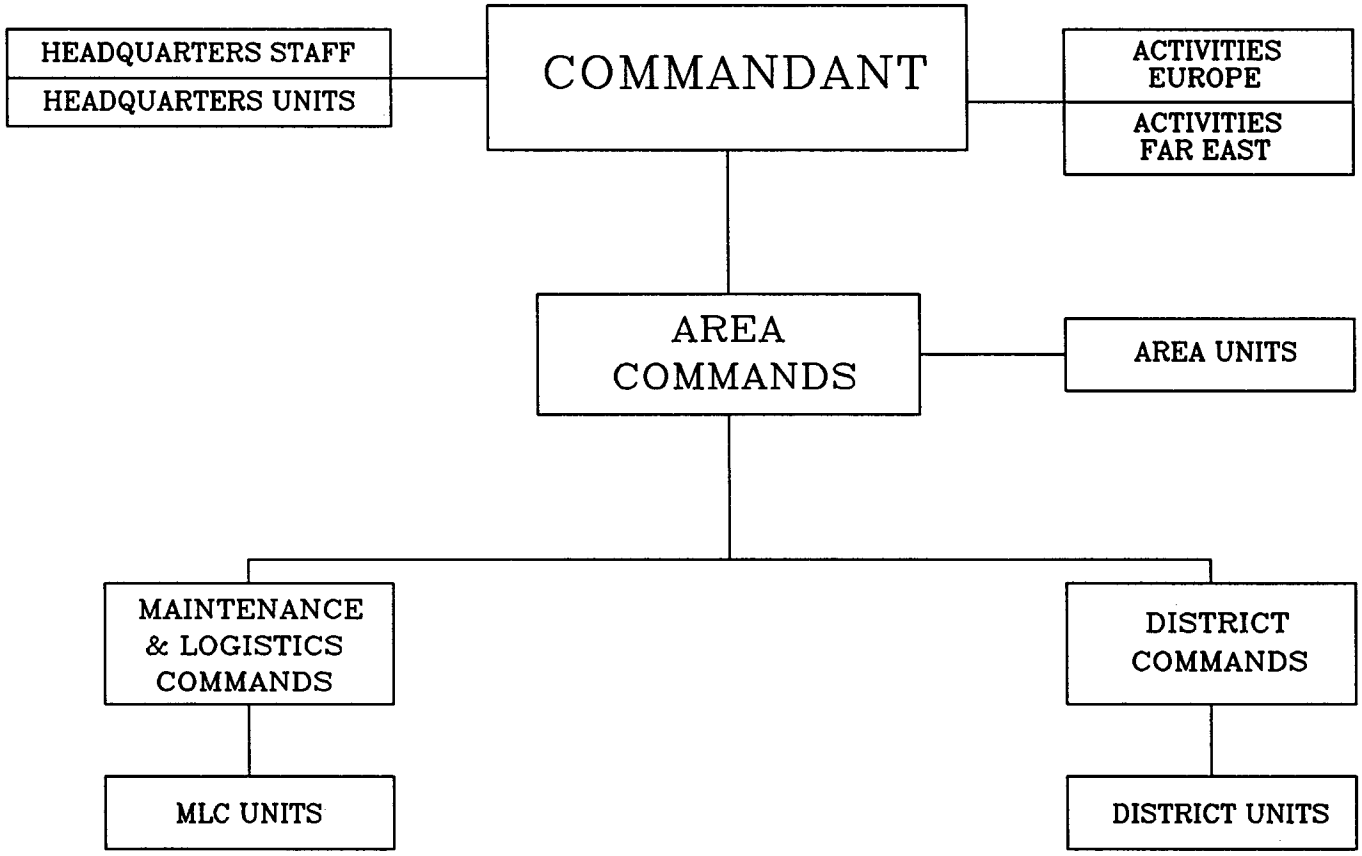
Activities Europe Organization.....7.1.1
Activities Europe Office Organization (Chart).....7.1.2
Activities Europe Field Organization (Chart).....7.1.3
Organization of Activities Europe.....7.1.5
Activities Far East.....7.1.7

THIS PAGE INTENTIONALLY LEFT BLANK

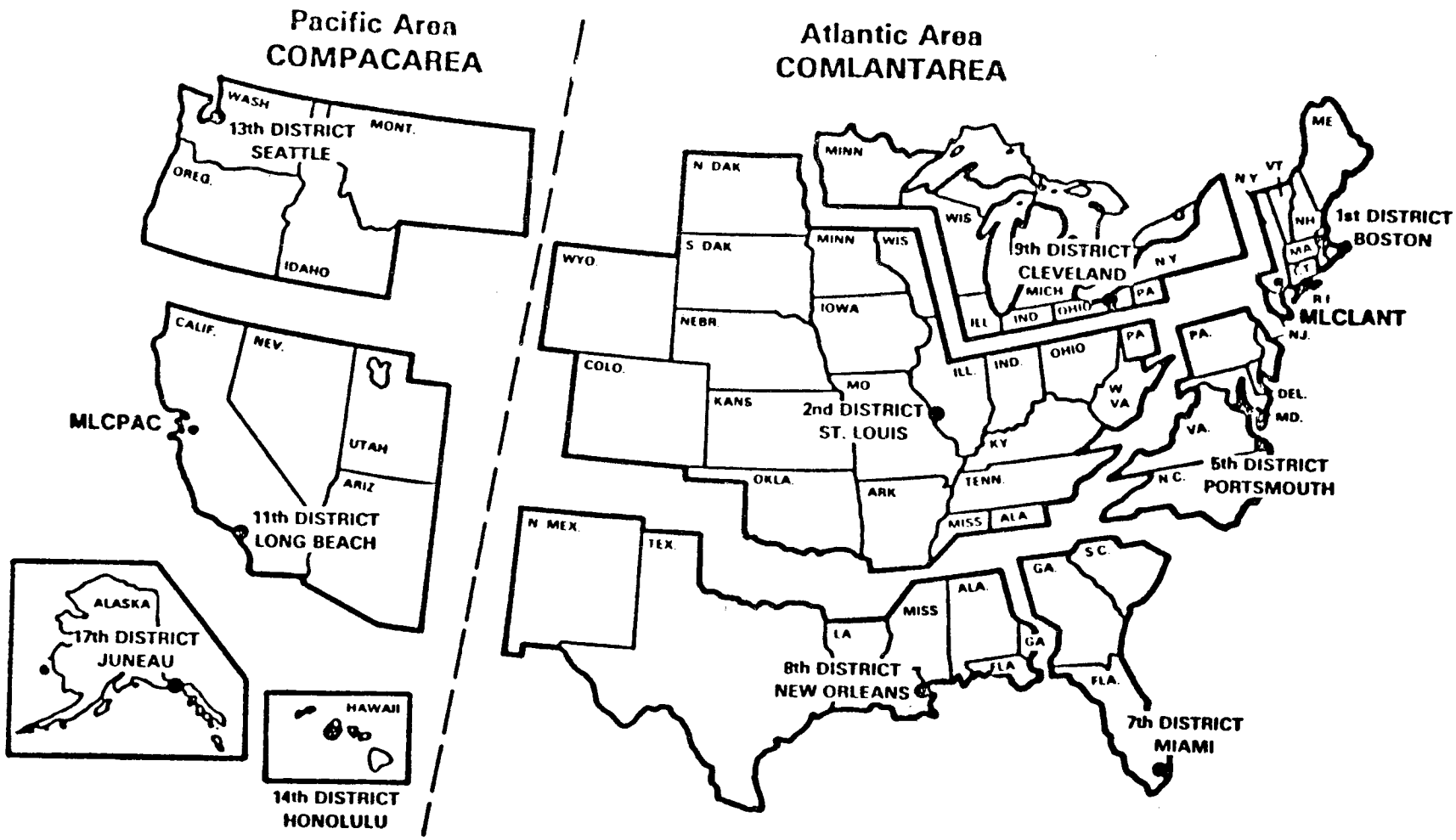
CHAPTER ONE

INTRODUCTION

UNITED STATES COAST GUARD



U. S. COAST GUARD FIELD



CHAPTER 1 -- INTRODUCTION

A. THE UNITED STATES COAST GUARD

1. **Missions of the United States Coast Guard.** One of America's five Armed Forces, the United States Coast Guard is a versatile military service tasked with the following missions:

   a. Enforce or assist in the enforcement of all applicable Federal laws on, under and over the high seas and waters subject to the jurisdiction of the United States.

   b. Engage in maritime air surveillance or interdiction to enforce or assist in the enforcement of the laws of the United States.

   c. Administer laws and promulgate and enforce regulations for the promotion of safety of life and property on and under the high seas and waters subject to the jurisdiction of the United States, covering all matters not specifically delegated by law to some other executive department.

   d. Develop, establish, maintain, and operate, with due regard to the requirements of national defense, aids to maritime navigation, icebreaking facilities, and rescue facilities for the promotion of safety on, under and over the high seas and waters subject to the jurisdiction of the United States.

   e. Engage in oceanographic research of the high seas and in waters subject to the jurisdiction of the United States.

   f. Maintain a state of readiness to function as a specialized service in the Navy in time of war, including the fulfillment of Maritime Defense Zone command responsibilities.

   g. Establish and maintain a coordinated environmental program and a comprehensive ports and waterways system, including all aspects of marine transportation.

2. **Coast Guard History and General Description**

   a. **History**

The U.S. Coast Guard is the nation's oldest continuous maritime service. In contrast to the four other military services, the U.S. Coast Guard, besides being humanitarian oriented, has a unique historical, administrative and organizational lineage. Although the name Coast Guard was not assigned until January 28, 1915, its history dates back to the First Congress of the United States.

Alexander Hamilton, the first Secretary of the Treasury, recognized the need of a floating police service as part of the national fiscal organization and, in August 1789, Congress passed the first Tariff Act regulating the collection of duties on vessels and imported goods. The Act was designed to provide the fledgling nation with much needed revenue, however the Americans who had become expert smugglers under British rule and were not convinced that smuggling would now hurt the nation they had fought to establish. In August 1790, the Congress authorized the construction of ten cutters and the manning of them by men of "respectable character." The Service, had no statutory designation and was known under such titles as "the system of cutters," "Revenue Marine," "Revenue–Marine Service" and the "Revenue Service" until the title "Revenue–Cutter Service" found its first statutory use in an act passed in 1863.

In 1912, a presidential commission recommended disbanding the Revenue Cutter Service. However, the heroic efforts of Revenue Cutter and Lifesaving Services in effecting the rescue of the crew from the merchant ship *Ontario* brought warm public sentiment for both services. It was two years before the Senate passed a bill calling for the combination of both services. Prodded by President Wilson, the House of Representatives also acted. On January 28, 1915, President Wilson signed into law a bill entitled "An Act to Create the Coast Guard."

The Lighthouse Establishment passed by Congress in 1789 was the first legislation of the new Federal government to make provisions for public works. The name was changed in 1852 to the Lighthouse Board and again in 1910 to the Bureau of Lighthouses. Under President Franklin Roosevelt's Reorganization Plan Number 2, approved June 7, 1939 "the Bureau of Lighthouses in the Department of Commerce and its functions be transferred to and consolidated with and administered as part of the Coast Guard." This became effective on July 1, 1939.

The early 1800's witnessed the development of steam power for industrial use and the replacement of sails for propulsion. Many of these craft were experimental and dangerous. In response to the high accident rate in vessels powered by steam, Congress in July 1838 enacted a law for "better securing of the lives...on board vessels propelled...by steam." The act established the Steamboat Inspection Service and required the inspection of hull and machinery, operation by trained men and stipulated that steam vessels have lifeboats and fire-fighting equipment. From 1838 until 1852, inspectors were appointed by U.S. District judges, but after 1852 the Steamboat Inspection Service was under nine supervising inspectors, who made local appointments within their own district. Revenue Service cutters were given the job of ensuring that all vessels complied with these new laws.

The Bureau of Navigation was established, under the Secretary of Treasury, in July 1884. This legislation put the responsibility for enforcement of laws relating to navigation into a distinct service. The act specifically allotted to the bureau the numbering of vessels and the preparation of the annual list of merchant vessels of the United States, the filing of marine documents of vessels, the supervision of the tonnage tax and the decision of questions relating to merchant marine and merchant seaman. The Bureau was placed under the immediate charge of a Commissioner of Navigation. The responsibility for the bureau was moved from the Treasury Department to the Department of Commerce and Labor in February 1903.

The act of 30 June 1932 brought about the consolidation of the Steamboat Inspection Service and the Bureau of Navigation under the Bureau of Navigation and Steamboat Inspection. Federal supervision provided for the economic development of the merchant marine, the creation of the Maritime Commission and the reorganization of the Bureau of Navigation and Steamboat Inspection into the Bureau of Marine Inspection and Navigation under legislation passed in May 1936. One last result of this legislation was the requirement that marine casualties involving regulated vessels be reported and investigated in order to prevent reoccurrences.

On February 28, 1942, President Roosevelt under the Warpowers Act, transferred the Bureau of Marine Inspection and Navigation to the U.S. Coast Guard for the duration of the war by Executive Order Number 9083. The transfer was made permanent through Reorganization Plan Number 3 in July 1946. With the consolidation of this safety function to the Coast Guard, the federal government had consolidated its preventative and safety maritime functions into one organization.

On April 1, 1967 the Coast Guard was transferred to the new Department of Transportation. This department, headed by a cabinet level officer, oversees all transportation activities of the nation. At the same time the Coast Guard assumed new responsibilities, including some duties of the Customs Bureau, the Great Lake Pilotage Administration and those

duties of the Army Corps of Engineers covering drawbridge operations, anchorage and oil pollution laws.

The Coast Guard standard carries with it 31 battle streamers representing heroic actions in all naval encounters from the French Naval War in 1798 to operations in support of Operations Desert Shield and Desert Storm in Southwest Asia during 1990/91.

b. Coast Guard Workforce

Consisting of a regular establishment of about 37,000 active-duty military members, and over 6,200 civilians, the Coast Guard is the smallest of the U.S. Armed Forces. Over 12,000 Reservists and 36,000 civilian volunteer Auxiliarists augment the active-duty base. Proud of their traditions and highly motivated, Coast Guard people have a strong esprit de corps and a "can do" approach to their duties. Their motto, Semper Paratus, means "Always Ready," and they are.

c. Coast Guard Comparative Size

The Coast Guard is a small service compared to other U. S. Armed Forces but is the 12th largest "navy" (in vessel numbers) with the 7th largest air force in the world. As the oldest, largest, and most professional "Coast Guard" in existence, it has a worldwide reputation for excellence and significant national and international impact. While there is no service exactly like it in the world, the Coast Guard is looked upon as a model for similar agencies and the navies of smaller nations.

d. The Coast Guard's Domestic Responsibilities (General)

(1) At home, an entire nation values the Coast Guard's role in maritime law enforcement and safety; recreational boaters, merchant mariners, commercial fishermen, those touched by natural or environmental disasters, and a host of other varied constituents understand and appreciate "their" Coast Guard as it carries out its multi-mission duties. Congressional interest in and support of the Coast Guard remains strong.

(2) With its operating fleet of ships, aircraft and boats, its shore facilities, communications network and training facilities, the Coast Guard is a flexible force-in-being, ready to 'turn to' in any national emergency. In the meantime, its capital equipment and people are productively employed in the myriad services which contribute to fulfilling the missions described above. Thus, the U.S. taxpayer receives double benefit: an effective defense force and a cost-effective service, enhancing national security in peacetime through contributions to:

(a) law and order

(b) economic well-being

(c) safety and health

(d) citizen morale and confidence

(e) safe and effective transportation

(f) positive international relationships

(g) protection of natural resources.

e. **Performance of Coast Guard Statutory Missions.** Some of the specific duties performed to accomplish the missions prescribed by Congress, include:

(1) **Aids to Navigation** ... Facilitates safe and efficient passage of marine and air transportation by providing short range aids such as audio, visual or electronic signals, buoys, and lights; and through radionavigation aids such as, LORAN and OMEGA (two electronic navigation systems with stations located worldwide, with joint international operation in several areas).

(2) **Bridge Administration** ... Assures that bridges allow for safe passage of marine traffic, including marking and lighting, permits, altering obstructive bridges, overseeing drawbridge operations, etc.

(3) **Defense Operations/Contingency Preparedness** ... Provides military capability and readiness to defend the United States, ensure national security, and protect national interests through development and maintenance of plans, training, and exercising.

(4) **Enforcement of Laws and Treaties** ... Enforces or assists in the enforcement of the laws and agreements of the United States in areas such as drug interdiction, fisheries, shipping, navigation, illegal immigration, etc.

(5) **Ice Operations** ... Facilitates maritime transportation and other national interest activities (such as scientific efforts) in ice–laden polar and domestic waters. Assists in providing marine safety and environmental protection needs in ice environments.

(6) **Marine Environmental Response** ... Minimizes the damage from pollutants released in the marine environment; minimizes the threat from potential spills of oil or hazardous substances; and assists in developing national and international pollution response plans.

(7) **Marine Inspection** ... Minimizes deaths, injuries, property loss and environmental damage by developing and enforcing standards and policy for safe design, construction, maintenance and operations of vessels and offshore facilities engaged in commercial, scientific, or exploratory activity in the marine environment; facilitates marine commerce through documentation and admeasurement of vessels.

(8) **Marine Licensing** ... Minimizes death, injuries, property loss and environmental damage by developing and enforcing standards and policy for licensing of Merchant Marine Officers, the certification, shipment and discharge of Seamen, and the manning of commercial vessels.

(9) **Port Safety and Security** ... Provides safety, security and environmental protection for the nation's ports, waterways, waterfront facilities, vessels, and personnel working in them from accidental or intentional damage or injury through activities centered around prevention and enforcement of laws and regulations.

(10) **Protecting national interest** ... Includes training foreign nationals, taking the lead in forums like the International Maritime Organization, International

Lifeboat Conference, International Association of Lighthouse Authorities, etc., provides expertise for international negotiations, etc.

(11) **Recreational Boating Safety** ... Reduces number of lives lost, people injured and property damaged in recreational boats through boater education, oversight of boat construction standards and equipment, state liaison, accident investigation, regatta patrols, etc.

(12) **Search and Rescue** ... Minimizes loss of life, injury and property damage by providing aid to persons and property in distress in the marine environment through a fleet of ships, aircraft, boats, and numerous stations linked by a communications network. Also includes a high seas mutual assistance service for merchant ships of all nations.

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

3. Place of the Coast Guard in the Federal Government Organization Structure.

a. The Coast Guard, pursuant to the Act of January 28, 1915, as amended, is a military service at all times and constitutes a branch of the armed forces of the United States, operating as a Service under the Department of Transportation in time of peace, and as a Service in the Navy in time of war, or whenever the President shall so direct.

b. When operating under the Department of Transportation, the Commandant, as the senior officer of the Service, is directly responsible to and reports directly to the Secretary of Transportation. Top representation in the Executive branch of the government is afforded by the Secretary of Transportation as a member of the Presidential Cabinet.

c. When operating under the Department of Navy, the Coast Guard retains its Service identity. The Commandant, as the senior officer of the Service, reports to the Secretary of the Navy and the Chief of Naval Operations in a manner prescribed by the Navy in wartime directives.

4. Pattern of Coast Guard Organization.

a. The basic organization pattern of the Coast Guard reflects an assignment of military command and control with both operational and administrative responsibility and authority among components in Coast Guard Headquarters, Areas, District Commands, Maintenance and Logistics Commands, and individual units in the field. Duties of the Coast Guard are, in most instances, actually performed by individual operating units such as ships, stations, air stations, and marine safety offices.

b. The field chain of command is from the Commandant to the Area Commanders, from the Area Commanders to the District Commanders and the Maintenance and Logistics Commanders, and in turn from the District Commanders and Maintenance and Logistics Commanders to the Commanding Officer or Officer–in–Charge of an individual operating or logistics unit.

c. **The Commandant** has responsibility for planning, providing general direction, coordination and evaluation of Coast Guard activities within the field organization. He also provides immediate direction to Headquarters units.

d. **The Area Commanders** serve as the intermediate echelons of command between the Commandant and intra–Area District and Maintenance and Logistics Commanders. The Area Commanders are responsible for overall mission performance within their respective Areas and act for the Commandant in coordinating or directing emergency or contingency operations within the Area where a multi–district effort is required.

e. **The District Commanders** have responsiblity for providing regional direction and coordination for the performance of operational duties by subordinate units assigned.

f. **The Maintenance and Logistics Commanders** have the responsibility to provide maintenance and logistics support to Area Commanders, District Commanders, and units for delivering services to the public.

g. **Activities, Section and Group Commanders** have the responsibility for providing direction, support and coordination, for functions performed by subordinate units assigned.

h. **Field Units** have the responsibility for the execution and support of the mission, programs, and functions assigned to the Coast Guard.

i. **Headquarters Units** have the responsibility of providing support services for the Coast Guard as a whole, and are under the immediate direction of the Commandant, assisted by the Headquarters Staff.

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

1. Definitions

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

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

c. **Command**. The authority vested, either by rank or assignment, in an individual for the direction, coordination and control of Coast Guard assets. Command includes the authority and responsibility for effectively using available resources and organizing, directing, coordinating, controlling, and planning the employment of military forces for the accomplishment of assigned missions. It also includes responsibility for the health, welfare, morale, and discipline of assigned personnel.

(1) **Operational Control.** Those functions of common involving the composition of subordinate forces, the assignment of tasks, the designation of objectives and the authoritative direction necessary to accomplish the mission. It does not include such matters as administration,, discipline,

internal organization and unit training except when a subordinate commander request assistance.

(2) **Administrative Control.** Direction or exercise of authority over subordinate or other organizations in respect to administrative matters, such as personnel management, supply, services, and other matters not included in the operational mission of the subordinate or other organizations.

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

d. **Staff.** The term staff applies to those personnel assigned to assist in the administration of a command or office by providing technical advise in an assigned area. (Staff elements possess no line authority or responsibility.) Examples of "staffs" include: Area Office Staff, Headquarters Staff and District Office Staff.

e. **Unit.** A separately identified Coast Guard organizational entity, under a duly assigned commanding officer or officer–in–charge, provided with personnel and material for the performance of a prescribed mission. Examples of units include: ships, stations, marine safety offices, bases, support centers, etc.

f. **Sub–unit.** A separately identified segment of a Coast Guard unit, managed by a supervisor. A sub–unit is designated when:

(1) That segment is geographically separated from the parent unit, or

(2) The essential character and mission of that segment is uniquely different from the parent unit.

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

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

g. **Technical Control.** The responsibility of a designated Headquarters Office Chief for coordinating policy for the overall management of a specific Headquarters unit. This includes planning, programming and budgeting for resources; provision of mission policy, doctrine and procedures; and evaluation of mission performance. Only one Headquarters Office Chief shall be designated to exercise technical control over each Headquarters unit, regardless of the number of Service–wide support functions performed by a unit.

2. Organizational Principles.

a. **Unity of Command.** An individual should be directly responsible to only one senior.

b. **Organizational Integrity.** A function cannot be efficiently assigned to more than one component or organization, since overlapping responsibility will cause undue coordination, conflict, confusion, and delay.

c. **Span of Control.** The appropriate span of control of an organization is a function of the type of work performed in the organization, the degree of complexity of the work, and the level of responsibility involved.

(1) An organization should be structured so that the number of organizational components reporting to a superior do not exceed the number which that superior can effectively coordinate and direct.

(2) Conversely, the span of control should not be so narrow that there is excessive organizational layering.

3. **Delegation of Authority.** An organization functions best when the authority to make decisions is placed as close as possible to the point where a service is performed. When this is done, levels of review are reduced, staff time is conserved, and there is less possibility of delay in making decisions. Commanding Officers and management officials at Headquarters and in the field should periodically review the extent of delegated authority within their commands or assigned areas. Where additional delegation of authority to subordinates is warranted, it is incumbent on Commanding Officers and managers to initiate the delegations. Delegate authority in writing, to an organizational title or position (as opposed to an individual), specifically stating any restrictions or conditions, such as the type of action which requires higher level approval. Copies of letters or documents delegating authority should be filed with organization documents and be readily available for reference.

4. **Changes to Coast Guard Organization.**

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

(1) Reorganizations (changes to organizational structure);

(2) Addition or deletion of functions within an organizational element;

(3) Transfer of functions among elements; and

(4) Changes to organizational titles and symbols. Commandant (G–CCS) approves all symbols used to officially designate organizations. Unapproved symbols may be used for internal use, only if they do not duplicate those in the SDL, COMDTNOTE 5605 or those in the Coast Guard Organization Manual, COMDTINST M5400.7 (series).

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

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

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

(2) Separate suborganizations exist only when there is a significant number of people connected to the work;

(3) The positive and negative impact of changes proposed, both internally and externally; and

(4) Other alternatives such as improved communications, redelegation of authority, revised policies, etc. will not solve the problem or achieve the desired objectives.

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

c. **Headquarters Organization.**

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

d. **Headquarters Unit Organization.**

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

e. **Field Organization.**

(1) Prior Commandant or Chief of Staff approval is required for permanent or trial changes to any field organizational element described in this manual. The requested changes must be submitted via the respective Area Commander. Field commands may publish their own organization manuals consistent with the guidance contained in this manual.

(2) Chapters 4 and 5 of this manual describe standard organizations. Deviations from the standard to accommodate regional differences or unique situations require Commandant or Chief of Staff approval.

(3) Field organization proposals shall be submitted to Commandant (G-CCS-2), and shall include, as a minimum, the following information:

(a) A brief description of the problem or situation which has precipitated the reorganization request; anticipated costs and benefits; expected impact on program costs and manpower requirements, and a discussion capturing the items listed in 4.b. above. If the organization proposal requires additional resources or resource reprogrammings, a complete justification must be provided.

(b) A copy of the current approved organizational structure and Billet Control Numbers/Position Control Numbers(BCN/PCN); and a copy of the proposed structure with the BCN/PCN listings for each organizational element affected.

(c) Identification of any billet/position reprogramming needs associated with the proposed reorganization.

(d) A copy of current approved functional statements marked to indicate the changes and a copy of the proposed functional statements for each organizational element affected. **Commandant (G-CCS-2) (FTS 202-267-2300)** can provide current approved functional statements in correct format.

(e) A statement of the anticipated effect of the proposal on the Equal Employment Opportunity and Equal Opportunity Program.

(f) The name and telephone number of a contact person.

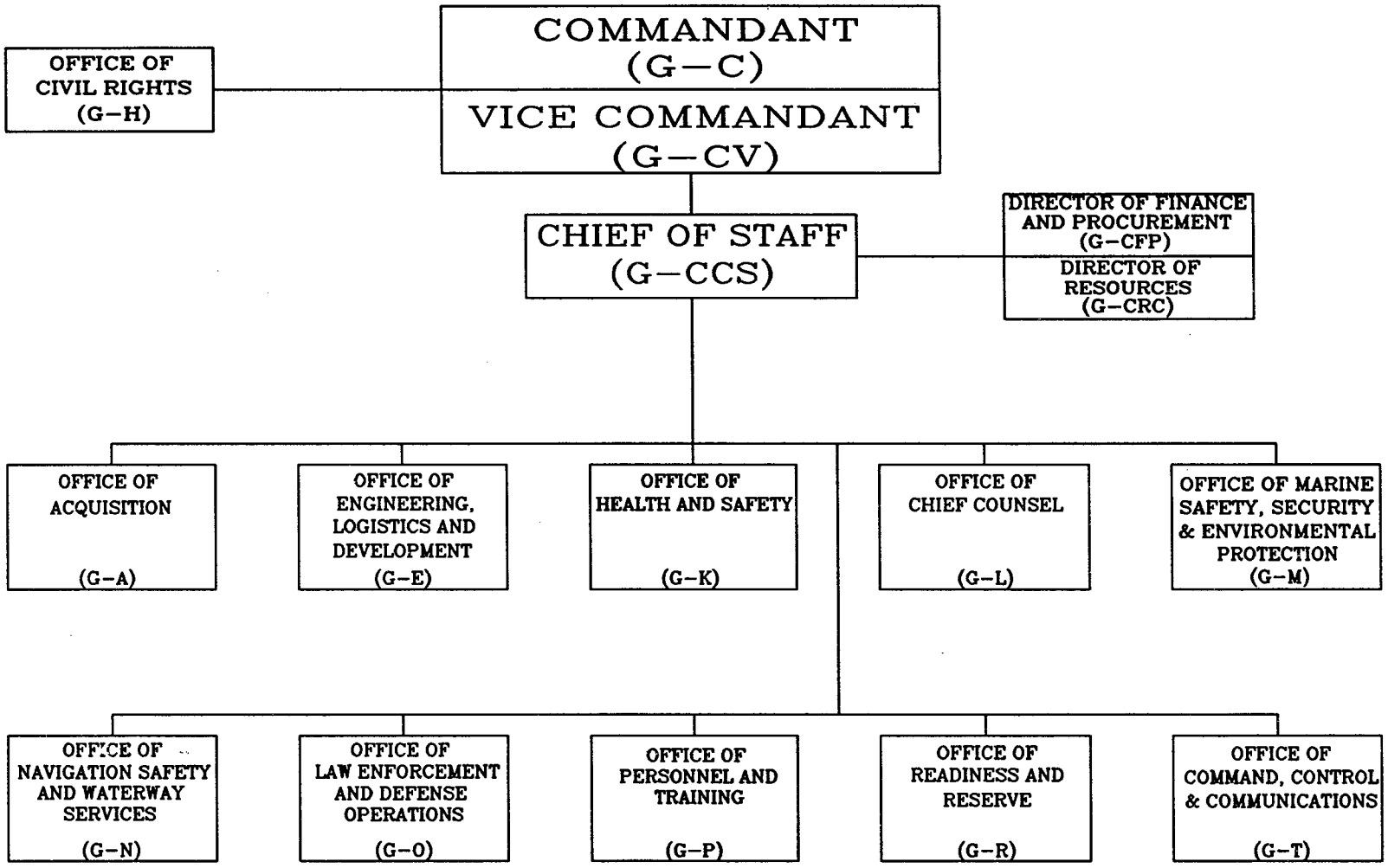
f. **Consultation on Organizational Changes.** Officials considering organizational changes should consult with **Commandant (G-CCS-2) (FTS 202-267-2300)** in the development and planning stages. Early consultation facilitates the entire organizational change process. **Commandant (G-CCS-2)** will analyze, coordinate the Headquarters review, and process all organization proposals.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER TWO

ORGANIZATION OF HEADQUARTERS

U.S. COAST GUARD HEADQUARTERS



CHAPTER 2 - ORGANIZATION OF HEADQUARTERS

A. Summary of Headquarters Organization.

1. **The Commandant (G-C)**, as the senior officer of the Service, under the direction of the Secretary of Transportation, has responsibility for administering the Coast Guard in the execution of its assigned missions, programs and functions.

2. **The Vice Commandant (G-CV)** has responsibility for assisting the Commandant in the administration of the Coast Guard and acts as Commandant in the Commandant's absence. Staff components under the immediate direction of the Commandant/Vice Commandant are:

   a. **Special Staff Elements:**

      (1) Medical Advisor (G-K)
      (2) Chaplain of the Coast Guard (G-CH)
      (3) Chief Administrative Law Judge (G-CJ)
      (4) Foreign Policy Advisor and International Affairs Staff (G-CI)
      (5) Master Chief Petty Officer of the Coast Guard (G-CMCPO)
      (6) Congressional and Governmental Affairs Staff (G-CC)
      (7) Public Affairs Staff (G-CP)
      (8) Strategic Planning Staff (G-CX)
      (9) Total Quality Advisor and Quality Staff(G-CQ)

   b. **The Chief, Office of Civil Rights (G-H)** has responsibility for the full and affirmative implementation of civil rights and equal opportunity precepts throughout the Coast Guard.

3. **The Chief of Staff (G-CCS)** has responsibility for advising and assisting the Commandant and Vice Commandant in the overall administration of the Service including general direction of the following staff components:

   a. **Special Staff Elements:**

      (1) Management Effectiveness Staff (G-CCS-2)
      (2) Headquarters Command and Support Division (G-CAS)

   b. **Director of Finanace and Procurement (G-CFP)** has responsibility to direct resource management activities of the Coast Guard relating to finanace and procurement.

   c. **Director of Resources (G-CRC)** has the responsibility to direct resource management activities of the Coast Guard relating to program planning, evaluation, programming and budgeting.

d. **The Chief, Office of Acquisition (G–A)** has responsibility for executing the acquisition of Coast Guard major systems such as cutters, standard boats, aircraft, etc., and special acquisitions designated by the Commandant or Secretary for special monitoring, including associated ordnance, communications, information and logistic support systems. Contracts for other Headquarters project acquisitions requiring formal contracts and conducts cost and price analysis and quality assurance programs to support the contracting activities of the Service.

e. **The Chief, Office of Engineering, Logistics and Development (G–E)** has responsibility for providing Technical, Logistics and Engineering Services in support of all Coast Guard programs. Develops and test emerging technologies. Provides engineering, logistics support and performs or assist in the planning, design, construction, acquisition, renovation, maintenance, outfitting and alteration of cutters, boats, aircraft, motor vehicles, aids to navigation and shore facilities. Contributes to mission effectiveness ensuring material readiness of Coast Guard assets. Provides the men and women of the Coast Guard the right material, services and information in support of the missions of the Service.

f. **The Chief, Office of Health and Safety (G–K)** has responsibility to develop and implement the overall health services, safety and environmental health programs of the Coast Guard.

g. **The Chief Counsel (G–L)** has responsibility for providing a comprehensive program of legal services for the Coast Guard, aimed at assuring that the operations of the Service are legally consistent with the requirements of law, regulations and directives of higher authority.

h. **The Chief, Office of Marine Safety, Security and Environmental Protection (G–M)** has responsibility for administering and coordinating the marine environmental protection program; the port safety and security program; the marine inspection program, including the development and enforcement of standards for the safe design and operation of vessels and offshore facilities; the licensing and certification of merchant mariners, and the manning of commercial vessels; and the investigation of marine accidents, violation of laws and regulations and incidents of misconduct, negligence and incompetence involving merchant mariners.

i. **The Chief, Office of Navigation Safety and Waterway Services (G–N)** has responsibility for Coast Guard operations involving short range aids to navigation, radionavigation aids, bridge administration, search and rescue, the Coast Guard Auxiliary, polar and domestic ice–breaking, marine science, ocean operations, recreational boating safety, waterways management and vessel traffic services.

j. **The Chief, Office of Law Enforcement and Defense Operations (G–O)** has responsibility for Coast Guard operations involving enforcement of laws and treaties, defense operations, intelligence, investigations, security and for the management of all Coast Guard aircraft and cutters (less buoy tenders and icebreakers).

k. **The Chief, Office of Personnel and Training (G–P)** has responsibility for providing personnel services to include accessions, training, promotions and assignments; maintenance of accounts and disbursement of accounts related to pay, travel, seperation of personnel; and the provision of morale services.

l. **The Chief, Office of Readiness and Reserve (G–R)** has responsibility for oversight of Coast Guard contingency preparedness. The Readiness portion consists of

Contingency Preparedness Program which coordinates planning and exercising for military and domestic emergencies, and coordinates measurements of performance for those operations. The Reserve Program procures, organizes, trains, administers and evaluates Reserve forces to support the active Coast Guard during surges in operations.

m. **The Chief, Office of Command, Control, and Communications (G–T)** has responsibility for a program to provide command, control, communications and information systems in support of Coast Guard missions.

B. Assignment of Functions and Related Delegations of Authority.

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

C. Functions Common to all Organizational Elements.

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

1. Monitoring and evaluating internal management processes and taking steps to remedy problems associated with organizational and functional alignment, work procedures, manpower utilization, grade/rank structure and delegations of authority.

2. Indoctrinating, supervising, coordinating, and disciplining subordinate personnel. (Discipline shall include all legitimate and constructive action which promotes morale and efficiency among employees.)

3. Coordinating assigned functions with the functions of other organizational elements.

4. Taking action on communications.

5. Maintaining adequate records.

6. Preparing and/or processing special and routine reports.

7. Developing directives and instructions.

8. Maintaining liaison with other Federal agencies and outside organizations.

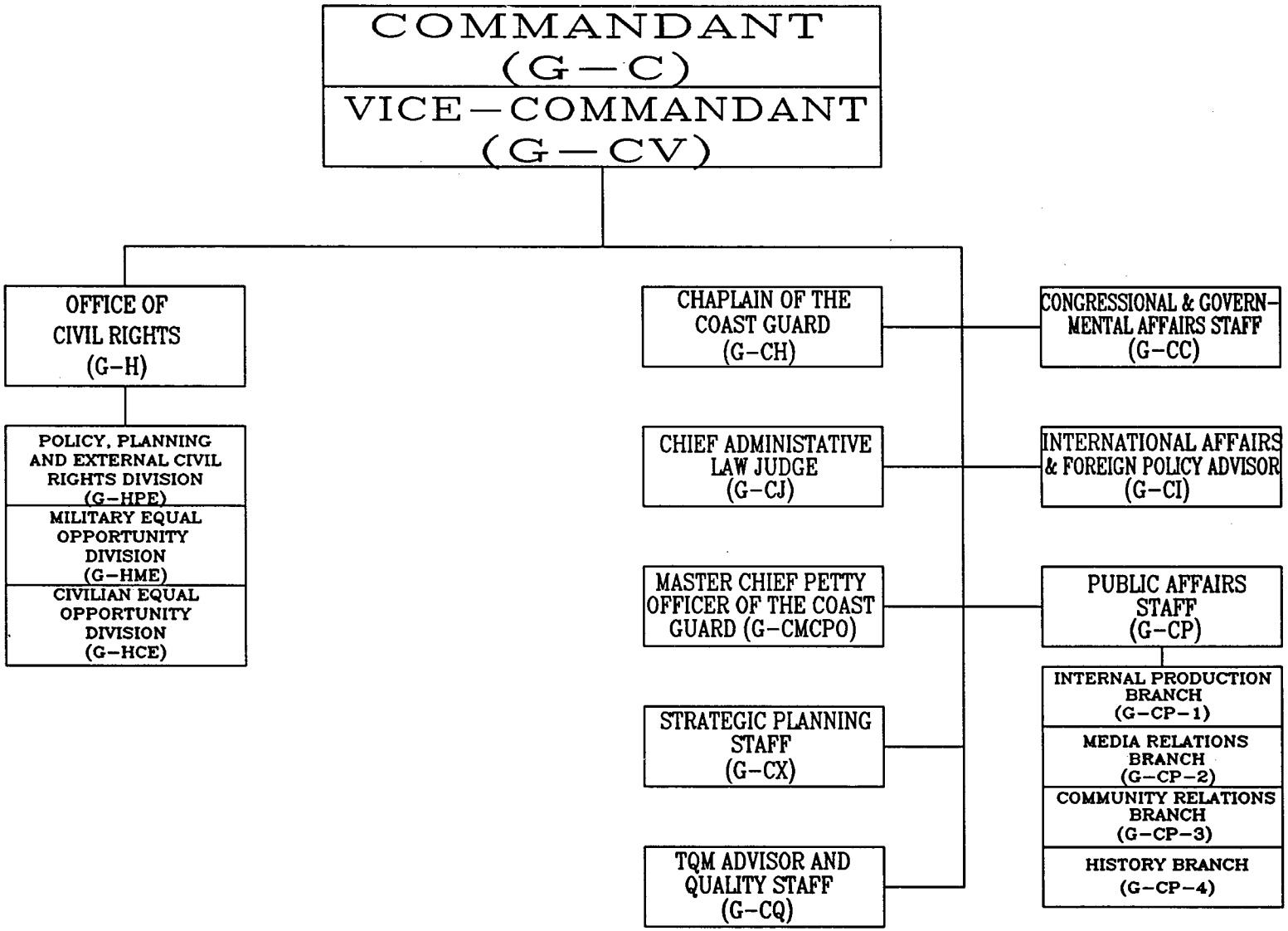
9. Discharging responsibilities prescribed by Coast Guard Regulations and by other orders and directives issued by higher authority.

10. Carrying out studies, planning, evaluation and budget development relative to improvement of current operations and implementation of plans and programs as approved by competent authority.

THIS PAGE INTENTIONALLY LEFT BLANK

COMMANDANT

(G–C)


COMMANDANT
(G—C)
VICE—COMMANDANT
(G—CV)
OFFICE OF CIVIL RIGHTS (G-H)
POLICY, PLANNING AND EXTERNAL CIVIL RIGHTS DIVISION (G-HPE)
MILITARY EQUAL OPPORTUNITY DIVISION (G-HME)
CIVILIAN EQUAL OPPORTUNITY DIVISION (G-HCE)
CHAPLAIN OF THE COAST GUARD (G-CH)
CHIEF ADMINISTATIVE LAW JUDGE (G-CJ)
MASTER CHIEF PETTY OFFICER OF THE COAST GUARD (G-CMCPO)
STRATEGIC PLANNING STAFF (G-CX)
TQM ADVISOR AND QUALITY STAFF (G-CQ)
CONGRESSIONAL & GOVERNMENTAL AFFAIRS STAFF (G-CC)
INTERNATIONAL AFFAIRS & FOREIGN POLICY ADVISOR (G-CI)
PUBLIC AFFAIRS STAFF (G-CP)
INTERNAL PRODUCTION BRANCH (G-CP-1)
MEDIA RELATIONS BRANCH (G-CP-2)
COMMUNITY RELATIONS BRANCH (G-CP-3)
HISTORY BRANCH (G-CP-4)

COMMANDANT
(G–C)

1. **Mission.** To administer the Service in an economical and efficient manner and to advise and assist the Secretary of Transportation in matters pertinent to the Coast Guard and its functions; to maintain liaison with public and private agencies concerned with Coast Guard functions and operations.

2. **Functions.** Under the general supervision of the Secretary of Transportation, the Commandant shall:

   a. Prescribe broad policies for the government of the Service and generally direct, supervise and coordinate Service endeavor and performance.

   b. Guide the legislative programs of the Service and require compliance with the statutory obligations and requirements imposed upon it.

   c. Serve as the principal advisor to the Secretary regarding Service matters.

   d. Establish and maintain effective liaison and relations with other agencies of the Federal government and with the public in general.

   e. Serve on interdepartmental or international bodies concerned with matters in which the Department and Coast Guard have a substantial interest.

   f. Keep informed of the approved policies and programs of the Secretary at all times in order to insure Departmental uniformity of decision and continuity of action.

VICE COMMANDANT
(G–CV)

1. **Mission.** To assist the Commandant, as directed, in the general administration of the Service and act as Commandant in that officer's absence.

2. **Functions.** Under the general supervision of the Commandant, the Vice Commandant shall:

   a. Keep informed of the approved policies and programs of the Commandant.

   b. Take action on matters submitted to the Commandant which do not require the personal attention of that officer, and recommend a course of action when the Commandant's review and/or approval is required.

   c. Maintain, through the Chief of Staff, an effective coordination of the activities of the several components of organization at Headquarters.

   d. Chair the Senior Advisory Group.

   e. Take appropriate action on appeals from actions or decisions of the Chief of Staff that may be entered by Chiefs of Headquarters Offices.

   f. Direct the activities of the Congressional and Governmental Affairs, Public Affairs, Strategic Planning and Quality Staffs.

CHAPLAIN OF THE COAST GUARD
(G-CH)

1. **Mission.** To advise the Commandant on religious matters and to facilitate and coordinate religious ministries to meet the needs of Coast Guard personnel and their dependents.

2. **Functions.** Under the general direction and supervision of the Commandant, the Staff Chaplain shall:

   a. Act as the principal advisor to the Commandant on religious matters.

   b. Maintain liaison with the Chief of Chaplains of the Navy in matters affecting religious ministries in the Coast Guard.

   c. Maintain liaison with the Chief of Chaplains of the Navy and the Chief of Naval Reserve regarding the assignment and training of Navy Reserve Chaplains for duty with the Coast Guard.

   d. Provide supervision, pastoral support and guidance to chaplains assigned to Coast Guard units; and facilitate and coordinate religious ministries of chaplains and civilian clergy within the Coast Guard to support budget allocations.

   e. In conjunction with the Office of Personnel and Training, monitor chaplain billet requirements and distribution to ensure optimum allocation of manpower.

   f. Develop orientation programs for chaplains assigned to Coast Guard units and implement professional development programs promulgated by the Chief of Chaplains of the Navy.

   g. Identify requirements for support of religious ministries within the Coast Guard to support budget allocations.

   h. Monitor programs, resources and plans to ensure optimum ministries are provided to Coast Guard personnel and their dependents.

   i. Coordinate chaplain participation in inspection programs relating to unit religious programs.

   j. Insure compliance with pertinent regulations, instructions, procedures and policies in the management of chapel funds.

CHIEF ADMINISTRATIVE LAW JUDGE
(G–CJ)

1. **Mission.** To administer and coordinate all matters concerning suspension and revocation proceedings against the licenses and documents of seamen and motorboat operators in fulfillment of the Coast Guard's statutory mandate to promote, foster, and maintain public safety of life and property, in the interest of passengers, crews, cargoes, shipowners, and the general public. (1)

2. **Functions.** Under the general direction and supervision of the Commandant, the Chief Administrative Law Judge is responsible for providing the administrative guidance and leadership necessary to assure the thorough, yet expeditious, processing of all formal hearing proceedings arising before the Administrative Law Judges of the Coast Guard. Specifically, the Chief Administrative Law Judge shall:

   a. Maintain a calendar of cases assigned to the office for hearing proceedings, a control system to monitor status of those cases and periodic statistical reports on the status of those cases.

   b. Assign cases to Coast Guard Administrative Law Judges, in rotation to the extent practicable, and across traditional port lines to balance workloads, as needed.

   c. Conduct oversight to determine whether hearing proceedings conducted by Coast Guard Law Judges are in accord with procedural requirements of the Administrative Procedure Act and specialized agency rules of practice and counsel and train Administrative Law Judges, as necessary.

   d. Monitor, in consultation with Coast Guard Administrative Law Judges, the status of pending cases and seek to maintain reasonable standards of quality, output and general performance to assure the timely and expeditious processing of those cases.

   e. Assure that individual Administrative Law Judges have available copies of law, regulations, Coast Guard rules of practice which they are required to apply in the conduct of their hearing proceedings. Assure that the judges are provided periodic training concerning these laws, regulation, policy statements, rules of practice, changes therein and their impact on the hearing process.

   f. Initiate or review proposals in connection with the development of standard hearing practices and procedures, including the promulgation of Administrative Law Judges Internal Practice and Procedures Directives (ALJIPPs).

   g. Carry out applicable administrative and personnel management regulations and procedures.

   h. Recommend resources and budget required to accomplish the work of the Administrative Law Judge Offices.

   i. Serve as liaison between all Administrative Law Judges assigned to the Coast Guard, the Office of Chief Counsel, Office of Marine Safety, Security and Environmental Protection, other offices in the Coast Guard and the Department of Transportation, other government agencies and professional bar associations to promote better understanding of, and improvement in, the hearing process.

j. Perform special studies and such other duties as may be assigned which are not inconsistent with the responsibilities of an Administrative Law Judge under the provisions of the Administrative Procedure Act.

(1) This administrative control is for organizational and administrative purposes only. The Chief Administrative Law Judge exercises complete decisional independence pursuant to the Administrative Procedure Act, limited only by statutes, regulations and binding precendent.

INTERNATIONAL AFFAIRS STAFF AND FOREIGN POLICY ADVISOR TO THE COMMANDANT (G-CI)

1. **Mission**. To advise, inform and assist the Commandant on strategies, foreign policy matters and on the general impact of Coast Guard programs and operations on international affairs. Coordinates and monitors all aspects of USCG international affairs, including agreement negotiation, participation in international organizations, training of foreign personnel, visits by foreign officials, security and technical assistance to foreign governments and travel of USCG personnel abroad.

2. **Functions**. Under the general direction and supervision of the Commandant, the Director, International Affairs Staff and Foreign Policy Advisor to the Commandant shall:

   a. Advise and brief the Commandant on foreign policy matters and strategies, and the impact of Coast Guard programs and operations,

   b. Strategically guide, coordinate and monitor the international activities of the Coast Guard. This includes:

   (1) Coordinate the agency's international activities with the Office of the Secretary of Transportation, the Department of State and other appropriate U.S. agencies to assure consistency with U.S. foreign policy.

   (2) Coordinate matters of international interest to the Coast Guard with other agencies, foreign governments and other international organizations.

   (3) Have primary responsibility for coordination and monitoring of Coast Guard participation and position formulation regarding international meetings. Advise the Commandant on U.S. representation at international conferences. Coordinate proper preparation of U.S. delegations to international conferences.

   (4) Act as the agency Secretariat for the International Maritime Organization (IMO) and coordinator of all Coast Guard participation in international organizations. Have primary responsibility for coordination, among the various governmental and industry groups, to develop and prepare U.S. positions relative to international matters of interest to the Coast Guard.

   (5) In consultation with other involved U.S. agencies, coordinate, and as appropriate prepare and negotiate, the Coast Guard's contribution to agreements with foreign governments and international organizations.

   (6) Coordinate and monitor visits of foreign personnel to Coast Guard Headquarters and field units.

   (7) Manage all Security and Technical Assistance activities involving Coast Guard personnel or resources.

   (8) Manage the training of all international students at Coast Guard facilities and all overseas training.

   (9) Assist in the coordination and monitoring of foreign port visits by Coast Guard vessels and international flights by Coast Guard aircraft.

(10) Coordinate and monitor all Coast Guard international travel for official business. This includes oversight responsibility, coordinating and maintaining travel projections, providing guidance in obtaining passports, visas, country clearances and coordinating pre-travel briefings as required.

c. Keep cognizant Coast Guard offices advised of:

(1) The status of relevant international conventions and agreements, and

(2) Other Coast Guard involvement in international affairs.

d. Establish Coast Guard policy on foreign travel.

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

1. **Mission.** To advise and assist the Commandant on all matters affecting the morale, worklife and general well being of Coast Guard enlisted personnel and their families.

2. **Functions.** Under the general direction and supervision of the Commandant, the Master Chief Petty Officer of the Coast Guard shall:

   a. Provide the Commandant with advice on the impact of proposed policy changes affecting enlisted personnel.

   b. Remain informed on current personnel policies concerning enlisted personnel.

   c. Maintain and keep a communications link with field units by correspondence and visits to exchange ideas and disseminate information affecting the enlisted community and, as appropriate and needed, the entire Coast Guard.

   d. Represent Coast Guard enlisted personnel at selected ceremonies and social activities.

   e. Actively participate in the Chief Petty Officer Academy curriculum design.

   f. Represent enlisted personnel on selected boards, committees and study groups that deal with enlisted personnel matters.

   g. Maintain direct liaison and communications with the senior enlisted members of the U.S. Army, Navy, Air Force and Marine Corps.

   h. Increase positive public awareness of Coast Guard through selected public speaking engagements and other public affairs activities.

   i. Maintain an active communication link with organizations that support Coast Guard enlisted personnel, such as veterans groups, American Legion, CG Foundation, etc.

   j. Serve as Force Manager for headquarters designated Command Enlisted Advisors (CEAs).

   k. Periodically review Command Enlisted Advisor selection criteria and need for additions or deletions of CEA billets.

CONGRESSIONAL AND GOVERNMENTAL AFFAIRS STAFF (G-CC)

1. **Mission.** To provide liaison with members and committees of Congress on Coast Guard matters.

2. **Functions.** Under the general direction and supervision of the Commandant and the Vice Commandant, the Chief, Congressional and Governmental Affairs Staff shall:

   a. Provide reference service on all questions relating to the activities of the Congress of the United States as they pertain to the Coast Guard or are of interest to the Commandant.

   b. Maintain files of House and Senate reports and legislative documents of Coast Guard interest, including hearings, bills, resolutions, public laws, executive orders, Congressional Records, and other legislative records.

   c. Confer informally or formally with members of Congress, their staffs, and staffs of committees of Congress on legislative subjects which involve policies of the Commandant and the operations of the Coast Guard.

   d. Be responsible for the coordination of the following matters concerning legislation:

      (1) Assure that the Chief Counsel and appropriate office chiefs are informed of priority requirements for the submission of legislation and legislative reports.

      (2) Assure that an office chief or Chief Counsel has been assigned responsibility for preparation of statements to be presented to Congressional Committees.

      (3) Assure that, when required, witnesses and conferees have been designated to appear before Congressional Committees or the Office of Management and Budget.

      (4) Maintain a status file of pending legislation, coordinate action with the Chief Counsel, and provide the members and committees of Congress with timely information concerning legislative proposals.

   e. Monitor Congressional floor debates on matters of Coast Guard interests.

   f. Examine all replies to written requests for information received from members and committees and Congress for policy sufficiency, clarity and brevity.

   g. Coordinate arrangements for Coast Guard supported travel for members of Congress and their staffs.

   h. Assure that a brief resume of highlights and significant developments arising from testimony of Coast Guard witnesses before Congressional Committees is prepared for submission to the Secretary within 48 hours of the hearing.

   i. Coordinate certain Federal interagency and intergovernmental affairs activities.

PUBLIC AFFAIRS STAFF
(G–CP)

1. **Mission.** To keep the public informed of the Coast Guard roles, missions, and policies by conducting an aggressive and proactive public affairs program that keeps all those interested in the Coast Guard informed through either media relations, community relations or internal relations activities.

2. **Functions**. Under the general direction and supervision of the Vice Commandant, the Chief, Public Affairs Staff, shall:

   a. Develop plans for and administer the public affairs program of the Coast Guard to promote public and internal knowledge and foster understanding of the activities of the Coast Guard.

   b. Manage and promote an active Public Affairs Program. Manage the planning, programming and budgeting system for the public affairs program.

   c. Oversee all aspects of audiovisual activities undertaken Service–wide; review and approve or disapprove requests for procurement of audiovisual equipment and productions service–wide and coordinate approvals with OST.

   d. Provide for an effective public affairs personnel training program.

   e. Prepare, clear, and distribute public affairs material such as pamphlets, booklets, magazine articles, radio and television materials.

   f. Survey and analyze public opinion regarding the Coast Guard; advise as to the public relations implications of proposed programs or policies of the Coast Guard; initiate recommendations relative to improvement in Coast Guard public affairs activities.

   g. Provide overall guidance, coordination and policy determination for the Coast Guard History Program; the operation of Coast Guard Museums; and the general preservation of Coast Guard artifacts and memorabilia, and their loan to qualified organizations.

   h. Coordinate the cooperative public affairs efforts for the Coast Guard Reserve, the Coast Guard Auxiliary and retired personnel.

   i. Ensure compliance with the visual identification program.

   j. Serve as a member of the DoT Public Affairs Council.

   k. Oversee the Public Affairs Liaison Office (Hollywood); review/approve Coast Guard cooperation with commercial audiovisual enterprises.

   l. Act as the primary authority for approval of cooperation on the part of any component of the Coast Guard with commercial producers of feature, short subject films, or television series having regional or national distribution.

   m. Manage, fund and coordinate activities of the Coast Guard and Coast Guard Ceremonial Honor Guard.

   n. Serve as representative to Department of Defense Public Affairs Working Group.

o. Serve as representative to Interagency Committee on Public Affairs in Emergencies.

p. Act as the Force Manager for the PA and MU ratings. Responsible for management of the PA and MU ratings. Includes all areas which determine the health of these ratings: e.g., billet structure, training, career progression, occupational standards, impact of technological changes, etc.

q. Manage the Public Affairs Specialist rating: planning, assignments, qualification, and advancement.

r. Serve as the Public Affairs liaison with Coast Guard Institute and Defense Information School to coordinate training development.

s. Coordinate the Coast Guard public affairs program with field units; disseminate public affairs policy guidance.

t. Promulgate Coast Guard public affairs policy in appropriate manuals and directives.

u. Recommend ways to improve the Coast Guard's public affairs activities.

v. Serve as liaison with the Fleet Home Town News Center.

w. Review as necessary, the administration of the public affairs staffs of district offices and provide recommendations for improvement to the district commanders. Keep informed of the status, effectiveness, and efficiency of public affairs functions by field units.

x. Maintain continuing liaison with all the news media; clear information for release; and answer inquiries from these media and the public.

y. Survey and analyze public opinion regarding the Coast Guard.

INTERNAL PRODUCTIONS BRANCH
(G-CP-1)

1. Under the direction and supervision of the Chief, Public Affairs Staff, the Chief, Internal Productions Branch shall:

   a. Develop plans for and promote internal knowledge and understanding of the activities and missions of the Coast Guard.

   b. Publish the Commandant's Bulletin.

   c. Provide guidance to field units concerning publishing of command newspapers and effective internal communications.

   d. Monitor and support field command internal productions program.

   e. Write Commandant's Holiday greetings to be printed in the Bulletin and for release as ALCOAST as appropriate.

   f. Administer the Alex Haley and Thomas Jefferson Awards programs.

   g. Act as liaison to the American Forces Information Service and Navy Internal Relations Activity.

   h. Administer any special internal projects (e.g., Armed Forces Day and Memorial Day broadcasts on American Forces Radio and Television System).

   i. Serve as Chairman of CGHQ Editors Council and maintain liaison with other internal publications (e.g., Retiree Newsletter, On Scene and Engineer's Digest).

   j. Operate an electronic bulletin board for internal information.

   k. Advise the Chief, Public Affairs, on audiovisual (AV) policy, i.e., slide shows, video tape, etc.

   l. Execute the functions of Chief, Public Affairs, as AV control point within the context of DoT Order 1210.5, Public Affairs Management Manual. Oversee Coast Guard-wide procurement and production of AV products (slide shows, video tape, etc.) and procurement of AV equipment (video and still cameras, projectors, etc.).

   m. Preserve, duplicate and distribute official Coast Guard AV products for public affairs support as required.

   n. Provide AV support for other Public Affairs Staff and Headquarters Offices as directed.

   o. Provide liaison for photographic processing and reproduction services through OST via Working Capital Fund (WCF).

MEDIA RELATIONS BRANCH
(G–CP–2)

1. Under the direction and supervision of the Chief, Public Affairs Staff, the Chief, Media Relations Branch shall:

   a. Serve as the primary point of contact between Coast Guard Headquarters and the news media.

   b. Serve as one of the principal advisors to Commandant and senior officials on media relations.

   c. Develop and carry out a program directed toward the media to enhance public understanding and support of Coast Guard missions, policies and activities.

   d. Coordinate major press conferences and interviews of senior Coast Guard officials.

   e. Prepare and coordinate news releases with the Office of the Secretary of Transportation.

   f. Distribute audiovisual materials to the news media on a nationwide basis.

   g. Establish and maintain effective working relationships with representatives of national and international news media, assisting them in developing stories and arranging for their embarkation aboard Coast Guard units when appropriate.

   h. Prepare and assist in the preparation of special articles and features about the Coast Guard for use in the news media, magazines and books, with the exception of Service–related publications such as Sea Power, American Legion, VFW Magazine, etc.

   i. Provide timely and accurate response to queries from the media.

   j. Release official biographies and photographs of Coast Guard flag officers as appropriate.

   k. Maintain liaison with public affairs officers in the Office of the Secretary of Transportation, Secretary of Defense, all armed forces and other Federal agencies as needed.

   l. Provide media relations guidance to Headquarters offices and field units.

   m. Coordinate the release of information by Coast Guard Districts to national and international media.

   n. Provide review and clearance of speeches, articles and books prepared by Coast Guard personnel.

   o. Provide review and approval of advertising and promotional material using the Coast Guard's name and/or emblem.

   p. Work with public affairs counterparts in the Coast Guard Auxiliary to increase Coast Guard exposure in local media.

   q. Maintain liaison with Commandant's press assistant.

COMMUNITY RELATIONS BRANCH
(G-CP-3)

1. Under the direction and supervision of the Chief, Public Affairs Staff, the Chief, Community Relations Branch shall:

   a. Serve as primary point of contact between Coast Guard Headquarters and the general public, answering routine oral and written inquiries from the public.

   b. Serve as project manager for public affairs functions requiring Coast Guard participation in the Washington, D.C. area.

   c. Coordinate the Coast Guard ART Program (COGAP) and the Coast Guard Illustration Program (COGILL).

   d. Acquire and coordinate loan and/or display of contemporary artwork and exhibits to qualified organizations and events.

   e. Coordinate and direct the activities of the Coast Guard Band when appearing outside the New London area; coordinate the scheduling of the Coast Guard Ceremonial Honor Guard and Precision Drill Team.

   f. Coordinate parade and ceremonial representations, dedications, presentations, presidential inaugurals and ship visits in the Washington, D.C. area.

   g. Coordinate and develop programs to enhance the image of the Coast Guard in communities of the United States.

   h. Coordinate and direct public orientation visits to Coast Guard units as requested.

   i. Act as the special assistant for Navy League matters and provide liaison with respect to Coast Guard policies and programs.

   j. Maintain liaison with veterans organizations, youth groups, civic groups, businesses and other organizations as appropriate.

   k. Administer the Coast Guard's speakers' bureau for the Washington, D.C. area, foster the creation of speakers' bureaus in the field and coordinate external requests for Headquarters' speakers.

   l. Serve as project manager for Coast Guard participation in special and national projects and ceremonies; support field units as appropriate.

   m. Prepare and assist in the preparation of special articles and features about the Coast Guard for use in service-related publications such as Sea Power, American Legion, VFW Magazine, etc.

   n. Obtain reprints of Coast Guard articles from publishers, provide creative writing, arrange for reproduction and distribution of public affairs pamphlets, booklets and brochures.

   o. Coordinate with public affairs counterparts in the Department of Defense, other armed services, civilian agencies and the Coast Guard Auxiliary to increase Coast Guard participation in national events.

p. Administer the Coast Guard's naming program for cutters and shore facilities.

q. Administer the Coast Guard Public Service Awards Program.

r. Coordinate DoT and Coast Guard Headquarters volunteer programs.

HISTORY BRANCH
(G-CP-4)

1. Under the direction and supervision of the Chief, Public Affairs Staff, the Chief, History Branch shall:

   a. Resolve historical controversies.

   b. Research and prepare trend studies to support decision making.

   c. Research and evalute documents so as to preserve the institutional memory of the Coast Guard.

   d. Author historical materials.

   e. Facilitate public access to historical documentation.

   f. Research material for historical exhibits, relating to the service.

   g. Maintain liaison with museums and historical societies.

   h. Maintain servicewide inventory of Coast Guard artifacts, ensuring that they are identified, appraised and recorded into the Personal Property Accountability (PPA) System.

   i. Establish servicewide preservation, security and interpretation standards for the handling, stowage, loan and display of Coast Guard artifacts.

   j. Track and update each loan of artifacts and properties of historical significance to the Coast Guard.

   k. Exercise approval authority for all new loans of Coast Guard artifacts.

   l. Collect artifacts and properties of historical significance to the Coast Guard.

   m. Administer the operations of the Coast Guard Collections Center.

   n. Facilitate public access to historical documents.

STRATEGIC PLANNING STAFF
(G-CX)

1. **Mission.** Institute and maintain an organizational commitment to strategic planning and strategic thinking. Stimulate debate on how to best achieve the strategic goals of the Coast Guard.

2. **Functions.** Under the general direction and supervision of the Commandant, the Chief, Strategic Planning Staff shall:

   a. Monitor the external and internal environment and call top management's attention to changing forces that drive Coast Guard activities.

   b. Identify and assess, for top management use, organizational opportunities and threats that will likely affect the Coast Guard in the future. Develop the background data, supporting analysis and candidate options that may be available.

   c. Present and facilitate strategic issues among appropriate fora of senior Coast Guard leaders to stimulate debate. Identify strategic issues and options that should be pursued, modified or rejected.

   d. Maintain and publish periodically, directives promulgating the Commandant's vision, goals and specific strategic policies for use by the entire organization; and to serve as broad executive guidance to the PPBES (Planning, Programming, Budgeting, and Evaluation System).

   e. Develop and maintain the strategic planning portion of the PPBES.

   f. Promote strategic thinking throughout the Coast Guard.

   g. Administer meetings of the Strategic Planning Group (SPG) and Senior Advisory Group (SAG). Participate as members of the SPG.

   h. Establish and maintain networks among public and corporate strategic planners to further support quality and strategic efforts within the organization.

QUALITY STAFF AND TOTAL QUALITY ADVISOR TO THE COMMANDANT (G–CQ)

1. **Mission.** Advise, inform and assist the Commandant and the Coast Guard Quality Council on Total Quality Management (TQM) policies, procedures and strategies.

2. **Functions.** Under the general direction and supervision of the Commandant, the Chief, Quality Staff and Total Quality Advisor to the Commandant shall:

   a. Develop, administer and maintain quality management policies to implement and institutionalize TQM initiatives in the Coast Guard.

   b. Develop measures to determine the success of institutionalized TQM in the Coast Guard.

   c. Strategically guide, coordinate, administer and monitor the TQM activities of the Coast Guard.

   d. Serve as focal point for all internal and external inquiries to the Coast Guard regarding TQM improvements.

   e. Provide assistance to the Office of Personnel and Training (G–P) in analyzing and recommending quality management training needs for the Coast Guard.

   f. Provide guidance on TQM matters, as appropriate, to the Coast Guard Leadership Institute, Quality Center.

   g. Oversee and coordinate all quality award submissions for the Coast Guard.

   h. Administer the Military and Civilian Idea Express Suggestion Program, with a view of closer integration with Coast Guard quality.

   i. Manage the Quality Improvement Fund and ensure integration with the Coast Guard's quality initiative. Coordinate with appropriate Chief of Staff elements in the review of projects.

   j. Serve as systems operator for the TQM portion of the Coast Guard Bulletin Board.

   k. Serve as coordinator of the Coast Guard Quality Council, and support other Headquarters quality overlay entities as appropriate.

OFFICE OF CIVIL RIGHTS
(G–H)

1. **Mission.** To administer, coordinate and assure implementation of Civil Rights and equal opportunity precepts within the Service in all its official actions, including employment practices; services rendered to the public; operation of Federally assisted activities; and other programs and efforts involving Coast Guard assistance, participation or endorsement.

2. **Functions.** Under the general direction and supervision of the Commandant, the Chief, Office of Civil Rights shall:

   a. Be the principal staff advisor to the Commandant on Civil Rights and equal opportunity matters to assure full and affirmative implementation of Civil Rights and equal opportunity precepts within the Coast Guard, within representing organizations, and in connection with recipients of Coast Guard sponsored Federal assistance.

   b. Consistent with Departmental policies, programs, standards and procedures, develop and recommend to the Commandant implementing policies and programs; and as authorized, issue implementing standards and procedures, to assure:

      (1) Equal opportunity in internal Coast Guard employment practices (consistent with Executive Order; Public Law; and Equal Employment Opportunity Commission Regulations).

      (2) That all Coast Guard programs and activities affecting housing and urban development are administered in an affirmative manner to further the purpose of the fair housing provision of Title VIII of the Civil Rights Act of 1968.

      (3) That assistance is provided, as required by the Departmental Director of Equal Employment Opportunity, in investigation of complaints alleging discrimination filed by active duty and reserve military personnel, members of the Coast Guard Auxiliary, civilian employees, or applicants for employment.

      (4) That technical advice and guidance on civil rights matters are provided to Coast Guard officials and organizations regularly charged with contract and grant–in–aid administration.

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

      (6) Affirmative actions are taken to support total Federal equal opportunity programs.

   c. Evaluate implementation by Headquarters and field elements of approved policies, programs, standards and procedures.

   d. Serve as the Coast Guard Equal Employment Opportunity Officer.

   e. Serve as the Coast Guard Title VI Coordinator (Title VI of the Civil Rights Act of 1964, Executive Order 11247 and regulations of the Department of Justice) coordinating with elements involved with Federally funded assistance projects.

   f. Conduct liaison with the Departmental Office of Civil Rights, Office of the Secretary of Transportation, and develop or coordinate the development of Civil Rights and equal opportunity reports prescribed by OST.

g. Be the Program Director for the Civil Rights Support Program.

POLICY/PLANNING AND EXTERNAL PROGRAMS DIVISION (G-HPE)

1. Under the general direction and supervision of the Chief, Office of Civil Rights, the Chief, Policy/Planning and External Programs Division shall:

   a. Develop policy, planning and budget documents, consistent with PPBES requirements, to staff, fund and provide resources for the Civil Rights Support Program.

   b. Develop policies, procedures, guidelines and program plans for the effective implementation of external civil rights compliance programs required under National Recreational Boating Safety Financial Assistance Program.

   c. Assist and advise Coast Guard managers, grant recipients and State government officials on all matters relating to the civil rights compliance obligations of recipients of Federal grants. As required by DoT Director of Civil Rights, provide assistance in the investigation of complaints of discrimination filed against grant recipients.

   d. Develop policies, procedures, and guidelines for the effective implementation and management of programs designed to improve the involvement level of Historically Black Colleges and Universities (HBCUs) in Coast Guard sponsored programs. Assist and advise Coast Guard managers, government officials and representative of HBCUs' on all matters relating to Executive Order 12677, HBCUs.

   e. Develop policies, procedures, and guidelines to effectively implement and manage a discriminatory complaints system for the Coast Guard Auxiliary. Assist and advise Coast Guard managers and officials of the Coast Guard Auxiliary on all matters relating to this system. As required by DoT Director of Civil Rights, provide assistance in the investigation of complaints of discrimination filed by members of the Coast Guard Auxiliary.

   f. Plan and coordinate multi-divisional projects; plan, organize and direct work project action teams employed to solve complex program implementation problems.

MILITARY EQUAL OPPORTUNITY DIVISION
(G-HME)

1. Under the general direction and supervision of the Chief, Office of Civil Rights, the Chief, Military Equal Opportunity Division shall:

   a. Develop guidelines, procedures, internal policies and directives as necessary to establish and manage an effective military Civil Rights/Equal Opportunity program for Coast Guard military personnel.

   b. Evaluate the status of military equal opportunity in the Coast Guard to identify problems, and advise in formulating plans of action, goals, and milestones for program improvement. Monitor progress towards achievement of goals through the review of Military Affirmative Action Plans (MAAP) of maintenance and logistics commands, district commands and major headquarters units.

   c. Review internally developed plans, policies, directives, and guidelines affecting Coast Guard military personnel to assure they are consistent with Coast Guard equal opportunity policies and directives, and with laws and issuances of higher authority.

   d. Provide technical assistance and advice to Coast Guard Headquarters program directors/managers, areas, maintenance and logistics commands, district commands, and major Headquarters units Civil Rights program managers.

   e. As required by DOT Director of Civil Rights, provide assistance in the investigation of complaints of discrimination filed by military personnel of the U.S. Coast Guard and Coast Guard Reserves.

   f. Establish, maintain, and coordinate training programs for Service personnel and program personnel as needed to meet Coast Guard equal opportunity goals.

   g. Maintain surveillance of external Civil Rights matters, including housing, relating to Coast Guard military personnel, and, when necessary, initiate corrective action within the framework of applicable laws and issuances.

CIVILIAN EQUAL OPPORTUNITY DIVISION
(G-HCE)

1. Under the general direction and supervision of the Chief, Office of Civil Rights, the Chief, Civilian Equal Opportunity Division shall:

   a. Develop guidelines, procedures, internal policies and directives to establish and manage an effective equal opportunity program for the Coast Guard. Continually evaluate the civilian equal opportunity posture and program resources, and initiate remedial measures as necessary.

   b. Review plans, policies, directives, and guidelines promulgated by other Coast Guard offices for adherence to equal opportunity law, executive orders, Departmental instructions, EEO case laws and personnel merit procedures as they affect Coast Guard employees.

   c. Manage the civilian discrimination complaint process as required by the DoT Director of Equal Employment Opportunity to include the investigation of discrimination complaints initiated by employees and applicants for employment with the Coast Guard.

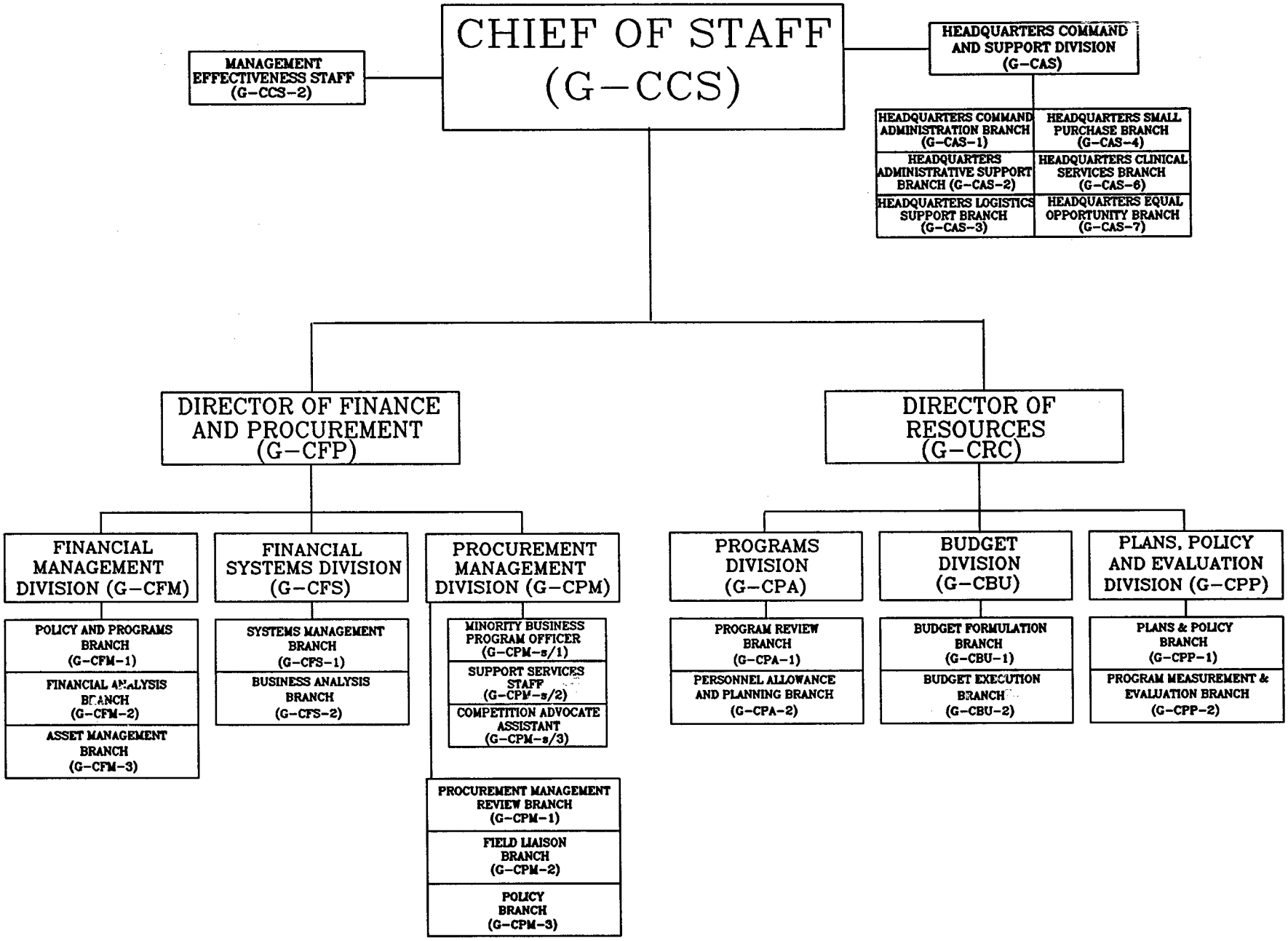
   d. Manage the civilian affirmative action and special emphasis programs, to include development, coordination and evaluation of programs consistent with Equal Employment Opportunity Commission and Office of Personnel Management guidelines.

   e. Consult with, assist and advise Coast Guard managers, civilian employees, applicants and minority/female organizations on equal opportunity matters.

THIS PAGE INTENTIONALLY LEFT BLANK

CHIEF OF STAFF

(G–CCS)


CHIEF OF STAFF (G-CCS)
MANAGEMENT EFFECTIVENESS STAFF (G-CCS-2)
HEADQUARTERS COMMAND AND SUPPORT DIVISION (G-CAS)
HEADQUARTERS COMMAND ADMINISTRATION BRANCH (G-CAS-1)
HEADQUARTERS SMALL PURCHASE BRANCH (G-CAS-4)
HEADQUARTERS ADMINISTRATIVE SUPPORT BRANCH (G-CAS-2)
HEADQUARTERS CLINICAL SERVICES BRANCH (G-CAS-6)
HEADQUARTERS LOGISTICS SUPPORT BRANCH (G-CAS-3)
HEADQUARTERS EQUAL OPPORTUNITY BRANCH (G-CAS-7)
DIRECTOR OF FINANCE AND PROCUREMENT (G-CFP)
DIRECTOR OF RESOURCES (G-CRC)
FINANCIAL MANAGEMENT DIVISION (G-CFM)
POLICY AND PROGRAMS BRANCH (G-CFM-1)
FINANCIAL ANALYSIS BRANCH (G-CFM-2)
ASSET MANAGEMENT BRANCH (G-CFM-3)
FINANCIAL SYSTEMS DIVISION (G-CFS)
SYSTEMS MANAGEMENT BRANCH (G-CFS-1)
BUSINESS ANALYSIS BRANCH (G-CFS-2)
PROCUREMENT MANAGEMENT DIVISION (G-CPM)
MINORITY BUSINESS PROGRAM OFFICER (G-CPM-s/1)
SUPPORT SERVICES STAFF (G-CPM-s/2)
COMPETITION ADVOCATE ASSISTANT (G-CPM-s/3)
PROCUREMENT MANAGEMENT REVIEW BRANCH (G-CPM-1)
FIELD LIAISON BRANCH (G-CPM-2)
POLICY BRANCH (G-CPM-3)
PROGRAMS DIVISION (G-CPA)
PROGRAM REVIEW BRANCH (G-CPA-1)
PERSONNEL ALLOWANCE AND PLANNING BRANCH (G-CPA-2)
BUDGET DIVISION (G-CBU)
BUDGET FORMULATION BRANCH (G-CBU-1)
BUDGET EXECUTION BRANCH (G-CBU-2)
PLANS, POLICY AND EVALUATION DIVISION (G-CPP)
PLANS & POLICY BRANCH (G-CPP-1)
PROGRAM MEASUREMENT & EVALUATION BRANCH (G-CPP-2)

CHIEF OF STAFF
(G–CCS)

1. **Mission**. To develop, coordinate, monitor, and control service policies and programs, with particular emphasis to resource management, general administration, financial and procurement management and organizational management activities.

2. **Functions**. Under the general direction of the Commandant and Vice Commandant, the Chief of Staff shall:

   a. Advise and assist the Commandant and Vice Commandant in the general administration of the Service.

   b. Keep the Commandant and Vice Commandant informed of the progress made in executing the policies and programs of the Service and the problems encountered. Act as principal Management Advisor and overall Resource Manager for the Service. Serve as member of the Senior Advisory Group (SAG) and other senior management forums as appropriate.

   c. Have general responsibility for the initiation, development, and review of basic policies and programs for the Service and for the control, monitoring, and coordination of plans and activities evolving therefrom to ensure adherence to the policies approved by the Commandant.

   d. Assure that the Chiefs of Offices and Area Commanders are kept fully informed as to the broad policies and programs approved by the Commandant.

   e. Generally direct the activities of the Chiefs of Offices at Headquarters (except the Office of Civil Rights (G–H)), particularly with a view toward promoting and securing effective coordination: in the Headquarters staff; between Headquarters and the Area Commanders; between Headquarters and Headquarters units. Chair the Coordinating Councils. Chair the Headquarters Total Quality Management Executive Steering Committee (ESC). Chair the Office of the Chief of Staff Quality Management Board. Serve as a member of the Quality Management Council.

   f. Oversee and administer the Planning, Programming, Budgeting and Evaluation System (PPBES) for the Service.

   g. Generally direct the following program/resource related activities: (1) long–range and short–term planning; (2) program and mission evaluation; (3) budget development, presentation, and execution; (4) resource base management; (5) manpower allocation and evaluation; and (6) energy management.

   h. Generally direct the Coast Guard's financial and procurement management programs and ensure responsiveness to departmental initiatives and requirements.

   i. Generally direct the following general management activities: (1) the Coast Guard's responsiveness to external auditing elements such as DOT/IG and GAO and appropriate attention and action regarding audit results; (2) the review of management controls and monitoring of necessary corrective actions; (3) the review and establishment of organizational and functional structure.

j. Serve as Commanding Officer of Headquarters.

k. Exercise technical control over the Coast Guard National Pollution Funds Center.

l. Serve as the Support Director for the General Administration Program.

m. Act as the Designated Safety and Health Official of the Coast Guard.

DEPUTY CHIEF OF STAFF
(G–dCCS)

1. **Mission**. To assist the Chief of Staff, as directed, in both general management/ administrative activities and in administration of the Office of the Chief of Staff.

2. **Functions**. Under the general supervision of the Chief of Staff, the Deputy Chief of Staff shall:

   a. Review and monitor incoming initiatives. Take action on matters submitted to the Chief of Staff which do not require the personal attention of that officer and recommend a course of action when the Chief of Staff's review and/or approval is required.

   b. Act as Chief of Staff in that officers absence.

   c. Assist the Chief of Staff in directing Headquarters efforts through the promotion of effective coordination amongst all Headquarters elements. Provide leadership and guidance to the office deputies at Headquarters.

   d. Assist the Chief of Staff in the administration of the Office of the Chief of Staff. Ensure that all Chief of Staff elements are kept informed of office initiatives and issues. Coordinate issues requiring interaction across the entire office.

   e. Act as the Chief of Staff's "executive assistant" with respect to the organizational relationships with the Director of Resources and the Director of Finance and Procurement.

   f. Assist the Chief of Staff in the exercise of technical control over the National Pollution Funds Center.

MANAGEMENT EFFECTIVENESS STAFF
(G–CCS–2)

1. **Mission.** To directly advise and assist the Chief of Staff in the execution and oversight of Service–wide management responsibilities.

2. **Functions**. Under the general direction and supervision of the Chief of Staff, the Chief, Management Effectiveness Staff, shall:

   a. Provide decision–making support to the Chief of Staff through advice and recommendations based on research and analysis of:

      (1) management control system issues

      (2) audits of Coast Guard activities by external entities (e.g. IG, GAO)

      (3) internal staff assessments

      (4) organization/reorganization issues

      (5) general management matters

   b. Conduct and/or participate in research and management reviews/studies as directed by the Chief of Staff. Identify issues for top management concern and consideration and offer recommendations for further action.

   c. Assess Coast Guard management and organization conditions offering findings and recommendations to the Chief of Staff.

   d. Establish policy, administer processes, and provide consulting services in the following Service–wide management areas: management control systems (e.g. A–123), external audit results, Coast Guard organization structure and reorganization, delegations of authority issues and Coast Guard Regulations.

   e. Provide official input and information on management and organizational issues to the Coast Guard.

   f. Analyze all organization and reorganization proposals (internal and external proposals affecting the Coast Guard) and make recommendations to the Chief of Staff for decisions.

   g. Provide direct support to the Chief of Staff in conjunction with various management forums as follows:

      (1) Plan and coordinate all Flag Conferences. Oversee follow–up activities.

      (2) Coordinate the activities and provide support services to the Coordinating Councils. Offer advice and recommendations to the Coordinating Councils.

(3) Attend DoT Administrative Management Council meetings, track and distribute information as appropriate.

h. Serve as the final review/clearance point for all directives requiring G–C/G–CV/G–CCS signature to ensure effective resolution of issues prior to top management attention.

HEADQUARTERS COMMAND AND SUPPORT DIVISION (G-CAS)

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

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

   a. Serve as Commanding Officer, Headquarters Staff.

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

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

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

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

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

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

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

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

   j. Provide for the delivery of health services to Coast Guard personnel, their families and DoT civilian personnel.

   k. Administer the Headquarters Records Management Program.

   l. Serve as District Director for Mutual Assistance in the Washington, D.C. Metropolitan Area.

   m. Provide labor details, shipping and motor pool services.

   n. Administer the headquarters blood donor program.

o. Ensure the Coast Guard policy for telephone equipment (including facsimile machines) procurement and use is implemented for Headquarters.

p. Allocate space to various Headquarters components ensuring that applicable OST/GSA requirements/policies are followed.

q. Provide services for pay, travel and transportation, including household goods, unaccompanied baggage, mobile homes and Privately Owned Vehicles (POVs) to all military personnel and headquarters civilians in the Washington, D.C. Metropolitan Area.

r. Provide freight traffic/transportation support and advice to Headquarters offices.

s. Administer the small purchase program for Headquarters.

t. Provide Coast Guard representation on the Armed Forces Disciplinary Control Board.

u. Administer the Headquarters Coast Guardsman of the Quarter/Year program.

v. Administer the Headquarters equal opportunity and civil rights programs.

w. Administer decedent affairs program for the Washington, D.C. Metropolitan area. Coordinate all Arlington National Cemetery burials of CG personnel and dependents.

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

1. Under the direction and supervision of the Chief, Headquarters Command and Support Division (in the capacity as Executive Officer, Coast Guard Headquarters), the Chief Headquarters Command Administration Branch shall:

   a. Operate Personnel Reporting Unit (PERSRU) Washington, D.C. which shall execute the following duties:

      (1) Maintain a system of personnel accountability and record movements of all military personnel assigned to headquarters and those units under the PERSRU.

      (2) Effect the separation, extension of enlistment and reenlistment of all military personnel assigned, as required.

      (3) Maintain all service records, personal financial records and security status jackets for all personnel assigned.

      (4) Maintain personnel security records for assigned military personnel and issue access level identification exchange information concerning clearances with other agencies as required.

      (5) Handle all reports of indebtness and/or over payment of personnel whose records are maintained by the PERSRU.

      (6) Provide for the review of the JUMPS pay accounts to insure the proper and accurate payment of active duty military personnel in accordance with Coast Guard policies and procedures. Provide for the maintenance of pay accounts and payment of Reserve members performing active duty. Ensure that existing regulations relative to pay matters are properly carried out.

      (7) Be responsible for servicing and answering all claims and questions concerning military pay, travel and shipment of household goods.

      (8) Maintain service desk areas to solve problems, process claims and answer questions in the area of military pay, travel and shipment of household goods.

      (9) Prepare payment schedules, certify them for payment and provide liaison services with the Regional Disbursing Officer.

      (10) Ensure that allotment action requests are prepared and forwarded for military members.

      (11) Be responsible for the certification of all vouchers pertaining to military personnel and civilian employees, including travel allowances and claims. As Authorized Certifying Officer, be responsible for the propriety of all payments made. Prepare claims in doubtful cases for submission to the General Accounting Office for decision.

      (12) Prepare authorizations and vouchers for travel advances for headquarters military and civilian personnel.

(13) Be the principal advisor on and have responsibility for reimbursement of travel expenses.

(14) Provide shipment of household goods services as required at Headquarters.

(15) Maintain liaison with other agencies and activities to ensure all available means and avenues are pursued in providing adequate shipping service to military personnel arriving and departing the headquarters area.

b. Administer military personnel matters for all military personnel attached to Coast Guard Headquarters.

(1) Make office assignments for all enlisted personnel reporting to Headquarters and reassign as necessary to ensure effective utilization of personnel.

(2) Act as Educational Services Officer, including making entries of all educational achievements in military personnel records; administer test and examinations to military personnel in Coast Guard, USAFI and other correspondence courses. Provide guidance necessary to select proper courses and assistance in obtaining enrollment.

(3) Act as coordinator for the Headquarters urinalysis program.

(4) Administer the Weight Control Program at headquarters and monitor the program for Headquarters military personnel.

(5) Act as Disability Separation Representative (DSR) for headquarters personnel. Serve as liaison between the Central Physical Evaluation Board (CPEB) and the Physical Disability Evaluation System (PDES) evaluees. Monitor status of all required Disposition Medical Boards (DMB), all unresolved PDES cases.

(6) Administer the Service Wide Examination Program for advancement of enlisted personnel assigned, including Warrant Officer Examination.

(7) Administer the off-duty tuition assistance program for headquarters personnel and those under the cognizance of PERSRU, Washington, D.C.

(8) Prepare and control the issuance of necessary military, dependents and civilian personnel identification cards; provide the fingerprinting services; issue decals for headquarters under the CG Vehicle Registration Program.

(9) Perform administrative review of and record completion of OER's submitted for Headquarters personnel; maintaining the rating chain for all Headquarters offices.

(10) Provide housing referral services for all military personnel permanently or temporarily assigned to Coast Guard units in the Washington DC Metropolitan Area; administer the Leased Housing Program for the Washington DC area; conduct interim and scheduled inspections on all leased housing.

(11) Provide information on available housing and make available to all military personnel specific data on suitable housing.

(12) Maintain listings on nondiscriminatory rental housing units available for purchase and a separate listing of housing facilities to which sanctions have been applied. Establish procedures to ensure that military personnel do not obtain unsanctioned housing.

(13) Establish and maintain contact with apartment owners, realtors and other sources to secure the maximum number of listings of properties suitable for occupancy within the commuting area.

(14) Establish and maintain liaison with the other Armed Forces Housing Offices in the local area and extend full cooperation in the exchange of housing information. Maintain liaison with other government agencies e.g. VA and FHA, regarding the availability of housing assets to satisfy local housing needs.

(15) Administer, monitor and control all housing surveys conducted in the Washington DC Metropolitan area.

(16) Provide housing information to uniformed members of the Department of Defense and to transferring employees of the Department of Transportation regarding vacancies, desirable and undesirable locations, community support and other data as may be available.

(17) Administer the Headquarters Coast Guardsman of the Quarter/Year Program.

HEADQUARTERS ADMINISTRATIVE SUPPORT BRANCH (G–CAS–2)

1. Under the direction and supervision of the Chief, Headquarters Command and Support Division, the Chief, Headquarters Administrative Support Branch shall:

   a. Coordinate repairs, maintenance and renovation of spaces within Coast Guard Headquarters with the applicable OST division.

   b. Coordinate with OST all telephone service requirements for headquarters and all Washington DC area Coast Guard units.

   c. Allocate office space to headquarters components. Maintain records of space utilization. Ensure that all OST requirements and policies are followed.

   d. Plan and administer the headquarters Records Management Program.

   e. Ensure the Coast Guard Comprehensive Records Control Schedule is maintained current. Prepare and issue correspondence and instructions relative to the records disposal program for headquarters.

   f. Compile, edit and publish the Register of Coast Guard Personnel in the Washington DC area. Review information on Coast Guard personnel published in the DoT telephone directory.

   g. Operate a central information desk to answer telephone inquiries and assist visitors.

   h. Maintain a system of control over records sent to or on loan from the National Archives and Federal Records Center.

   i. Determine from phone billings which calls are personal/unofficial. Take action to collect amounts owned from the individuals. Monitor abuses of the phone system and bring to the attention of G–CAS.

   j. Coordinate arrangements for retirement ceremonies.

   k. Administer the headquarters security program.

   l. Provide liaison with OST parking management. Coordinate parking for Coast Guard personnel and provide general guidance to Coast Guard personnel on parking matters.

   m. Coordinate mail services for Coast Guard Headquarters including the operation of registered and Certified mail distribution point.

   n. Operate the Headquarters motorpool and coordinate transportation for Coast Guard Headquarters.

HEADQUARTERS LOGISTICS SUPPORT BRANCH
(G–CAS–3)

1. Under the direction and supervision of the Chief, Headquarters Command and Support Division, the Chief, Headquarters Logistics Support Branch shall:

   a. Request procurement of, receive, store, maintain and issue office equipment and furniture; coordinate and supervise the movement of existing office furniture and equipment; furnish labor details and shipping and receiving services.

   b. Coordinate shipping and messenger services for Coast Guard Headquarters. Develop, prepare and issue appropriate transportation documents, i.e., GBLs, MILSTAMP Transportation Control and Movement Documents, etc.

   c. Determine proper freight descriptions and classifications.

   d. Determine modes of transportation and carriers within a mode.

   e. Develop and furnish route and rate data for headquarters offices when requested.

   f. Coordinate and supervise the Coast Guard Headquarters Store for issuance of office supplies and forms.

   g. Provide liaison with the Coast Guard Exchange, Cape May for their operation of NAFA satellite facilities at headquarters.

   h. Provide budget and accounting service for the Chief of Staff, the division and assist other divisions in the Chief of Staff's office.

   i. Maintain the Coast Guard Headquarters Morale fund accounts, issue morale loans and provide liaison with the Headquarters Morale Committee for their operation of the Morale Locker.

HEADQUARTERS SMALL PURCHASE BRANCH
(G-GAS-4)

1. Under the direction and supervision of the Chief, Headquarters Command and Support Division, Chief, Headquarters Small Purchase Branch shall:

   a. Serve as the authorized Contracting Officer for Coast Guard Headquarters, and, as such, has obligation authority for all procurements from commercial sources up to $25,000. Has maximum authority for all contracts with the General Services Administration (GSA).

   b. Direct headquarters acquisitions, including the purchase of all office supplies, rental equipment, leased housing training courses for both military and civilian personnel, electronics equipment, spare parts, word processing equipment, subscriptions and tuition reimbursements.

   c. Monitor the performance of contractors, identifying those who are habitually delinquent and initiating appropriate action for termination or default of a contract.

   d. Issue Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions and Military Interagency Procurement Request (MIPR) to acquire material and services from the other armed services, GSA or other government sources.

HEADQUARTERS CLINICAL SERVICES BRANCH
(G-CAS-6)

1. Under the direction and supervision of the Chief, Headquarters Command and Support Division, Chief Headquarters Clinical Services Branch shall:

   a. Operate a medical and dental Coast Guard Headquarters Clinic at DoT Headquarters (Nassif Building) and a branch health unit at the Coast Guard Headquarters Building for eligible military and civilian personnel.

   b. Provide health benefits and CHAMPUS advisory services for personnel assigned to Coast Guard Headquarters or personnel utilizing the clinics.

   c. Supervise the overall delivery of health care to include diagnosis, screening, counseling, therapy, follow-up and dental care to eligible beneficiaries.

   d. Conduct Medical Boards as required on active duty personnel.

   e. Maintain a pharmacy adequate to the needs of the beneficiary population and ensure its proper functioning.

   f. Maintain adequate facilities to perform physical examinations, including civilian employment, Occupational Medicine monitoring, routine military, enlistment, retirement, flight and diving exams consistent with existing directives.

   g. Provide medical advice/expertise and health education programs to Coast Guard Headquarters personnel and DoT staff, as required.

   h. Provide medical expertise to Physical Evaluation Boards, as required.

   i. Arrange for secondary and tertiary care for the Coast Guard beneficiaries, as required, and provide essential follow-up to assure continuity of care.

   j. Perform other medical/military duties as required by the Chief, Headquarters Command and Support Division, including in-service education training programs to assure uniformity and quality of care,

   k. Maintain the medical records for headquarters military personnel, military dependents and DoT civilian personnel utilizing the clinic.

   l. Coordinate the Command Drug and Alcohol Program for Coast Guard Headquarters.

HEADQUARTERS EQUAL OPPORTUNITY BRANCH
(G–CAS–7)

1. **Mission.** Administer, coordinate and assure implementation of the Headquarters equal opportunity and civil rights programs.

2. **Functions.** Under the direction and supervision of the Commanding Officer, Coast Guard Headquarters Staff (Chief, Headquarters Command and Support Division), the Headquarters Equal Opportunity Officer shall:

   a. Plan direct and execute the equal employment opportunity (EEO) and military equal opportunity (EO) program at Headquarters. The EEO program includes all civilian personnel at headquarters, the Omega Navigation System Center (ONSC), the Intelligence Coordination Center (ICC), Marine Safety Center (MSC) and the Telecommunications and Information Systems Command (TISCOM). The EO program includes all military personnel at headquarters, ONSC, ICC, MSC, TISCOM and Air Station Washington.

   b. Manage the EEO Counselor, Military Equal Opportunity Rights Counselor and Special Emphasis Programs at headquarters, including:

   (1) Recommending personnel for appointment;
   (2) Arranging for training for collateral duty program support staff; and
   (3) Providing advice, guidance and direction to collateral duty support staff.

   c. Manage the civilian and military discrimination complaint systems in accordance with applicable laws, rules and regulation and in conformity with departmental and Commandant (G–H) policies, programs, standards and procedures.

   d. Provide for equal opportunity awareness training.

   e. Review proposed changes in headquarters policies procedures and organizations to determine their impact on equal opportunity and advise the Commanding Officer, Coast Guard Headquarters (Chief of Staff) on any adverse effects.

   f. Formulate and ensure the dissemination of policy issuances regarding the administration of the headquarters civilian EEO and military EO programs.

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

DIRECTOR OF FINANCE AND PROCUREMENT
(G–CFP)

1. **Mission**. To direct the resource management activities of the Coast Guard relating to finance and procurement.

2. **Functions**. Under the general direction of the Chief of Staff, the Director of Finance and Procurement shall:

   a. Serve as Chief Financial Officer (CFO) of the Coast Guard and Support Director for the Financial Management Program. As such:

   (1) provide policy and direction for financial management personnel, programs, systems, activities, operations and reporting;

   (2) ensure effective implementation of Departmental and Coast Guard financial management policy, procedures and internal controls;

   (3) represent the Coast Guard as a member of the Departmental CFO Council; and

   (4) report to the Departmental CFO, as appropriate, on financial management matters.

   (5) Direct the provision of financial analysis procedures for the organization and the use of business analysis in support the PPBES. Coordinate closely with the Director of Resources. Oversee the development and use of financial performance indicators to support evaluation of the Coast Guard's financial business.

   b. Provide direction for the development, coordination and administration of the Coast Guard's procurement process. Oversee policy development and the review of all acquisition activities to assure compliance with applicable procurement laws, regulations and policies.

   c. Serve as the Coast Guard Senior Competition Advocate and as the Head of Contracting Activity for designated commands.

   d. Oversee the interoffice coordination of financial, business analysis and procurement issues. Provide recommendations on financial and procurement resource management issues to the Chief of Staff and Commandant based on various staff assessments including analysis of current year operating fund activities, spend plan reviews, assessments of financial and procurement management performance and other business analysis.

   e. Exercise technical control over the Coast Guard Finance Center.

   f. Manage the Coast Guard's annual Operating and Maintenance Fund (AFC–30) Allotment. Coordinate closely with the Director of Resources as appropriate.

   g. Oversee the service–wide administration of grants management, personal property, mass transit benefits and cash management. Ensure financial oversight for the Supply Fund.

FINANCIAL MANAGEMENT DIVISION
(G–CFM)

1. **Mission.** Develop, maintain and evaluate broad policy and guidance related to financial management operations, personnel and training. Manage the Coast Guard's Operating and Maintenance Account (AFC–30) and designated asset management funds and activities. Provide analysis of current year activity to support the resource management decisions of the Service.

2. **Functions**. Under the general direction and supervision of the Director of Finance and Procurement, the Chief, Financial Management Division shall:

   a. Plan, develop and administer the Coast Guard's financial management program (excluding those functions performed in the Financial Systems Division), including Headquarters and field financial management organization and staffing.

   b. Develop, issue and review, as necessary, financial management policy, directives and procedures.

   c. Manage the military personnel system for the financial management postgraduate and officer assignment processes. As appropriate, oversee civilian financial management higher education issues.

   d. Provide guidance to field commands and Headquarters program managers regarding financial management training requirements.

   e. Manage the annual Allotment Target Unit (ATU) budget process (formerly the CG–4144 process).

   f. Manage the annual Operating and Maintenance Funds (AFC–30) allotment.

   g. Conduct analyses of current year activity in all appropriations to determine the effectiveness of funds utilization and provide recommendations for alternate uses of funds to the Director of Finance and Procurement and also for use by the Chief of Staff and the Director of Resources. This includes results from the following:

      (1) the management of the annual Headquarters Spending Plan process across Operating Expenses (OE) Allotment Fund Codes (AFCs).

      (2) the management of the field spending plan process across Operating Expenses Allotment Fund Codes.

      (3) the management of the spending plan process in appropriations other than the Operating Expenses appropriation.

      (4) special studies as appropriate in all appropriations.

   h. Provide funds control for all current and expired appropriations.

   i. Manage the Gift Fund and Extraordinary Expense Fund (XXF). Provide financial oversight of the Supply Fund. (Note: this is not AFC–83, but the oversight of all Supply Fund accounts). Coordinate with the Supply Fund AFC managers as necessary.

j. Serve as the focal point for cash management issues (including travel advances) across all appropriations. Manage the Imprest Fund, Authorized Certifying Officer (ACO), and Comptroller General liaison functions (for supplies and materials). Serve as the Coast Guard ACO regarding certification issues for supplies and services procurements.

k. Manage the Mass Transit Benefit program for the Coast Guard.

l. Provide oversight for the Headquarters Working Capital fund account and OST reimbursements.

m. Serve as the focal point for A–76 issues with emphasis on the analysis and addressing of field concerns regarding the adequacy of funds provided for existing A–76 contracts.

n. Manage the Coast Guard's Personal Property Accountability (PPA) system, ensuring that the functions of accountability, utilization and disposal are effectively addressed.

o. Serve as liaison with field ATUs, Headquarters program managers and external entities for all divisional responsibilities. Serve as the principal service representative on joint financial management committees.

POLICY AND PROGRAMS BRANCH
(G-CFM-1)

1. Under the direction and supervision of the Chief, Financial Management Division, the Chief, Policy and Programs Branch shall:

   a. Develop, evaluate and implement, where necessary, Coast Guard-wide financial management policy for use by Headquarters program managers and the field.

   b. Maintain the Comptroller Manual, Volume I, Accounting (COMDTINST M7300.4 series) and the Manual of Budgetary Administration (COMDTINST M7100.3 series), and all other financial management manuals that address cross functional topics that are not the responsibility of another specific element.

   c. Advise Coast Guard management and affected program managers in financial policy matters.

   d. Provide guidance to Headquarters staff, the Finance Center and field activities concerning appropriated fund use, appropriation principles and the propriety of related payments.

   e. Monitor the impact of the Defense Business Operating Fund (DBOF) on the Coast Guard and promulgate/administer policy as necessary.

   f. Determine the impact of legislative or regulatory changes on the financial management program and advise management as appropriate.

   g. Serve as the Coast Guard's liaison with the Comptroller General of the United States for certification issues and related matters pertaining to the use of appropriated funds exclusive of pay and travel entitlements.

   h. Examine and evaluate the organization, staffing and workload standard in financial offices in Headquarters and the field. Make recommendations for improvement as appropriate.

   i. Examine the training needs for financial management personnel (civilian, officer, enlisted) throughout the Coast Guard. Design and implement training plans as appropriate. Coordinate with the G-P staff as necessary.

   j. Manage the military personnel system for the financial postgraduate education program. Serve as the slate manager for the officer assignment process. Develop standards for the financial management higher education program for civilians.

   k. Coordinate the training and supply needs of the financial divisions under the Director of Finance and Procurement.

FINANCIAL MANAGEMENT BRANCH
(G–CFM–2)

1. Under the direction and supervision of the Chief, Financial Management Division, the Chief, Financial Management Branch shall:

   a. Serve as the Coast Guard–wide manager of the Operating and Maintenance Fund Account (AFC–30).

   b. Analyze and evaluate Operating and Maintenance Funds (AFC–30) execution during the current year including actual performance versus budget. Initiate funds reallocation as required to maximize overall funds utilization.

   c. Conduct current year studies/analyses of OE cost and budget data for use by the Chief of Staff, Director of Finance and Procurement or Director of Resources to determine the effectiveness of funds utilization. Provide recommendations regarding alternative uses of funds and potential for funds reinvestment.

   d. Perform the annual analysis of headquarters program managers' spending plans across OE AFCs to determine the effectiveness of funds utilization. Analyze field spending plans across OE AFCs as necessary. Make recommendations regarding alternate uses of funds to Director of Finance and Procurement and also for use by the Chief of Staff and Director of Resources as appropriate.

   e. Conduct spend plan analyses for the cost and budget data in Appropriations other than OE (AC&I, EC&R, etc.) as requested by the Chief of Staff, Director of Finance and Procurement or Director of Resources to determine effectiveness of funds utilization. Provide recommendations regarding alternative uses of funds and potential for funds reinvestment.

   f. Manage the annual OE ATU Budget Process (formerly CG–4144s). Serve as the conduit for the receipt/distribution of annual field budget requests to/from Headquarters program managers. Manage the reclama process.

   g. Provide oversight regarding the Headquarters Working Capital Fund account and OST assessments. Conduct analyses of activity in these accounts as necessary to ensure effective funds utilization. Provide recommendations to senior management and Headquarters program managers regarding alternate uses of funds as appropriate.

   h. Analyze/address field concerns regarding the adequacy of funds provided for existing A–76 contracts. Coordinate with field ATUs and Headquarters program managers as necessary on A–76 issues.

   i. Develop annual Standard Personnel Costs for AFC–30.

j. Conduct costing of all current year operations across all AFCs in response to external and/or internal Coast Guard inquiries.

k. Provide funds control for all appropriations. Ensure the level of funding is consistent between appropriations, apportionments, allotments and other administrative subdivision of funds. Perform reconciliation of selected accounts as needed, and submit corrections as necessary.

k. Analyze and forecast trends in the obligation of funds across all appropriations. Identify potential over/under obligation of funds, obligations exceeding apportionments, or potential carryover. Coordinate corrective action with other Chief of Staff divisions, Headquarters program managers, and field ATUs as necessary.

ASSET MANAGEMENT BRANCH
(G–CFM–3)

1. Under the direction and supervision of the Chief, Financial Management Division, the Chief, Asset Management Branch shall:

   a. Manage the Imprest Fund program, designate cashiers, and resolve cases of lost funds. Establish policies and procedures as necessary to ensure effective use of the Coast Guard's financial assets.

   b. Plan and develop policies and procedures, and manage the Authorized Certifying Officer program across all functional areas. Serve as the ACO regarding certification issues for supplies and services procurements.

   c. Plan and develop policies and procedures so as to manage the Mass Transit Benefit program.

   d. Plan and develop cash management policies and procedures for the authorization, disbursement, and collection of travel advances, including managing the Coast Guard's travel charge card, Government Travel Services Account (transportation) and traveler's check programs. Coordinate the collection of travel advances from members pay, when necessary, with the Compensation Management Branch (G–PS–1) in the Office of Personnel and Training.

   e. Develop policy and procedures for acquiring, utilizing and disposing of Coast Guard Personal Property. This encompasses: acceptance of gifts into the Coast Guard; acquisition of systems furniture; reports of survey; loan or donation of Coast Guard personal property; precious metal recovery; and seized or forfeited property.

   f. Develop policy and procedures for the Coast Guard Personal Property Accountability (PPA) system. This encompasses the establishment of standards for the inclusion of property into the system; and managing the automated personal property data base.

   g. Manage the personal property compliance review program. Conduct compliance reviews and field site visits as necessary.

   h. Implement the provisions of the Federal Property Management Regulations (FPMR) and DoT/DoD directives as they apply to Coast Guard personal property management functions. Coordinate Coast Guard requests for deviation to these regulations.

   i. Provide financial oversight of all accounts under the Supply Fund. Review operating results and financial data, and develop financial management policies as necessary to ensure the proper use of fiscal resources in these accounts. (Note: This is not AFC–83, but the oversight of all Supply Fund accounts.) Coordinate with Supply Fund managers as necessary.

   j. Manage the Gift fund and XXF. Develop policies and review operating results as necessary to ensure the proper management of these accounts.

FINANCIAL SYSTEMS DIVISION
(G-CFS)

1. **Mission.** Develop, coordinate and oversee financial systems and processes that support the financial and business management needs of Coast Guard managers and meet mandated requirements related to certification and reporting of Coast Guard's financial results and establishment of financial internal controls and financial performance indicators.

2. **Functions.** Under the general direction and supervision of the Director of Finance and Procurement, the Chief, Financial Systems Division shall:

   a. Identify the internal and external financial management information needs of the Coast Guard. Use this data during the development of all financial management information systems and data bases.

   b. Coordinate/monitor the development of integrated financial management, asset management and accounting systems throughout the Coast Guard. This includes identifying current system deficiencies and designing/implementing systems enhancements when necessary. Approve all new major financial systems and enhancements.

   c. Manage/develop the Corporate Data Base in order to provide the data necessary for financial and programmatic analysis throughout the service. Chair the Corporate Data Base Advisory Group.

   d. Provide Headquarters oversight for the Finance Center, and for the accounting functions at the Inventory Control Points.

   e. Monitor the integrity of the Coast Guard's financial data. Initiate controls or corrective action when necessary/appropriate.

   f. Provide technical direction/oversight to Headquarters Program Managers and Inventory Control Points with regards to their financial management systems, controls and data bases.

   g. Develop, implement and maintain a satisfactory system of internal controls with regards to the Coast Guard's financial management, asset management and accounting systems including Section 4 activities. Report as required under the Federal Managers Financial Integrity Act.

   h. Monitor and furnish input for external audit/review activities as they relate to Coast Guard accounting/financial systems. Coordinate all activity with the Management Effectiveness Staff (G-CCS-2).

   i. Coordinate the development and auditing of the annual Financial Statements required by the Chief Financial Officers Act of 1990.

   j. Monitor/coordinate the certification of Coast Guard-wide financial operating results with the Finance Center.

   k. Establish Coast Guard-wide internal financial analyses procedures as necessary, to support the PPBES.

l. In support of the PPBES, conduct in-depth, long term benefit/cost, return on investment (ROI) and major financial analyses/special studies of the Coast Guard's existing/planned allocation of resources and business activities. Provide input to Chief of Staff elements and impacted headquarters program managers on the results of these analyses as appropriate.

m. As necessary, review the financial analyses in planning documents and special studies submitted to the Chief of Staff to ensure accuracy and the correct use of financial data. Provide input to Chief of Staff elements and impacted headquarters program managers on the results of these analyses as appropriate.

n. Coordinate the development of financial measures of performance by headquarters program managers. Conduct analyses of actual performance relative to existing financial measures. Provide input to Chief of Staff elements and impacted headquarters program managers on the results of these analyses as appropriate.

o. Conduct quantitative/business analyses regarding actual programmatic performance relative to programmatic measures of effectiveness. Provide input to the Programs Division, the Plans, Policy and Evaluation Division and the impacted headquarters program managers as appropriate.

p. Develop cost accounting reports (standard rate development, user fees, annual unit cost reports, etc.) as required to ensure effective resource and business analysis.

q. Respond to Congressional inquiries concerning financial management matters.

r. Serve as the liaison with field ATUs, headquarters program managers and external entities for all divisional responsibilities. Serve as the principal service representative on joint financial systems/accounting committees.

SYSTEMS MANAGEMENT BRANCH
(G–CFS–1)

1. Under the direction and supervision of the Chief, Financial Systems Division, the Chief, Systems Management Branch shall:

   a. Identify financial management, accounting and personal property information needs throughout the Coast Guard through means such as surveys and customer inquiries.

   b. Coordinate/monitor the development and enhancement of existing financial management, accounting and asset management systems to accommodate the changing financial information needs of the Coast Guard and the advancement of technology. Make recommendations regarding system approval to the Chief, Financial Systems Division.

   c. Coordinate the development and implementation of the Corporate Data Base. Ensure these systems are properly maintained. Ensure coordination with the managers of related systems.

   d. Serve as the headquarters point of contact for the enhancement of LUFS and successor systems. Together with the Finance Center, monitor user satisfaction and coordinate enhancements as necessary.

   e. Serve as the headquarters point of contact for DAFIS. Interact with OST and the Finance Center as necessary to address DAFIS issues at the Headquarters level.

   f. Analyze/review the accounting data produced by the Finance Center and Inventory Control Points to ensure the quality and integrity of the data. Identify weaknesses and monitor follow–up action by field units.

   g. Coordinate the review of internal financial controls throughout the Coast Guard's financial management, accounting and asset management systems in accordance with the Internal Control Systems program (COMDTINST M5700.8 series) and OMB Circular A–127) (includes Section 4 activities). Ensure weaknesses are properly documented. Monitor corrective actions and report progress as required. Coordinate activities with the Management Effectiveness Staff (G–CCS–2).

   h. Serve as the Headquarters program manager for financial systems training throughout the Coast Guard. Identify training needs Coast Guard–wide. Coordinate activity with the Finance Center, headquarters program managers and field training centers as necessary.

   i. Respond to Congressional inquiries concerning financial management matters.

   j. Serve as the program manager for the Automated Funds Transfer System, with particular attention on the AFTS/DAFIS link across all appropriations.

   k. Develop and maintain management information services for divisions under the Director of Finance and Procurement.

   l. Coordinate Headquarters program office financial management systems needs including LUFS/DAFIS and guide/assist headquarters program managers in the financial systems functional area.

BUSINESS ANALYSIS BRANCH
(G–CFS–2)

1. Under the direction and supervision of the Chief, Financial Systems Division, the Chief, Business Analysis Branch shall:

   a. Oversee and coordinate with Headquarters program managers, other G–CCS divisions and, if necessary, field commands, the development of financial measures of performance which will be used by senior management and external entities to assess the efficiency with which the Coast Guard uses its financial resources.

   b. Participate in the development of program performance measures to ensure that such measures can be effectively used given existing and planned databases. Coordinate with the Plans, Policy and Evaluation Division (G–CPP).

   c. Prepare periodic reports for senior management comparing actual performance to desired standards for both fiscal and quantitative program performance measures.

   d. Develop in–depth cost accounting reports (standard rate development, user fees, annual unit cost reports, costs by object code, etc.) as needed to ensure effective resource allocation.

   e. In support of the PPBES, conduct in–depth, out–year financial analyses of the Coast Guard's allocation of fiscal and business assets as needed by senior management in order to identify efficiencies or possible improvements in effectiveness. Use current analytical techniques such as benefit/cost and return on investment analysis when performing such studies.

   f. Prepare and/or review all financial reports provided by the Coast Guard to external agencies, with particular attention on the annual reports required by the Chief Financial Officers Act of 1990.

   g. In support of the PPBES, serve as the Coast Guard's focal point for establishing internal financial analysis procedures (including the use of discount rates, financial procedures impacting internal planning documents, etc.) and promulgate these procedures as necessary.

   h. Review the business/financial aspects of planning documents and special studies prepared/submitted from Headquarters program managers and field commands as necessary to ensure financial data is accurate, complete and properly utilized. Coordinate with other Chief of Staff elements as necessary.

   i. Monitor the weaknesses identified in audits conducted by external government agencies that pertain to accounting/financial systems in the Coast Guard. Track corrective actions and conduct follow–up analysis as necessary. Provide information and input to the Management Effectiveness Staff (G–CCS–2) as required.

   j. Provide data or information when requested, to assist Coast Guard elements in responding to external audits.

PROCUREMENT MANAGEMENT DIVISION
(G–CPM)

1. **Mission.** Develop, coordinate and administer the Coast Guard procurement process, assuring compliance with applicable procurement laws, regulations and policies in all Coast Guard acquisition activities.

2. **Functions**. Under the general direction and supervision of the Director of Finance and Procurement, the Chief, Procurement Management Division shall:

   a. Direct, coordinate, and perform as necessary, the review of all Coast Guard acquisition activities to assure efficiency and compliance with regulations and directives pertaining to the procurement process.

   b. Serve as the independent review coordinator for all solicitations and proposed contract awards meeting established thresholds.

   c. Coordinate as appropriate with the Procurement Law Division (G–LPL) for functions involving interpretation, compliance, and implementation of laws, statutes and regulations relating to procurement activities.

   d. Coordinate Coast Guard programs of small and minority business participation, labor surplus area acquisition, Buy–American Act compliance, equal employment opportunity compliance, Defense Allocation Allotment System and similar programs associated with acquisition.

   e. Perform the functions required for management of the total Coast Guard procurement program, including compilation and review of statistical data, establishing standards of performance and training, and assist field personnel through policy and information in their procurement training needs and arranging for training of procurement personnel.

   f. Coordinate Headquarters action of field acquisition matters such as bid mistakes, Determinations and Findings (D&Fs), Class Justifications and Congressional inquiries.

   g. Direct the activities of the Procurement Management Review Branch, the Field Liaison Branch, the Policy Branch, the Minority Business Program Officer and the Support Services Staff. Provide general policy guidance and support to the Competition Advocate Assistant.

   h. Develop, issue, control and review contracting policy, directives, and procedures.

   i. Provide Coast Guard procurement activities and other procurement offices with advice on all matters relating to contracting.

   j. Manage the Contracting Officer Warrant Program.

   k. Serve as a point of contact with OST and other government agencies regarding procurement matters.

l. Perform the functions necessary for the management of the Advance Acquisition Planning Program for the Coast Guard.

m. Serve as Coast Guard member of Department of Transportation Procurement Management Council.

n. Coordinate and oversee the Coast Guard's activity with regards to Grants Management.

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

1. Under the direction and supervision of the Chief, Procurement Management Division, the Minority Business Program Officer shall:

   a. Establish policies and programs to govern acquisition actions in accordance with the Small Business Act. Conceive, develop and manage the Coast Guard total program. Study, analyze and resolve the most difficult and complex policy problems associated with minority acquisition activities.

   b. Assist in the effective execution of the Minority Business Enterprise (MBE) Program. Develop and monitor implementation of nationwide policy for the Commandant. Serve as the primary business contact within the Coast Guard.

   c. Insure that the Coast Guard is implementing the Small Business Act. Assure that Coast Guard contract opportunities are identified and communicated to disadvantaged businesses. Develop and arrange for publication of brochures and documents relating to opportunities for these businesses.

   d. Serve as liaison regarding minority business activities with other Federal and state agencies and Congressional officers. Represent the Coast Guard at various MBE Program conferences and seminars.

   e. Analyze contractor effectiveness in accomplishing the objectives of the Coast Guard Subcontracting Program.

   f. Insure that inquiries from industry regarding Coast Guard acquisition activities are referred to the appropriate Small and Disadvantaged Business Specialist.

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

1. Under the direction and supervision of the Chief, Procurement Management Division, the Chief, Support Services Staff shall:

   a. Develop and maintain the division budget.

   b. Process and maintain all personnel actions.

   c. Develop and maintain management information services for the division.

   d. Track Congressional inquiries, Freedom of Information Act (FOIA) requests and other sensitive correspondence for field contracts.

   e. Track all acquisition pre-notification actions.

   f. Develop a training plan for the division and assist field commands in their procurement training needs.

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

1. Under the direction of the Coast Guard Competition Advocate, and the general policy guidance of the Chief, Procurement Management Division, the Competition Advocate Assistant shall:

   a. Review acquisitions, Coast Guard-wide, during the planning and presolicitation phases to ensure compliance with statutes, regulations and directives governing the Competition Advocate Program.

   b. Develop and maintain Coast Guard-wide policy and procedures to ensure full and open competition to the maximum extent practicable.

   c. Identify and recommend corrective action for any policies, practices or actions which have the effect of restricting competition.

   d. Review all acquisitions that are planned to be awarded on the basis of other than full and open competition and recommend approval/disapproval to the Senior Competition Advocate and the Commandant.

   e. Identify and report opportunities and actions taken, Coast Guard-wide, to achieve full and open competition.

   f. Prepare all reports required by OST for input into the annual Competition Advocate report to Congress.

   g. Review and recommend plans for increasing competition on a fiscal year basis.

   h. Provide training to personnel involved in the acquisition process, including program managers and contracting personnel.

   i. Provide guidance and oversight to Activity Competition Advocates at headquarters and field activities.

   j. Interface with Competition Advocates in OST and other Government agencies.

   k. Gather and review advance acquisition plans.

   l. Select and challenge advance acquisition plans that identify other than full and open acquisitions.

PROCUREMENT MANAGEMENT REVIEW BRANCH
(G–CPM–1)

1. Under the direction and supervision of the Chief, Procurement Management Division, the Chief, Procurement Management Review (PMR) Branch shall:

   a. Direct and coordinate the review of all Coast Guard acquisition activities to assure efficiency and compliance with statutes, regulations, directives and policies pertaining to the procurement process by:

      (1) Conducting periodic, recurring, on–site reviews of Headquarters and field contracting offices.

      (2) Preparing reports of findings and recommendations.

      (3) Resolving PMR findings.

      (4) Conducting follow–up visits of reviewed offices.

      (5) Briefing flag officers on PMR findings.

   b. Manage and provide oversight of the total Coast Guard procurement program by:

      (1) Compiling and analyzing data from PMR reports and other procurement reports to determine trends and potential problem areas.

      (2) Certifying the Coast Guard–wide procurement system.

      (3) Serve as a voting member on Coast Guard Source Evaluation Boards as required.

      (4) Providing support to the Competition Advocate Assistant and the Minority Business Program Officer.

      (5) Providing support in formulating procurement policies and procedures when appropriate to the Policy Branch (G–CPM–3).

   c. Serve as point of contact with OST and other Government offices by:

      (1) Coordinating procurement related audits of Coast Guard activities.

      (2) Developing responses to procurement related DOTIG and GAO audit reports.

      (3) Developing responses to Congressional inquiries regarding field contracts and acquisitions.

      (4) Report data on Government Furnished Property on all Coast Guard activities.

   d. Initiate action on MLCs' and headquarters procurement matters pertaining to Congressionals inquiries, Freedom of Information Act (FOIA) requests, bid mistakes, wage violations, protests, Determination & Findings (D&F), negotiation memorandums and class justifications for other than full and open competition.

   e. Review contract award documents from MLCs and Headquarters meeting established review thresholds to assure compliance with applicable laws and regulations.

FIELD LIAISON BRANCH
(G–CPM–2)

1. Under the direction and supervision of the Chief, Procurement Management Division, the Chief, Field Liaison Branch shall:

   a. Review Coast Guard acquisition activities' procurement actions including terminations for default, architect–engineering delegations and ratifications for unauthorized commitments.

   b. Manage the Coast Guard procurement program by providing guidance to Coast Guard acquisition activities, compiling and reviewing statistical data and prepared reports and preparing manuals.

   c. Initiate action on Headquarters units acquisition matters pertaining to congressional inquiries, Freedom of Information Act (FOIA) requests, bid mistakes, wage violations, protests, determination & findings (D&Fs), negotiation memorandums and class justifications for other than full and open competition.

   d. Recommend changes in procurement policy and procedures based upon analysis of field and Headquarters acquisition procedures when appropriate to the Policy Branch (G–CPM–3).

   e. Oversee Coast Guard input to the Contract Information System (CIS).

   f. Develop and conduct professional procurement training as required.

   g. Serve as point of contact with the OST and other government agencies for procurement matters other than those performed by the Procurement Management Review Branch (G–CPM–1).

   h. Assist in Procurement Management Reviews and supporting the Competition Advocate Assistant and Minority Business Program Officer.

   i. Serve as a voting member on Source Evaluation Boards as required.

   j. Review contract award documents from Headquarters units meeting established review thresholds to assure compliance with applicable laws and regulations.

POLICY BRANCH
(G–CPM–3)

1. Under the direction and supervision of the Chief, Procurement Management Division, the Chief, Policy Branch shall:

   a. Manage the total Coast Guard procurement program by:

      (1) Recommending, developing and issuing Coast Guard–wide contracting policies and procedures.

      (2) Preparing and disseminating changes to the Coast Guard Acquisition Procedures (COMDTINST M4200.19 series), Procurement Information Manual (COMDTINST M4200.23), The Small Purchase Handbook (COMDTINST M4200.13 series), and other regulatory guidance as necessary.

      (3) Identifying, investigating and resolving contracting problems.

   b. Review all Coast Guard acquisition activities for procurement matters by:

      (1) Reviewing solicitation documents meeting established review thresholds to assure compliance with applicable laws and regulations.

      (2) Reviewing unsolicited proposals from field activities.

      (3) Reviewing manuals, directives, and other periodicals from Coast Guard activities.

      (4) Issuing suspensions and debarments of Coast Guard contractors in accordance with the Federal Acquisition Regulation (FAR).

      (5) Assisting in conducting Procurement Management Reviews.

   c. Provide advice and guidance on procurement policy issues on request from all acquisition activities.

   d. Provide general support to Competition Advocate Assistant and Small and Disadvantaged Business Officer.

   e. Manage the Contracting Officer's Warrant Program by:

      (1) Determining and maintaining warranting standards.

      (2) Evaluating commercial and Government training courses.

      (3) Issuing warrants for Contracting Officers for which the Procurement Management Division (G–CPM) is Head of Contracting Activity.

      (4) Preparing warrants for Commandant signature for District Commanders and Heads of Contracting Activities.

   f. Serve as point of contact with OST and other agencies by:

(1) Serving on inter and intra agency advisory boards and councils.

(2) Answering information inquiries regarding procurement from OST and other agencies.

g. Provide answers to Congressional questions in preparation for and as a result of hearings that involve the Coast Guard contracting process.

h. Review and comment on proposed legislation and Federal regulatory (e.g. FAR/TAR) changes affecting the Federal procurement process to ascertain potential impact on Coast Guard contracting procedures.

i. Serve as a voting member on Source Evaluation Boards as required.

j. Manage and evaluate innovative or pilot procurement programs, recommending policy changes when Coast Guard–wide implementation is feasible.

k. Serve as the control, distribution and review coordination point for internal and external procurement related directives and publications.

DIRECTOR OF RESOURCES
(G-CRC)

1. **Mission**. To direct the resource management activities of the Coast Guard relating to program planning, evaluation, programming and budgeting.

2. **Functions**. Under the general direction of the Chief of Staff, the Director of Resources shall:

   a. Provide direction for the long range planning and policy generation processes and ensure the integration of the processes with the Commandant's strategic vision, goals and specific strategic policies.

   b. Provide direction for the programming portion of the PPBES through the review and coordination of current and proposed program priorities including determinations related to appropriation expenditure and capital investments. Oversee manpower planning and allocation for the service. Direct the development and coordination of a resource base management process.

   c. Prepare and defend the Coast Guard's annual budget submissions/requests to the Secretary of Transportation, the Office of Management and Budget and the Congress.

   d. Direct the development and administration of the program performance evaluation process, including development of program measures, in support of the PPBES. Ensure necessary interaction and coordination with all PPBES components, especially the financial/business evaluation elements under the Director of Finance and Procurement.

   e. Oversee the interoffice coordination of programmatic and program related budget issues. Provide recommendations on programmatic resource management issues to the Chief of Staff and Commandant based on various staff assessments including review and analysis of program planning, priorities, and objectives; capital investment issues; budgetary factors; cross-program considerations; resource allocation; program performance; and quality improvement initiatives.

   f. Provide direction and oversight on all fourteen Coast Guard Appropriations and funds, including external reporting and execution requirements. Coordinate closely with the Director of Finance and Procurement as appropriate.

   g. Manage execution of the Operating Expenses (OE) Appropriation, providing overall control of budget execution through Allotment Fund Code (AFC) managers, and allocating and adjusting OE resources across AFC's in accordance with the Operating Stage (OPSTAGE) Budget and subsequent Chief of Staff approved programming decisions. Coordinate this function with the Director of Finance and Procurement.

   h. Manage execution of the Acquisition, Construction and Improvements (AC&I) Appropriation, providing overall control of budget execution through project managers, and allocating and adjusting AC&I resources in accordance with the OPSTAGE Budget and subsequent Chief of Staff approved programming decisions. Coordinate this function with the Director of Finance and Procurement.

   i. Serve as the Coast Guard's energy manager. Initiate policy and oversee the coordination of all elements involved with energy management.

BUDGET DIVISION
(G–CBU)

1. **Mission.** To develop the budget estimates to properly reflect the financial requirements of the Coast Guard and to oversee the execution of the budget.

2. **Functions.** Under the general direction and supervision of the Director of Resources, the Chief, Budget Division shall:

   a. Coordinate with Chief, Programs Division, to develop budget estimates for the annual budget submissions, assure that they properly reflect the financial requirements of the Coast Guard, and assist the Director of Resources in the presentation and defense of such estimates to the Office of the Secretary of Transportation (OST), the Office of Management and Budget (OMB) and the Congress.

   b. Coordinate and review for each appropriation, the macro–level execution of all current year financial plans based on final Operating Stage funding levels; act on requests from Headquarters fund managers for modification(s).

   c. Prepare operating stage financial plans and prepare requests for apportionment and reapportionment of funds including establishment and release of reserves.

   d. Conduct special studies/analyses of the execution of financial plans and recommend reprogramming necessary for effective funds utilization.

   e. Prepare budgetary reports as required by the Congress, OMB, OST and as may be required for internal administrative use.

   f. Administer funds not specifically allotted to other components of organization, including Chief of Staff's Clearing Account–Allotment Fund Code (AFC)–40.

   g. Coordinate all preparations and follow–up actions for Congressional hearings involving budget authorization or appropriations, and other hearings requiring the Commandant, Vice Commandant, Chief of Staff or Director of Resources to testify.

   h. Provide input to Chief, Financial Management Division with regard to those portions of the Manual of Budgetary Administration (COMDTINST M7100.3 series) in which the Budget Division has a role and/or an interest.

   i. Manage the Operating Expenses (OE) Appropriation Service–wide for the Director of Resources. This includes establishment and execution of annual financial plans, allocation and adjustments of funds to AFC managers, and promulgation of general policies and procedures for OE administration and management.

   j. Manage the Acquisition, Construction and Improvements (AC&I) Appropriation Service–wide for the Director of Resources. This includes establishment and execution of annual financial plans, allocation and adjustment of funds to project managers, and promulgation of general policies and procedures for AC&I administration and management. Budget, allocate and manage funds appropriated in the AC&I "Personnel and Related Support" category.

BUDGET FORMULATION BRANCH
(G-CBU-1)

1. Under the direction and supervision of the Chief, Budget Division, the Chief, Budget Formulation Branch shall:

   a. Coordinate with the Program Review Branch, Programs Division, to translate policies, programs and priority lists into budget estimates for submission to the Office of the Secretary of Transportation (OST) , the Office of Management and Budget (OMB), the Department of Justice (DoJ), Organized Crime Drug Enforcement Task Force (OCDETF), the Office of National Drug Control Policy (ONDCP) and the Congress.

   b. Prepare all prescribed reports and all supporting and amplifying data for the OST Stage OMB Stage, Congressional Stage, ONDCP, and OCDETF budgets, as prescribed by OMB Circular A-11 and other official directives.

   c. Prepare the Coast Guard's long range and current services budgets for presentation to OMB and the Congress.

   d. Advise Chief, Budget Division in matters of budget formulation, including development of phased-time schedules for accomplishment.

   e. Analyze selected pending legislation for Coast Guard impact.

   f. Provide input to Chief, Financial Management Division with regard to those segments of the Manual for Budgetary Administration (COMDTINST M7100.3 series) related to budget formulation.

   g. Prepare Resource Change Proposals (RCPs) for annualizations, military and civilian personnel pay adjustments, and cost-of-living increases for all stages of the annual budget submissions.

   h. Apply the program budget distribution for all applicable appropriations for presentation in the Congressional Stage budget, the Administration's Annual Drug Requirements budget request, and the Coast Guard's Budget-In-Brief.

   i. Prepare supplemental data (including BA and Outlay Baseline Data for budget estimating purposes) for OMB and Congressional Stage justifications.

   j. Prepare the Coast Guard's Annual Budget-In-Brief.

   k. Manage and operate all segments of the Coast Guard's portion of the President's electronic/on-line Budget Preparation System (BPS).

BUDGET EXECUTION BRANCH
(G–CBU–2)

1. Under the direction and supervision of the Chief, Budget Division, the Chief, Budget Execution Branch shall:

a. Perform the following functions, as appropriate, with respect to the Operating Expenses Appropriation; Acquisition, Construction, and Improvements Appropriation; Environmental Compliance and Restoration Appropriation; Alteration of Bridges Appropriation; Retired Pay Appropriation; Reserve Training Appropriation; Research, Development, Test, and Evaluation Appropriation; Boat Safety Account; Oil Spill Liability Trust Fund; Coastal Defense Augmentation Account; Coast Guard Yard Fund; Supply Fund; Gift Fund; and Miscellaneous Trust and Revolving Funds:

(1) Develop approved formal operating financial plans, including the tentative and final operating (OPSTAGE) budgets and OPSTAGE financial plans.

(2) Make formal requests to the Office of Management and Budget, via the Office of the Secretary of Transportation, for the apportionment of appropriations and for reapportionment when necessary.

(3) Submit prescribed reports on the management and status of appropriations, including quarterly outlay reports required by OMB Circular A–34.

(4) Provide as appropriate, guidance/advice to appropriation managers on externally–directed procedures, developed by OST, OMB and Congress, for ensuring that obligations and expenditures will not exceed the funds apportioned for any quarter (plus any unobligated funds carried over from the previous quarter or year).

(5) Ensure that any significant deviations from approved financial plans are justified, and that reprogramming of funds is accomplished in accordance with applicable laws, regulations and policy.

(6) Recommend actions to Chief, Budget Division in order to meet unprogrammed requirements.

b. Perform day–to–day management duties for macro–level execution of the Operating Expenses (OE) Appropriation. Coordinate with Allotment Fund Code (AFC) managers to develop recommendations on resource allocation and other OE budget execution issues.

c. Perform day–to–day management duties for execution of the Acquisition, Construction and Improvements (AC&I) Appropriation. Coordinate with project managers to develop recommendations on resource allocation and other AC&I budget execution issues.

d. Coordinate refunds with other Coast Guard appropriations and reimbursables with external agencies.

e. Administer Chief of Staff's Allotment Fund Code (AFC–40) and other funds not specifically allocated to other Headquarters staff elements.

f. Coordinate the tracking of all reimbursable agreements for which the Coast Guard receives funds for goods or services provided. Coordinate distribution of reimbursable funds in the OPSTAGE budget, as well as during the course of the year as adjustments are made.

g. Prepare the Program Budget distribution of all applicable appropriations and maintain program percentage trend charts for use in various budget and related documents and briefs.

h. Using Program Budget, analyze facilities–based historical data to identify expenditures of budgetary resources by program for use by and at the request of various internal and external customers.

i. Conduct various budget analyses on demand for, or as otherwise needed by Chief, Budget Division, Director of Resources, Chief of Staff and the Commandant.

j. Provide input to Chief, Financial Management Division with regard to portions of the Manual of Budgetary Administration (COMDTINST M7100.3 series) pertaining to budget execution.

k. Coordinate preparations for annual appropriations and authorization hearings before the Congress, and other hearings requiring the Commandant, Vice Commandant, Chief of Staff or the Director of Resources to testify.

l. Ensure the Chief of Staff and the Director of Resources are aware of all other hearings involving Coast Guard witnesses. Coordinate, as necessary, the administrative requirements.

m. Review pertinent legislation and regulatory actions in terms of budgetary impact and application.

n. Identify requirements for submission of nonrecurring reports to Congress. Make necessary notification to action offices, track the status of each report while in preparation, and coordinate the review and submission process.

o. Maintain a legislative resource library for use by CRC and other Headquarters organizational elements.

PLANS, POLICY AND EVALUATION DIVISION
(G–CPP)

1. **Mission.** To initiate, review, coordinate, and evaluate Coast Guard long–range plans and policies; qualitatively evaluate the execution of existing programs and long–range plans with a focus on goal attainment, resource utilization and assessment, and continuous improvements; and provide management oversight for portions of the program planning process and the measurement and evaluation process.

2. **Functions.** Under the general direction and supervision of the Director of Resources, the Chief, Plans, Policy and Evaluation Division shall:

   a. Manage the long–range planning (beyond the fiscal year plus two) and policy generation processes; provide coordination and review at the Chief of Staff level or at levels requiring interaction among Headquarters offices and programs.

   b. Evaluate program planning and policy issues and provide recommendations to the Director of Resources for the Chief of Staff and the Commandant. Provide general staff support to the Director of Resources for program planning and policy issues requiring coordination and review at the Chief of Staff level or at levels requiring interaction among Headquarters offices and programs.

   c. Integrate the long–range planning and policy generation process with the Commandant's vision, goals and specific strategic policies and maintain close liaison with the Strategic Planning Staff.

   d. Serve as the Chief of Staff's administrator and overseer for the Planning, Programming, Budgeting, and Evaluation System (PPBES). Make recommendations to promote effective interaction between the Chief of Staff elements within the PPBES and the coordination of related processes. Facilitate Chief of Staff directed enhancements to the PPBES.

   e. Evaluate long–term impacts of internal and external events and studies that will affect the way the Coast Guard conducts business.

   f. Review and monitor Coast Guard policies and plans to assure they are consistent with Coast Guard goals and evaluate measures to assess goal attainment. Integrate the results of evaluations and assessment into long–range planning activities and provide results to the Strategic Planning Staff (G–CX) for use in strategic planning activities.

   g. Coordinate the preparation, review and updating of Facility Requirements, the Headquarters review of Planning Proposals and Comprehensive Plans, and Mission Analysis Reports. Chair the Planning Proposal Review Board and the Mission Analysis Review Board.

   h. Develop and oversee the program performance evaluation process in support of the PPBES that enables the Coast Guard to appraise and measure the actual inputs, processes, outcomes and operational settings of one or more ongoing programs or policies for comparison with anticipated, assumed and/or desired results. Ensure necessary interaction and coordination with other PPBES elements, especially the Financial Systems Division, to support the program performance evaluation process.

i. Develop measures for the overall evaluation process. Assist and provide guidance to program managers in developing appropriate measures of program performance.

j. Support the decisionmaking process by using the portion of the performance evaluation process to qualitatively assess alignment between policies and programs, accomplishment of objectives and utilization of resources.

k. Manage a process for tracking major Coast Guard studies of interest to the Commandant, Vice Commandant, Chief of Staff, Director of Resources, Coordinating Councils and the Headquarters Executive Steering Committee.

l. Initiate, monitor, and review major analytical efforts and special studies within the Coast Guard. Conduct special studies and analyses as directed by Chief of Staff and the Director of Resources.

m. Manage the initiation, monitoring and review of all Coordinating Council chartered Quality Action Team (QAT) initiatives. Coordinate and monitor the implementation of all approved Coordinating Council QAT initiatives.

n. Coordinate ocean and marine policy for the Coast Guard.

o. Coordinate and review quarterly Program Director's Key Issues.

p. Manage the Operations Analysis, Public Administration, and Administrative Science Management post graduate programs.

q. Serve as the Chief of Staff's Total Quality Management Coordinator for the Headquarters Executive Steering Committee.

r. Provide office level representation for the Office of the Chief of Staff on the Research and Development (R&D) Project Development Board.

s. Serve as the Coast Guard's energy manager. Recommend policy and manage the coordination of all elements involved with energy management and conservation.

PLANS AND POLICY BRANCH
(G–CPP–1)

1. Under the direction and supervision of the Chief, Plans, Policy and Evaluation Division, the Chief, Plans and Policy Branch shall:

   a. Manage the long–range planning and policy generation processes including review and evaluation of Coast Guard policies and long–range program plans to provide a coordinated approach for mission accomplishment and program assessment.

   b. Represent the Director of Resources at all forums that review Coast Guard program planning and policy issues. Provide general staff support to the Director of Resources for program planning and policy issues requiring coordination and review at the Chief of Staff level or at levels requiring interaction among headquarters offices and programs.

   c. Coordinate the identification, submission and review of initiatives placed in the Coast Guard Planning System.

   d. Review and analyze existing programs, program alternatives and new program initiatives in order to assess long–range impact on the Coast Guard.

   e. Review and prepare position and issue papers on current and anticipated policies and plans to assess their affect on long–range program policies and plans.

   f. Assure that policy generation and long–range planning and programming processes are aligned with Coast Guard strategic planning. Maintain a close working relationship with the Strategic Planning Staff.

   g. Coordinate the preparation, review and updating of Facility Requirements, the Headquarters review of Planning Proposals and Comprehensive Plans, and Mission Analysis Reports. Chair the Planning Proposal Review Board and the Mission Analysis Review Board in the absence of the Chief, Plans, Policy and Evaluation Division.

   h. Review and analyze major analytical efforts and special studies for impact on the development and review of planning in the Coast Guard.

   i. Review Mission Need Statements to ensure sound analysis and compliance with Departmental directives prior to major acquisitions. Review major systems designations for consistency with long–range plans and appropriate Departmental orders.

   j. Conduct special studies and analyses as directed by the Chief, Plans, Policy and Evaluation Division (G–CPP).

   k. Coordinate ocean and marine policy in support of both Coast Guard and National objectives. Serve as liaison with other Federal agencies and with the private sector in the area of ocean and marine policy and as Executive Secretariat to the Oceans Principals Group (OPG).

   l. Analyze and propose major initiatives involving cross–functional program planning related to ongoing and future activities for submission as agenda items for Coordinating Council meetings.

m. Prepare quarterly report of Program Director's Key Issues for the Commandant, coordinate responses dealing with that report and disseminate the report to senior managers.

n. Manage the Operations Analysis, Public Administration and Administrative Science Management post graduate programs.

o. Provide office level representation for the Office of the Chief of Staff on the Research and Development (R&D) Project Development Board in the absence of the Chief, Plans, Policy and Evaluation Division.

PROGRAM MEASUREMENT AND EVALUATION BRANCH (G–CPP–2)

1. Under the direction and supervision of the Chief, Plans, Policy and Evaluation Division, the Chief, Program Measurement and Evaluation Branch shall:

a. Develop and administer the Coast Guard's program performance evaluation process in support of the PPBES elements, e.g. strategic planning, long range planning and programming documents and directions, issues and determinations, and results of studies and management initiatives. Coordinate closely with all PPBES elements, especially the Financial Systems Division.

b. Using the qualitative portion of the performance evaluation process:

(1) Identify opportunities for better utilization of resources.

(2) Prepare assessments of progress toward the achievement of established goals to support the PPBES process.

(3) Apprise senior managers and program directors of program discrepancies between current program emphasis and changes in Coast Guard customer needs, e.g. systems analysis, operations research and modeling.

(4) Review and evaluate quality and productivity initiatives, measurement systems and plans. Examine methods for making continuous improvements, including the need for standards and measures. Provide advice, including input(s) from the Programs Division, on development and implementation to program and management officials.

(5) Analyze long–range program activities for identifying potential quality and productivity initiatives for improvement within the Coast Guard. Coordinate analysis with the Programs Division and the Financial Systems Division.

(6) Review the long–range implications of resource allocation recommended by program managers for improving program efficiency and effectiveness, and implementing quality and productivity improvements. Coordinate results with the Programs Division.

(7) Monitor, track, analyze and evaluate quality, productivity and management studies and reviews conducted by others for long–range quality improvements.

c. Develop measures for the overall evaluation process. Assist and provide guidance to program managers in developing appropriate measures of program performance.

d. Review and recommend approval of program measures of goal accomplishment for Chief of Staff signature. Coordinate analysis with Chief of Staff and Director of Resources elements.

e. Oversee the implementation of recommendations resulting from major studies chartered by or of direct interest to the Commandant and the Chief of Staff. Work with Chief of Staff elements, Coordinating Councils and program managers in developing execution and monitoring plans for approved study recommendations.

f. Develop and manage the process for ensuring the proper tracking of major Coast Guard studies of interest to the Commandant, Vice Commandant, Chief of Staff, Director of Resources and Coordinating Councils.

g. Monitor progress of Coordinating Council chartered studies and QAT's in process and provide monthly status updates for inclusion on the agenda of Coordinating Council meetings.

h. Conduct special studies and analyses as directed by the Chief, Plans, Policy and Evaluation Division.

i. Recommend policy and manage the coordination of all elements involved with energy management and conservation.

PROGRAMS DIVISION
(G–CPA)

1. **Mission.** To review and coordinate current and proposed program priorities involving short term policies and issues, policy implementation and resource allocation in support of program planning and execution Coast Guard–wide.

2. **Functions.** Under the general direction and supervision of the Resource Director, the Chief, Programs Division shall:

   a. For the period including the current fiscal year through fiscal year (+2), review and coordinate the planning and execution of current and proposed programs including the determination of Coast Guard priorities for resource allocation. Review current fiscal year operating expenses and capital investment priorities as they relate to programmatic issues when significant fallout funds become available.

   b. Direct the programming portion of the PPBES, including the review of all prospective resource change proposals and their respective priorities for inclusion at the various stages of the budget process. Perform such analyses as required to ensure option of the best alternatives consistent with strategic and long–range planning.

   c. Provide necessary annual planning factors to the field for budgetary development. Serve as Planning Coordinator for the Headquarters General Administration Program.

   d. Coordinate with Chief, Budget Division to develop internally and defend externally the budget at each respective stage. Assist, Chief Budget Division, and be responsible for programmatic input for OST, OMB and Congressional stage budget inquiries.

   e. Evaluate program initiatives and provide recommendations to the Director of Resources for Chief of Staff and Commandant. Provide general staff support to Director of Resources for programmatic and program related budget initiatives requiring interoffice coordination for Chief of Staff and Commandant.

   f. Direct a resource base management process to identify program requirements and develop a basis for managing resources and improving program development and execution Coast Guard–wide. Ensure close coordination with all PPBES elements.

   g. Establish and maintain military and civilian personnel allowances for all Coast Guard units according to overall statutory ceilings, fiscal limitations and staffing criteria. In conjunction, distribute and monitor full–time equivalent allowances and usage throughout the Coast Guard.

   h. Coordinate the assignment of AC&I positions/billets to Headquarters, districts, MLCs, and units as required to effectively administer the AC&I program. Establish and maintain accurate records for coordinated control of all AC&I positions and billets.

   i. Oversee the Coast Guard's workforce planning program, including establishment of staffing standards and criteria. Perform workforce planning oversight and validation with a view toward Coast Guard goals and objectives.

   j. Provide IRM computer system support for the Commandant, Chief of Staff and attached elements.

   k. Manage the MIT Sloan Management Science and Harvard Littauer Public Administration postgraduate programs.

PROGRAM REVIEW BRANCH
(G–CPA–1)

1. Under the direction and supervision of the Chief, Programs Division, the Chief Program Review Branch shall:

   a. Review and coordinate as necessary the execution and planning of current and proposed programs to ensure consistency with program objectives, ongoing planning, and established priorities and policies, and compatibility with other programs.

   b. Review proposed programmatic changes to approved operating and support facilities and resources (billet/position and adjustments, OFCOs, etc.) to ensure consistency and adherence to program plans and policies.

   c. Coordinate with Chief, Budget Division, the development and preparation of each stage of the budget submission and answers to questions from higher authority which occur during each budget cycle.

   d. Develop, coordinate, and distribute the necessary planning factors to the field for budgetary development.

   e. Review all program Resource Change Proposals (RCPs) and recommend priorities and areas of emphasis at the various stages of the budget process to ensure adoption of the best alternatives which support long–range and strategic plans.

   f. Represent the Director of Resources at all forums that review Coast Guard issues of programmatic policy and/or which affect program related budget issues. Provide general staff support to the Director of Resources for programmatic and related budget issues requiring interoffice coordination for Chief of Staff and Commandant. Serve as planning coordinator for the Headquarters General Administration Program.

   g. Develop and maintain a resource base management process to identify program requirements and provide a basis for managing resources. Coordinate the use of this process to improve program development and execution Coast Guard–wide. Coordinate this process closely with all PPBES elements. In conjunction with this, regularly review the program structure of the Coast Guard looking near term toward (1) adjustments to facilitate management and analysis, and (2) clarification of objectives, output measures, and policies. Coordinate the results with the Plans, Policy and Evaluation Division.

   h. Using the resource base management process:

      (1) Review the analysis of the near–term implications of resource allocation recommended by program managers to (a) improve program efficiency/ effectiveness, (b) identify opportunities for better use of resources, (c) and integrate them into the PPBE system. Coordinate the results with the Plans, Policy and Evaluation Division.

      (2) Examine the need for program standards and measures. Coordinate analysis with Plans, Policy and Evaluation Division.

      (3) Analyze near–term effects of quality improvements identified and recommended in studies and reviews conducted by others. Provide advice and input(s) to the Plans, Policy and Evaluation Division, on development and implementation.

PERSONNEL ALLOWANCE AND PLANNING BRANCH (G–CPA–2)

1. Under the direction and supervision of the Chief, Programs Division, the Chief, Personnel Allowance and Planning Branch shall:

   a. Maintain the Personnel Allowance (PAL) System (account for military and civilian personnel allowances for all Coast Guard units). Organize and make changes, perform periodic reconciliations to ensure inputs are correct, print PAL's monthly and distribute to field. Maintain historical records.

   b. Review and perform staff work, recommend action, and draft Personnel Allowance Amendments (PAAs) on requests for changes to established personnel allowances. Requests may be in the form of Operating Facility Change Orders (OFCOs), RCPs, planning proposals, reorganizations, etc.

   c. Distribute and track civilian FTE throughout the Coast Guard. Develop annual lapse rate calculations and distribute Employment Allocation Vouchers (EAVs) and letters. Prepare monthly FTE (civilian) reports. Coordinate reallocation of civilian FTE as necessary throughout the fiscal year. Maintain liaison with Coast Guard Headquarters Civilian Personnel, Area, MLC civilian personnel offices and the appropriate OMB/OST officials. Maintain the Personnel Resources (military and civilian) and Civilian Employment Ceilings Manual (COMDTINST M5312.13 series).

   d. Assist program and support managers with staffing standards studies. Review all proposals and study results. Provide guidance/direction as needed during each study. Validate results and submit for approval. Maintain the Staffing Standards Manual (COMDTINST 5312.11 series).

   e. Review and provide guidance for workforce validation studies performed by the Workforce Planning Division (G–PWP) to ensure compatibility with organizational goals and plans.

   f. Provide planning oversight and analysis to include workforce structure measures of effectiveness such as sea/shore ratio and rating pyramids.

   g. Provide standard terminal computer system support for the Commandant, Chief of Staff and attached elements. Manage hardware and software resources and updates. Provide minimum indoctrination regarding equipment usage.

   h. Respond to all computer programming and software needs of the division and to those external queries which require computer generated information.

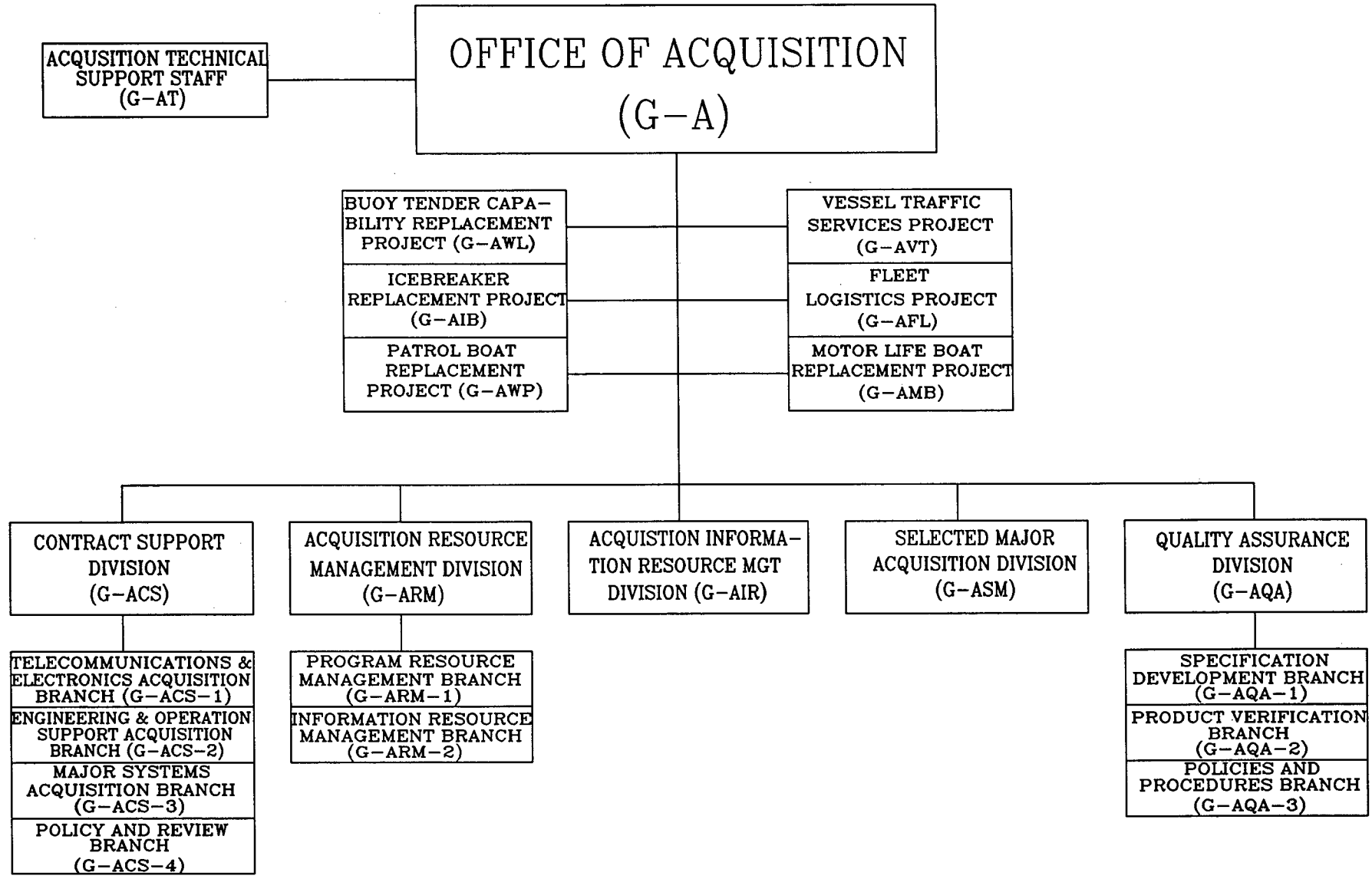
   i. Act as control point of Operating Facility Change Orders (OFCOs).

   j. Maintain and publish the Operating Facilities of the U.S. Coast Guard (COMDTINST M5540.2).

   k. Maintain and publish the Enlisted Billet Manual (COMDTINST M5320.6 series) and the Commissioned and Warrant Officer Billet Manual (COMDTINST M5320.7 series).

OFFICE OF ACQUISITION

(G–A)


OFFICE OF ACQUISITION (G-A)
ACQUSITION TECHNICAL SUPPORT STAFF (G-AT)
BUOY TENDER CAPA-BILITY REPLACEMENT PROJECT (G-AWL)
ICEBREAKER REPLACEMENT PROJECT (G-AIB)
PATROL BOAT REPLACEMENT PROJECT (G-AWP)
VESSEL TRAFFIC SERVICES PROJECT (G-AVT)
FLEET LOGISTICS PROJECT (G-AFL)
MOTOR LIFE BOAT REPLACEMENT PROJECT (G-AMB)
CONTRACT SUPPORT DIVISION (G-ACS)
ACQUISITION RESOURCE MANAGEMENT DIVISION (G-ARM)
ACQUISTION INFORMA-TION RESOURCE MGT DIVISION (G-AIR)
SELECTED MAJOR ACQUISITION DIVISION (G-ASM)
QUALITY ASSURANCE DIVISION (G-AQA)
TELECOMMUNICATIONS & ELECTRONICS ACQUISITION BRANCH (G-ACS-1)
ENGINEERING & OPERATION SUPPORT ACQUISITION BRANCH (G-ACS-2)
MAJOR SYSTEMS ACQUISITION BRANCH (G-ACS-3)
POLICY AND REVIEW BRANCH (G-ACS-4)
PROGRAM RESOURCE MANAGEMENT BRANCH (G-ARM-1)
INFORMATION RESOURCE MANAGEMENT BRANCH (G-ARM-2)
SPECIFICATION DEVELOPMENT BRANCH (G-AQA-1)
PRODUCT VERIFICATION BRANCH (G-AQA-2)
POLICIES AND PROCEDURES BRANCH (G-AQA-3)

OFFICE OF ACQUISITION
(G–A)

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

2. **Functions**. Under the general direction and supervision of the Commandant, the Vice–Commandant, and the Chief of Staff, the Chief, Office of Acquisition shall:

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

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

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

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

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

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

   g. Serve as primary point of contact with the Department of Transportation for major system acquisitions and Headquarters procurements.

   h. Be Support Director for the Systems Acquisition Program. The Deputy Chief shall be the Support Manager for Systems Acquisition Program.

   i. Act as the approving official for delegated Headquarters procurements, in accordance with the guidelines established by the Office of the Secretary, as implemented and from time–to–time updated by the Coast Guard.

   j. Conduct contract/proposal cost analysis in accordance with current policy set forth in Federal Acquisition Regulations, as implemented by the Department of Transportation and the Coast Guard.

   k. Provide the Chief of Staff and Office Chiefs with periodic status briefings on noteworthy major systems acquisitions projects.

l. Provide regular, periodic major systems acquisitions project briefings for top Coast Guard and Office of the Secretary of Transportation (OST) management and their staffs, using standardized formats to assure prompt and effective communication and decision making as projects progress.

m. Exercise administrative and technical control over major acquisition Project Resident Offices (PROs).

n. Be responsible for setting Service–wide policy and standards for use of Quality Assurance in Coast Guard contracts.

ACQUISITION TECHNICAL SUPPORT
(G-AT)

1. Under the general direction and supervision of the Chief, Office of Acquisition, the Chief, Acquisition Technical Support shall:

   a. Serve as the principal advisor to the Office of Acquisition for acquisition policy, procedure, planning and management practices.

   b. Provide business management guidance and advise Project Managers concerning those project management activities which must be performed over the course of a major system acquisition project.

   c. Coordinate development of justification for new starts and, prior to assignment of Project Manager, coordinate development of mission needs statements and sponsors requirements documents with Program and Support Managers, Chief of Staff and OST.

   d. Provide oversight of logistics support analysis to ensure that overall Coast Guard acquisition support objectives are being met.

   e. Serve as liaison with all Federal departments and agencies for major systems acquisition policy, and coordinate all policy level studies within the Office of Acquisition.

   f. Coordinate the promulgation of all generic manuals relating to major system acquisitions, such as the Systems Acquisition Manual (COMDTINST M4150.2 series), Project Resident Office (PRO) Guide (COMDTINST M4200.40 series), etc.

   g. Review and evaluate acquisition policy, procedures, and planning practices concerning business and strategic planning priorities and contracting and procurement issues to ensure implementation of internal procedures in accordance with Federal, departmental and/or Coast Guard policy and procedures.

   h. Coordinate the identification, justification, and development for new starts and replacement acquisitions. Assist in the development of necessary documentation, as required.

   i. Review and evaluate performance, effectiveness and benefits as directed. Provide appropriate analytical assistance to Project Managers and other divisions in the Office.

   j. Coordinate and review all study efforts within the Office.

   k. Provide advice and guidance on overall logistic issues relating to major system acquisitions and, when requested or required, provide logistics advice, guidance and support relating to other acquisitions.

   l. Identify, plan, and schedule the requirements definition, engineering and production, logistic support, and test and evaluation activities which must be performed over the course of a major system acquisition project.

   m. Develop and maintain a library of key documents for major systems acquisitions.

   n. Support major systems projects' sponsors by providing procedural expertise and assistance in performing the mission function analysis on which the Mission Need Statement will be based.

o. Support major systems projects' sponsors by providing procedural expertise and assistance in performing the mission–function task analysis on which the Sponsor's Requirements Document will be based.

p. Serve as Secretary of the Ship Structure Committee.

q. Define the logistic support requirements and constraints which must be included in the Sponsor's Requirements Document to govern development of system logistic support arrangements.

PROJECT MANAGERS

1. Under the general direction and supervision of the Chief, Office of Acquisition Division, each Project Manager shall:

   a. Ensure that projects are managed in accordance with Chief of Staff approved charters and in compliance with DoT directives, Congressional mandates and approved project documentation using sound business practices. This includes the Commandant's Long Range View, Program Descriptions, Mission Needs Statement (MNS), Charter, and Acquisition Plan (AP). Coordinate with appropriate Program and Support Managers on past efforts (including R&D) for the acquisition project, and plans for appropriate future efforts.

   b. Manage all aspects of each project to meet cost, schedule, performance and integrated logistics support goals. Adjust cost, schedule and performance goals within the authority provided in the Project Manager's charter. Chair the System Configuration Control Board.

   c. Act as the central focal point for project specific information within the Coast Guard for the project assigned. Answer queries from higher authority and provide project liaison with OST.

   d. Develop the Project Management Plan (PMP) in accordance with standard guidance for Chief of Staff approval. Task appropriate Headquarters elements with those work items and activities necessary for successful completion of the acquisition project.

   e. Act as the project advocate for resource change proposals and reprogramming actions throughout the planning, programming and budgeting process. Provide guidance to G–ARM in the preparation of appropriate budget documents. Generally, the Facility Managers will initiate and develop follow–on Operating Expense Resource Change Proposals (RCPs).

   f. Plan for and acquire adequate resources to meet project goals. Coordinate with program/support managers to assign duties outside G–A when necessary. Manage contractor support as required.

   g. Exercise approval control over all project funds. Maintain project financial plan and monitor its execution. Approve all budget modifications and ensure a complete audit trail of project funds.

   h. Participate in liaison with all Federal departments and agencies for project specific issues.

   i. Act as principle advisor to all formal project specific source selection activities.

   j. Participate in negotiations and draft Memorandums of Understanding for Inter–Agency Support Agreements related to major system acquisitions.

   k. Plan the establishment of and supervise Project Resident Offices (PRO) required to construct and deliver the assigned system.

   l. Define logistic support requirements and constraints and perform activities to design, procure, put in place, activate, and hand off to support managers the logistic support assets needed to sustain the new system's operational effectiveness over its planned service life.

m. Ensure readiness and supportability considerations are integrated into operational and technical requirements and system engineering, design and production activities. Ensure that logistic support arrangements are evaluated during developmental and operational test and evaluation (T&E).

n. Perform systems engineering to convert operational requirements contained in Sponsor's Requirements Documents (SRDs) into the performance and technical requirements which will govern engineering and production.

o. Perform technical reviews and configuration audits to control the evolving configuration of the acquired system as requirements definition, systems engineering, design, and production work proceeds. Maintain configuration identification documentation and perform configuration status accounting.

p. Coordinate those T&E activities needed to demonstrate that system performance, technical and operational requirements have been met.

q. Ensure that system operational availability requirements are defined, and that reliability and maintainability trade–offs are identified and considered during the course of requirements definition and systems engineering, design and production.

r. Considering the resources actually made available through the budget process, ensure that both system design and logistic support arrangements are optimized to provide the required level of operational capability and effectiveness at the minimum acquisition and life–cycle cost.

s. Develop logistic support arrangements for the system being acquired, ensuring that support organizations are tasked with:

(1) Planning maintenance support, to include defining what work will be performed at the organizational, intermediate, and depot levels and by whom (government or contract personnel).

(2) Planning supply support, to include defining what support materiel will be stocked in organizational, intermediate, and depot level inventories and by whom (government or contract personnel).

(3) Determining staffing requirements for both the new system and any support facilities required.

(4) Determining training requirements for both personnel who will staff the new system and personnel who will staff any support facilities required.

(5) Determining requirements for tools and test equipment, support equipment, and training devices for both the new system and any support facilities required.

(6) Determining requirements for technical data needed to install, operate, and maintain equipment in the new system and in any support facilities required; determining requirements for logistics technical data needed to complete logistic support arrangements.

(7) Determining requirements for construction or alteration of logistic support facilities needed to provide support for the new system.

(8) In conjunction with the Office of Command, Control and Communications (G–T), determining the automated data processing support needed to perform both logistic support and configuration management functions; determining support required by embedded computer systems.

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

ACQUISITION RESOURCE MANAGEMENT DIVISION (G–ARM)

1. Under the direction and supervision of the Chief, Office of Acquisition, the Chief, Acquisition Resource Management Division shall:

   a. Administer and coordinate the Planning, Programming, Budgeting and Evaluation System for the Office of Acquisition, including the preparation and submission of data for budgetary justification purposes. Serve as focal point for all budget information for the office of Acquisition. Provide planning, programming, budgeting and accounting services.

   b. Plan and execute military acquisition career patterns for members of the Office. Coordinate all military and civilian personnel matters.

   c. Coordinate the promulgation of all generic manuals relating to Major System Acquisitions including a project managers handbook, project resident office manual, etc.

   d. Identify, plan, and schedule the activities necessary to produce RCPs, which over the course of a major system acquisition project, meet the needs of the project Managers and the Office. Provide strategic advice for RCPs, including review of Program Director's priority listings of RCPs.

   e. Develop and maintain a consolidated, strategic plan for the acquisition support program in coordination with the project managers and division chiefs.

   f. Maintain and publish long–range financial plans for large acquisitions, coordinating with other offices as necessary.

   g. Supervise and coordinate the administrative logistics, administration of AFC–30 and AC&I funds, and other administrative matters within G–A.

   h. Coordinate with the Office of Command, Control and Communications the integration of the Office of Acquisition management information system (MIS) into the Coast Guard MIS.

   i. Manage the MIS support within G–A, including operation of the computer center. Coordinate all applications development for the Office.

   j. Maintain a capability to produce graphics products such as slides and PERT/CPM charts using state–of–the–art software/hardware to meet project management needs.

PROGRAM RESOURCE MANAGEMENT BRANCH
(G–ARM–1)

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

   a. Administer and coordinate the planning, programming, budgeting and evaluation system (PPBES) for the Office of Acquisition from mission inception onward. Coordinate the promulgation of all generic manuals relating to major system acquisitions, such as Project Managers Handbook, project resident office manuals, etc.

   b. Prepare recommendations for annual Office of Acquisition billet requirements. Prepare personnel and administrative support resource requirement RCPs. Assist Project Managers in planning financial requirements and submitting necessary resource requirements documents.

   c. Review annual project budget submissions and monitor progress through the budget process. Coordinate queries from OST, OMB, and Congress.

   d. Coordinate the administrative requirements for the office.

   e. Provide financial planning and financial management for the office, including coordinating, preparing and updating required external financial management data such as planned apportionments, obligations and outlays.

   f. Manage execution of appropriations including maintaining a system of fund, resource, cost, revenue, reconciliation and appraisal accounts.

   g. Review all planned expenditures of funds in accordance with approved budget plans for the projects and the office.

   h. Prepare financial information for project status reviews. Maintain a system of financial records for projects and account expenditures.

   i. Coordinate military and civilian personnel management responsibilities including ensuring that necessary actions required by personnel management procedures are accomplished.

   j. Supervise Office of Acquisition training requirements which include:

      (1) Coordinate the education and training activities, other than postgraduate, of the office to include the identification, planning, review, and evaluation of training programs in support of office missions and goals.

      (2) Identify the need for training based on needs analysis of positions supporting the acquisition process.

      (3) Develop and submit training plans as required. Maintain liaison with G–PRF and G–PC for implementation of approved training plans.

      (4) Estimate the cost of training needed and develop a training budget.

      (5) Locate possible sources for the required training either with DoT, DoD, Coast Guard, other agencies or commercial vendors.

INFORMATION RESOURCE MANAGEMENT BRANCH
(G–ARM–2)

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

   a. Supervise a Management Information System which shall:

      (1) Provide MIS support for the Office of Acquisition including information generated for or used by Project Managers, integrated logistics support, and budgetary personnel.

      (2) Plan and coordinate MIS training in G–A.

      (3) Determine G–A's MIS needs.

      (4) Plan for and obtain ADP hardware/software to meet G–A's MIS needs.

      (5) Administer and operate the office computer center. Perform System Manager functions for the office. This includes installing system hardware and software to maintain operational reliability, implementing of software updates on contractor furnished software, preparing and filing documentation for developed application software, scheduling and performing routine file backups and executing recovery as necessary, and establishing and maintaining a technical library for installed ADP hardware and operating software.

      (6) Function as the office ADP Security Officer.

      (7) Coordinate preparation of all required ADP hardware/software reports and lease renewals for the Office of Acquisition.

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

CONTRACT SUPPORT DIVISION
(G–ACS)

1. Under the general direction and supervision of the Chief, Office of Acquisition, the Chief, Contract Support Division shall:

   a. Establish and maintain advance acquisition plans consistent with the prescribed process and customer needs, and serve as an advisor to the Office Chief in matters of acquisition planning, strategy and execution.

   b. Administer the contracts program of Office of Acquisition projects and the requirements of other Headquarters program offices in conformity with applicable Federal, Department of Transportation, and Coast Guard Acquisition Regulations and related procedures.

   c. Draft and negotiate all inter–agency agreements necessary to procure supplies and services from other government agency contracts. Support the Project Managers needs to establish inter–governmental sources for their needs.

   d. Serve as the Head of the Contracting Activity (HCA) for all contracts, over $25,000, within Headquarters and those administered by project resident offices (PROs) at contractor facilities.

   e. Serve as the Chairperson, Source Selection Board on all major systems acquisitions and as Fee Determining Official for all contracts in area of responsibility.

   f. Develop and maintain appropriate standards for performance and management systems to totally manage the contract program in the support of systems acquisitions.

   g. Respond to the requirements of the Acquisition Project Managers and Headquarters Program/Support Managers in identifying, planning, and scheduling the procurement activities which must be performed over the course of each acquisition.

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

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

1. Under the direction and supervision of the Chief, Contract Support Division, the Chiefs of the above Branches shall:

   a. Act as Acquisition, Administration, and Termination Contracting Officer, for all contracts in assigned area of responsibility in conformity to applicable Federal Acquisition Regulations, Transportation Acquisition Regulations, Coast Guard acquisition policy and related procedures.

   b. Maintain liaison with other Headquarters components to ensure timely planning for future acquisition programs and initiation of procurements, with particular emphasis on selecting the type and method of acquisition early enough to meet the applicable requirements of the prescribed acquisition process.

   c. Prepare solicitations and all supporting documentation and conduct negotiations as necessary to establish formal contracts.

   d. Formulate, award, administer, terminate and archive contracts resulting from Headquarters acquisition requirements.

   e. Develop and implement acquisition strategies in support of Project Managers.

   f. Maintain for public examination, copies of bids received, copies of all Invitations for Bids issued, but not opened, and a file of bid/abstracts showing by Invitation number, bids received, prices, awards, and contract numbers.

   g. Prepare Military Interdepartmental Purchase Requests (MIPRs) and Reimbursable Agreements (RAs) for other than major systems acquisitions, in accordance with applicable requirements.

MAJOR SYSTEMS ACQUISITION BRANCH
(G–ACS–3)

1. Under the direction and supervision of the Chief, Contract Support Division, the Chief, Major Systems Acquisition Branch shall:

   a. Act as Acquisition, Administration, and Termination Contracting Officer for all contracts in assigned area of responsibility in conformity to applicable Federal Acquisition Regulations, Transportation Acquisition Regulations, Coast Guard acquisition policy and related procedures.

   b. Be responsible for the procurement of boats, ships, major automated data processing and electronics (ADPE) systems, shore–based electronics and aircraft, and their major components and research efforts leading to their development.

   c. Maintain liaison with project officers and other Headquarters components to ensure timely planning for future acquisition programs, both funded and unfunded, with particular emphasis on selection of the type and method of acquisition early enough to achieve full consistency between the statement documents.

   d. Prepare solicitations and all supporting documentation, and conduct negotiations as necessary to establish formal contracts.

   e. Formulate, award, administer, terminate and archive contracts resulting from Headquarters Major System acquisition requirements.

   f. Maintain for public examination, copies of bids received, copies of all Invitations for Bids issued, but not opened, and a file of bid/abstracts showing by Invitation number, bids received, prices, awards, and contract numbers.

   g. Provide contract specific guidance to the Contracting Officers of Project Resident Offices (PROs) at contractor facilities to facilitate transfer of awarded contracts for administration of contracts for projects under G–A cognizance.

   h. Prepare MIPRs and RAs for major systems acquisitions, in accordance with applicable requirements.

POLICY AND REVIEW BRANCH
(G–ACS–4)

1. Under the direction and supervision of the Chief, Contract Support Division, the Chief, Policy and Review Branch shall:

   a. Provide cost and price analysis services to Headquarters contracting officers, contract specialists, requiring offices, Source Evaluation Boards (SEBs), and pre–award survey teams.

   b. Advise and assist field contracting offices regarding cost and pricing problems.

   c. Obtain and manage the audits necessary to support assigned contract responsibilities, including contractor claims. Maintain ongoing liaison with various Government audit agencies to accomplish this.

   d. Provide cost pricing guidance to the Commanding Officers of Project Resident Offices (PROs) at contractor facilities engaged in contract work for projects under G–A cognizance.

   e. Conduct independent Headquarters and PRO reviews of contracts/solicitations for format, clause selection, adequacy of file documentation, and compliance with laws, regulations and policies/procedures.

   f. Develop, maintain and update the Division Standard Operating Procedures (SOPs) implementing applicable laws, regulations and OST/USCG policies.

   g. Conduct periodic internal audits of the entire Division operation utilizing Coast Guard's Procurement Management Review (PMR) criteria; serve as G–ACS point of contact for external audits, and control/coordinate G–ACS responses to those audits (including G–CPM reviews).

   h. Conduct an ongoing review of Division workload for indications of imbalance at the branch or individual levels.

   i. Manage and coordinate Division–wide personnel activities, including formal and informal training, upward mobility, OST interns, promotions, performance evaluations, awards and recognition program, vacancy recruitments, and other current/future staffing needs.

   j. Oversee, manage and monitor the Division's Small and Disadvantaged Business Utilization Program.

   k. Maintain the Division bidders list, receive and secure all bids, conduct public bid openings, and receive and process all unsolicited proposals.

   l. Monitor and coordinate Division contract closeout activities.

   m. Serve as central point of control for recurring or incident reports on Division procurement activities; develop and submit annual updates to the Division strategic plan.

   n. Oversee, review, and report on all Government property in the hands of Headquarters contractors.

o. Manage and coordinate allocation of Division space and facilities.

p. Monitor and control Division budgets.

q. Oversee and manage Division automated systems and their maintenance and operation.

QUALITY ASSURANCE DIVISION
(G–AQA)

1. Under the general direction and supervision of the Chief, Office of Acquisition, the Chief, Quality Assurance Division shall:

   a. Manage the Coast Guard Quality Assurance Program.

   b. Serve as Specification Streamlining Advocate for the Coast Guard.

   c. Set standards and promulgate guidelines for preparing contract specifications and statements of work.

   d. Conduct independent reviews of statements of work, specifications, and contracts and provide corrective language to ensure that solicitation packages: (1) are enforceable; (2) adequately describe the end item to be procured; and (3) will result in procurement of a system which meets the sponsor's requirements.

   e. Evaluate prospective contractor Quality Assurance Systems in order to ensure that the contractor is capable of delivering a quality product at a fair and reasonable price in a timely manner, and enforce the prescribed standard when the contract is in force.

   f. Maintain a library of standard specifications.

   g. Serve as Specification Control Advocate for the Coast Guard.

   h. Assist Project Manager in translating sponsor's mission needs statement (MNS) and operational requirements document (SRD) into system performance requirements and technical guidance, perform engineering (statement of work (SOW) and specifications) and perform test and evaluation activities to demonstrate that operational requirements have been satisfied.

SPECIFICATION DEVELOPMENT BRANCH
(G-AQA-1)

1. Under the direction and supervision of the Chief, Quality Assurance Division, the Chief, Specification Development Branch shall:

   a. Maintain knowledge of latest quality assurance, reliability, maintainability, and configuration management techniques. Be familiar with military, governmental, and industrial standards.

   b. Review statements of work, specifications, and contracts to assure user requirements are met and streamlining is applied.

   c. Serve on technical evaluation teams and source evaluation boards; provide technical support for contract negotiations.

   d. Serve on requirements review boards; provide specification development and quality assurance support for the Project/Program Manager.

PRODUCT VERIFICATION BRANCH
(G-AQA-2)

1. Under the direction and supervision of the Chief, Quality Assurance Division, the Chief, Product Verification Branch shall:

   a. Serve as the Quality Assurance Representative for contracts administered at Coast Guard Headquarters unless specifically assigned to another activity for administration, (e.g. SUPSHIP, DCAS). Assign Quality Assurance Representatives (QARs) to contracts and supervise QARs in the performance of their duties.

   b. Provide technical support for and attend Post-Award conferences.

   c. Serve as Contracting Officers Technical Representative for Independent Validation and Verification (IV&V) contracts.

   d. Monitor contractor performance to provide early warning of cost overruns and schedule delays.

   e. Provide independent reviews for contractor proposals, modifications, and waiver requests.

   f. Review contractor's request for progress payments.

   g. Analyze test plans and needs for specific test requirements.

   h. Monitor contractor control of government furnished property (GFP).

   i. Ensure adequate acceptance and delivery procedures.

POLICIES AND PROCEDURES BRANCH
(G–AQA–3)

1. Under the direction and supervision of the Chief, Quality Assurance Division, the Chief, Policies and Procedures Branch shall:

   a. Develop policy, procedures, and standards for specification preparation and review.

   b. Develop policy, procedures, and standards for evaluating contractor's Quality Assurance (QA) Programs.

   c. Develop policy, procedures, and standards for QA audits.

   d. Ensure adequate Service–wide training in QA techniques.

   e. Administer a quality deficiency reporting system.

   f. Maintain a system of tracking future contracts to anticipate adequate staffing requirements.

SELECTED MAJOR ACQUISITIONS DIVISION (G–ASM)

1. Under the general direction and supervision of the Chief, Office of Acquisition, the Chief, Selected Major Acquisitions Division shall:

   a. Manage the assignment and workload of permanent G–ASM staff amongst the various major acquisition projects assigned to the Division.

   b. As recommended by G–A and directed by G–CCS approved charter, serve as interim project manager and assist in the start–up phase of major acquisition projects until a dedicated project staff is established.

   c. As recommended by G–A and directed by G–CCS approved charter, accept major acquisition projects for conduct of the final close–down stage. Assign related tasks to permanent staff as appropriate.

   d. As recommended by G–A and directed by G–CCS approved charter, serve as Project Manager for Major Acquisition Projects assigned to the Division.**

**Functions for Project Managers defined on pages 2.4.7 –2.4.9

ACQUISITION INFORMATION RESOURCE MANAGEMENT DIVISION (G–AIR)

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

   a. Manage the assignment and workload of permanent G–AIR staff amongst the various acquisition information resource management projects assigned to the Division.

   b. As recommended by G–A and directed by G–CCS approved charter, serve as project manager ** and assist in the start–up phase of acquisition information resource management projects.

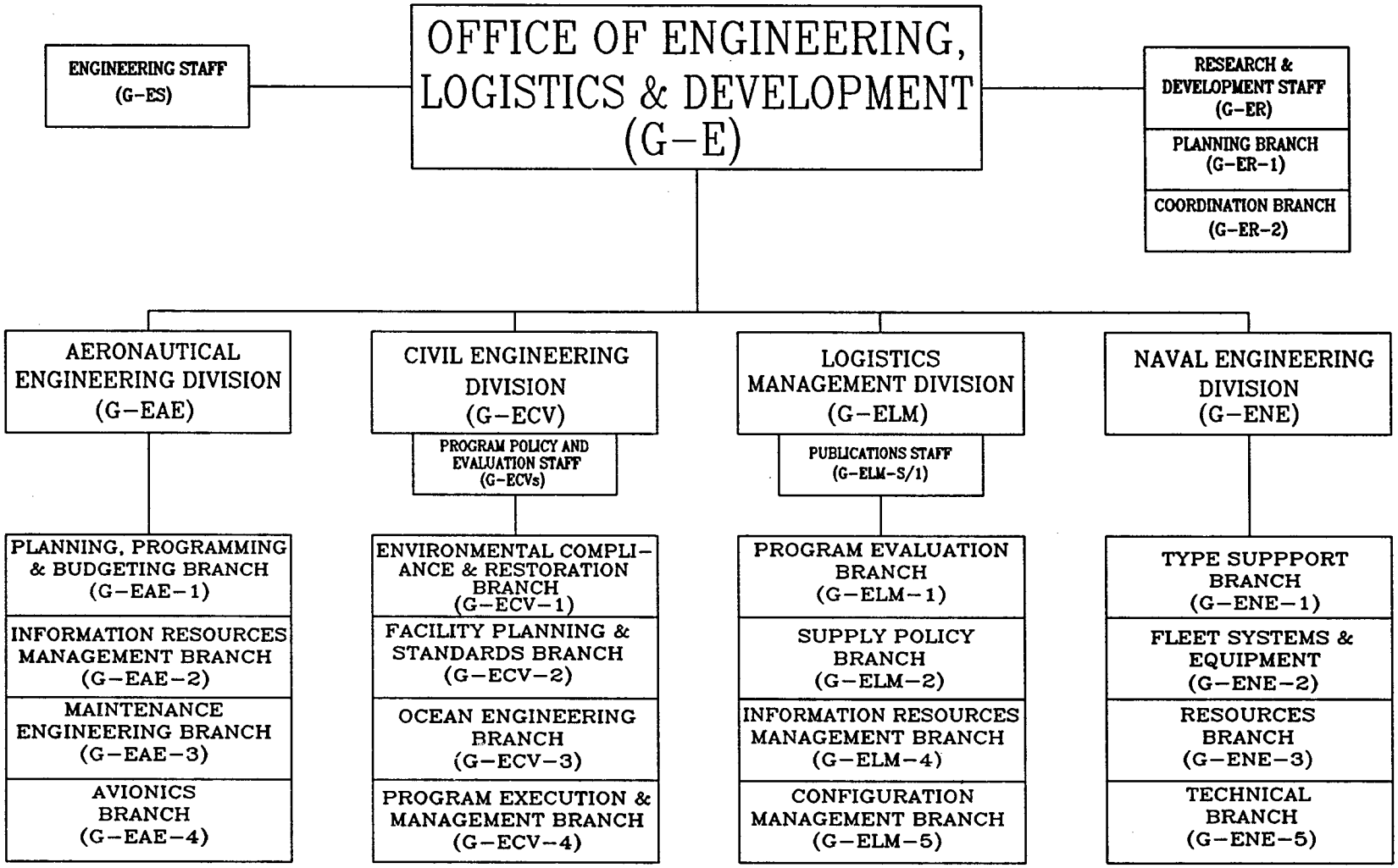
   c. As recommended by G–A and directed by G–CCS approved charter, continue acquisition information resource management projects for conduct of the final close–down stage. Assign related tasks to permanent staff as appropriate.

**Functions for Project Managers defined on pages 2.4.7 –2.4.9

THIS PAGE INTENTIONALLY LEFT BLANK

OFFICE OF ENGINEERING, LOGISTICS AND DEVELOPMENT

(G–E)


OFFICE OF ENGINEERING, LOGISTICS & DEVELOPMENT (G-E)
ENGINEERING STAFF (G-ES)
RESEARCH & DEVELOPMENT STAFF (G-ER)
PLANNING BRANCH (G-ER-1)
COORDINATION BRANCH (G-ER-2)
AERONAUTICAL ENGINEERING DIVISION (G-EAE)
PLANNING, PROGRAMMING & BUDGETING BRANCH (G-EAE-1)
INFORMATION RESOURCES MANAGEMENT BRANCH (G-EAE-2)
MAINTENANCE ENGINEERING BRANCH (G-EAE-3)
AVIONICS BRANCH (G-EAE-4)
CIVIL ENGINEERING DIVISION (G-ECV)
PROGRAM POLICY AND EVALUATION STAFF (G-ECVs)
ENVIRONMENTAL COMPLIANCE & RESTORATION BRANCH (G-ECV-1)
FACILITY PLANNING & STANDARDS BRANCH (G-ECV-2)
OCEAN ENGINEERING BRANCH (G-ECV-3)
PROGRAM EXECUTION & MANAGEMENT BRANCH (G-ECV-4)
LOGISTICS MANAGEMENT DIVISION (G-ELM)
PUBLICATIONS STAFF (G-ELM-S/1)
PROGRAM EVALUATION BRANCH (G-ELM-1)
SUPPLY POLICY BRANCH (G-ELM-2)
INFORMATION RESOURCES MANAGEMENT BRANCH (G-ELM-4)
CONFIGURATION MANAGEMENT BRANCH (G-ELM-5)
NAVAL ENGINEERING DIVISION (G-ENE)
TYPE SUPPPORT BRANCH (G-ENE-1)
FLEET SYSTEMS & EQUIPMENT (G-ENE-2)
RESOURCES BRANCH (G-ENE-3)
TECHNICAL BRANCH (G-ENE-5)

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

1. **Mission.** To provide logistics of the Service that are of an engineering character; to provide engineering services including design, construction, maintenance, outfitting and alteration of vessels, aircraft, aids to navigation, shore establishments, machinery, and utilities; and to administer a program of research and development responsive to the needs of the Service for new or improved systems, equipment, methods and procedures.

2. **Functions.** Under the general direction and supervision of the Commandant, Vice Commandant, and Chief of Staff, the Chief, Office of Engineering, Logistics and Development shall:

   a. Formulate, develop, coordinate, and direct Coast Guard plans, programs, and policies for logistics of an engineering character and coordinate with offices responsible for other elements of the logistics system to ensure a totally integrated and responsive system that supports the needs of the Service.

   b. Assure the effectiveness of the Engineering Support Program, including the design and execution of alterations, modifications, repairs, maintenance and outfitting of vessels, boats, aircraft, vehicles, aids to navigation, shore facilities, machinery, and utilities; and assure the adequacy of engineering test and evaluation activities associated with those functions.

   c. In response to the requirements of other offices, direct, supervise, and coordinate the design, development, construction, test, evaluation, and operational deployment and demonstration (as applicable), of ships, boats and shore facilities having a conventional design and having a high probability of usefulness in the operational structure.

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

   e. Determine basic plans, systems, methods, and procedures under which the above activities are to be carried out; consider and make recommendations as to broad policies which should control these recommendations.

   f. Collaborate with the Chief of Staff and chiefs of offices generally, in matters relating to the overall engineering and logistics activities of the Service and identify existing or potential problems within Coast Guard mission areas that are susceptible to improvement through scientific research.

   g. Administer funds in those appropriations or operating guides placed under the control of the Office of Engineering, Logistics and Development, furnishing preliminary budget estimates and apportionment of allotment recommendations to the Chief of Staff, planning expenditures to accomplish essential programs with available funds, passing on obligations against field allotments when Headquarters authorization is required, and otherwise ensuring wise and economical expenditures of such funds.

   h. Prescribe the engineering and logistics reports to be submitted by field units; review and analyze such reports and data, and initiate or issue appropriate directives to field units to ensure uniformly high standards of engineering efficiency, effectiveness and economy.

   i. Periodically review the administration of engineering and logistics functions under Maintenance and Logistics Commands (MLC's); initiate recommendations to the MLC

commander to effect improvements in the organization and methods of administration of those functions; keep informed through field inspections, or otherwise, as to the status, effectiveness, and efficiency of engineering and logistics activities generally.

j. Periodically advise the Commandant as to the relative performance of the MLC's with respect to field engineering and logistics responsibilities.

k. Establish and maintain close liaison with the Army, Navy, Air Force, Marine Corps, the Joint Staffs, Maritime Administration, General Services Administration, Department of Commerce (National Oceanic and Atmospheric Administration), Environmental Protection Agency and other public and private agencies in connection with Coast Guard engineering and logistics matters.

l. Ensure external coordination and appropriate integration of Coast Guard research and development efforts with Department of Transportation efforts, and represent the Coast Guard (or Department of Transportation, as directed) in dealings with other governmental or private agencies, both domestic, and foreign, in matters pertaining to research and development.

m. Serve as the Director of the Engineering, Logistics (including Supply), and the Research and Development Support Programs.

n. Exercise technical control over assigned Headquarters units.

o. Administer the Service–wide Motor Vehicle Management Program.

p. Provide policy, guidance, and oversight for an effective supply system, focused on improving the readiness of the facilities supported.

RESEARCH AND DEVELOPMENT STAFF
(G–ER)

1. Under the general direction and supervision of the Chief, Office of Engineering and Development, the Chief, Research and Development Staff shall:

   a. Direct, formulate, develop and coordinate a program of research, development, test and evaluation responsive to the Coast Guard's long range objectives; the requirements of program and support managers; the physical and sociological environment; the technological opportunities for new or improved systems, equipment, methods, and procedures.

   b. Inform and assist program and support managers, Chief of Staff divisions, and area/district staffs in identifying existing or potential problems that can be remedied through research and development project plans to assure Coast Guard R&D needs are met and assure successful hand–off of R&D products. Establish and maintain close liaison with other Department of Transportation administrations, the Department of Defense, and other public and private organizations to identify beneficial opportunities for joint research and development, and to avoid duplication. In research and development matters, represent the Coast Guard (or Department of Transportation, as directed) in dealings with other government or private organizations, both domestic and foreign.

   c. Administer all planning, programming and budgeting functions for Research, Development, Test and Evaluation appropriation. Secure resources for and administratively support Coast Guard research and development facilities, principally the Research and Development Center. Furnish preliminary budget estimates and apportionment recommendations to the Chief of Staff. Process all funds transfers and reprogrammings. Prepare financial reports required by the Office of Management and Budget (OMB), National Science Foundation (NSF), Research and Development Coordinating Council and others.

PLANNING BRANCH
(G-ER-1)

1. Under the direction and supervision of the Chief, Research and Development Staff, the Chief, Planning Branch shall:

   a. Administer all planning, programming, and budgeting functions for the Research, Development, Test and Evaluation appropriation.

   b. Secure resources for and administratively support Coast Guard research and development facilities, principally the Research and Development Center.

   c. Furnish preliminary budget estimates and apportionment recommendations to the Chief of Staff.

   d. Process all funds transfers and reprogrammings.

   e. Prepare financial reports required by the Office of Management and Budget, National Science Foundation, Research and Development Coordinating Council, and others.

COORDINATION BRANCH
(G-ER-2)

1. Under the direction and supervision of the Chief, Research and Development Staff, the Chief, Coordination Branch shall:

   a. Direct, formulate, develop and coordinate a program of research, development, test and evaluation responsive to the Coast Guard's long range objectives; the requirements of program and support managers; the physical and sociological environment; the technological opportunities for new or improved systems, equipment, methods and procedures.

   b. Inform and assist program and support managers, Chief of Staff divisions, and area/district staffs in identifying existing or potential problems that can be remedied through research and development.

   c. Develop feasible and responsive research and development project plans to assure Coast Guard R&D needs are met and to assure successful hand-off of R&D products.

   d. Establish and maintain close liaison with other Department of Transportation agencies, the Department of Defense, and other public and private organizations to identify beneficial opportunities for joint research and development, and to avoid duplication.

   e. Represent the Coast Guard (or Department of Transportation, as directed) in dealings with other government or private agencies, both domestic and foreign, in research and development matters.

ENGINEERING STAFF
(G-ES)

1. Under the general direction and supervision of the Chief, Office of Engineering, Logistics and Development, the Engineering Staff shall perform the following functions:

   a. Provide administrative support to the Office Chief and Deputy, including day-to-day oversight of front office operations. Route action items to appropriate engineering divisions and staffs, coordinate responses, and insure action items are answered by deadline and meets all requirements. Coordinate and validate all plans, policies, and directives proposed by G-E divisions and staffs for office-wide consistency.

   b. Advise and assist the Office Chief and Deputy on all matters relating to the Coast Guard Planning, Programming, Budget, and Evaluation System (PPBES) as they relate to engineering, logistics management and research and development.

   c. Undertake and assist in the conduct of technical, personnel, and management studies in support of office programs. Perform in-depth evaluations of office programs to assess program effectiveness and utilization of resources. Assist in coordinating office programs with those of other Headquarters offices, and work closely with those offices on issues where the offices have a common interest.

   d. Advise and assist the Office Chief and Deputy on G-E's AC&I program matters. This includes the integration and coordination of all PPBES activities associated with the allocation and reallocation of AC&I resources within G-E.

   e. Perform, coordinate and review strategic long-range planning within the office. Support program managers by reviewing and analyzing reports and studies, and where required, initiating and conducting studies and analyses. Provide analytical assistance to program managers in determining efficient allocations of resources associated with the implementation of long range plans. Provide economic input to office-related issues.

   f. Advise and assist the Office Chief and Deputy on all matters relating to budget execution and financial management as they relate to engineering, logistics management and research and development. Coordinate engineering budget inputs. Review and analyze Coast Guard budgets at all stages to insure that the resources that have been requested by Engineering Program Managers for incorporation into the budget are included and identified. Establish and administer procedures within the office for the proper review and execution of Coast Guard budgets. Coordinate with the engineering divisions and staffs for the preparation of financial plans such as obligation and expenditure schedules when more than one division is involved.

   g. Advise and assist the Office Chief and Deputy on matters affecting the management, organization, staffing and operation of the Industrial field activities. Determine and promulgate general policies and procedures for the administration and management of industrial, bases; develop and maintain the Industrial Management Manual. Coordinate with G-PO for industrial assignments and for PG selections/needs.

h. Keep Office Chief and Deputy advised of G–E personnel posture. Maintain records and plans for engineering specialty billets. Coordinate postgraduate training requirements. Review career patterns for engineers. Manage G–E civilian personnel FTE and civilian overtime. Manage TEMAC program for the office.

i. Coordinate readiness planning for the office. Formulate policies for logistics play in all exercises and military readiness planning documents. Coordinate Remedial Action Program (RAP) for the office.

j. Coordinate with G–Pd the overall training program for the office and various engineering disciplines.

AERONAUTICAL ENGINEERING DIVISION
(G–EAE)

1. Under the general direction and supervision of the Chief, Office of Engineering and Development, the Chief, Aeronautical Engineering Division shall:

   a. Coordinate and supervise military and civilian personnel management responsibilities including ensuring that necessary actions required by personnel management procedures are accomplished.

   b. Participate with the Contract Support Division (G–ACS) in the negotiation of contracts for the installation, repair, maintenance, and alteration of aircraft, engines and related equipment; and make final determinations as to acceptance terms and conditions included in such contracts insofar as dates of delivery, plans, specifications and characteristics of the items desired are concerned.

   c. Transmit requests for procurement to the Contract Support Division accompanied, when appropriate, by detailed plans and specifications.

   d. Follow up on contract performance insofar as inspections, tests, and technical judgement are necessary or desirable to assure compliance, and assist in contract expediting as required.

   e. Prepare maintenance instructions and similar information concerning aircraft, engines, and related equipment, and release technical directives as specifically authorized by Chief, Office of Engineering, Logistics and Development.

   f. Furnish, when required, progress and schedule reports, and personnel and material requirement information in connection with the installation, repair, maintenance and alteration of aircraft, engines and related equipment.

   g. Prepare preliminary budget estimates, make allotment recommendations, administer funds allocated to the Division, and pass on obligations for items to be charged against field allotments in those instances where prior Headquarters authorization is required.

   h. Review boards of survey concerning aeronautical engineering material.

   i. Initiate requests for research and development (R&D) special studies, analyses, and projects which involve bringing new aeronautical concepts, systems, and hardware into the Coast Guard inventory. Work closely with the R&D staff in such developmental efforts.

   j. Prepare Proposed Technical Approaches in response to Tentative Operational Requirements.

   k. Monitor and make recommendations concerning the training and assignment of officers to aeronautical engineering duty. Serve as a voting member of selection boards for aircraft maintenance officer and aeronautical engineering post graduate training programs. Coordinate students at post graduate school for G–EAE sponsored programs.

l. Manage the Coast Guard aeronautical engineering maintenance programs including but not limited to: avionics, ground support equipment, rescue and survival equipment, computerized aircraft maintenance and aviation maintenance management information system.

m. Provide assistance to district commanders, as required, in maintaining at air stations, the necessary facilities and support spares to repair, maintain, outfit and alter aircraft, engines and related equipment.

n. Ensure visits to district offices and air stations by members of the Aeronautical Engineering Division to coordinate engineering efforts, in support of Coast Guard aviation.

o. Coordinate Division work assigned to the Aircraft Repair and Supply Center (AR&SC) and act as a central contact and approving point of work desired by other elements and for all matters which affect AR&SC's ability to perform its primary mission.

p. Serve as Program Office for Coast Guard Aircraft Repair & Supply Center.

q. Coordinate Division work assigned to the Aircraft Program Offices (APOs) and act as a central contact and approving point of work desired by other elements and for all matters which affect the APO's ability to perform their primary mission.

r. Provide Division input to Planning Proposal Review Boards (PPRB)'s involving aeronautical engineering matters.

s. Identify outside resources (8A, contractors, etc.) to provide management studies, personnel studies, logistics studies, and automated data processing (ADP) studies in support of G–EAE programs.

t. Supervise the Coast Guard liaison officer at Warner Robins Air Force Logistic Command. Provide tasking, coordination, and act as central contact for work desired by other elements.

u. Select and direct aviation maintenance officers, technical specialists, and AR&SC personnel to participate as members of Aviation Mishap Analysis Boards (MABs).

v. Review aviation mishap board reports. Serve as a voting member of Commandant's Aviation Safety Board.

w. Initiate and approve Maintenance Management Reviews (MMRs). Assign action items and approve the Plan of Action.

x. Provide coordinated Aeronautical Division response to Q&A's from Congress, Office of Management and Budget (OMB), Office of the Secretary of Transportation (OST), G–CCS elements and outside news media.

y. Act as Program Manager concerning technical knowledge and maintenance responsibilities for the Aviation Machinist Mate (AD), Aviation Electrician's Mate (AE), Aviation Structural Mechanic (AM), Aviation Survivalman (ASM), and Aviation Electronics Technician (AT).

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

1. Under the direction and supervision of the Chief, Aeronautical Engineering Division, the Chief, Planning, Programming, & Budgeting Branch shall:

   a. Provide aeronautical engineering technical analytical services for the Division.

   b. Monitor technical progress in the aeronautical engineering field and keep abreast of new developments for possible application to Coast Guard aviation programs.

   c. Monitor programs established for training or indoctrination of aviation maintenance officers and enlisted technicians. Provide recommendations to cognizant divisions regarding changes necessary to ensure adequate training levels are established and maintained. Supervise the Aeronautical Engineering Division training requirements including:

      (1) Coordinate the education and training activities to include identification, planning, review, and evaluation of training programs in support of Aeronautical Engineering Division missions and goals.

      (2) Identify the need for training based on needs analysis.

      (3) Develop and submit to G–PRF an annual training plan to meet the deficits identified in the needs analysis.

      (4) Estimate the cost of training needed.

      (5) Develop a training budget.

      (6) Locate possible sources for the required training either in DoT, DoD, Coast Guard, other agencies or commercial vendors.

      (7) Maintain liaison with G–PRF for implementation of the approved training plan.

      (8) Review and approve curriculum outlines submitted by Aviation Technical Training Center (ATTC) and Coast Guard Institute.

      (9) Review and approve standards submitted to the Enlisted Qualifications Manual (COMDTINST M1414.8(series)) for aviation ratings.

      (10) Maintain liaison with ATTC for implementation of training plans, course contents and resources required.

   d. Administer and coordinate the Planning, Programming and Budgeting System for the Aeronautical Engineering Division from mission inception onward. Prepare and submit data for budgetary justification purposes.

   e. Prepare recommendations for annual Acquisition, Construction and Improvements (AC&I) billet requirements. Prepare AC&I personnel and administrative support resource requirement Resource Change Proposals (RCP).

f. Assist G–EAE Branch Chiefs in planning financial requirements and submitting necessary resource requirements documents.

g. Prepare and review annual budget submissions and guide them through the budget process. Prepare Operating Expense (OE) RCPs. Prioritize RCPs with Branch Chiefs and G–E staff. Coordinate all RCP submissions with, and receive input from, program directors. Coordinate queries for OST, OMB, and Congress.

h. Manage execution of appropriations including maintaining a system of fund, resource, cost revenue, reconciliation and appraisal accounts.

i. Provide financial planning and financial management for the Chief, Aeronautical Engineering Division, including coordinating, preparing, and updating required, external, financial management data such as planned apportionments, obligations and outlays.

j. Prepare financial information and quarterly management overview for status reviews.

k. Review all planned expenditures of funds in accordance with approved budget plans for the Aeronautical Engineering Division.

l. Maintain a system of financial records and account for expenditures.

m. Determine integrated logistics support and funding requirements and update as changes occur.

n. Coordinate and review all study efforts within the Aeronautical Engineering Division.

o. Review and evaluate program performance, effectiveness and benefits. Provide appropriate analytical assistance to other branch chiefs.

p. Coordinate and respond to Congressional inquiries and Freedom of Information Act/Privacy Act (FOIA/PA) requests directed to the Aeronautical Engineering Division.

q. Coordinate, review, and recommend necessary reprogrammings between projects and/or functions.

r. Coordinate the administrative logistics requirements for the Division.

s. Provide policy support to G–EAE in areas involving more than one division.

t. Administer the Beneficial Suggestion Program for the Division.

u. Manage the Spectrometric Oil Analysis Program (SOAP). Provide funding and liaison with DoD and the SOAP.

v. Prepare management reports for the division.

INFORMATION RESOURCE MANAGEMENT BRANCH
(G-EAE-2)

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

   a. Supervise a Management Information System (MIS) which shall:

      (1) Provide MIS support for the Aeronautical Engineering Division, including information generated for or used by project managers, system managers and budgetary personnel.

      (2) Plan and coordinate MIS training in G-EAE's areas of interest. Train users on hardware operation and system applications.

      (3) Determine information needs of the Aeronautical Engineering Program and the Division. Establish, implement, or coordinate systems, including ADP systems, that collect, transmit, evaluate, store and/or distribute program related information. Provide technical oversight of ADP systems, hardware, and software that support the Aeronautical Engineering Program.

      (4) Initiate action to plan for and obtain ADP hardware/software tools to satisfy G-EAE's MIS needs. Assist users in the development of specialized applications and keep users advised of the availability and utility of off-the-shelf software packages.

      (5) Perform System Manager functions for G-EAE. This includes installing system hardware and software to maintain operational reliability, implementing of software updates on contractor furnished software, preparing and filing documentation for developed application software, scheduling and performing routine file back-ups, executing recovery as necessary, and establishing and maintaining a technical library for installed ADP hardware and operating software.

      (6) Function as the G-EAE ADP Security Officer.

      (7) Coordinate preparation of all required ADP hardware/software reports and lease renewals.

      (8) Maintain a library of system documentation, data processing texts, and literature with ready user access.

   b. Coordinate requests for ADP services among the Aeronautical Engineering Division and the Aircraft Repair and Supply Center (AR&SC), and any other divisions maintaining data bases.

   c. Maintain the Division's technical library and review all technical directives referred to, or originating within, the Aeronautical Engineering Division.

   d. Administer the Unsatisfactory Report of Aeronautical Equipment Program for the Division.

e. Develop and maintain program criteria and standards.

f. Develop long and short range Information Resource Management (IRM) plans and budgets.

g. Monitor and support the evaluation of statistical data to assist branches/project managers in identifying significant changes in their program's performance as a result of management/policy action taken or contemplated.

h. Support, maintain, and enhance the office automation capabilities within the Aeronautical Engineering Division, including both word processing and data processing. Initiate, develop, and recommend automated systems to improve G–EAE efficiency and effectiveness.

i. Evaluate program initiatives with respect to field requirements and make recommendations to improve support. Analyze the overall program effectiveness of field units. Monitor progress toward program objectives, goals, and milestones, including information obtained from program support managers.

j. Administer the overall Computerized Maintenance System contract for fixed wing, rotary wing, life support, and ground support equipment.

k. Serve as the cognizant authority for Address Indicator Groups (AIGs) 8902, 8904, 8906, 8914, 4910, 4984.

l. Solicit, coordinate, review, process, and control Division inputs for various publications and briefing material.

m. Chair an IRM User Steering Committee to assist the Division, Aircraft Repair & Supply Center, and field units with particular automated data processing problems associated with the Aviation Maintenance Managements Information System (AMMIS).

n. Monitor, approve, and recommend changes to the Aviation Maintenance Management Information system (AMMIS) to ensure the system is responsive to the needs of the Aeronautical Engineering Program.

MAINTENANCE ENGINEERING BRANCH
(G–EAE–3)

1. Under the direction and supervision of the Chief, Aeronautical Engineering Division, the Chief, Maintenance Engineering Branch shall:

   a. Administer the minor procurement programs for assigned aircraft, engines, and special equipment.

   b. Assist the Office of Acquisition in major procurement programs for assigned aircraft, engines and special equipment.

   c. Monitor the logistics support of assigned aircraft and provide technical guidance in the procurement and maintenance of replacement items, spare parts and special equipment.

   d. Develop cost estimates, price determinations and specifications for procurement, modification, programmed depot maintenance (PDM), and support of assigned aircraft and aircraft being considered for inclusion in the Coast Guard inventory.

   e. Manage the aircraft maintenance program for assigned aircraft. Management of these programs includes but is not limited to:

      (1) Programmed Depot Maintenance (PDM) Programs.

      (2) Aircraft configuration control.

      (3) Initiating, preparing and reviewing technical directives.

      (4) Implementing procedures to minimize Not Mission Capable because of Maintenance (NMCM), Not Mission Capable because of Supply (NMCS), Not Mission Capable because of Both (NMCB) and Not Mission Capable (NMC) rates.

      (5) Monitoring of Unsatisfactory Reports of Aeronautical Equipment in order to alleviate problems and unsatisfactory trends.

      (6) Monitoring contracts for technical services including technical representatives.

      (7) Providing assistance, as required, to district commanders and commanding officers of Coast Guard aviation units of technical matters relating to maintenance, alteration and repair of aircraft.

      (8) Managing assigned aircraft computerized maintenance programs.

      (9) Reviewing and monitoring maintenance procedures and practices.

      (10) Managing assigned aircraft engines.

   f. Provide technical assistance, as required to other Coast Guard elements in the development of technical studies, engineering analyses, and other special projects relating to assigned aircraft.

g. Monitor the activities of the Prime Unit regarding Headquarters assigned projects.

h. Provide Coast Guard representation on various technical committees.

i. Monitor technical progress in the field of aeronautical engineering and keep abreast of new developments for possible application to Coast Guard aviation programs.

j. Serve as technical subject matter expert for assigned aircraft and provide inputs to G–E and G–EAE as required.

k. Provide technical input in the review of preliminary or detailed plans for construction or alteration of facilities for assigned aircraft.

l. Provide liaison with other military and non–DoD users of similar type aircraft, engines and special equipment.

m. Provide assistance to aviation units on matters relating to aircraft salvage.

n. Coordinate the administration of all aircraft equipment and associated systems that are common to both fixed wing and rotary wing aircraft including, but not limited to, life support and ground support equipment. The life support system manager shall:

(1) Provide input on specifications for improved equipment.

(2) Establish and monitor maintenance procedures for Coast Guard rescue and survival equipment.

(3) Provide input to G–OAV on aircraft configuration relating to rescue and survival equipment.

(4) Attend conferences and meetings to stay abreast of the latest developments in search and rescue (SAR) equipment.

(5) Provide input to G–OAV on requirements for the Rescue Swimmer Program.

(6) Serve as Division liaison with DoD and civilian agencies regarding rescue and survival equipment.

AVIONICS BRANCH
(G–EAE–4)

1. Under the direction and supervision of the Chief, Aeronautical Engineering Division, the Chief, Avionics Branch shall:

   a. Supervise the design, procurement, installation, maintenance, and support of Airborne Electronic Systems, their attendant ground support, and special test equipment. Avionics systems include all airborne electrical and electronic systems and their associated devices.

   b. Develop specifications for new equipment in order to satisfy operational requirements.

   c. Maintain performance records and provide instructions for equipment installation, modification, maintenance and support.

   d. Maintain liaison with technical avionics programs at the Aircraft Repair and Supply Center and Aviation Technical Training Center (ATTC).

   e. Maintain liaison with ATTC concerning avionics and electrical courses and curriculum.

   f. Act as subject matter expert for all avionics related matters including training, course curriculum content, and enlisted rating qualifications for AT and AE rates.

   g. Plan for the development of equipment to meet future avionics requirements.

   h. Manage the aircraft avionics programs. Management of these programs includes but is not limited to:

      (1) Aircraft configuration control.

      (2) Initiating, preparing and reviewing technical directives.

      (3) Implementing procedures to minimize NMCM, NMCS, NMCB and NMC rates.

      (4) Monitoring of Unsatisfactory Reports of Aeronautical Equipment in order to alleviate problems and unsatisfactory trends.

      (5) Monitoring contracts for technical services including technical representatives.

      (6) Providing assistance, as required, to district commanders and commanding officers of Coast Guard aviation units on technical matters relating to maintenance, alteration, and repair of avionics and related equipment.

      (7) Managing assigned avionics equipment computerized maintenance programs.

      (8) Reviewing and monitoring maintenance procedures and practices.

i. Provide technical assistance, as required to other Coast Guard elements in the development of technical studies, engineering analyses, and other special projects relating to avionics equipment.

j. Monitor the activities of the Prime Unit regarding Headquarters assigned projects.

k. Provide Coast Guard representation on various technical committees.

l. Administer Navy–Type–Navy–Owned (NTNO) avionics equipment program. Act as liaison with Navy for avionics programs.

m. Monitor technical progress in the field of aviation electronics engineering and keep abreast of new developments for possible application to Coast Guard aviation programs.

n. Manage assigned AC&I and OE avionics acquisition projects using assigned Project Managers. The Project Manager shall:

(1) Ensure that projects are managed in compliance with DoT and USCG directives, guidance from higher authority, and sound business practices.

(2) Manage all aspects of each project to meet approved cost, schedule and performance goals within the authority provided.

(3) Act as Contracting Officer's Technical Representative to ensure that the provisions of assigned contracts are carried out. Manage contractor support as required.

(4) Act as the central focal point for information within the Coast Guard for the project assigned. Answer queries from higher authority and provide project liaison with DoD, DoT, AR&SC and other Coast Guard segments.

(5) Develop and coordinate project planning and execution documents such as the Project Master Plan (PMP) in accordance with standard guidance.

(6) Develop and maintain a Project Implementation Plan which defines how responsibility for acquired systems, including their associated logistic support, will be transferred from the development/ installation stage to the operational stage.

(7) Coordinate RCP preparation with G–EAE–1. Act as project fund manager and approval authority for execution of funds appropriated for the project as directed by G–EAE. Coordinate solicitation or reprogramming actions as required to meet changes in requirements with G–EAE–1.

(8) Plan for and acquire adequate resources to meet project goals.

CIVIL ENGINEERING DIVISION
(G-ECV)

1. Under the general direction and supervision of the Chief, Office of Engineering and Development, the Chief, Civil Engineering Division shall:

   a. Be responsible for planning, designing, constructing, altering, maintaining, repairing and replacing all Coast Guard shore facilities and fixed aids to navigation.

   b. Manage the engineering support for aids to navigation, pollution response and diving programs.

   c. Promulgate policy for administrative guidance of the MLC, Civil Engineering Unit (CEU), Facilities Design and Construction Centers (FD&CC), and facility engineering organizations in delivery of the civil engineering support program within the Coast Guard.

   d. Provide technical guidance to assist program managers in development of documentation to support their sponsorship of shore facility requirements resulting from new or expanded missions. Prioritize and sponsor AC&I budget requests for all support center, family housing acquisition and shore facility replacement projects. Review and approve all major and minor AC&I Project Proposal Reports.

   e. Publish the AC&I shore construction program annually including the solicitation, review and approval of projects under the Minor AC&I Program. Assign projects to the field and monitor program execution. Manage all shore construction funds provided under the AC&I appropriation to meet program objectives.

   f. Sponsor all budget requests related to shore facility maintenance Allotment Fund Code (AFC-43) and civil engineering program personnel resources. Distribute resources to field units and administer all funds allocated to the Division.

   g. Define the Shore Facility Planning, Programming and Budgeting System (SFPPBS) following the basic Coast Guard guidelines, and issue appropriate policy and instructions. Develop and maintain the Shore Facilities Requirements List (SFRL). Coordinate, review and publish the shore facilities portion of the Capital Investment Projections (CIP).

   h. Coordinate planning as Headquarters Planning Coordinator (HQPC) for Support Centers, providing budgetary input, management overview and coordination of programs and missions involved. Provide policy and methodology to address the significant issues involved in the development of all shore unit master plans.

   i. Formulate and publish policies governing real property acquisition, disposal and management including acquisition and disposal of Coast Guard-owned family housing but not extending to housing policy or the leased housing program. Develop appropriate design, construction and maintenance standards for all facility types.

   j. Assess condition of the shore plant on a regular basis and document facility deficiencies. Develop civil engineering program measures of effectiveness, collect and analyze performance data, and report measures of program effectiveness and productivity. Perform civil engineering management evaluations of field units.

k. Develop and document maintenance philosophy, staffing standards, skill requirements and staffing requirements for field maintenance and management of shore facilities.

l. Develop policy and maintain expertise in the area of shore facility environmental compliance. Provide guidance for Coast Guard compliance with environmental laws and regulations.

m. Provide facility and resource requirements to develop mobilization plans for logistic support of Coast Guard operating assets under contingency or wartime conditions.

n. Promulgate policy for establishment of motor vehicle allowances service–wide and for the maintenance, repair and operation of the Coast Guard vehicle fleet.

o. Provide technical representatives for intergovernmental and international working groups as necessary.

PROGRAM POLICY AND EVALUATION STAFF
(G-ECVs)

1. Under the direction and supervision of the Chief, Civil Engineering Division, the Chief, Program Policy and Evaluation Staff shall:

   a. Define the Shore Facility Planning, Programming and Budgeting System (SFPPBS) following basic Coast Guard guidelines, and issue appropriate policy and instructions.

   b. Develop and maintain the Shore Facilities Requirements List (SFRL). Coordinate review and publish the shore facilities portion of the Capital Investment Projections (CIP).

   c. Develop long and short range civil engineering budgetary programs by reviewing, analyzing and integrating the AC&I and OE shore program.

   d. Review all Resource Proposals (RP), Resource Change Proposals (RCP), Planning Proposals (PP) and Planning Proposal Reviews (PPR) prepared by the Division for completeness and conformance to program objectives. Coordinate response to external inquiries related to the shore program.

   e. Develop policy for use of OE, AC&I and non-appropriated funds for shore facility projects.

   f. Publish the AC&I shore construction program annually and publish the list of approved projects under the Minor AC&I program. Develop the AC&I shore construction worklist for field execution.

   g. Develop civil engineering measures of effectiveness, collect and analyze data, and report performance of the AC&I program.

   h. Define and document automated management information system (MIS) capabilities, integrated into the office MIS, required for efficient division work performance, program effectiveness evaluation and timely information reporting.

   i. Provide general and common administrative support services for the division including classified material control, personnel action monitoring, file management policy, correspondence tracking, collateral duty distribution and coordination of Division participation in professionally oriented activities.

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

1. Under the direction and supervision of the Chief, Civil Engineering Division, the Chief, Environmental Compliance and Restoration Branch shall:

   a. Plan and manage the development of policy and procedures to direct the in-house Environmental Compliance and Restoration Program.

   b. Direct the development and dissemination of Coast Guard policy to insure compliance with federal, state and local environmental laws and regulations regarding the managing, disposal and minimization of hazardous waste.

   c. Develop programs and methodologies to assess and investigate existing Coast Guard facilities to determine the necessity for remedial action.

   d. Represent the Coast Guard at the national level to the USEPA, other federal agencies, and state and local environmental agencies.

   e. Monitor the status and evaluate the effectiveness of environmental projects to remediate land, air, and water (including groundwater) contamination. Prepare required reports for Congress, DoT and EPA.

   f. Institute a service-wide environmental training program.

   g. Develop budget requests for personnel and financial resources to support the Environmental Compliance and Restoration Program.

   h. Manage an integrated database system that tracks the progress and status of the environmental programs and projects, including the underground storage tank program, CECAMP audits, site investigations and facility status.

   i. Develop and mange Coast Guard programs for compliance with the National Environmental Policy Act (NEPA) and related legislation and regulations.

   j. Review NEPA documentation for Coast Guard and non-Coast Guard actions that may impact then environmental or CG mission areas.

   k. Assist and advise in the preparation of environmental documentation for Coast Guard Headquarters actions.

   l. Review proposed environmental laws and regulations impacting on the Coast Guard.

   m. Publish and maintain the EC&R Policy Manual and related instructions and publications.

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

1. Under the direction and supervision of the Chief, Civil Engineering Division, the Chief, Facilities Branch shall:

   a. Develop shore facility planning, programming, budgeting, and evaluation policy and procedures.

   b. Develop project planning, design, cost estimating (including follow–on cost requirements), and construction policy and procedures.

   c. Develop facility programs to standardize the size, number, and characteristics of required spaces for typical shore facility support facilities.

   d. Develop policy and guidance for administration of the Minor AC&I program. Solicit, review and approve projects.

   e. Direct shore facility program compliance with areas of special program interest directed by Executive Order, public law, departmental directive or other mandate such as energy conservation, value engineering, occupational safety and health, and fire protection.

   f. Issue appropriate policy and maintain instructions, manuals, and other directives to document the shore facility planning, programming, design, budgeting, execution and evaluation process. Provide consultation and guidance to the field on all policy and procedures.

   g. Direct and coordinate G–ECV support to ensure all military and civilian personnel involved in the shore facility planning, programming, design, budgeting, execution and evaluation (SFPP) process receive training commensurate with their position/billet responsibilities.

   h. Review and evaluate Planning Proposals for shore facility impacts and prepare a recommended division position for presentation at the G–CPP directed Planning Proposal Review Board (PPRB).

   i. Review and evaluate Master Plans AC&I PPRs (Part A and Part B), Design Development Submittals, Invitation for Bids and associated documents for shore units and prepare final resolution documents.

   j. Develop the Shore Facilities Requirements List (SFRL). Coordinate with MLCLANT, MLCPAC, and HQPMs to assess the condition of the shore plant, and to develop overall integrated program priorities, based on LANTAREA, PACAREA, HQ unit, and program priorities.

   k. Support the coordinated development of the Shore Facility Budget process, and the proper insertion of projects into the multi–year budget process.

   l. Develop, support, and coordinate Shore Facility Program resource change proposals and budget sheets.

m. Function as the Headquarters Program Coordinator for Support Centers. Sponsor Support Center projects. Develop HQPC priorities for Support Center projects.

n. Conduct post–occupancy reviews of selected AC&I projects to evaluate policies, design standards and codes in providing functional and physically adequate shore facilities. Evaluate completed projects for economical and effective accomplishment of intended objectives.

o. Serve as the focal point for shore facility issues related to Headquarters initiatives or external inquiries raised at the Headquarters level. Coordinate HQPC program requirements and provide technical guidance and project documentation to assist program manager sponsorship of shore facility projects resulting from new or expanded mission requirements.

p. Develop civil engineering military readiness requirements. Review Wartime Personal Allowance List (WPAL); prepare civil engineering input to the Logistics Support and Mobilization Plan (LSMP); participate in Command Post Exercises and provide liaison to NAVFACENGCOM on readiness issues.

OCEAN ENGINEERING BRANCH
(G–ECV–3)

1. Under the direction and supervision of the Chief, Civil Engineering Division, the Chief, Ocean Engineering Branch shall:

   a. Manage the Aids to Navigation (ATON) engineering support program to include the planning, designing, constructing, altering, maintaining and repairing of: (1) buoys and buoy markers, (2) lighthouses, (3) acoustical and optical equipment, (4) beacon structures, excluding electronic navigation aids.

   b. Prepare standards, directives and guidance for execution of the ATON engineering support by districts, field, MLC and Headquarters units including maintenance policy and equipment standards.

   c. Manage technical aspects of ATON AC&I and OE programs including recommendations for funds apportionment, cost and technical input to the budget process, project review and approval, central equipment procurement and distribution management, where appropriate, and preparation of technical policy guidance.

   d. Manage ATON Service–wide maintenance training through liaison with ATON school, Performance Systems Division (G–PRF) and Short Range Aids to Navigation Division (G–NSR) in accordance with current training directives.

   e. Initiate requests, provide liaison and provide funding recommendations to the Research and Development Staff or Electronics Engineering Laboratory for special studies and projects to bring improved concepts, systems and hardware into the inventory.

   f. Provide technical support for the supply of ATON hardware to field units including management of Qualified Products List (QPL) testing where appropriate. Update drawings and specifications for equipment procurement by Inventory Control Points (ICP) and perform Contracting Officer's Technical Representative (COTR) duties where appropriate.

   g. Plan and execute Headquarters projects for the short term development and improvement of ATON hardware and systems including budgeting, preparation of procurement documents, specifications and drawings, quality assurance and COTR duties, and management of field implementation.

   h. Develop budget and administer AFC–43 funds provided for branch projects.

   i. Provide optical and acoustical technical advice to other organizational elements as requested.

   j. Provide engineering support to the marine environmental response and diving programs.

   k. Prepare standards, directives and guidelines for execution of the engineering support program for pollution response and diving by districts, field, area and Headquarters units.

l. Manage the technical aspects of pollution response under the National Contingency Plan and the diving program. Provide technical assistance and liaison to marine environmental response and diving program managers for development and administration of training programs.

m. Provide direct engineering support to strike teams and diving units.

n. Provide recommendations and liaison for the management of ocean engineering and engineering physics postgraduate education programs and officer specialty career programs.

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

1. Under the direction and supervision of the Chief, Civil Engineering Division, the Chief, Program Execution and Management Branch shall:

   a. Develop policy and guidance on property management matters affecting acquisition, utilization and disposal of real property consistent with existing laws, regulations and directives. Prepare manuals and instructions pertaining to the real property management program.

   b. Develop policy to improve, maintain and coordinate the Coast Guard real property program including:

      (1) assistance to field and interagency coordination of real property acquisitions and disposals;

      (2) central real property record keeping;

      (3) improvement to real property management;

      (4) coordination of excess real property screening;

      (5) monitoring real property utilization and review justifications for retention of idle property;

      (6) coordination of all required reports;

      (7) monitoring Coast Guard efforts to identify and preserve historically significant properties; and

      (8) management of General Services Administration (GSA) leased space program including planning, utilization monitoring, evaluation of field requests for changes and budgeting aspects of the space rental program.

   c. Represent the Coast Guard as a member of the DoT Real Property Inventory Systems Committee and the Protection and Enhancement of the Cultural Environment Committee.

   d. Manage the Coast Guard vehicle program including development of policy and program overview, establishment of Service–wide allowances and liaison with GSA and DoT.

   e. Manage all shore construction funds provided under the AC&I appropriation. Approve funding requests, authorize issuance of Invitations for Bids (IFB), resolve funding shortages, develop budgets for and administer the AC&I Administrative and Survey & Design funds, monitor project documentation status and track program execution.

   f. Manage budget development and administration of Division AFC–30 funds.

g. Establish policies and procedures for the civil engineering program AFC–43 Zero Base Management System (ZBMS) and the management of civilian and military staffing.

h. Sponsor all budget requests related to shore facility maintenance (AFC–43) and civil engineering program personnel resources. Distribute resources to field units and administer all OE funds allocated to the Division.

i. Develop new initiatives and conduct special studies in the area of shore facilities management.

j. Develop shore maintenance program measures of effectiveness, collect and analyze performance data and report measures of program performance and goal attainment. Perform civil engineering management evaluations of field units and provide feedback in the form of Service–wide comparative data.

k. Establish policies and procedures for Facilities Engineering organizations. Develop staffing requirements and provide feedback on unit performance.

l. Assist other Headquarters program managers concerning the training, manning level standards, qualification and assignment of personnel to civil engineering duty and provide career guidance to civil engineering specialists. Supervise the civil engineer postgraduate training program and provide liaison for the Coast Guard Academy civil engineering undergraduate program.

m. Review structure alterations (STRUCTALT) for conformance to long term facility plans and appropriate funding source. Coordinate submittal of documentation to DoT for major construction projects.

LOGISTICS MANAGEMENT DIVISION
(G-ELM)

1. Under the general direction and supervision of the Chief, Office of Engineering, Logistics and Development, the Chief, Logistics Management Division shall:

a. Establish policy for and conduct oversight and review of the Coast Guard logistics process.

b. Direct the supply system for the Coast Guard, embracing the functions of provisioning, item identification, cataloging, allowances, storage, distribution, transportation of freight, control of repairable materials, training of personnel and utilization of DoD military standard systems.

c. Develop and promulgate policy and plans, establish objectives and standards, prescribe systems and procedures, and conduct supply support program compliance reviews.

d. Implement the provisions of the Federal Property Management Regulations (FPMR) and DoT/DoD directives as they apply to the Coast Guard supply support program. Coordinate Coast Guard requests for deviation to these regulations.

e. Direct the overall Coast Guard Supply Fund management program, encompassing policy and procedures, budgeting and oversight. Coordinate with the Financial Management Division (G-CFM) as appropriate.

f. Assign responsibilities for inventory management of specific categories of materials to Inventory Control Points.

g. Provide for the oversight and review of supply management operations at wholesale, retail and unit levels.

h. Evaluate effectiveness of the supply system in terms of meeting the needs of Coast Guard operating units and assessing capability to meet long range objectives.

i. Provide policy and guidance relative to negotiations and maintenance of interservice support agreements. Negotiate support agreements with the Department of Defense and its agencies when such support has system wide application.

j. Maintain liaison and conduct business pertaining to Coast Guard supply matters with the Department of Transportation, Department of Defense, General Services Administration and other governing agencies.

k. Coordinate Division work relating to Supply Centers, Baltimore and Curtis Bay, and act as a central contact and approving point for work desired by other elements and for all matters which affect Supply Center Baltimore's ability to perform its primary mission.

l. Provide program guidance, training, and career development for the Storekeeper rating and the Chief Warrant Officer (Finance and Supply) speciality.

PUBLICATIONS STAFF
(G–ELM–S/1)

1. Under the direction and supervision of the Chief, Logistics Management Division, the Chief, Publications Staff shall:

a. Develop policy and procedures for the design, use and distribution of Government logistics and supply publications, including:

(1) Design and maintain the framework for Coast Guard logistics publications and ensure related publications are consistent and not duplicative.

(2) Monitor the distribution effectiveness of Coast Guard and DoD logistics publications and take corrective action, as necessary.

(3) Develop and maintain a long–range logistics publication plan to guide the publication efforts of all logistics elements.

(4) Review and implement, as appropriate, opportunities to automate and electronically link logistics publications.

(5) Develop and maintain guidelines for updates, clearances, standard distributions, and promulgation authority levels.

b. Manage the development, structure and maintenance of the various logistics and supply manuals and directives of the Logistics Management Division. Determine the best method for providing logistics guidance to the field and establish methods for testing the effectiveness and use. Schedule, coordinate, and track publications and directives to maintain deadlines.

c. When outside contractor assistance is required, serve as the Contracting Officer's Technical Representative (COTR) for logistics publications. This includes preparing statements of work and task orders and directing the contractor's efforts in development, workload, and training analysis, life cycle management plans, and system implementation.

d. Working directly with the staff of the Chief, Office of Engineering, Logistics and Development, act as editor and publisher of the quarterly **Engineers Digest**.

e. Produce smooth publications, directives, reports, letters, memoranda, messages, etc. and provide reproduction, graphics, recording (e.g., meeting minutes), and other miscellaneous clerical services in support of the Division and its branches.

PROGRAM EVALUATION BRANCH
(G–ELM–1)

1. Under the direction and supervision of the Chief, Logistics Management Division, the Chief, Program Evaluation Branch shall:

   a. Develop measures of efficiency and effectiveness for all logistics programs based upon existing policies and procedures. Publish reporting systems necessary for evaluating the logistics process.

   b. Conduct logistics management policy and procedure compliance reviews. Recommend policy and procedural changes to the Logistics Policy Branch.

   c. Identify sources of data necessary to measure and evaluate effectiveness of the various supply related functions.

   d. Provide the policy and integration standards necessary for the automation of supply management data.

   e. Conduct supply policy and procedure compliance reviews. Recommend policy and procedural changes to the Supply Policy Branch.

   f. Identify system changes or deficiencies requiring training of supply personnel.

   g. Negotiate supply support agreements with the Department of Defense, its agencies and military services, and other Government agencies when such support has system–wide application.

   h. Act as the Force Manager for the SK rating. Provide program guidance, training, and career development for the Storekeeper rating and the Chief Warrant Officer (Finance and Supply) specialty.

   i. Maintain close contact with Supply Centers Baltimore and Curtis Bay on supply logistics matters. Assist Electronic General Inventory Control Point (E/GICP) and Ships Inventory Control Point (SICP) in the development and introduction of support for equipment.

   j. Determine requirements and justify resources for Supply Centers Baltimore and Curtis Bay, including preparation of resource change proposals, cost–benefit studies, productivity studies, mid and long–range plans and maintaining liaison with other budget organizations.

   k. Act as the central and approving point for work desired by other elements and for all matters which affect the ability of Supply Centers Baltimore and Curtis Bay to perform their primary function.

   l. Develop and publish the policies and procedures for the use and management of the Coast Guard Supply Fund. Coordinate with the Financial Management Division (G–CFM) as appropriate.

   m. Administer and manage the Supply Fund. This encompasses:

(1) Formulating and presenting the Supply Fund budget;

(2) Monitoring the Supply Fund cash flow from the U. S. Treasury;

(3) Managing Supply Account 83 (Operations & Maintenance) and Supply Account 85 (Fuel); and

(4) Receiving inputs of management data from G–P for Supply Account 81 (Clothing) and Supply Account 82 (Subsistence).

POLICY BRANCH
(G-ELM-2)

1. Under the direction and supervision of the Chief, Logistics Management Division, the Chief, Policy Branch shall:

a. Develop and publish the policies and procedures for the introduction of items into the Coast Guard Supply System. This encompasses:

(1) provisioning for system stock;
(2) supply support requests to other Government agencies; and
(3) participation in the Federal Catalog System.

b. Develop and publish the policies and procedures for the documentation and maintenance of operating unit allowances. This encompasses:

(1) the criteria for the establishment of unit allowances;
(2) initial provisioning of allowance items;
(3) management of unit allowances; and
(4) configuration status accounting.

c. Develop and publish the policies and procedures for the management of Coast Guard wholesale, retail and unit inventories. This encompasses:

(1) the establishment of Uniform Inventory Control Point standards of operation;
(2) the establishment of standards for the management of all levels of inventory; and
(3) the management of project material.

d. Develop and publish the policies and procedures for a Coast Guard requisitioning system.

e. Develop and publish policy and procedures for the storage and distribution of Coast Guard supplies and material.

f. Develop and publish policy and procedures for the transportation of freight.

g. Develop and publish policy and guidance relative to negotiations and maintenance of interservice support agreements for logistics issues.

h. Develop and publish policy for the Coast Guard's Centralized Shipboard Supply (CSS) program.

i. Develop and publish policy and guidance relative to the Configuration Management (CM) System.

j. Assist the Program Evaluation Branch in conducting supply policy and procedure compliance reviews by assigning pro tempore compliance reviewers.

k. Represent the Coast Guard in the following areas to ensure the capability to integrate, thereby achieving the maximum benefit of DoD and other government agency supply systems:

(1) Defense Integrated Data (DIDS) System;
(2) DoD Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) committee;

(3) DoD Military Standard Requisitioning and Issue Procedures (MILSTRIP) committee;
(4) Defense Activity Address System (DAAS) and the DoD Activity Address Code (DODAAC) systems; and
(5) Defense Retail Interservice Support (DRIS) program.

l. Manage the Coast Guard Requisitioning System, including:

(1) system manager for the Automated Requisitioning Management System (ARMS); and
(2) the identification, acquisition and distribution of the applicable supply source publications required by the operating units.

m. Assign to Inventory Control Points the responsibilities for management of Federal Supply Classes and other special categories of material.

n. Implement the provisions of the Federal Property Management Regulations (FPMR) and DoT/DoD directives as they apply to Coast Guard supply management functions. Coordinate Coast Guard requests for deviation to these regulations.

o. Maintain appropriate supply policy and procedural manuals.

p. Define the Coast Guard logistics system including the establishment of objectives and standards.

q. Develop and promulgate policy and procedures for the integration of the following logistics support elements:

(1) maintenance planning;
(2) manpower and personnel planning;
(3) supply support;
(4) support and test equipment;
(5) training;
(6) technical data;
(7) computer resources;
(8) packaging, handling, and storage;
(9) transportation and transportability; and
(10) facilities.

r. Review policies developed by other offices concerning any of the elements of the logistics system, listed above, and ensure they are consistent with one another and with the philosophy of integrated logistics management.

s. Conduct studies related to the improvement of the logistic system.

t. Develop and maintain a model for analyzing the total life cycle cost of Coast Guard systems, incorporating all logistics elements.

u. Establish and maintain close liaison with the Navy, Army, Air Force, Marine Corps, Joint Staffs, other Federal agencies and the private industrial logistics community in connection with logistics matters of mutual interest. This includes representing the Coast Guard on the Joint Chiefs of Staff sponsored Joint Logistics Board (O–6 level) and the Council of Logistics Directors (flag level).

v. Represent the Coast Guard within the DoD mobilization planning structure for logistics issues.

w. Formulate and publish policies, procedures and standards for planning logistics support under contingency and wartime conditions.

x. Develop mobilization and contingency plans pertaining to supply processes.

y. Formulate and publish policies, procedures and standards for the Coast Guard's metrication program.

INFORMATION RESOURCES MANAGEMENT BRANCH (G–ELM–4)

1. Under the direction and supervision of the Chief, Logistics Management Division, the Chief, Information Resources Management Branch shall:

   a. Supervise the operation of the Office of Engineering, Logistics and Development's computer center, including:

      (1) Provide ADP support for the office.

      (2) Administer the operation of the office's central computer and perform system manager functions, including: installing system hardware and software to maintain operational reliability, implement software updates, prepare and file application documentation, schedule and perform routine backups and establish and maintain a technical library for installed hardware and software.

      (3) Coordinate preparation of all required ADP hardware/ software reports and lease renewals for the office and plan for and obtain additional ADP hardware/ software as necessary to satisfy the needs of the office.

      (4) Provide assistance and support to all users of the office computer, as necessary.

   b. Develop and maintain the necessary information management tools and processes to fully integrate and automate the Coast Guard logistics system, including initial automation of the supply system, design and automation of configuration management processes and data, establishment of electronic interfaces amongst the Coast Guard elements of logistics and with the necessary DoD and industry support networks, and automation of publications and technical data. Develop statements of work (SOW's) for the acquisition of IRM resources.

   c. Coordinate with the Office of Command, Control and Communications, the Office of Acquisition, and other Headquarters offices and units, as necessary, to ensure proper interfaces of software, hardware, and data.

   d. Coordinate with logistics IRM users to ensure that the developing and installed capability fulfills their functional needs.

   e. Provide management advice regarding potential changes to logistics systems to plan for and take advantage of improved IRM capabilities.

CONFIGURATION MANAGEMENT BRANCH
(G–ELM–5)

1. Under the direction and supervision of the Chief, Logistics Management Division, the Chief, Configuration Management (CM) Branch shall:

   a. Design a CM system for designated cutters and standard boats in active service supportable by automated processes.

   b. Design, test and implement an automated CM system providing the Coast Guard with a means to perform CM.

   c. Monitor and evaluate CM system performance and initiate improvements as needed.

   d. Oversee the design and execution of Centralized Shipboard Supply (CSS) and Implementation and mandatory allowances.

   e. Monitor and evaluate CSS on board the cutters and initiate improvements as needed.

NAVAL ENGINEERING DIVISION
(G–ENE)

1. Under the general direction and supervision of the Chief, Office of Engineering, Logistics and Development, the Chief, Naval Engineering Division shall:

   a. Serve as allotment fund code manager of the AFC–45. Recommend allotments and provide administration of funds allocated to the division. Provide planning documents and budget estimates to program directors and project managers for cutter and standard boat construction and maintenance funds.

   b. Prepare, review, and approve standards, guidance and specific policies for design, construction and maintenance of cutters and standard boats.

   c. Prepare, review, and approve plans, designs, and specifications for the repair, maintenance, and alteration of cutters and standard boats.

   d. Prepare, review, and approve cutter and standard boat maintenance and damage control instructions.

   e. Participate in the vessel configuration control process.

   f. Conduct special studies relative to new or improved naval engineering designs or operating and maintenance methods that have possible Coast Guard use. Coordinate with the Research and Development Staff as appropriate.

   g. Serve as the program manager for the Coast Guard YARD.

   h. Evaluate Safety and Mishap Board reports.

   i. Participate with contracting officers in the negotiation of contracts for the construction, installation, repair, maintenance and alteration for cutters and standard boats.

   j. Support acquisition project managers by; providing technical liaison with the Resident Inspector Offices (RIOs) and Project Resident Offices (PROs); preparing and reviewing drawings, specifications, trial instructions, Hull, Machinery, Equipment, and Ordinance (HME&O) outfitting lists and other technical documents for major acquisition projects; and, assisting in contract expediting. Prepare relevant portions of logistics support plans.

   k. Perform project manager functions in support of vessel new construction, renovation and alteration projects assigned to the Office of Engineering, Logistics, and Development. Develop and approve the designs, contract specifications, and other technical documents.

   l. Maintain an overview of the Naval Engineering program and monitor its effectiveness.

   m. Responsible for management of the DC, EM, and MK ratings. Includes all areas which determine the health of these ratings (e.g. billet structure, training, career progression, occupational standards, impact of technological change).

n. Responsible for the management of the Naval Engineering officer force. Includes establishing standards for training and education, career progression, staffing requirements, etc.

o. Participate with Facility and Program Managers in development and review of readiness/mobilization plans.

p. Manage chemical, biological, radiological (CBR) equipment and material including RADIAC material.

TYPE SUPPORT BRANCH
(G-ENE-1)

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Type Support Branch shall interface with program managers, project managers, and other staff elements to provide class unique naval engineering technical inputs and outputs in support of acquisition, maintenance and logistics issues for cutters and standard boats; and specifically perform the following functions:

   a. Support and/or manage vessel AC&I projects by:

   (1) Designating a project officer (for G-E projects) or project task leader (for G-A projects) when billets are authorized. The G-E project officers perform the full range of project manager functions for their projects in accordance with their charters.

   (2) Participate in the project design and specification development.

   (3) Participate in the contract source evaluation process; includes establishing/recommending technical evaluation criteria, serving on Technical Evaluation Teams, Source Evaluation Boards and negotiating teams.

   (4) Provide technical liaison to RIO's, PROs and the Yard.

   (5) Participate in acceptance tests and trials. Chair or serve as a member of configuration control board (CCB).

   (6) Initiate or provide technical input to procurement requests including plans, justifications, specifications, statements of essential need, and other supporting data as appropriate.

   (7) Initiate Coast Guard Yard project orders in support of projects.

   (8) Prepare and maintain the Maintenance Plans for cutter/boat LSPs.

   b. Develop solutions to class unique ship and standard boat HM&E systems problems. This may result in one or more of the following:

   (1) Direct, participate in, and review Ships Structural and Machinery Evaluation boards. Maintain the division files of SSMEB, SSEB, MEB reports.

   (2) Develop, sponsor, and submit for approval class unique cutter and standard boat alterations. Maintains the division files of ShipAlts, BoatAlts, and ShipAlt Review Board minutes.

   (3) Provide class unique naval engineering information guidance and direction to Maintenance and Logistics Commands, CG areas, Headquarters elements, other governmental elements, and public interests as applicable.

   (4) Be a member of all cutter and boat alteration, design and policy review boards.

   (5) Develop input on class unique logistics support issues for cutters and standard boats.

(6) Initiate or provide technical input to procurement requests including plans, justifications, specifications, statements of essential need, and other supporting data as appropriate.

(7) Initiate Coast Guard Yard project orders in support of projects.

(8) Participate in cutter class CCBs.

(9) Develop and submit for approval branch Project Plans. Execute the approved Planned Obligation Program (POP)

c. Provide miscellaneous naval engineering services that relate to cutters and standard boats and their HM&E systems. (e,g. Congressional inquiries, Idea Express, RPs/RCPs, PMPs, OFCOs, Planning Proposals, decision memos, etc.)

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

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Fleet Systems and Equipment Branch shall: interface with program managers, project managers, and other staff elements to provide naval engineering technical inputs and outputs in support of acquisition, maintenance,and logistics issues for systems and equipment common to multiple cutter classes and ordinance issues regardless of cutter/boat class. Specifically, Fleet Systems and Equipment Branch performs the following functions.

   a. Supports and/or manages vessel AC&I projects by:

      (1) Designating a project officer (for G–E projects) or project task leader (for G–A) projects) when billets are authorized. The G–E project officers perform the full range of project manager functions for their projects in accordance with their charters.

      (2) Participating in the project design and specification development.

      (3) Participating in the contract source evaluation process; includes establishing/recommending technical evaluation criteria, serving on Technical Evaluation Teams, Source Evaluation Boards and contract negotiating teams.

      (4) Providing technical liaison to the RIOs. PROs and Yard.

      (5) Participating in acceptance tests and trials. Chair or serve as member of configuration control board (CCB).

      (6) Initiating or providing technical input to procurement requests including plans, justifications, specifications, statements of essential need, and other supporting data as appropriate.

      (7) Initiating Coast Guard Yard project orders in support of projects.

      (8) Preparing and maintaining the appropriate multi–class systems sections of Maintenance Plans for cutter/boat LSPs.

   b. Develops solutions to ordinance and multi–class systems problems. This may result in one or more of the following:

      (1) Develop, sponsor, and submit for approval ordinance and multi–class configuration changes, ShipAlts, OrdAlts, BoatAlts.

      (2) Provide naval engineering information, guidance and direction to the Maintenance and Logistics Commands, CG Areas, Headquarters elements, other governmental elements and public interests as applicable.

      (3) Be a member of all cutter and boat alteration, design and policy review boards.

      (4) Develop input on multi–class logistics support issues for cutters and standard boats.

(5) Initiate or provide technical input to procurement requests including plans, justifications, specifications, statements of essential need, and other supporting data as appropriate.

(6) Initiate Coast Guard YARD project orders in support of projects.

(7) Participate in cutter class CCBs.

(8) Manage the Preventative Maintenance System (HM&E) and the Planned Maintenance System (Ordnance).

(9) Develop and submit for approval branch Project Plans. Execute the approved Planned Obligation Program (POP).

(10) Prepare and review instructions and manuals for Navy–owned ordnance support program.

(11) Prepare and review Damage Control instructions and manuals.

(12) Manage, coordinate and oversee the reimbursable funding provided for ordnance support by the U.S. Navy.

c. Provide miscellaneous naval engineering services that relate to ordnance and multi–class equipment. (e.g. congressional inquiries, Beneficial Suggestions, RPs/RCPs, PMPs, OFCOs, Planning Proposals, decision memos, etc.)

d. Manage chemical, biological, radiological (CBR) equipment and material including RADIAC material.

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

RESOURCES BRANCH
(G–ENE–3)

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Resources Branch shall:

   a. Develop, and coordinate preparation of, review for programmatic compliance, and submit for approval and promulgation technical, maintenance and design philosophy and standards for cutters and standard boats.

   b. Review for programmatic compliance all ordnance, maintenance, and damage control instructions and manuals. This shall include revisions to existing publications and promulgation of new/manuals/instructions.

   c. Maintain configuration control SCAMP software and all future computer software applications developed to support Naval Engineering programs.

   d. Act as Force Manager for DC, EM, and MK ratings. Responsible for coordinating human resource demand with Facility and Program Managers to determine qualification and health of the DC, EM and MK force structures.

   e. Manage Naval Engineering officer resources. Coordinate with Facility and Program Managers to determine qualifications and health of the force structure. Prepare program input to O–5 Assignment Panel and PCS Slate for O–4 and below.

   f. Supervise the Marine Engineering postgraduate (PG), Naval Engineering Technology (NET), student engineering and Naval Engineering training programs. Coordinate efforts with the Office of Personnel and Training to achieve cost–effective training. Review and approve changes to, and new naval engineering resident training and correspondence course curricula.

   g. Develop input on logistics support issues for cutters and standard boats.

   h. Review and recommend changes to Coast Guard Logistics Support Mobilization plan (LSMP), Readiness Planning Manual and other readiness/mobilization documents to insure consistency with existing Naval Engineering policies, procedures and capabilities.

   i. Administer and coordinate the Planning, Programming, Budgeting and Evaluation System (PPBES) for the Naval Engineering Program.

   j. Provide financial planning and financial management for the Division, including coordinating, preparing and updating required, external, financial management data such as planned apportionments, obligations and outlays.

   k. Maintain a system of timely financial records by programs which document transactions, plans, current pending expenses, program surplus/deficit end–cost status, and other information necessary to manage program development and execution.

   l. Prepare recommendations for annual Office of Engineering, Logistics and Development AC&I billet requirements. Prepare AC&I personnel and administrative support resource requirement RCPs.

m. Serve as the Program Officer for the Coast Guard Yard.

n. Supervise and coordinate all Division administrative logistics including operation of a central mail and file system and records management program.

o. Manage cost estimating services for cutter and boat construction and maintenance.

p. Be a member of all cutter and boat alteration, design and policy review boards. Maintain the division file of policy board minutes.

q. Maintains a technical library of information, calculations, and drawings. Issue amendments to technical publications.

r. Provide centralized automatic data processing support for the Naval Engineering Division by generating data bases, forms, and reports intended to assist in the functions of the program.

s. Provide a system for evaluating the performance of the Naval Engineering Program.

t. Provide miscellaneous services that relate to the naval engineering program's fiscal and administrative matters. (e.g. congressional inquiries, Beneficial Suggestions, RPs/RCPs, PWPs, PWPs, OFCOs, Planning Proposals, decision memos, etc).

u. Develop and submit for approval branch Project Plans. Execute the approved Planned Obligation Program (POP).

TECHNICAL BRANCH
(G–ENE–5)

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Technical Branch shall: provide engineering services including performing calculations, preparing drawings and specifications in sufficient detail to support cutter and standard boat alterations, and describing the scope of work for new construction and major conversions of cutters and standard boats; and specifically perform the following functions:

   a. Prepare and review feasibility studies, conceptual, preliminary and contract designs and specifications for fleet–wide programs.

      (1) Prepare and review plans, designs and specifications for new constructions.

      (2) Prepare and review plans, designs, and specifications for the repair and alteration of structural, electrical, and machinery systems on Coast Guard cutters and standard boats.

   b. Prepare design standards for Coast Guard cutters and standard boats for approval by the Chief of Naval Engineering.

   c. Conduct special studies relative to new or improved naval engineering designs or methods that have possible Coast Guard use. Evaluate developments from industry (unsolicited proposals, technical papers and periodicals.). Evaluate and prototype engineering products and designs.

   d. Be a member of all cutter and boat alteration, design and policy review boards. Maintains the division file of Design Review Board minutes.

   e. Provide members for contract Technical Evaluation Teams. Provide technical input to Contract Review Boards and Source Evaluation Boards. Participate in the negotiation of contracts for the design and specification preparation for construction, installation, repair, maintenance and alteration of cutters and standard boats.

   f. Provide naval engineering technical information, guidance and direction to the Maintenance and Logistics Commands, Coast Guard Areas, Headquarters elements, other governmental elements and public interests as applicable.

   g. Maintain fleet Damage Control Books and Diagrams and Stability Booklets and associated software/hardware.

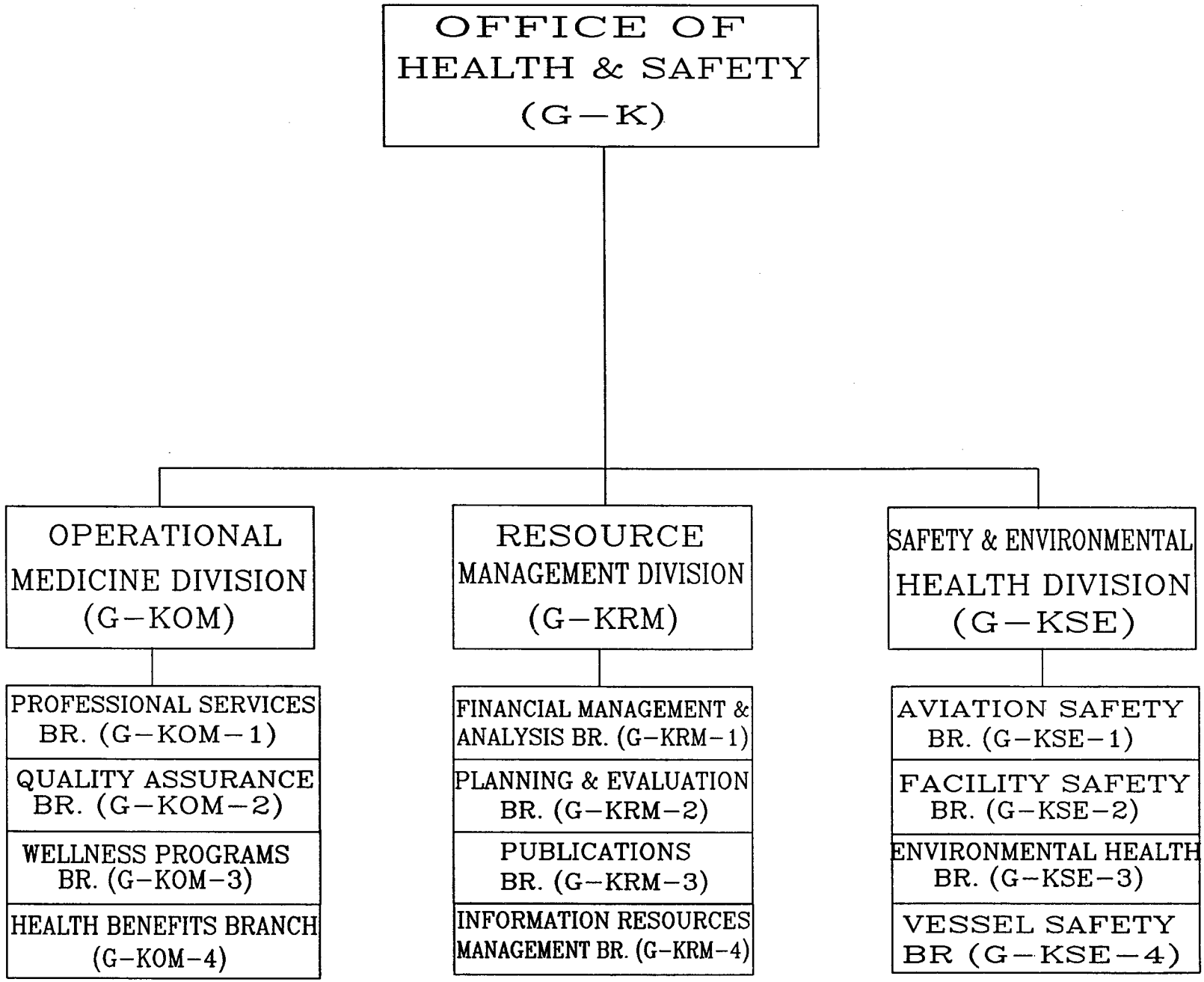
   h. Manage the Computer Aided Drafting (CAD) system. Coordinate with MLCs, RIOs, PROs,and YARD.

   i. Provide miscellaneous naval engineering technical services that relate to cutters and standard boats and their HM&E systems. (e.g. congressional inquiries, Idea Express, RPs/RCPs, PMPs, OFCOs, Planning Proposals, decision memos, etc.).

THIS PAGE INTENTIONALLY LEFT BLANK

OFFICE OF HEALTH AND SAFETY

(G–K)


OFFICE OF HEALTH & SAFETY (G–K)
OPERATIONAL MEDICINE DIVISION (G–KOM)
RESOURCE MANAGEMENT DIVISION (G–KRM)
SAFETY & ENVIRONMENTAL HEALTH DIVISION (G–KSE)
PROFESSIONAL SERVICES BR. (G–KOM–1)
QUALITY ASSURANCE BR. (G–KOM–2)
WELLNESS PROGRAMS BR. (G–KOM–3)
HEALTH BENEFITS BRANCH (G–KOM–4)
FINANCIAL MANAGEMENT & ANALYSIS BR. (G–KRM–1)
PLANNING & EVALUATION BR. (G–KRM–2)
PUBLICATIONS BR. (G–KRM–3)
INFORMATION RESOURCES MANAGEMENT BR. (G–KRM–4)
AVIATION SAFETY BR. (G–KSE–1)
FACILITY SAFETY BR. (G–KSE–2)
ENVIRONMENTAL HEALTH BR. (G–KSE–3)
VESSEL SAFETY BR (G–KSE–4)

OFFICE OF HEALTH AND SAFETY
(G–K)

1. **Mission.** To develop and implement the overall health services and safety programs of the Coast Guard.

2. **Functions.** Under the general direction and supervision of the Commandant, the Vice–Commandant, and the Chief of Staff, the Chief, Office of Health and Safety shall:

   a. Serve as Program Director (PD) for the health services program (GAK) and the safety and environmental health program (GAS).

   b. Act as Medical Advisor to the Commandant for interdepartmental and interservice agreements for health care of Coast Guard personnel and their dependents, legislative matters affecting the health services program, and important developments in other Federal agencies which affect the health services program.

   c. Serve as advisor to the Secretary in developing and implementing national defense emergency medical, health, and sanitation policies and plans of the Department of Transportation, and such other advisory services that may be required or requested.

   d. Plan, develop and administer a comprehensive health program for military personnel, including medical and dental examinations, the provision of medical and dental care to Coast Guard military personnel and their dependents.

   e. Plan, develop and administer a comprehensive program for the prevention of illness and injury of the Coast Guard personnel and dependents, to reduce losses, and protect the environment in Coast Guard working facilities and living spaces, including: the maintenance and adequate safety and environmental health standards for aviation safety, vessels safety, shore facility safety and motor vehicle safety; fire prevention, protection and suppression; and environmental and occupational health.

   f. Direct the administration of funds in those appropriations or AFCs under the control of the Chief, Office of Health and Safety, including preparing budget estimates and allotment recommendations to the Chief of Staff.

   g. Advise responsible offices relative to the establishment of physical standards for military duty, and special operational programs.

   h. Review the performance of Public Health Service (PHS) personnel detailed to the Coast Guard. Provide the Office of Personnel and Training (G–P) with information regarding the technical background and qualifications of PHS personnel relative to pending assignments.

   i. Maintain liaison with the U. S. Public Health Service, the Department of Veterans Affairs and the medical departments of the Department of Defense and other Federal agencies. Also, serve on interservice boards and committees as appointed.

   j. Provide health services consultation and advice to operating program managers.

   k. Act as Headquarters Planning Coordinator (HQPC) for all medical and dental facilities.

   l. Administer the Coast Guard's alcohol abuse prevention, education, identification, treatment and rehabilitation program.

m. Review and make recommendations on legislative proposals affecting health care benefits and programs.

n. Maintain liaison with the Office of the Assistant Secretary of Defense (Health Affairs) in regard to all matters affecting the Coast Guard Health Services Program.

o. Serve as a member of the Human Resources Coordinating Council.

RESOURCE MANAGEMENT DIVISION
(G–KRM)

1. Under the general direction and supervision of the Chief, Office of Health and Safety, the Chief, Resource Management Division shall:

   a. Supervise the planning, budgetary and financial aspects of the Health Services, Safety and Environmental Health programs.

   b. Perform financial accounting and analysis for the Office of Health and Safety, to include the administration of Allotment Fund Code (AFC)–57 and point account 30.09 and administer other reimbursable programs that are under the Office of Health and Safety.

   c. Maintain planning and budgeting liaison with the of the Department of Defense (DoD) health services departments and Public Health Service (PHS), as appropriate.

   d. Coordinate the development of mobilization requirements for the Coast Guard Health Services, Safety and Environmental Health programs.

   e. Develop and maintain an Office of Health and Safety computer based resource information system to include statistics for health care delivery, mishap reporting and tracking, the Occupational Medical Monitoring Program and financial management.

   f. Process for payment, invoices for service–wide health care rendered to Coast Guard beneficiaries in Federal and nonfederal medical treatment facilities.

   g. Monitor the annual outlay of funds for contracting of health care for eligible Coast Guard beneficiaries.

   h. Formulate and administer procedures to contain costs and identify and recoup third party monies under the Federal Medical Care Recovery Act.

   i. Analyze support requirements for the Coast Guard Health Services, Safety and Environmental Health programs and coordinate proposals for resource acquisition.

   j. Act as health care equipment manager for the Health Services Program, including funding, acquisition, and inventory control of major health care equipment. Provide technical advice and assistance including health specifications and requirements to field units.

   k. Monitor and assess CHAMPUS costs.

   l. Provide technical advice and assistance concerning health care equipment specifications and requirements to field units.

   m. Publish all manuals, commandant publications and directives under cognizance of the Office of Health and Safety (G–K).

n. Process Coast Guard–wide request for health care publications and directives.

o. Develop, revise and distribute Coast Guard–wide health care forms and reports used by the Office of Health and Safety.

p. Provide the Defense Enrollment Eligibility Reporting System (DEERS) with the Medical Project Officer to coordinate DEERS program operations in Coast Guard health care facilities.

q. Implement the health care invoice processing system in accordance with the Coast Guard Finance Center and the Departmental Accounting and Financial Information System (DAFIS).

FINANCIAL MANAGEMENT AND ANALYSIS BRANCH (G–KRM–1)

1. Under the direction and supervision of the Chief, Resource Management Division, the Chief, Financial Management Branch shall:

   a. Plan, develop, implement, and evaluate Service–wide financial plans for the Office of Health and Safety.

   b. Administer AFC–57 and AFC–73 as well as the Office of Health and Safety portions of AFC–30 and AFC–56 funds.

      (1) Maintain an accounting and internal control system which includes an accurate ledger, routine reconciliation with DAFIS, implementation and enforcement of accepted accounting procedures, and regular internal review. Act as a liaison with the Budget Division, Accounting Management Division and the Finance Center for financially related matters of the Office of Health and Safety.

      (2) Pay service–wide charges for health care provided through CHAMPUS, USTFs and DoD facilities. Act as liaison with DoD for all matters pertaining to health care financing.

      (3) Prepare invoices for health care provided service–wide by Coast Guard clinics to non–Coast Guard beneficiaries, i.e., DoD, NOAA, PHS and civilians.

      (4) Act as Health Services program inventory control point for major medical and dental equipment (unit cost $1,000 or greater). Review all request for major health care equipment from the field and purchase those items determined to be appropriate.

      (5) Provide policy and procedure guidance to MLC(k)s regarding nonfederal health care invoice processing and general financial management.

   c. Prepare and monitor annual budgetary plans, including preparation and response to the annual Coast Guard IBUDS process, for the Office of Health and Safety, MLC(k)s and Coast Guard clinics.

   d. Advise division chiefs and the Chief, Office of Health and Safety concerning matters relating to budgetary and financial procedures, including impact upon resources for health and safety initiatives.

   e. Continually analyze service–wide health and safety procedures and policies to develop more cost–effective alternatives.

   f. Administer the Third Party Claims and Federal Medical Care Recovery Act programs, including the development of policy and procedures to identify and recoup all claims to which the service is entitled. Act as liaison with Claims and Litigation Division for all related issues.

   g. Develop policy and procedures for the Nonfederal Invoice Processing System (NIPS), including duties as project officer for computer related enhancements, accounting internal control and liaison with the USCG Finance Center and DAFIS.

   h. Act as office support services coordinator.

PLANNING AND EVALUATION BRANCH
(G–KRM–2)

1. Under the direction and supervision of the Chief, Resource Management Division, the Planning and Evaluation Branch shall:

   a. Analyze support requirements for the Coast Guard Health Services, Safety and Environmental Health programs and coordinate proposals for resource acquisition.

   b. Coordinate the development of all aspects of planning, programming, budgeting and evaluation system pertinent to the Health Services, Safety and Environmental Health programs.

   c. Coordinate the development and maintenance of staffing standards for the Health Services, Safety and Environmental Health programs.

   d. Coordinate the development of mobilization requirements for the Coast Guard Health Services, Safety and Environmental Health Programs.

   e. Maintain liaison with DoD health affairs staffs and other outside groups for the planning and evaluation of health care staffing.

   f. Coordinate the preparation and submission health and safety portion of future year budgets for Operating Expenses and Acquisition, Construction, and Improvement; and Research, Development, Test and Evaluation appropriations.

   g. Serve as the Headquarters Planning Coordinator for all Health care facilities construction project planning proposals. Provide technical advice and liaison to the Chief, Civil Engineering Division and Chief, Naval Engineering Division concerning the equipping of health care facilities ashore and afloat.

   h. Provide technical advice and assistance, including clinical design and health care equipment specifications and requirements, to Chief, Facilities Design and Construction Centers.

   i. Provide procurement expertise for the initial outfitting of new health care facilities to Chief, Facilities Design and Construction Centers.

   j. In coordination with other program managers, facility managers, MLC staffs, FD&CC staffs and Coast Guard units, analyze health care requirements and make recommendations for acquisition of health care equipment, construction, renovation and staffing of health care facilities.

   k. Coordinate the review of legislative proposals affecting health care benefits and safety and environmental requirements and programs.

PUBLICATIONS BRANCH
(G–KRM–3)

1. Under the direction and supervision of the Chief, Resource Management Division, the Chief, Publications Branch shall:

   a. Publish Commandant Publication P6700.12, which provides all field health services units with information pertaining to health care, safety and environmental issues.

   b. Prepare coordinated replies to concurrent clearances for various manual instructions, directives, publications and other matters impacting on the Coast Guard Health Services, Safety and Environmental Health programs.

   c. Coordinate the printing, binding, and distribution of directives and publications for health and safety programs. Maintain a historical file of Coast Guard instructions, notices and manuals for the Office of Health and Safety.

   d. Coordinate the printing, formatting and design of new or revised Coast Guard forms and reports used by the health services and safety programs.

   e. Maintain a library of selected health and safety directives and manuals developed and issued by the other Armed Forces, the Public Health Service, and the Department of Transportation.

   f. Process requests from individuals for health records and respond to Privacy Act and Freedom of Information Act requests.

   g. Act as the DEERS Medical Project Officer.

   h. Act as the Military Affirmative Action Program Manager for the Office of Health and Safety.

RESOURCE INFORMATION SYSTEMS BRANCH
(G–KRM–4)

1. Under the direction and supervision of the Chief, Resource Management Division, the Chief, Resource Information Systems Branch shall,

   a. Administer a program to develop, maintain and service an integrated computer based resource information system for the Health Services, Safety and Environmental Health programs, to include:

      (1) Identification of program management data.

      (2) Development of summary management reports based on automated data and information as required for program assessment and decision support.

      (3) Introduction and integration of automated systems necessary for program support.

      (4) Assistance in developing field reporting procedures necessary for program support.

      (5) Maintenance of shared data bases and applications software used in Health Services, Safety and Environmental Health programs.

   b. Establish and maintain liaison with other government agencies and private organizations to exchanges information and technology.

   c. Serve as the primary control point for acquisition, configuration, maintenance and application of automated data processing systems, services and software within the Office of Command, Control and Communications (G–T), as required.

   d. Conduct data systems analysis and special studies.

   e. Support all data entry, analysis and systems maintenance within the Office of Health and Safety.

   f. Ensure compliance with established data reporting requirements. Receive reports from subordinate commands, enter data and maintain associated data bases.

   g. Maintain and administer the Office of Health and Safety ADP Plan and ADP Security Plan.

OPERATIONAL MEDICINE DIVISION
(G–KOM)

1. Under the general direction and supervision of the Chief, Office of Health Services, the Chief, Operational Medicine Division shall:

   a. Serve as Program Manager for the Health Services Program.

   b. Review and evaluate policies relative to the delivery of health care in support of mission operations; interpret and implement all established policies and recommend changes to the Chief, Office of Health and Safety, as appropriate.

   c. Provide medical, dental, pharmaceutical, and wellness consultative services to the Coast Guard and other Federal, state, and civil sector agencies within the constraints of available resources.

   d. Plan and implement wellness programs; accomplish the program's goals through training and education.

   e. In cooperation with the Resources Management Division, develop cost–effective methods for health care delivery.

   f. Analyze trends in illness patterns.

   g. Provide consultation to the Physical Disability Evaluation Division for the review of special health related evaluations and initiation of appropriate disability or administrative actions.

   h. Assure the professional competence of individuals providing health services to Coast Guard beneficiaries through documentation, peer review and other monitoring programs.

   i. Maintain liaison with other health system components such as the Army, Navy, Air Force medical departments, the Public Health Service, and Department of Veterans Affairs, and the private sector.

   j. Provide program input on duty assignments of medical, dental, pharmacy, and allied health officers.

   k. Make recommendations as requested concerning interpretation of health standards for active duty personnel found not qualified for retention.

   l. Plan and coordinate training and continuing education for officers, enlisted and civilian health care personnel.

   m. Maintain the medical allowance lists for the Coast Guard (with G–KRM input on major health care equipment).

n. Direct the alcohol abuse prevention, education, identification, treatment and rehabilitation program.

o. Maintain liaison with the Public Health Service and the Coast Guard Office of Personnel and Training for personnel acquisition and assignment.

p. Coordinate the health benefits education and guidance program by conducting marketing and advertising, beneficiary assistance and education, and appropriate training in health benefits for health services and other Coast Guard personnel.

PROFESSIONAL SERVICES BRANCH
(G-KOM-1)

1. Under the direction and supervision of the Chief, Operational Medicine Division, the Chief, Professional Services Branch shall:

   a. Develop the specialized aspects of the medical program in the fields of surface operations, aviation, diving, cold weather medicine, underwater medicine, and the medical aspects of: search and rescue (SAR), emergency medical technician (EMT) and survival equipment development and use.

   b. Provide professional guidance in establishing specialized physical standards in the fields listed above.

   c. Serve as an advisor to the various branches of the Search and Rescue Division on the human factor aspects of search and rescue operations.

   d. Serve as a member of the Commandant's Aviation, Shore Facility and Vessel Safety Boards, and as an advisor to the Chief, Flight Safety Programs Branch.

   e. Serve as the flight surgeon advisor to the Chief, Aviation Branch, on matters of aviation medicine.

   f. Serve as the flight surgeon for Coast Guard Air Station Washington.

   g. Serve as the medical advisor for research and development projects.

   h. Serve as the medical advisor to the Enforcement and Emergency Services Division of the National Highway Traffic Safety Administration on matters relating to emergency medical services.

   i. Advise on all matters pertaining to the Coast Guard dental program.

   j. Maintain liaison with operating officials from the Public Health Service, DoD, and VA, and civilian dental programs.

   k. Manage the Advanced Education Program in General Dentistry, maintaining liaison with the Advanced Training Assignment Branch, affiliated universities and DoD.

   l. Manage the Dental Extern Program, maintaining liaison with the affiliated dental schools and field units.

   m. Provide dental expertise in establishing and interpreting dental physical examination standards.

   n. Serve as subject matter expert for the Health Service (HS) rate Class "A" and "C" Schools on matters relating to dental care curriculum.

   o. Provide primary input relative to dental program staffing requirements.

   p. Manage the Coast Guard preventive dentistry program.

   q. Maintain primary responsibility for Career Officer Evaluation Report (COER) and review career development paths for Coast Guard assigned dental officers.

r. Represent the Coast Guard dental program at DoD functions and nationally with the American Dental Association.

s. Serve as Coast Guard subject matter expert for the Delta Dental Program.

t. Provide primary review for major purchases of dental equipment.

u. Formulate procedures relative to the proper operation, security, and safeguards at all Coast Guard operated pharmacies.

v. Prepare and update drug allowance lists for all units.

w. Provide drug expertise needed for Coast Guard Drug Abuse Program.

x. Review drug dispensing systems Service–wide and recommend appropriate changes to procedures and systems.

y. Represent the Coast Guard at DoD Medical Material Board meetings.

z. Coordinate pharmacy staff training requirements with the Quality Assurance Branch (G–KOM–2).

aa. Assist Inspector General, Department of Transportation, in Coast Guard drug related matters.

bb. Serve as the Coast Guard representative to the PHS Pharmacy Professional Advisory Committee.

cc. Provide policy direction to the MLCs in the area of pharmacy and allied health services.

dd. Coordinate U. S. Coast Guard pharmacy requirements with the Defense Personnel Support Center.

ee. Oversee the medical records review and data entry/analysis contracts of the Occupational Medical Monitoring Program.

ff. Coordinate and monitor the preventive medicine aspects of the Coast Guard Occupational Medical Monitoring Program. Review and analyze information collected from the Occupational Medical Monitoring Program to detect trends in illness patterns and, in coordination with affected program and support program managers, disseminate this information into existing risk assessment and risk management systems.

QUALITY ASSURANCE BRANCH
(G–KOM–2)

1. Under the direction and supervision of the Chief, Operational Medicine Division, the Chief, Quality Assurance Branch shall:

   a. Develop a service–wide health services quality assurance program.

   b. Provide technical guidance and assistance to MLC Health Services Divisions in the implementation of quality assurance programs.

   c. Monitor credentials review of USPHS officer applicants to the Coast Guard Health Services Program.

   d. Monitor the licensing, registration or certification, and privilege granting of appropriate health care personnel.

   e. Maintain liaison with the Office of the Assistant Secretary of Defense (Health Affairs), Joint Commission on Accreditation of Health Care Organizations (JCAHCO) and other organizations regarding quality assurance matters.

   f. Represent the Coast Guard on the DoD Tri–Service Quality Assurance Committee.

   g. Develop the Office of Health and Safety's annual training plan for submission to Chief, Performance Systems Division.

   h. Review all training materials relating to the Health Services Technician (HS) rating.

   i. Provide input to Enlisted Personnel Division and Officer Personnel Division regarding HS and PYA4 assignments.

   j. Coordinate the activities of designated subject matter experts for the review of the HS school curriculum and HS correspondence courses.

   k. Analyze proposed and existing training programs for applicability and cost benefit to health services program needs.

   l. Review all civilian and military training requests for health services officer personnel for short and long–term training and recommend approval/disapproval.

   m. Collect and disseminate training information to field health services personnel.

   n. Arrange for G–K representation on selection panels for health services advanced education programs.

   o. Maintain liaison with the Public Health Service and the Coast Guard Office of Personnel and Training for personnel accessions and assignments.

   p. Direct the alcohol abuse prevention, education, identification, treatment and rehabilitation programs.

   q. Serve on the Defense Medical Standardization Board.

   r. Maintain the eyewear program for the Coast Guard.

s. Formulate procedures for the proper operation, security, and safeguards at all Coast Guard operated pharmacies.

t. Prepare and update drug allowance lists for all units.

u. Provide drug expertise for Coast Guard Drug Abuse Program.

v. Review drug dispensing systems service–wide and recommend appropriate changes to procedures and systems.

w. Represent the Coast Guard at DoD Medical Materiel Board meetings.

x. Coordinate pharmacy staff training requirements.

y. Assist Inspector General, Department of Transportation in Coast Guard drug related matters.

z. Serve as the Coast Guard representative to the USPHS Pharmacy Professional Advisory Committee.

aa. Provide policy direction to the MLCs in the area of pharmacy and allied health services.

bb. Coordinate U.S. Coast Guard pharmacy requirements with the Defense Personnel Support Center.

cc. Act as Headquarters sponsor for the Coast Guard Emergency Medical Technicians (EMT). This includes Headquarters sponsorship of the Coast Guard EMT School at Petaluma. Coordinate with G–OAV, G–NRS and other program managers to support Coast Guard facilities with operational EMT capabilities including guidelines, training and equipment.

WELLNESS PROGRAMS BRANCH
(G–KOM–3)

1. Under the direction and supervision of the Chief, Operational Medicine Division, the Chief, Wellness Programs Branch shall:

   a. Establish policy and conduct oversight and review of the Coast Guard wellness initiatives for active duty, reserves, retirees, dependents and civilians.

   b. Coordinate the implementation of the recommendations of the Health Care Delivery System Study regarding wellness initiatives.

   c. Incorporate, to the maximum extent possible, the recommendations of Healthy People 2000: National Health Promotion and Disease Prevention Objectives and the recommendations of the U. S. Preventive Services Task Force of the Department of Health and Human Services into Coast Guard wellness initiatives.

   d. Provide professional oversight for wellness initiatives, ensuring the scientific validity of each of the program elements.

   e. Develop a program to train and manage unit collateral duty wellness coordinators.

   f. Serve as consultant on wellness topics (physical fitness, nutrition, weight control, stress management, disease risk reduction, etc.) to Coast Guard medical personnel, collateral duty wellness coordinators and all Coast Guard units.

   g. Devise educational programs and other initiatives for improving the physical fitness of active duty personnel and Coast Guard beneficiaries.

   h. Develop a Coast Guard policy on nutrition. Coordinate with G–P to implement the policy.

   i. Provide expertise to G–P and the SS Rating Manager in developing nutritional training material for use in all SS schools.

   j. Devise initiatives to decrease the uses of tobacco, alcohol and other substances of abuse among active duty personnel and Coast Guard beneficiaries.

   k. Devise initiatives to decrease cardiovascular risk factors in active duty personnel and Coast Guard beneficiaries.

   l. Establish a preventive medicine counselling program for use by Coast Guard clinics. Counselling will include at a minimum, sexually transmitted diseases, alcohol and drug abuse, and stress management.

   m. Develop a stress management program to include as a minimum decreasing the need for psychiatric intervention, decreasing the rate of suicide attempts, and reducing family violence. Coordinate with G–P to implement the program.

n. Direct the alcohol abuse, prevention, education, identification, treatment and rehabilitation programs.

o. Provide medical input to the Quality Assurance Branch (G–KOM–2).

p. Maintain liaison with appropriate DoD agencies and the President's Council on Physical Fitness for all wellness initiatives.

q. Serve as the Coast Guard point of contact for all issues concerning wellness.

HEALTH BENEFITS BRANCH
(G–KOM–4)

1. Under the direction and supervision of the Chief, Operational Medicine Division, the Chief, Health Benefits Branch shall:

   a. Develop the specialized aspects of the health benefits information program in the areas of marketing and advertising, beneficiary assistance and education, and appropriate training in health benefits for health services and other Coast Guard personnel.

   b. Coordinate the Coast Guard's Health Benefits Advisor program, including developing requirements, setting standards, and maintaining a Health Benefits Advisor network.

   c. Serve as headquarters health services program liaison to the Department of Defense, Office of the Assistant Secretary for Health Affairs, representing the Coast Guard at health affairs meetings, as appropriate.

   d. Serve as the health services program Managed Care Project Officer, representing the Coast Guard at all managed/coordinated care activities, as appropriate.

   e. Serve as the health services program staff liaison to the Maintenance and Logistics Command Health and Safety Division managed care staffs for all managed care activities, as appropriate.

   f. Serve as the health services program enlisted force manager.

   g. Formulate and provide responses to Congressional and other inquiries on matters concerning patient affairs and health care delivery.

   h. Serve as health services program coordinator for the medical administration of clinics and sickbays, by providing professional oversight of, and training for personnel serving in medical administration billets in conjunction with the Maintenance and Logistics Commands.

   i. Serve as health services program primary liaison and official Coast Guard representative to OCHAMPUS, responsible for monitoring policy and resultant changes that may affect Coast Guard beneficiaries, and for ensuring the dissemination of those policies and changes in a timely fashion to Coast Guard health care beneficiaries.

   j. Serve as the Coast Guard representative to the Department of Defense Medical Examination Review Board.

   k. Serve as the mentor for students in all health services program sponsored long–term undergraduate and graduate level training programs in health care administration, responsible for assisting the student in curriculum choice and for designing mission related internship and research projects, as appropriate.

SAFETY & ENVIRONMENTAL HEALTH DIVISION (G–KSE)

1. Under the general direction and supervision of the Office of Health and Safety, the Chief, Safety and Environmental Health Division shall:

   a. Serve as the Program Manager for the Safety and Environmental Health Program.

   b. Establish and promulgate Safety and Environmental Health policy and guidance for Coast Guard–wide implementation.

   c. Represent the Commandant, the Designated Safety and Health Official, and the Chief, Office of Health and Safety at national, congressional and departmental levels.

   d. Review and coordinate resource change proposals, planning documents, system acquisition processes and other budgetary and policy actions to assure that system safety, risk assessment, and risk management are incorporated as integral parts of the decision–making process.

   e. Review and evaluate regularly the effectiveness of policy and program implementation by support and operating programs and field commands.

   f. Review and interpret national consensus or congressionally legislated safety and environmental health standards and guidelines to evaluate the applicability, suitability, and feasibility of Coast Guard adoption.

   g. Convene and assign members to Mishap Investigation Boards and direct their activities until final reports and recommendations are submitted to the Commandant and the Boards are excused.

   h. Coordinate the activities and functions of the Commandant's Aviation Safety Board, Vessel Safety Board and Shore Facility Safety Board providing for the Chief of Staff review and approval of Board actions.

   i. Establish and promulgate safety and environmental training policy and requirements for Coast Guard personnel.

AVIATION SAFETY BRANCH
(G–KSE–1)

1. Under the direction and supervision of the Chief, Safety and Environmental Health Division, the Chief, Aviation Safety Branch, shall:

   a. Plan, develop, and implement safety policy, procedures, standards and requirements for the Coast Guard aviation. Work with other program managers to provide aviation safety compatibility in all applicable areas of Coast Guard policy.

   b. Review and coordinate resource change proposals, planning documents, system acquisition processes and other budgetary and policy actions with respect to aviation. Ensure that system safety, risk assessment and risk management are incorporated as an intergral part of the decision–making process.

   c. Develop and coordinate plans to identify and correct mishap causal factors. Oversee and coordinate training for Flight Safety Officers (FSOs). This will ensure adequate quotas and funds are made available to aviation units to fulfill their flight safety responsibilities in investigation, analysis, and program management.

   d. Regularly review and analyze aviation risks and risk management programs within the Coast Guard. Ensure risk management procedures are coordinated and interfaced with operation procedures and programs.

   e. Coordinate with G–NAB and the Auxiliary to manage the Auxiliary aviation safety program. Provide technical assistance and advise to the Auxiliary as needed. Participate in the review and recommendation process regarding changes to the program as it expands. Assist and advise the National Safety Director and District FSOs as needed on Coast Guard specific safety and aviation issues.

   f. Convene and assign members to Class A and B Mishap Analysis Boards and monitor their activities until final reports and recommendations are submitted.

   g. Coordinate the activities of the Commandant's Aviation Safety Board providing for the Chief of Staff review and approval of the Board's actions.

   h. Ensure office chiefs, operating and support program managers, district personnel and commanding officers of aviation units are kept fully informed of aviation safety policies and programs.

   i. Conduct visitations, evaluations, surveys, and administrative reviews to identify any unsafe conditions at Coast Guard aviation facilities or in their operations. Advise and assist responsible program managers to correct deficiencies.

   j. Manage the Coast Guard aviation mishap reporting system. Ensure mishap incident information is reported to all units. Act as the central manager for computerized database system. Serve as the technical representative to provide support to division elements on aviation matters.

   k. Analyze aviation mishap data to determine patterns, trends and program weaknesses. Recommends changes to existing policies, practices and procedures based upon analytical results.

FACILITY SAFETY BRANCH
(G–KSE–2)

1. Under the direction and supervision of the Chief, Safety and Environmental Health Division, the Chief, Facility Safety Branch, shall:

   a. Plan, develop, coordinate and issue shore facility and motor vehicle safety procedures, standards and requirements for shore facilities and activities, to include motor vehicle safety and fire prevention and system safety Coast Guard–wide.

   b. Serve as a permanent member of the Coast Guard Planning Proposal Review Board. Coordinate review the Safety and Environmental Health Division input to this board.

   c. Review planning and budgetary documents to assure the safety and health standards, criteria and requirements are incorporate engineering principles whereby hazards are identified and risks minimized throughout the acquisition phase. Ensure that system safety concepts are incorporated into planning documentation.

   d. Plan develop, coordinate and manage a system to facilitate collection and manipulation of data relative to mishaps, hazards and abatement action, hazardous material and employee exposure. Using the data form this system, assist program and support managers by disseminating information necessary to perform risk assessments, cost benefit analysis and development of countermeasures for potentially hazardous conditions and/or procedures. Monitor the Casualty Reporting (CASPEP) System for safety and health problems.

   e. Develop and coordinate a plan to identify and correct mishap causal factors related to substandard performance based on improper or inadequate training.

   f. Establish program evaluation criteria and conduct audits of program administration by areas, maintenance and logistics commands, district and Headquarters units. Keep the Chief, Office of Health and Safety, and the designated health and safety official informed on the status of service–wide programs and of problems encountered.

   g. Coordinate all activities between other Coast Guard programs and the Departmental Office of Safety Programs Review. Coordinate system safety matters between the Coast Guard and other military services using human factors engineering and human systems integration procedures.

   h. Provide input to assist in the development of the Safety and Environmental Health portion of the Support Program Description.

   i. Regularly review and analyze shore facility risks and shore facility risk management within the Coast Guard. This will assure that risk management procedures are coordinated and interfaced with operating procedures and operating programs.

   j. Convene and assign members to Mishap Analysis Boards and direct their activities until final reports and recommendations are submitted to the Commandant and the Boards are excused.

k. Coordinate the activities and functions of the Commandant's Shore Facility Safety Board providing for the Chief of Staff review and approval of Board actions.

l. Manage the Safety and Environmental Health support program budget.

m. Coordinate safety and occupational health quotas for Class "C" training.

n. Plan, develop coordinate and manage a servicewide Fire Prevention and Suppression Program.

o. Participate in system safety planning on new systems. Ensure system safety principles are applied to contract specification. Review all acquisition project documents to ensure they contain appropriate system safety tasks. Evaluate the effectiveness of system safety programs at key program milestones; participate in system safety reviews on selected new and existing systems. Document acquisition project managers decisions regarding mishap risk abatement. Ensure that acquisition project managers receive periodic reports on the status of the system safety program.

ENVIRONMENTAL HEALTH BRANCH
(G–KSE–3)

1. Under the direction and supervision of the Chief, Safety and Environmental Health Division, the Chief, Environmental Health Branch, shall:

   a. Plan, develop, coordinate and issue environmental and occupational health policy, procedures, standards and requirements for Coast Guard–wide facilities and activities.

   b. Review and coordinate resource change proposals, planning documents, systems acquisition processes and other budgetary and policy actions to assure that environmental and occupational health management are incorporated as an intergral part of the decision making process.

   c. Serve as the technical advisor to the Chief, Office of Health and Safety in matters pertaining to environmental and occupational health (food, housing and recreational facility sanitation; industrial hygiene; infectious disease control; medical waste management; occupational medical monitoring program; pest management; radiological health; sanitary engineering and toxicology).

   d. Be responsible for long–range planning and resource acquisition to ensure field environmental and occupational health programs can support changing Coast Guard requirements and needs.

   e. Establish program evaluation criteria and conduct oversight evaluations of the Maintenance and Logistics Commands and district occupational health, environmental health and industrial hygiene support programs.

   f. In conjuction with the Office of Marine Safety, Security and Environmental Protection develop S&EH support program objectives, functions and activities to be administered by safety and environmental health personnel assigned to the district staffs.

   g. Serve as the Chairman of the Coast Guard Marine Safety Occupational Health Committee.

   h. Serve as the Chairman of the Coast Guard Hazardous Materials Management and Control Working Group.

   i. Provide input and assistance to the Coast Guard Pollution Prevention Committee.

   j. Establish, manage and coordinate servicewide environmental, occupational and industrial hygiene information and documentation systems to facilitate collection, analysis and dissemination of information needed by program and support program managers to meet risk management needs and requirements.

k. Establish, promulgate and implement training policy and requirements for Coast Guard personnel assigned environmental and occupational health responsibilities.

l. In conjuction with operating program/support program managers establish, promulgate and implement occupational and environmental health training policy and requirements for Coast Guard–wide applications.

m. Represent the Coast Guard on Department of defense and other federal agency committees and boards involving environmental and occupational health.

VESSEL SAFETY BRANCH
(G–KSE–4)

1. Under the direction and supervision of the Chief, Safety and Environmental Health Division, the Chief, Vessel Safety Branch shall:

   a. Plan, develop, coordinate and issue safety policies, procedures, standards and training requirements for vessels Coast Guard–wide.

   b. Review and coordinate resource change proposals, planning documents, systems acquisition processes and other budgetary and policy actions with respects to vessels, to assure that systems safety, risk assessment and risk management is incorporated as an integral part of the decision–making process.

   c. Develop and coordinate plans to identify and correct mishap causal factors related to substandard performance based on improper or inadequate training.

   d. Regularly review and analyze vessels risks and vessel risk management programs within the Coast Guard and assure that risk management procedures are coordinated and interfaced with operating procedures and programs.

   e. Monitor the Naval Safety Center's Surface Ship Program for applicability to Coast Guard vessels. Maintain inter–service support agreement for safety surveys and other support of Coast Guard vessels by Naval Safety Center personnel.

   f. Convene and assign members to Mishap Analysis Boards and direct their activities until final reports and recommendations are submitted to the Commandant and the Boards are excused.

   g. Coordinate the activities and functions of the Commandant's Vessel Safety Board, providing for the review and approval of Board action by the Chief of Staff via the Chief, Office of Health and Safety.

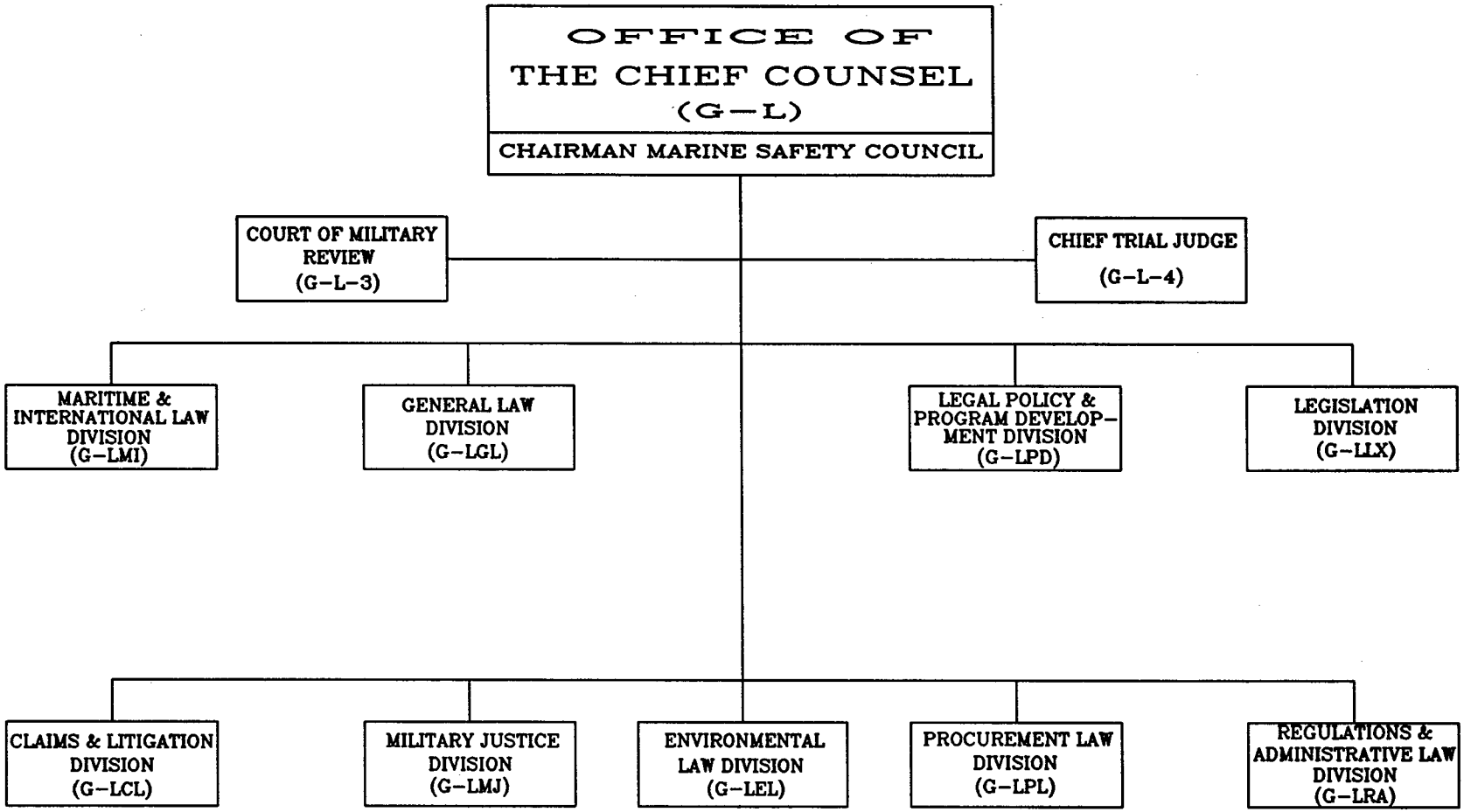
   h. Ensure that office chiefs, program and support program managers, maintenance and logistics command personnel, district personnel, commanding officers, and officers–in–charge of vessels are kept fully informed on the vessels safety policies and programs adopted by the Commandant.

   i. Serve as the subject matter expert in the development and implementation of instructional activities related to vessel safety community.

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

OFFICE OF THE CHIEF COUNSEL

(G–L)


OFFICE OF
THE CHIEF COUNSEL
(G—L)
CHAIRMAN MARINE SAFETY COUNCIL
COURT OF MILITARY REVIEW (G-L-3)
CHIEF TRIAL JUDGE (G-L-4)
MARITIME & INTERNATIONAL LAW DIVISION (G-LMI)
GENERAL LAW DIVISION (G-LGL)
LEGAL POLICY & PROGRAM DEVELOP-MENT DIVISION (G-LPD)
LEGISLATION DIVISION (G-LLX)
CLAIMS & LITIGATION DIVISION (G-LCL)
MILITARY JUSTICE DIVISION (G-LMJ)
ENVIRONMENTAL LAW DIVISION (G-LEL)
PROCUREMENT LAW DIVISION (G-LPL)
REGULATIONS & ADMINISTRATIVE LAW DIVISION (G-LRA)

OFFICE OF THE CHIEF COUNSEL
(G–L)

1. **Mission.** To provide legal services for the Coast Guard, aimed at assuring that the operations and activities of the Service are legally consistent with the requirements of law and the rulings of higher authority.

2. **Functions.** Under the general direction and supervision of the Commandant, Vice Commandant and the Chief of Staff, the Chief Counsel shall:

   a. Serve as the principal legal advisor to the Commandant, furnishing advice and opinions as to the legal implications and consequences of actions proposed or taken by the Coast Guard.

   b. Serve as permanent Chairman of the Marine Safety Council, provide legal services to that body in connection with its public regulatory responsibilities, and supervise the Executive Secretary of the Council.

   c. Plan, develop, coordinate and direct the Legal Program of the Coast Guard including programming and budgeting.

   d. Furnish legal advice and opinions at Headquarters and in the field as to the interpretation and application of statutes, treaties, executive orders, regulations, etc.

   e. Provide legal representation for the Coast Guard in dealing with other elements of the Department of Transportation, the Solicitor General, the Department of Justice, the Comptroller General, and other Federal departments and agencies. Act as legal counsel for the Coast Guard in its relations with state and local governments and agencies, industry and the public.

   f. Coordinate with the General Counsel, Department of Transportation, in accordance with the DoT Organizational Manual.

   g. Administer and exercise general oversight over all matters within the purview of the Uniform Code of Military Justice (UCMJ), 10 U.S.C. 801 et seq,. and the Manual for Courts–Martial (MCM), including:

      (1) Exercise the authority and responsibilities of the Judge Advocate General of the Coast Guard specified by Congress in the Uniform Code of Military Justice and the Commander in Chief in the Manual for Courts–Martial and delegated to the Chief Counsel by the General Counsel of the Department of Transportation.

      (2) Assist the Commandant in the discharge of the delegated authority of the Secretary established in the UCMJ and the MCM.

      (3) Insure implementation of all regulations called for by the UCMJ and MCM, including publishing the Military Justice Manual and maintaining its currency.

      (4) Serve as a member of the Code Committee, established by Article 67(g), UCMJ, to perform an annual review and update of that body of law.

      (5) Provide assistance and support to the General Counsel of DoD to conduct the annual review and update of the Manual for Courts–Martial.

(6) Serve on the advisory boards of the American Bar Association (ABA), the Federal Bar Association, and the Judge Advocate's Association concerned with matters related to military law.

(7) Act in cooperation with the Judge Advocates General of the other armed services to prescribe rules for the courts of military review.

(8) Implement the Judge Advocate General's rules and procedures regulating the supervision and discipline of military trial and appellate judges, judge advocates, and other lawyers practicing in proceedings governed by the UCMJ and MCM.

(9) Assign, supervise, and evaluate the performance of general courts–martial judges and appellate counsel. Satisfy the provisions of Article 6(a), UCMJ, concerning the inspections of legal offices and assignments of attorneys and Article 6(b), UCMJ, concerning communications with staff judge advocates.

h. Furnish legal counsel, guidance, and advice and render opinions and decisions relating to military and civilian personnel issues.

i. Subject to the availability of law specialists and civilian Coast Guard attorneys, provide legal assistance for military personnel, active, retired, reservists and their dependents in accordance with current directives.

j. Render decisions within delegated authority on all claims arising from Coast Guard operations. Prepare the Coast Guard's position on litigation, by and against the United States, arising from Coast Guard operations and provide litigation support.

k. Render decisions on legal issues arising in the course of Coast Guard operations including: defense operations; utilization of reserve forces; maritime law enforcement; port security and anti–terrorism activities; search and rescue; aids to navigation; bridge permitting; ice operations; environmental protection including response and recovery of cleanup costs; and maritime safety including personnel licensing, vessel admeasurement and documentation, vessel inspection and accident investigation; and reviewing decisions on appeals by merchant mariners under 46 U.S.C. Chapter 77 and on appeals of civil penalties.

l. Provide advice, assistance, and render legal opinions to Coast Guard officials on international law matters involving treaties, agreements, etc. Furnish legal advice and opinions to Coast Guard officials representing the United States as members of, or appearing before, international organizations.

m. Provide representation on U.S. Government delegations to International Maritime Organization (IMO) and its committees, and other international committees.

n. Provide legal advice and opinions to procurement officials in the formulation and administration of Coast Guard contracts.

o. Present the Coast Guard's case before the Department of Transportation Contract Appeals Board when contracts are contested, and assist the Department of Justice in representing the Government before the Claims Court and other Federal courts when Coast Guard contracts are involved.

p. Provide legal services dealing with the acquisition, use and disposal of real and personal (Government) property.

q. Prepare and coordinate the development of the Coast Guard's legislative program for submission to the Congress. Provide substantive advice and comments on legislation.

r. Draft and provide legal review for Coast Guard regulations and amendments thereto proposed for publication in the Federal Register. Assist other Program Directors as requested in the drafting of internal Coast Guard regulations.

s. Furnish legal advice and assistance and make determinations with respect to the release of information, records and files of the Service, Service members and the availability of Coast Guard personnel as witnesses.

t. Assign, as requested, lawyers for membership on Physical Evaluation Boards and make available lawyers to act as counsel for evaluees. Review the work of Physical Evaluation Boards, the Physical Review Council, and the Physical Disability Appeal Board for legal sufficiency.

u. Coordinate the submissions and recommendations of Program Directors to the Board for Correction of Military Records (BCMR). Review for legal sufficiency and implication recommendations of the Discharge Review Board.

v. Respond to requests for the temporary assignment of legal officers to serve in various capacities on courts, boards and other activities.

w. Supervise and provide guidance to Hearing Officers on the administration and procedures of the civil penalty program.

MARINE SAFETY COUNCIL

1. **Mission**. The Marine Safety Council is the focal point of the Coast Guard public regulatory system. The Marine Safety Council has oversight, review, and guidance responsibilities for all Coast Guard regulatory projects and submits reports and recommendations to the Commandant. Subject to current Executive Orders and Department of Transportation directives, the Marine Safety Council classifies regulatory projects, recommends or designates subsequent levels of review that will be required of regulatory project, and authorizes the appropriate Program Director (including district commanders where appropriate) to sign on behalf of the Commandant.

2. **Membership**. The Council is composed of six members, including the heads of the Offices which issue and administer public regulations, and other officers who have either direct interest in those regulations, or can offer constructive advice from a technical or policy standpoint. The members are: the Chief Counsel (permanent chairman), and the Chiefs, Offices of Engineering and Development; Marine Safety, Security and Environmental Protection; Navigation Safety and Waterway Services; Law Enforcement and Defense Operations; and Command, Control and Communications.

3. **Functions**. The Marine Safety Council shall:

   a. Review all regulatory proposals under the criteria specified in current statutes, Executive Orders and Department of Transportation directives to determine which involve policy or other considerations which require the Commandant's personal attention and signature and which can be appropriately signed by the cognizant Program Director at the direction of the Council.

   b. Prepare for submission to the Commandant, the Coast Guard portion of the Unified Semiannual Regulatory Agenda and the Regulatory Program of the United States.

   c. Require public hearings on rulemakings when there is reason to expect sufficient public reaction to make a public hearing an effective mechanism for either collecting opinions and views from affected parties and the public or demonstrating the Coast Guard's willingness to conduct rulemaking in an open and responsive way.

4. **Legal Counsel and Executive Secretary**. The Chief, Regulations and Administrative Law Division serves as legal counsel to the Marine Safety Council and the Chief, Regulatory Administration Branch performs the functions of Executive Secretary to the Marine Safety Council.

COURT OF MILITARY REVIEW
(G-L-3)

1. The Court of Military Review, establish under Article 66, UCMJ, by the Judge Advocate General (General Counsel DoT) is composed of the Chief Judge and not less than two additional appellate military judges. The judges may be commissioned officers or civilians. The Coast Guard Court of Military Review is normally composed of five appellate judges organized in panels of three for consideration of referred cases. All but the Chief Judge have other primary duties either within the Office of Chief Counsel or elsewhere at Headquarters, so that their Service on the Court constitutes a collateral duty. In general, the Court reviews the record in each case of trial by courts-martial in which the sentence as approved extends to death; dismissal of a commissioned officer or cadet; dishonorable discharge; bad conduct discharge; or confinement of one year or more. The Court also reviews other courts-martial with lesser sentences if the Judge Advocate General (General Counsel DoT) so directs. Also reviewed by the Court are petitions for extraordinary writs, petitions for new trial which have been referred to the Court and appeals by he United States under Article 62, UCMJ.

2. The Chief Judge is responsible for the administration of the Court, and, in addition, performs the following functions with respect to Court matters:

   a. Determines whether court organization will be one or more panels and makes panel assignments;

   b. Schedules and presides at open sessions of the court;

   c. Schedules and presides at closed session deliberations of the court; participates in decisions of the Court; drafts orders and opinions of the court;

   d. Supervises the Clerk of the Court in fulfilling the requirements of the Courts of Military Review Rules of Practice and Procedure and in particular ensures through the clerk: that appellate counsel are notified of hearings and served with orders and decisions; that briefs, motions and other pleadings are properly filed with the Court; and that the court decisions and orders are published and circulated to appropriate parties;

   e. Prescribes internal rules for the court as necessary;

   f. Represents the Coast Guard in drafting and revising the Courts of Military Review Rules of Practice and Procedure.

3. In addition to, and separate and apart from, the duties as Judge on the Court of Military Review, the Chief Judge performs the following functions:

   a. Reviews special and summary courts-martial under Article 69 and prepares appropriate actions as necessary.

   b. Provides legal review, advice and opinions with respect to administrative discharge and reenlistment boards to the Chief, Office of Personnel and Training (G--P). In the exercise of this responsibility the Chief Judge signs "by direction" of the Chief Counsel.

CHIEF TRIAL JUDGE
(G–L–4)

1. Under the direct supervision of the Chief Counsel, the Chief Trial Judge shall:

   a. As a primary duty, perform as General Court–Martial Military Judge, Coast Guard–wide. Also perform as the military judge at Special Courts–Martial when that duty will not interfere with duties as General Court–Martial military judge.

   b. As Chief Trial Judge, detail military judges to all courts–martial, coordinate Coast Guard trial docket, and maintain Coast Guard trial guide, in coordination with G–LMJ.

   c. Perform as collateral duties: liaison with Chief Trial Judges of other services, obtain quotas for various courses for military judges, insure that Coast Guard military judges are kept informed of changes in the military justice system, and provide advice to other military judges.

GENERAL LAW DIVISION
(G-LGL)

1. Under the general direction and supervision of the Chief Counsel, the Chief, General Law Division shall:

   a. Provide legal advice relating to the organization of powers, functions, and employment of the Coast Guard, the Coast Guard Auxiliary, and the powers and duties of the Commandant of the Coast Guard, including the delegation thereof.

   b. Interpret laws respecting Coast Guard missions and tasks, including the Coast Guard Academy, assistance to civil authorities, martial law, posse comitatus, defense readiness, non-appropriated funds, gifts, donations, Coast Guard installations and activities of the Coast Guard Reserve.

   c. Furnish legal advice relating to military personnel, appointment, selective service, induction enlistment, promotion, reduction, separation, discharge, retirement, military status, administration of Coast Guard programs, the jurisdiction and procedure of administrative boards, including selection boards, appointment boards, the Discharge Review Board, boards in the physical evaluation process, boards of inquiry, reenlistment boards and administrative discharge boards. Review for legal sufficiency all discharge review board cases, conscientious objector cases, enlisted competency boards and physical disability evaluation boards.

   d. Advise on the availability and use of appropriations, enlistments, pay and allowances and dependent/spouse benefits such as the Survivor Benefit Plan.

   e. Make good faith findings on purported marriages, the existence of dependency, and advise on domestic relations and family law.

   f. Make findings of presumed death under Missing Persons Act.

   g. Advise and act on requests for information and the release of Coast Guard records under the Freedom of Information Act, and on access to information under the Privacy Act. Participate with the Department of Transportation on appeals from denial of information. Exercises final denial authority on records within Office of Chief Counsel.

   h. Furnish opinions on Coast Guard investigations, the classification of information, and the overall security program.

   i. Examine and comment on the legal sufficiency of proposed Commandant Instructions, and other Commandant and Department of Transportation directives.

   j. Determine the extent that the Coast Guard can benefit from the activities of private associations, such as the Coast Guard Foundation, and advise on the scope of Coast Guard participation in technical, trade, and industrial associations.

   k. Advise on the use and creation of advisory committees under the provisions of the Advisory Committee Act.

   l. Examine for legal sufficiency and comment on pending and proposed legislation, including private bills.

   m. Examine for legal sufficiency and comment on pending and proposed executive orders.

n. Provide legal guidance, training, and staff supervision on general law matters.

o. Furnish legal advice on facilities, use and disposal of government property.

p. Provide legal members for boards, trials, and study groups as required.

q. Process civil recoupment of financial losses resulting from program fraud including cases arising under the Program Fraud Civil Remedies Act.

r. Provide legal advice relating to the acquisition, use, and disposal of real property, including waters and water rights; the status of acquisition and relinquishment of legislative jurisdiction; and the use of Coast Guard real property by other agencies and private organizations. Review boards of survey, facility change orders, condemnation requests and real estate titles.

s. Review all investigation files requiring final action by the Commandant. Prepare final action on appropriate cases, including making final line of duty determinations on inquiries into injuries and other disabilities of military personnel. Be the custodian of some Coast Guard investigations, and general law files.

t. Provide legal advice on matters relating to the administration of civilian personnel, contractor employees, and employees of non–appropriated funds. Propose existing reviews and advise on laws and regulations pertaining to civilian employees.

u. Provide legal counsel in all matters relating to labor/management relations and provide management representation before the Department of Labor, the Merit Systems Protection Board, and EEO Boards.

v. Advise on the pecuniary liability for lost, damaged, or destroyed government property including the loss of public funds.

w. Provide legal services and review, for legal sufficiency and implications, actions drafted on matters regarding the location and clearance of bridges, the operations and maintenance of drawbridges, and the alteration of obstructive bridges over the navigable waters of the United States.

x. Assist in the preparation of litigation reports to be used by the Department of Justice.

y. Serve as A–76 Appeals Review Officer for the Chief of Staff on all appeals.

z. Provide legal advice concerning ethics and conflicts of interest, including gift acceptance from foreign governments or private individuals and organizations.

aa. Review Public and Confidential Financial Disclosure Reports under the financial disclosure laws.

bb. Provide legal advice on a state's authority to impose license fees and taxes on the Coast Guard.

cc. Provide legal advice regarding home–to–work use of Government vehicles.

dd. Advise on equal opportunity and civil rights.

ee. Advise on the acceptance, use, and creation of intellectual property such as patents, copyrights, works of art or authorship.

ff. Review the work of Physical Evaluation Boards, the Physical Review Council, and the Physical Disability Appeal Board for legal sufficiency.

gg. Review for legal sufficiency and implication, recommendations of the Discharge Review Board.

hh. Provide designated military and civilian attorneys and clerical support for priority tasking as directed by the Deputy Chief Counsel.

CLAIMS AND LITIGATION DIVISION
(G-LCL)

1. Under the general direction and supervision of the Chief Counsel, the Chief, Claims and Litigation Division shall:

   a. Evaluate or develop, and ensure proper coordination and presentation of, the Coast Guard's position on all non-procurement and non-environmental compliance claims and litigation, involving the Coast Guard or Coast Guard personnel, or arising from Coast Guard operations or functions.

   b. Develop, prescribe, and keep up-to-date, regulations on litigation support and claims adjudication, supported by appropriate procedures, instructions, and policy guidance in the Coast Guard Claims and Litigation Manual, and oversee the implementation of such guidance to insure uniform application throughout the Coast Guard.

   c. Coordinate the distribution of litigation case assignments and claims adjudication responsibility within the Legal Program and maintain an automated litigation tracking system and an automated claims tracking system for cases handled by the division.

   d. Maintain liaison with the DoT Assistant General Counsel for Litigation, the Directors of the various DoJ branches, the other military services, and other agencies, concerning interagency litigation and claims adjudication policy matters.

   e. Evaluate and, within the limits of delegated settlement authority, render final agency decisions, or recommend adjudication action to the Chief Counsel or DoJ as appropriate, on all non-procurement and non-environmental claims, arising from Coast Guard operations or functions. When appropriate, refer affirmative claims to DoJ for recovery by litigation.

   f. Recommend regulations, instructions, and other policy guidance on litigation support and claims adjudication, and monitor the implementation of such guidance to insure uniform application throughout the Coast Guard.

   g. For litigation support responsibilities retained in G-LCL, gather, evaluate, and provide documents, evidence, witnesses, legal analysis, and other active attorney support to DoJ in the various stages of litigation on cases arising from Coast Guard operations or functions.

   h. Monitor emerging litigation and claims related issues which have a potential effect on Coast Guard operations, coordinate and develop Coast Guard litigation positions on those issues, and inform the field legal offices and DoJ of the Coast Guard's position.

   i. Provide advice to programs, upon request or on own initiative, concerning the potential impact of present or proposed policies and procedures on present or future litigation affecting the Coast Guard.

   j. Provide guidance and assistance to the field legal offices, as required, in all litigation arising out of Coast Guard operations or functions and delegated to the field offices.

   k. When requested, provide guidance and assistance to the field and to DoJ in criminal litigation arising out of Coast Guard law enforcement and other operational activities.

l. When requested by DoJ, gather and provide evidence and witnesses or perform other requested actions required to support DoJ in litigation arising out of non–Coast Guard activities of the United States.

m. Coordinate legal advice and assistance and legal representation, as necessary, to Coast Guard personnel with respect to requests for Coast Guard witnesses and documents for purposes of private legal proceedings to insure compliance with 49 C.F.R. Part 9, "Testimony of Employees of the Department and Production of Records in Legal Proceedings."

n. Evaluate individual requests and arrange for DoJ representation for Coast Guard personnel sued in their individual capacity as a result of performance of government duties.

o. Coordinate with DoT regarding Department–wide affirmative claims and debt collection matters.

p. Coordinate with other Federal agencies regarding mutual claims concerns and policies, including representation of the Coast Guard on interservice personal property claims committees.

q. Coordinate the claims functions of the Legal Program with the debt collection functions of other Coast Guard programs responsible for other aspects of the generation, collection, or payment of debts.

r. Provide guidance and assistance to field legal offices, as required, in the adjudication of claims arising out of Coast Guard activities and delegated to the field offices for adjudication.

s. Provide advice to programs, upon request or on own initiative, concerning the potential impact of their present or future claims involving the Coast Guard or its functions.

t. Within limits of delegated settlement authority, adjudicate, or recommend adjudication action to the Division Chief or Chief Counsel, for any non–procurement and non–environmental claims retained at the division arising from Coast Guard operations or functions, including, but not limited to claims arising under the following authorities:

(1) Federal Tort Claims Act;
(2) Military Claims Act;
(3) Foreign Claims Act;
(4) Non–scope of Employment Act;
(5) Admiralty Claims Act;
(6) Military Personnel and Civilian Employee Claims Act;
(7) Article 139, UCMJ;
(8) 14 U.S.C. 830, Auxiliary Claims;
(9) 33 U.S.C. 1321 et seq., Federal Water Pollution Control Act (FWPCA) damage claims.
(10) 33 U.S.C. 2701 et seq., OPA 90 Claims.

u. Coordinate administrative collection efforts and when appropriate refer to DOJ for recovery by litigation all non–procurement and non–environmental affirmative claims arising from Coast Guard operations or functions including, but not limited to those on behalf of the Coast Guard arising under the following authorities:

(1) Federal Claims Collection Act;
(2) Admiralty Claims under 14 U.S.C. 647;
(3) Aids to Navigation Damage Claims under 14 U.S.C. 642;
(4) Medical Care Recovery Act;
(5) 33 U.S.C. 1321 et seq., FWPCA cleanup cost claims.
(6) 33 U.S.C. 2701 et seq., OPA 90 claims.

v. Respond, as appropriate, to private, public, or internal inquiries concerning non–procurement and non–environmentalcompliance claims or lawsuits and Coast Guard claims and litigation, in general.

w. Review and provide legal advice, as requested or on own initiative, concerning proposed legislation, regulations, or internal agency guidance which potentially implicate claims and litigation matters arising out of Coast Guard operations and activities.

x. Provide liaison to the General Counsel, DoT, concerning Coast Guard related Program Fraud Civil Remedies case referals.

ENVIRONMENTAL LAW DIVISION
(G-LEL)

1. Under the general direction and supervision of the Chief Counsel, the Chief, Environmental Compliance Law Division shall:

   a. Oversee the delivery of all legal services required to support the Coast Guard environmental compliance activities, including interagency coordination of legal policy issues.

   b. Represent the Coast Guard in the pre-litigation stages of third party CERCLA (or state equivalent) type cases in which the service has been identified as a potentially responsible party (PRP). This includes negotiations with EPA and state environmental agencies, as well as with other PRP's.

   c. Coordinate with and support DoJ counsel assigned to Coast Guard related environmental compliance and restoration litigation. This includes the preparation of litigation reports, discovery responses, pleadings and briefs, as well as coordinating evidentiary matters and witness testimony. However, any final settlements/compromises or issues which pose significant litigation policy considerations will be coordinated with, and approved by, the Chief, Claims and Litigation Division.

   d. Provide legal advice, opinions and interpretations of federal, state, and local environmental laws and regulations to Coast Guard officials developing environmental compliance and restoration policies and strategies.

   e. Provide legal advice and assistance to Coast Guard program managers on specific environmental compliance issues affecting Coast Guard units, installations and facilities.

   f. Provide legal advice, support, and policy guidance on environmental compliance issues to legal offices at the Maintenance and Logistics Commands (MLCs), Districts, and as necessary to independent unit legal officers.

   g. Review proposed federal facility compliance agreements relating to Coast Guard facilities negotiated with state and federal environmental agencies.

   h. Represent the Coast Guard on interagency committees and initiatives to develop and coordinate environmental compliance legal policies.

   i. Review proposed legislation and regulations involving environmental compliance matters.

   j. Coordinate the delivery of all other legal services required to support the Coast Guard's environmental compliance program. This includes coordinating with other attorneys in the Coast Guard Legal Program on environmental compliance issues, supporting training of Coast Guard personnel in environmental compliance matters, and evaluating individual requests for representation of personnel who may be sued or criminally charged for environmental compliance violations.

LEGAL POLICY AND PROGRAM DEVELOPMENT DIVISION (G-LPD)

1. Under the general direction and supervision of the Chief Counsel, the Chief, Policy and Program Development Division shall:

   a. Serve as Special Assistant to the Chief Counsel.

   b. Assist with the development and coordination of policy matters affecting the Legal Program.

   c. Administer the Planning, Programming, and Budgeting System of the Legal Program.

   d. Serve as Information Resource Manager and ADP Security Officer for the Office of Chief Counsel.

   e. Coordinate development of and maintain the legal publications issued by the Legal Program, including the Coast Guard Law Bulletin.

   f. Coordinate office automation, including data processing and retrieval, word processing, and legal research for the Legal Program and the Office of Chief Counsel.

   g. Operate and maintain the office automation system for the Office of Chief Counsel.

   h. As directed by the Chief Counsel, perform or secure the services of consultants to perform various special studies and projects for the Legal Program.

   i. Serve as liaison to the Judge Advocates General of the other services on matters pertaining to the development and implementation of ethical rules and guidelines for attorneys in the Coast Guard Legal Program.

   j. Serve as the Coast Guard Representative to the ABA Standing Committee for Legal Assistance to Military Personnel.

   k. Serve as Property Custodian for the Office of Chief Counsel.

   l. Carry out necessary supply and logistics support for the Office of Chief Counsel.

   m. Serve as Publications and Directives Coordinator and Public Use Reporting Liaison Officer for the Office of Chief Counsel.

   n. Assist in the maintenance of the Office of Chief Counsel law library; assist the DoT librarian in the selection and acquisition of legal reference materials for the U. S. Coast Guard Headquarters Building Law Library; serve as a committee member, representing the Coast Guard, on the Department of Transportation Library Committee.

   o. Working with the Deputy Chief Counsel, coordinate civilian personnel actions for the Office of Chief Counsel.

   p. Serve as Voting Assistance Coordinator for the Office of Chief Counsel.

q. Serve as Classified Material Control Officer (CMCO) for the Office of Chief Counsel.

r. Coordinate the availability of law specialists for assignment from the Office of Chief Counsel to meet the myriad of requirements for "counsel", legal advice, etc., for various investigations, boards, and courts, including but not limited to:

(1) Discharge advice.
(2) Administrative Discharge Boards member, recorder, or counsel for individuals.
(3) Investigations Counsel for designated parties.
(4) Boards of Inquiry Counsel and Advisor.
(5) Equal Employment Opportunity Hearing Agency Representative.
(6) Military Equal Opportunity Counsel.
(7) Article 31 advice on statements by persons suspected of an offense.
(8) Article 32 Investigations – Investigating Officer, Counsel for Individuals and Government.
(9) Pre–Mast/Summary Court (Booker) Advice.
(10) Confinement Hearings: Counsel for Individual.
(11) Summary Court Officer.
(12) General and Special Courts–Martial – Military Judge, Trial and Defense Counsel, and Court Reporter.
(13) Human Relations Council representative.
(14) Death–imminent counsel.

s. Serve as A–123 Coordinator for the Office of Chief Counsel and the Legal Program.

t. Coordinate, consult with and make recommendations to G–PO concerning the assignment of Coast Guard Law Specialists.

u. Coordinate the legal training program for military and civilian Coast Guard lawyers, including assessment of the progress of individual attorneys in meeting annual continuing legal education requirements, and the impact of such programs on the Legal Program. Serve on the selection committee for the postgraduate training in law program; maintain liaison with Coast Guard officers attending law school, pursuant to applicable regulations, serve as performance evaluation Supervisor and Reporting Officer for those officers in law school.

v. Coordinate and issue orders for the movement of Coast Guard and Department of Transportation personnel required as witnesses in support of civil and criminal litigation arising out of Coast Guard operations.

w. In consultation with the Chief Trial Judge, detail military judges to all courts–martial and coordinate Coast Guard trial docket.

x. Provide designated military and civilian attorneys and clerical support for priority tasking as directed by the Deputy Chief Counsel.

LEGISLATION DIVISION
(G-LLX)

1. Under the general direction and supervision of the Chief Counsel, the Chief, Legislation Division shall:

   a. Prepare the annual Coast Guard legislative program.

   b. Draft Coast Guard sponsored legislative proposals for signature by the Secretary and submission to the Congress; assist cognizant staff officers in formulation of policies to be embodied in legislative proposals. Assist, as required, in the clearance of Coast Guard sponsored legislative proposals through DoT and OMB.

   c. Prepare, for the General Counsel's signature, views letters on pending bills, executive orders, proclamations, and other agency reports affecting the Coast Guard, or in which the Coast Guard has an interest. Assist cognizant staff officers in developing the Coast Guard's position on items affecting the Coast Guard or in which it has an interest. Assist, as required, in the clearance of these reports through DoT and OMB.

   d. Prepare, for the Secretary's or the General Counsel's signature, views letters, and, where required, draft veto messages, on all enrolled bills referred to the Coast Guard for comment.

   e. Provide drafting assistance to members of Congress, their staffs, and Congressional committees on legislation affecting the Coast Guard or in which it has an interest. Provide required notification to staff elements of OST and OMB of drafting assistance provided by the Coast Guard.

   f. Draft Coast Guard sponsored Executive Orders and Proclamations for submission to the President; assist cognizant staff officers in formulation of policies to be embodied in these Executive Orders and Proclamations. Assist, as required, in the clearance of Coast Guard sponsored Executive Orders and Proclamations through DoT and OMB.

   g. Review for legal sufficiency proposed testimony to be given by Coast Guard or other administration officials before a Congressional committee, on Coast Guard legislative proposals or pending legislation affecting the Coast Guard in which the Coast Guard has an interest.

   h. Provide supporting data for and attend hearings before Congressional committees considering legislation in which the Coast Guard has an interest.

   i. Assist the Congressional and Governmental Affairs Staff as required, in obtaining passage of Coast Guard sponsored legislation.

j. Assist the Congressional and Governmental Affairs Staff as required, with the following matters concerning legislation:

(1) When assigned, preparation (for the Chief Counsel) of statements to be presented to Congressional committees; and

(2) Maintenance of a status file of pending legislation and provision through the Congressional Affairs Staff to members of Congress of timely information concerning legislative proposals.

k. Provide designated military and civilian attorney and clerical support for priority tasking as directed by the Deputy Chief Counsel.

MARITIME AND INTERNATIONAL LAW DIVISION
(G-LMI)

1. Under the general direction and supervision of the Chief Counsel, the Chief, Maritime and International Law Division shall:

   a. Provide legal counsel, advice, opinions, and interpretations to Coast Guard officials relating to marine safety and navigation, including: load lines; admeasurement; vessel documentation; vessel manning; merchant vessel personnel licensing and documentation; seamen's welfare laws; pilotage (including Great Lakes pilotage); vessel safety and pollution prevention; delegation of inspection functions; marine environmental protection; oil pollution; hazardous materials transportation; reception facilities; port safety; Captain of the Port (COTP) functions; port security, including measures taken to prevent terrorist incidents; Outer Continental Shelf responsibilities; navigation systems; vessel traffic services; aids to navigation; anchorages; and marking of structures.

   b. Consider and take final action on appeals from civil penalties administratively assessed by the Coast Guard. Advise program managers and Hearing Officers regarding the administration of the civil penalty system. Provide training, guidance and otherwise act as an information focal point for Hearing Officers. Monitor and generate statistical information regarding civil penalty assessments as required.

   c. Review appeals by merchant seamen from orders of suspension and revocation entered by Administrative Law Judges under 46 U.S.C. Chapter 77 and draft Commandant's final decision. Maintain appropriate liaison with the Chief, Administrative Law Judge (G-CJ). Where these cases are further appealed to the National Transportation Safety Board (NTSB), prepare appropriate responses, motions and petitions and make such appearances as necessary to adequately represent Coast Guard program interests. As requested, prepare the Coast Guard's position and lend other assistance to the Department of Justice in litigation involving such matters.

   d. Provide legal counsel on the initiation and conduct of investigations of marine casualties and review for legal sufficiency reports thereon, recommending action to be taken by the Commandant.

   e. Make determinations as to "navigable waters of the United States" in cases involving novel applications of law, unusually complex factual situations, or in which there is substantial public interest, delineating the Coast Guard's geographic jurisdiction and authority for the purpose of its administration and enforcement of laws and regulations.

   f. Work closely with Congressional staffs, Office of the Secretary of Transportation, other Federal executive agencies and departments, members of the public (including representatives of environmental and industry organizations), representatives of foreign governments, and State government officials in the development and implementation of legislative proposals, regulatory programs, and special projects where the Coast Guard has responsibility for, is to be given the responsibility or has particular expertise in the field to be regulated such as: oil pollution and hazardous substance liability and compensation; law enforcement authority modification; and criminal law revision. This counsel includes oral consultation, drafting legal documents, drafting Congressional testimony, development and articulation of legal and technical policy, drafting position documents for national and international fora, and drafting explanatory documents.

   g. Provide legal counsel advice, opinions, and interpretations to the appropriate program manager on matters including: drug law enforcement; fisheries law enforcement;

Customs laws; search and rescue; icebreaker operations; intelligence law; and national security.

h. Provide legal counsel, advice, opinions and interpretations to the program directors and program managers of the Offices of Readiness and Reserve and Law Enforcement and Defense Operations in matters involving the national defense with particular regard to the relationship between Maritime Defense Zone responsibilities and Coast Guard specialized missions.

i. Act as legal advisor on Law of Armed Conflict (Law of War) issues such as: the Geneva and Hague Conventions on the conduct of war; the U.N. charter and the U.N. resolutions on the prohibition of aggression, customary international law; and domestic laws concerning the organization, funding, and employment of military forces. These responsibilities require the Division to cooperate with National Command Authorities (NCA), Joint Chiefs of Staff (JCS), the Department of Defense (DoD), Department of the Navy (DoN), and the Chief of Naval Operations (CMC); review Coast Guard and other OPLANS which employ Coast Guard forces to ensure conformity with domestic and international law; draft, review, and provide real-time interpretation of the Rules of Engagement for self-defense reasons.

j. Participate as a member of the Headquarters Crisis Action Team to provide immediate advice concerning international and domestic law authorities and limitations. This includes scheduled and no-notice exercises and real world situations. Act as action officer or legal advisor regarding Remedial Action Program (RAP) items evolving out of readiness exercises.

k. Participate in joint service and inter-agency study groups to prepare for times of increased tensions or when war is declared, such as: the NAVGARD Boards and the National Mobilization Interagency studies.

l. Provide legal counsel, advice, opinions, and interpretations to the Port Security Program Manager concerning international and domestic law authorities and limitations, including: the Port Security Committee and the Special Interest Vessel Program; access control over waterfront activities; and use of force guidelines for the Port Security Program.

m. Provide legal counsel, advice, opinions, and interpretations to the Office of Navigation Safety and Waterways Services including advice on enforcement of recreational boating safety requirements.

n. Assist in the development of U.S. policy by representing the Coast Guard at the Shipping Coordinating Committees; Arctic, Antarctic, and Law of the Sea interagency working groups.

o. Represent the United States at the International Maritime Organization (IMO) Legal Committee and at other IMO related organizations which carry out functions similar to the Legal Committee, and advise and participate on the U.S. delegations to other IMO bodies such as: IMO Council; Maritime Safety Committee; Marine Environmental Protection Committee; and at Diplomatic Conferences.

p. Advise and participate with United States delegations in other international bodies such as the United Nations Commission on Trade and Development (UNCTAD); the United Nations Commission on Narcotic Drugs; and specific and ad hoc international fora as required.

q. Provide legal counsel, advice, opinions, and interpretations concerning the application and effect of customary international law, as reflected in the U.N. Convention on the Law of the Sea (UNCLOS III), upon Coast Guard programs.

r. Provide legal advice concerning the development of artificial islands and reefs in the U.S. Exclusive Economic Zone (EEZ).

s. Provide legal counsel, advice, opinions and interpretations concerning the developing political status of the various U.S. Trust Territories and the effect of this development on Coast Guard programs and operations.

t. Participate in international negotiations and give drafting assistance in the formulations of Search and Rescue (SAR) treaties with foreign nations.

u. Advise on the applicability of Status of Forces Agreements (SOFA) to Coast Guard operations and give drafting assistance on the international law implications regarding the acquisition of bases and siting of electronic aids to navigation on foreign soil.

v. Provide substantive legal review of proposed legislation and Executive Orders relating to the operational programs of the Coast Guard (G–M, G–N, and G–R) and international law matters, and when requested, provide drafting assistance to legislative staffs and Federal executive agencies on matters affecting Coast Guard interests.

w. Support litigation efforts by providing substantive legal review of litigation reports on actions brought against or by the Coast Guard.

x. Provide substantive legal advice to operational program managers and G–LRA on rulemaking projects.

y. Maintain liaison with the intelligence community and cooperate with other interested Federal agencies in formulation of U.S. policy on maritime and transportation related matters with particular emphasis on relationships with Departments of State, Defense, and Navy; National Security Council; Military Sealift Command; Environmental Protection Agency; Maritime Administration; U.S. Customs Service; Office of National Drug Control Policy; and Research and Special Programs Administration.

z. Maintain liaison with Maritime Law Association; Federal Bar Association; Admiralty Law Institute; and other maritime transportation–related professional organizations and societies.

aa. Provide designated military and civilian attorneys and clerical support for priority tasking as directed by the Deputy Chief Counsel.

MILITARY JUSTICE DIVISION
(G-LMJ)

1. Under the general direction and supervision of the Chief Counsel, the Chief, Military Justice Division shall:

   a. Develop policy and perform oversight of the Coast Guard's military justice system.

   b. Provide appellate counsels to represent both the Government and the accused in courts-martial cases undergoing appellate review before the Court of Military Review, the Court of Military Appeals, and the Supreme Court of the United States.

   c. Conduct post-trial review of courts-martial as required by Articles 69(a) and 73, UCMJ; and provide appropriate processing of all other courts-martial records of trial.

   d. Oversee the implementation of decisions of the appellate courts and clemency authorities.

   e. Provide support to the Solicitor General in court-martial cases involving petitions for certiorari to the U.S. Supreme Court. Coordinate clearance of Coast Guard position on briefs to be submitted to the Solicitor General through appellate divisions and the Judge Advocates General of other armed services and through DoD and DoT.

   f. Ensure the provision of prompt advice and technical assistance to field trial and defense counsel on the conduct of courts-martial.

   g. Review and act on applications by trial counsel seeking to appeal from rulings of trial judges adverse to the Government and provide appellate counsel for both sides to litigate them before appellate tribunals.

   h. Provide appellate counsel for both sides, when required, to litigate issues raised in petitions for extraordinary writs that are accepted by the Coast Guard Court of Military Review or the United States Court of Military Appeals.

   i. Serve as a member of the Joint Service Committee on Military Justice, which is charged with providing input and support to conduct the annual review and update of the Manual for Courts-martial in conjunction with senior military law officials from the other armed services and the Department of Defense. Provide legislative and executive order drafting, review, and assistance as required in clearance through other armed services, DoD, and DoT.

   j. Publish and maintain the Military Justice Manual and monitor other publications containing implementing regulations of the Secretary and the Judge Advocate General called for by the UCMJ and MCM.

   k. Serve as the Chief Counsel's alternate on advisory groups related to military justice.

   l. Review complaints of wrong brought under Article 138, UCMJ, including coordinating inputs and preparing the final action for the Commandant and/or Secretary.

   m. Provide advice to field legal offices and various offices in Headquarters on procedures and policies involving the interrelationship of the military justice and military personnel law; and, review Coast Guard directives, publications, and memoranda of understanding for conformity with current military justice law.

n. Furnish input to training courses, texts, and qualification standards to insure all personnel are proficient in and familiar with military justice law.

o. Review mast appeals acted on by the Commandant, Vice Commandant, or the Chief, Office of Personnel and Training.

p. Provide legal oversight for the Coast Guard drug detection and elimination (urinalysis) program.

q. In concert with the Chief Trial Judge, publish and update the Court–Martial Trial Guide.

r. Respond to Congressional inquiries concerning matters of military justice.

s. Receive communications to the Judge Advocate General under Article 6(b), UCMJ.

t. Represent the Coast Guard before the Board for Correction of Military Records. Assist with litigation support in cases arising in Federal court out of BCMR decisions.

u. Provide counsel to advise members as to their rights under the Physical Disability Evaluation System and to represent those whose cases are considered by Formal Boards.

v. Subject to available resources, provide legal assistance pursuant to current directives to authorized personnel at Coast Guard Headquarters and the National Capitol region.

w. Provide designated military and civilian attorneys and clerical support for priority tasking as directed by the Deputy Chief Counsel.

PROCUREMENT LAW DIVISION
(G-LPL)

1. Under the general direction and supervision of the Chief Counsel, the Chief, Procurement Law Division shall:

   a. Provide legal counsel, and furnish opinions and decisions to contracting officers, contract administrators and other cognizant officers on the legal aspects of all processes of procurement, from the initial planning and development through initiation of procurement action, award and administration of contracts, and completion or termination thereof. Interpret statutory and regulatory requirements pertaining to contracts.

   b. Furnish legal counsel on the drafting of, or prepare or review for legal sufficiency and implication, awards, contracts, specifications, change orders or other modifications, performance and payment bonds, insurance policies, assignments of monies due, and other contract related actions, documents, correspondence and papers.

   c. Provide legal counsel for, and review for legal adequacy and implications, the proposed findings and final decisions of contracting officers.

   d. Act as Coast Guard legal representative in disputes and dealings involving contractors, and represent the Service on contract matters with other government agencies and the Comptroller General.

   e. Serve as counsel for the Coast Guard in asserting the Government's position or defense against claims of contractors who appeal contracting officers' decisions to the Board of Contract Appeals. In this respect the counsel shall:

      (1) Assemble, review and analyze background material and documents.

      (2) Evaluate the contractor's claim and determine if payment, compromise, or settlement is warranted, or if the claim should be partially or totally denied.

      (3) Follow up such determinations with appropriate action, such as the preparation of offers to compromise or settle and participating as counsel in negotiation efforts, or the development of the Government's defense against the claim.

      (4) Prepare and file with the Board all necessary pleadings, motions, notices, briefs, and other papers, and present the Government's case in defense of the contractor's claim before the Board.

      (5) In the event of appeal from a decision of the Board of Contract Appeals, represent the Coast Guard in liaison with and assist the Department of Justice in preparation and presentation of the Government's case.

      (6) Assist the Department of Justice in representing the Coast Guard before the Claims Court and other Federal courts when Coast Guard contracts are involved.

      (7) Prepare actions pertinent to the foregoing, and review for legal sufficiency and implication, actions drafted or prepared in other organizational components.

   f. Initiate, and assist in the drafting or review for legal sufficiency and implication, proposed laws, regulatory material, or instructions relating to contracts and procurements.

g. Exercise professional oversight over legal counsel provided to field officers concerning contracts and procurements.

h. Provide legal services for the Office of Acquisition in contracting for systems acquisitions.

i. Provide legal assistance to procurement officials in development of Coast Guard contracts.

j. Prepare hi-lites on major legal issues pertaining to procurement matters for the purpose of advising and, as appropriate, seeking consultation on such issues.

k. Provide designated military and civilian attorneys and clerical support for priority tasking as directed by the Deputy Chief Counsel.

REGULATIONS AND ADMINISTRATIVE LAW DIVISION
(G-LRA)

1. Under the general direction and supervision of the Chief Counsel, the Chief, Regulations and Administrative Law Division shall:

   a. Be responsible for the legal sufficiency, format, style and placement in the Code of Federal Regulations of all Coast Guard public regulatory documents and related rulemaking matters under the statutory authority of the Commandant.

   b. Provide legal counsel, advice, guidance, opinions and interpretations with respect to the substantive and procedural requirements of Coast Guard public rules, public rulemaking, and related regulatory matters.

   c. Provide legal review of all Coast Guard rulemaking documents, notices, plans, orders, policies, and any other documents authorized or required by law to be published in the Federal Register.

   d. Provide for the publication in the Federal Register of all Coast Guard public rulemaking documents, notices, plans, orders, policies and other documents authorized or required by law to be published in the Federal Register.

   e. Provide drafting assistance as needed by Headquarters staff elements for rulemaking and other documents prepared for publication in the Federal Register.

   f. Provide liaison services and legal representation for the Coast Guard in regulatory matters being reviewed by the Department of Transportation and the Office of Management and Budget.

   g. Maintain the public docket and records for all rulemaking conducted by Headquarters staff elements, and provide a public inspection facility.

   h. Serve as Legal Counsel to the Marine Safety Council and provide an Executive Secretary and administrative services for the Council.

   i. Serve as Liaison Officer to the Office of the Federal Register, and provide for the services of an Authorizing Officer, Certifying Officer, and alternates, as necessary.

   j. Provide legal representation, advice, and administrative support for public hearings and meetings concerning regulatory matters, including advisory committee meetings, industry meetings, and international meetings dealing with rulemaking and related matters, and legal representation during required consultation with other agencies.

   k. Be responsible for assuring the legal sufficiency of internal instructions, notices, directives, and orders and public advisory information that interpret, implement, or are otherwise related to the Coast Guard's public regulations.

   l. With respect to the foregoing:

      (1) Develop and recommend Coast Guard rulemaking policy, standards, procedures and programs;

      (2) Provide guidance and assistance to districts and other field elements in the conduct of delegated rulemaking programs and participate in the evaluation of the adequacy of such programs;

(3) Provide or arrange for training in substantive and procedural aspects of the Coast Guard's regulatory program for Coast Guard lawyers and technical officials;

(4) Review proposed legislation for regulatory impact coordinate Coast Guard responses to regulatory documents prepared by the Department of Transportation or other agencies that impact Coast Guard programs.

(5) Develop and prepare guidelines for procedures applicable to Coast Guard public rulemaking and management of the public rulemaking program. These internal guidelines shall be issued in the Marine Safety Council's Procedures Guide or other Coast Guard directives.

m. Recommend to the Marine Safety Council or cognizant Program Director the need for public hearing, extension of comment period, change of regulatory classification or other action documents and comments received thereon.

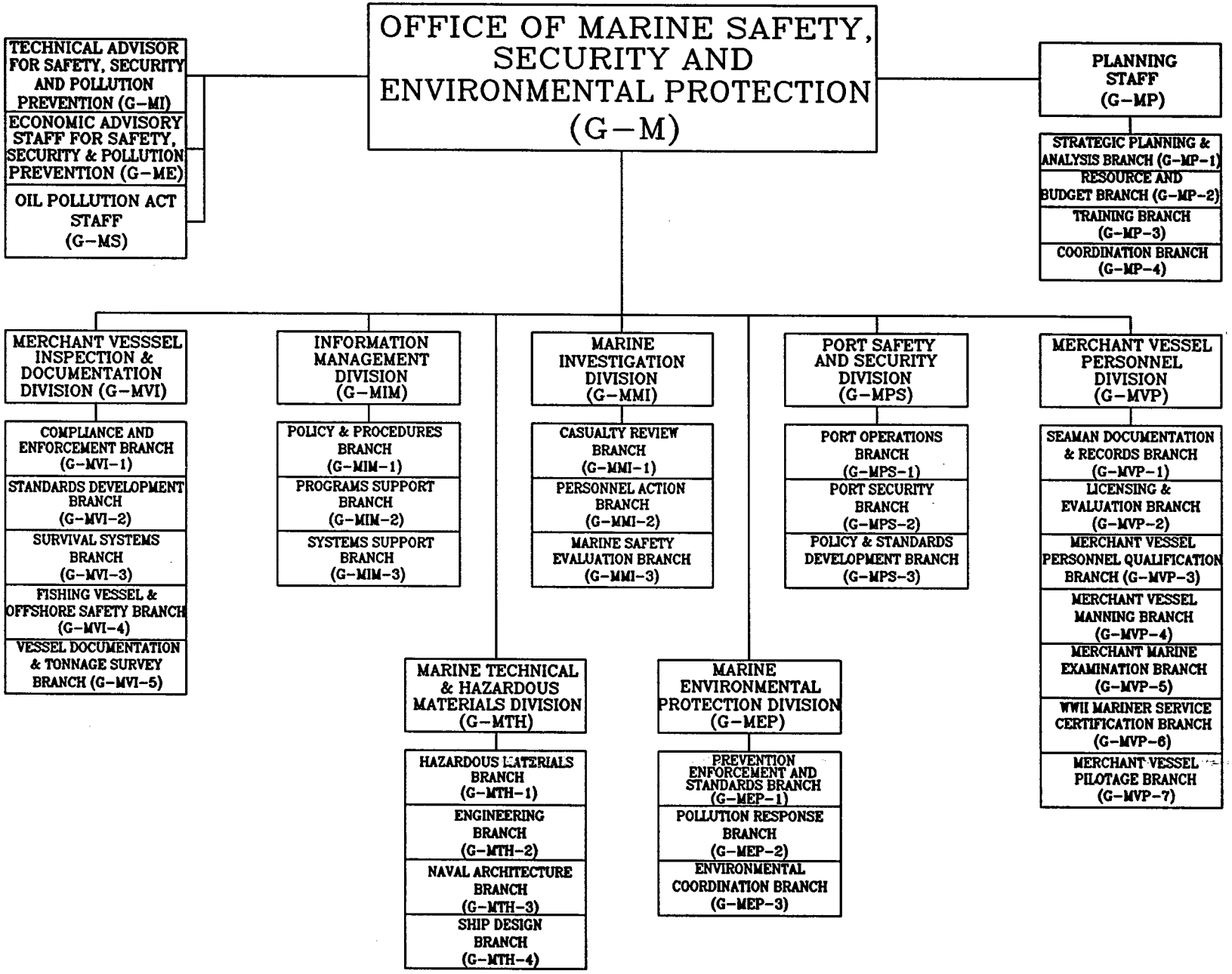
n. Provide or arrange for the issuance and printing of all public regulations, documents, including reprints of rulemaking documents, and procurement of the Code of Federal Regulations for internal Coast Guard distribution.

o. Maintain records and generate data, information and reports to respond to external and internal requests for such information, including preparation of Coast Guard entries for regulatory agendas, timekeeping, and other required reports.

p. Provide designated military and civilian attorneys and clerical support for priority tasking as directed by the Deputy Chief Counsel.

OFFICE OF MARINE SAFETY, SECURITY AND ENVIRONMENTAL PROTECTION

(G–M)


OFFICE OF MARINE SAFETY, SECURITY AND ENVIRONMENTAL PROTECTION (G-M)
TECHNICAL ADVISOR FOR SAFETY, SECURITY AND POLLUTION PREVENTION (G-MI)
ECONOMIC ADVISORY STAFF FOR SAFETY, SECURITY & POLLUTION PREVENTION (G-ME)
OIL POLLUTION ACT STAFF (G-MS)
PLANNING STAFF (G-MP)
STRATEGIC PLANNING & ANALYSIS BRANCH (G-MP-1)
RESOURCE AND BUDGET BRANCH (G-MP-2)
TRAINING BRANCH (G-MP-3)
COORDINATION BRANCH (G-MP-4)
MERCHANT VESSSEL INSPECTION & DOCUMENTATION DIVISION (G-MVI)
COMPLIANCE AND ENFORCEMENT BRANCH (G-MVI-1)
STANDARDS DEVELOPMENT BRANCH (G-MVI-2)
SURVIVAL SYSTEMS BRANCH (G-MVI-3)
FISHING VESSEL & OFFSHORE SAFETY BRANCH (G-MVI-4)
VESSEL DOCUMENTATION & TONNAGE SURVEY BRANCH (G-MVI-5)
INFORMATION MANAGEMENT DIVISION (G-MIM)
POLICY & PROCEDURES BRANCH (G-MIM-1)
PROGRAMS SUPPORT BRANCH (G-MIM-2)
SYSTEMS SUPPORT BRANCH (G-MIM-3)
MARINE INVESTIGATION DIVISION (G-MMI)
CASUALTY REVIEW BRANCH (G-MMI-1)
PERSONNEL ACTION BRANCH (G-MMI-2)
MARINE SAFETY EVALUATION BRANCH (G-MMI-3)
PORT SAFETY AND SECURITY DIVISION (G-MPS)
PORT OPERATIONS BRANCH (G-MPS-1)
PORT SECURITY BRANCH (G-MPS-2)
POLICY & STANDARDS DEVELOPMENT BRANCH (G-MPS-3)
MERCHANT VESSEL PERSONNEL DIVISION (G-MVP)
SEAMAN DOCUMENTATION & RECORDS BRANCH (G-MVP-1)
LICENSING & EVALUATION BRANCH (G-MVP-2)
MERCHANT VESSEL PERSONNEL QUALIFICATION BRANCH (G-MVP-3)
MERCHANT VESSEL MANNING BRANCH (G-MVP-4)
MERCHANT MARINE EXAMINATION BRANCH (G-MVP-5)
WWII MARINER SERVICE CERTIFICATION BRANCH (G-MVP-6)
MERCHANT VESSEL PILOTAGE BRANCH (G-MVP-7)
MARINE TECHNICAL & HAZARDOUS MATERIALS DIVISION (G-MTH)
HAZARDOUS MATERIALS BRANCH (G-MTH-1)
ENGINEERING BRANCH (G-MTH-2)
NAVAL ARCHITECTURE BRANCH (G-MTH-3)
SHIP DESIGN BRANCH (G-MTH-4)
MARINE ENVIRONMENTAL PROTECTION DIVISION (G-MEP)
PREVENTION ENFORCEMENT AND STANDARDS BRANCH (G-MEP-1)
POLLUTION RESPONSE BRANCH (G-MEP-2)
ENVIRONMENTAL COORDINATION BRANCH (G-MEP-3)

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

1. **Mission**. To establish and maintain a coordinated Federal port safety and security program; a comprehensive environmental program; a program for the inspection of merchant vessels, for the prevention of marine casualties, and for the comprehensive development of standards; and a program for licensing and certificating merchant marine personnel.

2. **Functions**. Under the general direction and supervision of the Commandant, the Vice-Commandant, and the Chief of Staff, the Chief, Office of Marine Safety, Security and Environmental Protection shall:

   a. Establish basic plans, systems, and procedures under the marine safety, port and vessel security, and environmental protection activities of the Coast Guard and recommend broad policies.

   b. Enforce Federal laws which fall under the purview of the specific programs of this Office.

   c. Initiate, coordinate, and assure the development of regulations necessary for the timely implementation of new laws, treaties or Executive Orders associated with assigned programs. Monitor the adequacy of existing regulations, and update as needed to conform with legislative revisions or changed conditions.

   d. Manage Coast Guard resources for the prevention of, and response to, maritime terrorist threats and incidents.

   e. Coordinate with the Office of Law Enforcement and Defense Operations and the Office of Readiness and Reserve, Coast Guard port defense readiness contingency planning and liaison with other defense/transportation agencies for port mobilization and Maritime Defense Zone (MDZ) activities.

   f. Serve as Vice Chairman, U. S. Safety of Life at Sea Committee (SOLAS) and principal Coast Guard participant, National Committee for Prevention of Marine Pollution. Direct Coast Guard participation in international fora in areas of Office responsibility and authority.

   g. As Secretary of Transportation representative, chair the U. S. Port Security Committee. Administer the Special Interest Vessel program as directed by the U. S. Port Security Committee and the National Security Council.

   h. Serve as the Commandant's coordinator, liaison, and spokesperson on all environmental protection, marine safety and port security matters for which the Service has responsibility.

   i. Periodically review the administration of district Marine Safety Divisions and initiate recommendations to the District Commander to effect improvements in the organization and methods of administration of these divisions.

   j. Promulgate guidelines, standards and directives governing field program management, and establish a system to enable review of field operations.

   k. Serve as Program Director for the Marine Inspection Program, Port Safety and Security Program, Marine Environmental Response Program and Marine Licensing Program.

l. Issue such directives as may be necessary or appropriate to produce a correct and uniform administration of program functions.

m. Establish and maintain effective relationships with the maritime industry, port authorities, seamen organizations, the environmental community, and various private and public advisory councils, groups and organizations.

n. Administer the Great Lakes Pilotage Act of 1960. With respect to this Act, develop policy guidance, conduct reviews, and develop coordinated positions on issues involving international arrangements with Canada, special interest groups and the Congress.

o. Act as Chairman of the Ship Structure Committee.

p. Exercise technical control over assigned Headquarters units, and National Strike Force elements.

q. Sponsor the Towing Safety Advisory Committee (TSAC) which acts in an advisory capacity to the Secretary of Transportation on regulatory and other matters relating to shallow draft inland and coastal waterway navigation and towing safety.

r. Act as cochairman of full meetings of the Towing Safety Advisory Committee with the committee chairman appointed by the Secretary.

s. Develop, revise, produce and distribute merchant marine examinations.

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

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Economic Advisory Staff, shall:

   a. Establish a focus on ongoing and projected changes in the general national and international economy and in specific industries impacting on national maritime policy.

   b. Develop and maintain in current status a situational analysis of the position of office programs vis–a–vis the external economic environment and political climate.

   c. Annually develop and publish a multi–year forecast of the external economic environment that will affect the regulatory programs of the Office of Marine Safety, Security and Environmental Protection. Provide monthly updates of this forecast.

   d. Identify economic issues and industry trends that will likely affect maritime safety operations and program administration over a 5 to 15 year future. Develop background data, supporting analyses, and select strategic options for the Office Chief to choose from in addressing these trends.

   e. Represent the Chief, Office of Marine Safety, Security and Environmental Protection at economic and industry development forums.

   f. Provide support to Program Managers in the development of economic analyses for significant regulatory proposals.

   g. Perform specific economic analyses as directed by the Office Chief.

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

1. Under the general direction and supervision of the Commandant and the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Technical Advisory Staff, shall:

   a. Manage the international program of the Office with emphasis on participation in international organizations.

   b. Initiate and coordinate Coast Guard participation in Department of State advisory committees for the preparation of coordinated U. S. positions to international organizations and conferences on issues for which the Office has responsibility.

   c. Oversee the functioning of the U.S. Safety of Life at Sea (SOLAS) Working Groups to assure consistency of national policy.

   d. Assist the Commandant, Office Chief, and the Commandant's staff as necessary, in preparation and planning for participation in Office related international organizations and conferences.

   e. Assure timely incorporation and implementation of agreed upon international instruments relating to appropriate maritime issues to which the U.S. is party.

   f. Provide technical and managerial advice in the administration of the programs under purview of the Office.

   g. Coordinate the Research and Development Program for the Office of Marine Safety, Security and Environmental Protection.

   h. Serve as Secretary of the Ship Structure Committee.

   i. Perform special inspections of any vessel and facility for the information of the Chief, Office of Marine Safety, Security and Environmental Protection.

   j. Conduct studies of field units to assure uniformity of application of program direction.

   k. Manage the A-123 Program as it pertains to Office programs and field units.

   l. Manage the Office audit program; coordinate for the Chief Office of Marine Safety, Security and Environmental Protection, all audits of Office Programs and field units conducted by GAO and the DOT Inspector General.

   m. Direct the Old Vessel Inspection Program.

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

PLANNING STAFF
(G-MP)

1. Under the direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Planning Staff shall:

   a. Function as the Planning Officer for the Office of Marine Safety, Security and Environmental Protection.

   b. Direct and exercise oversight for the Office, of the operating programs' Planning, Programming and Budgeting and Evaluation (PPBE) System functions. Coordinate the preparation of program data and other documents required under the PPBE system.

   c. Perform strategic planning for the office, addressing current and forecasted organizational, operational, and resource-related issues.

   d. Undertake and assist in the conduct of technical, personnel, and management studies in support of office programs. Perform in-depth evaluations of office programs to assess program effectiveness and utilization of resources.

   e. Assist in coordinating office programs with those of other Headquarters offices, and work closely with those offices in planning, utilization and priority allocation of multi-mission facilities, where the offices have a common interest.

   f. Administer budgeted AFC-30 funds under the control of the Office, furnishing preliminary apportionments and allocation recommendations to the Chief, Office of Marine Safety, Security and Environmental Protection.

   g. Coordinate Federal legislation and/or regulation development for the Office of Marine Safety, Security and Environmental Protection. Coordinate responses to legislative proposals referred to the office for comment.

   h. Administer the Marine Safety Training Program.

   i. Coordinate all administrative matters including responses to correspondence and the submission of reports which require the action of the Office Chief on behalf of the office divisions and staff components.

   j. Sponsor the Towing Safety Advisory Committee and the National Offshore Safety Advisory Committee.

   k. Plan, direct and publish the Proceedings of the Marine Safety Council magazine and the Marine Safety Manual.

STRATEGIC PLANNING AND ANALYSIS BRANCH
(G–MP–1)

1. Under the direction and supervision of the Chief, Planning Staff, the Chief, Plans and Analysis Branch shall:

   a. Develop, with the assistance of the Program Manager, and maintain Program Description (PD) documents.

   b. Perform in–depth evaluations and reviews of the operating programs in regard to policy guidance and resulting program effectiveness. Develop and evaluate support policy and organizational decisions related to office programs.

      (1) Assist in the promotion, evaluation and development of new program initiatives, and in identifying new and more effective means of conducting existing programs.

      (2) Review and prepare position and issue papers on current and anticipated plans, programs, and problem areas of the office programs.

   c. Conduct strategic planning, addressing current and projected marine industry, environmental, and vessel and port safety and security issues. Short–and long–term plans shall meet the needs of the Program Director and Program Managers.

      (1) Identify and assess issues that will likely affect Coast Guard operations and administration over the 5 to 15 year future, developing background data, supporting analyses, and strategic options that may be available.

      (2) Document periodic statements of goals, objectives, and matters of specific strategic policy reflecting the office chief's broad guidance.

   d. Develop and maintain sources and systematic means for gathering information relative to political, economic and technological trends to provide environmental forecasts.

   e. Develop plans of action and milestones for policy and organizational initiatives of the office.

   f. Maintain liaison with the Strategic Planning Staff (G–CX).

RESOURCES AND BUDGET BRANCH
(G–MP–2)

1. Under the direction and supervision of the Chief, Planning Staff, the Chief, Budget Branch, shall:

   a. Function as Budget Officer for the Office of Marine Safety, Security and Environmental Protection.

   b. Maintain control of office budget development from forecast budget requests.

   c. Review and prepare the office position on all Resource Planning Proposals, including AC&I proposals, and coordinate the preparation of Issues, Prospectus' (RPs), and Resource Change Proposals (RCP's) for the office.

   d. Oversee budget execution for the office. Manage the disposition of all office AFC–30 funds, including the apportionment of funds, reconciliation of accounts and preparation of appropriate financial reports.

   e. Provide office interface with G–CBU on budgetary matters for all office programs.

   f. Act as facility manager for office programs.

      (1) Evaluate all reprogramming requests submitted by field units and district offices and prepare appropriate comments reflecting the office position on such requests.

      (2) Periodically evaluate the workload of field units and prepare appropriate recommendations for reprogramming resources.

      (3) Coordinate and prepare Operating Facility Change Orders (OFCO's) for office programs.

   g. Manage the user fee program including the annual review of all user fees, regulations, collections, reports to Congress and the inclusion of user fees in new regulatory programs as necessary.

TRAINING STAFF
(G–MP–3)

1. Under the direction and supervision of the Chief, Planning Staff, the Chief, Training Staff, shall:

   a. Administer the Marine Safety Training Program by:

      (1) Serving as Executive Secretary for the Marine Safety Training Council.

      (2) Providing administrative staff support for the Marine Safety Training Council.

      (3) Developing, coordinating and executing the Marine Safety Training Plan for all marine safety professional resident courses.

      (4) Compiling, evaluating, editing, distributing and maintaining the Marine Safety Training Guides.

      (5) Procuring, evaluating, distributing, and maintaining other instructional materials used in field unit training programs.

      (6) Administering industry training for office programs.

      (7) Administering postgraduate training for office programs.

      (8) Procuring, organizing, and managing a lending library of marine safety training materials, available to field units, district staffs, and Headquarters personnel.

      (9) Maintaining records of training and qualification for marine safety personnel.

      (10) Coordinating the periodic review of resident courses and curriculum outlines of the Marine Safety School.

      (11) Providing budgetary control of the training program.

      (12) Identifying new training needs, coordinating development of new training materials including: resident courses, self–paced lesson plans and video materials.

   b. Coordinate all civilian training for the Office of Marine Safety, Security and Environmental Protection.

   c. Function as the Marine Safety Technician (MST) rating manager.

COORDINATION BRANCH
(G–MP–4)

1. Under the direction and supervision of the Chief, Planning Staff, the Chief, Coordination Branch, shall:

   a. Review proposed and newly enacted legislation for program impact and coordinate responses to legislative proposals referred to the Office for comment. Interface with Congressional and Governmental Affairs Staff (G–CC), Legislation Division (G–LLX) and congressional staffs on office legislative programs.

   b. Study and review existing regulations in the light of subsequent changes in policy, operations, and legislation; initiate, coordinate and oversee all regulatory projects and regulatory reviews within the Office of Marine Safety, Security and Environmental Protection. Maintain liaison with the Marine Safety Council.

   c. Coordinate activities relating to advisory committees for the office. Serve as Executive Director of the Towing Safety Advisory Committee and the National Offshore Safety Advisory Committee, and provide administrative support and other services as are necessary for the committees.

   d. Analyze proposed rulemaking of other Federal agencies, identify conflicts with and restraints on Coast Guard program activities, and assist in their resolution.

   e. Publish the Proceedings of the Marine Safety Council, a cross–program publication of the several offices represented on the Council.

   f. Maintain a Marine Safety Manual that is responsive to the needs of Office programs, including timely published changes to internal Coast Guard procedures, marine technology, and new legislative action.

   g. Coordinate all administrative matters, including responses to correspondence and submission of reports which require the action of the Office Chief on behalf of the Office divisions and staff components.

   h. Monitor and coordinate all requests received in the Office for information under the Freedom of Information Act and the Privacy Act of 1974.

   i. Coordinate office support services.

   j. Monitor and coordinate all matters pertaining to personnel, both military and civilian, for office programs.

   k. Manage the MARGRAD recruitment program in conjunction with G–P.

   l. Manage congressional Q and A's from OMB, OST and Congress and coordinate preparation of congressional testimony.

   m. Manage the office Information Collection Budget process.

OIL POLLUTION ACT STAFF
(G–MS)

1. Under the general direction and supervision of the Commandant and the Chief, Office of Marine Safety, Security and Environmental Protection, the Director, Special Staff -- OPA 90, shall:

   a. Manage and direct a multidisciplined staff (engineers, naval architects, economists, attorneys, environmental specialists, editors, technical area experts) to implement the U. S. Coast Guard Oil Pollution Act of 1990 program.

   b. Perform special studies to support implementation of the Oil Pollution Act of 1990.

   c. Coordinate with Department of Transportation agencies, other government and state agencies, and national and international interests groups to develop needed information to prepare OPA 90 regulations to meet the intent of Congress and policies of the Department of Transportation.

   d. Serve as U. S. Coast Guard spokesman with Department of Transportation agencies, other government and state agencies, with the Congress and national and international interest groups on implementation of the Oil Pollution Act of 1990.

   e. Provide contracting, economic and environmental impact analysis expertise to support the development of regulations, the conduct of special studies, and the preparation of special reports as required by the Oil Pollution Act of 1990.

INFORMATION MANAGEMENT DIVISION
(G–MIM)

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Information Management Division, shall:

   a. Plan, organize, direct, promote, control and manage activities and resources associated with the collection, creation, use and dissemination of information.

   b. Develop, operate, maintain and support major information systems in order to satisfy the overall needs of the office. (Major systems are those which serve more than one division or which place an information collection burden on marine safety field units.)

   c. Implement statutory and regulatory requirements for carrying out information management activities.

   d. Develop and promulgate office–wide information resource management (IRM) policies, procedures and responsibilities to ensure that information resources are used effectively, efficiently and economically in support of Office missions.

   e. Develop long–range plans for meeting the Office's information needs.

   f. Coordinate information technology budget submittals to ensure consistency with the office's long–range IRM Plan.

   g. Develop, implement and manage an information resource acquisition review and approval process.

   h. Represent the Office of Marine Safety, Security and Environmental Protection on Coast Guard IRM councils, committees, and task forces.

   i. Establish and chair an Information Management Advisory Council (IMAC) to actively involve all programs and divisions in the management of information resources.

   j. Evaluate the data contained within the major office information systems in order to improve its accuracy, completeness, and reliability.

POLICY AND PROCEDURES BRANCH
(G-MIM-1)

1. Under the direction and supervision of the Chief, Information Management Division, the Chief, Policy and Procedures Branch, shall:

   a. Develop and annually revise a strategic five-year IRM Plan to meet office information needs and requirements. The plan identifies IRM goals, objectives, success factors, measures of success, and monitoring procedures.

   b. Establish policies and procedures to implement IRM requirements contained in applicable laws, regulations and policy directives.

   c. Review proposed and newly enacted legislation for office IRM impact and provide comments on legislative proposals referred to the office for comment.

   d. Promulgate office-wide IRM policies, procedures and responsibilities to ensure that information resources are used effectively, efficiently and economically in support of Office missions.

   e. Encourage the active involvement of all program and divisional staffs in information resources management.

   f. Establish Quality Assurance, Security, and Configuration Management procedures for all major information systems.

   g. Assist other divisions and staffs in the procurement, operation and maintenance of information system resources.

   h. Coordinate information technology budget submittals to ensure consistency with the Office's long-range IRM Plan.

   i. Develop and implement an Office-wide information resource acquisition approval process.

   j. Establish a library of information resource procurement requests and supporting documentation.

   k. Coordinate responses to all requests for information received in the Office under the Freedom of Information Act and the Privacy Act of 1974.

   l. Perform miscellaneous divisional personnel, budgetary and administrative support functions.

PROGRAM SUPPORT BRANCH
(G–MIM–2)

1. Under the direction and supervision of the Chief, Information Management Division, the Chief, Program Support Branch, shall:

   a. Define, design, develop, support and enhance major office information systems in order to satisfy the immediate, intermediate and long–term needs of the Marine Safety Programs.

   b. Identify, request and manage the R&D, AC&I and OE funds for the definition, design, development and enhancements of all major systems.

   c. Implement procedures for the users of major office information systems to identify problems and request changes to major office information systems in order to keep them current with program needs.

   d. Establish procedures to keep the user communities informed about issues relevant to major office information systems.

   e. Establish procedures to train and assist the user communities in the proper use of all major office information systems applications.

   f. Encourage the active involvement of program and divisional staffs in the design, development and enhancement of systems to satisfy the overall requirements of the Office.

   g. Identify information systems which are no longer cost efficient and coordinate efforts to replace them.

   h. Identify information which no longer serves a useful purpose and coordinate efforts to eliminate its capture.

   i. Prioritize, schedule and perform approved enhancements on major information systems.

   j. Follow all security, configuration management and quality assurance procedures while enhancing major systems.

   k. Develop and distribute necessary changes to system and user documentation.

SYSTEM SUPPORT BRANCH
(G–MIM–3)

1. Under the direction and supervision of the Chief, Information Management Division, the Chief, System Support Branch, shall:

   a. Serve as the operational control authority for all major office information systems.

   b. Identify, request and manage OE funds and resources for systems operations and maintenance.

   c. Manage host facility operations for all major office information systems to ensure system availability, reliability, integrity, security, and recovery.

   d. Maintain production systems in accordance with the approved functional and architectural baselines.

   e. Manage the loading, conversion and maintenance of software and data on all major Office information systems.

   f. Establish procedures to analyze, evaluate and improve the accuracy, integrity, reliability and utility of data and records contained in the major office information systems.

   g. Manage telecommunications for all major office information systems.

   h. Coordinate hardware maintenance support for all major office information systems.

   i. Develop projections for system usage, performance, capacity, resource requirements and life–cycle costs for all major information systems.

   j. Enforce data security, privacy, and integrity controls for information contained on major Office information systems.

   k. Apply security, configuration management and quality assurance procedures to management of major office information systems.

   l. Provide technical assistance to the managers of the office's standard workstation clusters.

MARINE ENVIRONMENTAL PROTECTION DIVISION
(G–MEP)

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Marine Environmental Protection Division shall:

   a. Serve as the Program Manager for the Marine Environmental Protection Program.

   b. Coordinate and administer Coast Guard investigation of, and response to, reports of pollution incidents and threats of pollution incidents in the coastal zone.

   c. Serve as Vice–Chairman of the National Response Team (NRT).

   d. Represent the Coast Guard, its view and positions, on environmental planning matters at meetings with officials of the Department, other governmental agencies, the private sector, and international bodies.

   e. Establish training requirements for Coast Guard personnel and units engaged in pollution response activities.

   f. Provide technical oversight of the Coast Guard Marine Safety Laboratories in support of field oil investigation. Manage and coordinate the National Strike Force (NSF).

   g. Coordinate, together with appropriate government agencies and private sector organizations, Coast Guard sponsorship of and participation in exercises and conferences designed to help prevent releases of oil/hazardous substances and enhance emergency response capabilities for such incidents.

   h. Initiate or review, for submission to the Marine Safety Council, regulations relating to the Marine Environmental Response Program.

   i. Initiate, develop and review pollution prevention initiatives, voluntary standards and other guidance for the marine industry.

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

1. Under the direction and supervision of the Assistant Chief, Marine Environmental Protection Division, the Chief, Prevention, Enforcement & Standards shall:

   a. Be responsible for the initiation, development, and review of pollution prevention regulations, voluntary standards and other guidance for the marine industry.

      (1) Provide technical assistance to other branches within the Division on the regulatory process.

      (2) Remain knowledgeable concerning the economic and environmental impact of the Division's regulations.

      (3) Maintain the Marine Safety Manual (MSM) chapters as they relate to prevention and enforcement of the environmental laws and regulations.

      (4) Remain cognizant of MARPOL as it relates to prevention and enforcement.

   b. Coordinate FOIA requests. Analyze environmental incidents and accidents from MSIS and make recommendations for preventing accidents.

   c. Deepwater ports – Draft and coordinate CG policy for enforcement of Deepwater ports regulations.

   d. Ocean Dumping – Draft, coordinate and oversee CG policy for ocean dumping.

   e. Ocean Incineration – Draft, coordinate policy and operations for ocean incineration.

   f. Coastal Zone Management (CZM) – Review and monitor each State's CZM program to identify areas of conflict.

   g. Marine Sanctuaries – Review Marine Sanctuary legislation, proposals and environmental impact statements to determine if adverse impacts on CG missions and operations occur.

   h. Lightening – Coordinate and administer offshore lightening activities.

   i. Shore Protection Act – Assign and issue Vessel ID numbers for all vessels transporting municipal/commercial waste.

   j. Provide Computer System Manager for the division.

POLLUTION RESPONSE BRANCH
(G–MEP–2)

1. Under the direction and supervision of the Assistant Chief, Environmental Protection Division, the Chief, Pollution Response Branch, shall:

   a. Plan and implement the Coast Guard program in response to threats of pollution incidents in the coastal zone. Develop policy and issue directives and regulations concerning on–site pollution investigation, response, and removal.

   b. Coordinate public and private efforts directed at the removal of pollutants resulting from disasters upon the navigable waters of the United States.

   c. Coordinate the activity of the National Strike Force (NSF).

   d. Provide guidance and technical assistance to the National Response Center (NRC). Coordinate liaison between NRC, National Response Team (NRT) and Regional Response Team (RRT).

   e. Review and monitor local and regional contingency plan development. Direct necessary changes and action to improve the efficiency of the plans and to assure their compliance with national policies.

   f. Monitor and evaluate district response activities and perform necessary liaison with RRTs.

   g. Coordinate design and acquisition of resources for removal activities including equipment development and procurement support.

   h. Coordinate emergency actions in accordance with the Federal Water Pollution Control Act (FWPCA 311(d)) and the Intervention on the High Seas Act, as directed by the Commandant.

   i. Identify and promulgate procedures for obtaining diving and salvage assistance available from U.S. Navy and commercial sources under Navy contract.

   j. Coordinate pollution response training programs for Coast Guard personnel and units engaged in pollution response activities.

   k. Exercise oversight responsibility for spill investigation.

ENVIRONMENTAL COORDINATION BRANCH
(G-MEP-3)

1. Under the direction and supervision of the Assistant Chief, Environmental Protection Division, the Chief, Environmental Coordination Branch shall:

   a. Establish and maintain liaison with appropriate Headquarters divisions, Departmental offices, Coast Guard district offices and field units, and other Federal and state departments and agencies to ensure the coordination of the Coast Guard's Environmental Protection Program.

   b. Represent the Coast Guard at meetings involving government agencies, the Petroleum Industry Response Organization (PIRO) and other private and public organizations, including Coastal Zone Management and Ocean Dumping Surveillance, and international organizations regarding international Marine Environmental Protection matters.

   c. Provide Coast Guard representation and coordinate technical assistance to appropriate international organizations, including the International Maritime Organization (IMO), United Nations Environment Program (UNEP), United Nations Disaster Relief Organization (UNDRO), Organization of American States (OAS), and the Pan American Health Organization (PAHO).

   d. Coordinate development of appropriate international marine pollution contingency plans for all U.S. geographic border regions; coordinate development of bilateral and multilateral international pollution response cooperation agreements. Oversee national and field implementation of such agreements, and maintain a national level framework for inter-governmental cooperation.

   e. Coordinate the international emergency response and technical assistance activities of the National Strike Force (NSF) Strike.

   f. Establish and maintain liaison with foreign governments through the Department of State, in conformance with international pollution response agreements.

   g. Develop and manage inter-agency funding agreements, coordinated with the Department of State, to provide Coast Guard Marine Environmental Protection technical assistance and training for foreign nations and regions of mutual interest.

MARINE INVESTIGATION DIVISION
(G-MMI)

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Marine Investigation Division shall:

   a. Develop and administer an integrated inventory and accident evaluation system for the Office programs including:

      (1) Collection, review, classification, evaluation and storage of raw data relating to marine casualties and accidents which can be processed into useful information.

      (2) The orderly and timely transmittal of information, through periodic and/or special reports, to appropriate users. Included in these reports would be conclusions and/or recommendations for action as appropriate.

      (3) Training and administration of personnel engaged in marine investigative functions, emphasizing liaison with all divisions within the Office of Marine Safety, Security and Environmental Protection and other users.

      (4) Evaluation of information relating to vessel casualties and marine accidents for the purpose of initiating corrective measures and to satisfy the needs of other authorized users.

      (5) Analysis and administration of all matters pertaining to remedial actions for commercial vessel personnel under the suspension and revocation proceedings.

      (6) Supervision of a coordinated effort in determining the causal factors in marine accidents, and in near-miss situations, to provide substantive input to the Chief, Merchant Vessel Personnel Division with respect to the man-machine interface.

   b. Administer the Merchant Seamen Administrative Clemency Program to ensure that the best interests of justice are served concurrently with the achievement of the remedial action objective of the program.

   c. Coordinate intra-office and intra-Coast Guard input regarding casualty investigations/Marine Boards of Investigation; integrate this input into a formal Commandant's Action consistent with Coast Guard policy.

   d. Initiate and review, for submission to the Marine Safety Council regulations relating to 46 C.F.R., Parts 4 and 5.

   e. Provide primary liaison with the National Transportation Safety Board (NTSB) and coordinate Coast Guard responses to National Transportation Safety Board recommendations.

   f. Maintain the primary source of data on the occurrence of marine casualties and accidents for use in the development of a risk management system.

   g. Pursue an active liaison with appropriate components of Coast Guard relative to the evaluation of marine casualties and accidents and their relationship with traffic management systems, aids to navigation, search and rescue operations, and recreational boating experiences.

h. Provide primary liaison with the elements of the marine insurance industry including the American Institute of Marine Underwriters, the Hull Insurance Syndicate, United States Salvage Association, and various protection and indemnity (P&I) associations and clubs.

i. Pursue continuing liaison with investigative and safety evaluation elements of the National Transportation Safety Board and other governmental agencies, industry and research organizations.

j. Monitor the assessment of penalties for violations of laws and regulations related to Office programs to ensure that enforcement action is uniform and is in accordance with current Coast Guard policy.

k. Require appropriate storage and disposition of casualty and personnel action reports and records to be in accordance with current Coast Guard directives, and consistent with existing law and regulations regarding disclosure and privacy of information.

CASUALTY REVIEW BRANCH
(G-MMI-1)

1. Under the direction and supervision of the Chief, Marine Investigation Division, the Chief, Casualty Review Branch shall:

   a. Administer a program for the investigation and review of marine casualties involving commercial vessels to include:

      (1) Developing directives and instructions for guidance of field personnel engaged in investigations.

      (2) Reviewing all casualty investigation reports and records requiring Commandant's action in accordance with current directives.

      (3) Maintaining custody of all casualty investigation reports and records.

      (4) Providing casualty records and information derived from same to other Coast Guard divisions, other government agencies, special committees and industry associations for information to improve or more properly effectuate sound standards of safety.

   b. Maintain a current status of all Marine Boards of Investigation and action on the reports of same and prepare status reports so that the Chief, Office of Marine Safety, Security and Environmental Protection will be kept advised.

   c. Refer reports requiring Commandant's action to other divisions for information and comments.

   d. Prepare the Coast Guard's official position with respect to all reports requiring Commandant's action.

   e. Maintain liaison with the National Transportation Safety Board (NTSB) with respect to the status of cases pending Board action.

   f. Coordinate Coast Guard responses to National Transportation Safety Board recommendations and maintain records concerning all correspondence with NTSB.

   g. Provide membership to the Maritime Administration Awards Committee.

PERSONNEL ACTION BRANCH
(G-MMI-2)

1. Under the direction and supervision of the Chief, Marine Investigation Division, the Chief, Personnel Action Branch shall:

   a. Maintain and administer a program for taking remedial action against documents and licenses held by merchant seamen and other commercial vessel personnel to include:

      (1) Developing directives and instructions for guidance of field personnel.

      (2) Reading all decisions and orders of Administrative Law Judges as a means of monitoring the effectiveness of Coast Guard investigating officer training and related matters. Maintaining the pertinent information for the seaman's record.

      (3) Reviewing for completeness, reports received from the various marine inspection offices involving merchant seamen where action is indicated against their licenses and/or documents, and the forwarding of such cases to the cognizant Commanding Officer of the field unit, for appropriate action.

      (4) Maintaining disciplinary records of merchant seamen for use by field personnel.

      (5) Maintaining and publishing to field offices a "Seaman Wanted List" containing the names of seamen who are wanted for further investigation.

      (6) Maintaining and distributing to the field offices a "Seaman Locator List" containing the names of seamen wanted for service of Decisions and Orders issued by Administrative Law Judges and/or for surrender of merchant mariners' documents.

      (7) Review suspension and revocation appeals for completeness and prepare them for forwarding to Chief, Administrative Law Judge and the Maritime and International Law Division (G-LMI) for Commandant's decision.

   b. Be responsible for the screening of applicants for merchant mariners' documents relative to narcotic drug violations in accordance with 46 U.S.C. 7503.

   c. Serve as a member of the Security Evaluation Board and prepare summaries of information to be considered by the Board on the individual applicant pursuant to Executive Order (E.O.) 10173.

   d. Review applications for merchant mariners' documents and/or licenses under the administrative clemency procedures. Collect and assemble applications and associated documents for review by the Coast Guard Clemency Board. Also, serve as a member of each Board and prepare a summary of the Board's findings.

   e. Maintain and administer a civil penalty program for violations of laws and regulations related to Office programs.

   f. Serve as the Classified Material Control Officer for the Division.

MARINE SAFETY EVALUATION BRANCH
(G–MMI–3)

1. Under the direction and supervision of the Chief, Marine Investigation Division, the Chief, Marine Safety Evaluation Branch shall:

   a. Maintain and administer a program for the evaluation of causal factors related to marine casualties and accidents involving commercial vessels to include:

      (1) Review all casualty investigations, reports and records, performing the extraction of accident and casualty data from all reports into automated storage systems.

      (2) Initiate statistical analyses and special studies of marine accident reports and records for use in the development, improvement and enforcement of commercial vessel safety standards.

      (3) Insure the elimination of unnecessary duplication of casualty and personnel data reporting.

      (4) Assist in the development of field reporting procedures and documents.

      (5) Prepare recommendations based upon completed analyses and special studies which would take the form of legislative proposals, regulation amendments, and/or policy changes which would improve the level of safety on commercial vessels.

      (6) Maintain a continuing review and follow–up of accidents, and near–misses, to more properly evaluate the relationship of commercial vessel personnel in the man–machine interface; initiate recommendations as appropriate.

      (7) Review and evaluate the relationship between the casualty investigation program and the personnel action program.

   b. Prepare, circulate, publish and share information of broad interest to other Headquarters divisions, other government agencies and the marine industry concerning:

      (1) Various casualty and accident statistics.

      (2) Trends of marine casualties and accidents.

      (3) Results of special studies and casualty analysis.

      (4) Articles specifically emphasizing lessons to be learned from casualty trends and statistics.

   c. Maintain and administer a program for the aggressive pursuit of the liaison responsibilities assigned to the Marine Investigation Division in the areas of marine insurance, other Coast Guard offices, and other agencies' investigative and safety evaluation elements.

   d. Maintain and administer a program related to the occurrences of marine casualties and accidents in the development of a risk–management program.

MARINE TECHNICAL AND HAZARDOUS MATERIALS DIVISION (G-MTH)

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Marine Technical and Hazardous Materials Division shall:

   a. Assure that commercial vessels and marine structures are designed in accordance with Federal safety and pollution abatement standards. This includes:

      (1) Evaluate design plans and specifications for construction or alteration of commercial vessels and marine structures to assure compliance with Federal regulations.

      (2) Develop policies and procedures for and review of load line certificates and computations and violations of load line regulations; maintain load line records; and reply to inquiries on load line matters.

      (3) Respond to technical questions concerning vessel design and carriage of hazardous cargoes.

      (4) Evaluate novel proposals involving vessel and structural design for the transportation of hazardous materials, considering safety aspects and associated pollution hazards.

   b. Provide technical direction and coordination of the Marine Safety Laboratories.

   c. Identify the need for and initiate research and development projects or special studies relating to the safety of commercial vessels, fire safety, marine structures and hazardous material safety.

   d. Analyze reports of marine casualties, recommend action to be taken in specific cases, and participate on marine boards of investigation.

   e. Initiate and develop regulations for vessel and hazardous material safety and environmental protection on commercial vessels relating to naval architecture, marine engineering, electrical engineering, fire protection and safety engineering and hazardous cargo containment and handling.

   f. Develop rules and regulations for the transportation, handling, loading, discharging, stowage, and use of explosives or other dangerous cargoes. Develop and maintain rules and regulations pertaining to the transportation by water of radioactive materials and other hazardous cargoes.

   g. Develop and promulgate policy for the Coast Guard's marine safety occupational health and safety program.

   h. Represent the United States in discussion of such matters at the international level through the International Maritime Organization (IMO) and other international bodies. Develop or provide technical assistance in the development of United States position papers on technical matters affecting commercial vessel and hazardous materials safety and pollution abatement.

   i. Classify chemicals to determine which may be safely transported. Develop regulations for the minimum carriage requirements appropriate for tank ships and barges.

j. Participate in professional societies and national and international standards–making organizations to develop safety and pollution abatement codes and standards. Foster awareness of vessel safety, hazardous material safety and pollution prevention considerations.

k. Provide direct technical support to the Marine Inspection Program, Marine Licensing Program, Waterways Management Program, Port Safety and Security Program, Marine Environmental Response Program, and the Bridge Administration Program.

l. Provide direct policy and technical program support to Headquarters divisions; the Department of Transportation, Marine Safety Security, and environmental protection field units in areas related to vessel, hazardous cargo, and deepwater port safety and pollution abatement.

m. Develop policy for the oversight of those organizations delegated authority to perform plan approval, equipment and systems approval, stability review, and load line assignments.

HAZARDOUS MATERIALS BRANCH
(G-MTH-1)

1. Under the direction and supervision of the Chief, Marine Technical and Hazardous Materials Division, the Chief, Hazardous Materials Branch shall:

   a. Develop and maintain bulk chemical and packaged cargo safety regulations, standards, and guidelines that promote the safety of life and protection of property and the environment. Provide expertise and technical support to the Commandant, Coast Guard units, U.S. governmental agencies, other national governments, industry and the public relating to:

      (1) Waterborne shipment of packaged and bulk hazardous materials.

      (2) Occupational health and safety of marine industry hazardous chemical workers and marine safety personnel.

      (3) Annexes II and III of MARPOL 73/78.

      (4) Classification of new cargoes for bulk shipment and specification of minimum carriage requirements.

      (5) Chemical Hazard Response Information System.

      (6) Bulk Solids Special Permits, Ship's Stores Certification and evaluation of DoT exemptions for water mode of transportation.

   b. Evaluate and approve concepts, plans, specifications, and technical data for vessels and marine structures of unusual or unique design to determine compliance with the intent of existing regulations.

   c. Initiate and review proposed international and national regulations, standards, and specifications to assure adequate and reasonable safety in response to:

      (1) New developments in marine transportation concepts

      (2) Casualty analysis

      (3) National Transportation Safety Board (NTSB) recommendations

      (4) Research and development activities

      (5) Legislative and executive mandates

      (6) International treaties and bilateral agreements

   d. Formulate policy and instructions for the guidance of naval architects, marine engineers, and shipbuilders outlining minimum acceptable safety standards for vessels. Answer inquiries and interpret regulations for district commanders, marine inspection offices, marine safety offices, and the marine industry. Maintain policy consistency among the Hazardous Materials Branch, Marine Safety Center, and field inspection offices.

   e. Resolve formal appeals by industry of decisions rendered by Coast Guard officials or their representatives.

f. Maintain liaison with DoT Research and Special Programs Administration (RSPA), Office of Hazardous Materials Transportation, other government agencies and national and international standards development organizations. Participate in related committees and in the standards development activities of such organizations.

g. Represent the Coast Guard on the Marine Chemist Qualification Board.

h. Represent the Division at advisory committee meetings (Towing Safety Advisory Committee (TSAC) CTAC, HMAC) and industry consensus groups (Chlorine Institute, National Fire Protection Association (NFPA), ANSI, CMA).

i. Coordinate with the maritime industry to establish training programs for persons involved in the transport and handling of hazardous materials.

j. Provide technical oversight of delegated activities relating to branch responsibilities performed by other parties.

k. Participate as a United States representative to international fora such as the United Nations International Maritime Organization and other international groups such as the United Nations Committee of Experts on the Transport of Dangerous Goods.

l. Recommend and guide research and development necessary to establish a technical basis for regulatory projects, policy, instructions, and guidance.

m. Provide technical support to marine boards of investigation and other Headquarters offices.

ENGINEERING BRANCH
(G–MTH–2)

1. Under the direction and supervision of the Chief, Marine Technical and Hazardous Materials Division, the Chief, Engineering Branch shall:

   a. Develop and maintain marine and electrical engineering regulations, standards and guidelines that promote the safety of life and the protection of property and the environment. Provide expertise and technical support to the Commandant, Coast Guard units, other government agencies, other national governments, industry, and the public relating to vessel:

      (1) General design

      (2) System operations

      (3) Automation (including state–of–the–art computer based systems for reduced vessel manning)

      (4) Boiler, pressure vessel and piping system design

      (5) Electrical equipment and systems

      (6) Diving Systems

      (7) Unique concepts

   b. Evaluate and approve concepts, plans, specifications, and technical data for vessels and marine structures of unusual or unique design to determine compliance with the intent of existing regulations.

   c. Initiate and evaluate proposed international and national regulations, standards, and specifications to assure adequate and reasonable safety in response to:

      (1) New developments in marine transportation concepts

      (2) Casualty analysis

      (3) Research and development activities

      (4) Legislative and Executive mandates

      (5) NTSB recommendations

      (6) International treaties and bilateral agreements

   d. Formulate policy and instructions for the guidance of naval architects, marine engineers, and shipbuilders outlining minimum acceptable safety standards for vessels. Answer inquiries and interpret regulations for district commanders, marine inspection offices, marine safety offices, and the marine industry. Maintain policy consistency among the Engineering Branch, the Marine Safety Center and the field inspection offices.

   e. Resolve formal appeals by industry of decisions rendered by Coast Guard officials or their representatives.

f. Maintain liaison with classification societies, other government agencies, and national and international standards development organizations. Participate in related committees and in the standards development activities of such organizations.

g. Participate in technical and professional societies and industry committees such as the American National Standards Institute (ANSI), IEC, IEEE, ASME, ASTM and UL to develop, evaluate and promote, safety standards and third–party certification programs.

h. Develop delegations to, and policies and programs for, oversight of vessel design evaluation functions performed by classification societies and other organizations on behalf of the Coast Guard.

i. Participate as the United States representative to international fora such as the United Nations International Maritime Organization (IMO) and other international groups.

j. Recommend and guide research and development necessary to establish a technical basis for regulatory projects, policy, instructions, and guidance.

k. Provide technical support to marine boards of investigation and other Headquarters offices.

NAVAL ARCHITECTURE BRANCH
(G-MTH-3)

1. Under the direction and supervision of the Chief, Marine Technical and Hazardous Materials Division, the Chief, Naval Architecture Branch shall:

   a. Develop and maintain structural and stability regulations, standards, and guidelines that promote the safety of life and protection of property and the environment. Provide expertise and technical support to the Commandant, Coast Guard units, U. S. governmental agencies, other national governments, industry, and the public relating to vessel:

      (1) Stability

      (2) Subdivision

      (3) Load Lines

      (4) Structures

      (5) Materials

      (6) Welding and fabrication

      (7) Hydrodynamics

      (8) Seakeeping

      (9) Fishing vessels

   b. Evaluate and approve concepts, plans, specifications, and technical data for vessels and marine standards of unusual or unique design to determine compliance with the intent of existing regulations.

   c. Initiate and review proposed international and national regulations, standards, and specifications to assure adequate and reasonable safety in response to:

      (1) New developments in marine transportation concepts

      (2) Casualty analysis

      (3) NTSB recommendations

      (4) Research and development activities

      (5) Legislative and executive mandates

      (6) International Treaties and bilateral agreements

   d. Formulate policy and instructions for the guidance of naval architects, marine engineers, and shipbuilders outlining minimum acceptable safety standards for vessels. Answer inquiries and interpret regulations for district commanders, marine inspection offices, marine safety offices, and the marine industry. Maintain policy consistency among the Naval Architecture Branch, Marine Safety Center, and field inspection offices.

e. Resolve formal appeals by industry of decisions rendered by Coast Guard officials or their representatives.

f. Maintain liaison with classification societies, other government agencies, and national and international standards development organizations. Participate in related committees and in the standards development activities of such organizations.

g. Participate in technical and professional societies and industry committees to develop and evaluate safety standards.

h. Provide technical oversight of activities performed by other parties on behalf of the Coast Guard relating to branch responsibilities.

i. Formulate technical policy concerning standards of stability, strength, freeboard, and seakeeping appropriate for load lines. Represent the United States on load line matters at the IMO.

j. Participate as a United States representative to international fora such as the United Nations International Maritime Organization (IMO) and other international groups, such as bilateral committees with Canada. Serve as the United States representative in the IMO Subcommittee on Stability, Load lines and Fishing Vessel Safety.

k. Recommend and guide research and development necessary to establish a technical basis for regulatory projects, policy, instructions and guidance. Coordinate structures research with the interagency Ship Structure Committee.

l. Serve as the division coordinator for all technical computer usage and funding.

m. Provide technical support to marine boards of investigation and other Headquarters offices.

SHIP DESIGN BRANCH
(G-MTH-4)

1. Under the direction and supervision of the Chief, Marine Technical and Hazardous Materials Division, the Chief, Ship Design Branch shall:

   a. Develop and maintain fire and general safety regulations, standards, and guidelines that promote the safety of life and protection of property and the environment. Provide expertise and technical support to the Commandant, Coast Guard units, U.S. governmental agencies, other national governments, industry, and the public relating to vessel:

      (1) General design

      (2) Arrangements and outfitting

      (3) Load lines

      (4) Maneuverability

      (5) Human Engineering

      (6) Systems interface

      (7) Fire protection and life safety

      (8) Operations

      (9) Marine nuclear applications.

   b. Evaluate and approve concepts, plans, specifications, and technical data for vessels and marine structures of unusual or unique design to determine compliance with the intent of existing regulations. Serve as the lead branch for appeals and evaluation of vessel plans involving more than a single branch within the Division.

   c. Initiate and evaluate proposed international and national regulations, standards, and specifications to assure adequate and reasonable safety in response to:

      (1) New developments in marine transportation concepts

      (2) Casualty analysis

      (3) NTSB recommendations

      (4) Research and development activities

      (5) Legislative and executive mandates

      (6) International treaties and bilateral agreements

   d. Formulate policy and instructions for the guidance of naval architects, marine engineers, and shipbuilders outlining minimum acceptable safety standards for vessels. Answer inquiries and interpret regulations for district commanders, marine inspection offices, marine safety offices, and the marine industry. Maintain policy consistency among the Ship Design Branch, Marine Safety Center and field inspection offices.

e. Resolve formal appeals by industry of decisions rendered by Coast Guard officials or their representatives.

f. Provide technical oversight of load line assigning authorities. Provide technical guidance concerning conditions of load line assignment, protection of the crew, and requests for load line exemptions.

g. Maintain liaison with classification societies, other government agencies, and national and international standards development organizations. Participate in related committees and in the standards development activities of such organizations.

h. Participate in technical and professional societies and industry committees to develop and evaluate safety standards and third party certification programs.

i. Develops policies and programs for oversight of vessel design evaluation functions performed by classification societies and other organizations on behalf of the Coast Guard.

j. Participate as the United States representative to international fora such as the United Nations International Maritime Organization (IMO) and other international groups.

k. Recommend and guide research and development necessary to establish a technical basis for regulatory projects, policy, instructions and guidance.

l. Serve as the division training coordinator.

m. Provide technical support to marine boards of investigation and other Headquarters offices.

MERCHANT VESSEL INSPECTION AND DOCUMENTATION DIVISION (G-MVI)

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Merchant Vessel Inspection and Documentation Division shall:

   a. Serve as the Program Manager for the Marine Inspection Program.

   b. Administer this program for the improvement and enforcement of commercial vessel material and operational safety standards, including:

      (1) The inspection of commercial vessels, vessels operating on the Outer Continental Shelf(OCS), deep water ports, hulls, machinery, boilers, life saving, fire fighting, pollution prevention equipment, and other equipment.

      (2) The development and enforcement of regulations with respect to uninspected commercial vessels.

      (3) The development of improved inspection compliance standards or other corrective measures based upon a continuing program of marine casualty analyses.

      (4) The development and enforcement of safety standards for the Outer Continental Shelf Safety Program which includes mobile offshore drilling units (MODU)s, fixed platforms, foreign vessels on the OCS, and commercial diving.

      (5) The development and enforcement of safety standards for commercial fishing industry vessels.

   c. Initiate or review, for submission to the Marine Safety Council, regulations relating to merchant marine safety and marine environmental protection.

   d. Oversee the development and maintenance of training requirements for personnel and units involved in Marine Inspection Program activities.

   e. Provide as necessary, statistical reports based on available information supplied by field offices.

   f. Review records of certificates of inspection to assure uniformity and compliance with applicable inspection laws and regulations.

   g. Issue safety certificates and exemption certificates in accordance with the currently effective International Convention for Safety of Life at Sea.

   h. Administer the approved equipment program on commercial vessels including equipment approval and factory inspections relating to life saving, fire fighting, fire protection and environmental protection equipment.

   i. In accordance with memorandum of understandings (MOU)s, administer the inspection of public vessels for the Department of the Army, Navy and other government agencies.

   j. Act for the Commandant on appeals from decisions or actions of any Officer-in-Charge, Marine Inspection, or district commander, in matters relating to compliance with vessel inspection and vessel documentation laws and regulations.

k. Develop and maintain liaison with the Occupational Safety and Health Administration (OSHA). Develop and promulgate health and safety standards and regulations relative to U. S. inspected vessels.

l. Provide participation in national and international conferences (such as the International Maritime Organization (IMO)) and meetings in the interest of advancing vessel standards including vessel inspection requirements, lifesaving appliances, and tonnage measurement.

m. Administer the 1969 Tonnage Convention and the tonnage regulations for U. S. vessels.

n. Administer the International Convention for Safe Containers as well as a container certification program involving designation of certifying authorities.

o. Maintain liaison with and oversight of those organizations delegated authority to perform inspection, equipment testing and approval, and measurement functions and responsibilities.

p. Coordinate enforcement policy for foreign vessel boarding activities.

q. Administer a system for the documentation of U. S. vessels to ensure uniformity in the application of statutes, rules, and regulations relating to vessel documentation.

r. Maintain liaison with other government agencies, admiralty attorneys, ship owners and operators, naval architects, representatives of maritime labor, municipal and industry associations, and research organizations relative to legal, administrative, technical, and policy issues related to vessel documentation.

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

COMPLIANCE AND ENFORCEMENT BRANCH
(G-MVI-1)

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection and Documentation Division, the Chief, Compliance and Enforcement Branch shall:

   a. Develop procedures and provide guidance to Marine Safety Offices (MSOs) and Marine Inspection Offices (MIOs) for conducting required commercial vessel and recreational boat inspections, including the following:

      (1) Revise, as necessary, the existing vessel inspection regulations, including those changes made necessary because of approved recommendations of National Transportation Safety Board (NTSB), Marine Boards, and marine casualty investigations.

      (2) Prepare Marine Safety Manual changes and provide Division control for changes to Volume II of the Marine Safety Manual (COMDTINST M16000.3 series).

      (3) Research and draft required Navigation and Vessel Inspection Circulars (NVICs) and Commandant Instructions.

      (4) Administer various experimental vessel inspection programs.

      (5) Administer inspector workplace safety programs.

      (6) Initiate action on the recommendations of field commands concerning vessel inspection methods and procedures.

      (7) Provide direction to the MSO/MIOs regarding enforcement of and compliance with recreational boating standards through the Recreational Boat Manufacturer Factory Visit Program and maintain liaison with G-NAB-6.

   b. Monitor the compliance of U. S. and foreign commercial vessels with U. S. laws and regulations, and international treaties, through the following:

      (1) Prepare various safety certificates and exemption certificates for U. S. passenger vessels under the International Convention for the Safety of Life at Sea (SOLAS).

      (2) Develop and maintain standards for third party inspections.

      (3) Review reports of casualties related to failure of vessel equipment and operations. Review reports of fires, collisions and groundings.

      (4) Review Structural Failure and Equipment Failure Reports to determine trends or class problems.

      (5) Monitor MSO/MIO field workload and provide temporary inspector assistance as required.

      (6) Provide input to the preparation of division responses concerning vessel inspection matters on NTSB or Marine Board recommendations and marine casualty investigations.

      (7) Provide participation in national and international conferences and meetings in the interest of advancing vessel inspection standards.

c. Represent the Marine Inspection Program on matters related to development and maintenance of training requirements for personnel and units involved in Marine Inspection Program activities.

d. Enforce compliance with vessel inspection standards, including the following:

(1) Administer the application of international treaty requirements on U. S. vessels and foreign vessels operating in U. S. waters. Prepare reports to International Maritime Organization (IMO) concerning intervention on foreign flag vessels.

(2) Prepare Commandant's Action on Appeals of inspection requirements issued by Officers in Charge, Marine Inspection (OCMI)s.

(3) Coordinate Coast Guard policy for marine sanitation device enforcement activities on vessels.

(4) Administer the 1966 Load Line Convention with regard to application, classification society appointment letters, enforcement, surveys, inspections, extension of full term certificates, single voyage authorization letters, exemptions, and logbook entries.

e. Provide commercial vessel inspection information management, through the following:

(1) Participate in the development of the Marine Safety Information System (MSIS). Develop and maintain the operating policies for the vessel inspection products of MSIS.

(2) Maintain existing U. S. vessel inspection files and foreign flag vessel files and records.

(3) Review certificates of inspection for compliance with applicable laws and regulations.

(4) Consolidate and compile pertinent vessel inspection reports.

f. Perform the following administrative duties related to commercial vessel safety:

(1) Respond to public and congressional inquiries relating to commercial vessel safety.

(2) Establish and maintain contact with public and other Federal agencies regarding vessel inspection matters of mutual concern.

STANDARDS DEVELOPMENT BRANCH
(G-MVI-2)

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection and Documentation Division, the Chief, Standards Development Branch, shall:

   a. Be responsible for the initiation, development, review and/or modification of safety and pollution prevention regulations, voluntary standards and other guidance for commercial vessels (uninspected as well as inspected vessels.) This includes:

      (1) Initiating and developing major regulatory projects for the division except in those areas where other branches have been designated specific responsibility. The Branch shall use technical assistance from other branches as necessary and maintain a working relationship with G-MTH.

      (2) Maintaining expertise with regard to the regulatory process and staying abreast of all current requirements for regulatory projects including economic analyses and environmental impact statements.

      (3) Providing technical assistance to other branches within the division on the regulatory process.

      (4) Maintaining liaison with classification societies, industry sponsored and consensus organizations and technical societies with the express intent of identifying or helping to develop standards that may be utilized in lieu of regulations.

      (5) Analyzing data from casualty investigations, structural and equipment failure reports to detect areas where remedial action is indicated.

      (6) Keeping current on industry trends and developments by a program of technical reading and research.

   b. Act as division coordinator for Commandant's Action on marine casualties and NTSB recommendations, preparing responses to issues under the purview of the division.

   c. Be responsible for development of guidance and policy for implementing the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto (MARPOL 73/78) for U. S. and foreign vessels and for addressing requests for exemptions or waivers to the pollution prevention regulations pertaining to vessels.

   d. Administer the International Convention for Safe Containers (CSC) and the container certification program.

   e. Coordinate Division efforts in the development and enforcement of SOLAS and MARPOL vessel requirements. The Branch shall maintain a current comparison of SOLAS, MARPOL and domestic regulations with the object of making them compatible in G-MVI's areas of responsibility.

   f. Develop occupational safety and health policy and guidance for marine inspectors. Work with the Marine Inspection/Environmental Response Personnel Occupational Health Standing Committee to provide equipment support.

SURVIVAL SYSTEMS BRANCH
(G–MVI–3)

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection and Documentation Division, the Chief, Survival Systems Branch shall:

   a. Administer Federal approval programs for life saving, fire protection and pollution abatement equipment, arrangements and materials, including, but not limited to, lifeboats, life rafts, personal flotation equipment, exposure suits, davits, breathing apparatus, emergency position indicating radio beacons (EPIRBs), pyrotechnic distress signals, fire extinguishing systems, structural fire protection materials, marine sanitation devices (MSDs), oily–water separators and monitoring equipment by directing and coordinating the following functions:

      (1) Initiate and review regulations, standards and specifications for life saving, fire protection and pollution abatement equipment and arrangements.

      (2) Formulate instructions for the guidance of Coast Guard personnel, naval architects, marine engineers, shipbuilders and operators, USCG recognized laboratories and equipment and material manufacturers detailing the minimum safety and pollution abatement standards for vessel arrangements and equipment.

      (3) Maintain close liaison with the Environmental Protection Agency (EPA), National Bureau of Standards (NBS), other government agencies, USCG recognized laboratories and organizations such as the American Bureau of Shipping (ABS), National Cargo Bureau (NCB), and the National Fire Protection Association (NFPA) as well as state enforcement agencies.

      (4) Recommend and guide the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of the equipment specified above which provide an equivalent degree of safety or pollution abatement.

      (5) Participate in technical societies and committees, study industry trends and review casualty and failure data to permit continuing evaluation of marine safety and pollution abatement standards, and accept, where possible, industry standards.

      (6) Maintain a uniform policy relative to the approval of vessel lifesaving, fire protection and pollution abatement equipment arrangements and materials in USCG field organizations.

      (7) Guide and monitor private laboratories acting for the Coast Guard to assure their efforts are in accordance with Coast Guard policy.

      (8) Administer a compliance program to ensure USCG approved equipment and material is manufactured in accordance with the approved requirements.

b. Develop or provide technical assistance in the preparation of position papers on technical and policy matters affecting Branch responsibilities in maritime safety and pollution abatement, and represent the United States in discussions of such matters at the national and international levels (such as IMO).

c. Provide direct policy and technical support and administer Federal approval programs in support of other Headquarters offices and Coast Guard field activities in areas related to vessel fire protection, lifesaving and pollution abatement.

d. Provide input to the preparation of division responses concerning equipment approval matters on NTSB or Marine Board recommendations and marine casualty investigations.

FISHING VESSEL AND OFFSHORE SAFETY BRANCH
(G-MVI-4)

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection and Documentation Division, the Chief, Fishing Vessel and Offshore Safety Branch shall:

   a. Administer, coordinate, and develop policy for the Fishing Vessel Safety Program and the Outer Continental Shelf (OCS) Safety Program. This will include the following:

      (1) Review and analyze fishing vessel and OCS injury and fatality data to develop improved safety standards or other corrective methods if determined necessary.

      (2) Implement applicable sections of the Commercial Fishing Industry Vessel Safety Act of 1988 (CFIVSA '88) and the OCS Lands Act Amendments of 1978 (OCSLAA '78).

      (3) Implement the Memorandums of Understanding (MOU's) with the Minerals Management Service and with the Occupational Safety and Health Administration and maintain liaison with those agencies.

      (4) Develop and implement memorandums of understanding between the Coast Guard and the Occupational Safety and Health Administration while maintaining necessary liaison.

      (5) Initiate, develop, and/or modify regulations, interagency memorandums, and guidance relating to Fishing Vessel Safety and OCS safety.

      (6) Provide guidance to other branches/divisions/offices in an effort to coordinate Coast Guard initiatives that impact Fishing Vessel Safety and OCS activities.

      (7) Provide reports to Congress required by the CFIVSA '88.

      (8) Provide annual reports as required by the OCSLAA '78.

   b. Prepare correspondence, instructions, directives and changes to the Marine Safety Manual on matters relating to Fishing Vessel Safety, OCS safety and U.S. flag vessels operating in the M&O industry worldwide.

   c. Provide direct participation, where appropriate, and technical support for other Coast Guard participants in national and international meetings (such as IMO) and other government or industry-sponsored conferences in the interest of advancing Fishing Vessel and/or Offshore safety.

   d. Provide input to the preparation of Division responses concerning Fishing Vessel and/or Offshore Safety on NTSB or Marine Board recommendations and marine casualty investigations.

   e. Maintain liaison with classification societies and applicable industry organizations to encourage industry participation in development of Coast Guard regulations and to promote Coast Guard involvement in the development of industry standards that may be utilized in lieu of separate regulations.

   f. Prepare responses to inquiries from Congress, other federal agencies, foreign governments, and the public, relative to matters concerning Fishing Vessel and Offshore Safety.

g. Act as Executive Director for the Commercial Fishing Industry Vessel Advisory Committee (CFIVAC) and the National Offshore Safety Advisory Committee (NOSAC).

h. Provide technical support to field and staff components relative to foreign and domestic issues involving fishing vessel safety and offshore drilling, production, and deep-sea mining activities.

i. Provide technical support to field and Headquarters staff components, where appropriate, in matters relating to deep water ports.

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

1. Under the general direction and supervision of the Chief, Merchant Vessel Inspection and Documentation Division, the Chief, Vessel Documentation and Tonnage Survey Branch shall:

   a. Plan and administer a system for the documentation of U.S. vessels and provide central direction for such a system.

   b. Administer United States tonnage measurement laws and regulations for purposes of vessel documentation and for regulatory purposes in accordance with the interim tonnage measurements schemes.

   c. Administer the provisions of the International Convention on Tonnage Measurement of Ships, 1969.

   d. Initiate or review rules and regulations and develop standards and procedures under which the documentation and tonnage measurement of vessels are regulated, and follow up on administrative practices relative to the program.

   e. In consultation with the Chief Counsel, as appropriate, advise and instruct personnel in correct and appropriate interpretation of the laws governing documentation of vessels and related matters.

   f. Maintain oversight of organizations that are delegated the authority to measure U. S. vessels so as to ensure uniform application and compliance with national and international laws and regulations.

   g. Provide for the recordation of bills of sales and conveyances, preferred mortgages, and related instruments, ordinary mortgages, releases, satisfactions, assignments, hypothecations, abstracts of title presented for recording, and similar instruments concerning vessel transactions; and ensure the availability of such records for public inspection.

   h. Advise and guide private and government sectors on documentation and tonnage measurement matters by means of navigation and vessel inspection circulars of other means of communication.

   i. Participate at the International Maritime Organization to implement and interpret the International Tonnage Convention.

   j. Conceive, develop and negotiate U. S. positions relating to the impact of tonnage in proposals to be considered at international forums.

   k. Maintain records showing the particulars of every vessel documented as a vessel of the U. S.

   l. Assign official numbers to vessels in accordance with international protocol.

   m. Examine and verify vessel documents issued by documentation officers throughout the U. S.

n. Maintain liaison with government and industry and participate in meetings and conferences regarding tonnage measurement questions which affect the Marine Inspection Program.

o. Conduct studies and/or review and comment on reports of studies conducted by others relating to legislation, regulations, practices, and procedures for vessel documentation.

p. Study the uses of tonnage in U. S. Laws, regulations and international conventions with the intent to identify potential parameters other than tonnage to regulate vessels both nationally and internationally.

q. Compile, edit and issue periodically a list of all documented vessels of the U. S. along with pertinent or useful information about those vessels.

r. Participate as Coast Guard and Departmental representative on special research, management, and coordinating committees concerned with the administration of vessel documentation laws.

s. Respond to foreign inquiries for verification of U. S. registry in law enforcement cases.

t. Admit vessels to the coastwise trade through determinations under Wrecked Vessel Act.

u. Determine continued eligibility of vessels to engage in coastwide or fishery trades following repair or rebuilding abroad.

v. Determine when vessels, built using part of old vessels, may be considered new.

w. Research, interpret and compare tonnage systems of other nations, including the rules of the Panama and Suez Canals, with those of the United States to provide a basis for official acceptance.

x. Research and coordinate with tonnage authorities of the Canadian Coast Guard and with the private sector to establish a uniform tonnage measurement system for vessels operating exclusively on the Great Lakes.

y. Review claims of error and process appeals related to tonnage determinations

z. Coordinate the random or selective measurement of vessels for compliance with national and international tonnage laws and recommend penalty actions against vessels found in violation.

aa. Provide measurement services for U. S. Navy and Coast Guard vessels.

bb. Review other Coast Guard tonnage related reports, proposals and studies to provide technical assistance.

MERCHANT VESSEL PERSONNEL DIVISION
(G–MVP)

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Merchant Vessel Personnel Division shall:

   a. Serve as the Program Manager for the Marine Licensing Program.

   b. Plan and follow up on the development and administration of the standards, procedures, and practices under which merchant marine personnel are regulated.

   c. Initiate or review, for referral to the Marine Safety Council, such rules and regulations as relate to the licensing and certificating of merchant marine personnel and the shipment and discharge of seamen.

   d. Develop policy for the development of examinations for merchant vessel personnel, as performed at the Coast Guard Institute. Develop, revise, produce and distribute merchant marine examinations.

   e. Receive and examine papers relative to the issuance, exchange, or withholding of officers', seamen's, and operators' licenses or certificates.

   f. Receive copies of shipping articles, or forms used in lieu thereof, together with copies of certificates of discharge and records of entry issued to the crew, and check for compliance with manning and citizenship requirements.

   g. Maintain central records, showing the service record of every seaman, and other related records, and provide statistical data and other information necessary to answer any appropriate inquiries; exchange continuous discharge books for certificates of identification and service and vice versa; furnish, upon receipt of a properly executed affidavit, duplicates of these and other seamen's papers.

   h. Review and initiate action on appeals to the Commandant from decisions or actions of any Officer in Charge, Marine Inspection, or District Commander, which are made regarding any matters under the cognizance of the division.

   i. Reply to inquiries, as appropriate, regarding merchant marine personnel.

   j. Provide a chairman for the Administrative Clemency Board which reviews all pertinent material submitted by an applicant whose license or document has been revoked or voluntarily surrendered to avoid hearing.

   k. Administer the Great Lakes Pilotage program.

   l. Review financial data and determine whether the existing rates for pilotage services of the Great Lakes are fair and equitable consistent with public interest. Develop adjustments to these rates, with due regard for reasonable costs and the expense of providing and maintaining facilities and arrangements for the efficient performance of pilotage services.

   m. Coordinate pilotage matters impacting on Great Lakes Pilotage agreements and arrangements entered into between the U. S. Department of Transportation and the Ministry of Transport, Canada.

n. Coordinate matters of concern that are of interest to the Commandant or Secretary of Transportation.

o. Recommend actions identified as required for the effective and efficient Great Lakes Pilotage services within the statutory responsibility of the Secretary of Transportation.

p. Coordinate with the appropriate staff in the Office of the Secretary the development and review of arrangements for equitable participation of United States registered pilots with Canadian registered pilots in the pilotage services required by both countries for vessels navigating the Great Lakes.

q. Draft and coordinate with the Office of Marine Safety, Security and Environmental Protection; the Chief Counsel USCG; the Marine Safety Council; and Administrations within the Department of Transportation, changes or revisions to regulations, rules, and proposals regarding Great Lakes Pilotage matters.

r. Provide expertise regarding general pilotage economics and administrative operations for the Office of Marine Safety, Security and Environmental Protection.

s. Provide guidance and input for Coast Guard positions involving international conferences and meetings concerning Great Lakes Pilotage matters.

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

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

1. Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Seamen Documentation and Records Branch shall:

   a. Receive copies of shipping articles and certificates of discharge, examine them for accuracy and compliance with manning and citizenship laws and regulations.

   b. Maintain files of shipping articles, log books, and master's lists for reference in documenting service time for seamen and providing service records to seamen, the maritime community and other interested parties.

   c. Maintain a record of every seaman's service and other related records. Provide information necessary to answer inquiries, and produce duplicate merchant mariner documents and other seaman's papers.

   d. Provide guidance to the marine inspection offices and regional examination centers regarding certification, shipment and discharge of merchant seamen.

   e. Advise the Department of State concerning merchant vessel personnel procedures abroad.

   f. Prepare responses to inquiries from Congress, the maritime industry, seamen organizations and unions, seamen and the public concerning seaman's records in compliance with applicable laws.

   g. Prepare memoranda, instructions and proposed changes to laws, regulations, and procedures relating to the certification, shipment and discharge of seamen.

   h. Receive applications for World War II merchant mariners for veterans status, research records, and provide a priority response to requests for information from various organizations such as Veterans groups, and funeral homes, regarding emergency cases, such as medical, burial, VA home loans, and other high priority situations.

   i. Provide G-MVP-6 the seamen's records of World War II merchant mariners applying for veterans status.

LICENSING AND EVALUATION BRANCH
(G-MVP-2)

1. Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Licensing and Evaluation Branch, shall:

   a. Regulate and supervise the licensing of merchant personnel and issuance of certificates of registry to merchant marine staff officers.

   b. Evaluate applications relative to the issuance, exchange, cancellation, and withholding of officers', seamen's and operators' licenses or documents.

   c. Initiate character check of applicants for original licenses or certificates of registry.

   d. Maintain central files and statistical records of licenses issued by the field Marine Safety Offices and prepare reports concerning such issuance.

   e. Maintain liaison with other government agencies, steamship companies, maritime academies and other schools, seamen's unions pertaining to the training, licensing and certificating of merchant marine personnel.

   f. Interpret the rules and regulations for the licensing and certificating of merchant marine personnel and provide such interpretations to field units.

   g. Consider, initiate, coordinate and submit proposals for changes to Title 46 C.F.R. 10, 11, 12, and 187 as may be required; review and update, as necessary, the contents of publications concerning rules and regulations for the licensing and certificating of merchant marine personnel.

   h. Prepare replies to congressional inquiries and inquiries from the public pertaining to the licensing and certificating of merchant marine personnel.

   i. Serve as a member of the Administrative Clemency Board.

   j. Serve as a member of the Permanent Examining Board.

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

1. Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Merchant Vessel Personnel Qualifications Branch, shall:

   a. Develop rules, regulations, and policies regarding merchant vessel personnel qualifications.

   b. In conjunction with the Maritime Administration, evaluate the curriculum, facilities, and staff of maritime training schools and prepare correspondence relating to their course approvals.

   c. Maintain liaison with international organizations, other government agencies, shipping companies, seamen's unions, industry advisory committees, maritime academies, and other schools involved in the training of merchant vessel personnel.

   d. Prepare replies to inquiries from Congress, the public, and other agencies pertaining to qualifications and training of merchant vessel personnel.

   e. Consolidate the Division's budgetary requirements for submission to the program manager.

   f. Review and update Coast Guard publications which are maintained by the Merchant Vessel Personnel Division.

   g. Coordinate study efforts to evaluate the human element in the merchant marine concerning critical skills, technological advancements and greater operational responsibilities relative to today's seagoing personnel.

   h. Monitor Regional Examination Center operating procedures to ensure uniform application of regulations and policy concerning the administration of examinations.

MERCHANT VESSEL MANNING BRANCH (G-MVP-4)

1. Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Merchant Vessel Manning Branch, shall:

   a. Evaluate manning scales assigned to vessels to insure uniformity in the marine industry.

   b. Coordinate, with responsible members of industry, both management and labor, the development of new policy, regulations, or legislation. Coordinate with the Chief Counsel, where appropriate.

   c. Provide guidance and input for Coast Guard positions on manning matters involving international conferences and meetings.

   d. Evaluate requests for exemptions from the citizenship requirements of the Outer Continental Shelf Lands Act Amendments.

   e. Be responsible for revising regulations pertaining to the Certification of Seamen (46 C.F.R. 12).

f. Oversee the implementation of seamen welfare and relief laws.

MERCHANT MARINE EXAMINATION BRANCH
(G-MVP-5)

1. Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Merchant Marine Examination Branch shall:

   a. Develop, revise, produce and distribute the merchant marine examinations to be administered by the Marine Licensing Program.

   b. Develop new examination questions, manage the examination question bank database, and produce the question books used to release the questions to the public.

   c. Provide direction to the Regional Examination Centers, in accordance with Division policy, on the implementation and conduct of the examination administration by the Marine Licensing Program.

   d. Provide for the security of the examination modules, establish policy for the Regional Examination Centers concerning exam module security, and investigate possible examination compromises.

   e. Administer the Deck Watch Officers Examination program.

   f. Maintain and distribute the associated examination material needed to administer the examinations.

   g. Supervise the maintenance of central files and statistical records of examinations administered.

   h. Prepare special examinations for vessels of novel design when directed by the Chief, Merchant Vessel Personnel Division.

   i. Conduct examination research and statistical analyses on the Marine Licensing Program examinations.

   j. Review and take appropriate action on candidate comments and protests of examination questions, ensuring that the errors identified are corrected and passed on to the Regional Examination Centers in a timely manner.

   k. Maintain liaison with other governmental agencies, maritime academies, seaman's unions and other schools with regard to the marine examination requirements administered by the Program.

   l. Prepare replies to congressional inquiries, inquiries from candidates, Freedom of Information Act requests, and other similar inquiries pertaining to the Program's examinations or the procedures for administering the examinations.

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

1. Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, World War II Mariner Service Certification Branch, shall:

   a. Develop policies and implement procedures to conduct fair and equitable reviews of the service records of World War II merchant marine personnel for the purpose of determining veteran status.

   b. Develop policies and implement procedures to respond to inquiries regarding World War II merchant marine personnel in an accurate and timely fashion.

   c. Evaluate applications for veteran's status for World War II merchant marine personnel as defined by the applicable statutes and directives.

   d. When satisfactory qualifying evidence has been submitted, provide the applicant with the necessary documentation (Certificate of Release or Discharge from Active Duty (DD214)) to satisfy the Veteran's Administration that the applicant is eligible for benefits administered by that agency.

   e. Prepare replies to inquiries from applicants, their authorized representatives, members of Congress, other government agencies, interested maritime industry representatives, the media, the public, and others.

   f. Maintain liaison with the Veterans Administration, the Maritime Administration, and other Federal agencies as needed.

   g. Prepare the Branch budget and submit it to the Division Chief or designated representative in a timely manner.

   h. Maintain close liaison with G-MVP-1, (the Coast Guard custodian of the service records for all USCG-licensed and/or documented merchant marine personnel), to expedite their supplying of records requested by this Branch in the accomplishment of the above described duties. Return all completed records to G-MVP-1 when the certification procedure has been completed.

MERCHANT VESSEL PILOTAGE BRANCH
(G-MVP-7)

1. Under the general direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Merchant Vessel Pilotage Branch shall:

   a. Have primary responsibility for the administration of the Great Lakes Pilotage program under Title 46 U.S.C. Chapter 93.

   b. Have primary responsibility for the implementation of written arrangements executed under the Memorandum of Arrangements between the United States and Canada.

   c. Enforce Great Lakes Pilotage regulations under Title 46 C.F.R. Parts 401, 402, 403, and 404.

   d. Perform liaison with the Office of the Secretary of Transportation, Department of State, American Pilots' Association, users of Great Lakes pilotage service, other providers of pilotage services, and Canadian Government counterparts regarding matters related to Great Lakes Pilotage.

   e. Develop regulations and amendments to regulations necessary to administer the Great Lakes Pilotage program.

   f. Establish and maintain liaison with the State Department and the appropriate agencies of Canada as necessary to the performance of all functions under the statute.

   g. Make recommendations relative to the appointment of members to the Advisory Committee by the Commandant under Title 46 U.S.C. 9307.

   h. Develop financial data and determine whether the existing rates for pilotage services on the Great Lakes are fair and equitable consistent with public interest. Develop adjustments to these rates, with due regard for reasonable costs and the expense of providing and maintaining facilities and arrangements for the efficient performance of pilotage services.

   i. Determine the number of U. S. pilots to be registered and provide for the registration of these pilots.

   j. Provide guidance and develop input for Coast Guard positions involving international conferences and meetings concerning Great Lakes Pilotage matters.

   k. Audit the financial records of all Great Lakes pilot organizations to determine the accuracy, fairness, and reasonableness of revenues and expenses. These audits form the basis for pilotage rate adjustments and the sharing of pilotage with Canada.

   l. Provide expertise regarding general pilotage economics and administrative operations for the Office of Marine Safety, Security and Environmental Protection.

PORT SAFETY AND SECURITY DIVISION
(G–MPS)

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Port Safety and Security Division shall:

   a. Serve as the Program Manager for the Port Safety and Security (PSS) Operating Program. The PSS Program includes port safety, port security, port environmental protection, and maritime counter–terrorism activities.

   b. Serve as the Secretary of Transportation's representative to and chair the U. S. Port Security Committee. Coordinate maritime security functions as required by national security policy. Serve as Coast Guard member to the Joint Surface Movements Board (JSMB). Serve as DoT water Resources Coordinator for water resources planning.

   c. Supervise the development of training requirements for personnel and units involved in PSS program activities.

   d. Supervise the Coast Guard Port Safety and Security Division Reserve Unit.

   e. Provide guidance to and oversee activity of the Captain of the Port (COTP).

   f. Serve as Coast Guard liaison to the OST Office of Commercial Space Transportation.

   g. Initiate or review, for submission to the Marine Safety Council, regulations relating to the PSS Program.

PORT OPERATIONS BRANCH
(G-MPS-1)

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

   a. Develop implementation guidelines for mission activity in support of the port safety elements of the Port Safety and Security (PSS) Operating Program.

   b. Coordinate law enforcement responsibilities of the port safety elements of the PSS Program with other agencies and other Headquarters programs.

   c. Coordinate and supervise offshore aerial pollution surveillance and maintain liaison with Coast Guard district offices conducting offshore pollution surveillance activities.

   d. Maintain liaison with field units and industry representatives to ascertain the effectiveness of field activities in the enforcement of relevant port safety regulations. Recommend changes to program policies as needed to improve effectiveness.

   e. Coordinate research and development requirements in support of the port safety objectives.

   f. Supervise enforcement of regulations pertaining to the siting, construction, safety, and operation of deep water ports, offshore nuclear power plants, ocean thermal energy conversion plants and other related outer continental shelf activities.

   g. Administer the waterfront facility inspection program and marine safety investigations of accidents on waterfront facilities and other structures on, over, or adjacent to the navigable waters of the United States.

   h. Administer Coast Guard activities for all MARPOL 73/78 enforcement activities, except MARPOL vessel equivalencies and exemptions.

   i. Administer Coast Guard policy for ocean dumping and ocean incineration activities.

   j. Administer program activities for military/commercial explosives, radioactive material, packaged hazardous material, cargoes of particular hazard and other dangerous cargo loading and handling at facilities and on vessels.

   k. Administer program activities for establishment and enforcement of safety zones.

   l. Draft replies to requests for exemptions and waivers to the pollution prevention regulations pertaining to port facilities and operations.

   m. Oversee and develop in conjunction with the Marine Safety Training Council training requirements for PSS program areas of responsibility.

   n. Coordinate enforcement policy for all COTP PSS responsibilities.

o. Coordinate and administer offshore lightering activities.

p. Provide guidance to field units for all port operations related activities including harbor patrols and watch standing.

q. Act as program boat manager/coordinator for 32 ft. port and waterway boats (PWB).

r. Supervise the management of the reserve firefighter (FI) rating and explosive loading team (ELT) qualifications and coordinate and develop port fire-fighting policy.

PORT SECURITY BRANCH
(G–MPS–2)

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

   a. Develop implementation guidelines for mission activity in support of the Port Security element of the PSS Operating Program, including enforcement of Federal regulations within the cognizance of the Program Manager.

   b. Administer the Special Interest Vessel Program and provide an Executive Secretary for the U. S. Port Security Committee.

   c. Coordinate the development and maintenance of contingency plans for the military readiness and emergency preparedness functions (E.O. 11490) of the PSS Program resources.

   d. Coordinate law enforcement, military readiness and emergency preparedness (E.O. 11490) planning with other readiness/defense agencies and other elements of Coast Guard Headquarters.

   e. Coordinate and supervise Coast Guard activities with the international community, intelligence agencies and other Federal agencies, as appropriate, in matters concerning threats or acts of terrorism, espionage or sabotage in U. S. ports, harbors, and territorial waters.

   f. Develop and administer the domestic port counter–terrorism security program.

   g. Maintain oversight of and liaison with the Coast Guard Reserve Unit having emergency preparedness responsibilities in support of the Port Safety and Security Division.

   h. Coordinate research and development requirements in support of Port Security objectives.

   i. Manage a program for the establishment and enforcement of security zones and restricted areas.

   j. Provide technical expertise for training requirements of the Port Security element of the PSS Program.

   k. Provide a liaison officer to the Military Traffic Management Command (MTMC).

   l. Administer the Port–Security rating. Oversee and develop rate training in coordination with G–RST and the Marine Safety Training Council.

   m. Maintain custody and control of all classified material held by the Port Safety and Security Division.

   n. Administer a continuous watch during periods other than normal working hours for all matters of concern to the Port Security Branch and the Port Safety and Security Division.

   o. Assist Coast Guard Intelligence Coordination Center staff in development of the Joint Maritime Information Element (JMIE).

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

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

   a. Be responsible for the initiation, development, review and/or modification of safety, security and pollution prevention regulations, voluntary standards, and other guidance for the marine industry. This includes:

      (1) Initiating and developing major regulatory projects for the division. The branch shall use technical assistance from other branches as necessary and maintain a working relationship with all G–M divisions.

      (2) Maintaining expertise with regard to the regulatory process and staying abreast of all current requirements for regulatory projects including economic analyses and environmental impact statements.

      (3) Providing technical assistance to other branches within the division on the regulatory process.

      (4) Maintaining liaison with other Federal regulatory agencies, industry sponsored and consensus organizations and technical societies.

      (5) Analyzing program data from MSIS and Quarterly Activities Reports to detect areas where remedial action is indicated.

   b. Be responsible for the development and oversight of the PSS Operating Program, including evaluation and long–range policy guidance for the following program objectives:

      (1) Security of vessels and of ports and waterways and their related facilities.

      (2) Safety of vessels and of ports and waterways and their related facilities.

      (3) Maintenance or improvement of the quality of the marine environment.

      (4) Maintenance of an effective, ready port organization prepared for immediate response to specific tasks in time of war or emergency.

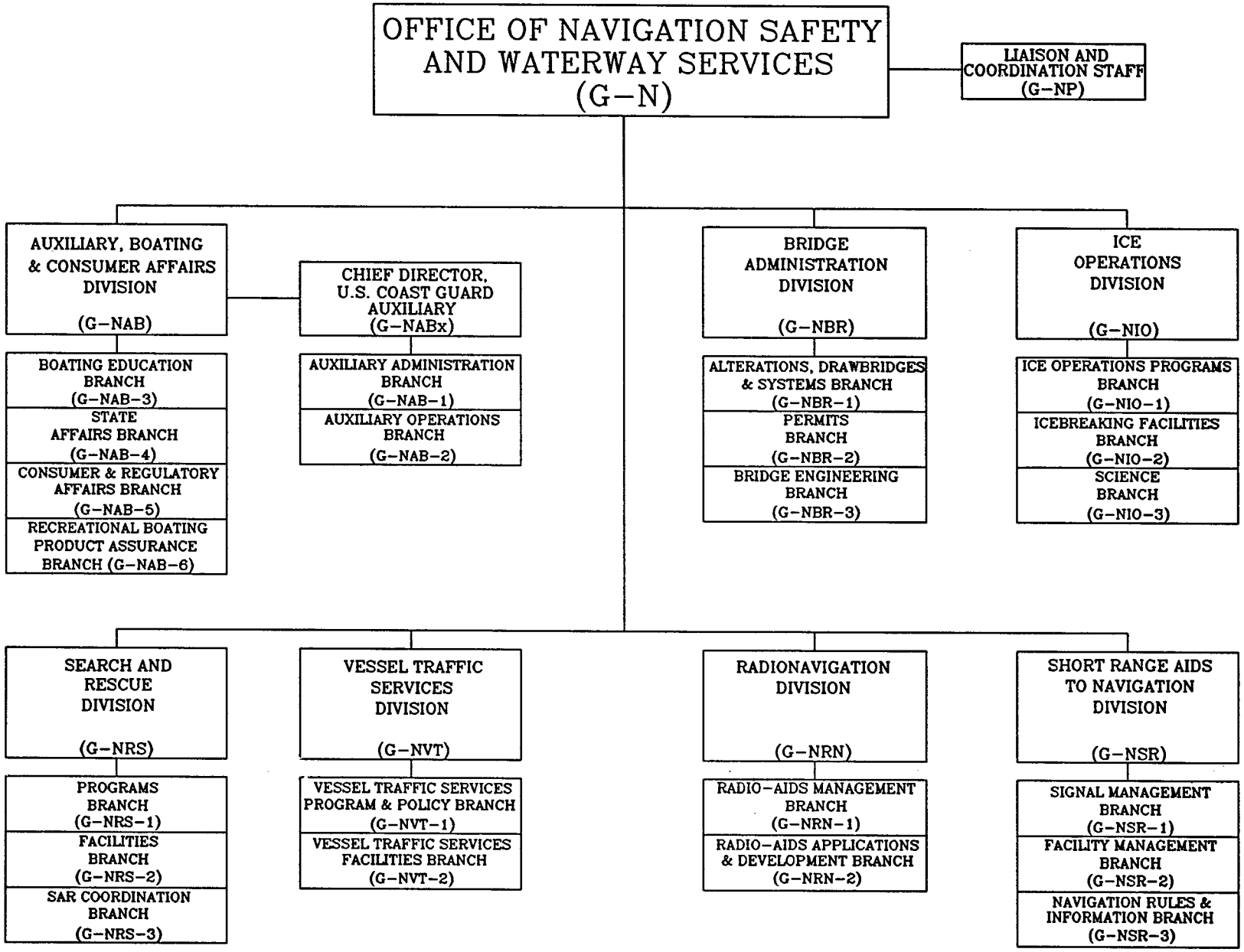
      (5) Facilitation of transportation with particular emphasis on waterborne activity in support of national economic, scientific, defense and social needs.

   c. Provide the point of contact with G–MP to carry out the PPBE function.

   d. Represent the Port Safety and Security Program at the Marine Safety Training Council.

OFFICE OF NAVIGATION SAFETY AND WATERWAY SERVICES

(G–N)


OFFICE OF NAVIGATION SAFETY AND WATERWAY SERVICES (G-N)
LIAISON AND COORDINATION STAFF (G-NP)
AUXILIARY, BOATING & CONSUMER AFFAIRS DIVISION (G-NAB)
CHIEF DIRECTOR, U.S. COAST GUARD AUXILIARY (G-NABx)
BRIDGE ADMINISTRATION DIVISION (G-NBR)
ICE OPERATIONS DIVISION (G-NIO)
BOATING EDUCATION BRANCH (G-NAB-3)
STATE AFFAIRS BRANCH (G-NAB-4)
CONSUMER & REGULATORY AFFAIRS BRANCH (G-NAB-5)
RECREATIONAL BOATING PRODUCT ASSURANCE BRANCH (G-NAB-6)
AUXILIARY ADMINISTRATION BRANCH (G-NAB-1)
AUXILIARY OPERATIONS BRANCH (G-NAB-2)
ALTERATIONS, DRAWBRIDGES & SYSTEMS BRANCH (G-NBR-1)
PERMITS BRANCH (G-NBR-2)
BRIDGE ENGINEERING BRANCH (G-NBR-3)
ICE OPERATIONS PROGRAMS BRANCH (G-NIO-1)
ICEBREAKING FACILITIES BRANCH (G-NIO-2)
SCIENCE BRANCH (G-NIO-3)
SEARCH AND RESCUE DIVISION (G-NRS)
VESSEL TRAFFIC SERVICES DIVISION (G-NVT)
RADIONAVIGATION DIVISION (G-NRN)
SHORT RANGE AIDS TO NAVIGATION DIVISION (G-NSR)
PROGRAMS BRANCH (G-NRS-1)
FACILITIES BRANCH (G-NRS-2)
SAR COORDINATION BRANCH (G-NRS-3)
VESSEL TRAFFIC SERVICES PROGRAM & POLICY BRANCH (G-NVT-1)
VESSEL TRAFFIC SERVICES FACILITIES BRANCH (G-NVT-2)
RADIO-AIDS MANAGEMENT BRANCH (G-NRN-1)
RADIO-AIDS APPLICATIONS & DEVELOPMENT BRANCH (G-NRN-2)
SIGNAL MANAGEMENT BRANCH (G-NSR-1)
FACILITY MANAGEMENT BRANCH (G-NSR-2)
NAVIGATION RULES & INFORMATION BRANCH (G-NSR-3)

OFFICE OF NAVIGATION SAFETY AND WATERWAY SERVICES (G–N)

1. **Mission.** To develop basic policies, plan, and provide resources for Coast Guard operations involving short range aids to navigation, radionavigation aids, bridge administration, search and rescue, the Coast Guard Auxiliary, polar and domestic ice–breaking, marine science, ocean operations, recreational boating safety, and waterways management.

2. **Functions.** Under the general direction and supervision of the Commandant, Vice Commandant and Chief of Staff, the Chief, Office of Navigation Safety and Waterway Services, shall:

   a. Be program director for the following programs: Short Range Aids to Navigation, Radionavigation Aids, Bridge Administration, Waterways Management, Ice Operations, Search and Rescue, and Recreational Boating Safety; having general responsibility for:

      (1) Establishment and maintenance of the aids to navigation system, including short and long range aids to navigation, to meet the needs of marine and air commerce, the Armed Forces, and the boating public. Control of the utilization of buoy tenders and aids to navigation structures and facilities.

      (2) Approval of the location and clearance of bridges over navigable waters and the regulation of operations of drawbridges. Administration of the alteration of bridges under the provisions of the Truman–Hobbs Act.

      (3) Search and rescue on, over, and under the high seas and waters under the jurisdiction of the United States, including flood disaster relief.

      (4) Polar operations to facilitate commercial marine transportation and to provide ice–breaking services to meet the scientific and logistic needs of Federal and non–Federal agencies.

      (5) Domestic ice–breaking to facilitate the movement of waterborne commerce and to assist other agencies in the prevention of flooding.

      (6) Conduct of other ocean operations, such as the International Ice Patrol.

      (7) Establishment and operation of vessel traffic services for individual U.S. ports. Implementation, management, and enforcement of rules and regulations for Federal anchorages, regulated navigation areas, and the prevention of collisions, rammings, and groundings.

      (8) Reduction of recreational boating accidents, injuries, and casualties through: enforcement of Federal boating laws and regulations; supervision of the Coast Guard Auxiliary; coordination of public education and training programs; maintenance of liaison with other authorities and organizations concerned with boating safety; and the establishment of standards for the construction of recreational boats and associated equipment; and operation of a defects notification program.

   b. Establish and maintain contacts with other Headquarters offices concerning shared use of facilities and required inputs to programs of the Office of Navigation Safety and Waterway Services.

c. Promulgate guidelines, standards and directives governing field program management and establish a system to enable review of effectiveness of field operations.

d. Initiate, coordinate, and assure the development of reg–ulations necessary for timely implementation of new laws or Executive Orders associated with assigned programs. Monitor the adequacy of existing regulations, and update as needed to conform with legislative revisions or changed conditions.

e. Exercise technical control over assigned Headquarters Units.

f. Represent the United States and/or Coast Guard before various international, governmental, and private associations and working groups on program matters.

g. Represent program interests before various advisory committees and councils.

h. Manage program resources and facilities to meet the prescribed commitments to the Coast Guard's military readiness requirements.

i. Act as the Consumer Affairs Office for the Coast Guard, providing senior level oversight for a Coast Guard Consumer Affairs Program that meets the requirements of Executive Order 12160 and the Departmental implementing orders.

j. Monitor Coast Guard responsibilities related to participation in and administration of the Federal Advisory Committee Program.

k. Oversee the operations and administration of the Coast Guard Auxiliary.

LIAISON AND COORDINATION STAFF
(G–NP)

1. Under the general direction and supervision of the Chief, Office of Navigation Safety and Waterway Services, the Chief, Liaison and Coordination Staff shall:

   a. Coordinate and review long–range planning within the office. Support program managers by reviewing and analyzing reports and studies, and where required, initiating and conducting studies and analyses. Provide analytical assistance to program managers in determining efficient allocations of resources associated with the implementation of long range plans. Provide economic input to office related issues.

   b. Provide administrative support to the Office Chief and Deputy, including day–to–day oversight of front office operations.

   c. Coordinate the preparation and administration of program data and other documents required under the Planning, Programming, Budgeting and Evaluation System.

   d. Review AC&I projects, planning proposals, and other planning and budget documents for the programs directed within the office.

   e. Coordinate and prepare responses for the Office Chief to external requests for information requiring inputs from more than one division.

   f. Monitor and evaluate statistical data to assist divisions in identifying significant changes in program inputs and outputs.

   g. Supervise the administration of funds allotted to the programs/staffs within the office.

   h. Collect and maintain management information to support the decision–making process within the Office.

   i. Coordinate Office regulatory activities.

   j. Screen the Federal Register and other literature for items affecting office programs.

   k. Supervise the Classified Material Control Officer and Security Officer for the office.

   l. Coordinate military readiness activities for the office.

VESSEL TRAFFIC SERVICES DIVISION
(G–NVT)

1. Under the direction and supervision of the Chief, Office of Navigation safety and Waterway Services, the Vessel Traffic Services Division shall:

   a. Manage the U.S. system of Vessel Traffic Services (VTS) and assume responsibility for the effective performance of Vessel Traffic Services.

   b. Serve as the Program Manager for the Vessel Traffic Services portion of the Waterways Management Program.

   c. Supervise policy development for Vessel Traffic Services for individual U.S. ports.

   d. Supervise development of and implement plans for enforcement of regulations for participation in Vessel Traffic Services.

   e. Initiate, review and approve plans for the establishment, expansion and operation of Vessel Traffic Service units.

   f. Establish standards for training and watchkeeping at Vessel Traffic Service units.

   g. Initiate request to G–O and G–T to conduct projects to improve the performance and efficiency of Vessel Traffic Services.

   h. Coordinate plans and procedures for malfunctioning Coast Guard units with other program managers.

   i. Develop and analyze data and alternatives required to support budgetary and policy decisions in fulfilling the Coast Guard's role in the nation's waterways management program

   j. Serve as Coast Guard representative on Federal committees and working groups which are concerned with navigation safety and active waterways management.

   k. Maintain liaison with international organizations and operating agencies of foreign nations to plan, coordinate and harmonize vessel traffic services.

   l. Assist the Chief, Office of Navigation Safety and Waterway Services, in his role as a member of the DoT Navigation Council and in carrying out the objectives of the National Transportation Policy.

VESSEL TRAFFIC SERVICES PROGRAM AND POLICY BRANCH (G-NVT-1)

1. Under the direction and supervision of the Chief, Vessel Traffic Services Division, the Chief Vessel Traffic Services Program and Policy Branch shall:

   a. Supervise the implementation and enforcement of the marine traffic management provisions of the Port and Waterways Safety Act to include:

      (1) Perform periodic review and develop policy recommendations concerning national management of vessel traffic services.

      (2) Perform periodic review and develop regulations for participation in vessels traffic services.

   b. Serve as the Headquarters Planning Coordinator for Vessel Traffic Services (VTS).

   c. Maintain liaison with other elements in the Coast Guard, the Department of Transportation, other federal agencies, state and local governments and other interested parties as necessary for the efficient and effective exercise of marine traffic management responsibilities.

   d. Establish and maintain staffing requirements.

   e. Develop and maintain VTS mission performance standards.

   f. Develop United States position papers for the international coordination of marine traffic management. Promote and participate in the international exchange of information relating to marine traffic engineering and management.

   g. Develop and maintain statistical data and perform quantitative analysis of the need for and cost effectiveness of marine traffic management activities.

VESSEL TRAFFIC SERVICES FACILITIES BRANCH
(G–NVT–2)

1. Under the direction and supervision of the Chief, Vessel Traffic Services Division, the Chief Vessel Traffic Services Facilities Branch shall:

   a. Supervise the implementation and enforcement of the marine traffic management provisions of the Port and Waterways Safety Act to include:

      (1) Development and the implementation of vessel traffic services in U.S. ports and waterways.

      (2) Coordination and monitoring of all research and development efforts affecting marine traffic management systems, including surveillance and tracking, decision support, display and communications.

   b. Develop and maintain VTS specific operating requirements.

   c. Administer VTS unit inspection program with the emphasis on operational effectiveness through District and MLC staffs.

   d. Develop and periodically review training, qualifications and recertification requirements for VTS watchstanders.

   e. Review and comment on National Transportation Safety Board and marine casualty investigations involving marine traffic management issues.

   f. Act as project sponsor or the Contracting Officer's Technical Representative (COTR) for major VTS acquisitions and equipment replacement projects.

   g. Maintain expertise and familiarity with state–of–the–art VTS related equipment, with particular attention to the operational and interrelated technical capabilities and limitations.

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

1. Under the general direction and supervision of the Chief, Office of Navigation Safety and Waterway Services, the Chief, Auxiliary, Boating, and Consumer Affairs Division shall:

   a. Act as Program Manager for the National Recreational Boating Safety Program as defined by the Federal Boat Safety Act of 1971, as amended.

   b. Supervise the activities of the Chief, Director, Auxiliary and through the Chief Director, the activities of the Auxiliary Administration and Auxiliary Operations Branches.

   c. Administer a program to develop safety standards and regulations for recreational boat manufacture; coordinate manufacturer compliance and defect notification procedures with appropriate Office. Identify requirements for inspection visits to specific factories and establish goals for the manufacturer compliance program.

   d. Foster liaison with State Boating Law Administrators to promote uniformity, comity, and reciprocity in boating laws, regulations and numbering systems among the several States and the Federal government.

   e. Administer Federal Recreational Boating Safety financial assistance grants to States in accordance with applicable statutes, regulations, and OMB Circulars.

   f. Monitor agreements between Coast Guard districts and the States.

   g. Oversee the National Recreational Boating Safety Education Program.

   h. Administer the National Boating Casualty Reporting System and publish boating statistics.

   i. Coordinate, monitor and guide the preparation of legislative proposals, regulations, and directives dealing with boating safety, internal and external to the office. Conduct periodic review of all regulations and directives affecting recreational boating safety for effectiveness and continued applicability.

   j. Provide guidance to district Boating Safety Division Chiefs on allocation of resources and priorities involving Auxiliary, Recreational Boating Safety Program objectives and State affairs.

   k. Provide overall guidance and coordination of consumer affairs activities in the Recreational Boating Safety Program so as to meet the provisions of Executive Order 12160 and other appropriate directives.

   l. Administer the Federal Advisory Program, Coast Guard-wide. Coordinate all committee activities with the Secretary of Transportation's staff. Provide oversight for all required operating costs, Secretarial and Congressional correspondence, records, operating guidelines and operational instructions.

   m. Coordinate and prepare responses for external requests for information regarding matters relating to the Coast Guard's administration of the Recreational Boating Safety Program, including the Auxiliary.

   n. Develop documentation to comply with the Coast Guard PPBE requirements, and maintain the Division financial plan.

o. Coordinate the activities of the National Boating Safety Advisory Council including preparation of the agenda and meeting coordination and forwarding recommendations and resolutions of the Council, and all other activities for the smooth operation of the Council.

p. Administer a grant program allocating available Federal funds for national boating safety activities proposed by request from national nonprofit public service organizations.

q. Act as point of contact on assessments of the Federalism concept as applied to activities conducted by the Coast Guard under the auspices of the Recreational Boating Safety Program.

r. Act as point of contact for coordination of all Coast Guard Committee Management activities including oversight for all required reports, instructions, charters, and records.

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

1. Under the general direction and supervision of the Chief, Auxiliary, Boating, and Consumer Affairs Division, the Chief Director, U.S. Coast Guard Auxiliary shall:

   a. Act as the Chief Director, Auxiliary, directing the administration of the Auxiliary within policies established by the Commandant under authority of 14 U.S.C. 821, et seq. (Coast Guard Auxiliary.)

   b. Be the designated representative of the Commandant to the Auxiliary National Executive Committee and Auxiliary National Board.

   c. Act on recommendations of the Auxiliary National Board and National Board, Inc., which affect official publications, the Standing Rules and bylaws, awards, uniforms, pennants, burgees, and internal matters of the Auxiliary.

AUXILIARY ADMINISTRATION BRANCH
(G–NAB–1)

1. Under the direction and supervision of the Chief Director, Auxiliary, the Chief, Auxiliary Administration Branch shall:

   a. Serve as program coordinator in all matters affecting the organization and administration of Auxiliary personnel and programs.

   b. Coordinate with departments of the Auxiliary National Staff in functional areas of public affairs, member resources, finance, legal, and information systems; develop and coordinate review and approval of all Coast Guard policy guidance administering Auxiliary activities in these functional areas.

   c. Develop plans and procedures to achieve and maintain Auxiliary strength characteristics consistent with identified Coast Guard requirements.

   d. Develop logistics plans and procedures to support Auxiliary training and program activities; oversee management and operation of the Auxiliary National Supply Center.

   e. Coordinate with the Office of Chief Counsel in developing policies and procedures to support efficient resolution of claims for damages involving Auxiliary facilities and/or death or injury to members of the Auxiliary.

   f. Coordinate with the Office of Civil Rights to assure policies affecting administration of the Auxiliary are in compliance with the Coast Guard's Civil Rights Program.

   g. Maintain essential records documenting operation and administration of the Auxiliary; develop user guidelines and act as user representative for the various Auxiliary districts and regions relative to the operation and maintenance of the Auxiliary Management Information System (AUXMIS).

   h. Coordinate with the Auxiliary National Staff in the functional area of public education; coordinate technical review and approval of public education material developed by the Auxiliary.

AUXILIARY OPERATIONS BRANCH
(G-NAB-2)

1. Under the direction and supervision of the Chief Director, Auxiliary, the Chief, Auxiliary Operations Branch shall:

   a. Coordinate with other Coast Guard programs regarding requirements for operational use of Auxiliary resources; identify and interpret specific training required to qualify Auxiliarists to be assigned such duties. Develop recommended policies and procedures which, on approval by the Commandant, define standards to apply in training and qualifying Auxiliarists for assignment to duty; coordinate development, review and approval of all material used in support of Auxiliary member training.

   b. Foster cooperation between Coast Guard districts and State government agencies to facilitate use of Auxiliary resources in areas of sole State jurisdiction authorized by the Federal Boat Safety Act of 1971, as amended.

   c. Coordinate with the Auxiliary National Staff in functional areas of operations and vessel examinations; review and approve all Coast Guard policy guidance administering Auxiliary activities in these functional areas.

   d. Develop recommended policies and procedures which, on approval by the Commandant, define minimum standards to apply in accepting Auxiliary facilities for Coast Guard use.

   e. Develop for approval by the Commandant, policy governing the assignment of Auxiliarists to operational duty in support of Coast Guard mission requirements, and procedures governing safe and efficient operation of Auxiliary air, surface, and communications facilities while under Coast Guard orders.

   f. Monitor Federal and State laws regarding boating safety equipment requirements to ensure Auxiliary courtesy marine examination requirements are compatible in content.

BOATING EDUCATION BRANCH
(G-NAB-3)

1. Under the direction and supervision of the Chief, Auxiliary, Boating, and Consumer Affairs Division, the Chief, Boating Education Branch shall:

   a. Coordinate a National Recreational Boating Education Program to foster cooperation and enhancement among public boater education programs offered by the Coast Guard, other Federal and State government agencies, and volunteer organizations.

   b. Establish and maintain liaison with international, national, State and other local government agencies; the boating industry; universities; and other organizations interested in developing boating education materials and programs.

   c. Encourage States to comply with the National Association of State Boating Law Administrators' (NASBLA) guidelines in developing State programs to conduct boater education.

   d. Promote compliance with the National Association of State Boating Law Administrators' Minimum Education Guide among volunteer organizations presenting boater education programs; encourage recognition of compliant volunteer programs in conjunction with State mandatory boater education determinations; and, foster use of volunteer organization participation in presenting State boater education programs, wherever feasible.

   e. Review boating education material for compliance with NASBLA Minimum Education Guide and/or technical accuracy concerning boating laws and regulations as requested by various boating groups.

   f. Monitor curriculum and coordinate attendance of U.S. Fish and Wildlife Service and State officials at the National Boating Safety Course.

   g. Maintain a reference library of printed and audiovisual materials used in boating education, excluding mass media materials.

   h. Represent the Coast Guard on the National Safe Boating Council, Inc.

   i. Maintain and promulgate the Boating Safety Manual (State Edition) (COMDTINST M16750.5 series).

STATE AFFAIRS BRANCH
(G–NAB–4)

1. Under the direction and supervision of the Chief, Auxiliary, Boating, and Consumer Affairs, the Chief, State Affairs Branch shall:

   a. Maintain liaison with State Boating Law Administrators to encourage greater uniformity in boating laws; reciprocity and comity among Federal, State, and local jurisdictions; and cooperation and assistance between the Federal Government and the States in developing and administering Federal and State boating laws.

   b. Promote development of cooperative agreements between the States and the Coast Guard to encourage greater State responsibility related to boater education, boating law enforcement, accident investigations, and search and rescue.

   c. Supervise the Federal Financial Assistance Program in support of State boating safety programs as authorized by the Federal Boat Safety Act of 1971, as amended. Conduct audits of individual State boating safety programs to assess effectiveness of Federal funding applications. Resolve audit findings with appropriate Federal and State officials.

   d. Coordinate State numbering matters with responsible Coast Guard offices where required, and promote assumption of the numbering function by those States not having a State numbering system.

   e. Administer a program to promote and coordinate uniform recreational boating law enforcement among the States and U.S. territories.

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

1. Under the direction and supervision of the Chief, Auxiliary, Boating, and Consumer Affairs, the Chief, Consumer Affairs and Analysis Branch shall:

   a. Develop and administer Coast Guard procedures and directives to achieve Government goals for consumer protection, representation, and education (as expressed in applicable consumer affairs statutes, orders, and directives).

   b. Represent the consumer viewpoint in the review and clearance of proposed Coast Guard regulations and legislation affecting consumers; and insure that, where appropriate, opportunities are provided for consumers to present their views at an early stage in the development of proposed regulations and policies affecting them.

   c. Inform and educate consumers concerning the safe use of marine services and products regulated by the Coast Guard; and educate consumers concerning remedies available under Federal law for the correction of safety defects in marine products or services.

   d. Serve as a clearing house for the investigation of consumer complaints concerning Coat Guard policies or services, and concerning the safety performance of marine products under Coat Guard jurisdiction; integrate analysis of the complaints into the development of corrective action or policy.

   e. Serve as the Coast Guard representative on the DoT Consumer Affairs Coordinating Committee. Represent the Coast Guard with outside industry and consumer groups in dealings on consumer protection and education issues.

   f. Administer a program to develop and disseminate standard procedures for reporting and investigating boating accidents and encourage compliance by State and local jurisdictions.

   g. Coordinate a boating accident investigation training program for Federal, State and local boating investigation and law enforcement personnel.

   h. Review all Boating Accident Reports and Investigations and take necessary corrective action, including promulgation of alerts to potential safety problems, act as endorsing authority for boating Accident Investigations requiring action by the Commandant.

   i. Maintain required files of all Boating Accident Reports and Investigations and maintain a computer data base to extract statistical information.

   j. Prepare and publish the annual Boating Statistics publication.

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

1. Under the direction and supervision of the Chief, Auxiliary, Boating, and Consumer Affairs, the Chief, Recreational Boating Product Assurance Branch shall:

   a. Direct the Coast Guard Recreational boating Product Assurance and Standards Development Program at Headquarters.

   b. Interpret regulatory standards for manufacturers and other Coast Guard staff elements and provide compliance and enforcement guidance to district commanders on the factory inspection program.

   c. Administer the program for assignment of manufacturer identification codes in compliance with applicable law and regulations.

   d. Manage the compliance testing of recreational boats, including assisting the contracting officer in the selection of contractors to conduct the tests, selection of boats to be tested, and arranging for the sale of the boats after testing. Monitor the activities of testing laboratories.

   e. Draft recommendations for grant or denial of each request by a manufacturer to be exempted from compliance with Federal standards. Analyze engineering, regulatory, economic, and safety considerations before writing recommendations. Act on all request for renewals.

   f. Initiate and terminate recalls of defective boats and associated equipment. Review product safety complaints from consumers nationwide. Evaluate information received from manufacturers, surveyors, the public, and Coast Guard testing.

   g. Conduct a boating technical information service by publishing the quarterly Boating Safety Circular and responding to letters and telephone inquiries for information on product safety aspects of boating safety.

   h. Draft regulations and amendments for the manufacture of boats and associated equipment. Analyze boating accident statistics, research reports and voluntary standards to provide justification for the regulations.

   i. Participate as members on technical committees of voluntary industry standards so that they may be used as a basis for Federal regulations or can be relied on in lieu of regulations.

   j. Develop proposals for research projects on recreational boating hazards which may provide data for the development of a regulation to minimize the hazard. Monitor ongoing research.

   k. Develop training programs for Coast Guard district factory inspection personnel and for industry engineers on the requirements of the regulations and the enforcement procedures. Conduct training seminars and participate in industry seminars.

   l. Maintain liaison with the U.S. Customs Service in the joint regulation of the importation of recreational boats to ensure that each is in compliance with Federal standards. Correspond with importers and the public and provide guidance to achieve compliance.

m. Represent the U.S. at international fora including international standards organizations.

n. Coordinate with the Marine Inspection and Documentation Division (G–MVI) in providing guidance and training to MSO/MIO personnel concerning recreational boating factory visits.

BRIDGE ADMINISTRATION DIVISION
(G–NBR)

1. Under the general direction and supervision of the Chief, Office of Navigation Safety and Waterways Services, the Chief, Bridge Administration Division shall:

   a. Administer the provisions of law and issue regulations relating to: approval of plans and location of bridges and causeways across navigable waters of the U.S.; alteration of railroad and publicly owned highway bridges found to be unreasonable obstructions to navigation; operation of drawbridges; and lights and signals on bridges required for the safety of navigation.

   b. Review bridge and causeway permit applications and issue or deny the permit.

   c. Determine the need for alteration of obstructive bridges and establish priorities for alteration projects.

   d. Promulgate drawbridge operation regulations and requirements for lights and signals on bridges. Develop polices governing bridge administration. Prepare directives and regulations for bridge administration.

   e. Disseminate information about existing bridges and causeways and criteria for proposed bridges and causeways.

   f. Conduct environmental studies and prepare environmental impact statements for bridge and causeway projects as required by appropriate laws and directives.

   g. Provide guidance to and review the work of bridge administration organizations within the district offices.

   h. Represent the Commandant and serve as the contact point within the Coast Guard for all bridge and causeway matters.

   i. Be the Program Manager for the Bridge Administration Program

   j. Provide oversight of the Bridge Administration Program PPBES activities.

   k. Determine the need for legislative initiatives for enhanced administration of the Bridge Administration and develop legislative proposals as required.

   l. Act as a point of contact for the international community on bridge navigational safety matters.

   m. Respond or comment on National Transportation Safety Board and marine casualty investigation reports and investigations involving bridges.

   n. Prepare Orders to Alter for the Commandant's signature under the provisions of the Truman–Hobbs Act in those cases where a detailed analysis has demonstrated that a bridge presents an unreasonable obstruction to navigation.

o. Provide appropriate liaison with the Army Corps of Engineers, Environmental Protection Agency, Federal Highway Administration, and other Federal, state, and local bodies on bridge administration matters. Negotiate memoranda of understanding/agreements as required to facilitate the administration of the program.

p. Review the Federal Register and legislative proposals for impact on the Bridge Administration Program.

q. Manage all engineering aspects of the Truman–Hobbs Obstructive Bridges Act.

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

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

   a. Assist district commanders, as necessary, in conducting preliminary investigation of complaints that specific bridges are unreasonable obstructions to navigation.

   b. Assist district commanders in their investigations and develop benefit/cost analyses in those cases where preliminary investigation indicates that a bridge may, in fact, be an obstruction to navigation.

   c. Recommend to the Division Chief such action as may be appropriate for the alteration of a bridge after the conclusion of the detailed investigation and the public hearing.

   d. Obtain, develop, and keep necessary records in support of bridge modification budget requests, and maintain a current status of funds.

   e. For approved bridge alterations, prepare the issuance of the alteration order. Coordinate engineering assistance. Monitor project progress through to completion, providing response to external inquiries as required.

   f. Review drawbridge operation changes to ensure that:

      (1) Regulations are properly and fairly prepared and administered;

      (2) New or revised regulations are brought to the attention of the public;

      (3) Drawbridge operation regulations are continually reviewed and revised, restructured or recodified, as necessary;

      (4) The public interest is recognized and maximum usefulness of the waterways is maintained, consistent with the needs of other modes of transportation; and

      (5) Waterways are treated as systems, with individual regulations being consistent with each other.

   g. Develop guidelines by which proposed or existing drawbridge operation regulations may be evaluated.

   h. Compile, analyze and organize background material, and prepare in final form, Coast Guard directives, publications and regulations relating to bridge regulation matters issued for the guidance of the district commanders and the information of the public.

   i. Coordinate administrative functions for the division, including data systems management, PPBS documentation and budgeting.

   j. Maintain staff liaison with bridge administration personnel in district offices. Provide training, guidance and assistance to district bridge administration staffs as required.

   k. Ensure that all actions undertaken in bridge alteration and drawbridge regulations matters are consistent with pertinent environmental statutes and regulations.

PERMITS BRANCH
(G-NBR-2)

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

   a. Ensure that permit applications and reports and recommendations thereon are complete and comply with law and regulations.

   b. Review permit applications for proposed bridges and causeways and modification of existing bridges and causeways to ensure that they provide for the reasonable needs of navigation and the environment.

   c. Prepare permits or letters of denial as appropriate.

   d. Review and act on recommendations for, and maintain records of, guide clearances proposed or in effect on waterways subject to Coast Guard jurisdiction.

   e. Review proposals and make recommendations for appropriate bridge lighting in unusual cases referred to the Commandant.

   f. Assist district commanders as necessary to prepare environmental impact statements on projects under cognizance of the Bridge Administration Division as required.

   g. Maintain staff liaison with bridge administration personnel in district offices, and with appropriate persons outside the Coast Guard. Provide training, guidance, and assistance to district staffs as required, especially in navigational analysis cases involving complex or controversial issues.

   h. Review permit actions of district commanders for compliance with law and regulations.

   i. Determine the need for public hearings in bridge permit cases. Issue the Federal Register notice and assist district staffs as required in the conduct of the hearing.

   j. Oversee the application of civil penalty proceedings for the Bridge Administration Program. Provide program liaison to Coast Guard and U.S. Attorneys in litigation cases.

   k. Prepare permit documents or letters of denial of permit applications, citing specific authority or reasons for denial as appropriate.

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

BRIDGE ENGINEERING BRANCH
(G–NBR–3)

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

   a. Provide technical support to the program manager and all Coast Guard districts in the administration of the entire bridge program.

   b. Develop technical support for the processing of obstructive bridge complaints and recommend the alteration of bridges and causeways which are considered to be unreasonably obstructive to the free navigation of navigable waters of the United States.

   c. Review plans and specifications for alteration of obstructive bridges to assure that such altered bridges will provide for adequate clearance for the reasonable needs of navigation and an adequate facility for the anticipated rail or highway traffic at a minimum cost to all parties involved.

   d. Develop technical portions for relocation of obstructive bridges, as provided for under Section 13 of the Truman–Hobbs Act.

   e. Approve bids for project construction, develop the orders apportioning costs to the Government and to the bridge owners, and obtain the guarantees of project costs from the bridge owners.

   f. Monitor construction during alteration of obstructive bridges to approve disbursement of funds and to assure minimum negative impacts to navigation.

   g. Develop final cost apportionments for bridge alterations, obtain settlements with the bridge owners, and prepare final project reports.

   h. Develop the engineering cost estimates used in preparing appropriation requests to finance the Government's share of obstructive bridge projects, and prepare the financial plans for disbursement of funds.

   i. Finalize plans, and prepare project specifications. Oversee the preparation of bid solicitations and the bid award process.

ICE OPERATIONS DIVISION
(G–NIO)

1. Under the general direction and supervision of the Chief, Office of Navigation Safety and Waterway Services, the Chief, Ice Operations Division, shall perform the following functions relative to the Ice Operations (IO) program:

   a. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and standards regarding program execution and performance; initiate, review and evaluate program related analyses and R&D projects. Manage any assigned Operating Guide accounts and comply with all planning, programming and budgeting requirements for program managers contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).

   b. Supervise program and facility specific training.

   c. Perform information/data base management using data bases common to other divisions where possible.

   d. Promulgate and publish program and facility related directives and publications.

   e. Provide programmatic input to facility management processes including such areas as training, acquisition, geographic distribution and scheduling.

   f. Ice Operations Program management requires close contact with government agencies and private organizations to establish and maintain cooperation, communication and coordination essential for program execution. Liaison will be maintained for determining:

      (1) Polar icebreaker scheduling.

      (2) Icebreaker user reimbursement.

      (3) Vessel capabilities for mission support.

      (4) National defense and readiness aspects of the mission.

      (5) Coast Guard involvement in U. S. polar policy.

      (6) Interaction with foreign governments for technical exchanges.

   g. Exercise oversight of and provide support for assigned special Headquarters units.

   h. Direct and coordinate Coast Guard Marine Science support programs.

   i. Direct and coordinate Coast Guard Diving support programs.

   j. Administer interagency reimbursement for operations involving polar icebreakers.

   k. Act as Headquarters Planning Coordinator (HQPC) for all assigned multi–mission resources. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and performance standards for assigned facilities. These functions include such management processes as facility operation, geographic distribution, changes, manning, training, human factors determinations analysis, research and development,

investigation, surveys, leasing and accident prevention. Comply with all planning, programming and budgeting requirements for HQPCs contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).

l. As Program Manager responsible for identifying and obtaining the necessary resources for the Ice Operations Program, participate in the acquisition of facilities and services as follows:

(1) Determine program requirements and identify resources needed to accomplish the mission.

(2) Specify sponsor's requirements and provide documentation for acquisition of design, construction and operation of new or existing facilities.

(3) Review and approve acquisition documents produced by other divisions.

ICE OPERATIONS PROGRAM BRANCH
(G-NIO-1)

1. Under the direction and supervision of the Chief, Ice Operations Division, the Chief, Ice Operations Program Branch shall:

   a. Administer the interagency reimbursement system for polar icebreakers which includes:

      (1) Drafting, negotiating, and maintaining interagency Memoranda of Agreement (MOA).

      (2) Collecting daily fuel data and other operational statistics for the polar icebreaker fleet as necessary, for administration of the icebreaker reimbursement system.

      (3) Providing User Agencies with cost estimates for icebreaker services.

      (4) Providing Chief, Financial Management Division (G-CFM) with data necessary for billing the User Agencies.

   b. Prepare the annual submission of the Ice Operations Operating Program Plan.

   c. Determine User Agency requirements for icebreaker facilities and combine with Coast Guard requirements, to provide input to the facilities acquisition process.

   d. Prepare Planning, Programming, Budgeting and Evaluation System (PPBES) documents for the IO program, including: Issues, Determinations, FP's, RCP's, Planning Factors, and 4144's.

   e. Provide budget oversight for the IO program and IO facilities. Prepare testimony for annual budget hearings.

   f. Review other program PPBS documents for impact on IO program.

   g. Prepare studies, analyses, evaluations, and management reports for the IO program.

   h. Provide statistical and analytical support to other division and office elements.

   i. Serve as the central control point for all Congressional and public inquiries.

   j. Maintain cognizance over crewing and staffing procedures and requirements for units with an IO mission.

   k. Prepare, execute, and document changes to the Division annual financial plan.

   l. Review training requirements for Ice Operations Program facilities and provide input to the training managers.

   m. Act as Information Resource Manager for the Ice Operations Division, and develop and maintain data bases as required for meeting program objectives.

ICEBREAKING FACILITIES BRANCH
(G-NIO-2)

1. Under the direction and supervision of the Chief, Ice Operations Division, the Chief, Icebreaking Facilities Branch shall:

   a. Perform HQPC responsibilities for Icebreakers (WAGBs), Icebreaking Tugs (WTGBs), Harbor Tugs, medium (WYTMs), Harbor Tugs, small (WYTLs), Ship Support Facility (Icebreaker Section) and such other cutter-related facilities as may be assigned.

   b. Prepare Required Operational Capabilities (ROCs) and Projected Operating Environments (POEs) documents for assigned cutters. Prepare cutter requirement document lists. Maintain historical records for all assigned cutters.

   c. Establish and maintain operating standards and analyze performance of cutters and major shipboard equipment. Evaluate and make recommendations concerning the operational characteristics of assigned cutters. Maintain cognizance of shipboard allowance lists and recommend appropriate changes. Establish and maintain manning requirements for assigned cutters.

   d. Formulate and administer plans, programs, and procedures designed to ensure effective management of assigned cutters. Coordinate and supervise the assignment by Area and district to ensure effective management of assigned cutters. Coordinate and publish polar icebreaker schedules.

   e. Coordinate Division action on planning proposals, unit development plans and acquisition, construction and improvement (AC&I) project proposals which pertain to or have impact upon assigned facilities. Evaluate and make recommendations concerning machinery evaluation boards and mid-life renovations and new construction of assigned cutters.

   f. Prepare inputs to the PPBES for those facilities under Division cognizance. Coordinate inputs for recommended changes to the Capital Investment Plan, Operating Program Plans and OPFAC (COMDTINST M5440.2 series).

   g. Participate in government, private and international technical information exchange programs regarding icebreaking and ice operations facilities.

   h. Coordinate all support functions of the Coast Guard Diving Program. These functions include:

      (1) Develop and promulgate Coast Guard diving policy for application to both military and civilian members.

      (2) Identify, coordinate, plan and budget for specific diving needs with the responsible program managers.

      (3) Authorize establishment of Duty Involving Diving (DUID) units and periodically review the DUID allowances.

      (4) Maintain status of a pool of qualified divers by coordinating field diving requirements, providing training requirements to and coordinating diving billets requirements with the Office of Personnel and Training.

(5) Direct and advise operational units on matters of proper diving procedures and training.

(6) Identify and promulgate procedures for obtaining diving and salvage assistance from both U.S. Navy and commercial sources under Navy contract.

(7) Review all Coast Guard diving accidents and/or casualties, and initiate appropriate corrective action.

(8) Authorize diving pay to personnel in excess of unit allowance of divers at any operational diving unit when assigned in excess of 5 months.

(9) Maintain liaison with other Government agencies and civilian groups on matters affecting Coast Guard diving.

(10) Authorize deletion of individual diver qualifications if situation dictates.

(11) Coordinate and participate in the annual diving unit safety survey inspections.

SCIENCE BRANCH
(G-NIO-3)

1. Under the direction and supervision of the Chief, Ice Operations Division, the Chief, Science Branch shall:

   a. Direct and coordinate Coast Guard marine science support, including the International Ice Patrol and ice operations related reconnaissance.

   b. Provide program management for the International Ice Patrol.

   c. Provide program management for the USCG Headquarters unit at the National Data Buoy Center (NDBC).

   d. Coordinate Coast Guard operational use of satellite remote sensing.

   e. Develop and maintain expertise in remote sensing systems and initiate application of these systems to meet requirements of assigned programs.

   f. Maintain liaison with government, private and international organizations regarding Coast Guard marine science policy and cooperative programs and ice related products and services.

   g. Represent the Coast Guard on boards, councils and committees concerned with marine science or polar affairs.

   h. Maintain liaison with communities involved in the polar regions including Federal, State, and local agencies, private organizations, international organizations, and universities regarding Coast Guard policy in the polar regions.

   i. Maintain contact with the polar science community to determine requirements for polar icebreaker science support capabilities and icebreaker employment opportunities.

   j. Advise the Headquarters Acquisition staff and design engineers on science support requirements on existing and replacement icebreakers.

   k. Initiate and monitor research and development projects to increase the effectiveness of the Ice Operations Program.

   l. Share management with the Headquarters Program Manager of the Marine Science Technician (MST) rating for matters pertaining to oceanography and meteorology.

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

RADIONAVIGATION DIVISION
(G–NRN)

1. Under the general direction and supervision of the Chief, Office of Navigation Safety and Waterway Services, the Chief, Radionavigation Division shall:

   a. Manage the U.S. system of radio aids to navigation as provided in 14 U.S.C. 81 and assume responsibility for the effective performance of the radionavigation aids system.

   b. Serve as Program Manager for the Radionavigation Aids (RA) Program. Develop and review plans, policies, and agreements for the implementation and conduct of the Coast Guard's radionavigation mission. Develop and maintain those documents, reports, etc., required by the PPBES. Administer those funds allotted to the Radionavigation Program.

   c. Initiate, review, and approve plans for the establishment and change of radio aids to navigation.

   d. Develop planning criteria and operational requirements for the shore inputs and equipment necessary to operate and service Coast Guard radio aids to navigation.

   e. Develop and approve requirements for staffing and equipping of support units.

   f. Establish operational procedures and training requirements for Coast Guard units in support of the Radionavigation Aids Program.

   g. Initiate requests for the Offices of Engineering and Development (G–E) and Command, Control, and Communications (G–T) to conduct projects to improve the performance and efficiency of the radio aids to navigation.

   h. Coordinate plans and procedures for multifunctional Coast Guard units with other program managers.

   i. Develop and analyze data and alternatives required to support budgetary and policy decisions in fulfilling the Coast Guard's role in the nation's radionavigation programs, including input to the Federal Radionavigation Plan and the Joint Chiefs of Staff Master Navigation Plan.

   j. Coordinate Coast Guard involvement and interests in other radionavigation systems such as NAVSTAR Global Positioning System and Navy Navigation Satellite Systems (TRANSIT).

   k. Serve as Coast Guard representative on DoT Navigation Working Group and other Federal committees which are concerned with the development of national plans and policies for radionavigation services. Assist Chief, Office of Navigation Safety and Waterways Services, in that officer's role as member of the DoT Navigation Council.

   l. Maintain liaison with international organizations and operating agencies of foreign nations to plan, coordinate, and harmonize radionavigation systems.

m. Act as the point of contact within the Coast Guard on radionavigation matters.

n. Assist Coast Guard and U.S. attorneys as required in cases involving radionavigation issues.

o. Provide day–to–day oversight of the OMEGA Navigation System Center and Coast Guard Activities Europe.

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

1. Under the direction and supervision of the Chief, Radionavigation Division, the Chief, Radio-Aids Management Branch shall:

   a. Manage the Loran-C, OMEGA and Radiobeacon systems. Develop and maintain those documents, reports, etc., required by the Planning, Programming, Budgeting and Evaluation System (PPBES).

   b. Define and review operational requirements and program objectives for the assigned systems; prepare and implement plans to satisfy requirements. Coordinate requirements with operating and support managers as necessary to meet the objectives of the Radionavigation program.

   c. Review operational reports and, with the assistance of the appropriate support managers, identify problems or deficiencies in meeting established operating requirements. Initiate corrective action. Ensure necessary consistency among technical, administrative and logistic requirements.

   d. Coordinate actions and provide guidance to the Loran-C Regional Managers; OMEGA Navigation Systems Center; and District (oan)s (radiobeacons) for use in performance of their assigned responsibilities.

   e. Develop policies and procedures for the operation and administration of assigned radionavigation systems; establish operational parameters and criteria including performance standards and staffing requirements; develop measures of performance and effectiveness. Establish training requirements for Coast Guard unit, Coast Guard contract, host nation or partner nation personnel.

   f. Identify and review resource requirements of assigned radionavigation systems. Coordinate training requirements with support managers, as well as cost estimates and staffing changes required to achieve approved changes to the scope of the assigned services.

   g. Coordinate operational standards for Loran-C and OMEGA stations operated and funded by other countries to assist those countries in providing the desired radionavigation service and to minimize interference.

   h. Maintain liaison with government agencies and public firms operating similar system in the Loran-C band to reduce mutual interference.

   i. Coordinate requirements with operating and support managers as necessary to meet the objectives of the Radionavigation Program.

   j. Provide a point of contact within the Coast Guard for persons desiring information on the status and availability of Loran-C, OMEGA and radiobeacon systems.

   k. Maintain liaison with operating agencies of foreign nations to plan and coordinate expansion of assigned radionavigation systems.

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

1. Under the direction and supervision of the Chief, Radionavigation Division, the Chief, Radio-Aids Applications and Developments Branch shall:

   a. Monitor and assess navigation activity of maritime users, civil aviation users and potential users of radionavigation systems. Provide information and technical advice as appropriate. Evaluate user requirements, anticipate future problems and develop contingency plans.

   b. Perform liaison with Department of Defense (DoD) for management of the Global Positioning System and other emerging radionavigation systems, ensuring requirements of the civil maritime community are represented.

   c. Review radionavigation plans and requirements of the Department of Defense and participate, as appropriate, in their formulation.

   d. Manage and coordinate radionavigation systems projects involving system expansion, new services or special studies. Support the designated Acquisition Project Officer; maintain project documents and prepare periodic reports as required by the Project Officer.

   e. Review developments in radionavigation technology and identify areas of application or their impact on established plans. Recommend changes to established system plans where necessary. As future changes are foreseen, prepare contingency plans and cost analyses. Identify research and development support and new engineering initiatives to satisfy future system requirements.

   f. Provide advice to Coast Guard operating program managers on applicability of user equipment to Coast Guard missions and platforms.

   g. Provide consultation, advisory service and liaison to Federal, state, local government agencies, foreign interests, user groups and other entities concerning development pertaining to radionavigation systems.

   h. Coordinate Coast Guard efforts with Federal, state and local government agencies to provide the public with accurate and timely charts, tables, and data needed to use the Loran-C, OMEGA and Radiobeacon systems.

   i. Provide point of contact within the Coast Guard for persons desiring information on applications and user equipment for Loran-C, OMEGA, and Radiobeacon systems, and other information needed to use these systems.

SEARCH AND RESCUE DIVISION
(G-NRS)

1. Under the general direction and supervision of the Chief, Office of Navigation Safety and Waterway Services, the Chief, Search and Rescue Division, shall perform the following functions relative to the Search and Rescue (SAR) program:

   a. Develop, coordinate, administer, review and evaluate plans, policies, procedures, standards and training requirements regarding program execution and performance; initiate, review and evaluate program-related analyses and RDT&E projects. Manage any assigned Operating Guide accounts and comply with all planning, programming and budgeting requirements for program managers contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).

   b. Provide programmatic input to facility management processes, including such areas as operational performance standards, training, acquisition, geographic distribution and readiness.

   c. Establish and maintain liaison with the U.S. Armed Services, government agencies, private institutions, and international governments and bodies with respect to SAR, including standardization of procedures and equipment. Analyze national and international SAR agreements and make recommendations for improvements or changes. Develop or prepare drafts of Coast Guard positions on national or international matters relating to SAR.

   d. Supervise program and facility specific training.

   e. Promulgate and publish program and facility-related directives and publications.

   f. Exercise oversight of and provide support for assigned special Headquarters units and detached staffs.

   g. Maintain program information resource system.

   h. Coordinate plans and procedures with other program and support managers for units tasked with a SAR mission.

   i. Administer facility management of all small boats.

PROGRAM BRANCH
(G–NRS–1)

1. Under the direction and supervision of the Chief, Search and Rescue Division, the Chief, Program Branch shall:

   a. Review, evaluate, and prepare Planning, Programming, Budgeting and Evaluation (PPBES) documents as described under current directives for the SAR program.

   b. Conduct program evaluations and develop program requirements for resources and resource allocation. Develop and maintain measures of program effectiveness, standard costs, and other managerial tools as developed.

   c. Initiate, monitor, evaluate and oversee technological developments and RDT&E projects for potential application to enhance SAR effectiveness.

   d. Develop, operate and supervise information reporting systems for the management of the SAR program. Provide SAR data support to program, facility, field managers, other governmental agencies and the public. Develop, maintain, and operate the SAR Simulation and SAR Queuing models. Provide program guidance for the Computer Assisted Search Planning model. Maintain the SAR Data System Manual. Provide Coast Guard Standard Terminal system management as required by the existing circumstances. Compile and publish Service–wide SAR statistics.

   e. Provide program input to Required Operational Capacity (ROC) and Projected Operating Environment (POE) documents.

   f. Review SAR case studies. Incorporate lessons learned into policy and program statements.

   g. Coordinate development of the role of the Coast Guard in Joint Combat SAR (CSAR) operations with other military agencies. Monitor DoD CSAR initiatives and developments.

   h. Provide program guidance to the Coast Guard Auxiliary.

FACILITIES BRANCH
(G–NRS–2)

1. Under the direction and supervision of the Chief, Search and Rescue Division, the Chief, Facilities Branch shall:

   a. Develop surface vessel survival and rescue equipment standards and requirements, and provide for their acquisition and maintenance. Maintain the Coast Guard Rescue and Survival Systems Manual (COMDTINST M10470.10 series).

   b. Supervise class management of all standard boats including configuration control, outfit, distribution, and replacement. Supervise the Coast Guard's boat management program and non–standard boat replacement fund. Develop and coordinate sponsor's requirements and serve as the acquisition project manager/representative for replacement boats. Maintain boat type manuals.

   c. Supervise all facility related training. Provide quota control to class "C" schools, ratify course content, maintain G–P liaison for the OINC/XPO, National Motor Life Boat School, 41' UTB Coxswain School, Boatswain Mate "A" School.

   d. Act as Program Manager for the Boatswains Mate rating.

   e. Publish the G–NRS periodical.

   f. Promulgate standard operating and station management procedures and standards. Manage the Boat Crew Training Qualification and Certification program. Maintain the Boat Crew Seamanship Manual (COMDTINST M16114.5 series).

   g. Develop and review program facility staffing standards.

   h. Maintain historical records and data bases for all program facilities and resources to support management initiatives.

   i. Provide facility management for all small boat resources for program managers.

SAR COORDINATION BRANCH
(G-NRS-3)

1. Under the direction and supervision of the Chief, Search and Rescue Division, the Chief, SAR Coordination Branch shall:

   a. Promote an effective global SAR system, commitment to SAR objectives and SAR Convention provisions, and development of SAR agreements and improved international SAR capabilities and procedures, to help provide for more effective SAR services, cooperation, coordination and interoperability between nations; develop, comply with and exercise rights under pertinent international laws such as SAR agreements, Conventions and customary law; and accomplish national SAR, humanitarian and political objectives.

   b. Effectively coordinate the use of resources within the Inland and Maritime Areas of the U.S., particularly between the Coast Guard and the Department of Defense, and with other government, private and volunteer organizations.

   c. Improve national and international SAR communications among SAR authorities and SAR units, and with units in distress.

   d. Work with other nations to establish clearly defined and internationally recognized SAR regions, close and effective working relationships and use of common procedures, and expedient exchanges of information pertinent to specific SAR cases or responsible SAR agencies.

   e. Promote national and international collaboration such as mutual visits between program or Rescue Coordination Center (RCC) personnel, joint training and exercises, use of vessel reporting systems and SAR computer programs, development of SAR procedures and technology, and provision of support services such as fueling or medical assistance.

   f. Participate in organizations, such as the International Maritime Organization (IMO), International Civil Aviation Organization (ICAO), International Lifeboat Conference (ILC), COSPAS-SARSAT (Soviet space system for search of distressed vessels), etc., whose work can help accomplish the program goals, or whose decisions might otherwise be detrimental to national or Coast Guard interests, and help establish, develop, operate, promote or use appropriate systems for enhancement of SAR operations such as the Automated Mutual-Assistance Vessel Rescue System (AMVER), the International Maritime Satellite (INMARSAT), and COSPAS SARSAT.

   g. Sponsor, support and provide secretariat services for the Interagency Committee for Search and Rescue (ICSAR) as a primary means to develop and implement a National SAR Plan and National SAR Manual and joint solutions for SAR problems of common concern to multiple Federal agencies; appropriately assign and coordinate national SAR responsibilities, standardize, consolidate and publish information and guidance on national SAR organization and procedures; and implement international requirements and standards nationally.

   h. Ensure all available national SAR resources, including Federal, state, local, private, commercial and volunteer resources, are used efficiently and effectively, and that common equipment and procedures are used to the extent necessary to allow various factions of the national SAR community to carry out joint activities.

i. Promote safety programs which help citizens act responsibly to avoid or cope with distress situations, and develop contingency plans that provide for use of available SAR resources during natural disasters.

j. Supervise SAR program specific training. Provide guidance to the National SAR School. Assign quotas to its classes.

k. Maintain the National Search and Rescue Manual and the Coast Guard Addendum to the Manual.

l. Manage division funds.

SHORT RANGE AIDS TO NAVIGATION DIVISION
(G–NSR)

1. Under the general direction and supervision of the Chief, Office of Navigation Safety and Waterways Services, the Chief, Short Range Aids to Navigation Division shall:

   a. Manage the U.S. systems of aids to marine navigation in accordance with 14 U.S.C. 81 through 14 U.S.C. 86, except as these pertain to radionavigation aids, and assume responsibility for the effective performance of the Short Range Aids to Navigation system.

   b. Serve as Program Manager for the Short Range Aids to Navigation Program.

   c. Initiate, review, and approve plans for the establishment and change of short range aids to navigation.

   d. Develop planning criteria and operational requirements for the vessels, shore units, and equipment necessary to operate and service the Federal Short Range Aids to Navigation system.

   e. Develop and approve requirements for staffing, equipping and deployment of support units.

   f. Establish procedures and training requirements for Coast Guard units and personnel engaged in short range aids to navigation maintenance.

   g. Establish and monitor operational proficiency standards for Coast Guard units in support of the Short Range Aids to Navigation Program.

   h. Coordinate plans and procedures for multifunctional Coast Guard units with other program managers.

   i. Disseminate information to the mariner concerning aids to navigation. Publish the Light List and other aids to navigation publications.

   j. Supervise the administration of funds allotted to the division.

   k. Maintain liaison with international organizations in short range aids to navigation matters. Respond to inquires from foreign governments on associated topics.

   l. Determine the need for and sponsor RDT&E of short range aids to navigation systems.

   m. Assist Coast Guard and Department of Justice attorneys in litigation involving short range aids to navigation and marine information.

   n. Act as the Coast Guard coordinator for charting and mapping.

   o. Review and comment on National Transportation Safety Board and marine casualty investigations involving short range aids to navigation or charting issues.

   p. Act as the point of contact within the Coast Guard for matters involving the SRA Program.

   q. Serve as Program Manager for the non–VTS portion of the Waterways Management Program.

r. Supervise development of, and implement plans for, management and enforcement of regulations for administration of Federal anchorages, regulated navigation areas, and rules and regulations for the prevention of collisions, rammings and groundings.

s. Supervise development of plans for implementation, management and enforcement of rules for the prevention of collisions.

t. Serve as primary representative, U.S. Delegation to International Maritime Organization (IMO) Subcommittee on Safety of Navigation.

u. Serve as Chairman, International Convention for the Safety of Life at Sea (SOLAS) Subcommittee Working Group on Safety of Navigation.

v. Serve as Chairman, U.S. Coast Guard Waterways Management Coordinating Committee.

w. Serve as the USCG Secretariat for the International Association of Lighthouse Authorities (IALA). Coast Guard representative to the Marine Marking System (MMS) Committee. Alternate representative to the IALA Council.

x. Supervise the Executive Director, Rules of the Road Advisory Council.

y. Develop and maintain those documents, reports, etc., required by the PPBES .

SIGNAL MANAGEMENT BRANCH
(G–NSR–1)

1. Under the direction and supervision of the Chief, Short Range Aids to Navigation Division, the Chief, Signal Management Branch shall:

   a. Develop policies, procedures and criteria for establishing, altering and maintaining Federal and private short range aids to navigation, including the accurate and reliable positioning of aids to navigation.

      (1) Conduct centralized planning and resource management for the SRA program.

      (2) Provide staff liaison with Coast Guard and external bodies on SRA issues.

      (3) Sponsor engineering research and development of systems and equipment for short range aids to navigation. Keep abreast of emerging technology in associated fields.

      (4) Publish and keep up–to–date, the Aids to Navigation Manual and other program sponsored documents.

      (5) Coordinate the leasing/licensing of excess lighthouses to other governmental, nonprofit, or private sector bodies as appropriate, with special regard for historical preservation considerations.

      (6) Coordinate bridge lighting requirements.

      (7) Develop procedures to ensure accurate and reliable positioning of aids to navigation.

   b. Ensure that Federal regulations governing short range aids to navigation reflect current policies and procedures.

   c. Develop a program for determining the effectiveness of SRA systems.

   d. Assist the Chief, Short Range Aids to Navigation Division, in his role as Coast Guard Secretariat for the International Association of Lighthouse Authorities (IALA) and serve as the alternate representative to the Marine Marking System (MMS) Committee.

FACILITY MANAGEMENT BRANCH
(G–NSR–2)

1. Under the direction and supervision of the Chief, Short Range Aids to Navigation Division, the Chief, Facility Management Branch shall:

   a. Provide centralized planning and resource management for the SRA program. Manage programs and projects concerning acquisition, alteration, or disposition of facilities utilized in the Short Range Aids to Navigation Program.

   b. Coordinate and monitor the training of personnel in positioning, installation, servicing, operation, maintenance, and repair of short range aids to navigation and facilities.

   c. Coordinate requirements with operating and support program managers as necessary to meet objectives of the Short Range Aids to Navigation Program.

   d. Coordinate review of Program Proposals, Development Plans and other planning proposals related to facilities assigned to the Short Range Aid to Navigation program area.

   e. Coordinate with other program managers as necessary to meet those programs' requirements upon SRA resources and facilities.

   f. Function as Headquarters Planning Coordinator for Second Coast Guard District groups and those bases and facilities as may be assigned.

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

1. Under the direction and supervision of the Chief, Short Range Aids to Navigation, Division, the Chief, Navigation Rules and Information Branch shall:

   a. Develop policies and procedures for a program to provide timely dissemination of information to the mariner concerning changes in aids to navigation; hazards to navigation; and other hydrographic information.

   b. Provide liaison and coordinate action with National Ocean Service, Defense Mapping Agency, and the Corps of Engineers, in connection with publishing and charting aids to navigation information and the weekly Notice to Mariners.

   c. Prepare and issue the Coast Guard Light List, posters, and other publications which provide information concerning aids to navigation to the mariners and the general public.

   d. Coordinate the printing and distribution of the Aids to Navigation Manual (COMDTINST M16500 series) and other publications concerning aids to navigation; maintain records, publications, and mailing lists.

   e. Coordinate allowances of charts and publications for all Coast Guard cutters.

   f. Act as the Coast Guard point-of-contact on all charting matters. Provide liaison with Federal agencies pertaining to Notice to Mariners, Light Lists, and Broadcasts, as they relate to issues before the International Hydrographic Organization, Monaco.

   g. Coordinate Coast Guard digital charting requirements.

   h. Administer the program for the development of rules and regulations for the prevention of collisions, rammings, and groundings, including, but not limited to:

      (1) The preparation of recommendations for changes to statutory and regulatory actions affecting waterways safety.

      (2) Setting vessel navigational safety equipment standards and requirements in accordance with U.S. and international regulations and guidelines.

      (3) Coordination and dissemination of information concerning new proposals regarding Navigation Rules and related matters.

      (4) Program oversight and policy guidance for regulatory matters involving anchorages, navigation regulations, including speed control and Regulated Navigation Areas, delegated to district commanders.

      (5) Development of policy guidance for and management of regulatory matters concerning Bridge-to-Bridge Radiotelephone, Traffic Separation Schemes, Artificial Reefs, and Shipping Safety Fairways.

      (6) Vessel Plan Review and preparation of Certificates of Alternative Compliance (CAC) for Coast Guard vessels; program oversight, policy guidance, publication, and record keeping for CACs issued for non-Coast Guard/Navy vessels.

(7) Program oversight and policy guidance for Port Access Studies, collation and publication of study results, and development of subsequent regulatory action.

i. Maintain liaison with other elements in the Coast Guard, the Department of Transportation, other Federal agencies, state and local governments, and other interested parties as necessary for the efficient and effective management of waterways safety regulations responsibilities.

j. Assist the Chief Counsel, as necessary, in the review of penalty appeal cases as they relate to statutory and regulatory Rules of the Road.

k. Assist Chief, Short Range Aids to Navigation Division, in role as primary representative, U.S. delegation to IMO Subcommittee Working Group on Safety of Navigation.

l. Serve as the Executive Director of the U.S. Coast Guard Navigation Safety Advisory Council.

m. Maintain and develop statistical data and perform quantitative and qualitative analyses of the need for and cost effectiveness of marine traffic management activities.

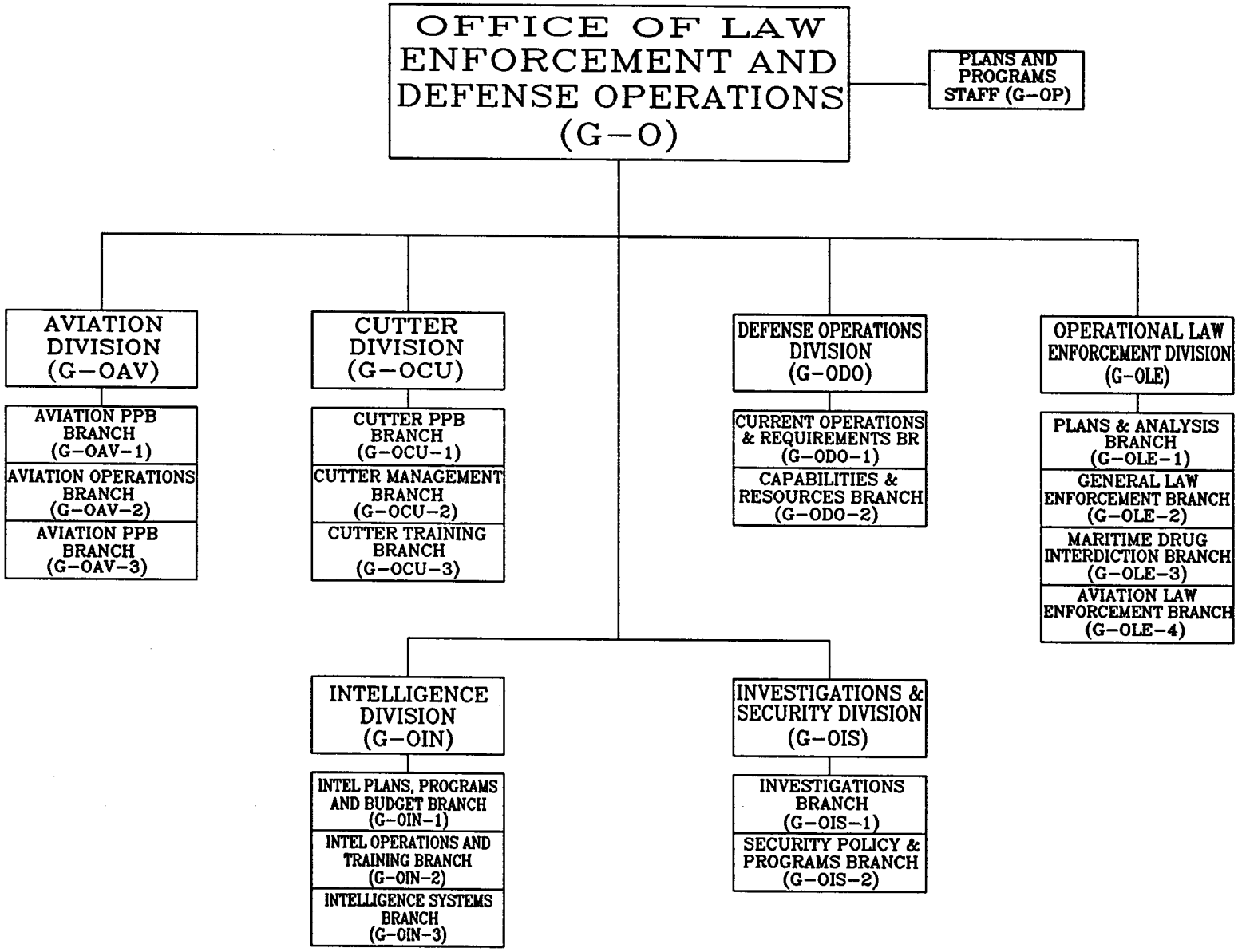
n. Review and comment as appropriate on National Transportation Safety Board and marine casualty investigations involving navigations rules issues.

o. Serve as the primary point of contact with the Coast and Geodetic Survey and National Ocean Service.

p. Act as Headquarters Force Manager for the Quartermaster (QM) rating.

OFFICE OF LAW ENFORCEMENT AND DEFENSE OPERATIONS

(G-O)


OFFICE OF LAW ENFORCEMENT AND DEFENSE OPERATIONS (G-O)
PLANS AND PROGRAMS STAFF (G-OP)
AVIATION DIVISION (G-OAV)
AVIATION PPB BRANCH (G-OAV-1)
AVIATION OPERATIONS BRANCH (G-OAV-2)
AVIATION PPB BRANCH (G-OAV-3)
CUTTER DIVISION (G-OCU)
CUTTER PPB BRANCH (G-OCU-1)
CUTTER MANAGEMENT BRANCH (G-OCU-2)
CUTTER TRAINING BRANCH (G-OCU-3)
DEFENSE OPERATIONS DIVISION (G-ODO)
CURRENT OPERATIONS & REQUIREMENTS BR (G-ODO-1)
CAPABILITIES & RESOURCES BRANCH (G-ODO-2)
OPERATIONAL LAW ENFORCEMENT DIVISION (G-OLE)
PLANS & ANALYSIS BRANCH (G-OLE-1)
GENERAL LAW ENFORCEMENT BRANCH (G-OLE-2)
MARITIME DRUG INTERDICTION BRANCH (G-OLE-3)
AVIATION LAW ENFORCEMENT BRANCH (G-OLE-4)
INTELLIGENCE DIVISION (G-OIN)
INTEL PLANS, PROGRAMS AND BUDGET BRANCH (G-OIN-1)
INTEL OPERATIONS AND TRAINING BRANCH (G-OIN-2)
INTELLIGENCE SYSTEMS BRANCH (G-OIN-3)
INVESTIGATIONS & SECURITY DIVISION (G-OIS)
INVESTIGATIONS BRANCH (G-OIS-1)
SECURITY POLICY & PROGRAMS BRANCH (G-OIS-2)

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

1. **Mission**. Development of basic policies, planning for and provision of resources for Coast Guard operations involving enforcement of laws and treaties, operational and military readiness, ocean operations, and intelligence, investigations and security.

2. **Functions**. Under the general direction and supervision of the Commandant, the Vice Commandant, and the Chief of Staff, the Chief, Office of Law Enforcement and Defense Operations shall:

   a. Be program director and have ultimate responsibility for:

   (1) Enforcement of Federal laws and international agreements on, over, and under the territorial waters, Contiguous Zone, Exclusive Economic Zones, and special interest areas of the high seas, except those laws related to pollution, traffic control, and port and waterway safety.

   (2) The operational and military readiness of the Service.

   (3) Intelligence activities.

   (4) Investigations and security activities.

   b. Serve as the Senior Intelligence Officer for the Coast Guard, including participation in the Senior Officer of the Intelligence Community (SOIC) forum.

   c. Determine basic plans, systems, methods, and procedures under which the above activities are to be carried out; consider and make recommendations as to broad policies which should control these determinations.

   d. Prescribe factors for determining the allocation, distribution, nomenclature, functional assignment, and status of air and floating facilities under the general supervision of the Office. Prescribe operational characteristics required in the several types of operating facilities. Recommend to the Commandant the number and types to be operated.

   e. Prescribe the operational reports to be submitted by field units.

   f. Review as necessary the administration of the operations divisions of district offices, and initiate recommendations to district commanders to effect improvements in the organization and methods of administration of those divisions. Keep informed of the status, effectiveness, and efficiency of field operations.

   g. Advise the Commandant in the supervision of Area operational responsibilities.

   h. Exercise technical control over assigned Headquarters units.

i. Initiate, coordinate and assure the development of regulations necessary for the timely implementation of new laws or Executive Orders associated with assigned programs. Monitor the adequacy of existing regulations, and update as needed to conform with legislative revisions or changed conditions.

j. Oversee data compilation for the Coast Guard Energy Conservation Program.

k. Develop operational requirements for the functional specifications and design characteristics for the acquisition, construction, and/or maintenance of ships and aircraft of the Coast Guard. Provide the Office of Acquisitions (G–A) with such requirements for translation to engineering specifications.

PLANS AND PROGRAMS STAFF
(G–OP)

1. Under the general direction and supervision of the Chief, Office of Law Enforcement and Defense Operations, the Chief, Plans and Programs Staff shall perform the following functions:

   a. Administer the budgeting system for all programs for which the Chief, Office of Law Enforcement and Defense Operations is the program director in accordance with the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series). Manage any assigned Operating Guide account in accordance with the Manual for Budgetary Administration (COMDTINST M7100.3 series).

   b. Review, evaluate and coordinate the preparation and submission of budgetary and supporting documents by program and facility managers.

   c. Coordinate the development and execution of the Office of Law Enforcement and Defense Operations Financial Plan.

   d. Coordinate and program the allocation of the Office of Law Enforcement and Defense Operations AFC–30 funds. Supervise the allotment and expenditure of the Staff AFC–30 funds.

   e. Provide review, summaries, and coordination of plans, briefings, legislative proposals, and meeting agendas. Coordinate multi–division interface for inter–office, inter–agency and inter–departmental administrative matters and procedures. Represent G–O at conferences, meetings, etc. that cross program lines. Resolve multiprogram conflicts on PPBES matters as required.

   f. Act as central Point of Contact for IRM Systems for the Office. Serve as liaison with the Office of Command, Control and Communications (G–T) for the integration of the Office of Law Enforcement and Defense Operations management systems into the Coast Guard management information system.

   g. Maintain and publish the Register of Cutters of the U. S. Coast Guard (COMDTINST M5441.5 series), the Abstract of Operations, and Energy Statistics.

   h. Supervise and coordinate the allocation of office space, civilian personnel administration, administration of AFC–30 funds, and other matters involving more than one division or program, as directed.

   i. Provide appropriate analytical guidance and advice to program and facility managers in the development of criteria and methodologies for PPBES.

   j. Serve as focal point for G–O multi–program issues and coordinate special projects for G–O as required.

   k. Compile data for the Coast Guard Energy Conservation Program. Provide quarterly reports to G–CBU on Coast Guard energy conservation.

AVIATION DIVISION
(G-OAV)

1. Under the general direction and supervision of the Chief, Office of Law Enforcement and Defense Operations, the Chief, Aviation Division shall perform the following functions relative to all aviation facilities:

   a. Act as Headquarters Planning Coordinator (HQPC) for all assigned multi-mission resources. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and performance standards for assigned facilities. These functions include such management processes as facility operation, geographic distribution, changes, manning, training, human factors determinations, analysis, research and development, investigation, surveys, leasing and accident prevention. Comply with all planning, programming and budgeting requirements for HQPC's contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).

   b. Supervise facility specific training.

   c. Participate in the acquisition of new facilities as assigned.

   d. Maintain liaison with non-Coast Guard organizations as appropriate.

   e. Exercise oversight of and provide support for assigned special Headquarters units.

   f. Perform information/data base management using data bases common to other divisions where possible.

   g. Manage Coast Guard activities in the aviation life support field.

   h. Supervise preparation of the Aviation Requirements document.

   i. Serve as a member of the Commandant's Aviation Safety Board.

AVIATION PPB BRANCH
(G-OAV-1)

1. Under the direction and supervision of the Chief, Aviation Division, the Chief, Aviation PPB Branch shall:

   a. Prepare inputs to the PPBE system for those facilities under Division cognizance. Coordinate inputs for recommended changes to the Capital Investment Plan, Program Description and the Operating Facilities of the U.S. Coast Guard (OPFAC)(COMDTINST M5440.2 series).

   b. Evaluate and make recommendations concerning the operational characteristics of Coast Guard aircraft.

   c. Coordinate and supervise the assignment by district/HQ unit of Coast Guard aircraft.

   d. Evaluate and make recommendations concerning acquisition of new facilities and the replacement of existing aircraft facilities as appropriate.

   e. Establish and maintain operating standards and analyze performance of aviation facilities.

   f. Coordinate Division action on planning proposals, unit development plans and acquisition, construction and improvement (AC&I) project proposals which pertain to or have impact upon assigned facilities.

   g. Prepare the Aviation Requirements document.

   h. Review, evaluate and coordinate the preparation and submission of program, budgetary and supporting documents.

   i. Provide Headquarters planning coordination for all aviation rates, namely AD, AT, AE, AM, and ASM.

   j. Establish and maintain manning and facility requirements for aviation facilities.

   k. Act as division Budget Coordinator.

AVIATION OPERATIONS BRANCH
(G-OAV-2)

1. Under the direction and supervision of the Chief, Aviation Division, the Chief, Aviation Operations Branch shall:

   a. Formulate and administer plans, programs and procedures designed to ensure effective management of aviation facilities.

   b. Maintain equipment manuals for Coast Guard aircraft.

   c. Establish and maintain training requirements for air stations, aviation detachments, and the Aviation Training Center.

   d. Respond to inquiries from other government entities or the public relating to assigned facilities.

   e. Exercise oversight of and provide support for Air Station Washington.

   f. Exercise oversight of and provide support for the Aviation Training Center.

   g. Manage professionalism and training programs for aviators less specialized training required by G-EAE and G-KSE.

   h. Supervise maintenance of training records for all Coast Guard aviation personnel.

   i. Act as Headquarters Program Manager for the Aviation Structural Mechanic (AD), Aviation Electrician's Mate (AE), Aviation Metalsmith (AM), and Aviation Electronics Technician (AT) ratings when they function as flight crew members. (G-EAE acts as Program Manager concerning technical knowledge and maintenance responsibilities.)

   j. Prepare Required Operational Capabilities (ROCs) and Projected Operating Environments (POEs) documents for assigned aircraft.

   k. Develop and maintain Sponsors' Requirements Documents for replacement aircraft and equipment.

   l. Serve as supporting member of the Commandant's Aviation Safety Board.

AVIATION LIFE SUPPORT BRANCH
(G-OAV-3)

1. Under the direction and supervision of the Chief, Aviation Division, the Chief, Aviation Life Support Branch shall:

   a. Maintain close liaison with operational units in order to provide effective support in the life support field.

   b. Develop operational requirements for rescue and survival equipment for Coast Guard aircraft and crews. Ensure timely field support of operational requirements through close liaison with support manager in development of specifications, procurement strategy, funding, and distribution of rescue and survival equipment.

   c. Coordinate operational inputs for directives governing the use and maintenance of aircrew SAR and survival equipment in appropriate manuals and instructions. Provide input to update and maintain the Coast Guard Aviation Life Support Systems Manual (COMDTINST M13250.1 series).

   d. Review life support directives/publications of the other military services to determine applicability to the Coast Guard.

   e. Provide for review of courts of inquiry and investigation reports on matters concerning life support.

   f. Serve as editor and publisher of Coast Guard Flight Lines.

   g. Maintain liaison with components of the other military services and aviation industry as necessary to carry out the functions described.

   h. Act as Headquarters sponsor for the Aviation Survivalman (ASM) rating, which includes rescue swimmers.

CUTTER DIVISION
(G-OCU)

1. Under the general direction and supervision of the Chief, Office of Law Enforcement and Defense Operations, the Chief, Cutter Division shall perform the following functions relative to High Endurance Cutters (WHECs), Medium Endurance Cutters (WMECs), Patrol Boats (WPBs), Surface Effect Ships (WSESs), and Sea Based Aerostats (SBAs).

   a. Act as Headquarters Planning Coordinator (HQPC) for all assigned multi-mission resources. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and performance standards for assigned facilities. These functions include such management processes as facility operation, geographic distribution, changes, manning, training, human factors determinations, analysis, research and development, investigation, surveys, leasing and accident prevention. Comply with all planning, programming and budgeting requirements for HQPC's contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).

   b. Supervise facility specific training.

   c. Perform information/data base management using data bases common to other divisions where possible.

   d. Participate in the acquisition of new facilities as assigned.

   e. Maintain liaison with non-Coast Guard organizations as appropriate.

   f. Exercise oversight of and provide support for assigned special Headquarters units.

   g. Supervise preparation of the Cutter Requirements document.

CUTTER PPB BRANCH
(G-OCU-1)

1. Under the direction and supervision of the Chief, Cutter Division, the Chief, Cutter PPB Branch shall:

   a. Prepare inputs to the PPBES for those facilities under division cognizance. Coordinate inputs for recommended changes to the Capital Investment Plan, Program Descriptions and Operating Facilities of the U. S. Coast Guard (OPFAC)(COMDTINST M5440.2 series).

   b. Establish and maintain operating standards and analyze performance of cutters and major shipboard equipment. Establish and maintain manning, training and facility requirements for assigned cutters.

   c. Formulate and administer plans, programs and procedures designed to ensure effective management of assigned multi-mission cutters.

   d. Coordinate and supervise the assignment by district of assigned cutters.

   e. Coordinate Division action on planning proposals, unit development plans and acquisition, construction and improvement (AC&I) project proposals which pertain to or have impact upon assigned facilities.

   f. Evaluate and make recommendations concerning the operational characteristics of assigned cutters.

   g. Prepare the Cutter Requirements document.

CUTTER MANAGEMENT BRANCH
(G-OCU-2)

1. Under the direction and supervision of the Chief, Cutter Division, the Chief, Cutter Management Branch shall:

   a. Perform HQPC responsibilities for WHECs, WMECs, WPBs, WSESs, Sea Based Aerostats and such other cutter and cutter related facilities as may be assigned.

   b. Evaluate and make recommendations concerning the operational characteristics of assigned cutters. Prepare Required Operational Capabilities (ROCs) and Projected Operating Environments (POEs) documents for assigned cutters.

   c. Maintain type manuals for assigned cutters as required.

   d. Prepare cutter requirements documents lists. Maintain historical records for all assigned cutters.

   e. Manage the Fleet Rehabilitation and Modernization (FRAM), mid-life renovation and replacement programs for assigned cutters as applicable.

   f. Maintain cognizance of shipboard allowance lists and recommend appropriate changes.

   g. Develop and maintain Sponsor's Requirements Documents for replacement cutter classes.

   h. Manage the Flight Deck Certification Program for flight deck equipped WHECs and WMECs.

   i. Coordinate and supervise precommissioning training and pre-delivery organizational activities for newly constructed and reactivated cutters.

CUTTER TRAINING BRANCH
(G-OCU-3)

1. Under the direction and supervision of the Chief, Cutter Division, the Chief, Cutter Training Branch shall:

   a. Administer a program to ensure the currency of cutter functional and operational training, which includes:

      (1) Development and maintenance of cutter formal school, watchstation qualification, and training exercise standards.

      (2) Monitoring of cutter training programs offered by Coast Guard training teams, underway training at U.S. Navy training commands, and non-Coast Guard training facilities.

      (3) Development and maintenance of a program to ensure the qualification of personnel to assume positions of greater responsibility aboard cutters (i.e. Commanding Officer, Officer-in-Charge, Executive Officer, Executive Petty Officer, Department Head).

      (4) Development and maintenance of administrative procedures for cutter unit training programs.

   b. Coordinate the development and maintenance of a program to ensure the adequacy of cutter equipment, doctrines and training, in the areas of navigation, shiphandling, visual signaling, seamanship and underway replenishment.

   c. Coordinate the development and maintenance of standard cutter organization and regulations.

   d. Act as Headquarters Planning Coordinator (HQPC) for Fleet Training Group (FTG) and Fleet Training Center (FTC) staffs.

DEFENSE OPERATIONS DIVISION
(G-ODO)

1. Under the general direction and supervision of the Chief, Office of Law Enforcement and Defense Operations, the Chief, Defense Operations Division shall perform the following functions relative to the Defense Operations (DO) program.

   a. Be the Program Manager for the Defense Operations Program. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and standards regarding program execution and performance. Initiate, review and evaluate program related analyses. Manage assigned Operating Guide accounts. Comply with all planning, programming and budgeting requirements for program managers contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).

   b. Provide Coast Guard forces with combat capability necessary to operate as a specialized service in the Navy in wartime (or whenever the President so directs), to execute contingency or general war plan commitments, and to conduct peacetime operations requiring the use of force.

   c. Identify and coordinate acquisition of warfighting systems for Coast Guard use.

   d. Act as Headquarters Planning Coordinator (HQPC) for the small arms program, including acquisition, maintenance and training.

   e. Administer and control AFC-54 ammunition procurement financial account.

   f. Coordinate the development of operational requirements for all naval warfare areas and combat systems. Coordinate and publish standard combat systems doctrines.

   g. Supervise program specific training.

   h. Promulgate and publish program related directives and publications.

   i. Provide programmatic input to facility management processes including such areas as acquisition, training, geographic distribution and scheduling.

   j. Oversee the Warrant (Weapons) specialty and the enlisted combat ratings (ST/FT/GM/RD). Approve rate qualifications and practical factors, manning requirements, monitor career patterns, and review school curriculums and correspondence courses.

   k. Supervise the Defense Operations (DO) program liaison officers. Review their Officer Evaluation Reports for conformance with Coast Guard standards.

   l. Coordinate professional exchange of information by participating as a member of various organizations and groups outside the Coast Guard such as: National Board for Promotion of Rifle Practice, Joint Services Small Arms Program, American Defense Preparedness Association, Joint Technical Coordinating Group for Munitions Effectiveness, Navy League, etc.

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

1. Under the direction and supervision of the Chief, Defense Operations Division, the Chief, Current Operations and Requirements Branch shall:

   a. Establish and review Coast Guard naval warfare policies.

   b. Establish and review warfare mission areas and corresponding characteristics for Coast Guard resources. Coordinate the development and maintenance of required operational capabilities (ROCs) and projected operating environments (POEs) for Coast Guard resources.

   c. Identify combat sensors, weapons, countermeasures, and tactical information systems for Coast Guard resources. Develop armament and combat systems plans for Coast Guard cutters, boats and aircraft. Keep abreast of new technology and weapon system R&D efforts.

   d. Maintain liaison with the Department of the Navy regarding Coast Guard requirements for operation as a specialized service in the Navy in time of war (or when the President so directs). Coordinate Navy-Coast Guard (NAVGARD) Board activities.

   e. Coordinate the Office of Law Enforcement and Defense Operations input to the US/USSR INCSEA Agreement, the Joint Interoperability of Tactical Command and Control Systems (JINTACCS), Navy's peacetime Rules of Engagement (ROE) and other Joint/Navy publications relating to military requirements.

   f. Carry out planning and programming functions as required by the Planning and Programming Manual (COMDTINST M16010.1 series) for the Defense Operations Program.

   g. Execute OPLANs, prepare plans for no-plan scenarios and monitor current operations conducted by the Coast Guard in support of DoD/Navy worldwide. Keep all concerned advised of those low intensity conflict situations where the use of Coast Guard forces may be desired or required. Review Coast Guard and Navy contingency and general war plans regarding commitment of Coast Guard forces and promulgate operational requirements accordingly.

CAPABILITIES AND RESOURCES BRANCH
(G–ODO–2)

1. Under the direction and supervision of the Chief, Defense Operations Division, the Chief, Capabilities and Resources Branch shall:

   a. Coordinate programs to outfit and equip Coast Guard resources with combat sensors, weapons, countermeasures, and tactical information systems which provide the warfighting capabilities necessary to meet wartime and contingency requirements and peacetime operational needs. Promulgate standard combat system doctrines and tactical manuals.

   b. Act as munitions manager for the Coast Guard and establish procedures for the procurement, distribution, use, reclassification, and disposition of ammunition, pyrotechnics and other explosives.

   c. Manage the Coast Guard small arms program. Coordinate acquisition of small arms, ammunition, pyrotechnics, and other explosives. Act as Headquarters Planning Coordinator (HQPC) for the Small Arms Repair Facility, all armories, firing ranges and ordnance storage facilities operated by districts, maintenance and logistics commands and Headquarters units. Maintain a standardized Servicewide small arms training program.

   d. Manage the AFC–54 ammunition procurement financial account.

   e. Act as program manager for the Warrant (Weapons) specialty and the enlisted combat ratings (ST/FT/GM/RD). Establish rate qualifications and practical factors, manning requirements, monitor career patterns, and review school curriculums and correspondence courses.

   f. Manage the distribution of all ordnance related publications.

   g. Establish and maintain liaison with agencies outside the Coast Guard for a lateral exchange of operational information and capabilities.

INVESTIGATIONS AND SECURITY DIVISION
(G-OIS)

1. Under the general direction and supervision of the Chief, Office of Law Enforcement and Defense Operations, the Chief, Investigations and Security Division shall:

   a. Develop, coordinate, administer, and evaluate plans, policies, procedures, and standards for USCG Investigations and Security Program execution and evaluate performance; initiate and evaluate program related analyses and R & D projects. Manage assigned Accounting Funds Classification accounts and the Division's allocated operating funds.

   b. Monitor and evaluate the policies, plans, procedures, and standards of the Automated Information Security Program and Communications Security Program for consistency with overall Coast Guard security requirements. As appropriate, provide counsel and programmatic guidance to the designated program manager for each of these specialized elements of the overall security program.

   c. Act as Program Manager for the Investigations and Security elements, including Counterintelligence functions of the Investigations and Security (GAI) Support Program.

   d. Develop and supervise an Investigations and Security training program.

   e. Prepare and promulgate related directives and publications.

   f. Provide programmatic input to facility management processes including such areas as training, acquisition, geographic distribution and scheduling.

   g. Maintain liaison with non-Coast Guard organizations as appropriate to effectively execute the Investigations and Security Program.

   h. Exercise oversight of and provide support for investigative or security personnel on detached duty with non-Coast Guard activities.

   i. Administer the Coast Guard identification card system (Armed Forces Identification Cards, Uniformed Service Identification and Privilege Cards, DoT/USCG Identification Cards, and USCG Security Badges). Maintain an adequate inventory of, provide the necessary security and accountability for, and issue these controlled documents consistent with the overall policy and guidelines of the respective program managers.

   j. Provide the principal contact point and office coordinator for all Freedom of Information Act and Privacy Act matters within the Office of Law Enforcement and Defense Operations (G-O).

INVESTIGATIONS BRANCH
(G-OIS-1)

1. Under the direction and supervision of the Chief, Investigations and Security Division, the Chief, Investigations Branch shall:

   a. Develop, coordinate, administer, and evaluate plans, policies, procedures, standards and products regarding the execution and performance of:

      (1) An Investigations Program for the Coast Guard to include: criminal investigations in connection with suspected or alleged violation of Federal statute or the Uniform Code of Military Justice (UCMJ), or in support of Coast Guard law enforcement and regulatory functions; personnel security or suitability investigations, including national agency checks and background investigations.

      (2) A Counterintelligence Program, consistent with national level directives and the overall policy and guidelines of the Federal Bureau of Investigation (FBI), aimed at detecting and investigating subversion, espionage, sabotage, treason, sedition and defection involving Coast Guard personnel or facilities.

      (3) An Anti-Fraud Investigation Program, consistent with the overall policy and guidelines of the DoT Inspector General.

      (4) A Protective Services Program designed to evaluate threats to the Coast Guard and provide adequate protection to officials when appropriate; and, upon request, to assist other government agencies in the performance of their protective services duties.

   b. Act as the Coast Guard primary point of contact for investigative and protective services matters at the national level.

   c. Manage the Washington Field Office in order to maintain investigative, protective and local liaison functions for Headquarters.

   d. Review and evaluate for completeness, accuracy and adherence to standards all investigations conducted by Coast Guard special agents or other officials acting on behalf of the Coast Guard.

   e. Review all applicable investigations conducted by other investigative agencies for appropriate Coast Guard action.

   f. Periodically conduct inspections and evaluations of Coast Guard investigative offices.

   g. Develop criteria for and manage the recruitment, evaluation, selection, training and assignment of Coast Guard special agents.

   h. When directed, initiate or conduct highly sensitive or complex investigations of interest to the Commandant, Secretary of Transportation, or members of Congress.

   i. Act as Headquarters Program Manager for the Reserve Investigator (IV) rating.

j. Provide personnel security investigative services in support of the Coast Guard Port Security and Merchant Vessel Personnel Programs, consistent with applicable Federal Regulations and the overall policy and guidelines of Commandant (G–M).

k. Coordinate the preparation and submission of budgetary and supporting documents relative to the Coast Guard Investigations Program.

l. Develop and maintain the master control index system(s) and central repository for personnel security and investigative dossiers which are within the purview of the Investigations Program.

SECURITY POLICY AND PROGRAMS BRANCH
(G–OIS–2)

1. Under the direction and supervision of the Chief, Investigations and Security Division, the Chief, Security Policy and Programs Branch shall:

   a. Administer and oversee the overall Coast Guard Security Program. Serve as the Chief of Coast Guard Security and principal technical advisor to the Commandant and representative at the national, international and congressional levels.

   b. Administer, oversee, develop, review, evaluate and promulgate plans, policies, procedures and programs for: physical security; loss prevention; security and police forces; information security; personnel security; industrial security; security countermeasures; technical security; operations security; security education; and other security functions.

   c. Review and evaluate all aspects of the Automated Information Security Program and Communications Security Program for consistency with overall Coast Guard Security Program requirements; as appropriate, provide programmatic guidance to the designated program manager for each of these security program elements managed within the Office of Command, Control and Communications (G–T).

   d. Administer and oversee the Personnel Security Program and serve as the President of the USCG Personnel Security Appeals Board.

   e. Administer and oversee the Department of Energy's (DoE) Specialized Nuclear Security Clearance Program within the Coast Guard.

   f. Administer, develop and oversee the Coast Guard Security Badge Program and Private Motor Vehicle Registration Program; the Coast Guard wide Security Education, Orientation and Awareness program; and Coast Guard classification standards. Act as the final authority on declassification matters.

   g. Monitor and evaluate all incidents within the Coast Guard involving the loss or compromise of classified material and loss or theft of government assets, weapons, money, and material; serve as the final reviewing authority for security related administrative investigations and inquiries.

   h. Administer the Armed Forces Censorship Program within the Coast Guard.

   i. In coordination with the Intelligence Division (G–OIN), provide technical guidance and support to the Headquarters staff and Coast Guard field unit commanders regarding the design, construction, physical security and technical security of Coast Guard Sensitive Compartmented Information Facilities. (SCIF).

   j. Provide technical guidance to Headquarters program managers and Coast Guard field unit commanders regarding the design, construction, physical security and technical security of facilities associated with Special Access Programs (SAP).

   k. Monitor and evaluate all Coast Guard security programs and operations, provide programmatic guidance and direction; periodically oversee security inspections and evaluations of Coast Guard installations and facilities; evaluate area, district and MLC

security programs; and grant or deny exceptions and waivers to security related commandant instructions.

l. Administer the Coast Guard Security Program budget and make budgetary determinations on area, district, MLC and unit funding requests for program specific equipment, personnel and contractor support.

m. Centrally adjudicate Coast Guard civilian personnel security investigations; grant or deny security clearances; review and process loyalty and security risk cases involving Coast Guard military personnel, civilian employees, Auxiliary members, and contractors; screen applicants for Coast Guard enlistment and appointment, and related records and reports, for loyalty or security risk information; and serve as the Coast Guard Personnel Security Officer.

n. Act as the principal contact point and office coordinator for all Freedom of Information Act and Privacy Act matters within the Office of Law Enforcement and Defense Operations.

o. Recruit, evaluate, select and certify area, district and MLC office and Headquarters unit security management personnel.

INTELLIGENCE DIVISION
(G-0IN)

1. Under the general direction and supervision of the Chief, Office of Law Enforcement and Defense Operations, the Chief, Intelligence Division, shall:

   a. Develop, coordinate, implement, administer and evaluate the policies, plans, procedures and standards for the conduct of Coast Guard intelligence functions in support of all Coast Guard missions. Initiate and evaluate program related analyses and R&D projects.

   b. Serve as the focal point for Coast Guard Intelligence Program matters. Maintain close liaison with the related headquarters elements of the National Intelligence Community (NIC) and Federal law enforcement agency intelligence staff.

   c. Act as Program Manager for the Intelligence elements of the Intelligence and Security (GAI) Support Program. Coordinate the submission of the Cost Guard and General Defense Intelligence Program (GDIP) budgetary initiatives for Coast Guard intelligence activities. Administer assigned Allotment Fund Code (AFC) accounts and the Division's allocated operating funds.

   d. Act as the overall Collection Manager for the Coast Guard program/mission area intelligence requirements. Develop, administer, coordinate and evaluate USCG intelligence collection policy, strategy, plans and procedures. Monitor USCG intelligence collection activities in support of intelligence information request from other agencies.

   e. Act as the Special Security Officer (SSO) for the Coast Guard. Administer the USCG Special Security and Special Activity programs undertaken in cooperation with other agencies. When designated by the Coast Guard proper authority, act as the focal point for sanitization of the Sensitive Compartmented Information (SCI) within the the Coast Guard. Coordinate sanitization procedures with the SSO office of the source agency.

   f. Develop, coordinate, implement and maintain, and manage the execution of the Coast Guard Intelligence Program Architecture Plan.

   g. Develop, coordinate, implement and maintain, and manage the execution of the USCG Intelligence Systems Architecture Plan in association with other Coast Guard program managers and intelligence systems managers of other Federal agencies.

   h. Develop, implement and maintain and inspection program to ensure that Coast Guard intelligence activities are conducted in compliance with applicable laws and directives, and meet appropriate measures of effectiveness (MOE) and program standards.

   i. Develop program related training standards; define and supervise an intelligence training program.

   j. Exercise oversight of and provide support for assigned Headquarters units and intelligence personnel on detached duty with non-Coast Guard activities.

INTELLIGENCE PLANS, PROGRAMS AND BUDGET BRANCH (G–OIN–1)

1. Under the direction and supervision of the Chief, Intelligence Division, the Chief, Intelligence Plans, Programs and Budget Branch, shall:

   a. Develop, coordinate, administer and evaluate the policies, plans, procedures and standards for the conduct of Coast Guard intelligence support for all Coast Guard missions.

   b. Review, evaluate and coordinate the preparation and submission of planning, programming and budgeting proposals related to the Coast Guard Intelligence Program.

   c. Represent the Coast Guard on various national committees, working groups, etc., for intelligence plans, budget and policy matters.

   d. Maintain liaison with the Headquarters elements (plans, budget and policy) of the National Intelligence Community (NIC) and Federal law enforcement agency intelligence staffs.

   e. Review new legislation and directives of higher authority bearing on the intelligence field; recommend appropriate courses of action and submit drafts of required implementing directives.

   f. In conjunction with the Intelligence Operations and Training Branch (G–OIN–2), prepare and deliver classified and unclassified briefings concerning the Coast Guard and the Coast Guard Intelligence Program Elements.

   g. Administer the Coast Guard Intelligence Inspection Program to ensure compliance with program standards.

   h. Prepare testimony, briefings, records or other documentation as necessary to meet oversight requirements for intelligence activities and funds.

   i. Initiate and evaluate research and development projects of the Coast Guard, NIC and private contractors, that are designed to more effectively accomplish the intelligence mission of the Coast Guard.

INTELLIGENCE OPERATIONS AND TRAINING BRANCH (G–OIN–2)

1. Under the direction and the supervision of the Chief, Intelligence Division, the Chief, Intelligence Operations and Training Branch, shall:

   a. Develop, coordinate, administer and evaluate Coast Guard strategy, plans, procedures and standards for the collection and dissemination of intelligence information.

   b. Develop, coordinate and administer a production plan to establish priorities, avoid duplication and to ensure timely dissemination of products.

   c. Coordinate and monitor Coast Guard program/mission area intelligence collection, production and intelligence information dissemination activities between Coast Guard (including affiliated Maritime Defense Zone) and the National Intelligence Community (NIC) or other agencies at the national level, including law enforcement agencies.

   d. Review for policy conformance all intelligence collection requirements and operations of Coast Guard or other agency origin which are not reflected (by category, type or subject area) in the Coast Guard approved collection strategy or Collection Plan and are proposed to be levied on the NIC, another Federal agency or Coast Guard unit.

   e. Administer and coordinate in accordance with Coast Guard, Naval Intelligence and National Security directives, the Special Security Officer (SSO) program.

   f. Develop a system for receiving, prioritizing, tracking and evaluating intelligence collection requirements and taskings, and Coast Guard responses thereto. Coordinate operation of the system with the Area staffs, the ICC and the Intelligence Systems Branch (G–OIN–3).

   g. Supervise and coordinate Coast Guard support to or participation in the special intelligence activities of other Federal agencies.

   h. Provide policy oversight for tactical exploitation of national systems (TENCAP). Develop and maintain the Coast Guard equivalent to the Joint–Service Tactical Exploitation of the National Systems (JTENS) manual for collection management use with USCG platforms.

   i. In conjunction with the Intelligence Plans, Programs and Budget Branch (G–OIN–1), monitor field unit compliance with the Intelligence Program standards and make recommendations to the Program.

   j. Manage Coast Guard participation in the Defense Intelligence Agency (DIA) Attache system. Coordinate related policy and budgeting matters with DIA.

   k. Manage, coordinate and supervise permanent and temporary intelligence assignments of Coast Guard personnel.

   l. Establish and monitor compliance with training standards for personnel assigned to intelligence duties. Manage and coordinate resident training and postgraduate education opportunities for intelligence personnel. Provide instructor support to training programs sponsored by NIC members and law enforcement agencies.

   m. Coordinate all Coast Guard intelligence information exchange initiatives involving foreign governments in accordance with approved policies, plans and national directives.

n. Manage Coast Guard participation at the El Paso Intelligence Center (EPIC) and at other interagency intelligence activities.

o. Coordinate intelligence support to the Coast Guard Headquarters Crisis Action Center during post exercises and whenever the Center is otherwise activated.

p. In conjunction with the Plans, Programs and Budget Branch (G–OIN–1), prepare and deliver classified and unclassified briefings concerning the Coast Guard and Coast Guard Intelligence Program Elements.

q. Make recommendations relative to the selection and assignment of Coast Guard personnel to intelligence duties with the USCG District and Area staffs, Headquarters units and the Division.

INTELLIGENCE SYSTEMS BRANCH
(G-OIN-3)

1. Under the direction and supervision of the Chief, Intelligence Division, the Chief, Intelligence Systems Branch, shall:

   a. Develop, coordinate, implement and manage a Coast Guard Intelligence Support Systems Architecture Plan which is compatible with that of the National Intelligence Community (NIC) and the Department of Defense.

   b. Determine USCG peculiar ADP systems requirements for Coast Guard Intelligence facilities and activities.

   c. Determine ADP systems and associated Coast Guard requirements for full connectivity with the NIC and intelligence elements of Federal Law Enforcement Agencies.

   d. In close association with appropriate data systems and telecommunications support program staffs, acquire, install and implement USCG and other agency intelligence support systems to efficiently accomplish intelligence collection management, analysis, data processing, data storage, production and dissemination.

   e. Provide guidance and support to Coast Guard Area and District intelligence staffs for the implementation and management of the USCG and other agency systems required at those levels.

   f. In conjunction with the SSO staff, coordinate with the Investigations and Security Division (G-OIS) the installation and operation of intelligence support and security systems (e.g. electronic equipment, automated systems) within a Coast Guard Sensitive Compartmented Information Facility (SCIF) or other Special Access Program facility.

   g. Administer Coast Guard organic technical collection ADP systems and their connectivity.

   h. Prepare, coordinate and promulgate Coast Guard guidelines, directives, publications and other materials related to the Intelligence ADP program.

   i. Coordinate establishment of intelligence publications accounts in cooperations with Coast Guard units, DIA, the U.S. Navy and other production organizations. Maintain the Headquarters Intelligence publications library.

   j. Establish and publish list of intelligence publications and directives that are required to be held by various Coast Guard operational units. Continually evaluate new publications for possible use benefit to the Coast Guard.

   k. Act as the Classified Material Control Officer (CMCO) for the division.

   l. Provide photographic, reproduction, graphics and presentation support to the Division.

   m. In conjunction with the Intelligence Plans, Programs and Budget Branch (G-OIN-1), monitor field unit compliance with the Coast Guard Intelligence Program standards and make recommendations for improvements to the Program.

SPECIAL SECURITY OFFICER
(SSO)

1. Under the direction and supervision of the Chief, Intelligence Division, who shall also serve as the SSO for the Coast Guard, the SSO shall:

   a. Manage the Coast Guard Special Security, Special Activities and other national compartmented special access programs in connection with the Naval Intelligence Command and other members of the National Intelligence Community (NIC).

   b. Periodically conduct Special Security/Special Activities inspections and evaluations of Coast Guard installations, facilities and assets in conjunction with the Investigations and Security Division (G–OIS) staff, and USCG Area and District Security Managers.

   c. When designated by the Coast Guard Proper Authority and as required for the support of Coast Guard missions, act as the focal point for the sanitization of Sensitive Compartmented Information (SCI) materials.

   d. In concert with SSO Navy, manage the Coast Guard SCI billet structure, including billet establishment, realignment and reprogramming.

   e. Ensure that Coast Guard personnel assigned to duties requiring SCI access are provided the appropriate guidance and documents required for the conduct of an initial or update Special Background Investigation (SBI). Review the completed documents for completeness before initiation of the investigatory process. In consultation with the Investigations and Security Division (G–OIS), monitor the progress and evaluate the results of the SBI. Coordinate SSO Navy adjudication requirements.

   f. Provide guidance and oversight to Coast Guard field SSO's at Areas and Districts.

   g. Act as Headquarters focal point for passing and receiving SCI clearances.

   h. Coordinate with the Administrative Services Division (G–CAS) the issuance of Headquarters SCI security badges.

   i. In conjunction with the Investigations and Security Division (G–OIS), evaluate and monitor the design, construction, and security of Coast Guard Sensitive Compartmented Information Facilities (SCIF). Coordinate SCIF certification with SSO Navy.

OPERATIONAL LAW ENFORCEMENT DIVISION
(G-OLE)

1. Under the general direction and supervision of the Chief, Office of Law Enforcement and Defense Operations, the Chief, Operational Law Enforcement Division, shall perform the following functions relative to the Enforcement of Laws and Treaties (ELT) program:

   a. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and standards regarding program execution and performance; initiate, review and evaluate program related analyses and R&D projects. Manage any assigned Operating Guide accounts and comply with all planning, programming and budgeting requirements for program managers contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).

   b. Supervise program specific training.

   c. Perform information/data base management using data bases common to other divisions where possible.

   d. Promulgate and publish program related directives and publications.

   e. Provide programmatic input to facility management processes including such areas as training, acquisition, geographic distribution and scheduling.

   f. Maintain liaison with non-Coast Guard organizations as appropriate.

   g. Exercise oversight of and provide support for assigned special Headquarters units.

PLANS AND ANALYSIS BRANCH
(G-OLE-1)

1. Under the direction and supervision of the Chief, Operational Law Enforcement Division, the Chief, Plans and Analysis Branch shall:

   a. Prepare Planning, Programming and Budgeting and Evaluation (PPBES) documents for the Enforcement of Laws Treaties (ELT) program.

   b. Prepare studies analyses, evaluations and investigations.

   c. Coordinate preparation of the ELT program description.

   d. Provide statistical and analytical support to other division and office elements.

   e. Review AC&I projects, planning proposals and other planning and budget documents relating to the ELT program.

   f. Administer the division's allocated AFC-30 funds.

   g. Provide administrative support for national law enforcement organizations or operations in which the Coast Guard is a participating agency.

   h. Initiate and monitor research and development projects to increase the effectiveness of the ELT program.

   i. Maintain cognizance over manning procedures and requirements for Coast Guard units with an ELT mission, district Law Enforcement branches (ole), and area/district Operations Centers (opc).

   j. Develop and implement computer applications to law enforcement programs. Operate and maintain the data bases for law enforcement programs.

   k. Provide operational support of drug law enforcement cases requiring interagency coordination as per Presidential Directive NSC-27.

   l. Perform facility management responsibilities for Command, Control, Communications3I and Interoperability (C3I) East and Land Based Aerostats (ABAs).

GENERAL LAW ENFORCEMENT BRANCH
(G-OLE-2)

1. Under the direction and supervision of the Chief, Operational Law Enforcement Division, the Chief, General Law Enforcement Branch shall:

   a. Administer the fisheries enforcement element of the ELT program and maintain cognizance over related operations. This involves fisheries enforcement within the territorial waters, contiguous zone, fishery conservation zone, and other special interest areas on the high seas.

   b. Administer the drunk boater law element of the ELT program.

   c. Administer the illegal migrant element of the ELT program.

   d. Recommend plans, policies, agreements and procedures for fisheries enforcement. Develop long range program plans, supervise the periodic revision of these plans, and input these plans to the ELT Program Description.

   e. Provide input and prepare planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in fisheries enforcement operations.

   f. Initiate and review research and development projects designed to more effectively meet the operational requirements of the fisheries law enforcement element of the ELT program.

   g. Provide program guidance as necessary for the coordination of plans and procedures for those Coast Guard units engaged in multi-mission operations involving both general law enforcement and operations under the cognizance of another program.

   h. Review Fishery Management Plans and associated proposed regulations to ensure they are in compliance with all statutorily mandated requirements.

   i. Review and oversee appropriate portions of the Maritime Law Enforcement School course curriculum.

   j. Administer the enforcement of laws affecting the continental shelf and sea bed within the Exclusive Economic Zone (EEZ).

   k. Administer the Marine Sanctuaries Program, including the review of regulations for each sanctuary as they are adopted.

   l. Administer and update the Coast Guard's computerized Enforcement Management Information System (EMIS). Provide input to the development and implementation of computer applications to law enforcement programs.

   m. Represent Coast Guard interests in international fisheries negotiations such as Governing International Fisheries Agreements (GIFA), Inter-Regional Fisheries Management regimes and Tuna Conventions, and other international fisheries commissions.

   n. Provide operational support of general law enforcement cases requiring interagency coordination as per Presidential Directive NSC-27.

o. Develop and maintain standards of practice for general law enforcement boardings.

p. Review existing or proposed laws and law enforcement agreements, and make recommendations for improvements or changes.

q. Maintain cognizance over manning procedures and requirements for Coast Guard units tasked with a general law enforcement mission.

r. Maintain cognizance of and provide support to intelligence programs which complement Coast Guard general law enforcement efforts.

MARITIME DRUG INTERDICTION BRANCH
(G-OLE-3)

1. Under the direction and supervision of the Chief, Operational Law Enforcement Division, the Chief, Maritime Drug Interdiction Branch shall:

   a. Administer the maritime drug interdiction law enforcement element of the ELT program and maintain cognizance over related operations. This involves enforcement within the territorial waters, contiguous zone, and special interest areas on, under, and over the high seas and associated international agreements.

   b. Recommend plans, policies, agreements and procedures for maritime drug law enforcement. Develop long range program plans, supervise the periodic revision of these plans, and input these plans to the ELT Program Description.

   c. Provide input and prepare planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in maritime drug law enforcement operations.

   d. Initiate and review research and development projects designed to more effectively meet the operational requirements of the maritime drug law enforcement element of the ELT program.

   e. Provide program guidance as necessary for the coordination of plans and procedures for those Coast Guard units engaged in multi-mission operations involving both maritime drug law enforcement and operations under the cognizance of another program.

   f. Develop operational procedures for facilities involved in maritime drug law enforcement.

   g. Review and oversee maritime drug law enforcement portions of the Maritime Law Enforcement School course curriculum.

   h. Work to develop additional bilateral agreements to strengthen existing measures taken against drug and alien trafficking.

   i. Maintain cognizance of and provide support to the inter-district witness travel program.

   j. Provide input to the development and maintenance of standards for Coast Guard use of personal protective law enforcement equipment.

   k. Provide operational support of drug law enforcement cases requiring interagency coordination as per Presidential Directive NSC-27. Ensure the appropriate disposition of all vessels seized on behalf of a foreign government.

   l. Develop and maintain standards of practice for drug law enforcement boardings and use of force.

   m. Review existing or proposed laws, law enforcement agreements, and special law enforcement operations and make recommendations for improvements or changes.

   n. Maintain cognizance over manning procedures and requirements for Coast Guard units tasked with a drug law enforcement mission.

o. Maintain cognizance of and provide support to intelligence programs which complement Coast Guard maritime drug law enforcement efforts.

p. Assist in the development and administration of an asset forfeiture program for Coast Guard seizure cases.

q. Provide interagency/international instruction when requested to promote increased interagency/international effectiveness in law enforcement.

r. Educate the public in matters concerning Coast Guard law enforcement efforts.

s. Consult and confer with representatives of U.N. agencies, other countries and other U. S. departments and agencies concerning law enforcement matters.

t. Perform program manager responsibilities for Sea Based Aerostats (SBAs).

AVIATION LAW ENFORCEMENT BRANCH
(G-OLE-4)

1. Under the direction and supervision of the Chief, Operational Law Enforcement Division, the Chief, Aviation Law Enforcement Branch shall:

   a. Administer aviation related law enforcement elements of the Enforcement of Laws and Treaties (ELT) program and maintain cognizance over related operations. This involves air interdiction, and other interfaces between aviation and law enforcement (including both drug and general law enforcement).

   b. Recommend plans, policies, agreements and procedures for air interdiction and other aviation related law enforcement missions. Develop long range plans, supervise the periodic revision of these plans, and input these plans to the ELT Program Description.

   c. Provide input and prepare planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in aviation related law enforcement missions.

   d. Initiate and review research and development projects designed to more effectively meet the operational requirements of the aviation related elements of the ELT program.

   e. Provide program guidance as necessary for the coordination of plans and procedures for those Coast Guard units engaged in multi-mission operations involving both aviation related law enforcement and operations under the cognizance of another program.

   f. Coordinate with Facilities Managers to develop operational procedures for facilities involved in aviation related law enforcement.

   g. Review and oversee aviation related law enforcement portions of the Maritime Law Enforcement School course curriculum.

   h. Work to develop additional bilateral agreements to strengthen existing measures taken in aviation related law enforcement missions.

   i. Provide input to the development and maintenance of standards for Coast Guard use of personal protective law enforcement gear by Coast Guard aviation personnel.

   j. Provide operational support of drug law enforcement cases requiring interagency coordination as per Presidential Directive NSC-27.

   k. Develop and maintain standards of practice for aviation related law enforcement missions and aviation related use of force rules.

   l. Review existing or proposed aviation related: laws, law enforcement agreements, and special law enforcement operations and make recommendations for improvements or changes.

   m. Maintain cognizance of and provide support to intelligence programs which complement Coast Guard aviation related law enforcement.

   n. Provide interagency/international instruction when requested to promote increased effectiveness in aviation related law enforcement.

o. Educate the public in matters concerning Coast Guard aviation related law enforcement.

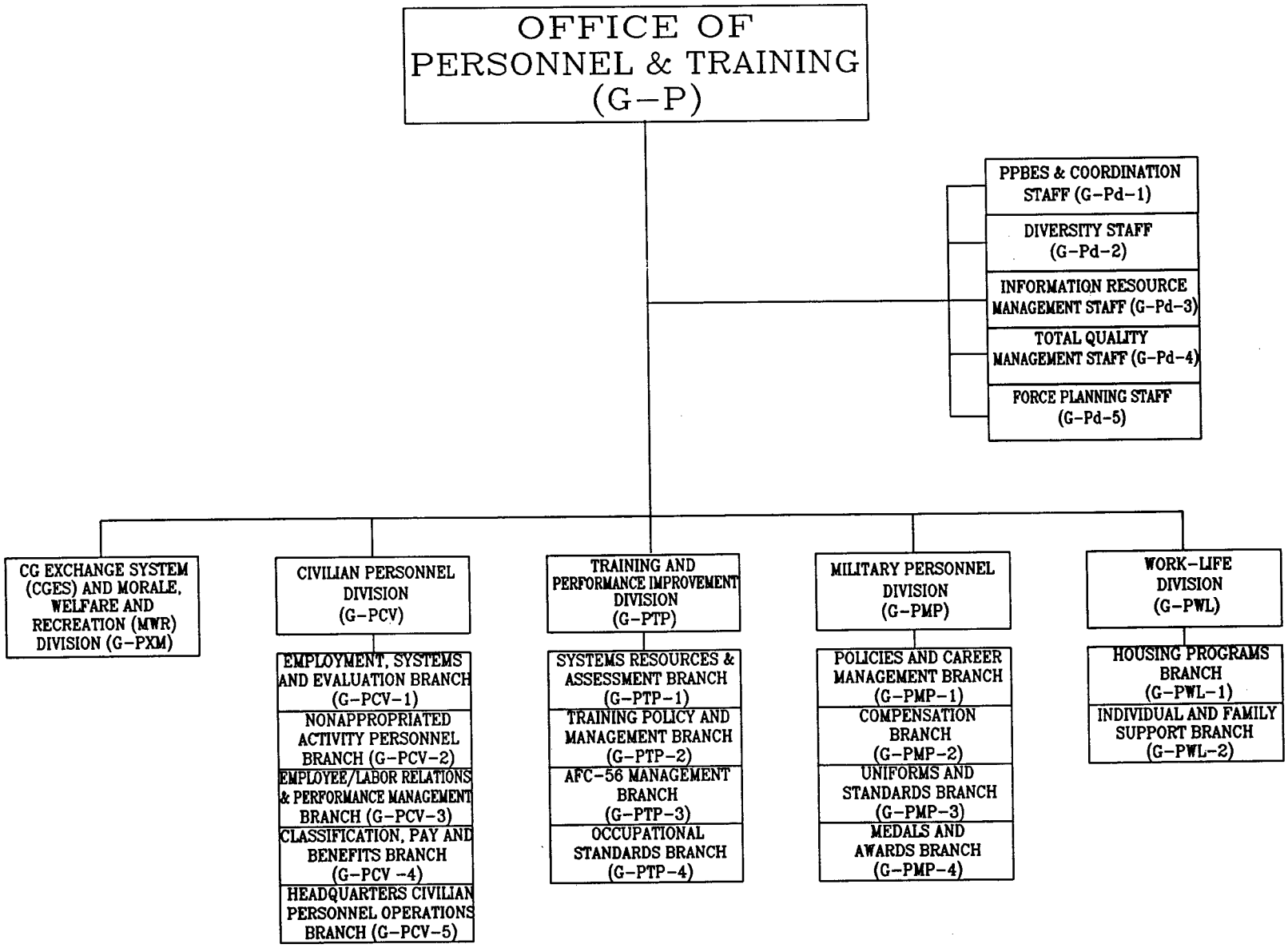
p. Consult and confer with representatives of U.N. agencies, other countries, and other U.S. departments and agencies concerning aviation related law enforcement, as directed.

q. Perform program manager responsibilities for Land Based Aerostats (LBAs).

THIS PAGE INTENTIONALLY LEFT BLANK

OFFICE OF PERSONNEL AND TRAINING

(G–P)


OFFICE OF PERSONNEL & TRAINING (G-P)
PPBES & COORDINATION STAFF (G-Pd-1)
DIVERSITY STAFF (G-Pd-2)
INFORMATION RESOURCE MANAGEMENT STAFF (G-Pd-3)
TOTAL QUALITY MANAGEMENT STAFF (G-Pd-4)
FORCE PLANNING STAFF (G-Pd-5)
CG EXCHANGE SYSTEM (CGES) AND MORALE, WELFARE AND RECREATION (MWR) DIVISION (G-PXM)
CIVILIAN PERSONNEL DIVISION (G-PCV)
EMPLOYMENT, SYSTEMS AND EVALUATION BRANCH (G-PCV-1)
NONAPPROPRIATED ACTIVITY PERSONNEL BRANCH (G-PCV-2)
EMPLOYEE/LABOR RELATIONS & PERFORMANCE MANAGEMENT BRANCH (G-PCV-3)
CLASSIFICATION, PAY AND BENEFITS BRANCH (G-PCV -4)
HEADQUARTERS CIVILIAN PERSONNEL OPERATIONS BRANCH (G-PCV-5)
TRAINING AND PERFORMANCE IMPROVEMENT DIVISION (G-PTP)
SYSTEMS RESOURCES & ASSESSMENT BRANCH (G-PTP-1)
TRAINING POLICY AND MANAGEMENT BRANCH (G-PTP-2)
AFC-56 MANAGEMENT BRANCH (G-PTP-3)
OCCUPATIONAL STANDARDS BRANCH (G-PTP-4)
MILITARY PERSONNEL DIVISION (G-PMP)
POLICIES AND CAREER MANAGEMENT BRANCH (G-PMP-1)
COMPENSATION BRANCH (G-PMP-2)
UNIFORMS AND STANDARDS BRANCH (G-PMP-3)
MEDALS AND AWARDS BRANCH (G-PMP-4)
WORK-LIFE DIVISION (G-PWL)
HOUSING PROGRAMS BRANCH (G-PWL-1)
INDIVIDUAL AND FAMILY SUPPORT BRANCH (G-PWL-2)

OFFICE OF PERSONNEL AND TRAINING
(G-P)

1. **Mission.** To provide Coast Guard policy on personnel management, including the procurement, training, assignment, maintenance of accounts and disbursement of funds related to pay, travel, separation of personnel and the provision of morale services.

2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant, and the Chief of Staff, the Chief, Office of Personnel and Training shall:

   a. Generally manage and direct the functions assigned to the Office of Personnel and Training, encompassing procurement, training, assignment, pay, and separation of military and civilian personnel.

   b. Exercise general administration of Coast Guard exchange systems, Morale, Welfare and Recreation (MWR) program, and commissaries.

   c. Direct the administration of funds in those appropriations or allotment fund codes under the control of the Office of Personnel and Training.

   d. Exercise technical control of assigned Headquarters units.

   e. Administer the program for the waiver and remission of indebtedness of Coast Guard active, retired, separated and reserve personnel personnel.

   f. Oversee the Coast Guard's Uniform Program, including policy, procurement and distribution. Publish the Coast Guard Uniform Regulations (COMDTINST M1020.6 series). Serve as a member of the Clothing and Textile Flag Officers Steering Group.

   g. Establish, promulgate, and monitor policies and procedures for a Physical Disability Evaluation System.

   h. Serve as the Program Director for the Military Personnel Command, training commands, and Personnel Support Programs.

   i. Oversee the Retired Servicemen's Survivor Benefit Plan and the Survivor Benefit Plan.

   j. Prescribe the fiscal reports and data relating to pay to be submitted by field units to meet financial management and reporting requirements of the Coast Guard, Department of Transportation, and other government agencies. Coordinate with the Director of Finance and Procurement as appropriate. Review and analyze such fiscal reports and data and initiate or issue appropriate directives to field units to ensure uniformly high standards or fiscal efficiency, effectiveness and economy.

   k. Serve as Chairman of the Office of Personnel and Training Quality Management Board.

PPBES AND COORDINATION STAFF
(G–Pd–1)

1. Under the direction of the Chief, Office of Personnel and Training (G–P), the Chief, PPBES and Coordination Staff shall:

   a. Oversee the Military Pay and Allowance Account (10/11/12), including the projection of military pay and allowances costs, apportionment schedules and development of annual Standard Personnel Costs (SPC's) for military personnel.

   b. Monitor the execution of all reimbursable budget programs (Reserve Training, AC&I, and RDT&E) that involve the expenditure of AFC–10/11/12; develop an obligation program for FICA tax contribution for Coast Guard military personnel; monitor the unemployment compensation (UCX) entitlement costs and program funding; and administer the Temporary Active Duty (TEMAC) Program.

   c. Administer the Office of Personnel and Training AFC–30 funds including: development of the annual apportionment and coordination of AFC–30 IBUDS responses for requests from the field.

   d. Assist the Force Planning Staff in the assessment in present and future workforce and personnel management trends, and integrate this information into the Coast Guard programming and budgeting process (AFC10/11/12, AFC–08, AFC–20, AFC–30 AFC–56).

   e. Coordinate responses to concurrent clearances and Planning Proposals. Coordinate responses to OST, OMB, and Congress relating to budget items. Compile and review all Resource Change Proposals (RCPs) and monitor their progress through the budget cycle.

   f. Monitor the status of all G–P accounts (AFC–10/11/12, AFC–08, AFC–20, AFC–56); make recommendations for reprogramming as necessary.

   g. Publish the Human Resource Strategic Management Plan for the Office of Personnel and Training.

   h. Coordinate, facilitate and publish the GAP Program Description, Program Direction, Program Business Plans, and the organizational and functional statements of the Office of Personnel and Training.

   i. Provide readiness interface for exercises and mobilization (WARMAPS) planning.

   j. Act as Office Space and Support Coordinator and act as Office Personal Property Program Coordinator.

   k. Coordinate and oversee the development of RDT&E funded projects in the Office of Personnel and Training.

   l. Oversee the PCS travel fund account (AFC–20).

   m. Serve as a member of the Office Quality Management Board.

n. Act as appropriations manager for the Retired Appropriations (AFC–72/73) accounts.

o. Coordinate preparation for Flag Conferences and responses to after–action tasking.

p. Serve as POC/Coordinator with G–CCS–2 for A–123 Activities, e.g., risk assessments, internal management reviews, coordinate office actvities with the DOTIG and GAO auditors.

q. Coordinate office PPBES functions including issues and RCP development.

r. Coordinate and oversee the design, development and evaluation of surveys and program assessments in the Office of Personnel and Training.

FINANCIAL MANAGEMENT BRANCH
(G–Pd–1/1)

1. Under the direction of the Chief, PPBES and Coordination Staff, the Chief, Financial Management Branch shall:

   a. Act as appropriations manager for the Military Pay and Allowance Account (AFC–10/11/12). Analyze and project the cost of military pay and allowances; develop apportionment schedules and annual program funds; and develop annual Standard Personnel Costs (SPC's) for military personnel.

   b. Monitor the execution of all reimbursable budget programs (Reserve Training, AC&I, and RDT&E) that involve the expenditure of AFC–10/11/12; Develop an obligation program for fica tax contribution for Coast Guard military personnel; monitor the unemployment compensation (UCX) entitlement costs and program funding; and administer the Temporary Active Duty (TEMAC) Program.

   c. Administer the Office of Personnel and Training AFC–30 funds including: development of the annual apportionment and coordination of AFC–30 IBUDS responses for requests from the field.

   d. Monitor the status of all G–P accounts (AFC–10/11/12, AFC–08, AFC–20, AFC–56); make recommendations for reprogramming as necessary.

   e. Act as appropriations manager for the Retired Appropriations (AFC–72/73) accounts.

   f. Develop the financial plan and monitor the execution of the PCS travel fund account (AFC–20).

PPBES & COORDINATION BRANCH
(G–Pd–1/2)

1. Under the direction of the Chief, PPBES and Coordination Staff, the Chief, PPBES & Coordination Branch shall:

   a. Coordinate Office responses to concurrent clearances and Planning Proposals.

   b. Coordinate preparation of Office external communication vehicles.

   c. Coordinate Office response to all cross–divisional periodic reports, e.g., Program Director's Key Issues, DOT Key Activities.

   d. Coordinate, facilitate and publish the Organization and Functional Statements of the Office of Personnel and Training.

   e. Provide readiness interface for exercises and mobilization (WARMAPS) planning.

   f. Act as Office Space and Support Coordinator.

   g. Act as Office Personal Property Program Coordinator.

   h. Ensure policies and regulations published in the Personnel Manual, COMDTINST M1000.6 (series) are current.

   i. Research and respond to inquiries involving Office of Personnel and Training policies and procedures.

   j. Function as the Directives Control Point for the Office of Personnel and Training.

   k. Maintain Office research library.

   l. Coordinate and review other Armed Forces directives and regulations, public laws, pending legislation, regulations, and instructions pertaining to military personnel administration to determine impact on Coast Guard policies and procedures.

   m. Serve as Legislative Program Coordinator for the Office.

   n. Act as Idea Express Coordinator for the Office.

   o. Support the Office by maintaining and publishing applicable personnel publications and directives.

   p. Coordinate the preparation for Flag Conferences and responses to after–action tasking.

   q. Coordinate responses for OST, OMB and Congressional Stage Budget inquiries; compile and review of all Resource Change Proposal (RCP) submissions and monitor progress through the budget cycle.

   r. Facilitate the strategic human resource planning group to develop long–range, personnel system goals and strategies, and identify potential problems and opportunities for future human resource management in the Coast Guard. Publish the Human Resource Strategic Management Plan for the Office of Personnel and Training.

s. Coordinate, facilitate and publish the GAP Program Description, Program Direction, and Program Business Plans.

q. Act as Contract Technical Monitor for research and development funded by the Office of Personnel and Training

r. Serve as POC/Coordinator with G–CCS–2 for A–123 Activities, e.g., risk assessments, internal management reviews, office coordinator for DOTIG and GAO auditors.

s. Coordinate and oversee the design, development and evaluation of surveys and program assessments in the Office of Personnel and Training.

t. Coordinate office PPBES functions, including the development of issues and RCPs.

DIVERSITY STAFF
(G–Pd–2)

1. Under the general direction of the Chief, Office of Personnel and Training (G–P), the Chief, Diversity Staff shall:

   a. Assist in the creation and continual development of an organizational culture that successfully achieves, values and manages a diverse work force. Audit and track the progress toward achieving that culture.

   b. Coordinate the efforts and initiatives of the Women's Policy Advisor and Minority Career Development Advisor.

   c. Facilitate, advise and coordinate work force diversity advisory councils, to include: Women's Advisory Council, Minority Advisory Council, and others as directed. Provide budgetary, logistic and administrative support required for each council to convene at least two times per year.

   d. Provide the Women's Information Line (1–800 Line) services: respond to requests for information; provide counseling if appropriate; refer crisis information to appropriate staff elements; and, provide statistical information to the Chief Office of Personnel and Training, regarding the volume and general nature of calls.

   e. Support the Women's Policy Advisor's facilitation, monitoring, measuring, and reporting of the implementation of the recommendations of the Women in the Coast Guard Study.

   f. Promote voluntary mentoring and other networks to facilitate dissemination of professional information and to encourage professional development.

   g. Provide career guidance, counseling, and intercession if required to all personnel on diversity and related issues.

   h. Intervene as necessary to mitigate personal and organizational harm in crisis situations involving diversity and related issues excluding situations governed by EEO regulations.

   i. Coordinate and advise in the development and implementation of work force diversity–related educational and training modules, exclusive of military civil rights policies, in Coast Guard–wide leadership and management training. Such modules include, but are not limited to: women in management; diversity awareness; diversity management; and mentoring.

   j. Advise and assist managers on how to incorporate work force diversity management and leadership practices.

   k. Provide progress reports and make recommendations concerning work force diversity related educational and training programs to the Chief, Officer of Personnel and Training.

   l. Maintain liaison with the Departmental Diversity Staff, Office of the Secretary of Transportation (OST). Coordinate or develop work force diversity reports prescribed by OST.

   m. Maintain liaison with recognized organizations that study, influence, or are otherwise concerned with work force diversity. Such organizations include but are not limited to: Defense Advisory Council on Women in the Services (DACOWITS), National Naval Officers Association (NNOA), and the Women Officers Professional Association (WOPA).

n. Disseminate information about work force diversity to the Coast Guard at–large by: periodically publishing newsletters; establishing and maintaining a work force diversity library; and providing educational and professional development information.

o. Maintain liaison with Military Personnel Command (MPC), Officer and Enlisted Personnel Management Divisions in regard to women assignments and promotions/advancements.

p. Maintain liaison with MPC, Recruiting Division, in regard to women and minority recruiting issues.

q. Serve as a member of the Office Quality Management Board.

r. Act as Chair of the Work Force Diversity Steering Committee: Coordinate cross–program . work force diversity and related initiatives and responsibilities to eliminate duplication and conflicting efforts; and develop, coordinate and monitor implementation of a Coast Guard–wide strategic educational and training plan to achieve a Coast Guard culture that values diversity.

INFORMATION RESOURCE MANAGEMENT STAFF
(G–Pd–3)

1. Under the direction of the Chief, Office of Personnel and Training (G–P), the Chief, Information Resource Management Staff shall:

   a. Provide decision support and executive information services and support the data and information processing needs within the personnel program.

   b. Develop and maintain integrated hardware and software systems to perform processing activities and data management within the personnel support program.

   c. Provide divisions within the Office of Personnel and Training(G–P), and selected field units, access to current and historical personnel data, in a form which supports routine functions and decision making processes.

   d. Assist G–P information system users with training and advice on operation of those systems. (G–PIMd)

   e. Serve as Data Base Administrator for the Personnel Support Program.

   f. Establish IRM policy and procedures for all personnel support program information systems. Manage resources necessary to perform automated military pay and travel functions for the Coast Guard.

   g. Develop long and short–term plans and budgets for Personnel Support Program information systems (PMIS/JUMPS). Make recommendations for organizational improvement, based on capabilities provided by automated systems.

   h. Develop or coordinate the development of all military personnel program information systems. Work with other agencies and Headquarters offices in providing interfaces between their information systems and G–P/personnel information systems.

   i. Assist G–P information system users in obtaining and analyzing personnel data by providing retrieval, reporting, and decision support tools. Staff the G–P Computer User Support Center for this purpose.

   j. Assess impacts of personnel policy changes on PMIS/JUMPS and coordinate resulting system changes with Coast Guard Pay and Personnel Center.

   k. Ensure procedures published in PMIS/JUMPS manuals, COMDTINST M1080 (series) comply with policies published in the Personnel Manual, COMDTINST M1000.6 (series).

   l. Coordinate Office SIRMP and development of Office information needs.

   m. Act as technical director for Headquarters units, as assigned.

   n. Manage the YN Rating. Act as YN Force Manager.

   o. Serve as a member of the Office Quality Management Board.

TOTAL QUALITY MANAGEMENT STAFF
(G–Pd–4)

1. Under the direction of the Chief, Office of Personnel and Training (G–P), the Total Quality Management (TQM) Staff shall:

   a. Serve as an advisor on matters of TQM for the Office of Personnel and Training.

   b. Develop and implement plans, procedures, and policies necessary for the efficient and orderly management of activities related to the TQM process. This includes assisting in the development of charters and delivering briefings.

   c. Provide analytical, advisory, and support services related primarily to the development, implementation and oversight of TQM processes.

   d. Arrange services required and/or provide support to ensure execution of the Office Strategic Plan.

   e. Coordinate TQM facilitation services for the Office.

   f. Act as a TQM consultant to various groups, such as the Quality Management Board, Quality Action Teams, Natural Work Groups and other groups/teams.

   g. Provide guidance, advice and assistance to all TQM coordinators, facilitators, and Team Leaders within the Office and at the G–P field units.

   h. Lead the development of TQM–related training by identifying the training needs/opportunities, identifying and evaluating external sources of training, acting as a consultant on internal training efforts and assessing and improving the TQM training process. In addition, teach the internally developed TQM courses to Office personnel and the G–P field units.

   i. Serve as the focal point for the development of informational materials which promote awareness of TQM activities throughout the Office by preparing newsletters and maintaining the Office TQM resource center and bulletin board.

   j. Maintain a current awareness of advancements in TQM by representing the Office in TQM meetings, conferences, public appearances and working with other federal agencies and private sector organizations in sharing TQM–related information.

   k. Administer and manage the Office's TQM Natural Work Group Tracking and Rewards and Recognition systems.

   l. Monitor the Office's Division Quality Coordinators in the performance of their duties.

   m. Maintain a current awareness of advancements in measurement and assist the Office in developing measures as they relate to customer surveys and questionnaires, TQM implementation, and measures of effectiveness.

   n. Assist in the development of, and refine measures of human resource productivity and measures of effectiveness.

FORCE PLANNING STAFF
(G–Pd–5)

1. Under the direction of the Chief, Office of Personnel and Training (G–P), the Chief, Force Planning Staff shall:

   a. Develop and oversee a program of total force planning and management. Integrate information from the Resource Director as well as program, support, and acquisition managers in developing employment capability plans for each of the three Coast Guard workforces (Officer, Civilian, Enlisted). Insure accessions, promotions, training, and other workforce flows are compatible with force structures, personnel inventories, and billet/position targets.

   b. Predict the impact of external and internal trends on the human resource management system in order to alert managers to potential problems and opportunities. Integrate this information into the Employment Capability Plans and the Coast Guard planning, programming and budgeting process.

   c. Develop and implement methods to predict future force inventory structures, training needs, promotion rates, and accession needs. Assess the ability of the current total workforce to meet present and future mission requirements.

   d. Provide policy analysis and decision support to the Office of Personnel and Training by evaluating past and present policies and practices, and predicting the impact of proposed policies and practices on the structure of the workforce.

   e. Develop and maintain estimates of outyear workforce requirements.

   f. Analyze and track all billet and position changes in sufficient detail and time span so as to enable the use of historical data as a decison making tool on future change proposals.

   g. Make recommendations to the Resource Director to establish the size of the General Detail.

   h. Review all planning initiatives which involve changes to the workforce (e.g., RCP's, Planning Proposals, PAA's, etc.). Evaluate their impact on structure, design, cost, stocks and profiles, and any issues related to the effectiveness and efficiency of the current and future workforce. Provide input to the Resource Director and the Program, Force and Facility Managers so they can incorporate it in their analyses.

   i. Participate in the acquisition process to ensure human resource requirements are included in all phases of the acquisition process. Provide guidance on Manpower, Personnel and Training (MPT) and insure MPT analyses are included early on in major acquisitions.

   j. Provide support and assistance to the enlisted rating Force Managers in analyzing and monitoring their ratings.

   k. Recommend action to staff elements responsible for controlling accession, attrition and flow rates. Identify critical shortfalls/excesses and develop recommendations for remedial actions.

   l. Coordinate efforts with training and accession staffs to ensure the workforce is planned with sufficient time to provide the required number of skilled personnel to perform required work.

   m. Develop long and short range plans to meet the anticipated needs of the organization in terms of number, type, series, grade, and skill level of future military and civilian workforces.

n. Work routinely with the Military and Civilian Personnel Divisions in determining the direction and health of their workforces.

o. Oversee the Rating Review process to ensure enlisted ratings are reviewed and examined on a regular basis.

p. Oversee R&D funded force planning and personnel management research and development.

q. Serve as a member of the Office Quality Management Board.

CIVILIAN PERSONNEL DIVISION
(G–PCV)

1. Under the general direction of the Chief, Office of Personnel and Training (G–P), the Chief, Civilian Personnel Division shall:

   a. Plan, develop and issue personnel, pay and travel policies and procedures for civil service, Academy faculty, maritime employees, lightkeepers, lamplighters and nonappropriated fund employees of the Coast Guard.

   b. Provide technical advice, guidance, and instruction to managers and command officials including operating personnel officers, work life cells, and Authorized Certifying Officials on civilian personnel, pay and travel issues.

   c. Conduct special studies, research and analysis on a broad spectrum of work force management issues to assure that the civilian personnel system facilitates the accomplishment of the Coast Guard's mission through effective management and utilization of its human resources.

   d. Develop and administer the civilian personnel pay (AFC–08), support, training, travel, and permanent change of station (PCS) budget.

   e. Represent the Coast Guard in dealings with OST, OPM, GAO, other DOT Administrations and Federal agencies on civilian personnel, pay and travel issues. Serve as the Coast Guard representative on the DOT Personnel Council. Serve as the contact point with DoD to assure consistency and uniformity of civilian personnel mobilization policies and procedures.

   f. Serve as principal advisor to senior command officials, including the Commandant, on matters and issues relating to civilian personnel. Establish communication with civilian personnel through a variety of means to communicate the Commandant's philosophy and position on issues of interest and bring to the attention of senior officials issues of concern to the civilian work force.

   g. Serve as a member of the Office Quality Management Board.

   h. Provide analysis, research and evaluation for special studies, items of importance to the Commandant, new program actions (i.e., legislative initiatives, A–76), Congressional inquiries, and public interest matters.

   i. Direct the civilian personnel operations for Headquarters and Headquarter's units located in the Washington DC metropolitan area.

   j. Promote and administer work–life programs for civilian employees of the Coast Guard.

EMPLOYMENT, SYSTEMS AND EVALUATION BRANCH
(G–PCV–1)

1. Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, Employment, Systems and Evaluation Branch shall:

   a. Provide program, policy and budget requirements in employment programs to include competitive and excepted services, recruiting, examining, promotion, placement, and conditions of appointment and re–employment.

   b. Develop policy, plans and budget for a wide variety of special emphasis employment programs in response to Presidential, Secretarial, and Commandant initiatives.

   c. Develop civilian reduction in force (RIF) policy and policy governing transfer of civilians under transfer of function regulations. Develop policies and provide oversight for effective outplacement of eligible employees affected by RIF or transfer of function.

   d. Develop policy governing, and plan, schedule and provide oversight for, the conduct of civilian personnel management surveys of districts, maintenance and logistics commands, headquarters and headquarters units.

   e. Develop policies, standards, and requirement statements governing effective use of automated civilian personnel systems.

   f. Provide liaison with responsible DoT elements for policy and administration related to the Department's automated civilian payroll system.

   g. Budget and administer funds to support the civilian personnel program. Analyze and determine cost impacts of civilian pay and allowance changes on AFC–08.

   h. Develop work force, full–time equivalency and other reports and analyses. Develop personnel record keeping policies consistent with Privacy Act and Freedom of Information Act requirements.

   i. Develop policies related to the mobilization readiness of civilian personnel during periods of national emergency.

   j. Review and comment on OST, OPM and Merit System Protection Board (MSPB) proposed rules or orders in respect to staffing and placement, special emphasis programs, and automated personnel systems. Participate in intra and interagency work groups. Provide analysis of proposed legislation and develop proposals as required.

   k. Conduct continuing program review to ensure broadly based customer servicing and employee communication.

   i. Promote and administer Work–Life programs for civilian employees of the Coast Guard. Coordinate the "Civilian Advisory Council." Review existing and proposed policies and practices (including personnel) to assure they foster a total force concept by enhancing institutional identity. Establish mechanisms (including advisory councils) which assure that command officials, at all levels, stay abreast of issues and concerns of the civilian work force. Serve as catalyst to removing unnecessary barriers and differentiations which adversely affect the status of civilians in the Coast Guard.

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

1. Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, NAFA Personnel Branch shall:

   a. Develop policies and procedures governing the conditions of employment for NAFA employees of the Coast Guard, in all areas of personnel management, i.e., position classification and management, wage and salary administration, placement and staffing, training and employee development, labor relations, performance appraisal, employee counseling, discipline, grievances and appeals, employee recognition, incentive awards, attendance and leave, insurance and annuities, and other related policies and procedures.

   b. Provide oversight, technical advice and guidance to commands concerning the NAFA personnel system.

   c. Establish the NAFA salary and wage systems comprised of Blue Collar (Crafts and Trades Federal Wage employees covered by Public Law), other local prevailing rate pay systems (administrative support and patron services), and the Pay Banding System for white collar employees.

   d. Provide oversight of operational personnel office located at the NAFA Field Support Office, Portsmouth, VA.

   e. Coordinate with DoD on the formulation of NAFA personnel and pay policies.

   f. Develop training programs for civilian and military managers governing NAFA personnel policies, procedures and requirements.

   g. Develop NAFA labor relations policies and procedures. Review NAFA negotiated agreements for compliance with applicable law and regulation and assure consistency and uniformity of agreements. Advise on, and when necessary, participate in the negotiation of NAFA labor agreements and the resolution of bargaining impasses and third party disputes.

   h. Plan, schedule and conduct personnel management evaluations, and special studies of NAFA field commands.

   i. Develop policy and system criteria for a uniform NAFA personnel records system.

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

EMPLOYEE/LABOR RELATIONS AND PERFORMANCE MANAGEMENT BRANCH (G–PCV–3)

1. Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, Employee/Labor Relations and Performance Management Branch shall:

   a. Develop program policy and procedures for employee relations to include discipline, performance based actions, grievances and appeals. Monitor the program to assure compliance with governing regulations and equitable treatment of civilian employees Coast Guard–wide.

   b. Develop training policies and procedures. Provide overall direction of programs concerning civilian career development, long term training and executive management, and supervisory development. Review and recommend approval of annual civilian training plans prepared by the field and Headquarters. Plan information and training programs to promote Coast Guard objectives in civilian personnel management.

   c. Prepare budget estimates for centrally managed civilian training; allocate and administer available funds.

   d. Advise and, when necessary, participate in the negotiation of labor agreements and the resolution of bargaining impasses and third party disputes. Provide advice and guidance in labor–management relations including the interpretation of all applicable laws, rules, regulations and instructions. Review all agreements for compliance with law and regulation.

   e. Develop program policies and procedures for performance management systems. Monitor the performance appraisal and awards process to assure that employees are appropriately recognized and rewarded.

   f. Develop program policy, procedures and, where not otherwise delegated, manage and approve awards and related incentive recognition programs. Formulate budgets to support award systems.

   g. Develop program policy and procedures and monitor the drug testing program to assure compliance with governing regulations.

   h. Coordinate Coast Guard participation in the annual DoT Awards Ceremony.

CLASSIFICATION, PAY AND BENEFITS BRANCH
(G–PCV–4)

1. Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, Classification, Pay and Benefit Branch shall:

   a. Develop policies, procedures and techniques for the Federal Wage System classification of trades, crafts, and labor positions; and the General Schedule classification of professional, technical, administrative, and clerical positions; and the administrative classification of Academy Faculty, maritime, ALJ and SES positions. Conduct classification reviews of the civilian workforce.

   b. Evaluate service–wide, the effectiveness of position management, classification, and compensation programs. Adjudicate classification appeals.

   c. Develop policies, procedures and techniques for the Coast Guard position management program. Develop policies regarding staffing patterns and career ladders, job design, classification implications pertaining to reorganizations, and the implementation of program initiatives.

   d. Establish and promulgate pay and compensation policies including basic compensation, premium pay, pay benefits, allowances, differentials, and special pay setting for administrative pay plan personnel and special work force groups, as well as the established Civil Service.

   e. Develop policies and procedures relating to hours of duty, alternative work schedules, employee absence and use of leave.

   f. Develop civilian travel policies, provide authorization for expenditure of travel funds, manage civilian PCS and relocation budgets, administer contract provisions for civilian relocation, and establish appropriate procedures, reports and controls necessary for management of civilian travel.

   g. Promulgate policies for the Federal Employee Retirement System, the Civil Service Retirement System and the Lighthouse Service Retirement Act.

   h. Develop policies and procedures regarding employee health insurance, life insurance, Office of Workers' Compensation benefits, unemployment compensation allotments, and associated benefit programs.

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

HEADQUARTERS CIVILIAN PERSONNEL OPERATIONS BRANCH (G-PCV-5)

1. Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, Headquarters Civilian Personnel Operations Branch shall:

   a. Manage recruitment, staffing, position classification and pay management, employee relations, labor relations, training and employment development, and administer the Full Time Equivalency program for Headquarters and Headquarter's units in the Washington Metropolitan area.

   b. Conduct recruitment and staffing activities, maintain official records of all civilian employees, process personnel actions and maintain CIVPMIS and coordinate travel order requests for PCS moves.

   c. Evaluate and classify all civilian positions, maintain records of authorized position descriptions, billet allocations, organizational structure; provide recommendations on position management issues, conduct analyses and make decisions on position sensitivity and review all proposed reorganization requests.

   d. Provide advice and assistance on disciplinary actions, adverse actions, grievance regulations, worker's compensation program, performance appraisals, incentive awards programs, leave regulations and coordinate management representation in third party actions.

   e. Provide labor relations counsel and advice as required, negotiate labor/management contracts and agreements and investigate charges of unfair labor practices and respond as appropriate.

   f. Provide technical assistance to managers in identifying training needs; coordinate training courses and/or develop training programs to meet identified needs; maintain status and accounting of training funds; and evaluate the effectiveness of the training program.

   g. Provide civilian payroll liaison including Time and Attendance reporting for Headquarter's personnel including all required coordination between Headquarter's personnel and the centralized civilian pay office under the FAA in Oklahoma City.

   h. Provide advice and assistance to employees on health, retirement, and life insurance benefits; coordinate drug testing; and administer special emphasis programs.

   i. Establish mechanisms which ensure that officials at all levels stay abreast of issues and concerns of the civilian work force. Administer the Headquarters Civilian Advisory Council.

MILITARY PERSONNEL MANAGEMENT DIVISION
(G–PMP)

1. Under the direction of the Chief, Office of Personnel and Training (G–P), the Chief, Military Personnel Management Division shall:

   a. Serve as a member of the Office Quality Management Board.

   b. Supervise the Coast Guard Liaison to DoD Compensation Staff.

   c. Supervise the Coast Guard Liaison to Military Traffic Management Command.

   d. Coordinate with G–K, G–H and MPC Recruiting Division to establish policy, set minimum qualification limits, and promulgate minority and women goals for the Coast Guard military recruiting program.

   e. Serve as a member of the Diversity Achievement Group in support of Coast Guard initiatives to promote workforce diversity.

   f. Develop policies for the accession, assignment and separation of military personnel.

   g. Develop and coordinate military compensation policies and procedures.

   h. Develop and coordinate policies and procedures relating to military travel and transportation entitlements.

   i. Serve as technical director for the Military Personnel Command.

   j. Serve as President of the Uniform Board.

   k. Represent USCG as Senior Military Representative to Defense Advisory Committee on Women in the Services (DACOWITS). Administer all Coast Guard DACOWITS functions.

   l. Administer military retiree and decedent programs and survivor benefit plans.

POLICIES AND CAREER MANAGEMENT BRANCH
(G–PMP–1)

1. Under the direction and supervision of the Chief, Military Personnel Management Division, the Chief, Policies and Career Management Branch shall:

   a. Develop and formulate policy with respect to enlisted and officer personnel management and recommend legislation, if appropriate; review all proposed legislation affecting military personnel and make recommendations for Coast Guard action.

   b. Develop policy on the enlisted incentive pay programs.

   c. Develop policies for assignments and rotations of assignments for officers.

   d. Develop and validate personnel selection criteria with the Force Planning Staff. Determine the entry aptitude mix required to meet future Coast Guard mission needs. Establish desired aptitude category quotas for accession planning.

   e. Develop officer and warrant officer career patterns; provide appropriate counseling to establish individual and corps–wide esprit and cohesiveness.

   f. Determine, in accordance with operating needs, the overall experience for officer personnel; coordinate billet requirements and training requirements to sustain the needed experience level.

   g. Perform headquarter's planning coordination functions for the Regional Recruiting Commands.

   h. Develop enlisted personnel assignment policies.

   i. Develop tour lengths and obligated service requirements for transfers.

   j. Review and implement recommendations submitted to the Commandant for changes of policy and procedure in connection with the administration of the military personnel program.

   k. Coordinate input to the Force Planning Staff, identifying the linkage between the supply side and demand side of the assignment equation.

   l. Initiate and implement legislative and policy changes affecting the management of the commissioned and warrant officer corps.

   m. Oversee and monitor the Officer Evaluation System and the Enlisted Performance Evaluation System.

   n. Maintain liaison with the Office of Civil Rights (G–H) and the Diversity Staff as required to oversee the minority and women recruiting programs. Promulgate minority and women officer recruiting goals as appropriate.

   o. Set minimum qualification limits, including medical standards, for inductees.

   p. Be responsible for developing and changing minimum medical standards for accessions.

   q. Develop and recommend policy regarding the Physical Disability Evaluation System.

r. Develop and recommend retirement policy and transition assistance programs.

s. Monitor Coast Guard military recruiting programs including PPEP, MORE and JROTC.

t. Receive and process all requests for Discharge Review Board (DRB) consideration from both officer and enlisted members and enlisted requests for extended active duty.

u. Respond to Congressional requests, FOIA and other official inquiries involving military personnel and policy implementation.

v. Conduct exit surveys as required by work–life initiatives.

w. Provide career development information to the military work force through strategic personal career counseling and other media. Develop commissioned officer and warrant officer career patterns.

x. Interact with assignment officers providing career viewpoint for optimal assignments.

y. Develop an officer career guidebook and update periodically.

z. In conjunction with program managers, define and articulate career patterns and program opportunities for military personnel. Assist programs in recruiting and retaining talent and marketing their programs.

aa. Perform long–term officer corps planning. Conduct studies, as necessary, to improve officer corps management.

ab. Perform long–term enlisted force management planning. Conduct studies, as necessary, to improve enlisted corps management.

ac. Monitor the specialty structure of the commissioned and warrant officer corps.

ad. Assist and guide program managers in development of their officer and enlisted education and training needs.

ae. Insure enlisted–to–officer career expectations are addressed and career pattern and appointment issues are continually studied.

af. Incorporate diversity goals into career development goals.

ag. Coordinate with the Force Planning Staff and the Training Policy and Management Branch in determining the training requirements for officer personnel.

ah. Serve as Coast Guard point of contact on military educational benefits. Review legislative proposals, recommend Coast Guard action.

ai. Serve as program manager for the Career Information Specialist Program.

COMPENSATION BRANCH
(G–PMP–2)

1 Under the direction and supervision of the Chief, Military Personnel Management Division, the Chief, Compensation Branch shall:

a. Establish policy for military pay, allowances and expenses associated with carrying out official travel. Establish procedures for military personnel property transportation.

b. Interpret regulations in the resolution of field generated problems concerning pay, allowances and expenses associated with carrying out official travel.

c. Represent the Coast Guard on the Military Advisory Panel of the Per Diem, Travel, and Transportation Allowance Committee; coordinate travel and transportation policy with regard to active duty, reserve, retired personnel and annuitants.

d. Liaison with Defense Finance and Accounting Service (DFAS); ensure Coast Guard concerns are reflected in the establishment of DoD entitlements policy for active duty, reserve, retired personnel and annuitants.

e. Determine system impact of new legislation and changes affecting pay, allowances and expenses associated with carrying out official travel. Prepare budget documents as required.

f. Specify pay related data needed for PMIS/JUMPS and advise on the installation of new or revised pay systems for the Coast Guard.

g. Publish the Coast Guard Pay Manual, Coast Guard Supplement to the JFTR, and Personal Property Transportation Manual.

h. Administer the debt collection program as it pertains to matters of pay and allowances.

i. Coordinate Coast Guard participation in the Quadrennial Review of Military Compensation (QRMC).

j. Act as Authorized Certifying Officer (ACO) for Coast Guard claims/appeals of military members and annuitants for pay and allowance entitlements.

k. Provide oversight for annual Report on the Coast Guard Military Retirement System required by 31 USC 9503.

l. Act as the focal point for liaison with the Comptroller General of the U.S. in matters relating to pay, allowances and matters relating to travel pertaining to military official orders.

m. Administer the waiver of claims program for annuitants and SBP.

n. Coordinate Coast Guard participation in annual VHA survey.

o. Supervise Transportation Operational Personal Property System (TOPS) liaison officers.

p. Represent the Coast Guard at Military Traffic Management Council meetings.

q. Coordinate Coast Guard participation in DoD's Personal Property Transportation System, including TOPS.

r. Act as training coordinator for Personal Property Transportation Officers.

s. Administer the Coast Guard programs for Survivor Benefit Plan, the Retired Serviceman's Family Protection Plan (RSFPP) and civil readjustment. Act as member of the DOD Joint Board for the RSFPP/SBP to update uniformed services regulations on administering the programs. Coordinate the Health Care Program for members being separated (US–VIP).

t. Administer the Serviceman's Group Life Insurance (SGLI) and Veterans Group Life Insurance (VGLI) programs.

u. Oversee Coast Guard transition assistance, retired and decedent affairs, and survivor benefits programs.

v. Coordinate the National Council of Coast Guard Retirees. Provide administrative and logistic support for National council meetings. Ensure that retiree views are considered in the development of benefits policies.

w. Serve as Coast Guard Representative to DoD advisory boards for SBP/RSFPP, VA/SGLI/VGLI and retiree councils.

x. Approve applications for the trusteeship of retired and active duty members and representative payees for annuitants found to be mentally incompetenet.

y. Receive initial reports of all Coast Guard and NOAA personnel casualties. Assist District Commanders and other Coast Guard units to ensure prompt notification of next of kin. Advise legal counsel during imminent death retirement processing.

z. Administer the Coast Guard Decedent Affairs program. Provide policy guidance concerning decedent affairs and coordinate activities for decedent active duty members and their dependents and reserve members under age 60. Coordinate among PPC, G–CAS, and unit Casualty Assistance Call Officers. Prepare letters of condolence and Service Certificate for Commandant's signature. Release ALCOAST/ALDIST reporting deaths of officers 0–6 and above (active, reserve, and retired). Prepare biweekly headquarters death reports.

UNIFORMS AND STANDARDS BRANCH
(G–PMP–3)

1. Under the direction and supervision of the Chief, Military Personnel Management Division, the Chief, Uniforms and Standards Branch shall:

   a. Oversee military discipline functions.

   b. Administer the Coast Guard Voting Assistance Programs.

   c. Review all Courts–Martials referred for severity, appropriate sentence, effect on current policies and concepts of discipline and justice and for requests of restoration of duty and/or residual clemency.

   d. Review complaints of indebtedness, non–support of dependents, and paternity.

   e. Initiate action on requests for remission of indebtedness and waiver of claims against the U.S. Government.

   f. Develop policy for the military Drug Awareness and Detection Program.

   g. Administer Coast Guard Voting Assistance Program.

   h. Plan, develop, and publish policy, goals and procedures for the effective and efficient management and operation of uniform clothing programs.

   i. Direct the military uniform support program supply fund capitalization and inventory investment. Designate items authorized for resale.

   j. Maintain and update applicable directives.

   k. Serve as Secretary of the Permanent Uniform Board. Develop the agenda, coordinate and manage all administrative matters directly associated with meetings of the Uniform Board.

   l. Plan and direct the introduction of approved or adopted items into the Coast Guard uniform supply system.

   m. Review and recommend policy for uniform clothing allowances including special and supplementary changes as required.

   n. Administer and manage the Uniform Certification Program ensuring specification and quality compliance of all uniform and insignia items manufactured by private industry and sold in Coast Guard uniform stores and exchanges throughout the Service.

   o. Represent the Coast Guard in all matters relating to uniform development, design, quality assurance, and logistics with private industry, agencies of the Department of Defense, other government agencies, and trade organizations of private industry.

MEDALS AND AWARDS BRANCH
(G–PMP–4)

1. Under the direction and supervision of the Chief, Military Personnel Management Division, the Chief, Medals and Awards Branch shall:

   a. Provide administrative support for the Coast Guard Board of Awards.

   b. Prepare citations for award of the major decorations.

   c. Maintain liaison with DoD on related interpretation and application of regulations on awards.

   d. Initiate instructions and criteria concerning new awards and decorations.

   e. Maintain a chronological record and Lifesaving Record Book for National Archives of the Recipients of the Gold and Silver Lifesaving Awards.

   f. Make determination as to eligibility of personnel for campaign medals and ribbons.

   g. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

   h. Serve as Secretary, Coast Guard Board of Awards.

   i. Coordinate Coast Guard participation in the Coast Guard Foundation Awards ceremonies.

   j. Coordinate G–P military medals and awards program.

   k. Design and develop new medals and ribbons, as required.

   l. Serve as Coast Guard representative to the Joint Committee of DoD Awards Officers.

WORK–LIFE DIVISION
(G–PWL)

1. Under the general direction of the Chief, Office of Personnel and Training (G–P), the Chief, Work–Life Division shall:

   a. Administer programs pertaining to the well–being of Coast Guard members and dependents, including acting as the work–life program manager for the 21 regional work–life staffs.

   b. Plan and develop policies for the management of Coast Guard housing programs including government owned and leased family and unaccompanied personnel housing, and Relocation Assistance.

   c. Plan and develop policies and procedures for the management of Coast Guard individual and family support programs, including crisis intervention, special needs, Employee Assistance, child and elder care, financial counselling, dependent schooling and other human services.

   d. Develop measurements of effectiveness for housing, work–life and personnel support programs, assess the effectiveness of those programs and make recommendations for rebalancing work–life resources to maximize effectiveness.

   e. Serve as member of the Office Quality Management Board.

HOUSING PROGRAMS BRANCH
(G–PWL–1)

1. Under the direction and supervision of the Chief, Work–Life Division, the Chief, Housing Programs Branch shall:

   a. Develop, supervise, and administer Coast Guard housing policy including government owned and leased family and unaccompanied housing, and use of DoD and other housing resources. Develop policies for monitoring safety and energy efficiency of Coast Guard Housing.

   b. Develop and maintain Family and Unaccompanied Personnel Housing policies and standards, including policies for Special Command, Command and Flag Quarters for government furnishing of public quarters.

   c. Administer the operation and management (O&M) of Family and Unaccompanied Personnel Housing.

   d. Review housing acquisition and other documentation affecting the housing programs. Provide program manager prioritization to G–ECV for inclusion in the Shore Facility Requirements List (SFRL). Coordinate Housing Market Studies.

   e. Develop, budget, and manage AFC–01 and AFC–30 funds for housing programs. Monitor ATU budgets for housing maintenance.

   f. Plan, budget and manage staffing resources for housing programs.

   g. Develop and maintain an automated housing management system.

   h. Develop, coordinate and conduct housing management training programs for military and civilian housing staff.

   i. Develop and maintain a Coast Guard Housing Manual and such other publications as may be necessary.

   j. Conduct biennial housing surveys to determine the adequacy and effectiveness of housing programs.

   k. Provide mortgage assistance guidance, particularly information regarding the FHA Section 222 Mortgage Assistance Program.

   l. Coordinate management of the Homeowners Assistance Program (HAP) with the U.S. Army Corps of Engineers.

   m. Coordinate housing matters as necessary with outside agencies, including DoD.

   n. Perform evaluations to maximize effectiveness, utility and quality of Coast Guard housing programs.

   o. Be responsible for developing, tracking and reconciling leased and Coast Guard owned housing costs. Ensure that accounting records accurately reflect housing costs.

   p. Administer the Coast Guard Relocation Assistance Program. Provide program guidance and support for the 21 Relocation Assistance Managers (RAMS).

INDIVIDUAL AND FAMILY SUPPORT BRANCH
(G–PWL–2)

1. Under the direction and supervision of the Chief, Work–Life Division, the Chief, Individual and Family Support Branch shall:

   a. Monitor DoD Family Advocacy and Intervention programs and develop Coast Guard policies that are consistent with and take advantage of DoD efforts and facilities.

   b. Monitor general societal social service programs (mental, physical, and emotional) and make recommendations for future Coast Guard directions.

   c. In accordance with congressional mandates and other guiding principles, administer a family violence program to prevent and reduce incidents of child and spouse abuse within Coast Guard families. Coordinate and provide Coast Guard–wide training on the program.

   d. Develop and monitor intervention strategies over a broad range of areas including family violence, rape, suicide, substance abuse and occupational and natural disasters.

   e. Initiate and develop policies for the Special Needs Program. Monitor Coast Guard, DoD, and national trends in Special Needs programs. Coordinate and provide Coast Guard–wide training on the program.

   f. Serve as liaison to Red Cross, USO and other public service organizations that offer services to Coast Guard members, civilian employees and their families.

   g. Develop, coordinate and review policies involving Dependent Support issues, including but not limited to: Ombudsman program, humanitarian assignments (HUMS), overseas marriages,and overseas screening.

   h. Serve as program manager for dependent care. Develop, coordinate and review policies and programs involving all dependent care programs (e.g., Child Development Centers, Family Day Care Programs, Elder Care, In–home) and alternative methods of service delivery. Coordinate and provide Coast Guard–wide training on the programs.

   i. Coordinate with the Department of Defense Dependent Schools (DoDDS) for Coast Guard dependents' schooling overseas.

   j. Serve as program manager for the Ombudsman program. Coordinate and provide Coast Guard–wide training on the program.

   k. Coordinate the Coast Guard dependent scholarship program.

   l. Administer the Adoption Reimbursement Program.

   m. Manage the Central Registry Case File system for the Coast Guard Family Violence and Special Needs Programs.

   n. Provide program oversight and support for field FPA's.

   o. Provide input to MPC detailers for assignment decisions.

   p. Maintain the Coast Guard Beneficiary Guide.

q. Manage the Coast Guard Employee Assistance Program, including acting as the COTR.

r. Provide program oversight and support for the EAP coordinators.

s. Administer the Critical Incident Stress Debriefing (CISD) program.

TRAINING AND PERFORMANCE IMPROVEMENT DIVISION (G–PTP)

1. Under the general direction of the Chief, Office of Personnel and Training (G–P), the Chief, Training and Performance Improvement Division shall:

   a. Act as facility manager for assigned Headquarter's units including preparing planning proposals and budget documents, and administering AFC–30 funds.

   b. Develop the advanced training portion of the annual training plan for all Coast Guard short–term training in coordination with program managers, Training Centers, and the PPBES and Coordination Staff.

   c. Coordinate policies concerning precommissioning and follow–on–crew pipeline training with G–PM. Liaison with the Training Quota Management Center in scheduling and tracking training.

   d. Act as the AFC–56 manager; use approved purchasing, accounting and reporting procedures. Act as account manager for AFC–20 funds associated with training.

   e. Develop criteria for managing training, including revision of standard personnel cost for AFC–56 and the determination of planning factors, etc. Program and track measures of effectiveness and efficiency and training costs.

   f. Receive all training plan inputs for budget years (FY+1 and beyond) and review for resource implications. Prepare the annual training level authorizations. Prepare Coast Guard–wide training–related budget documents.

   g. Manage and track training billets, regardless of location.

   h. Oversee the Coast Guard's Occupational Measurement Program. Provide occupational data to support work force validation studies performed by program and support managers; assist in the development of policies, procedures, and guidelines for workforce measurement. Recommend staffing criteria and work force requirements to establish proper billet levels and experience requirements for officer and enlisted billets.

   i. Serve as a member of the Office Quality Management Board (QMB).

   j. Develop and implement policy to unify the Coast Guard's approach to performance improvement. Review and/or recommend non–training and training solutions to performance problems identified throughout the Coast Guard.

   k. Manage a system to enhance the critical job performance of training and formal education activities for Coast Guard personnel.

   l. Assist the Civilian Personnel Division in the development of policy criteria for the design, development, and evaluation of Coast Guard–wide civilian training.

SYSTEM RESOURCES AND ASSESSMENT BRANCH
(G–PTP–1)

1. Under the direction and supervision of the Chief, Training and Performance Improvement Division, the Chief, System Resources and Assessment Branch shall:

   a. Act as Headquarter's Planning Coordinator and resource manager for assigned Headquarters units (to include TRACENs, CGI, TQC, & CGA). Prepare and/or review all resource and budget related documents (RCP's, Planning Proposals and AFC–30 target modifications, etc.)

   b. Serve as the focal point for all PPBES information for the division. Prepare Issues for the training system, TRACENs, CGI, TQC and CGA.

   c. Review annual budget submissions and monitor progress through the budget process. Coordinate queries from OST, OMB and Congress.

   d. Manage and track all training billets, including training allowance portion of general detail, regardless of location, preparing request for adding, deleting and reprogramming billets.

   e. Provide miscellaneous services that relate to the training system's fiscal and administrative matters (e.g., OFCO's, shore facilities AC&I data sheets, etc.).

   f. Manage AFC–30 funds for the training program.

   g. Establish and monitor measures of efficiency and effectiveness of training. Evaluate training to ensure that resources are used efficiently and that essential job performance skills are obtained by trainees.

   h. Review all training plan inputs for budget years (FY+1 and beyond) and review resource implications.

   i. Establish selection criteria and determine annual student loads for each of the Coast Guard postgraduate school programs. Liaison with respective program managers.

TRAINING POLICY AND MANAGEMENT
(G–PTP–2)

1. Under the direction and supervision of the Chief, Training and Performance Improvement Division, the Chief, Training Policy and Management Branch shall:

   a. Employ an analysis, validation, and evaluation program (emphasizing resource conservation and identifying essential job performance skills) to produce enlisted qualifications, job/task analyses, and other products to assist program managers in defining training and formal education (postgraduate) needs. Advise program managers of results. Provide program managers with training and formal education that meets Coast Guard needs. Review and/or recommend non–training and training solutions to performance problems identified throughout the Coast Guard.

   b. Identify competent commercial, DoD and other government agency sources of training analysis, design, development, implementation and evaluation services. Provide guidance and technical assistance to program/support managers on all contract training specifications.

   c. Validate the training needs (content and quotas) and delivery methods with program/force managers to include coordinating annual field training plans.

   d. Manage and evaluate the Instructional Technology postgraduate education program. Act as program manager for courses related to instructor, course designer and training system management. Develop quota and training requirements for G–PT sponsored courses.

   e. Serve as a member of acquisition project teams sponsored by the Office of Acquisition.

   f. Validate program manager AFC–56 requests and coordinate the execution of each Office's training plan.

   g. Conduct low level research (to assist G–PT–1) on the resource requests of program/force/acquisition managers and TRACENs.

   h. Liaison between TRACENs and program managers to recommend equitable allocation of training resources and to ensure that high quality training products are produced in a timely fashion. Provide direction to TRACENs regarding balancing course convenings/throughput and production of new/revised courses.

   i. Act as single point of contact for program managers and TRACEN schools for training and performance improvement issues.

   j. Act as liaison (point of contact) for Coast Guard Liaison billets at non–Coast Guard TRACEN's (Norfolk, Mare Island, etc.).

   k. Develop and maintain policy to unify the Coast Guard's approach to training. This policy will reflect flexible, systematic approaches such as the Instructional Systems Development Model, or appropriate variations thereof. Review for programmatic compliance all training–related policy directives,. This shall include revisions to existing publications and promulgation of new instructions and/or manuals.

   l. Coordinate and conduct training system research.

   m. Coordinate pipeline training policy in order to coordinate personnel and assignment issues concerning precommissionings and follow–on–crew pipeline training with MPC.

n. Serve as Coast Guard point of contact on voluntary education programs.

o. Develop recommendations concerning cadet education and professional military training at the Coast Guard Academy. Act as Headquarters point of contact for Academy affairs.

p. Coordinate technical advise and assistance for the area and district training teams in all phases of the related training process.

AFC 56 ACCOUNT MANAGEMENT BRANCH
(G–PTP–3)

1. Under the direction and supervision of the Chief, Training and Performance Improvement Division, the Chief, AFC–56 Account Management Branch shall:

   a. Develop criteria for revision of standard personnel costs and planning factors for AFC–56. Allocate and track training costs for AFC–56.

   b. Act as the funds manager for the AFC–56 account; use approved purchasing, accounting and reporting procedures.

   c. Advise the Training Policy and Management Branch of available AFC–56 funds and quota utilization status on a regular basis.

   d. Develop the annual class convening schedule for Class "C" schools in coordination with training managers and training centers. Develop and publish Class "C" Training Schedule, COMDTINST 1540.6 (series).

   e. Act as the Coast Guard point of contact for quota acquisition and control for training provided by other services, other federal agencies, and commercial sources. Coordinate with DoD agencies, areas and program managers in preparing 5–year quota forecast.

   f. Determine planning factors to include criteria/procedures for developing annual training plans and standards.

   g. Coordinate the scheduling of foreign national students in short–term training courses with the International Affairs staff (G–CI). Develop a course costing function.

   h. Develop and monitor execution of standard operating procedures for TQC.

   i. Liaison with TQC in scheduling quota issuance and tracking training.

   j. Manage the Training Allowance Billets (TABS) portion of the General Detail. Coordinate with the Financial Management Division (G–CFM) the level of TAP SPC funding semiannually.

OCCUPATIONAL STANDARDS BRANCH
(G–PTP–4)

1. Under the direction and supervision of the Chief, Training and Performance Improvement Division, the Chief, Occupational Standards Branch shall:

   a. Oversee an occupational analysis program to determine the characteristics (tasks, skills, experience requirements, etc.) of existing billets/positions, jobs, job clusters, and ratings. Incorporate job analysis information from civilian personnel staffs on positions, series, and occupational groups. Manage civilian contractors and other government agency consultants tasked with occupational analyses.

   b. Conduct occupational analyses. Coordinate with program, support, and acquisition managers to develop task inventories; administer and analyze surveys, and provide information to parties inside and outside the personnel system about the tasks involved in jobs and clusters of jobs.

   c. Develop standards and requirements for occupational measurement to ensure that current information about the nature of work is available to program and facility managers, and to personnel system planners within the Office, as needed.

   d. Provide occupational data to support work force validation surveys and studies conducted by program and support managers, such as the development and application of work standards, and analyses of duties and responsibilities of positions and billets.

   e. Assess the relationship between current selection and classification practices and measures of success in training, and actual performance, in order to determine appropriate selection criteria for service entry, assignment to special training, and other personnel selection and classification decisions.

   f. Develop, validate, and improve selection instruments and procedures. Review, validate, and make recommendations to improve assignment and promotion policies, procedures, and practices.

   g. Manage branch AFC–30 funds.

MORALE, WELFARE & RECREATION AND COAST GUARD EXCAHNGE SYSTEMS DIVISION (G–PXM)

1. Under the general direction of the Chief, Office of Personnel and Training (G–P), the Chief, MWR and CGES Division shall:

   a. Develop and promulgate policy, establish objectives and standards, and prescribe systems and procedures necessary for efficient and effective management and operation of Coast Guard commissary, Coast Guard Exchange Systems (CGES) and Morale, Welfare, and Recreation (MWR) programs.

   b Implement system–wide policy decisions in the CGES and MWR programs.

   c. Determine appropriated and non–appropriated fund resource requirements for commissary, CGES support programs and MWR programs.

   d. Represent the Coast Guard in forums external to the Coast Guard on matters dealing with CGES and MWR. Respond to all media inquiries regarding these programs.

   e. Maintain and update directives pertaining to CGES and MWR programs.

   f. Conduct training required to meet program goals and objectives.

   g. Recommend an annual NAF budget to the Coast Guard Trust Fund Board of Control for NAF overhead, consolidated insurance, self–insurance and profit distribution.

   h. Insure compliance with established CGES and MWR accounting systems.

   i. Consolidate CGES quarterly financial reports and prepare financial analysis of service–wide CGES activity.

   j. Manage the CGES Cash Management and Investment Program.

   k. Prepare financial reports for CGES operating accounts (i.e. Overhead, Insurance, Construction and HQ MWR).

   l. Prepare and execute annual overhead operating budgets.

   m. Maintain overhead accounting system to include payables, receivables, payroll and general ledger.

   n. Manage CGES information systems.

   o. Prepare profit distribution reports.

   p. Maintain records and process field request for NAFA ID cards.

   q. Manage the CGES consolidated insurance program, and the Non–appropriated Fund Instrumentality (NAFI) employee benefit program.

   r. Process CGES insurance claims and maintain consolidated insurance data base.

s. Establish and execute CGES financial training plan. Conduct training courses for field personnel.

t. Prepare ad hoc financial reports as necessary to review CGES activities.

u. Prepare and execute AFC 30 operating budget.

v. Plan, develop, and publish goals, tasks, and procedures for the effective and efficient management and operation of the CGES and commissary programs.

w. Provide management and technical advice and guidance on operation of the CGES programs including exchanges, grocery sections, clubs, package stores, satellite and branch exchanges and other authorized activities.

x. Maintain liaison and conduct business pertaining to the CGES and commissary programs with other government departments and private industry.

y. Conduct management and operations studies, surveys, audits and inspections. Develop business plans and take action to eliminate deficiencies found and to improve customer satisfaction.

z. Coordinate and prepare responses to all Congressional inquiries on CGES and commissary matters.

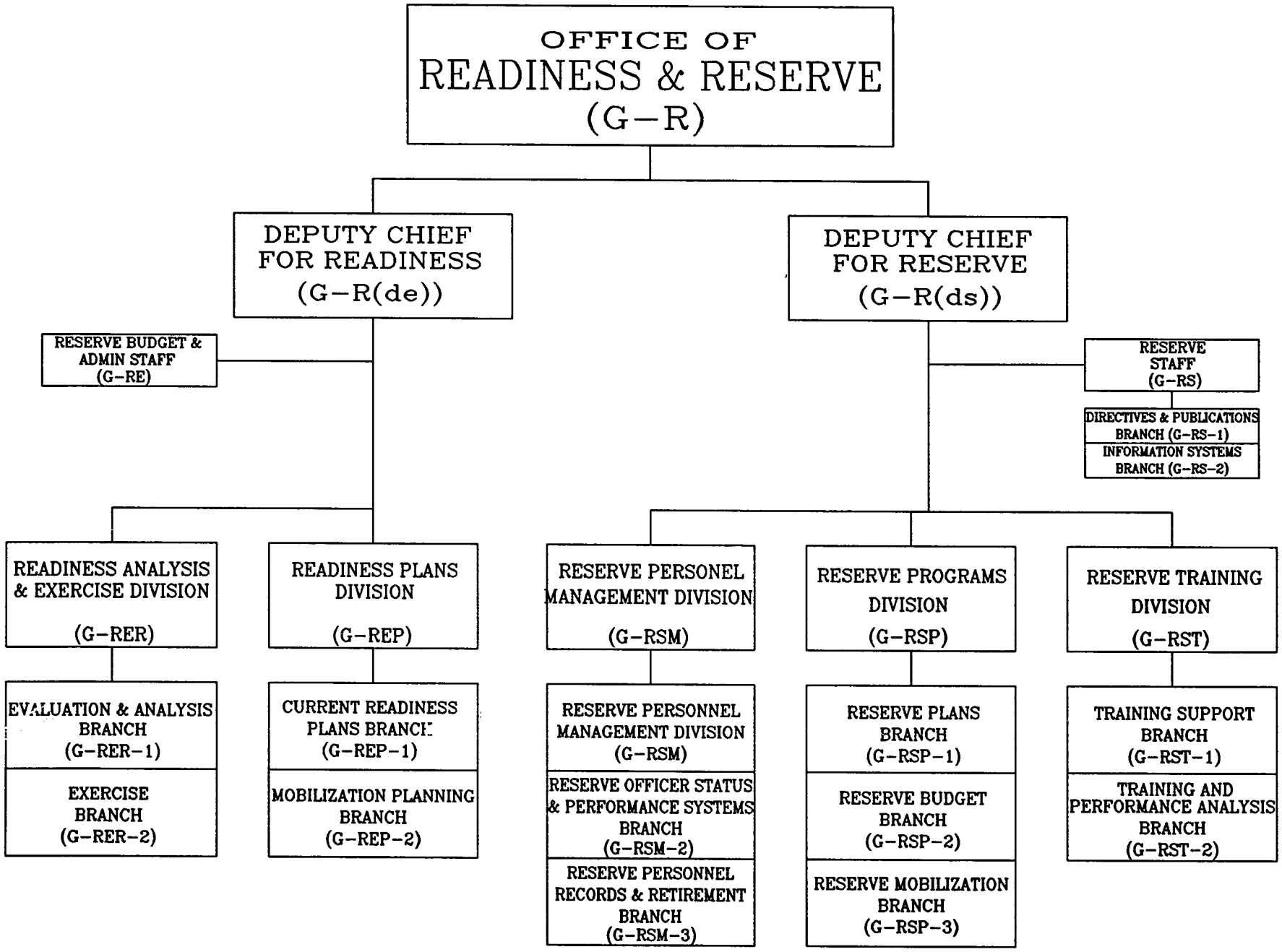
aa. Provide Service–wide guidance on policy, technical and administrative direction of the Coast Guard Morale, Welfare, and Recreation (MWR) Program, including (a) Administration of the MWR account: Coordinate distribution of MWR funds for District, Maintenance and Logistics Commands, and Headquarters unit commands; and (b) Administration of the service–wide program for the establishment and management of Coast Guard morale activities, Navy Motion Picture Service (NMPS) and Interservice and international sports competition programs.

ab. Serve as a member of the Office Quality Management Board.

THIS PAGE INTENTIONALLY LEFT BLANK

OFFICE OF READINESS AND RESERVE

(G–R)


OFFICE OF
READINESS & RESERVE
(G-R)
DEPUTY CHIEF FOR READINESS (G-R(de))
DEPUTY CHIEF FOR RESERVE (G-R(ds))
RESERVE BUDGET & ADMIN STAFF (G-RE)
RESERVE STAFF (G-RS)
DIRECTIVES & PUBLICATIONS BRANCH (G-RS-1)
INFORMATION SYSTEMS BRANCH (G-RS-2)
READINESS ANALYSIS & EXERCISE DIVISION (G-RER)
EVALUATION & ANALYSIS BRANCH (G-RER-1)
EXERCISE BRANCH (G-RER-2)
READINESS PLANS DIVISION (G-REP)
CURRENT READINESS PLANS BRANCH (G-REP-1)
MOBILIZATION PLANNING BRANCH (G-REP-2)
RESERVE PERSONEL MANAGEMENT DIVISION (G-RSM)
RESERVE PERSONNEL MANAGEMENT DIVISION (G-RSM)
RESERVE OFFICER STATUS & PERFORMANCE SYSTEMS BRANCH (G-RSM-2)
RESERVE PERSONNEL RECORDS & RETIREMENT BRANCH (G-RSM-3)
RESERVE PROGRAMS DIVISION (G-RSP)
RESERVE PLANS BRANCH (G-RSP-1)
RESERVE BUDGET BRANCH (G-RSP-2)
RESERVE MOBILIZATION BRANCH (G-RSP-3)
RESERVE TRAINING DIVISION (G-RST)
TRAINING SUPPORT BRANCH (G-RST-1)
TRAINING AND PERFORMANCE ANALYSIS BRANCH (G-RST-2)

OFFICE OF READINESS AND RESERVE
(G-R)

1. **Mission.** To oversee Coast Guard Readiness to perform its peacetime missions and to fulfill its wartime roles. To direct all aspects of the Reserve Program so as to insure the readiness of Coast Guard Reserve Forces to augment active forces in peacetime and fulfill specified duties in wartime.

2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant and the Chief of Staff, the Chief, Office of Readiness and Reserve shall:

   a. Be the Flag Officer in charge of the Reserve Program.

   b. Continuously review the various indicators of the readiness of Coast Guard units, other organizational entities and the Service as a whole; advise the Commandant and Program Directors regularly regarding the state of readiness and specific deficiencies noted.

   c. Formulate plans, programs and policies of the Reserve, and generally direct, review and monitor the Reserve Program.

   d. Provide for required logistics to train, equip, and administer the Reserve Forces, including all aspects of Reserve personnel management.

   e. Establish and maintain liaison with government and non-governmental organizations on matters pertaining to Readiness and Reserve.

   f. Serve as a member of the Reserve Forces Policy Board (RFPB).

   g. Exercise technical control over the Reserve Training Center.

   h. Evaluate field level planning for, and develop and maintain Headquarters level plans for: contingency operations; general war; and domestic emergencies.

   i. Establish goals for exercising Coast Guard units; monitor exercises held; evaluate trends and performance; and provide oversight for Coast Guard Exercise and Remedial Action Program (RAP).

   j. Designate membership on Reserve Personnel and Policy Boards.

   k. Administer the Coast Guard Crisis Action System and operation of the Headquarters Crisis Action Center.

   l. Coordinate preparations for Coast Guard continuity of operations plan.

   m. Serve as the Program Director for the Contingency Preparedness Program with Deputy Chief for Readiness serving as Program Manager.

   n. Be the Headquarters coordinator for matters pertaining to the Maritime Defense Zones.

   o. Oversee training and placement of Coast Guard readiness planners.

   p. Provide oversight and direction for World Wide Military Command and Control Systems (WWMCCS) usage in Headquarters and assistance to WWMCCS Intercomputer Network (WIN) sites throughout the Coast Guard.

READINESS BUDGET AND ADMINISTRATIVE STAFF (G–RE)

1. Under the general direction and supervision of the Chief, Office of Readiness and Reserve, the Chief, Readiness Budget and Administrative Staff shall:

   a. Administer the Programming and Budgeting System including review, evaluation, and coordination of the preparation and submission of budgetary and supporting documents by program managers, including Issues, Determinations, and Resource Change Proposals.

   b. Coordinate and program the allocation of AFC–30 funds.

   c. Supervise the allotment, expenditure, and accounting for the AFC–30 funds for Headquarters Office Support.

   d. Supervise and coordinate the allocation of office space and civilian personnel management, including functioning as Training Coordinator.

   e. Provide fiscal support to the Area Commanders, District Commanders, and other subordinate commands for the planning, execution and analysis of military exercises.

   f. Coordinate administrative matters involving more than one division or program.

RESERVE STAFF
(G–RS)

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

   a. Initiate and/or coordinate evaluations of management surveys, staff studies, and analyses of program elements to ensure proper levels of effectiveness.

   b. Review and analyze legislation affecting the Reserve program and develop new legislation deemed necessary.

   c. Develop goals and objectives of Reserve Information Systems.

   d. Coordinate activities within the Office of Readiness and Reserve in preparation for appearances by the Office Chief before Congressional Committees.

   e. Maintain liaison with other components of the armed forces and with other government and non–government organizations as necessary.

   f. Serve as point of contact for the Coast Guard Liaison Officer with Assistant Secretary of Defense (Reserve Affairs)

   g. Maintain a system of Reserve originated directives and publications.

   h. Develop Coast Guard Reserve information for dissemination by appropriate authority.

   i. Coordinate the evolution of the annual Coast Guard Reserve Forces Policy board.

   j. Review the findings of the Reserve Forces Policy Board.

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

1. Under the direction and supervision of the Chief, Reserve Staff, the Chief, Reserve Directives and Publications Branch shall:

   a. Prepare and coordinate publication of the The Coast Guard Reservist magazine.

   b. Prepare and coordinate publication of the Reserve Administrative Manual (COMDTINST M1001.26).

   c. Coordinate and maintain the Office of Readiness and Reserve Data Book.

   d. Manage the Coast Guard Reserve awards program.

   e. Maintain the Reserve directives and publication system.

   f. Coordinate the directives and publications allowances lists of Reserve Units and Groups.

   g. Prepare periodic reports for Headquarters, OST, and other agencies or departments as necessary.

   h. Maintain background legislative material relating to the Reserve program.

   i. Coordinate Office of Readiness and Reserve space allocation and layout.

RESERVE INFORMATION SYSTEMS BRANCH
(G–RS–2)

1. Under the direction and supervision of the Chief, Reserve Staff, the Chief, Reserve Information Systems Branch, shall:

   a. Develop and maintain a management information system responsive to Reserve program needs.

   b. Act as system manager for all Reserve systems (MOBILIZATION, Reserve Personnel Management Information System (RPMIS) and Reserve Register).

   c. Provide programming support for all Reserve System users.

   d. Assist in the development of RCP's for Reserve Information Systems.

   e. Prepare budget input for all Reserve system computer user charges.

   f. Act as single source contact for all outside agency contacts and information requests.

   g. Act as liaison with Personnel Management Information System (PMIS) and JUMPS system managers.

   h. Coordinate development and implementation of all procedural and administrative changes to Reserve system.

   i. Coordinate Coast Guard Reserve interaction with DoD's Reserve Component Common Personnel Data System.

   j. Resolve conflicts between program managers and data users.

READINESS ANALYSIS AND EXERCISE DIVISION
(G-RER)

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

   a. Identify and establish indicators, sources and methods for assessing the state of Coast Guard readiness.

   b. Receive and analyze data on the current state of readiness of Coast Guard units.

   c. Report to the Headquarters Program Directors on the readiness of Coast Guard units under their administrative or technical control.

   d. Recommend and evaluate actions for improvement of the readiness posture of Coast Guard programs and specific Coast Guard units.

   e. Analyze specific incidents of readiness deficiency.

   f. Conduct analyses of trends in Coast Guard readiness.

   g. Coordinate and maintain cognizance over command post and field training exercises and monitor fleet exercises, in which Coast Guard participation is planned.

   h. Assume management responsibility for Coast Guard policy, goals and objectives for exercise participation.

   i. Review results of command post training exercises, field training exercises and fleet exercises requiring corrective action.

   j. Develop, organize, maintain and, when necessary, administer the operation of an emergency response organization and the Headquarters Crisis Action Center.

   k. Provide oversight and direction for the World Wide Military Command and Control Systems (WWMCCS) usage in Headquarters and assistance to WIN sites throughout the Coast Guard.

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

1. Under the direction of the Chief, Readiness Analysis and Exercise Division, the Chief, Readiness Evaluation and Analysis Branch shall:

   a. Establish and coordinate the development of policy, standards and criteria for the evaluation of mission readiness of Coast Guard units.

   b. Identify and develop sources of information in addition to the Operational Reporting System for use in the evaluation and study of readiness. Identify studies and methodologies utilized to analyze and indicate readiness by other services for Coast Guard application. Act as primary liaison with DoD, other agencies and institutes on requirements and proposals for operational reporting.

   c. Evaluate and analyze trends for overall Coast Guard and individual unit readiness. Provide feedback to Area and District Commanders and Headquarters program managers on reported readiness. Provide feedback to improve accuracy of unit reporting in addition to providing current fleet status.

   d. Publish, maintain, and update directives promulgating the Naval Operational Reporting System (NORS) modified for Coast Guard usage.

   e. Be point of contact with U.S. Navy and Organization of Joint Chiefs of Staff (JCS) for readiness information within WWMCCS. Ensure reporting procedure changes implemented by the Navy consider the effect on Coast Guard reporting.

   f. Be point of contact for servicewide WWMCCS applications. Maintain oversight of WIN usage in headquarters and act as Headquarters WIN Coordinator.

   g. Ensure registration of units within Status of Readiness and Training (SORTS), Casualty Report System (CASREP), and Movement Reporting System (MOVREP) are kept current. Coordinate changes to computer error checking programs within WWMCCS that evaluate Coast Guard data. Ensure mission assignment tables accurately reflect published ROC/Required Operational Capabilities/Projected Operating Environment instructions. Ensure operational reporting is uniform and standardized. Develop and coordinate decision aids.

   h. Develop and maintain computer applications within WWMCCS and own office MIS system for evaluation of reported readiness information. Provide support for software distributed to reporting units that standardizes operational reporting.

   i. Manage the CASREP Reporting System for the Coast Guard. Direct the tracking and error checking of CASREP data by Ships Parts Control Center (SPCC) Mechanicsburg, PA. Coordinate the format, publication and distribution of CASREP summary reports, the Equipment Identification Code (EIC), and other manuals associated with this reporting system. Be direct liaison with SPCC.

   j. Administer Coast Guard participation in joint, combined Navy war games.

   k. Conduct exercise evaluations, review and analysis, after action reports and administer and manage the Coast Guard Remedial Action Program. Develop exercise evaluation criteria and plans.

l. Administer participation in the Joint Center for Lessons Learned (JCLL) which includes: the Joint After Action Reporting System (JAARS), the JCS Joint Universal Lessons Learned System (JULLS), and the JCS Remedial Action Projects (RAP) Program.

m. Serve as liaison for readiness management information system requirements.

n. Serve on Commandant's Vessel Safety Board (CVSB). Conduct review and analysis of mishaps in accordance with the requirements of COMDTINST M5100.29 and determine the impact of mishaps on state of readiness.

READINESS EXERCISE BRANCH
(G-RER-2)

1. Under the direction and supervision of the Chief, Readiness Analysis and Exercise Division, the Chief, Readiness Exercise Branch shall:

   a. Establish, monitor, and continually strive to enhance Coast Guard policy, goals and objectives for participation in a wide spectrum of military readiness exercises.

   b. Administer Coast Guard participation in military Readiness exercises, including:

      (1) Worldwide Command Post Exercises (CPX's) sponsored by the JCS and other Command Post Exercises.

      (2) JCS No-Notice Interoperability Exercises (NIEXs).

      (3) Field Training Exercises.

      (4) Navy, combined and joint fleet exercises.

   c. Maintain liaison with other services, commands and agencies that sponsor participation in military exercises. Administer Coast Guard's input into the exercise scheduling processes for the JCS, unified and specified commands, and any other service, command or agency that sponsors or coordinates military exercises.

   d. Develop, analyze and (following Program Manager approval), distribute and monitor execution of the annual AFC-30 CG-wide exercise budget.

   e. Develop and publish an annual Coast Guard-wide exercise schedule to assist field units in exercise coordination and budget development. Consolidate exercise schedule data received from multiple sources including JCS 5-year EXSCHED, scheduling conferences annual CG exercise AFC-30 funds requests, and exercise schedule updates as submitted by field units and other commands/agencies.

   f. Promulgate crisis staffing policy and procedures for the Coast Guard Crisis Action System. Develop and promulgate any changes to HQ Crisis Staffing Procedures (CSP) required to reflect changes in plans organization, or Lessons Learned from JCS (CPXs).

   g. Administer the operation of the Headquarters Crisis Action Center for both exercise and real world contingencies.

READINESS PLANS DIVISION
(G–REP)

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

   a. Insure the currency and adequacy of planning for domestic peacetime emergencies and wartime operations.

   b. Coordinate the preparation of Coast Guard input to Navy general war plans and Department of Transportation emergency plans, including Maritime Defense Zone Plans.

   c. Coordinate, develop, and maintain Coast Guard general war plans, logistics capabilities plans, contingency plans, continuity of operations plans, disaster preparedness and other emergency plans.

   d. Provide planning guidance, planning factors and mission standards to assist subordinate commanders in the preparation of required plans.

   e. Review Maritime Defense Zone Plans and the required plans of subordinate commanders.

   f. Coordinate the development of personnel mobilization requirements.

   g. Maintain liaison with other government agencies on matters pertaining to the readiness plans and capabilities of the Coast Guard.

CURRENT READINESS PLANS BRANCH
(G-REP-1)

1. Under the supervision of the Chief, Readiness Plans Division, the Chief, Current Readiness Plans Branch shall:

   a. Coordinate, develop and maintain the Coast Guard's Emergency Preparedness Planning System which includes both military and domestic emergencies.

   b. Assist other HQ program managers. Provide a coordinated HQ program manager's policy and planning guidance to subordinate commanders in the preparation of required plans, including Maritime Defense Zone Plans. Analyze plans of subordinate commands. Maintain a current service capabilities plan.

   c. Provide Coast Guard readiness planning input to other military services, agencies and departments; planning documents and systems.

   d. Review and analyze plans and planning guidance of unified, specified and component commanders and other executive agents where applicable to determine extent of Coast Guard participation and force levels in joint plans. Participate in plan development on behalf of the Commandant.

   e. Maintain liaison with the Office of Emergency Transportation (DoT/OET) and other civil and military agencies at the Federal and field levels.

   f. Coordinate Continuity of Operations Planning (COOP), the Joint Emergency Evacuation Program (JEEP)and facilities at the Alternate National Military Command Center (ANMCC) Ft. Ritchie, Maryland for Coast Guard Headquarters. Coordinate preparations for the Coast Guard Continuity of Operations Plan (COOP) including emergency relocation site maintenance.

   g. Develop and maintain sufficient educational and experiential means and criteria for Coast Guard readiness planners.

MOBILIZATION PLANNING BRANCH
(G-REP-2)

1. Under the supervision of the Chief, Readiness Plans Division, the Chief, Mobilization Planning Branch shall:

   a. Develop and implement policies, procedures and guidelines for mobilization work force and logistics planning.

   b. Develop, refine and maintain the Coast Guard logistics support and mobilization personnel requirements.

   c. Conduct special studies on manpower and skills required during mobilization.

   d. Develop and maintain the mobilization total manpower resource accounting system (wartime PAL).

   e. Allocate or reallocate military and civilian mobilization personnel allowance for all Coast Guard units in accordance with statutory requirements, established ceilings, fiscal limitations, approved program changes and staffing criteria.

   f. Review manpower requirements submitted in Resource Change Proposals in consonance with approved programs, to detect deviations from approved staffing criteria and total mobilization manpower requirements.

   g. Review and approve subordinate commanders logistics and mobilization support plans.

RESERVE PERSONNEL MANAGEMENT DIVISION
(G-RSM)

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

   a. Provide guidance and continuity for administering Reserve Personnel matters.

   b. Administer appointments, retirements, separations, and other status changes for all Reservist.

   c. Administer promotions for Reserve Officers.

   d. Administer the Reserve Ready Direct Commission Program.

   e. Prepare and coordinate publication of the Register of Reserve Officers (COMDTINIST M1427.2 series).

   f. Review all personnel board actions concerning Reservists.

   g. Maintain and manage Reserve personnel data in PMIS.

   h. Administer Inactive Duty for Training (IDT) pay and points for Reservists.

   i. Maintain liaison with other components of the armed forces and with other government and non-government organizations as necessary.

   j. Manage the Defense Enrollment Eligibility Reporting System (DEERS) program.

   k. Administer identification card programs for reserve members, dependents and retiree

   l. Custody and management of Reserve Personnel Data Records (PDR).

RESERVE PERSONNEL SYSTEMS BRANCH
(G-RSM-1)

1. Under the direction and supervision of the Chief, Reserve Personnel Management Division, the Chief, Reserve Personnel Systems Branch, shall:

   a. Coordinate with Pay and Personnel Center (PPC) the processing of the Inactive Duty for Training (IDT) payroll.

   b. Review applications for reserve, dependent and retiree identification cards.

   c. Administer the Defense Enrollment Eligibility Reporting System (DEERS) for reservist.

   d. Maintain and manage the Reserve personal data base in PMIS.

   e. Prepare and coordinate Reserve input to the PMIS Manual (COMDTINST M1080.5).

   f. Furnish information on officer and enlisted personnel as required by official and private inquiries in accordance with regulations.

   g. Certify eligibility of Reservist for death benefits, Serviceman's Benefit Program (SBP), Serviceman's Group Life Insurance (SGLI), awards and other benefits or entitlements.

   h. Follow-up claims resulting from injury.

   i. Issue and monitor status of Reservist under a Notice of Eligibility for Disability Benefits (NOE).

   j. Process administrative discharges and medical waiver requests.

   k. Manage the Montgomery G.I. Bill Program.

   l. Manage the CG Reserve Wellness Program.

   m. Monitor compliance with Reserve Weight Standards Program.

   n. Manage the HIV program and coordinate policy with G-KOM.

   o. Respond to Medal and Awards issues.

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

1. Under the direction and supervision of the Chief, Reserve Personnel Management Division, the Chief, Reserve Officer Status and Performance Systems Branch shall:

   a. Review personnel board action concerning officers of the Inactive Reserve.

   b. Review legislation relevant to Reserve officer personnel matters.

   c. Administer Reserve appointments, retirements, separations and other status changes.

   d. Administer inactive duty Reserve officer promotions.

   e. Prepare and coordinate publication of the Register of Reserve Officers (COMDTINST M1427.2 Series).

   f. Administer the interservice transfer of officer personnel.

   g. Administer Freedom of Information Act/Privacy Act (FOIA/PA) requests.

   h. Review inactive duty Reserve officer Fitness Reports.

   i. Administer the Key Federal Employee Program for the Reserve.

   j. Process PERB and BCNR actions.

   k. Administer the 27 points annual screening of inactive duty Reserve officers in active status.

   l. Maintain the officer and enlisted performance appraisal systems.

   m. Provide appropriate support to staff users of the performance appraisal systems.

   n. Improve Coast Guard Reserve performance appraisal procedures.

   o. Provide input to the development of performance appraisal training.

   p. Conduct the qualitative review program Reserve OES.

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

1. Under the direction and supervision of the Chief, Reserve Personnel Management Division, the Chief, Reserve Personnel Records and Retirement Branch shall:

   a. Maintain all Personnel Data Records (PDR) of Reservists on inactive duty.

   b. Prepare PDRs for shipment to or recall from the National Personnel Records Center (NPRC).

   c. Prepare PDRs for personnel boards.

   d. Serve as PDR Liaison Officer for the Office of Readiness and Reserve.

   e. Coordinate and maintain a records disposal program for the Reserve Personnel Management Division.

   f. Establish PDRs for new enlistments and appointments and reconstruct records for lost PDRs.

   g. Verify sea service ribbon eligibility.

   h. Notify those Reservists who complete twenty satisfactory years for retirement.

   i. Provide point computations as necessary.

   j. Provide Reservists for retirement.

   k. Administer the Serviceman's Benefit Program (SBP) and the Serviceman's Group Life Insurance (SGLI) programs.

   l. Prepare statements of creditable service to establish prior service and pay base dates.

   m. Provide total service computations for prior service personnel.

RESERVE PROGRAMS DIVISION
(G–RSP)

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

   a. As Reserve Program element coordinator, develop goals and objectives, and coordinate the input and output of the PPBES for the Reserve Program.

   b. Initiate special studies and develop long range plans to meet Reserve Program needs.

   c. Prepare Planning Proposals and Resource Change Proposals in consonance with the Operating Program Plan.

   d. Submit budget estimates based on Planning Proposals and personnel and other statistics maintained by the division.

   e. Prepare the Operating Stage of the Budget, and the Financial Plan and administer and control the allotted funds.

   f. Establish numeric requirements and qualifications criteria for Reserve personnel procurement.

   g. Formulate and administer organizational and attendance standards for Reserve units and members.

   h. Administer the Reserve mobilization assignment system.

   i. Maintain liaison with other components of the armed forces and with other government and non–government organizations as necessary.

RESERVE PLANS BRANCH
(G-RSP-1)

1. Under the direction and supervision of the Chief, Reserve Programs Division, the Chief, Reserve Plans Branch, shall:

   a. Develop and maintain long range plans to meet Reserve personnel needs, including facilities.

   b. Prepare RCPs, in accordance with long range planning objectives and policies.

   c. Develop and maintain long range plans for facilities acquisition, construction and utilization.

   d. Prepare planning factors for development of budget.

   e. Develop program structure and strength standards.

   f. Process Operating Facility Change Orders and assess their organizational impact.

   g. Maintain the Operating Program Plan.

   h. Prepare and coordinate publication of the Reserve Unit, Personnel and Performance Statistics Report.

   i. Serve as liaison with other armed forces concerning joint facility use.

   j. Review Development Plans and Planning Proposals impacting the Reserve program, facilities and spaces.

   k. Develop and maintain tables of organization.

   l. Establish Reserve personnel recruiting objectives and coordinate procurement with the Office of Personnel.

   m. Maintain background material and historical data relating to the Reserve program and prepare policy and position papers.

   n. Maintain records of Reserve funded personnel allowances and prepare documentation for any changes.

   o. Coordinate training for personnel in the Office of Readiness and Reserve.

   p. Prepare documentation for Determinations and Spring Preview.

   q. Manage the Enlistment Incentives program.

RESERVE BUDGET BRANCH
(G–RSP–2)

1. Under the direction and supervision of the Chief, Reserve Programs Division, the Chief, Reserve Budget Branch, shall:

   a. Develop the Reserve budget estimates in consonance with statistical projections and Resource Change Proposals.

   b. Develop cost standards to aid management and control of Reserve training and to use in the development and justification of Reserve budget estimates.

   c. Prepare the Reserve appropriation financial plan and the apportionment of Reserve funds.

   d. Develop changes to the Reserve appropriation financial plan to meet changing funding requirements.

   e. Prepare Reserve budget presentations for inclusion in the various Coast Guard budget stages.

   f. Prepare Reserve Budget reports as necessary for program management.

   g. Coordinate and ensure adequate reimbursement to the OE appropriation.

   h. Administer Reserve funds maintained in Headquarters accounts.

   i. Develop cost analyses to ensure effective utilization of funds.

   j. Provide budgetary input for the preparation of planning factors.

   k. Advise districts on maximum effective utilization of funds and standard reporting procedures.

   l. Maintain historical budget records.

   m. Coordinate and resolve budget matters concerning logistics support.

RESERVE MOBILIZATION BRANCH
(G–RSP–3)

1. Under the direction and supervision of the Chief, Reserve Programs Division, the Chief, Reserve Mobilization Branch, shall:

   a. Administer the Reserve mobilization program.

   b. Administer the Reserve Readiness Evaluation Program.

   c. Keep abreast of changing mobilization personnel and training requirements.

   d. Develop and administer programs as necessary to meet changing mobilization needs.

   e. Provide input for the preparation of Reserve advancement and training programs.

   f. Coordinate Reserve participation in readiness exercises.

   g. Coordinate the assignment of Coast Guard Reservists to drilling billets with the Selective Service System, Federal Emergency Management Agency (FEMA) and other Defense–related agencies.

   h. Maintain liaison with other components of the armed forces and with other government and non–government organizations as necessary.

RESERVE TRAINING DIVISION
(G-RST)

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

   a. Manage a system to enhance the critical job performance of Coast Guard Reserve personnel which ensures that all factors influencing job performance are considered. Respond to program manager needs for new/revised training programs including resident, on-the-job and exportable training.

   b. Develop and maintain policy for the Reserve Program that ensures a unified Coast Guard approach to training. This policy will reflect flexible, systematic approaches such as the Instructional Systems Development modal or appropriate variations. Maintain the Reserve Administration and Training Manual.

   c. Establish and monitor measures of efficiency and effectiveness of training, taking into account the unique nature of the Reserve force. Evaluate Reserve training to ensure that resources are used efficiently and that essential job performance skills are obtained by trainees.

   d. Develop and administer the Inactive Duty for Training (IDT) program, including formal and practical IDT, correspondence courses, the enlisted advancement system, and initial appointment to warrant grade.

   e. Develop and administer the Active Duty for Training (ADT) program, including formal annual training (AT) courses, Initial Active Duty For Training (IADT) and Special Active Duty for Training (SADT).

   f. Administer the officer experience indicator and enlisted qualification code programs.

   g. Maintain liaison with other components of the armed forces and other government and non-government organizations as necessary.

   h. Manage Reserve Program participation in Readiness Exercises.

TRAINING SUPPORT BRANCH
(G-RST-1)

1. Under the direction and supervision of the Chief, Reserve Training Division, the Chief, Training Support Branch shall:

   a. Initiate, schedule, coordinate, and manage Reserve training programs.

   b. Coordinate Reserve Training with the active service.

   c. Manage the Initial Active Duty for Training (IADT) program, including assignment of non-prior service recruits to Class "A" schools and development of Reserve requirements for those schools.

   d. Manage the Annual Training (AT) resident course program, arrange and schedule courses, administer the quota control system and provide Instructor/Admin (I/A) support.

   e. Manage the Special Active Duty for Training (SADT) program.

   f. Administer and control attendance at War and Staff College courses and other courses for senior Reserve officers.

   g. Obtain, distribute, control, and maintain Reserve training aids, including small boats.

   h. Administer the following specific activities:

      (1) Career Development Program (CDP).

      (2) Officer experience indicator assignments.

      (3) Enlisted qualification code assignments.

      (4) Changes in rating.

   i. Coordinate and administer the Reserve enlisted advancement system, including the establishment of enlisted advancement requirements and administration of Reserve servicewide examinations.

   j. Process applications for appointment to warrant grade.

   k. Manage Reserve Program participation in Readiness Exercises, including reviewing requests for and recommended distribution of RT funds, monitoring the number of reservists participating and review of after action reports.

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

TRAINING AND PERFORMANCE ANALYSIS BRANCH
(G–RST–2)

1. Under the direction and supervision of the Chief, Reserve Training Division, the Chief, Training and Performance Analysis Branch shall provide training and education services, for Reserve specific needs, to operating and support program managers.

   a. Resolve Reserve Force performance deficiencies using a systematic problem–solving approach. Ensure environmental and motivational influences, as well as skills and knowledge factors, are considered in defining, identifying causes of and proposing solutions to these deficiencies.

   b. Direct and coordinate the systematic evaluation of Reserve training to ensure efficiency, effectiveness and quality.

   c. Identify and use, where appropriate, competent commercial, DoD and other government sources of training analysis, design, development, implementation, and evaluation services. Administer and/or monitor contracts. Provide guidance and technical assistance to program/support managers on all contract training specifications for the Reserve force.

   d. Ensure Reserve training policy aligns as closely as practicable, given the unique requirements of the Reserve Program, with active duty training policy. This policy will reflect flexible, systematic approaches such as the Instructional Systems Development Model, or appropriate variations thereof. Maintain the Reserve Administration and Training Manual.

   e. Act as program manager for courses related to Inactive Duty Reserve Officer and Enlisted Indoctrination, Reserve Administration and Reserve Leadership.

   f. Employ an analysis, validation, and evaluation program (emphasizing resource conservation and identifying essential job performance skills) to define the program manager's training needs with respect to Reserve personnel. Advise program managers of the results and provide them with training that meets Coast Guard needs.

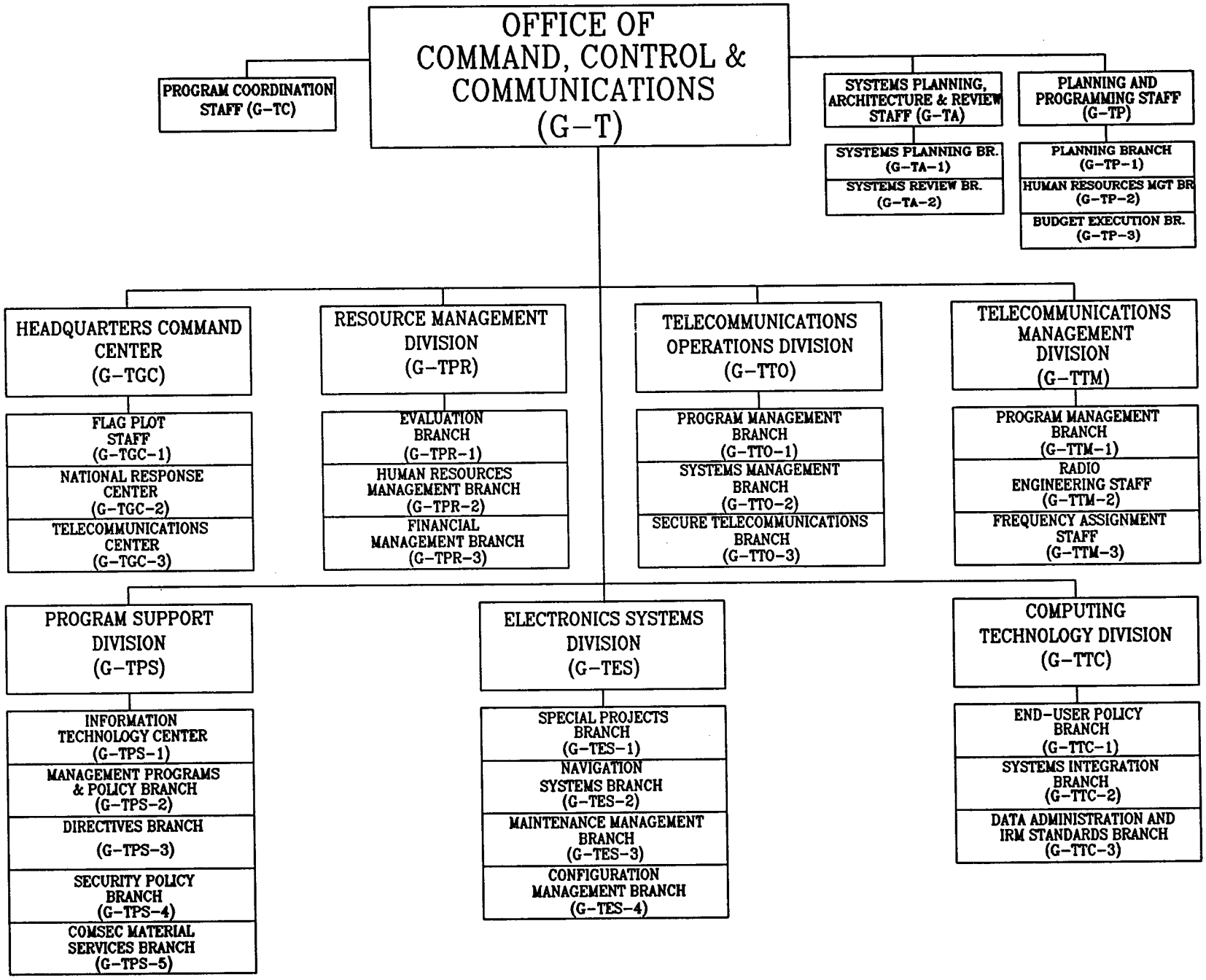
   g. Serve as a member of acquisition project teams sponsored by the Office of Acquisition to ensure training for personnel on WPAL is considered in major acquisitions.

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

THIS PAGE INTENTIONALLY LEFT BLANK

OFFICE OF COMMAND, CONTROL, AND COMMUNICATIONS

G–T


OFFICE OF COMMAND, CONTROL & COMMUNICATIONS (G-T)
PROGRAM COORDINATION STAFF (G-TC)
SYSTEMS PLANNING, ARCHITECTURE & REVIEW STAFF (G-TA)
SYSTEMS PLANNING BR. (G-TA-1)
SYSTEMS REVIEW BR. (G-TA-2)
PLANNING AND PROGRAMMING STAFF (G-TP)
PLANNING BRANCH (G-TP-1)
HUMAN RESOURCES MGT BR (G-TP-2)
BUDGET EXECUTION BR. (G-TP-3)
HEADQUARTERS COMMAND CENTER (G-TGC)
FLAG PLOT STAFF (G-TGC-1)
NATIONAL RESPONSE CENTER (G-TGC-2)
TELECOMMUNICATIONS CENTER (G-TGC-3)
RESOURCE MANAGEMENT DIVISION (G-TPR)
EVALUATION BRANCH (G-TPR-1)
HUMAN RESOURCES MANAGEMENT BRANCH (G-TPR-2)
FINANCIAL MANAGEMENT BRANCH (G-TPR-3)
TELECOMMUNICATIONS OPERATIONS DIVISION (G-TTO)
PROGRAM MANAGEMENT BRANCH (G-TTO-1)
SYSTEMS MANAGEMENT BRANCH (G-TTO-2)
SECURE TELECOMMUNICATIONS BRANCH (G-TTO-3)
TELECOMMUNICATIONS MANAGEMENT DIVISION (G-TTM)
PROGRAM MANAGEMENT BRANCH (G-TTM-1)
RADIO ENGINEERING STAFF (G-TTM-2)
FREQUENCY ASSIGNMENT STAFF (G-TTM-3)
PROGRAM SUPPORT DIVISION (G-TPS)
INFORMATION TECHNOLOGY CENTER (G-TPS-1)
MANAGEMENT PROGRAMS & POLICY BRANCH (G-TPS-2)
DIRECTIVES BRANCH (G-TPS-3)
SECURITY POLICY BRANCH (G-TPS-4)
COMSEC MATERIAL SERVICES BRANCH (G-TPS-5)
ELECTRONICS SYSTEMS DIVISION (G-TES)
SPECIAL PROJECTS BRANCH (G-TES-1)
NAVIGATION SYSTEMS BRANCH (G-TES-2)
MAINTENANCE MANAGEMENT BRANCH (G-TES-3)
CONFIGURATION MANAGEMENT BRANCH (G-TES-4)
COMPUTING TECHNOLOGY DIVISION (G-TTC)
END-USER POLICY BRANCH (G-TTC-1)
SYSTEMS INTEGRATION BRANCH (G-TTC-2)
DATA ADMINISTRATION AND IRM STANDARDS BRANCH (G-TTC-3)

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

1. **Mission.** To provide command, control, communications and information systems in support of Coast Guard missions.

2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant, and the Chief of Staff, the Chief, Office of Command, Control and Communications shall:

   a. As senior Information Resource Management official for the Coast Guard, implement Coast Guard-wide information policies, principles, standards, and guidelines with respect to information collection, paperwork reduction, directives and records management, postal management, privacy and security of records, decision support activities, sharing and dissemination of information, acquisition and use of information and acquisition and use of information technology.

   b. Review requirements for, provide policy guidance to, and be the support director for the Coast Guard telecommunications system, automated information systems and electronics engineering systems.

   c. Operate the Headquarters Communications Center, National Response Center and Flag Plot.

   d. Provide information systems support to fulfill management and operational requirements for Coast Guard operating and support programs.

   e. Exercise technical control over assigned Headquarters units.

   f. Conduct mobilization planning for telecommunications and information systems.

   g. Provide guidance to achieve maximum effectiveness and efficiency of information technology, telecommunications and electronics support towards better administration in Area offices, maintenance and logistics commands, district offices and Headquarters units.

   h. Participate, as necessary, in the test, evaluation, operational deployment and demonstration of research and development projects.

   i. Develop a comprehensive information technology and telecommunications plan; promulgate policies for the control and application of the plan; provide direction and leadership in implementing the plan.

   j. Establish and maintain liaison with governmental and private agencies in connection with telecommunications, radio assignments, information technology and electronics matters.

   k. Develop and administer a comprehensive standards program.

l. When or where applicable, coordinate with departmental offices where matters of telecommunications policy is concerned.

m. Provide policy guidance for standardization of command and operations centers.

n. Plan and sponsor RDT&E efforts to provide cost effective command, control and communications systems (C^3) for the future.

o. Be responsible for the technical cognizance of C^3 logistics planning and execution.

SYSTEMS PLANNING, ARCHITECTURE AND REVIEW STAFF (G-TA)

1. Under the general direction and supervision of the Chief, Office of Command,Control and Communications, the Chief of the Systems Planning, Architecture and Review Staff shall:

   a. Promulgate IRM policies and procedures to ensure that information resources are managed efficiently and effectively throughout the Coast Guard.

   b. Educate Coast Guard leaders in the management of information systems as a strategic resource.

   c. Develop and maintain the Coast Guard's Strategic Information Resources Management Plan (SIRMP) which includes telecommunications, and ensure the integration of cross-functional systems.

   d. Define and maintain a standard information technology architecture for the Coast Guard, educate users, facilitate research and development of new technology standards, represent the Commandant on high level Federal Information Processing Resources (FIPR) standards groups and facilitate compliance with standards.

   e. Ensure compliance with appropriate Federal Government IRM policies, standards and regulations. Conduct or coordinate mandated compliance reviews.

   f. Review information and telecommunication systems procurements, projects and existing systems to ensure benefit to the Coast Guard, efficient life-cycle management, compliance with Federal Information Resources Management Regulations (FIRMR), DoT IRM Orders and Coast Guard IRM Plans and Policies. For new procurements, provide coordination for obtaining procurement authority when external approval is required.

   g. Maintain a consolidated plan for Coast Guard IRM projects and investments including telecommunications. Review all related budget requests for cost/benefit, ability to execute, consistency with the SIRMP and the CG information technology architecture.

   h. Serve as Executive Secretariat for the CG Headquarters Information Resources and Telecommunications (IRM) Board.

   i. Serve as coordinator for Coast Guard participation on the Military Communications and Electronics Board.

SYSTEMS PLANNING BRANCH
(G-TA-1)

1. Under the general direction and supervision of the Chief, Systems Planning, Architecture, and Review Staff, the Chief, Systems Planning Branch, shall:

   a. Promulgate policies and procedures to ensure that information resources are managed efficiently and effectively throughout the Coast Guard.

   b. Educate Coast Guard leaders in the management of information systems as a strategic resource.

   c. Develop and maintain the Coast Guard's Strategic Information Resources Management Plan (SIRMP) which includes telecommunications, and ensure the integration of cross-functional systems.

   d. Maintain a consolidated plan for Coast Guard IRM projects and investments including telecommunications. Review all IRM budget requests for consistency with the SIRMP and the CG information technology architecture.

   e. Serve as Executive Secretariat for the CG Headquarters IRM Board.

SYSTEMS REVIEW BRANCH
(G-TA-2)

1. Under the general direction and supervision of the Chief, Systems Planning, Architecture, and Review Staff the Chief of the Systems Review Branch shall:

   a. Ensure compliance with appropriate Federal Government IRM policies, standards and regulations. Conduct or coordinate mandated compliance reviews.

   b. Review information and telecommunication systems procurements, projects and existing systems to ensure benefit to the Coast Guard, efficient life cycle management, compliance with Federal Information Resources Management Regulations (FIRMR), DoT IRM Orders and Coast Guard IRM Plans end Policies. For new procurements, provide coordination for obtaining procurement authority when external approval is required.

   c. Review all IRM budget requests for cost/benefit and ability to execute.

PROGRAM COORDINATION STAFF
(G–TC)

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Program Coordination Staff shall:

   a. Act as a "client" representative to the office, provide clients with the latest technological information, broker the office product line to meet mission requirements, and represent Office at meetings. Act as an account executive for external programs.

   b. Perform client portfolio management which includes: unbiased business diagnosis, needs assessment, analysis of trade offs/cost vs benefits and facilitation of their business plan process.

   c. Provide consolidation of client consortium requirements and identify opportunities for integration of cross functional systems.

   d. Act as a General Contractor for: a client consortium, large varied systems, or when requested by client for office projects/products.

PLANNING AND PROGRAMMING STAFF
(G–TP)

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Chief, Planning and Programming Staff shall:

   a. Coordinate and manage planning, programming and budgeting documentation/activities for all GAT programs in accordance with the PPBES.

   b. Monitor the use of GAT resources (funds, people, G–T sponsored units) and review major contracts and proposals for the purpose of identifying and initiating measures to maximize their efficient utilization in pursuing office–wide goals and objectives.

   c. Serve as the principal advisor to the Chief, Office of Command, Control and Communications, for all matters and questions relating to budget formulation and execution, financial and cash planning, obligations authority and program/project resource allocations as well as Departmental, Interagency, OMB and Congressional directives for funds/resources management.

   d. Coordinate the development of the Program Description and Forecast Plan for the Office of Command, Control and Communications. Ensure the adequate reflection of PPBES activity from related but external programs in all resulting analyses, summaries and recommendations.

   e. Act as Force Manager for GAT speciality officers, civilian employees, Regional Systems Managers and the ET, RM and TT enlisted rates. Coordinate their assignments and prepare recommendations regarding personnel actions in the program.

   f. Manage the GAT program for human resource developments, including graduate and special training programs. Provide guidance for the formulation of Class A and C school curricula.

   g. Supervise and manage the annual office–wide allotments and expenditures of all office controlled AFC 30, AFC 42, USN support funding and AC&I resources. Provide acquisition expertise to GAT divisions.

   h. Supervise and coordinate the allocation of office space, civilian personnel administration and other matters involving more than one division or program, as directed.

   i. Develop, administer and maintain the Total Quality Management Program for the Office of Command, Control and Communications.

   j. Manage all Allotment Fund Code 42 (AFC–42) financial resources, under the policy guidance and within the funding level provided by the Operating Expenses Appropriation Manager. This includes the establishment and execution of annual financial plans, liaison with field users of AFC–42 funds, allocation of funds and approval of financial plan modifications affecting AFC–42.

PLANNING BRANCH
(G-TP-1)

1. Under the direction and supervision of the Chief, Planning and Programming Staff, the Chief, Planning Branch shall:

   a. Coordinate the GAT budget build process for the Office of Command, Control and Communications as defined by the Planning Programming Budgeting Evaluation System (PPBES) and the support systems including: G-T issues, Determinations, RP's, RCP's, Opstage RCP's, OST and OMB Stage, OMB and Congressional Hearings, and Planning Factors. Liaison with CFM, CBU, CPA and CPP on budget build issues.

   b. Chair the G-T planning council for purposes of coordinating and prioritizing program wide requirements with respect to available resources. Employ and use quantitative models for supporting final guidance to the Office Chief.

   c. Coordinate the preparation of responses for the Office Chief to internal reviews/assessments and external audits/data calls (e.g., A-123, 2½ minute briefs, Commandant Key Issues, IG inspections etc.) from Coast Guard program managers, DoT, DoT-IG and other government agencies (e.g., GAO, OMB and GSA).

   d. Perform long range strategic planning for the GAT programs. Coordinate the development of the Program Description and related planning documents. Provide the structure to develop and administer program initiatives. Administer the procedures to monitor and evaluate program performance.

   e. Monitor initiatives presented to Congress by DoD and other Departments or agencies having operational support relationships with the Coast Guard for the purpose of identifying resource and programmatic impacts upon the program operations.

   f. Develop, administer and maintain the Total Quality Management Program for the Office of Command, Control and Communications.

   g. Maintain a computer-based management information/decision support system for the use of the office in budget resource management.

HUMAN RESOURCES MANAGEMENT BRANCH
(G–TP–2)

1. Under the direction and supervision of the Chief, Planning and Programming Staff, the Chief, Human Resource Management Branch shall:

   a. Identify, evaluate and analyze all personnel (billet structure and people) requirements necessary to sustain worldwide Coast Guard C^3 support at the desired levels of service and/or reliability.

   b. Coordinate and contribute to the planning and execution of the GAT program for human resources development.

   c. Coordinate GAT officer–specialty assignments and prepare recommendations regarding personnel actions involving the GAT program.

   d. Maintain liaison with other program managers and identify billets/positions requiring information technology (electronics, telecommunications, automated data processing) expertise. Review personnel allowance list changes for impact on the GAT program and Coast Guard wide C^3 personnel specialty areas.

   e. Analyze GAT post graduate and continuing (refresher) education, and special training needs. Develop the office's selection criteria for, and allocation of training billets to, C^3 skill categories. Act as the primary point of contact with the office for C^3 career information and education/training guidance. Review C^3 student academic records, monitor course performance, and provide advice/recommendations concerning such matters as course/curriculum selection, thesis topic and application.

   f. Maintain liaison with the Office of Personnel and Training and Coast Guard training commands, and provide advice regarding curricula and course content involving GAT program subject areas.

   g. Define requirements for and monitor the content and general development of Class A, B and C training programs and the overall C^3 technical skill levels resident in the Coast Guard; prepare recommendations for training program changes to better meet service needs.

   h. Monitor and prepare recommendations concerning modifications to the rate structure and professional rating requirements and the development of career paths in the GAT program for enlisted personnel.

   i. In association with the Office of Personnel and Training and other program managers, develop and update officer specialty codes and enlisted qualification codes, reflecting current information systems technology, for use in the identification of C^3 technical skill requirements of Coast Guard billets, the technical expertise of individual members, and the matching of expertise with billet requirements in the personnel assignment process.

   j. Act as the primary point of contact within the office for guidance in the preparation of technical position descriptions and career path issues associated with civilian employees within the GAT program.

   k. Serve as subject matter expert for the Radioman (RM), Electronics Technician (ET), Telephone Technician (TT) and Reserve Data Processing Technician (DP) ratings.

l. Plan and execute the long range training requirements (Coast Guard) and training plan (Office) for personnel within the GAT program. Maintain awareness of C^3 related courses offered by other Federal agencies and major educational institutions and evaluate their potential use in the GAT program by Coast Guard military and civilian personnel.

BUDGET EXECUTION BRANCH
(G-TP-3)

1. Under the direction and supervision of the Chief, Planning and Programming Staff, the Chief, Budget Execution Branch shall:

   a. Coordinate all budgeting documentation/activity for the Coast Guard's worldwide C^3 network and its support systems.

   b. Review and evaluate, for budget content and impact, all externally generated policies and instructions to insure all C^3 related budget policy changes are disseminated in the Office of Command, Control and Communications.

   c. Serve as the principal advisor to the Chief, Office of Command, Control and Communications, for all matters and questions relating to budget execution and reconciliation, obligating authority and program/project resource allocations.

   d. Manage the annual office wide allotments and expenditures of all office controlled AFC 30, AFC 42, USN support funding and AC&I resources. Identify and initiate measures to maximize their efficient utilization in pursuing office-wide goals and objectives.

   e. Serve as the liaison with CFM, CBU, CPM, ACS, CAS and the Coast Guard Finance Center on current and prior year budget issues.

   f. Perform GAT budget accounting and reconciliation of all office AFC 30, AFC 42 and AC&I commitments, obligations and expenditures using a host of automated tools.

   g. Provide acquisition strategies, procurement methodologies and procurement tracking for the Office of Command, Control and Communication.

   h. Chair the G-T budget working group for purposes of coordinating budget execution and responding to budget related data calls. Employ and use quantitative methods for supporting final guidance to divisions chiefs and to the Office Chief.

   i. Manage and maintain the systems for G-T's budget execution.

   j. Serve as liaison with the Operating Expenses Appropriation Manager staff, and for AFC-42 field users. Assist in the AFC-42 Spend Plan Review Process tracking Coast Guard-wide AFC-42 funding and expenditures, and providing actual and estimated AFC-42 spending by facility type for use in the PPBES.

HEADQUARTERS COMMAND CENTER
(G–TGC)

1. Under the general direction and supervision of the Chief, Office of Command, Control, and Communications, the Chief, Headquarters Command Center, shall:

   a. Supervise the operation of Flag Plot, the National Response Center, and the Headquarters Telecommunications Center.

   b. Provide periodic briefings to the Commandant and other Headquarters Flag Officers concerning current Coast Guard and transportation related operations.

   c. Coordinate requirements for divisional support of the various Coast Guard programs.

   d. Maintain liaison with the Commanding Officer, Coast Guard Headquarters Reserve Unit for augmentation for training and emergency conditions.

   e. Provide direct CG Headquarters support as NATO and COSMIC Library manager.

FLAG PLOT STAFF
(G-TGC-1)

1. Under the direction and supervision of the Chief, Headquarters Command Center, the Chief, Flag Plot Staff shall:

   a. Act as Supervisor of Flag Plot. Establish and supervise a continuous duty officer and assistant duty officer watch in Flag Plot.

   b. Exercise cognizance of current Coast Guard surface and air operations and be prepared to provide briefings concerning these operations.

   c. Maintain a geographical plot and reference files on all major current operations.

   d. Maintain Area and district operational schedules and plans.

   e. Maintain copies of Headquarters, Area and district Contingency Plans.

   f. Keep cognizant Offices and divisions informed of current operations.

   g. Publish a periodic operational summary of major incidents of particular Coast Guard interests.

   h. Maintain liaison with the Department of Defense, Department of State, the White House and other Governmental departments and agencies concerning operations which may impact upon U.S. foreign relations.

   i. Take required action on Congressional and other inquiries into current search and rescue operations.

   j. Provide a DoT Duty Officer. Receive communications and notify DoT elements regarding transportation related accidents and incidents.

   k. Conduct such training as is necessary to qualify Reserve members to augment Flag Plot. Arrange suitable schedules for Reserve augmentation of Flag Plot to permit qualified reservists to stand Flag Plot watches during their periods of active and inactive duty training.

NATIONAL RESPONSE CENTER
(G-TGC-2)

1. Under the direction and supervision of the Chief, Headquarters Command Center, the Chief, National Response Center, shall:

   a. Manage and operate the National Response Center (NRC) to support the National Response Team (NRT) in accordance with the National Oil and Hazardous Substances Pollution Contingency Plan, appropriate Commandant Instructions, Interagency Agreements and such other directives as may be promulgated.

   b. Ensure continuous, staffed operation of the NRC to receive, evaluate, and disseminate reports on oil, hazardous substance, and other environmental or populace threatening releases to the environment to the cognizant predesignated Federal On-Scene Coordinator (OSC), members of the National Response Team, designated officials of the Department of Transportation and the National Transportation Safety Board, as well as other interested, authorized parties.

   c. Properly operate the Hazards Assessment Computer System (HACS), Oil and Hazardous Materials Technical Assistance Data System (OHMTADS), Pollution Spill Trajectory Forecast Service (PSTFS) and Structure and Nomenclature Search System (SANSS) on-line computer services, to provide emergency operational runs. Evaluate and procure improved hardware, software or other modeling systems, as appropriate, to ensure maximum useful output and capability.

   d. Ensure full compatibility and proper functioning of the Hazardous Materials Emergency Response (HMER) system among the NRC, CHEMTREC, Transportation Center (TSC) and other authorized on-line users. In this context, close liaison will be maintained with at least: G-M, USEPA, CHEMTRES and RSPA DOT to insure proper coordination of notification and response actions requiring the services of more than either the NRC or CHEMTREC.

   e. Maintain close liaison with other national and international governmental agencies involved in emergency response to ensure that the NRC is responsive to the needs of the NRT, USCG and the Department.

   f. Monitor newswire and network broadcast video news media to detect environmental incidents not reported to the NRC and refer the information, as appropriate to the Federal Response Mechanism. Maintain a recording, editing and reply capability to support briefings for the Commandant with items of significance to the Coast Guard at large.

   g. Make appropriate telephonic notifications within the Coast Guard to keep the affected program managers and the Commandant apprised of significant situations.

   h. Maintain an adequate telephone capability to ensure continuous recording of telephone conversations in and out of the NRC (with a 90 day secure storage of taped conversations), conferencing capability to assist the OSC by connecting together numerous members of the Regional and National Response Teams (RRT/NRT). Provide computer support for all Coast Guard Standard Terminal and Tempest Standard Terminal equipment and software located within the Headquarters Command Center.

   i. Administer the Freedom of Information Act (FOIA) program for the office.

TELECOMMUNICATIONS CENTER
(G-TGC-3)

1. Under the direction and supervision of the Chief, Headquarters Command Center, the Chief, Telecommunications Center shall:

   a. Supervise the organization and operations of the Headquarters Telecommunications Center and associated communications systems.

   b. Coordinate with government/non-government agencies and companies for whom the Telecommunications Center provides or receives communications services.

   c. Manage, maintain, and coordinate Coast Guard-wide assignment of ADDRESS INDICATING GROUPS (AIG's), MASTER MESSAGE ADDRESS DIRECTORY (MMAD) to include the establishing and disestablishing of all Coast Guard PLAIN LANGUAGE ADDRESSES (PLA's), COLLECTIVE ADDRESS DESIGNATORS (CAD) and International Radio Call Signs (IRCS)/Tactical Voice Call Signs for all Coast Guard vessels.

   d. Manage and coordinate for the proper distribution Coast Guard-wide of the following publications:

      (1) MESSAGE ADDRESS DIRECTORY (USN PLAD-1/MAD)

      (2) NAVAL TELECOMMUNICATIONS PROCEDURES/ TELECOMMUNICATIONS USERS MANUAL (NTP 3)

      (3) NAVAL TELECOMMUNICATIONS PROCEDURES/U.S. NAVY ADDRESS INDICATING GROUP (AIG) AND COLLECTIVE ADDRESS DESIGNATOR (CAD) HANDBOOK (NTP 3 SUPP-1) publications.

   e. Provide direct CG Headuarters support as NATO and COSMIC control, CMS and STU-III accounts manager, and COMTAC Library manager.

RESOURCE MANAGEMENT DIVISION
(G-TPR)

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Chief, Resource Management Division shall:

   a. Conduct or coordinate compliance reviews mandated by external and internal regulations, laws, and standards (e.g. FIRMR; OMB A-11 SPECTRUM authorization; OMB A-123; A-123 AIS Security; Triennial review; GAO, OMB, DoTIG audits/ reviews). Conduct GAO mandated review of ongoing information technology projects.

   b. Manage and coordinate the GAT resource acquisition process including: Issues, Determinations, RPs, RCPs, Planning factors, formulate current year GAT budget, Budget liaison with CG, DoT, OMB, Congress, Business planning and G-T AC&I projects.

   c. Plan and coordinate acquisition strategy for large GAT procurements. Perform liaison functions with G-ACS and G-CPM. Provide acquisition expertise to GAT divisions.

   d. Manage the development of GAT human resource by brokering personnel training and training requirements (graduate, special training programs, guidance for the formulation of Class A and C school curricula).

   e. Act as Force Manager for GAT speciality officers, civilian employees and the ET, RM and TT enlisted rates.

   f. Plan and coordinate management and training issues concerning Coast Guard standard computer systems.

   g. Perform GAT budget accounting and reconciliation. Act as the GAT funds manager and GAT funds certifying official. Maintain accountability of GAT long term resource acquisition.

   h. Assess requirements, formulate policy and promote planning for internal G-T information systems.

EVALUATION BRANCH
(G-TPR-1)

1. Under the direction and supervision of the Chief, Resource Management Division, the Chief, Evaluation Branch shall:

   a. Conduct or coordinate compliance reviews mandated by OMB Circular A-11 (Preparation and Submission of Budget Estimates) for SPECTRUM authorization; conduct reviews of systems as mandated by OMB Circular A-123 (Internal Control Systems); conduct reviews mandated by the Federal Information Resources Management Review Program per the Paperwork Reduction Act of 1980 such as the Triennial Review.

   b. Coordinate responses to internal and external audits from Coast Guard program managers, DoTIG and other government agencies (e.g. GAO, OMB and GSA).

HUMAN RESOURCE MANAGEMENT BRANCH
(G-TPR-2)

1. Under the direction and supervision of the Chief, Resource Management Division, the Chief, Human Resource Management Branch shall:

   a. Identify, evaluate and analyze all personnel (billet structure and people) requirements necessary to sustain worldwide Coast Guard C^3 support at the desired levels of service and/or reliability.

   b. Coordinate and contribute to the planning and execution of the GAT program for C^3 human resources development.

   c. Coordinate C^3 officer-specialty assignments and prepare recommendations regarding personnel actions involving the GAT program.

   d. Maintain liaison with other program managers and identify billets/positions requiring information technology (electronics, telecommunications, automated data processing) expertise. Review personnel allowance list changes for impact on the GAT program and Coast Guard wide C^3 personnel specialty areas.

   e. Analyze GAT post graduate and continuing (refresher) education, and special training needs. Develop the Office's selection criteria for and allocation of training billets to C^3 skill categories. Act as the primary point of contact within the Office for C^3 career information and education/training guidance. Review C^3 student academic records, monitor course performance, and provide advice/recommendations concerning such matters as course/curriculum selection, thesis topic and application.

   f. Maintain liaison with the Office of Personnel and Training and Coast Guard training commands, and provide advice regarding curricula and course content involving GAT program subject areas.

g. Define requirements for and monitor the content and general development of Class A, B, and C training programs and the overall C^3 technical skill levels resident in the Coast Guard; prepare recommendations for training program changes to better meet Service needs.

h. Monitor and prepare recommendations concerning modifications to the rate structure and professional rating requirements, and the development of career paths in the GAT program for enlisted personnel.

i. In association with the Office of Personnel and Training and other program managers, develop and update officer specialty codes and enlisted qualification codes, reflecting current information of C^3 technical skill requirements of Coast Guard billets, the technical expertise of individual members, and the matching of expertise with billet requirements in the personnel assignment process.

j. Act as the primary point of contact within the office for guidance in the preparation of technical position descriptions and career path issues associated with civilian employees within the GAT program.

k. Serve as subject matter expert for the Radioman (RM), Electronics Technician (ET), Telephone Technician (TT) and Reserve Data Processing Technician (DP) ratings.

l. Plan and execute the long range training requirements (Coast Guard) and training plan (Office) for personnel within the GAT program. Maintain awareness of C^3 related courses offered by other Federal agencies and major educational institutions and evaluate their potential use in the GAT program by Coast Guard military and civilian.

FINANCIAL MANAGEMENT BRANCH
(G-TPR-3)

1. Under the direction and supervision of the Chief, Resource Management Division, the Chief, Financial Management Branch shall:

   a. Coordinate all budgeting documentation/activity for the Coast Guard's worldwide C^3 network and its support systems.

   b. Review and evaluate, for budget content and impact, all externally generated policies and instructions to insure all C^3 related budget policy changes are disseminated in the Office of Command, Control and Communications.

   c. Coordinate development and submission of G-T issues to Commandant. Coordinate G-T RP's, RCP's and Opstage RCP's. Assist in development of G-T Planning Factors. Coordinate Coast Guard's annual budget submission for IRM; advise Chief of G-T on office budget matters.

   d. Serve as the principal advisor to the Chief, Office of Command, Control and Communications for all matters and questions relating to budget execution and reconciliation, obligating authority and program/project resource allocations.

   e. Supervise and manage the annual office-wide allotments and expenditures of all office controlled AFC-30, AFC-42, USN support funding, and AC&I resources. Identify and initiate measures to maximize their efficient utilization in pursuing office-wide goals and objectives.

   f. Serve as the liaison with G-CFM, G-CBU, G-CPM, G-ACS, G-CAS and the Coast Guard Finance Center on current year budget issues.

   g. Reconcile all office AFC-30 and AFC-42 expenditures using a host of automated tools.

   h. Provide acquisition strategies, procurement methodologies and procurement tracking for the Office of Command, Control and Communications.

PROGRAM SUPPORT DIVISION
(G-TPS)

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Chief, Program Support Division shall:

   a. Maintain and operate an Information Technology Center to provide demonstrations of equipment and software of Coast Guard supported systems, value added tools and information retrieval techniques. Provide unbiased diagnosis of business problems for Headquarters program managers. Maintain marketing data on Information Technology equipment and software available for use within the Coast Guard. Provide technology refreshment training for walk-in clients. Maintain training and demonstration areas to support HQ Program Managers.

   b. Develop and administer policy for the Coast Guard's Records Management, Forms Management, Reports Management, Information Collection Budget, Correspondence Management, Mail Management, FOIA and Privacy Acts programs. Provide guidance/ training for the establishment and operation of Coast Guard post offices and all other related Records Management programs.

   c. Develop and administer policy for the Coast Guard's Directives Management Program. Develop and administer policies and procedures for the Coast Guard printing, distribution, copying and duplicating services. Serve as Coast Guard printing liaison with Office of the Secretary of Transportation, Other Government Agencies, and contractors. Manage the HQ graphics and printing services. Administer OMB Circular A-3, Government Periodicals and the Congressional Joint Committee on Printing (Five Year Print Plan). Provide Coast Guard directory information services.

   d. Implement, monitor and provide direction regarding compliance with DoT, OMB, GSA and Federal Automated Information Systems (AIS) security and standards directive, including the Computer Security Act of 1987. Ensure development, implementation and maintenance of contingency and disaster recovery plans related to telecommunications and computer operations and security.

   e. Administer the Coast Guard Communications Security (COMSEC), COMSEC Material System (CMS), Communications Tactical (COMTAC), and NATO communications programs. Provide policy, guidance, support, and availability of COMSEC equipment and keying material. Participate in the development of secure communications plans and policy. Provide direct CGHQ support as NATO control, Top Secret Control, CMS and STU-III accounts manager, and COSMIC control. Serve as the Coast Guard NATO sub-registry. Support Coast Guard participation in Communications Interoperability Working Group (CIWG).

   f. Provide internal G-T support services which include personnel training, the development and maintenance of internal G-T procedures and a G-T publications library.

INFORMATION TECHNOLOGY CENTER
(G–TPS–1)

1. Under the direction and supervision of the Chief, Program Support Division, the Chief, Information Technology Center shall:

   a. Maintain and operate an Information Technology Center.

   b. Provide demonstrations of equipment, software, Coast Guard support systems, value added tools and information retrieval techniques.

   c. Provide unbiased diagnosis of business problems for Headquarters program managers.

   d. Maintain marketing data on Information Technology equipment and software available for use within the Coast Guard.

   e. Provide technology refreshment training for walk–in clients.

   f. Maintain training and demonstration areas to support Headquarters programs managers.

MANAGEMENT PROGRAMS AND POLICY BRANCH
(G–TPS–2)

1. Under the direction and supervision of the Chief, Program Support Division, the Chief, Management Programs and Policy Branch shall:

   a. Develop Service–wide filing systems and procedures and maintain the numerical subject classification system.

   b. Develop and administer the Coast Guard Records Management Program, including establishment of systems and standards for effective Service–wide control over creation, use maintenance and disposal of records.

   c. Develop and administer the Coast Guard Forms and Reports Management Programs.

   d. Develop and administer the Coast Guard Correspondence Management Programs, developing and establishing standards, procedures, and techniques for improvement of correspondence practices.

   e. Administer the Privacy Act of 1974.

   f. Administer the Freedom of Information Act.

   g. Administer mail and postal matters for the Coast Guard and prescribe procedures for the establishment and operation of Coast Guard offices.

   h. Conduct Triennial Reviews.

DIRECTIVES BRANCH
(G–TPS–3)

1. Under the direction and supervision of the Chief, Program Support Division, the Chief, Directives Branch shall:

   a. Develop and administer the Coast Guard–wide directives management program.

   b. Develop and administer the Service–wide printing and duplicating programs.

   c. Handle printing and distribution matters for Coast Guard Headquarters.

   d. Provide Coast Guard Directory update information service.

   e. Manage the Headquarters graphics and printing services and the associated Working Capital Fund. Act as liaison with DoT in all Coast Guard graphics and printing matters. Enforce graphic standards.

   f. Develop procedures for the implementation of OMB Circular A–3, Government Periodicals, in the Coast Guard.

   g. Act as liaison for all DoT Records of Coordination.

   h. Serve as Coast Guard representative on external directives, publishing and printing committees.

SECURITY POLICY BRANCH
(G-TPS-4)

1. Under the direction and supervision of the Chief, Program Support Division, the Chief, Security Policy Branch shall:

   a. Manage the Coast Guard (CG) TEMPEST program including dissemination of National Security Agency's (NSA's) and TEMPEST Advisory Group's (TAG's) policies and requirements.

   b. Implement and monitor CG compliance with Department of Transportation (DOT) and Federal Information Processing Systems (FIPS) security and standards directives. Prepare and maintain FIPS security and standards manuals. Provide direction and guidance on adhering to requirements defined in FIPS security and standards manuals.

   c. Plan, coordinate and monitor risk assessments and sensitive application certifications in accordance with OMB A-130. Select and approve risk assessments and sensitive application certifications methodologies that will be used in the CG.

   d. Provide policy guidance for CG compliance with the Computer Security Act 1987. Plan and coordinate preparation of FIPS Plans for submission to DoT.

   e. Provide policy guidance regarding contingency and disaster recovery planning for FIPS within the CG. Monitor compliance with contingency and disaster planning requirements. Coordinate and assist CG activities with the development of contingency and disaster recovery plans.

   f. Plan, develop and promulgate FIPS security and standards awareness programs within the CG. Prepare materials and tools for training users, management personnel and security officers, in all phases of FIPS security. Assist CG activities in implementing and managing security and standards awareness programs.

   g. Survey and identify software tools and information system services that will enhance the level of FIPS security within the CG. Provide technical guidance regarding the FIPS security requirements for CG-wide and Headquarters FIPS hardware and software acquisitions.

   h. Serve as DoT's Alternate Representative to NSA TAG.

   i. Serve as the Coast Guard Representative to DoT TAG.

   j. Manage the Field Technical Authority (FTA) program. Provide for site surveys and inspections. Review all FTA reports. Review all Instrumented TEMPEST survey.

COMSEC MATERIAL SERVICES BRANCH
(G-TPS-5)

1. Under the direction and supervision of the Chief, Program Support Division, the Chief, COMSEC Material Services Branch shall:

   a. Administer the division's responsibilities for COMSEC keying material and equipment aboard vessels, aircraft and shore units.

   b. Ensure that adequate COMSEC keying material and equipment is available to support the technical evaluation, installation, and operation of secure communications. Ensure that adequate COMSEC keying material is available to support digital encryption standard (DES) equipment.

   c. Provide a liaison officer to represent the Coast Guard in COMSEC keying material and equipment matters to the National Security Agency (NSA), the U.S. Navy (USN), and other military services.

   d. Coordinate COMSEC keying material and equipment plans with other appropriate civil law enforcement agencies (e.g., Customs, FBI, DEA, etc.) and with the USN, to ensure interoperability, as well as efficient and effective equipment support.

   e. Provide direction and guidance to the Secure Communications organization within the Information Systems Center with regard to COMSEC keying material and equipment.

   f. Direct the acquisition of COMSEC keying material and equipment through liaison with NSA and USN.

   g. Monitor assigned Coast Guard research and development activities involving COMSEC equipment. Assist the Office of Engineering, Logistics and Development in the conversion of these projects to operational hardware.

   h. Administer the Coast Guard Communications Security (COMSEC) program and provide technical expertise regarding COMSEC keying material and equipment. Review and analyze COMSEC violations and investigative reports Coast Guard-wide.

   i. Coordinate the allowances, procurement, and distribution of COMSEC Material System (CMS) keying material and equipment, and COMTAC material, within the Coast Guard.

   j. Perform the functions of Equipment Manager for those COMSEC equipments assigned and for which a Systems Maintenance Engineering Facility (SMEF) has not been designated.

   k. Provide direct support to Commandant as NATO Control, TOP SECRET Control, COMTAC Control, and CMS Custodian (including CMS Staff Responsibility Officer for Coast Guard Headquarters). Serve as the Coast Guard's NATO sub-registry (including COSMIC Control).

l. Serve as controlling authority for Inter–Agency drug law enforcement keying material.

m. Establish new support programs for security as the Coast Guard inventories of COMSEC equipments grow.

n. Serve as Controlling Authority for Coast Guard Global Positioning System (GPS) COMSEC requirements. Coordinate with USSPACECOM and contractors/civil organizations to provide GPS COMSEC information.

o. Serve as the NSA–designated Command Authority for STU–III (Secure Telephone Unit) (Type I and Type II) program. Monitor and validate User Representatives within the Coast Guard. Coordinate the control and ordering of STU–III terminals and crypto ignition keys (CIK) within the Coast Guard.

p. Provide COMSEC input to G–TTM–1 for the coordinated development of Coast Guard secure communications plans and policy.

q. Provide support to the Communications Interoperability Working Group (CIWG) key management sub–working group.

r. Serve as Classified Material Control Officer (CMCO) for Program Support Division.

ELECTRONICS SYSTEMS DIVISION
(G-TES)

1. Under the direction and supervision of the Chief, Office of Command, Control and Communications, the Chief of the Electronics Systems Division shall:

   a. Manage Coast Guard activity relating to identification and maintenance of electronics equipment installed on Coast Guard vessels or at shore facilities. Initiate actions where equipment reliability or maintainability improvements are needed.

   b. Manage Coast Guard activity in areas involving formalized configuration management of equipment, systems, vessel platforms and shore facilities where the equipment is installed.

   c. Manage the maintenance of Coast Guard operated, Navy owned electronics equipment (less avionics). Maintain contact with the U.S. Navy to obtain Navy electronics equipment, spare parts and maintenance funds for Navy owned equipment on Coast Guard vessels.

   d. Maintain liaison with Coast Guard logistics and management activities concerning electronics support matters. Perform all functions of System Management Engineering and Equipment Management for all supported electronics equipment.

   e. Coordinate all Servicewide electronics maintenance contracts.

   f. Coordinate depot level repair services for electronics equipment modules.

   g. Provide technical guidance to field commands for supported electronics equipment and provide input into training program for Electronics Technicians (ETs).

   h. Manage projects for electronics systems on Coast Guard vessels except for communication equipments, ordnance, computers or engine room electronics.

   i. Assist project managers with (level III or above AC&I projects) or manage (level IV or below) projects for unique Coast Guard systems including Loran-C, Vessel Traffic Service (VTS) systems, radiobeacons, short range aids-to-navigation, differential GPS, and direction finding systems.

   j. Manage level IV or below acquisition projects (AC&I or OE) throughout the project life-cycle beginning with a formal requirements validation and preparation of an Integrated Logistics Support Plan (ILSP). Perform configuration management using formal engineering change control and critical reviews.

   k. Manage activities throughout all the project phases. Activities include conducting electromagnetic compatibility analysis and antenna configuration design, ensuring maintainability, addressing spare parts and maintenance philosophy, resolving CG-wide personnel impact, assisting with training program development and ensuring recurring funding and marketing project status and success.

   l. Monitor Coast Guard research and development activities involving electronics systems.

m. Provide technical advice within the Coast Guard, and to domestic agencies and foreign governments regarding supported and custom electronics systems.

n. Provide policy direction, as needed, to Area, District, and MLC Commanders for the operation, administration and inspection of Coast Guard ship and shore (selected units with a radio navigation mission) electronics systems.

o. Serve as Headquarters coordinator for the Coast Guard COMDAC Support Facility.

SPECIAL PROJECTS BRANCH
(G–TES–1)

1. Under the general direction and supervision of the Chief, Electronics Systems Division (G–TES), the Chief of the Special Projects Branch shall:

   a. Provide technical and engineering expertise support for the design, development, and procurement of electronics systems, and systems not under the purview of communications, computers or sensors.

   b. Provide management and coordination for electronic aspects of major projects such as Vessel Traffic Service System, new vessel procurement/construction (e.g. 47'MLB, BUSL, Coastal WPB, 110' WPB, 120' WPB, WLB/WLM COR) and major vessel overhauls (e.g., 210' WHEC FRAM) and integrated shipboard command centers.

   c. Assist Program and Facility Managers in long range planning for new operational requirements and related Resource Change Proposals (RCPs) as required and keep them advised of all electrical systems approaching obsolescence or difficult to support.

   d. Maintain liaison with other Government and civilian agencies and professional organizations as necessary to promote interagency consistency and efficiency in the development of electronics systems.

   e. Initiate requests, provide liaison and funding recommendations as required for special studies and projects to bring improved concepts, systems, and hardware into the Coast Guard inventory.

NAVIGATION SYSTEMS BRANCH
(G–TES–2)

1. Under the general direction and supervision of the Chief, Electronics Systems Division (G–TES), the Chief of the Navigation Systems Branch shall:

   a. Provide technical and engineering expertise as required for Coast Guard operated navigation systems, except Omega. Expertise will be provided on, but not limited to, Loran–C transmitting, antenna, and control systems, Differential GPS and Loran systems, marine radiobeacons and Short Range Aids to Navigation.

   b. Manage Coast Guard projects relating to the design, testing, development, improvement, expansion, procurement, and installation of Coast Guard electronics sensor equipment. This includes but is not limited to shipboard radar systems, direction finders, navigation receivers and depth sounders.

   c. Manage electronics sensors equipment and systems on Coast Guard vessels and shore units, including systems analyses and integration, specification development, electromagnetic compatibility tests and analyses, antenna configuration design, equipment procurement, inspection and staging, development of technical documents.

   d. Assist Program and Facility Managers in long range planning for new operational requirements and related Resource Change Proposals (RCPs) as required and keep them advised of all navigation systems approaching obsolescence or difficult to support.

e. Maintain liaison with other Government and civilian agencies and professional organizations as necessary to promote interagency consistency and efficiency in the development and use of these systems for navigational and ancillary purposes.

MAINTENANCE MANAGEMENT BRANCH
(G–TES–3)

1. Under the direction and supervision of the Chief, Electronics Systems Division, the Chief of the Maintenance Management Branch shall:

   a. Manage Coast Guard activity relating to identification and maintenance of electronics equipment installed on Coast Guard cutters or shore facilities (less avionics).

   b. Manage the maintenance of Navy Type, Navy owned Coast Guard operated electronics equipment (less avionics). Maintain contact with the U.S. Navy to obtain Navy electronics equipment, spare parts and maintenance funds.

   c. Maintain liaison with Coast Guard logistics and management activities concerning electronics support matters.

   d. Coordinate and manage all service–wide electronics maintenance contracts as necessary.

   e. Publish the Electronics Systems Information Bulletin (ESIB).

   f. Act as subject matter expert and System Management for all equipment not assigned to Systems Maintenance and Engineering Facility (SMEF).

   g. Provide input into training programs for Electronics Technicians (ETs).

   h. Provide repair cost, frequency, and other logistical data pertaining to each item supported within the SMEF program to other G–TES branches. Maintain such records in order to indicate trends and set future support strategies.

   i. Provide input into the development of Operational Logistics Support Plans (OLSP). Develop various Integrated Logistics Support Plans (ILSP) and Maintenance Support Outlines (MSO) as required.

   j. Assist Program and Facility Managers in long range planning for new operational requirements and related Resource Change Proposals (RCPs) as required and keep them advised of all navigation systems approaching obsolescence or difficult to support.

CONFIGURATION MANAGEMENT BRANCH
(G-TES-4)

1. Under the direction and supervision of the Chief, Electronics Systems Division, the Chief of the Configuration Management Branch shall:

   a. Manage Coast Guard activity in areas involving formalized configuration management of equipment, systems, cutters, and shore facilities where the equipment is installed.

      (1) Coordinate/document ShipAlt request/approvals

      (2) Coordinate/document EALT request/approvals

      (3) Coordinate/document equipment Field Changes

   b. Maintain necessary information systems in support of equipment inventory, standardization and configuration control.

      (1) Electronics Equipment Information System (EEIS)

      (2) Equipment Field Change status

      (3) Equipment Technical Manual change status

      (4) Others as necessary.

   c. Maintain the Electronics Manual (M10550.25). Perform all functions required for revisions, updates, changes and publication.

TELECOMMUNICATIONS OPERATIONS DIVISION
(G-TTO)

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Chief, Telecommunications Operations Division shall:

   a. Serve as program manager for telecommunications, establish requirements for all Coast Guard National level telecommunications systems to include voice, message, data and image transport services to Coast Guard units, including connection to external agencies and the maritime community.

   b. Establish policy and procedures for operation of all Coast Guard telecommunications systems.

   c. Operate and manage Coast Guard National level telecommunications systems.

   d. Serve as facility manager for the Coast Guard telecommunications systems, to include telecommunication networks, communication stations, communication centers, and coordination centers.

   e. Administer the Coast Guard Communications Security (COMSEC), COMSEC Material System (CMS), Communications Tactical (COMTAC) and NATO communications programs. Provide policy, guidance, support, and availability of COMSEC equipment and keying material. Participate in the development of secure communications plans and policy. Provide direct CGHQ support as NATO control, Top Secret Control. CMS and STU-III accounts manager and COSMIC control. Serve as the Coast Guard NATO sub-registry. Support Coast Guard participation in Communications Interoperability Working Group (CIWG).

   f. Serve as cochairman of the U.S. Shipping Coordination Committee's Safety of Life at Sea (SOLAS) working group on radiocommunications, with the Chief, Maritime Radio and Spectrum Management Division.

   g. Serve as a U.S. representative to the International Maritime Organization (IMO) Radiocommunications Subcommittee.

   h. Maintain liaison with other departments, agencies, and multiagency working groups to develop and refine policies and procedures relating to telecommunications.

PROGRAM MANAGEMENT BRANCH
(G-TTO-1)

1. Under the direction and supervision of the Chief, Telecommunications Operations Division, the Chief, Program Management Branch shall:

   a. Maintain and coordinate development and promulgation of policy and procedure guidance for operation of Coast Guard telecommunications systems.

   b. Maintain Coast Guard telecommunications plans. Conduct long range planning for Coast Guard telecommunications networks.

   c. Evaluate and validate proposals for changes to Coast Guard telecommunications networks.

   d. Ensure compatibility of Coast Guard communications plans and policies with those of the Department, the U.S. Navy and other agencies.

   e. Provide policy guidance and plans for the Coast Guard secure communications program.

   f. Coordinate mobilization requirements for the Coast Guard Telecommunications System.

   g. Review and monitor programs and projects involving C3 systems to ensure compatibility with Coast Guard long range telecommunications plans, policies and objectives.

   h. Coordinate C3 planning for the Maritime Defense Zones with the Navy.

   i. Serve as Coast Guard representative to the Communications Interpretability Working Group (CIWG). Oversee and coordinate Coast Guard participation in the various CIWG sub-working groups.

   j. Coordinate formulation of annual budget and manage operating funds allocated to the division.

   k. Coordinate long term budget planning for the Coast Guard Telecommunications System, including Issues/Resource Proposals/Resource Change Proposals.

   l. Provide support for the division chief in SOLAS and IMO.

SYSTEMS MANAGEMENT BRANCH
(G-TTO-2)

1. Under the direction and supervision of the Chief, Telecommunications Operations Division, the Chief, Systems Management Branch shall:

   a. Operate and manage Coast Guard-wide voice and message telecommunications systems and services including but not limited to: the VHF-FM National Distress System, Federal Telephone System (FTS2000), Operation Hang-up, SSAMPS, AMP, AUTODIN terminals, High Frequency Data Link, Coast Guard Data Network, INMARSAT and other satellite systems.

   b. Serve as facility manager for the VHF-FM National Distress System.

   c. Serve as facility manager for communication stations, communication centers, and coordination centers (fixed and mobile).

   d. Establish requirements for changes to Coast Guard-wide voice and message telecommunications systems. Validate requirements for secure and non-secure systems and work with other Headquarters divisions/military services/federal agencies to obtain the following types of systems: STU-IIIs, portable radios, cellular telephones, portable military and commercial satellite services.

   e. Define policy and procedures for operation and management of national-level voice and message telecommunications systems and services. Provide information concerning current and past voice and message system performance/procedures. Maintain the Radio Telephone Handbook, COMDTINST M2000.6.

   f. Serve as account manager for all national-level voice and data telecommunications circuits and communications services. This includes ordering new circuits, maintaining account records and paying for FTS2000 and Defense Commercial Communications Office (DECCO) services.

   g. Coordinate interfacing of the record message system and message routing services with application systems that require message processing and routing.

   h. Perform operational management on the record message system and message routing system (including but not limited to updating user lists, PLADS, AIGs and CADs).

   i. Serve as Coast Guard representative to the EICOM Working Group.

   j. Serve as Coast Guard Representative to ADNET Users' Group and ADNET Configuration Control Board.

SECURE TELECOMMUNICATIONS BRANCH
(G-TTO-3)

1. Under the direction and supervision of the Chief, Telecommunications Operations Division, the Chief, Secure Telecommunications Branch shall:

   a. Administer the Division's responsibilities for COMSEC keying material and equipment aboard vessels, aircraft, and shore units.

   b. Ensure that adequate COMSEC keying material and equipment is available to support the technical evaluation, installation, and operation of secure communications. Ensure that adequate COMSEC keying material is available to support digital encryption standard (DES) equipment.

   c. Provide a liaison officer to represent the Coast Guard in COMSEC keying material and equipment matters to the National Security Agency (NSA), the U.S. Navy (USN), and other military services.

   d. Coordinate COMSEC keying material and equipment plans with other appropriate civil law enforcement agencies (e.g., Customs, FBI, DEA, etc.) and with the USN, to ensure interoperability, as well as efficient and effective equipment support.

   e. Provide direction and guidance to the Secure Communications organization within the Information Systems Center with regard to COMSEC keying material and equipment.

   f. Direct the acquisition of COMSEC keying material and equipment through liaison with NSA and USN.

   g. Monitor assigned Coast Guard research and development activities involving COMSEC equipment. Assist the Office of Engineering, Logistics and Development in the conversion of these projects to operational hardware.

   h. Administer the Coast Guard Communications Security (COMSEC) program and provide technical expertise regarding COMSEC keying material and equipment. Review and analyze COMSEC violations and investigative reports Coast Guard-wide.

   i. Coordinate the allowances, procurement, and distribution of COMSEC Material System (CMS) keying material and equipment, and COMTAC material, within the Coast Guard.

   j. Perform the functions of Equipment Manager for those COMSEC equipments assigned and for which a Systems Maintenance Engineering Facility (SMEF) has not been designated.

   k. Provide direct support to Commandant as NATO Control, TOP SECRET Control, COMTAC Control, and CMS Custodian (including CMS Staff Responsibility Officer for Coast Guard Headquarters). Serve as the Coast Guard's NATO sub-registry (including COSMIC Control).

l. Serve as Controlling Authority for Inter–Agency drug law enforcement keying material.

m. Establish new communication security programs as the Coast Guard inventories of COMSEC equipments grow.

n. Serve as Controlling Authority for Coast Guard Global Positioning System (GPS) COMSEC requirements. Coordinate with USSPACECOM and contractors/civil organizations to provide GPS COMSEC information.

o. Serve as the NSA–designated Command Authority for STU–III (Type I and Type II) program. Monitor and validate User Representatives within the Coast Guard. Coordinate the control and ordering of STU–III terminals and crypto ignition keys (CIK) within the Coast Guard.

p. Provide COMSEC input to G–TTM–1 for the coordinated development of Coast Guard secure communications plans and policy.

q. Provide support to the Communications Interoperability Working Group (CIWG) key management sub–working group.

r. Serve as Classified Material Control Officer (CMCO) for the Telecommunications Operations Division and the Program Support Division.

COMPUTING TECHNOLOGY DIVISION
(G-TTC)

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Chief, Computing Technology Division, shall:

   a. Oversee and direct the activities of all organizational elements in the Computing Technology Division, including the establishment of Coast Guard-wide policy for application software development, the review of plans, designs, and specifications for computer systems with Coast Guard-wide impact; and the control and economical use of allotted funds.

   b. Develop and maintain Coast Guard-wide IRM lifecycle standards, data standards, data dictionary and general purpose corporate data bases. Establish policies on data sharing and access criteria.

   c. Manage the Coast Guard-wide End-User Program focusing on emerging technologies, support issues and managing change.

   d. Perform hardware and software studies assessing compliance with Coast Guard standards. Review cost-benefit analyses for major IRM proposals.

   e. Establish and enforce software engineering standards.

   f. Coordinate with program managers, and establish policy for the initiation, design and development of Coast Guard-wide cross-functional systems. Provide managment and technical oversight for IRM support contracts.

   g. Provide technical assistance and coordinate with the Systems Planning, Architecture and Review Staff to manage the Coast Guard IRM program and develop the Coast Guard IRM architecture including micro, mini and mainframe platforms.

   h. Coordinate with the Telecommunication and Information Systems Command (TISCOM), and the Electronics and Engineering Center (EECEN) to integrate data communications, systems development and maintenance, and computer platform support into a synergistic working relationship. Coordinate and review the budget planning and submission for the Computer Platforms Division at TISCOM.

   i. Sponsor major IRM acquisitions including CG standard information systems. Plan for the funding, project lifecycle and aquisition strategies to support a networked microcomputing infrastructure for the Coast Guard.

   j. Represent the Coast Guard on IRM policy and standards as interagency liaison with DOT, National Institute of Science and Technology, DOD, GSA, OMB, Congressional staffs and other government agencies as required.

   k. Participate on senior level IRM review boards and working groups chartered to address CG-wide IRM issues at the strategic and tactical level. Develop strategic plans and policy for a standard hardware and software infrastructure.

   l. Act as the program manager for assigned headquarters units.

END-USER POLICY BRANCH
(G-TTC-1)

1. Under the general direction and supervision of the Chief, Computing Technology Division, the Chief, End-User Computing Branch shall:

   a. As the computer management expert for the end user, identify, direct the evaluation, selection and implementation of Coast Guard-wide standard computer products.

   b. Investigate emerging computing technologies for their potential for fulfilling Coast Guard information and office automation requirements.

   c. Serve as the Coast Guard leader on managment technologies such as Artificial Intelligence.

   d. Develop policies, procedures, requirements and configuration standards for the Coast Guard standard workstation. Evaluate and certify end user products before fielding.

   e. In Coast Guard headquarters, provide consultation to program managers developing end-user or departmental productivity applications for approved CG standard hardware, software and systems.

   f. Coordinate and provide technical support to the Systems Planning, Architecture and Review Staff in the business management of Coast Guard-wide IRM.

   g. Provide program management and policy for standard workstation office automation software and systems throughout the Coast Guard. Coordinate Program Manager sponsorship for software programs written by CG personnel determined to be of value to multiple units.

   h. Maintain awareness of end-user functions and requirements through site visits, workshops and electronic bulletin boards.

SYSTEMS INTEGRATION BRANCH
(G-TTC-2)

1. Under the general direction and supervision of the Chief, Computing Technology Division, the Chief, Systems Integration Branch shall:

   a. Facilitate IRM activities and set policy relating to the initiation, design, development, testing, improvement, acquisition/procurement, installation, evaluation and support of Coast Guard computer system hardware and software. The primary systems focus for this branch is major (large), cross-functional systems, processing on multiple hardware platforms and requiring almost daily interaction with program managers. Direct the review of plans, design change specifications, and requests for mainframe software changes.

   b. Facilitate the development and integration of Coast Guard-wide cross-functional systems. Chair working groups of functional users to identify information requirements that cross organizational and functional boundaries.

   c. Assist Program Coordinators and program managers in long-range Coast Guard IRM planning.

   d. Prepare planning documents including draft and final PPBES submissions, Acquisition Support Plans (ASPs), and relevant ADP planning documents.

   e. Monitor and coordinate Coast Guard research and development activities involving major, cross-functional computer system development initiatives.

   f. Provide assistance in designing training programs for major, cross-functional system products for mainframe, mini and micro computers.

   g. Represent the Coast Guard on IRM policy for systems development; act as liaison with DOT, NIST, DOD, GSA, OMB, Congressional staffs and other government agencies as required. Ensure that all areas of the life cycle for major systems design/acquisition are compatible with IRM requirements and guidelines established by applicable authority including the USCG, DOT, GSA, OMB and Congress.

   h. Serve as the CG leader on mainframe computer based management technologies, and serve as a member of the Transportation Computer Center (TCC) Board of Directors.

   i. Serve as COTRs to manage IRM support contracts which encompass all phases of the software life cycle for major systems. Serve as the CG COTR for the AFCAC 300 Supermini computer contract; liaison with the Navy Contracting Officer.

   j. Coordinate with TISCOM and EECEN to develop Coast Guard-wide policy for standard microcomputer technology. Coordinate with OSC to develop Coast Guard-wide policy for standard minicomputer technology.

DATA ADMINISTRATION and IRM STANDARDS BRANCH
(G-TTC-3)

1. Under the direction and supervision of the Chief, Computing Technology Division, the Data Administration and IRM Standards Branch shall:

   a. Manage the Coast Guard Data Administration Program including the development of policy for data resource management and the creation and enforcement of data standards.

   b. Develop, implement, and support the corporate level data dictionary/repository to serve as the foundation for the development of Coast Guard-wide cross-functional application systems. Provide policy to direct the use of data dictionaries in functional areas.

   c. Establish and chair the Data Administration Review Group, comprised of CG program representatives, to arbitrate issues of standard data element name, content and format as well as data ownership, redundancy, access and security.

   d. Manage the development and implementation of a corporate level database to support CG managerial information needs (personnel/budget resource allocation, program effectiveness, etc.).

   e. Manage business area analyses and data modeling to support data management at the MLC and district level. Manage the development of integrated databases identified through business area analyses at these sites.

   f. Provide guidance on the selection and use of relational database management systems to meet centralized and/or distributed processing needs.

   g. Integrate data models from the various functional areas to support a Coast Guard-wide enterprise data model necessary for effective data management.

   h. Ensure that all areas of data resource management and ADP lifecycle management are compatible with IRM requirements and guidelines established by applicable authority including CG, DOT, GSA and OMB.

   i. Manage the Coast Guard-wide IRM standards program, including the development of policy for IRM lifecycle standards and project management standards.

   j. Represent the Coast Guard on IRM policy for data and life-cycle development standards; act as liaison with DOT, NIST, DOD, GSA, OMB, Congressional staffs and other government agencies as required.

TELECOMMUNICATIONS MANAGEMENT DIVISION (G-TTM)

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Chief, Telecommunications Management Division shall:

   a. Serve as program manager for CG telecommunications. Establish requirements for all CG National level telecommunications systems to include voice, message, data and image transport services to CG units, including connection to external agencies and the civil maritime community.

   b. Establish policy and promulgate procedures for operation of all CG telecommunication systems.

   c. Serve as cochairman of the U.S. Shipping Coordination Committee's Safety of Life at Sea (SOLAS) working group on radiocommunications, with the Chief, Program Coordination Staff. Provide policy guidance to the Chief, Program Coordination Staff concerning the International Maritime Organization (IMO), Radiocommunications Subcommittee and the U.S. Shipping Coordination Committee's SOLAS working group on radiocommunications.

   d. Maintain liaison with other departments, agencies, and multiagency working groups to develop and refine policies relating to telecommunications.

   e. Represent the CG, the Department of Transportation (less FAA and RSPA), the Office of the Secretary, and the civil maritime community before organizations developing radio regulatory standards and policies.

   f. Interpret/implement radiocommunications/navigation standards and regulations (national, international, statutory and treaty) affecting the civil maritime community.

   g. Obtain spectrum availability authorization (OMB-A11) for CG/DOT radio systems.

   h. In coordination with Commandant(G-NRS), support CG participation in the COSPAS-SARSAT search and rescue satellite system and for EPIRBs.

   i. Broker implementation of distress and safety radiocommunications services on behalf of the civil maritime community and federal agencies.

   j. Provide guidance and resources to the CG Telecommunications Systems Command for implementation of CG telecommunications plans.

PROGRAM MANAGEMENT BRANCH
(G-TTM-1)

1. Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Program Management Branch shall:

   a. Maintain and coordinate development and promulgation of policy and promulgate procedure guidance for operation of CG telecommunications systems.

   b. Maintain CG telecommunications plans that may be required to support budget requests. Provide support and input to Commandant (G-TA) in to develop and maintain strategic Information Resources Management and Telecommunications Plans.

   c. Coordinate with the CG Telecommunications Systems Command to obtain evaluation of proposals for changes to CG telecommunications equipments, systems, and networks. Provide Commandant's validation of approved changes.

   d. Ensure compatibility of CG telecommunications plans and policies with those of Departments, the U.S. Navy and other agencies.

   e. Provide policy guidance and plans for the CG secure communications program.

   f. Coordinate mobilization requirements for the CG Telecommunications System.

   g. Review and monitor programs and projects involving C3 systems to ensure compatibility with CG long-range telecommunications plans, policies and objectives.

   h. Coordinate C3 planning for the Maritime Defense Zones with the Navy.

   i. Coordinate with the CG Telecommunications Systems Command to formulate the CG telecommunications program annual budget.

   j. Provide CG Telecommunications Program guidance in the form of Telecommunications Plans, policies, and new or revised operational requirements to the CG Telecommunications Systems Command as planning factors for resource allocations and budget requests.

   k. Coordinate long term budget planning for the CG Telecommunications System, including Issues/Resource Change Proposals.

   l. Provide support for the division chief in SOLAS and IMO.

   m. Provide liaison to the civil maritime community for radiocommunications matters. Maintain liaison with the Radio Technical Commission for Maritime Services (RTCM), National Weather Service, Defense Mapping Agency, the International Maritime Satellite Organization (INMARSAT) and its U.S. signatory, COMSAT, and the Federal Communications Commission for matters affecting safety of life at sea. Broker implementation of Distress and Safety telecommunication services.

RADIO ENGINEERING STAFF
(G-TTM-2)

1. Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Radio Engineering Staff shall:

   a. Represent the Coast Guard, the Department of Transportation Office of the Secretary and administrations (less FAA and RSPA) and the civil maritime community before organizations developing radio regulatory standards and policies.

   b. Provide official liaison with the Federal Communications Commission (FCC), Interdepartment Radio Advisory Committee (IRAC), International Telecommunications Union (ITU) through the Department of State, Radio Technical Commission for Maritime Services (RTCM) and similar national/international organizations.

   c. Interpret/implement radiocommunications/navigation standards and regulations (national, international, statutory and treaty) affecting the civil maritime community.

   d. Obtain spectrum availability authorization (OMB-A11) for new Coast Guard/DOT radio systems.

   e. Provide technical and support management for Coast Guard participation in the COSPAS-SARSAT search and rescue satellite system and for EPIRBs.

   f. Participate in review of major Coast Guard/DoT and external radio systems that could affect Coast Guard/DoT operations.

   g. Perform technical studies to characterize and resolve cases of radio interference.

   h. Undertake radio engineering studies, projects and trials in support of national and international spectrum planning.

   i. Undertake radio engineering studies, projects and trials to support new telecommunications systems or changing regulations needed to meet national maritime or CG operational requirements.

   j. Provide base technology support to the Frequency Assignment Staff.

   k. Represent the Commandant on high-level radio-communications standards affecting the civil maritime community.

FREQUENCY ASSIGNMENT STAFF
(G-TTM-3)

1. Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Frequency Assignment Staff shall:

   a. Represent the Coast Guard, the Department of Transportation, Office of the Secretary and DOT administrations (less FAA and RSPA) on the Interdepartment Radio Advisory Committee's Frequency Assignment Subcommittee (FAS), International Notification Group (ING) and such adhoc groups as directed by the Chief, Telecommunications Management Division.

   b. Serve as Coast Guard representative on the Military Communications Electronics Board's Joint Frequency Panel (MCEB/JFP).

   c. Provide radio frequency resources for Coast Guard units and Department of Transportation, Office of the Secretary and DoT administrations (less FAA and RSPA) radiocommunications and navigation systems, based upon availability search, coordination and interference predictions.

   d. Review (or participate in review) of major Coast Guard/DoT and external radio systems that could affect CG/DoT operations.

   e. Resolve radio interference problems to Coast Guard/DoT spectrum dependent systems.

   f. Review and apply for international frequency registration and protection with the International Telecommunications Union's International Frequency Registration Broad (IFRB).

   g. Manage enforcement of radio regulations (e.g. violations) with the Federal Communications Commission (FCC), National Telecommunications and Information Administration (NTIA), or other agencies.

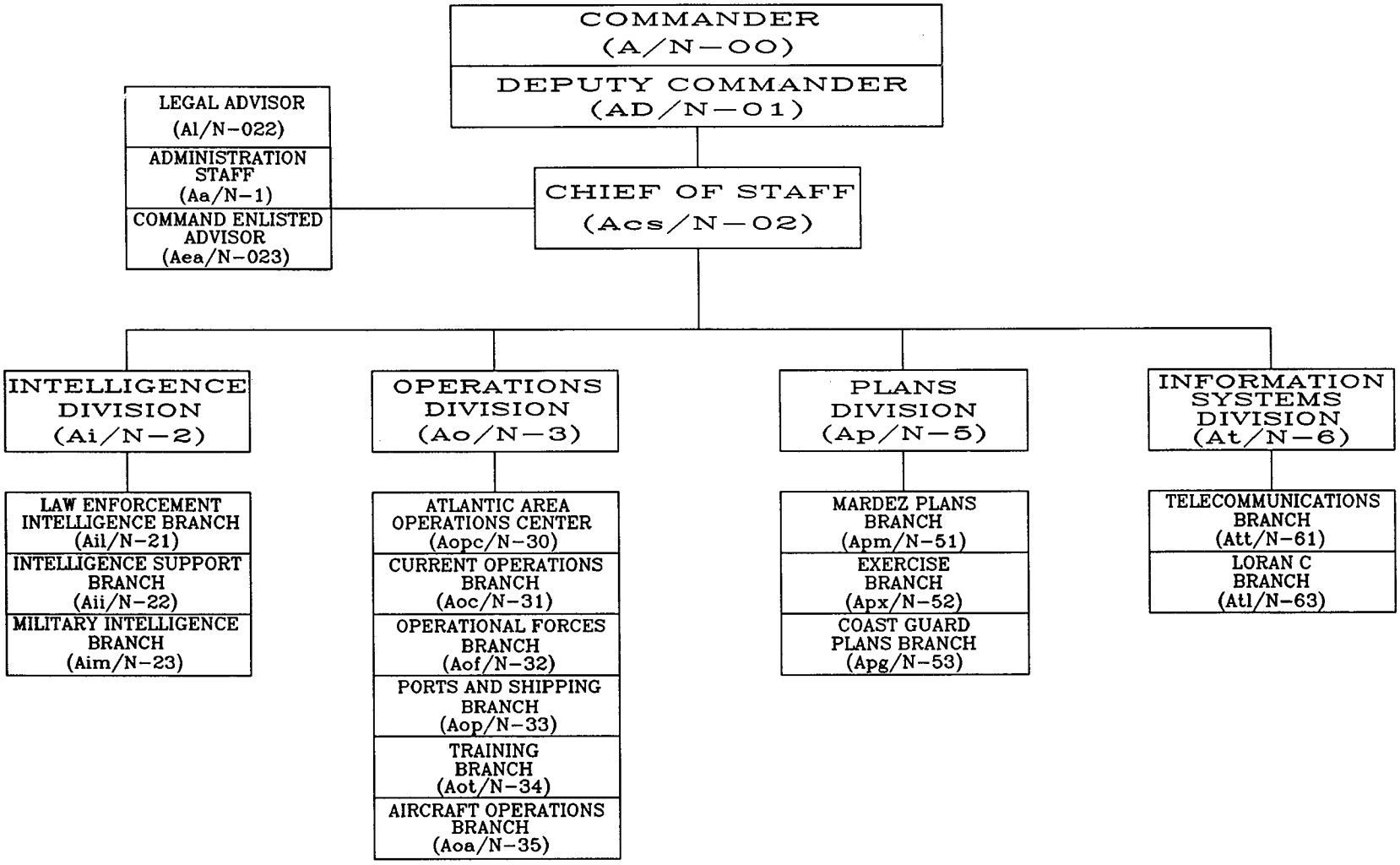
   h. Maintain the Coast Guard Radio Frequency Plan.

   i. Maintain Coast Guard and Department of Transportation (less FAA and RSPA) requirements in the NTIA Emergency Readiness Plan for use of the Radio Spectrum (ERP).

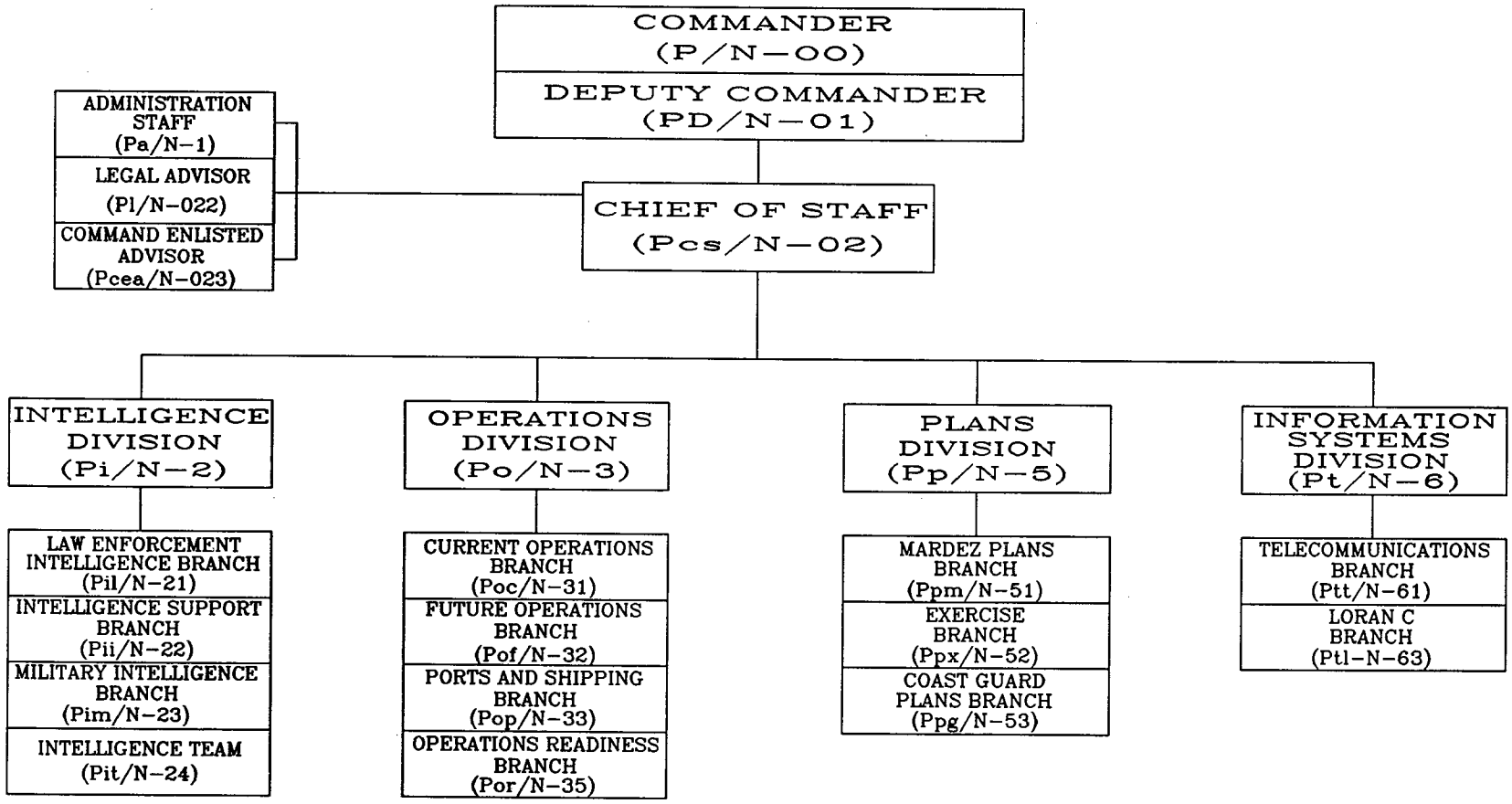
CHAPTER THREE

AREA OFFICE ORGANIZATION

ATLANTIC AREA/MDZ ATLANTIC



PACIFIC AREA/MDZ PACIFIC



THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3 -- ORGANIZATION OF AREA OFFICES

A. Summary of Area Office Organization.

1. The **Area Commander** under the direction of the Commandant, is responsible for overall mission performance within the respective Area and serves as the intermediate echelon of command between the Commandant and intra–Area District and Maintenance and Logistics Commanders. The Area Commander:

   a. Has specific authority and responsibility to plan, coordinate and control operations in any mission which involves more than one district or which, by the Area Commander's judgment, is better dealt with at the Area level.

   b. May reassign resources to meet temporary, specific operational situations.

   c. May recommend to the Commandant permanent resource changes which will improve operational efficiency and/or effectiveness.

   d. Administers and directs activities of operating level units under the Area Commander's immediate command on a permanent basis.

   e. Is designated, Commander, Maritime Defense Zone for the respective Area.

2. The **Deputy Area Commander** acts as Area Commander in the absence of the Area Commander.

3. The **Chief of Staff** acts for the Area Commander and the Deputy Area Commander in their absence and supervises and directs the following staff components:

   a. **Special Staff elements:**

      Administration Staff
      Command Enlisted Advisor
      Hearing Officers**
      Legal Advisor

   b. The **Assistant Chief of Staff for Intelligence** manages the Area intelligence program and the Area operations security program.

   c. The **Assistant Chief of Staff for Operations** plans, coordinates and supervises all non–exercise operational matters including current and future operations; plans and exercises tasks required of the Regional SAR Coordinator; develops schedules for WHECs, WMECs, WAGBs, and certain fixed wing aircraft in the Area and establishes and maintains a training program to enhance the operational efficiency and readiness of Area units;

   d. The **Assistant Chief of Staff for Plans** develops and maintains all war plans and schedules exercises to evaluate all war plans.

   e. The **Assistant Chief of Staff for Information Systems** exercises operational control over Area communication systems and manages all Area Loran–C operations.

B. RELATIONSHIP OF AREA AND DISTRICT COMMANDERS. The Area Commander is the senior Coast Guard operational Commander in the respective Area. While District

Commanders have full operational authority within their District, they will keep their respective Area Commander informed about significant operational matters in their districts. When by the Area Commander's judgment a specific operation is better dealt with at the Area level, the Area Commander may take control of that event. In doing so the Area Commander may take temporary control of district resources and/or place them under the control of another District Commander, when by the Area Commander's judgment such action is needed. District Commanders will insure that the Area Commander reviews proposals to add, delete or permanently change operating resources/capabilities under their control. Area Commanders schedule and control routine operations of major assets such as WHECs, WMECs, WAGBs, HU-25 interceptors and C-130 aircraft to improve overall mission performance. Administrative control/responsibility of major assets is vested with the Area Commanders.

C. **RELATIONSHIP OF AREA AND MARITIME DEFENSE ZONE.** The Area Commander is also a U. S. Naval Commander as Commander, U. S. Maritime Defense Zone (Atlantic Area (A)-COMUSMARDEZLANT; Pacific Area (P)-COMUSMARDEZPAC) with the additional responsibilities as a Task Force Commander (A-CTF 89; P - CTF 16) under the command of the respective U. S. Navy Fleet Commander in Chief. Maritime Defense Zone Commands are contingency organizations. In peacetime, only a skeletal organization is maintained to develop and maintain required plans, to conduct training exercises relating to the coastal defense of the United States and to carry out administrative activities necessary to insure preparedness of the command to meet full contingency responsibilities. Maritime Defense Zone Commands may be fully activated whenever such action is in the best interests of the country. When functioning as Maritime Defense Zone Commander, the Area Commander is the principal assistant to the cognizant Fleet Commander in Chief for coastal defense matters. While acting as a Maritime Defense Zone Commander, the Area Commander continues to function as the senior Coast Guard Commander for Coast Guard matters.

D. **FUNCTIONS COMMON TO ALL ORGANIZATIONAL ELEMENTS.** Certain common functions are the responsibility of the heads of all organizational elements. To reduce duplication, these common functions are listed below:

1. Monitoring and evaluating internal management processes and taking steps to remedy problems associated with organizational and functional alignments, work procedures, manpower utilization, grade/rank structure and delegations of authority.

2. Indoctrinating, supervising, coordinating, and disciplining subordinate personnel. (Discipline shall include all legitimate and constructive action which promotes morale and efficiency among employees.

3. Coordinating assigned functions with the functions of other organizational elements.

4. Taking action on communications.

5. Maintaining adequate records.

6. Preparing and/or processing special and routine reports.

7. Developing directives and instructions.

8. Maintaining liaison with other Federal agencies and outside organizations.

9. Discharging responsibilities prescribed by Coast Guard Regulations and by other orders and directives issued by higher authority.

10. Carrying out studies, planning, evaluation and budget development relative to improvement of current operations and implementation of plans and programs as approved by competent authority.

THIS PAGE INTENTIONALLY LEFT BLANK

COMMANDER, ATLANTIC AREA/MARITIME DEFENSE ZONE ATLANTIC (A/N-OO)

Mission. To coordinate or direct emergency or contingency operations within the Area where a multi-district effort is required; to serve as the intermediate echelon of command between the Commandant and intra-Area District and Maintenance and Logistics Commanders.

Functions.

1. Commander, Atlantic Area, under the general direction of the Commandant shall:

a. Plan, coordinate and direct interdistrict operations and utilization of operational resources. This shall include, but not be limited to:

(1) Search and Rescue

(2) Enforcement of Laws and Treaties

(3) Polar Icebreaking

(4) Marine Environmental Response

(5) Marine Science Activities

(6) Contingency Preparedness/Defense Operations

(7) Mobilization

(8) Communications Services

(9) Loran-C

(10) Operational Evaluation

(11) Port and Environmental Safety

(12) International Ice Patrol

(13) Operational Intelligence

b. Control any operations which, in the judgment of the Area Commander, are most effectively coordinated at the Area level. This will include the operational activities described in 1(a) above and the utilization of WHEC, WMEC, WAGB and fixed wing aircraft resources in the Area.

c. Coordinate interdistrict planning for such matters as:

(1) Port access.

(2) Standardization of shipboard doctrine and training.

(3) Significant common problems which cross district lines. This will include the temporary transfer of resources between districts (e.g., funds, personnel, capital resources, etc.) to meet specific operational needs and the development of recommendations for the permanent reallocation of such resources when appropriate.

d. Administer and direct activities of operating level units under the Area Commander's immediate command on a permanent basis and provide for logistic support of assigned Area units by the Maintenance and Logistics Command Atlantic.

e. Administer the Automated Mutual Assistance Vessel Rescue (AMVER) System.

f. Maintain liaison with the maritime industry, commercial aviation industry and others having interest in Coast Guard activities. All district relations associated with military commands at the unified or specific command level shall be coordinated through the respective Area Commander/Maritime Defense Zone Commander.

2. Commanders, Coast Guard Atlantic and Pacific Area are designated Commanders, Maritime Defense Zone Atlantic and Pacific, subordinate to the Commanders, Atlantic and Pacific Fleet, for the coastal defense of the United States. Commander, Maritime Defense Zone shall:

a. Plan for the defense of the Maritime Defense Zone across the entire defense continuum assigned by the respective fleet commander.

b. Act as the principal assistant to, and direct representative of, the fleet commander in Maritime Defense Zone matters within the respective zone.

c. Conduct a Maritime Defense exercise program. Execute a remedial action program for military readiness deficiencies.

d. Coordinate and direct the Maritime Defense Zone Sector Commanders in all warfare disciplines in support of Maritime Defense Zone operation plans and exercises.

e. Coordinate logistic support for Maritime Defense Zone Sector Commanders from either Navy or Coast Guard support sources. Prepare and coordinate annual Navy and Coast Guard budget requests through appropriate commander, to the Coast Guard and Navy.

f. Identify and coordinate requests for studies and research in applicable warfare and support areas appropriated to the Maritime Defense Zone.

g. In wartime, or when directed by the President, perform those tasks assigned to the Maritime Defense Zone by the applicable fleet commander. Exercise operational control over forces conducting Maritime Defense Zone operations. Exercise military oversight over courses of action and activities conducted by component forces under, or in support of, Maritime Defense Zone taskings and military requirements.

h. Utilize an organizational structure that incorporates active duty and reserve personnel, both Coast Guard and Navy, in support of the Total Force concept.

DEPUTY COMMANDER, ATLANTIC AREA/MARITIME DEFENSE ZONE ATLANTIC (Ad/N-01)

1. The Deputy Commander, Atlantic Area/Maritime Defense Zone Atlantic billet is filled by a Navy flag officer when the Command is activated and by the Chief of Staff during all other times.

   a. Act as the principal advisor to Commander, Atlantic Area/Maritime Defense Zone Atlantic.

   b. Supervise and direct the Atlantic Area and Maritime Defense Zone Atlantic staff.

   c. Act as Commander, Maritime Defense Zone Atlantic and Commander, Atlantic Area in the commanders absence.

   d. Provide oversight for units assigned to Maritime Defense Zone Atlantic and to units assigned to Atlantic Area.

   e. Supervise Atlantic Area/Maritime Defense Zone Atlantic planning, exercise development/execution, and exercise evaluation.

CHIEF OF STAFF, ATLANTIC AREA/MARITIME DEFENSE ZONE ATLANTIC (Acs/N-02)

1. Under the general direction of the Commander, Atlantic Area/Commander, Maritime Defense Zone Atlantic, the Chief of Staff Atlantic Area/MARDEZLANT shall:

   a. Act as a principal advisor to Commander and Deputy Commander, Atlantic Area/Maritime Defense Zone Atlantic and act for them in their absence.

   b. Supervise and direct staffs of Commander, Atlantic Area/ Maritime Defense Zone Atlantic.

   c. Supervise Atlantic Area/Maritime Defense Zone budget development and submission.

   d. Supervise preparation of recommendations for permanent and temporary reallocation of Atlantic Area resources.

   e. Assist preparation of Maritime Defense Zone Atlantic planning, exercise development/execution and exercise evaluation.

   f. Act as Chairman of the Atlantic Area Awards Board.

ADMINISTRATION STAFF
(Aa/N-1)

1. Under the general direction and supervision of the Chief of Staff, the Chief, Administration Staff shall:

   a. Assign Coast Guard enlisted personnel attached to Atlantic Area/Maritime Defense Zone Atlantic Staff.

   b. Direct, supervise and coordinate personnel administration of Coast Guard military personnel attached to Atlantic Area/Maritime Defense Zone Atlantic staff including liaison with appropriate Personnel Reporting Unit(s) and MLC Atlantic.

   c. Develop immediate Atlantic Area staff requirements and justifications.

   d. Act as Commanding Officer of Coast Guard enlisted personnel attached to Atlantic Area/Maritime Defense Zone Atlantic Staff.

   e. Provide immediate staff support in matters of personnel, administration, supply, procurement, and finance. Act as Chief of Staff's liaison with MLC Atlantic in matters concerning personnel, finance, general administration and management.

   f. Represent Atlantic Area staff on appropriate groups concerning office space allocation and logistics.

   g. Act as Secretary of the Atlantic Area Budget Review Board and maintain ledgers for accounts as directed by the Chief of Staff.

   h. Act as Executive Secretary to the Area Awards Board.

   i. Maintain directives/instructions affecting the conduct of Atlantic Area/Maritime Defense Zone Atlantic affairs.

   j. Review district and MLC Atlantic Planning, Programming, Budgeting and Evaluation System inputs, including:

      (1) Planning factors and criteria.
      (2) Long range objectives, plans and programs.
      (3) Planning proposals and development plans.
      (4) AC&I Project Proposals and Environmental Impact Statements.
      (5) Resource utilization.

   k. Manage Atlantic Area/Maritime Defense Zone Atlantic Security Program.

COMMAND ENLISTED ADVISOR
(Aea/N–023)

1. Under the general direction and supervision of the Area Commander and the Chief of Staff, the Command Enlisted Advisor shall:

   *a. Assist and advise the Area Commander/Chief of Staff in matters pertinent to the morale and general well–being of enlisted personnel and their dependents.

   b. Remain informed concerning current personnel policies including pay and allowance, morale, welfare, housing and incentive programs and serve as a source of information about them to individual Coast Guard personnel.

   c. Communicate periodically with the Master Chief Petty Officer of the Coast Guard to provide input data and exchange ideas regarding all enlisted members.

   d. Provide articles of interest to enlisted members by Area bulletins or newsletters addressing current enlisted programs, opportunities, and policies.

   e. Upon invitation, act as the enlisted representative of the Area Commander/Chief of Staff in community and civic functions, and accompany the Area Commander/Chief of Staff to official functions, inspections, and ceremonies in which enlisted members are participating.

   f. Frequently visit units within the Area and meet informally with enlisted personnel to exchange ideas and disseminate information which affects the enlisted community.

   g. Assist in ensuring that lines of communication, both written and oral, are available to all enlisted personnel of the command.

   *h. Provide the Area Commander/Chief of Staff with an evaluation of the impact on enlisted personnel of proposed policy changes.

   i. Assist in the reception of official enlisted visitors to the command.

   j. Through all assigned functions, attempt to increase the desirability of a Coast Guard career.

   * The majority of the day to day functions will be accomplished at the Chief of Staff level, however, the Command Enlisted Advisor is authorized direct contact with the Area Commander as the situation may warrant.

INTELLIGENCE DIVISION
(Ai/N-2)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Intelligence shall:

   a. Manage Atlantic Area/Maritime Defense Zone Atlantic Intelligence Program. Duties include: (1) serving as Area/Zone collection manager; (2) analyzing, producing and disseminating strategic, operational, and tactical intelligence in support of Coast Guard missions; (3) preparing and executing intelligence annexes to Area Operations Plans (OPLANS) and Operations Orders (OPORDS); (4) and coordinating training program for Area intelli-gence personnel.

   b. Perform duties of Area Special Security Officer (SSO). Includes managing the Special Intelligence Communications Center (SPINTCOMM), Sensitive Compartmented Information Facility (SCIF), and all Special Compartmented Information (SCI) programs.

   c. Maintain liaison with other military, Federal, state, and local intelligence agencies/organizations.

   d. Manage, coordinate, and execute assigned technical collection programs and operations.

LAW ENFORCEMENT INTELLIGENCE BRANCH
(Aii/N-21)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief, Law Enforcement Intelligence Branch shall:

   a. Supervise Atlantic Area law enforcement intelligence collection programs, including the Photographic Intelligence Program.

   b. Maintain working relationships/liaison with appropriate Federal, state, and local law enforcement intelligence collection and analysis personnel.

   c. Supervise analysis and evaluation of all law enforcement intelligence information received.

   d. Analyze and produce finished strategic, operational or tactical intelligence as required to support Coast Guard law enforcement missions.

   e. Manage technical collection programs and operations.

INTELLIGENCE SUPPORT BRANCH
(Aii/N-22)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief, Intelligence Support Branch shall:

   a. Ensure timely dissemination of military and law enforcement intelligence (raw and finished) to authorized users including the appropriate Area and district commands.

   b. Maintain working relationships/liaison with other military, Federal, state, and local intelligence agencies and organizations.

   c. Supervise operation of the Special Intelligence Communications Center (SPINTCOMM) and Sensitive Compartmented Information Facility (SCIF). Manage appropriate SCI programs.

   d. Manage the Division's ADP equipment and all administrative needs.

MILITARY INTELLIGENCE BRANCH
(Aim/N–23)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief, Military Intelligence Branch shall:

   a. Supervise Atlantic Area/Maritime Defense Zone Atlantic military intelligence collection for both conventional warfare (military threat from surface, sub–surface, and airborne military units) and unconventional warfare (terrorism, sabotage, and espionage).

   b. Maintain working relationships/liaison with appropriate other military, Federal, state, and local military intelligence collection and analysis personnel.

   c. Analyze and produce strategic, operational, and tactical intelligence in support of Coast Guard military readiness and MDZ responsibilities.

   d. Coordinate and execute the training program for Area intelligence personnel.

   e. Assist subordinate MDZ sectors with developing and maintaining intelligence architecture and capabilities. Coordinate sector development of intelligence infrastructure, liaisons, and supporting plans.

OPERATIONS DIVISION
(Ao/N-3)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Operations shall:

   a. Plan, coordinate and supervise all non-exercise operational matters including current and future operations.

   b. Supervise operations in any operational mission area which involves more than one district or which in Commander, Atlantic Area's judgment are most efficiently dealt with at the Area level.

   c. Act as Regional SAR Mission Coordinator, exercising coordination with other services and agencies which participate in the SAR Plan for the appropriate Maritime Region.

   d. Provide oversight to all Atlantic Area districts and provide recommendations on the reallocation of resources between these districts as necessary on either a permanent or temporary basis.

   e. Prepare operating schedules for WHECs, WMECs, SBAs, E-2Cs, HU-25Cs and C-130 aircraft in the Atlantic Area/Maritime Defense Zone Atlantic.

   f. Direct the activities of the Atlantic Strike Team and the International Ice Patrol.

   g. Supervise and coordinate oceanographic and other scientific activities/projects of units within the Atlantic Area/Maritime Defense Zone Atlantic.

   h. Establish and maintain a training program designed to enhance the operational efficiency and readiness of Atlantic Area units.

   i. Monitor Area units to determine the adequacy of resources and ascertain readiness and the effective execution of programs.

   j. Manage the Atlantic Area Air Interdiction effort. Represent Atlantic Area at Regional Air Interdiction planning meetings with U. S. Customs and other agencies.

   k. Coordinate efforts to schedule and utilize DoD assets for law enforcement operations.

   l. Oversee the use of AFC-30 OE budgets for Atlantic Area cutters including fuel for Atlantic Area WHECs and WMECs.

ATLANTIC AREA OPERATIONS CENTER
(Aopc/N-30)

1. Under the direction and supervision of the Assistant Chief of Staff for Atlantic Area Operations, the Chief, Atlantic Area Operations Center shall:

   a. Establish and supervise a continuous duty officer watch in the Atlantic Area Operations Center.

   b. Exercise cognizance over current surface and air operations and provide for periodic briefings to the Commander, Atlantic Area and other Area Assistant Chiefs of Staff concerning current Area operations.

   c. Supervise the prosecution of search and rescue cases in the Western Atlantic SAR Coordination Region.

   d. Coordinate with the Assistant Chief of Staff for Planning for participation of the Operations Center during military exercises and for the activation of the Atlantic Area Battle Staff.

   e. Ensure that effective liaison with the various elements responsible for AMVER is provided to administer the AMVER system in the Atlantic Area/Maritime Defense Zone Atlantic.

CURRENT OPERATIONS BRANCH
(Aoc/N-31)

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief, Current Operations Branch shall:

   a. Direct all resources engaged in Atlantic Area/Maritime Defense Zone Atlantic controlled operations except air interdiction.

   b. Issue patrol orders and letters of instructions to resources under the operational control of Commander, Atlantic Area/Maritime Defense Zone Atlantic. Coordinate requests for foreign port visits by those resources.

   c. Plan and coordinate operations in any operational mission area which involve more than one district or which in Commander, Atlantic Area's judgment are most efficiently dealt with at the Area level.

   d. Coordinate response to marine environmental pollution incidents under Atlantic Area cognizance to ensure full compliance with the National Contingency Plan.

   e. Coordinate all requests from Atlantic Area districts for other agency assets to support law enforcement operations. Participate in other agency scheduling conferences and input approved support into the formal Office of National Drug Control Policy (ONDCP)/DOD scheduling process.

   f. Review and coordinate all drug interdiction OPLANS/OPORDERS from Area districts for marine interdiction. Ensure coordination of marine interdiction efforts.

   g. Manage the program to put the Atlantic Area Coast Guard Tactical Law Enforcement Team (TACLET) and Law Enforcement Detachments (LEDETS) on Navy ships of opportunity transitting traditional drug trafficking areas.

   h. Supervise the Summary Enforcement Event Report (SEER) Program in Atlantic Area, setting policy guidelines for all Atlantic Area districts.

   i. Represent Atlantic Area at annual war games to review/improve drug interdiction efforts by all law enforcement agencies.

   j. Provide a designated representative to the New England and the Mid-Atlantic Fisheries Management Councils.

   k. Maintain a fixed-gear reporting system and issue Broadcast Notices to Fishermen identifying the locations of reported fixed fishing gear in the Exclusive Economic Zone (EEZ) of the North Atlantic. Assist National Marine Fisheries Service (NMFS) in resolving fishing gear conflicts.

   l. Coordinate National Data Buoy Center requests for resources to service, tow, or set/retrieve buoys or sites.

OPERATIONAL FORCES BRANCH
(Aof/N-32)

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief, Operational Forces Branch shall:

   a. Develop schedules for assigned cutters in the Atlantic Area/Maritime Defense Zone Atlantic.

   b. Act as program/facility manager for all assigned Atlantic Area/Maritime Defense Zone Atlantic cutters. This includes developing and managing AFC-30 OE and fuel budgets.

   c. Maintain liaison with MLC Atlantic as needed for monitoring and providing support to Atlantic Area cutters.

   d. Manage Departure Readiness Evaluation Program (DERE) within Atlantic Area.

   e. Establish and monitor readiness and training standards for cutters within Atlantic Area/Maritime Defense Zone Atlantic.

   f. Develop, evaluate, and promulgate operational and material doctrine and training standards for ASW systems in Atlantic Area/Maritime Defense Zone Atlantic. This includes the evaluation of TACMEMO (Tactical Warfare Memos) as developed by Commander, Atlantic Fleet.

   g. Coordinate sensor calibration programs for cutters including Weapons Systems Accountability Tests (WSAT) and Fleet Operational Readiness Checks Sites (FORACS), etc., within Atlantic Area/Maritime Defense Zone Atlantic.

   h. Supervise quality control efforts for inputs into SORTS data bases relating to units within Atlantic Area/Maritime Defense Zone Atlantic.

   i. Prepare and/or review officer performance evaluations for cutters within Atlantic Area/Maritime Defense Zone Atlantic.

   j. Coordinate scheduling of district cutters in support of Atlantic Area/Maritime Defense Zone Atlantic as necessary.

   k. Distribute Identification Friend or Foe (IFF) codes within Atlantic Area/Maritime Defense Zone Atlantic.

   l. Review planning proposals for operating facility changes submitted by Atlantic Area districts.

   m. Review and coordinate execution of operating facility changes received from Commandant for units within Atlantic Area/Maritime Defense Zone Atlantic.

   n. Review and make recommendations on operational surface resource requirements to carry out the Assistant Chief of Staff for Operations' responsibilities within Atlantic Area/Maritime Defense Zone Atlantic.

   o. Develop plans for future Atlantic Area/Maritime Defense Zone Atlantic needs.

   p. Prepare and maintain Atlantic Area/Maritime Defense Zone Atlantic standard operating procedures for areas of responsibilities.

q. Prepare and maintain the annual budget for the Operations Division.

PORTS AND SHIPPING BRANCH
(Aop/N-33)

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief, Ports and Shipping Branch (when activated) shall:

   a. Act as the principal marine safety advisor to Commander, Maritime Defense Zone Atlantic in matters involving commercial vessel safety, port and environmental safety/security and marine environmental response.

   b. Coordinate and control marine safety matters requiring a high degree of cooperation between Maritime Defense Zone Atlantic sectors.

   c. Establish and maintain liaison and necessary working relationships with cognizant representatives of Federal/state/local agencies, shipping interests, labor and other maritime groups on matters involving commercial vessel safety, port safety/security, and marine environmental protection.

TRAINING BRANCH
(Aot/N-34)

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief, Training Branch shall:

   a. Coordinate and schedule with Commander, USN, Training Command, Atlantic, for Area and district cutters, the following:

      (1) Training Readiness Evaluations (TREs)

      (2) Refresher Training (REFTRA)

      (3) Shakedown Training (SHKDN)

      (4) Limited Team Training (LTT)

   b. Provide funding to U.S. Navy personnel to carry out all homeport TREs, exportable LTT and REFTRA.

   c. Coordinate, schedule and provide funding for:

      (1) all exportable U.S. Navy training to both Area and district cutters.

      (2) Coast Guard shipboard personnel to attend resident training courses in accordance with COMDTINST M3502.4 (series).

   d. Coordinate and schedule Training Availabilities (TRAVs) for both Area and district cutters.

   e. Solicit, review and approve/disapprove short-term Resident Training Requests from Area vessels and district units.

   f. Coordinate, schedule, update curriculums and lesson plans and direct the operations of Atlantic Area Maritime Law Enforcement Training Assistance Teams and the Atlantic Area Operations/Mobility Training Assistance Teams.

   g. Prepare training reports and forward the reports to the unit and the operational commander of the unit receiving training from Atlantic Area Training Assistance Teams.

   h. Review and approve district-generated Operations/Mobility and Maritime Law Enforcement type curriculums and lesson plans.

   i. Review training reports, identify training deficiencies and make recommendations for corrective action.

   j. Review training programs. Identify potential program enhancement that directly affect Area cutters. Forward recommended changes to Commandant.

k. Evaluate, approve, coordinate and fund quotas, for the use of equivalent courses or training facilities which are not Coast Guard or U.S. Navy maintained.

l. Develop annual training plans in accordance with COMDTINST M1500.10 (series) and COMDTINST M3502.4 (series).

m. Administer the Atlantic Area Awards Program for cutters participating in refresher training.

AIRCRAFT OPERATIONS BRANCH
(Aoa/N-35)

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief, Aircraft Operations Branch shall:

   a. Direct all air interdiction resources engaged in operations controlled by Atlantic Area/Maritime Defense Zone Atlantic.

   b. Review and coordinate all drug interdiction OPLANS/OPORDERS from Area districts. Ensure coordination of air interdiction efforts and efficient utilization of assets.

   c. Develop a quarterly air interdiction strategy based on threat assessments from various sources (CAA[Ai], ONDCP, EPIC, ICC, CNAC, etc.). Promulgate this strategy to all agencies and units involved in air interdiction (DOD, USCS, districts, OPBAT, etc.).

   d. Prioritize all approved air interdiction missions.

   e. Task/request various commands/agencies to provide assets to the air interdiction mission. This includes USCG, DOD, USCS, DEA and local law enforcement agencies.

   f. Allocate resources to carry out the highest priority missions. This includes funding for operations requiring forward deployment of assets.

   g. Monitor all air interdiction operations and accommodate changes as they inevitably occur.

   h. Develop quarterly assessment of operations and recommend improvements to ONDCP.

   i. Make weekly reports of air interdiction operations to Commandant.

   j. Provide high level participation in DOD/USCG/USCS conferences.

   k. Set policies, e.g. deployment length and operating guidelines, concerning land-based aerostats (LBAs) and E2C and HU25C aircraft.

   l. Review the placement of various assigned assets and monitor new projects, e.g. AEW EC-130s and sea-based aerostats (SBAs), involved in the air interdiction mission in order to refine interdiction efforts.

   m. Manage the Atlantic Area aviation program by:

      (1) developing schedules for fixed wing aircraft to meet mission requirements (i.e., air interdiction, International Ice Patrol, other government agency requests, etc.),

      (2) providing fixed and/or rotary wing aircraft to Atlantic Area districts when needed assets are not available from within,

      (3) developing Atlantic Area aviation policy guidelines,

      (4) and reviewing and making recommendations on aircraft utilization and mission planning.

   n. Oversee all geographically separated operational Area units including, International Ice Patrol and the Atlantic Area Strike Team.

PLANS DIVISION
(Ap/N-5)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Plans shall:

   a. Coordinate development of and maintain all contingency and general war plans.

   b. Schedule field and command post exercises to evaluate contingency and general war plans.

   c. Plan and program Maritime Defense Zone Atlantic resource requirements through the Coast Guard RCP and Navy POM processes.

MARDEZ PLANS BRANCH
(Apm/N-51)

1. Under the direction and supervision of the Assistant Chief of Staff for Plans, the Chief, MARDEZ Plans Branch shall:

   a. Develop and maintain Maritime Defense Zone Command Atlantic operations plans. Review all subordinate Sector Command plans.

   b. Plan and program resource requirements through the Coast Guard and Navy budget processes.

   c. Develop and maintain anti/counter-terrorism operations plans.

   d. Monitor research and development programs that may affect Maritime Defense Zone operations.

   e. Act as the primary point of contact for naval reserve liaison with COMNAVRESFOR, Naval Reserve Readiness Commands, Naval Reserve Centers and Naval Reserve Units.

   f. Analyze Navy staff mobilization requirements and submit NAMOS documentation as necessary to effect required mobilization.

EXERCISE BRANCH
(Apx/N-52)

1. Under the direction and supervision of the Assistant Chief of Staff for Plans, the Chief, Exercise Branch shall:

   a. Be responsible for all aspects of developing and scheduling exercises necessary to evaluate Atlantic Area/Maritime Defense Zone Atlantic war and peacetime contingency plans.

   b. Oversee and administer the execution of Maritime Defense Zone Atlantic Sector command exercises.

   c. Monitor qualifications of personnel assigned to the Maritime Defense Zone crisis action team. Identify training requirements and ensure assigned personnel are properly trained.

   d. Administer the Remedial Action Program (RAP).

COAST GUARD PLANS BRANCH
(Apg/N-53)

1. Under the direction and supervision of the Assistant Chief of Staff for Plans, the Chief, Coast Guard Plans Branch shall:

   a. Be responsible for the development and maintenance of the COMCOGARDLANT OPLANS to direct Coast Guard operations through transition to MDZ operations and provide Service guidance on Coast Guard unique tasks. Also be responsible for the development and maintenance of COMCOGARDLANT OPLANS to support the OPLANS of other Combatant Commanders receiving USACOM forces when executed.

   b. Oversee the development and maintenance of the Atlantic Area/Maritime Defense Zone Atlantic Logistic Support Mobilization Plan (LSMP).

   c. Maintain the Coast Guard Wartime Personnel Allowance List (WPAL).

   d. Analyze Atlantic Area mobilization requirements and submit documentation to the Commandant as necessary.

   e. Serve as primary point of contact for Coast Guard Reserve matters.

INFORMATION SYSTEMS DIVISION
(At/N-6)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Information Systems shall:

   a. Manage the Atlantic Area Communications System and all Atlantic Area/MDZ Loran-operations.

   b. Establish and maintain liaison with government agencies, civilian organizations and the international maritime community to enhance communications and electronic navigation services.

   c. Obtain information on plans and requirements for the purpose of developing information and communications services to provide timely, reliable, secure and rapid communications and accurate data required for Coast Guard and Atlantic Area/Maritime Defense Zone Atlantic Operations.

   d. Ensure optimum use of communications resources and compliance with both Coast Guard communications standards and plans within the Atlantic Area/Maritime Defense Zone Atlantic.

   e. Assure a level of staff training that will provide for a smooth transition into the wartime organization.

TELECOMMUNICATIONS BRANCH
(Att/N-61)

1. Under the direction and supervision of the Assistant Chief of Staff for Information Systems, the Chief, Telecommunications Branch shall:

   a. Exercise direct operational and administrative control over the Atlantic Area Communications System, including the Atlantic Area Telecommunications Center, communications stations, interdistrict landlines and Transportable Communications Centrals (TCC's). Via the operational chain-of-command, manage all communications resources within Atlantic Area.

   b. Develop plans, evaluate and coordinate all requirements for changes and upgrades in the communication systems within the Atlantic Area/Maritime Defense Zone Atlantic.

   c. Supervise the operation of the Atlantic Area Telecommunications Center. Ensure record communications requirements for the Atlantic Area, MARDEZLANT and MLC Atlantic staffs are met. Provide communications support for LANTAREA/MARDEZLANT participation in scheduled and unscheduled exercises.

   d. Manage the Atlantic Area Communications Security Material System (CMS). Provide guidance for Atlantic Area units in the maintenance of CMS accounts, establish a uniform CMS material allowance list. Maintain a CMS Inspection program for district offices, WHECs, WMECs, WAGBs, and communications stations.

   e. Fulfill the duties of Classified Material Control Officer, NATO Control Officer, COMTAC Officer, and Top Secret Control Officer for Atlantic Area/Maritime Defense Zone Atlantic Staff. Ensure distribution of communications and readiness publications to Atlantic Area/Maritime Defense Zone Atlantic units.

   f. Maintain the Communications Annexes of both Atlantic Area and Maritime Defense Zone Atlantic SOPs, OPLANs and OPORDs.

   g. Implement and maintain an operational inspection program of all communication stations; conduct formal inspections at least annually with follow up assist visits as required.

LORAN-C BRANCH
(Atl)/(N-63)

1. Under the direction and supervision of the Assistant Chief of Staff for Information Systems, the Chief, Loran-C Branch shall:

   a. Act as the Atlantic Area Loran-C Regional Manager.

   b. Exercise direct operational control over all elements of Atlantic Area Loran-C chains; provide procedural guidance on Loran-C operations consistent with those policies/procedures issued by the Commandant. Ensure uniformity in policies/procedures. Identify and take action to correct problem areas/trends.

   c. Maintain awareness of issues directly impacting on the ability of Atlantic Area Loran-C chain elements to meet their operational mission. As necessary, coordinate with the responsible entities to ensure adequate support resources.

   d. Exercise direct operational control over all dedicated communication nets used by Atlantic Area Loran-C chains. Investigate and evaluate communication requirements for all elements of Atlantic Area Loran-C chains.

   e. Implement and maintain a Loran-C operational inspection program of all Loran-C chain elements; conduct formal inspections at least yearly with follow-up assist visits. Ensure operating and training standards are being met.

   f. Maintain close liaison with the other Loran-C Regional Managers to coordinate common aspects of Loran-C operations, training and reports.

   g. Evaluate, in terms of operational risk and impact on unit personnel resources, all requests for data probes/field tests from any source external to the Loran-C operational control chain.

   h. Establish criteria, develop and implement a Loran-C operational award program for Atlantic Area Loran-C chains after consultation with Commandant (G-N) and other appropriate regional managers.

   i. Review all planned changes to the Atlantic Area Loran-C system and provide appropriate comments and input regarding operational impact and compliance with current operational directives. Conduct an operational certification when system is changed.

   j. Evaluate all requests for Authorized Unusable Time (AUTM) affecting Atlantic Area Loran-C transmitting stations to protect users against excessive loss of service. Ensure that only necessary AUTM is granted.

   k. Prepare analysis of unusable time events under the circumstances specified in current directives and provide Commandant (G-N) with copies of significant event analyses.

   l. Take appropriate action to protect the Atlantic Area Loran-C system from radio frequency interference by others; ensure Loran-C does not interfere with others.

   m. On all matters related to Atlantic Area Loran-C, act as the sole point-of-contact with the Canadian Coast Guard. (Canadian entity responsible for operations/maintenance of Atlantic Area Loran-C chain elements located in Canada.)

n. Maintain liaison with users, appropriate government agencies, and industry in order to assure awareness of any endemic problem with the Atlantic Area Loran–C system; further, use such liaison to remain abreast of radionavigation technology and plans.

o. Ensure appropriate Notices to Mariners/Airmen are provided to Atlantic Area Loran–C chain users by maintaining close coordination with districts, the Federal Aviation Administration and the Canadian Coast Guard.

p. Maintain applicable directives and appropriate portions of Area and MDZ directives. Ensure distribution of applicable Loran–C radionavigation publications to all elements of Atlantic Area Loran–C chains.

q. Ensure the appropriate program and support managers receive timely information pertaining to Loran–C operational and support objectives, planning, policies, procedures, programming and budgetary administration.

r. Investigate and make recommendations to appropriate program and support managers for the resolution of broad–based radionavigation systems deficiencies in Atlantic Area Coast Guard vessels and aircraft.

s. Coordinate, with ACTEUR, the common aspects of Loran–C operations by Lorsta Angissoq, Greenland.

THIS PAGE INTENTIONALLY LEFT BLANK

COMMANDER, PACIFIC AREA/MARITIME DEFENSE ZONE PACIFIC (P/N-00)

Mission. To coordinate or direct emergency or contingency operations within the Area where a multi-district effort is required; to serve as the intermediate echelon of command between the Commandant and intra-Area District and Maintenance and Logistics Commanders.

Functions.

1. Commander, Pacific Area, under the general direction of the Commandant shall:

   a. Plan, coordinate, and direct interdistrict operations and utilization of operational resources. This shall include, but not be limited to:

      (1) Search and Rescue

      (2) Enforcement of Laws and Treaties

      (3) Polar Icebreaking

      (4) Marine Environmental Response

      (5) Marine Science Activities

      (6) Contingency Preparedness/Defense Operations

      (7) Mobilization

      (8) Communications Services

      (9) Loran-C

      (10) Operational Evaluation

      (11) Port and Environmental Safety

   b. Control any operations which, in the judgment of the Area Commander, are most effectively coordinated at the Area level. This will include the operational activities described in 1(a) above and the utilization of WHEC, WMEC, WAGB and fixed-wing aircraft resources in the Area.

   c. Coordinate interdistrict planning for such matters as:

      (1) Port access.

      (2) Standardization of shipboard doctrine and training.

      (3) Significant common problems which cross district lines. This will include the temporary transfer of resources between districts (e.g. funds, personnel, capital resources, etc.) to meet special operational needs and the development of recommendations for the permanent reallocation of such resources when appropriate.

d. Administer and direct activities of operating level units under the Area Commander's immediate command on a permanent basis and provide for logistic support of assigned Area units by the Maintenance and Logistics Command Pacific.

e. Administer the Automated Mutual Assistance Vessel Rescue (AMVER) System.

f. Maintain liaison with the maritime industry, commercial aviation industry and others having interest in Coast Guard activities. All district relations associated with military commands at the unified or specific command level shall be coordinated through the respective Area Commander/Maritime Defense Zone Commander.

2. Commanders, Coast Guard Atlantic and Pacific Area are designated Commanders, Maritime Defense Zone Atlantic and Pacific, subordinate to the Commander, Atlantic and Pacific Fleet, for the coastal defense of the United States. Commander, Maritime Defense Zone shall:

a. Plan for the defense of the Maritime Defense Zone across the entire defense continuum assigned by the respective fleet commander.

b. Act as the principal assistant to, and direct representative, of the Fleet Commander–in–Chief in Maritime Defense Zone matters within the respective zone.

c. Conduct a Maritime Defense exercise program. Execute a remedial action program for military readiness deficiencies.

d. Coordinate and direct the Maritime Defense Zone Sector Commanders in all warfare disciplines in support of Maritime Defense Zone operation plans and exercises.

e. Coordinate logistic support for Maritime Defense Zone Sector Commanders from either Navy or Coast Guard support sources. Prepare and coordinate annual Navy and Coast Guard budget requests through appropriate Commander to the Coast Guard and Navy.

f. Identify and coordinate requests for studies and research in applicable warfare and support areas appropriated to the Maritime Defense Zone.

g. In wartime, or when directed by the President, perform those tasks assigned to the Maritime Defense Zone by the applicable fleet commander. Exercise operational control over forces conducting Maritime Defense Zone operations. Exercise military oversight over courses of action and activities conducted by component forces under, or in support of Maritime Defense Zone taskings and military requirements.

h. Utilize an organizational structure that incorporates active duty and reserve personnel, both Coast Guard and Navy, in support of the Total Force concept.

3. The Commander, Pacific Area is the Secretary of Transportation's coordinating official for Federal Region 9. As such, Commander, Pacific Area is responsible to the Regional Federal Emergency Management Administration Director for coordination of Federal emergency transportation services.

DEPUTY COMMANDER, PACIFIC AREA/MARITIME DEFENSE ZONE PACIFIC (Pd/N-01))

1. The Deputy Commander, Pacific Area/Maritime Defense Zone Pacific billet is filled by a Navy flag officer when the Command is activated and by the Chief of Staff during all other times.

   a. Act as the principal advisor to Commander, Pacific Area/Maritime Defense Zone Pacific.

   b. Supervise and direct the Pacific Area and Maritime Defense Zone Pacific staff.

   c. Act as Commander, Maritime Defense Zone Pacific and Commander, Pacific Area in the Commander's absence.

   d. Provide oversight for units assigned to Maritime Defense Zone Pacific and to units assigned to Pacific Area.

   e. Supervise Pacific Area/Maritime Defense Zone Pacific planning, exercise development/execution, and exercise evaluation.

CHIEF OF STAFF, PACIFIC AREA/MARITIME DEFENSE ZONE PACIFIC (Pcs/N-02)

1. Under the general direction of the Commander, Pacific Area/Commander, Maritime Defense Zone Pacific, the Chief of Staff Pacific Area/MARDEZPAC shall:

   a. Act as a principle advisor to Commander and Deputy Commander, Pacific Area/Maritime Defense Zone Pacific and act for them in their absence.

   b. Supervise and direct staffs of Commander, Pacific Area/Maritime Defense Zone Pacific.

   c. Supervise Pacific Area/Maritime Defense Zone budget development and submission.

   d. Supervise preparation of recommendations for permanent and temporary reallocation of Pacific Area resources.

   e. Assist preparation of Maritime Defense Zone Pacific planning, exercise development/execution, and exercise evaluation.

   f. Act as Chairman of the Pacific Area Awards Board.

ADMINISTRATION STAFF
(Pa/N-1)

1. Under the general direction and supervision of the Chief of Staff, the Chief, Administration Staff shall:

   a. Coordinate the assignments and administration of personnel assigned to Pacific Area/Maritime Defense Zone Pacific with MLC Pacific (p).

   b. Maintain directives/instructions affecting the conduct of Pacific Area/Maritime Defense Zone Pacific affairs.

   c. Develop immediate Pacific Area/Maritime Defense Zone Pacific staff requirements and justifications.

   d. Act as Commanding Officer of Coast Guard enlisted personnel attached to Pacific Area/Maritime Defense Zone Pacific staff.

   e. Provide staff support for supply, procurement, and logistics matters. Act as Chief of Staff's liaison with MLC Pacific in matters concerning personnel, finance, general administration and management.

   f. Review, coordinate and assist in the development of district and MLC input to the Coast Guard Planning, Programming, Budgeting and Evaluation System, including:

      (1) Planning factors and criteria.
      (2) Long range objectives, plans and programs.
      (3) Planning proposals and development plans.
      (4) AC&I Project Proposals and Environmental Impact Statements.
      (5) Resource utilization.

   g. Review, coordinate and participate in studies and analyses which affect the management of the Area.

   h. Act as Secretary of the Pacific Area Budget Review Board and maintain ledgers for accounts as directed by the Chief of Staff.

   i. Manage the Pacific Area/Maritime Defense Zone Pacific Security Program, including classified material control and issuance of security clearances.

COMMAND ENLISTED ADVISOR
(Pcea/N–023)

1. Under the general direction and supervision of the Area Commander and the Chief of Staff, the Command Enlisted Advisor shall:

   *a. Assist and advise the Area Commander/Chief of Staff in matters pertinent to the morale and general well–being of enlisted personnel and their dependents.

   b. Remain informed concerning current personnel policies including pay and allowance, morale, welfare, housing and incentive programs and serve as a source of information about them to individual Coast Guard personnel.

   c. Communicate periodically with the Master Chief Petty Officer of the Coast Guard to provide input data and exchange ideas regarding all enlisted members.

   d. Provide articles of interest to enlisted members by Area bulletins or newsletters addressing current enlisted programs, opportunities and policies.

   e. Upon invitation, act as the enlisted representative of the Area Commander/Chief of Staff in community and civic functions, and accompany the Area Commander/Chief of Staff to official functions, inspections and ceremonies in which enlisted members are participating.

   f. Frequently visit units within the Area and meet informally with enlisted personnel to exchange ideas and disseminate information which affects the enlisted community.

   g. Assist in ensuring that lines of communication, both written and oral, are available to all enlisted personnel of the command.

   *h. Provide the Area Commander/Chief of Staff with an evaluation of the impact on enlisted personnel of proposed policy changes.

   i. Assist in the reception of official enlisted visitors to the command.

   j. Through all assigned functions, attempt to increase the desirability of a Coast Guard career.

   * The majority of the day to day functions will be accomplished at the Chief of Staff level, however, the Command Enlisted Advisor is authorized direct contact with the Area Commander as the situation may warrant.

INTELLIGENCE DIVISION
(Pi/N-2)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Intelligence shall:

   a. Manage Pacific Area/Maritime Defense Zone Pacific Intelligence Program. Duties include: (1) serving as Area/Zone collection manager; (2) analyzing, producing and disseminating strategic, operational, and tactical intelligence in support of Coast Guard missions; (3) preparing and executing intelligence annexes to Area Operations Plans (OPLANS) and Operations Orders (OPORDS); (4) and coordinating training program for Area intelligence personnel.

   b. Perform duties of Area Special Security Officer (SSO). Includes managing the Special Intelligence Communications Center (SPINTCOMM), Sensitive Compartmented Information Facility (SCIF), and all Special Compartmented Information (SCI) programs.

   c. Maintain liaison with other military, Federal, state, and local intelligence agencies/organizations.

   d. Manage, coordinate, and execute assigned technical collection programs and operations.

LAW ENFORCEMENT INTELLIGENCE BRANCH
(Pil/N-21)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief, Law Enforcement Intelligence Branch shall:

   a. Supervise Pacific Area law enforcement intelligence collection programs, including the Photographic Intelligence Program.

   b. Maintain working relationships/liaison with appropriate Federal, state, and local law enforcement intelligence collection and analysis personnel.

   c. Supervise analysis and evaluation of all law enforcement intelligence information received.

   d. Analyze and produce finished strategic, operational or tactical intelligence as required to support Coast Guard law enforcement missions.

INTELLIGENCE SUPPORT BRANCH
(Pii/N-22)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief, Intelligence Support Branch shall:

   a. Ensure timely dissemination of military and law enforcement intelligence (raw and finished) to authorized users including the appropriate Area and district commands.

   b. Maintain working relationships/liaison with other military, Federal, state, and local intelligence agencies and organizations.

   c. Supervise operation of the Special Intelligence Communications Center (SPINTCOMM) and Sensitive Compartmented Information Facility (SCIF). Manage appropriate SCI programs.

MILITARY INTELLIGENCE BRANCH
(Pim/N-23)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief Military Intelligence Branch shall:

   a. Supervise Pacific Area/Maritime Defense Zone Pacific military intelligence collection for both conventional warfare (military threat from surface, sub-surface, and airborne military units) and unconventional warfare (terrorism, sabotage, and espionage).

   b. Maintain working relationships/liaison with appropriate other military, Federal, state, and local military intelligence collection and analysis personnel.

   c. Analyze and produce strategic, operational, and tactical intelligence in support of Coast Guard military readiness and MDZ responsibilities.

   d. Assist subordinate MDZ sectors with developing and maintaining intelligence architecture and capabilities. Coordinate sector development of intelligence infrastructure, liaisons, and supporting plans.

INTELLIGENCE TEAM
(Pit/N-24)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief, Intelligence Team shall:

   a. Manage and supervise Pacific Area technical collection programs.

   b. Supervise the first line analysis, evaluation, and dissemination of information collected through technical collection programs.

   c. Maintain working relationships/liaison with other military and Federal intelligence agencies and organizations involved in technical collection programs.

   d. Manage the Intelligence Division's electronic equipment suite.

   e. Determine/document future Intelligence Division's electronic equipment requirements based on new/revised intelligence program goals and objective.

OPERATIONS DIVISION
(Po/N-3)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Operations shall:

   a. Plan, coordinate, and supervise all non-exercise operational matters including current and future operations.

   b. Supervise operations in any operational mission area which involves more than one district or which in Commander, Pacific Area's judgment is most efficiently dealt with at the Area level.

   c. Plan and execute tasks required of the Regional SAR Coordinator, exercising coordination with other services and agencies which participate in the SAR Plan for the appropriate Maritime Region.

   d. Supervise the preparation and maintenance of the Pacific Area Standard Operating Procedures (for areas of responsibility) and Operations Orders.

   e. Provide oversight to all Pacific Area Districts and provide recommendations on the reallocation of resources between these districts as necessary on either a permanent or temporary basis.

   f. Prepare operating schedules for WHECs, WMECs, and WAGBs, in the Pacific Area/Maritime Defense Zone Pacific.

   g. Direct the activities of the Pacific Strike Team and Pacific Area Tactical Law Enforcement Team and Detachment.

   h. Establish and maintain a training program designed to enhance the operational efficiency and readiness of Pacific Area units.

   i. Monitor Area units to determine the adequacy of resources and ascertain readiness and the effective execution of programs.

   j. Manage the Pacific Area Air Interdiction effort. Represent Pacific Area at Regional Air Interdiction planning meetings with U. S. Customs and other agencies.

   k. Coordinate efforts to schedule DOD assets for law enforcement operations. Work with DOD agencies on scheduling/use of their assets for drug interdiction efforts.

   l. Supervise management of OE and fuel budgets for Pacific Area cutters.

   m. Upon mobilization, provide technical advice to Commander, Maritime Defense Zone Pacific in related operational matters.

CURRENT OPERATIONS BRANCH
(Poc/N-31)

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief, Current Operations Branch shall:

   a. Direct all resources engaged in Pacific Area/Maritime Defense Zone Pacific controlled operations.

   b. Issue patrol orders and letters of instructions applicable to activities under the operational control of Commander, Pacific Area/Maritime Defense Zone Pacific.

   c. Plan and coordinate operations in any operational mission area which involves more than one district or which in Commander, Pacific Area's judgment is most efficiently dealt with at the Area level.

   d. Supervise the Area Operations Center for Pacific Area/Maritime Defense Zone Pacific matters.

   e. Represent the Regional SAR Coordinator in the detailed execution of associated duties.

   f. Review current SAR agreements.

   g. Ensure that effective liaison with the various elements responsible for AMVER is provided to administer the AMVER system in the Pacific Area/Maritime Defense Zone Pacific.

   h. Coordinate the response to marine environmental protection activities/incidents under Pacific Area/Maritime Defense Zone Pacific cognizance to ensure full compliance with the National Contingency Plan.

   i. Supervise the activities of the Pacific Strike Team.

   j. Supervise the activities of the Pacific Area Tactical Law Enforcement Team and the Law Enforcement Detachment. Schedule CG TACLETS for embarkation on Navy ships of opportunity transitting traditional drug trafficking areas.

   k. Monitor Maritime Defense Zone Pacific operations, and make recommendations to the Assistant Chief of Staff for Operations for sector asset assignments/reassignments.

   l. Coordinate all requests from Pacific Area districts for other agency assets to support law enforcement operations. Participate in other agency scheduling conferences and input approved support into the formal NNBIS/DOD scheduling process.

   m. Review and coordinate all drug interdiction OPLANS/OPORDERS from Area districts for marine interdiction. Ensure coordination of marine and air interdiction efforts.

   n. Coordinate use of long range/DOD aircraft.

   o. Advise the Area Commander in the exercise of Pacific Area operational control of polar icebreaker operations, when such control is not assigned to another command.

   p. Provide operation guidelines concerning fisheries enforcement activities under the control of the Area Commander.

FUTURE OPERATIONS BRANCH
(Pof/N-32)

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief, Future Operations Branch shall:

   a. Develop schedules for assigned cutters in the Pacific Area/Maritime Defense Zone Pacific.

   b. Act as program/facility manager for all assigned Pacific Area/Maritime Defense Zone Pacific cutters. This includes developing and managing AFC-30 OE and fuel budgets.

   c. Maintain liaison with MLC Pacific as needed for monitoring and providing support of Pacific Area cutters.

   d. Prepare and/or review officer performance evaluations for cutters within Pacific Area/Maritime Defense Zone Pacific.

   e. Coordinate scheduling of district cutters in support of Pacific Area/Maritime Defense Zone Pacific as necessary.

   f. Review planning proposals for operating facility changes submitted by Pacific Area districts.

   g. Review and coordinate execution of operating facility changes received from Commandant for units within Pacific Area/Maritime Defense Zone Pacific.

   h. Maintain the statistical data base for all activities within Pacific Area/Maritime Defense Zone Pacific.

   i. Review and make recommendations on resource requirements to carry out Assistant Chief of Staff for Operations' responsibilities within Pacific Area/Maritime Defense Zone Pacific.

   j. Develop plans for future Pacific Area/Maritime Defense Zone Pacific resource needs.

   k. Supervise the Summary Enforcement Event Report (SEER) program in Pacific Area, setting policy guidelines for all Pacific Area districts.

   l. Supervise and coordinate oceanographic and other scientific activities/projects of units within the Pacific Area/Maritime Defense Zone Pacific.

   m. Manage the small boat program for Area cutters.

PORTS AND SHIPPING BRANCH
(Pop/N–33)

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief Ports and Shipping Branch (when activated) shall:

   a. Act as the principal marine safety advisor to Commander, Maritime Defense Zone Pacific in matters involving commercial vessel safety, port and environmental safety/ security, and marine environmental response.

   b. Coordinate and control marine safety matters requiring a high degree of cooperation between Maritime Defense Zone Pacific sectors.

   c. Establish and maintain liaison and necessary working relationships with cognizant representatives of Federal/state/local agencies, shipping interests, labor and other maritime groups on matters involving commercial vessel safety, port safety/security, and marine environmental protection.

   d. Develop Maritime Defense Zone Pacific marine safety program budgetary documentation.

OPERATIONS READINESS BRANCH
(Por/N-35)

1. Under the direction and supervision of Assistant Chief of Staff for Operations, the Chief, Operations Readiness Branch shall:

   a. Schedule training for Area cutters and selected shore stations.

      (1) Maintain liaison with Navy Fleet Training Commands and schedule cutters for (a) shakedown training, (b) refresher training and (c) exportable training as required.

      (2) Direct the operation of Training Team One.

      (3) Schedule cutters for participation in Navy exercises and for submarine services.

      (4) Coordinate and manage combat training funds for Pacific Area units.

   b. Review training reports, identify training deficiencies and make recommendations for corrective action.

   c. Review training programs. Identify potential program enhancements that directly affect Area cutters. Forward recommended changes to Commandant.

   d. Administer the Pacific Area Awards Program for cutters participating in refresher training.

   e. Supervise the flight deck certification program for Pacific Area cutters.

   f. Supervise the SORTS/CASREP system within Pacific Area.

   g. Establish and monitor readiness standards for cutters within Pacific Area/Maritime Defense Zone Pacific.

   h. Provide technical services to assist Pacific Area/Maritime Defense Zone Pacific units in ASW, EW and mine warfare.

   i. Provide technical assistance to district staffs and appropriately equipped vessels.

   j. Evaluate naval warfare doctrine, including TACNOTES and TACMEMOS as promulgated by Commander Naval Surface Warfare Development Group. Establish and implement naval warfare training standards for Area units.

   k. Coordinate sensor calibration programs for WHEC 378's including Weapons Systems Accountability Tests (WSAT) and Fleet Operational Readiness Checks Sites (FORACS) etc. within Pacific Area/Maritime Defense Zone Pacific.

PLANS DIVISION
(Pp/N–5)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Plans shall:

   a. Coordinate development of and maintain all contingency and general war plans.

   b. Schedule field and command post exercises to evaluate contingency and general war plans.

   c. Plan and program Maritime Defense Zone Pacific resource requirements through the Coast Guard RCP and Navy POM processes.

   d. Evaluate all training and exercises in which Pacific Area/Maritime Defense Zone Pacific resources participate.

MARDEZ PLANS BRANCH
(Ppm/N-51)

1. Under the direction and supervision of the Assistant Chief of Staff for Plans, the Chief, MARDEZ Plans Branch shall:

   a. Develop and maintain Maritime Defense Zone Command Pacific operations plans. Review all subordinate Sector Command plans.

   b. Plan and program resource requirements through the Coast Guard and Navy budget processes.

   c. Develop and maintain anti/counter-terrorism operations plans.

   d. Monitor research and development programs that may affect Maritime Defense Zone operations.

EXERCISE BRANCH
(Ppx/N-52)

1. Under the direction and supervision of the Assistant Chief of Staff for Plans, the Chief, Exercise Branch shall:

   a. Be responsible for all aspects of developing and scheduling exercises necessary to evaluate Pacific Area/Maritime Defense Zone Pacific war and peacetime contingency plans.

   b. Oversee and administer the execution of Maritime Defense Zone Pacific Sector command exercises.

   c. Act as the primary point of contact for naval reserve liaison with COMNAVRESFOR, naval reserve readiness commands, naval reserve centers and naval reserve unit.

   d. Monitor qualifications of personnel assigned to the Maritime Defense Zone Pacific crisis action team. Identify training requirement and insure assigned personnel are properly trained.

   e. Evaluate all exercises in which Pacific Area/Maritime Defense Zone Pacific resources participate.

   f. Recommend appropriate command revisions as necessary and initiate other actions with respect to the maintenance and correctness of joint defense plans, war plans and similar emergency/contingency plans and documents which concern employment of forces within the Pacific Area/ Maritime Defense Zone Pacific.

COAST GUARD PLANS BRANCH
(Ppg/N-53)

1. Under the direction and supervision of the Assistant Chief of Staff for Plans, the Chief, Coast Guard Plans Branch shall:

   a. Oversee the development and maintenance of the Pacific Area/Maritime Defense Zone Pacific Logistic Support Mobilization Plan (LSMP).

   b. Maintain the Coast Guard Wartime Personnel Allowance List (WPAL).

   c. Analyze staff mobilization requirements and submit documentation to the Navy and/or Coast Guard as necessary to effect required modification.

   d. Serve as the staff COMTAC Publications Officer.

   e. Serve as the staff Top Secret Control Officer.

   f. Serve as primary point of contact for Coast Guard reserve matters.

INFORMATION SYSTEMS DIVISION
(Pt/N-6)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Information Systems shall:

   a. Manage the Pacific Area/Maritime Defense Zone Pacific Communications System and Loran-C operations.

   b. Manage Pacific Area/Maritime Defense Zone Pacific staff's computer system resources.

   c. Establish and maintain liaison with government agencies, civilian organizations and the international maritime community to enhance communications and electronic navigation services.

   d. Obtain information on plans and requirements for the purpose of developing information and communications services to provide timely, reliable, secure and rapid communications and accurate data required for Coast Guard and Pacific Area/Maritime Defense Zone Pacific operations.

   e. Ensure optimum use of communications resources and compliance with both Coast Guard communications standards and plans within the Pacific Area/Maritime Defense Zone Pacific.

   f. Assure a level of staff training that will provide for a smooth transition into the wartime organization.

TELECOMMUNICATIONS BRANCH
(Ptt/N-61)

1. Under the direction and supervision of the Assistant Chief of Staff for Information Systems, the Chief, Telecommunications Branch shall:

   a. Exercise operational and administrative control over the Pacific Area Communication System (PACCOMMSYS), including the Communications Area Master Station Pacific, communication stations, Pacific Area Communication Center, interdistrict landlines and Transportable Communications Centrals (TCCs).

   b. Develop plans, evaluate requirements, and coordinate all changes and upgrades to the communication systems within the Pacific Area/Maritime Defense Zone Pacific.

   c. Coordinate communication support and resolution of communications problems between Pacific Area districts, Maritime Defense Zone Pacific sectors and other government agencies.

   d. Implement and maintain an operational communications inspection program for Pacific Area/Maritime Defense Zone Pacific.

   e. Manage the Pacific Area Communications Security Material System (CMS). Provide guidance for Pacific Area units in the maintenance of CMS accounts and establish a uniform CMS material allowance. Maintain a CMS Inspection Program and conduct CMS Immediate Senior in Command (ISIC) inspections for district offices and Pacific Area units.

   f. Manage the Pacific Area Communication Tactical (COMTAC) Publication system. Provide guidance to Pacific Area units in the maintenance of the COMTAC Publication Library (CPL). Conduct annual COMTAC inspections of district offices and Pacific Area units to ensure compliance with established procedures.

   g. Maintain the Communications Annexes of both Pacific Area and Maritime Defense Zone Pacific SOPs, OPLANs, and OPORDs.

   h. Provide communications support to the Regional Emergency Transportation Coordinator (RETCO), Region IX.

LORAN-C BRANCH
(Ptl/N-63)

1. Under the direction and supervision of the Assistant Chief of Staff for Information Systems, the Chief, Loran-C Branch shall:

   a. Act as the Pacific Area Loran-C Regional Manager.

   b. Exercise direct operational control over all elements of the Pacific Area Loran-C chains, provide procedural guidance on Loran-C operations consistent with policies and procedures issued by Commandant. Ensure uniformity in policies/procedures. Identify and take action to correct problem areas/trends.

   c. Maintain awareness of issues directly impacting on the ability of Pacific Area Loran-C chain elements to meet their operational mission. As necessary, coordinate with the responsible entities to ensure adequate support resources.

   d. Implement and maintain a Loran-C operational inspection program of all Loran-C chain elements, including annual inspections and follow-up assist visits. Ensure operating and training standards are being met.

   e. Maintain close liaison with the other Loran-C Regional Managers to coordinate common aspects of Loran-C operations, training and reports.

   f. Evaluate, in terms of operational risk and impact on unit personnel resources, all requests for data probes/field tests from any source external to the Loran-C operational control chain.

   g. Establish criteria and implement a Loran-C Operational Performance Award Program for Pacific Area Loran-C chains.

   h. Conduct an operational certification of all planned changes to the Pacific Area Loran-C system.

   i. Evaluate all requests for Authorized Unusable Time (AUTM) affecting Atlantic Area Loran-C transmitting stations to protect users against excessive loss of service. Ensure that only necessary AUTM is granted.

   j. Prepare analysis of unusable time events under the circumstances specified in current directives and provide Commandant (G-N) with copies of significant event analyses.

   k. Take appropriate action to protect the Pacific Area Loran-C system for radio frequency interference by others; ensure Loran-C does not interfere with others.

   l. Coordinate Loran-C matters with foreign Government agencies who operate Loran-C stations for, or in conjunction with, the Coast Guard.

   m. Ensure appropriate Notices to Mariners/Airmen are provided to Pacific Area Loran-C chain users by maintaining close coordination with districts, the Federal Aviation Administration and the Canadian Coast Guard.

   n. Maintain applicable Pacific Area and Maritime Defense Zone Pacific directives. Ensure distribution of applicable Loran-C radionavigation publications to all elements of Pacific Area Loran-C chains.

o. Maintain liaison with users, appropriate government agencies, and industry in order to assure awareness of any endemic problem with the Pacific Area Loran–C system; further, use such liaison to remain abreast of radionavigation technology and plans.

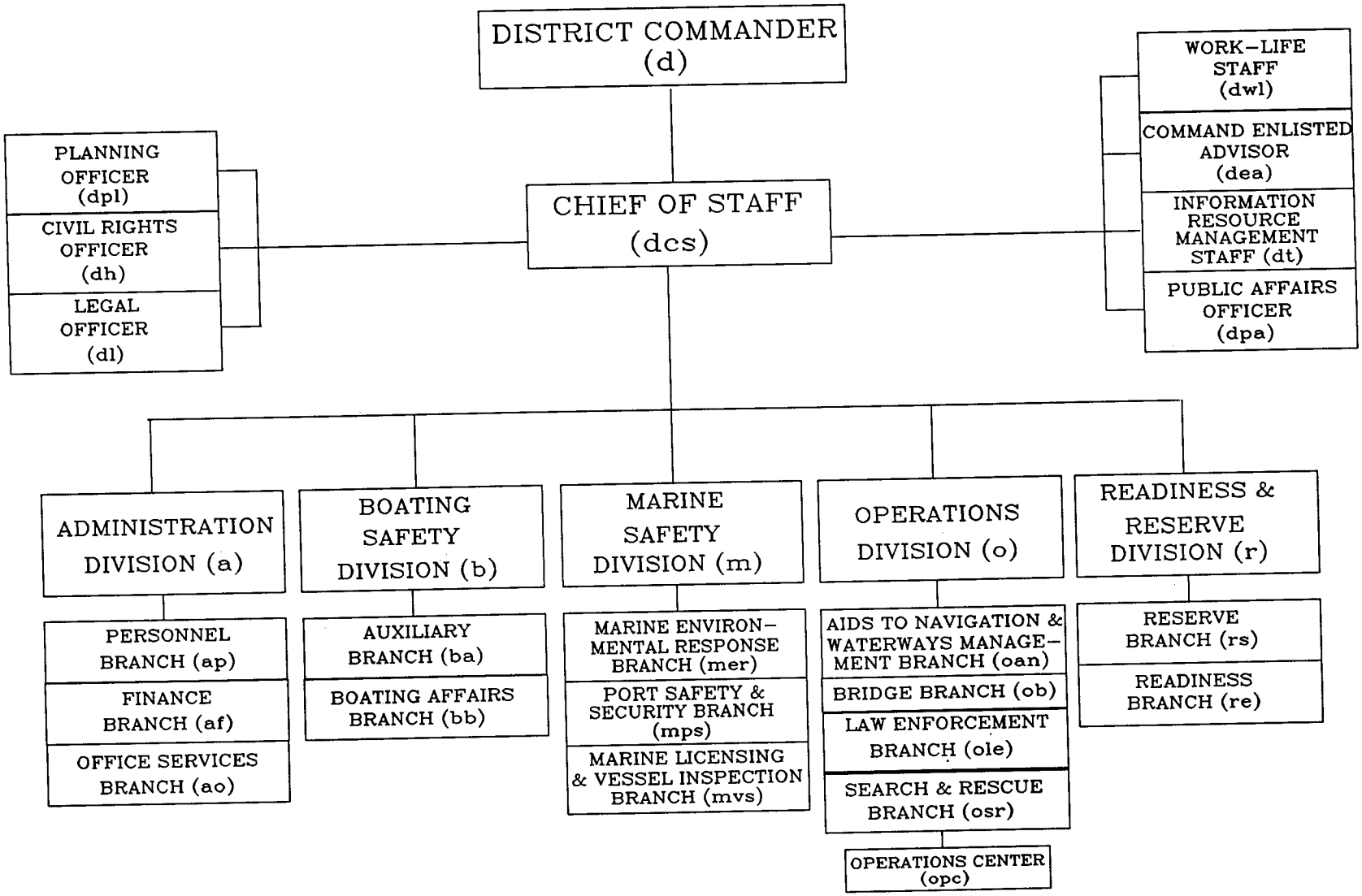
p. Ensure the appropriate program and support managers receive timely information pertaining to Loran–C operational and support objectives, planning, policies, procedures, programming and budgetary administration.

q. Investigate and make recommendations to appropriate program and support managers for the resolution of broad–based radionavigation systems deficiencies in Pacific Area Coast Guard vessels and aircraft.

CHAPTER FOUR

STANDARD DISTRICT OFFICE ORGANIZATION

STANDARD DISTRICT OFFICE ORGANIZATION



CHAPTER 4 -- ORGANIZATION OF DISTRICT OFFICES

A. Summary of District Office Organization.

1. **The District Commander (d),** as the principal agent and representative of the Area Commander, is responsible for the administration and general direction of District units under the District Commander's command. Within the District, the District Commander is responsible for carrying out the functions and duties of the Coast Guard and for assuring that these duties are performed efficiently, safely and economically.

2. **The Chief of Staff (dcs)** is responsible for advising and assisting the District Commander in the general administration of the District and acting as District Commander in that officer's absence. The Chief of Staff directs and supervises the following staff components:

   a. **Special Staff Elements:**

      Civil Rights Officer (dh)
      Legal Officer (dl)
      Public Affairs Officer (dpa)
      Command Enlisted Advisor (dea)
      Planning Officer (dpl)
      Work Life Staff (dwl)
      Information Resources Management Staff (dt)

   b. **The Chief, Administration Division (a)** manages logistics that involve budget preparation and review, maintenance of accounts, disbursement of funds, and management of the supply system; and manages logistics that are of personnel nature, including the procurement, training, assignment and separation of active duty military and civilian personnel (with MLC assistance) and the provision of morale services.

   c. **The Chief, Boating Safety Division (b)** manages Coast Guard boating safety activities including enforcing Federal laws and regulations, coordinating with the Coast Guard Auxiliary and other public service or recreational boating groups, and providing Federal liaison with state boating safety programs.

   d. **The Chief, Marine Safety Division (m)** manages the establishment and maintenance of a coordinated Federal port safety and security program, a comprehensive environmental program, a program for licensing and certifying merchant marine personnel, a program for the inspection of merchant vessels and prevention of marine casualties, and a program for the administration of recreational boating standards.

   e. **The Chief, Operations Division (o)** manages the operational performance of the Service in the District in connection with the saving of life and property at sea and the conduct of aids to navigation, waterways management and maritime law enforcement.

f. **The Chief, Readiness and Reserve Division (r)** manages the readiness functions of all District units, the small arms program for all District units and cutters homeported within the District, and for Reserve logistics that are of a personnel nature, including the training, assignment and separation of inactive Reserve personnel.

B. **Collateral Duty.** While a standard organization plan is prescribed for District offices, it is recognized that the personnel allowance tables for the several District offices varies due to workload requirements. In some instances certain functions or groups of related functions may have to be assigned by the District Commander to District staff officers on a collateral-duty basis. In certain instances the Commandant may prescribe specific rules or impose definite limitations governing the particular collateral-duty assignments.

C. **Functions Common to All Organizational Elements.** Certain common functions are the responsibility of the heads of all organizational elements. To reduce duplication, these common functions are listed below:

1. Monitoring and evaluating internal management processes and taking steps to remedy problems associated with work procedures, manpower utilization, grade/rank structure and delegation of authority.

2. Indoctrinating, supervising, coordinating, and disciplining subordinate personnel. (Discipline shall include all legitimate and constructive action which promotes morale and efficiency among employees.)

3. Coordinating assigned functions with the functions of other organizational elements.

4. Taking action on communications.

5. Maintaining adequate records.

6. Preparing and/or processing special and routine reports.

7. Developing directives and instructions.

8. Maintaining liaison with other Federal agencies and outside organizations.

9. Discharging responsibilities prescribed by Coast Guard Regulations, and other orders and directives issued by higher authority.

10. Carrying out studies; planning, evaluating, and developing the budget relative to improving current operations and laying the ground work for implementation of plans as approved by competent authority.

NOTE: The Chief of Staff also directs and supervises the following approved elements for the District specified:

Hearing Officer (dj)--Atlantic Area Districts only
District Inspector (di)--Seventeenth District only
C3 Division (t)--Seventeenth District only

THE DISTRICT COMMANDER
(d)

1. The District Commander is the direct representative of the Area Commander in all matters pertaining to the Coast Guard within the District Commander's assigned District. The District Commander is responsible for the proper administration of the District; for the efficient, safe, and economical performance of the duties of the Coast Guard within the District; and for the indoctrination, training, discipline, and proper utilization of the personnel under the District Commander's command. Included in this responsibility is the implementation and administration of the Civil Rights program, consistent with directives and guidelines issued by the Commandant. The District Commander shall require subordinates to attain and maintain a state of readiness to perform all duties for which they may be called upon, and to promptly, energetically, and effectively perform such duties. The District Commander shall establish and maintain an adequate relationship with the public generally and with the maritime industry specifically, and shall require subordinates to do likewise.

THIS PAGE INTENTIONALLY LEFT BLANK

CHIEF OF STAFF
(dcs)

1. Under the general direction and supervision of the District Commander, the Chief of Staff shall:

   a. Assist the District Commander in the general administration and direction of District activities, particularly with respect to the efficient, safe, and economical performance of Coast Guard duties and the proper utilization of assigned personnel and facilities.

   b. Assist the District Commander in making inspections of units within the District, and otherwise keep that officer informed as to the status of district activities.

   c. Supervise and coordinate the activities of the various chiefs of divisions and the independent staff officers and advise these officers generally relative to the policies and programs of the District Commander.

   d. Supervise and coordinate the preparation and execution of operating plans and logistic programs for carrying out the functions of the service in the district.

   e. Supervise and coordinate the budgetary program of the District and assure the efficient management and utilization of district funds.

   f. Analyze and review proposals and problems for the District Commander; prepare and issue orders, instructions, and directives affecting the conduct of District affairs; interpret rules, regulations and other directives for district personnel as may be necessary; review and route incoming correspondence; and review such outgoing correspondence as may be specified by the District Commander.

   g. Analyze and review administrative procedures and practices in the district with a view to effecting their improvement; exercise control over forms used in the District; and administer the records management program for the district as directed by the Commandant.

   h. Provide for administrative support and services for the district office staff.

   i. Act as District Commander under authority and as provided for in Article 5–2–4, Coast Guard Regulations.

COMMAND ENLISTED ADVISOR
(dea)

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Command Enlisted Advisor shall:

   *a. Assist and advise the District Commander/Chief of Staff in matters pertinent to the morale and general well-being of enlisted personnel and their families.

   b. Remain informed concerning current personnel policies including pay and allowance, morale, welfare, housing and incentive programs and serve as a source of information about them to individual Coast Guard personnel.

   c. Communicate periodically with the Master Chief Petty Officer of the Coast Guard to provide input data and exchange ideas regarding all enlisted members.

   d. Provide articles of interest to enlisted members by district bulletins or newsletters addressing current enlisted programs, opportunities and policies.

   e. Upon invitation, act as the enlisted representative of the District Commander/Chief of Staff in community and civic functions, and accompany the District Commander/Chief of Staff to official functions, inspections and ceremonies in which enlisted members are participating.

   f. Make frequent visits to units within their districts and meet informally with enlisted personnel to exchange ideas and disseminate information which affects the enlisted community.

   g. Assist in ensuring that lines of communication, both written and oral, are available to all enlisted personnel of the command.

   *h. Provide the District Commander/Chief of Staff with an evaluation of the impact on enlisted personnel of proposed policy changes.

   i. Assist in the reception of official enlisted visitors to the command.

   j. Through all assigned functions attempt to increase the desirability of a Coast Guard career.

   *The majority of the day to day functions will be accomplished at the Chief of Staff level, however the Command Enlisted Advisor (CEA) is authorized direct contact with the District Commander as the situation may warrant.

CIVIL RIGHTS OFFICER
(dh)

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Civil Rights Officer shall:

   a. Keep superiors informed as to the effectiveness of the District's Equal Opportunity Program, the major problems encountered, and recommend remedial measures which can be taken at the local level.

   b. Develop local directives as necessary for promulgation by the District Commander to supplement those issued by the Commandant.

   c. Maintain contact with military and civilian officers to assure their understanding of, and compliance with, program goals and requirements, and assist in resolving individual problems informally when possible. Maintain liaison with and if necessary assist the MLC Civil Rights Officer and district collateral duty civilian officers meet program goals for their civilian employees.

   d. Monitor program effectiveness via reports and special or periodic on–site inspections.

   e. As directed, carry out special investigations, either singly, or in conjunction with Headquarters or Departmental Equal Opportunity staff personnel, and prepare reports as necessary for higher level review.

   f. Serve as the Districts Commander's representative in investigating, reviewing and evaluating specific complaints relating to equal opportunity, and recommend course of action by superiors.

DISTRICT INSPECTION STAFF*
(di)

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Chief, Inspection Staff shall:

   a. In accordance with inspection schedules approved by the District Commander, carry out inspections of District units (augmented as necessary by specialists temporarily assigned by the District Commander), consistent with policies, standards and guidelines promulgated by the Area Commander. Inspection teams will:

      (1) Review and evaluate the readiness of units inspected to fulfill their authorized missions in terms of organization, management, utilization of resources, and operational sufficiency.

      (2) Ascertain compliance of inspected units with applicable laws, regulations, directives and policies.

      (3) Develop recommendations for improvement relating to those areas inspected.

      (4) Submit reports on results of inspections to the District Commander, and follow up on progress made by responsible officials to remedy deficiencies and to implement recommendations which are approved.

      (5) Carry out special investigations and inspections as may be directed by the Commandant or District Commander.

      (6) Prepare and submit such periodic or special reports on the Inspection Program as may be directed.

   b. In close coordination with the District Civil Rights Officer, gather facts relating to equal opportunity matters (exclusive of specific complaints) and furnish findings to the District Civil Rights Officer for analysis and appropriate action.

*Applies to Commander, Seventeenth Coast Guard District Organization only.

LEGAL OFFICER
(dl)

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Legal Officer shall:

   a. Furnish legal advice to the District Commander, the Chief of Staff, other District staff officers, and Coast Guard units within the District.

   b. Initiate, prepare or review as appropriate, documents and correspondence pertaining to all matters or having legal implication, including but not limited to release of information under the Freedom of Information Act and Privacy Act, rules and regulations, and interpretation of statutes, executive orders, proclamations, court decisions, and decisions of the Attorney General or the Comptroller General.

   c. Render legal advice with respect to, and when appropriate assist in the conduct of, courts and boards, including marine casualty boards, and review the records of proceedings of all courts and boards convened by the District Commander or commanding officers of District units or subject to review by the District Commander as a supervisory authority.

   d. Exercise general oversight over the administration of the Uniform Code of Military Justice within the District, including but not limited to:

      (1) Providing advice to the Officer Exercising General Court–Martial Jurisdiction and all subordinate commands with military justice responsibilities.

      (2) Establishing procedures and arrangements for confinement.

      (3) Assigning counsel when appropriate.

      (4) Acting or advising on Article 15 appeals, Article 138 complaints, etc. as appropriate.

   e. In coordination with the Chiefs of other appropriate divisions, review reported violations of laws and regulations enforced by the Coast Guard and see that appropriate action is taken.

   f. Provide litigation support to the cognizant U. S. Attorney on criminal litigation for those matters occurring within the geographic responsibility of the District.

   g. In coordination with Commandant (G–L), and as time and staff resources permit, provide litigation support to the Department of Justice and Assistant U. S. Attorney involving civil litigation arising within the District.

   h. Provide advice and coordinate appropriate action in response to requests for, or subpoenas of, Coast Guard witnesses or documents in private litigation matters.

   i. In close liaison with the Chief, Administration Division, render such personal legal assistance to military personnel and their dependents as available legal resources permit.

   j. Serve as deputy ethics official. Provide legal guidance on matters relating to standards of conduct and review statements of employment and financial interest.

PUBLIC AFFAIRS OFFICER
(dpa)

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Public Affairs Officer shall:

   a. Develop and supplement plans for the public affairs program of the Coast Guard in the District with a view toward fostering public and internal knowledge, understanding, confidence, and good will respecting the service and its activities.

   b. Conduct the public affairs program of the Coast Guard in the district utilizing all available public information media.

   c. Prepare, obtain clearance of, and cause the distribution of public affairs material such as press and radio releases, radio and television scripts, speeches, and visual aids, as may be appropriate.

   d. Provide photographic services, as available, and assure maximum photographic coverage of activities within the district.

   e. Control the exhibition of service films within the district.

   f. Keep informed of the status of the public affairs program within the district and of public reaction to Coast Guard activities, and advise the District Commander and the Chief of Staff.

   g. Continually plan and prepare for mobilization. Support contingency preparedness and MDZ responsibilities of the command, and prepare the public affairs portions of appropriate plans.

   h. Provide public affairs support to the Atlantic and Pacific Commanders. **

** CCGD1 Detachment New York and CCGD11 Detachment Alameda, respectively.

PLANNING OFFICER
(dpl)

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Planning Officer shall:

   a. Assist Program Managers in evaluating changes in the operating environment, including demographic changes, shifts in industry, and changes in Coast Guard strategy and program emphasis reflected in the Commandant's planning guidance documents.

   b. Assist Program Managers in determining their resource requirements, using the Commandant's planning factors and criteria, including the Planning and Programming Manual (COMDTINST M16010.1) the Organization Manual (COMDTINST 5400.7), Staffing Standards Manual (COMDTINST M5312.11), etc.

   c. Review, coordinate, and assist Program Managers in the development of their input to the Coast Guard Planning, Programming, Budgeting and Evaluation System including:

      (1) Planning factors and criteria.

      (2) Long range objectives, plans and programs.

      (3) Planning proposals and development plans.

      (4) Resource utilization/reprogramming request.

      (5) Preliminary assessment of environmental impact.

   d. Assist the District Commander and the Chief of Staff to establish priorities among the plans, objectives, and resource requirements identifies by program managers.

   e. Review, coordinate and participate in development of district relationships with Federal agencies, State and local Governments and private organizations where there is mutual interest in plans or programs including, but not limited to:

      (1) Advancing the Coast Guard's interests by evaluating and participating in State, local, and private planning efforts, and implementation of State and local programs such as the Coastal Zone Management program.

      (2) Advancing the Department's interest in waterway, port, harbor, and other water resource projects and planning activities.

   f. Review, coordinate and participate in studies and analyses which affect the management of the district.

   g. Review, coordinate and participate in quality management and productivity improvement programs of the district.

INFORMATION RESOURCES MANAGEMENT STAFF
(dt)

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Chief, Information Resources Management Staff shall provide the following services for the District Office and District Units:

   a. Foster the creation and use of Management Information Systems and implement a cohesive plan for harnessing the application of computer, communications, and electronic technology to meet and enhance mission accomplishment.

   b. Develop Information Resources Management plans, policies and objectives.

   c. Provide Automated Information Systems security oversight. Insure adequacy of contingency plans, backup/recovery procedures, and physical security. Support Commandant initiatives such as risk analyses and vulnerability assessments.

   d. Review Standard Terminal configuration plans for technical completeness. Insure hardware has required capacity for processing target software. Manage software license quotas/distribution.

   e. Manage the district data systems and the remote job entry functions for data transmission.

   f. Maintain liaison with equipment maintenance personnel and building maintenance personnel to assure that automated data processing equipment, air conditioning, power supply etc., are maintained at a proper level.

   g. Assist users in maintaining accountability records for computer equipment in the Personal Property Accountability System.

   h. Provide technical support and capability awareness, including training and resolution of hardware and software problems.

   i. Analyze the feasibility of all proposed District data systems and improvements to existing systems and coordinate any change or additions with district users and with Headquarters.

   j. Assist District personnel in the study, design and installation of ADP systems or the alteration of existing systems and programs, or documentation of need to higher authority.

   k. Support installation of Coast Guard–wide application software packages.

   l. Respond to Headquarters/Department of Transportation data calls, including annual input the DoT ADP Plan.

   m. Perform system integration function between mini and micro computers.

   n. Administer, supervise and coordinate all telecommunications affecting the operation and administration of the district office and district units.

   o. Develop plans and procedures to assure coordination, uniformity and efficiency in the administration and operation of Coast Guard telecommunications. Monitor the

operational status of the equipment and links ensuring necessary corrective action is taken by the appropriate unit.

p. Evaluate all complaints of harmful interference from Coast Guard use of the radio spectrum and initiate necessary action to eliminate or reduce harmful interference.

q. Develop and issue telecommunication plans in support of mobilization and other missions.

r. Initiate requests for operational approval via the chain–of–command for budgetary information and to make necessary telecommunications and IRM plant improvements.

s. Provide technical and budgetary communications input to district staff during development of planning documents.

t. Maintain the District Commander's Classified Material System, and operate a communication center, cryptographic center and courier service for the district office.

u. Administer the District communication security (COMSEC) programs and function as the Immediate Senior In Command (ISIC) for district CMS accounts.

v. Manage the district office telephone system, and associated funding.

w. Manage the district's electronic mail system.

WORK–LIFE STAFF
(dwl)

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Work–Life Staff shall:

   a. Provide work–life information to Coast Guard employees and their families, including direct and indirect referral and training. The goal is to get the right information to the right people at the right time.

   b. Establish, as indicated in the Work–Life Implementation Plan and the SOP, a standardized infrastructure for delivering work–life services throughtout their assigned area of responsibility (AOR). Part of the focus is to be on the reduction of collateral duty to the units.

   c. Create and aggressively advertise a network of individuals and organizations both willing and able to provide support for Coast Guard employees and their familes. Where possible, include reservist and auxiliarists in that network.

   d. Actively promote communications and marketing of the work–life philosophy and services, including providing information and support to the District Public Affairs staff for the development of work–life articles.

   e. Though individual interviews and general field contact, continually assess current and future work–load needs of Coast Guard employees and their families within the AOR.

   f. Using these assessments, evaluate the service delivery system and recommend, through program managers, changes to the delivery system that enhance customer service and improve system efficiency.

   g. Develop and maintain Critical Incident Stress Intervention Support (CRISIS) contingency plans that outline the staff's full range of capabilities (focusing on, but not limited to, their primary role of referral) and how they could expand those capabilities in times of emergency.

ADMINISTRATION DIVISION
(a)

1. Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Administration Division, shall:

   a. Manage the planning and execution of personnel administration in the District and assure proper utilization of personnel resources. Advise the district Commander and other staff officers regarding personnel issues such as discipline, awards, performance evaluation, training, position management, and other personnel related issues. Supervise the District Mutual Assistance program.

   b. Manage the planning and execution of the programs for finance and supply along with the preparation of financial management reports for use by appropriate managers. Assure fiscal integrity is maintained throughout the organization.

   c. Manage centralized office support and logistic services for the district staff.

   d. Serve as Commanding Officer for district staff enlisted personnel.

   e. Manage the district PERSRU.

   f. Continually plan and prepare for mobilization. Support contingency preparedness and maritime defense zone responsibilities of the command and prepare personnel and logistics portions of appropriate plans.

PERSONNEL BRANCH
(ap)

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

   a. Administer the military personnel program in the district, including programs for morale and recreation, medals, awards, and special interest such as family advocacy, drug testing, human relations, voting, etc.

   b. When appropriate, coordinate medical services to district staff members.

   c. Coordinate personnel training activities for district personnel, arranging quotas for local training, off–duty tuition assistance, locally provided training, etc. Administer local AFC–56 funds. Administer tests and examinations, as required.

   d. Maintain necessary records relating to district military personnel.

   e. Administer the District's Coast Guard Housing Program, including the Leased Housing Program.

   f. Provide the following for the civilian personnel program in the district:

      (1) Liaison with the MLC for employee relation programs, including grievances, welfare and counseling activities.

      (2) Assist in the assignment of duties and responsibilities to positions.

      (3) Assist in the planning and administration of the employee development program by identifying and reporting training needs, funding the program (if applicable), and evaluating and reporting the effectiveness of the training program to the MLC.

      (4) Review requests for travel orders for civilian personnel and insure proper preparation of such orders for appropriate signature.

   g. Using input from other staff officers, develop estimates of personnel requirements and justifications that may be required by Headquarters, Area Commanders, or for use by the District staff.

   h. Assure proper utilization of available personnel in the district.

   i. Administer the district substance abuse prevention program.

   j. Administer the district's consolidated Morale Fund.

FINANCE BRANCH
(af)

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

   a. Act as principal financial management advisor for the district staff.

   b. Coordinate and consolidate estimates of budgetary requirements and submit the annual budget.

   c. Administer funds allotted to the District Commander for which responsibility of administration is charged to the Finance Branch by the Commandant or the District Commander.

   d. Assist operating guide and project target managers in preparation of their financial plans.

   e. Upon receipt of the annual budget and other financial data, advise the Chief of Staff and other staff officers of the impact of the financial program on the District.

   f. Prepare the annual funds apportionment schedule.

   g. Identify financial data for the Chief of Staff and other responsible officers which may indicate unscheduled program deviations, significant cost restrictions, and fund surpluses or shortages.

   h. Coordinate input for discussion at the District Budget Review Board and prepare a record of the proceedings.

   i. Prepare requests to Commandant for additional funds and recommendations relative to the release of funds.

   k. Analyze the results of financial and supply activities and supervise the preparation of financial management reports.

   l. Ensure that certification of accounting balances is accomplished in accordance with existing regulations.

   o. Ensure that functions of the Authorized Certifying Officer and Cashiers are accomplished in accordance with existing regulations.

   p. Coordinate the audit program of various financial accounts within the District office. Assign qualified auditors and review and maintain a file of all completed audit reports. Review the existing system to ensure the existence of adequate audit techniques and safeguard to ensure fiscal integrity.

   q. Oversee hazardous waste removal/disposition process for the district. Provide funding to units as appropriate.

OFFICES SERVICES BRANCH
(ao)

1. Under the direction and supervision of the Chief, Administration Division, the Chief, Office Services Branch, shall:

   a. Manage the district supply support program, including commercial and government procurement activities, contract administration, delegation of procurement authority to field units, and district clothing locker functions. Act as principal supply advisor for the district staff.

   b. Serve as the Contracting Officer (Level I) for the district office and those District units with limited small purchase authority. Procure supplies, non–personal services, and construction from commercial sources.

   c. Process Purchase Requests (PR), determine the most appropriate method of acquisition, determine the source of supply/service, solicit offers for the supplies/services, and follow–up to ensure delivery. Publicize as required.

   d. Ensure commercial purchases under $25,000 are reserved for small businesses. Promote District participation in procurement–related economic stimulation programs such as the 8(a) Small and Disadvantaged Business Set Asides.

   e. Place orders under existing Federal Supply Schedule contract awarded by GSA or Blanket Purchase Agreements awarded by other government agencies as prescribed.

   f. Analyze unauthorized procurements made by District units or staff and prepare ratification recommendation for the Head of Contracting Activity (HCA) action.

   g. Provide advice to all staff elements on how to obtain support from supply sources under both normal and contingency operating conditions.

   h. Operate the Automated Requisition Management System (ARMS) or Requisition Processing Point (RPP) for ordering supplies from government sources in support of the District staff. Provide similar service for field units which do not have or are not authorized direct access to the system.

   i. Establish local support agreements with other Coast Guard units or other government agencies for logistics help when feasible and economical. Provide assistance to other agencies within existing capabilities and resources.

   j. Provide guidance to staff program managers for establishing and changing property and supply stock allowances on district units.

   k. Monitor operations of Supply Fund (SF) activities at District units. Coordinate with Inventory Control Points (ICPs) as required.

   l. Coordinate petroleum, oil, and lubricant (POL) requirements for district units. Coordinate supply support with DFSC elements or commercial sources within district procurement authority.

   m. Supervise the administration of the district's fuel contracts.

n. Develop and issue rules and procedures for the acquisition and control of credit cards.

o. Administer the personal property accountability system for the district. Coordinate district–wide screening of excess property and input all acquisitions into the automated control system for the District and field units without computer capability. Coordinate survey of personal property and prepare excess property declarations. Coordinate disposal of personal property.

p. Coordinate real estate transactions with the MLC. Manage the space/rent program for the district, working directly with the cognizant GSA regional office.

q. Organize and administer centralized office support services for the district staff, including a stationery locker, printing and reproduction, mail and postal matters, shipping and receiving, and review and cataloguing of directives.

r. Administer the district vehicle management program.

THIS PAGE INTENTIONALLY LEFT BLANK

BOATING SAFETY DIVISION
(b)

1. Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Boating Safety Division, shall:

   a. Coordinate the Recreational Boating Safety program as appropriate with the Coast Guard Auxiliary, State boating officials, U.S. Power Squadrons, American Red Cross, and other groups and organizations involved with boating safety.

   b. Direct the operation of the Coast Guard Auxiliary.

   c. Maintain liaison with State Boating Law Administrators and Regional Associations of State Boating Law Administrators in order to promote comity between jurisdictions and encourage uniformity and reciprocity of boating laws and regulations.

   d. Maintain Coast Guard/State agreements to establish the working relationships between the Coast Guard and the states to encourage them to assume a greater role in enforcing boating safety laws and regulations.

   e. Establish and maintain liaison with major boating interests such as yacht club associations, marine trade associations and boat owner associations.

   f. Administer a program of boating accident reporting, review, and investigation coordinated with Coast Guard Headquarters, marine safety offices and state boating law administrators.

   g. Represent the District Commander at the regional and national conferences of the National Association of Boating Law Administrators as agenda or concerns of the district dictate.

AUXILIARY BRANCH
(ba)

1. The Chief, Boating Safety Division, shall also normally serve as the Chief, Auxiliary Branch, and shall:

   a. Act as District Director and, as such, the duly authorized representative of the District Commander to the Coast Guard Auxiliary in developing and administering the Auxiliary program.

   b. Ensure new Auxiliary personnel and facilities are processed in accordance with the standards prescribed by Commandant.

   c. Through the District Commodore, plan and assist the establishment of flotilla and other organizations; advise flotillas on matters of organization, program, regulations, and related activities; and encourage uniformity in the application of prescribed standards for these matters among the various Auxiliary components in the District.

   d. Collaborate with other staff components concerned in the development and execution of the Auxiliary training program.

   e. Consult with and advise other staff components concerned with Auxiliary personnel and facilities regarding Auxiliary operations.

   f. Administer the Auxiliary Courtesy Marine Examination and Public Education programs in the District.

   g. Review all material published by the Auxiliary in the district.

   h. Maintain a system of record keeping as prescribed by the Commandant.

   i. Ensure that Auxiliary public education and information efforts in support of the Recreational Boating Safety Program are properly coordinated with the efforts of others.

   j. Make reports through the Chief of Staff to the District Commander.

   k. Supervise Regional Directors when they are assigned.

BOATING AFFAIRS BRANCH
(bb)

1. Under the direction and supervision of the Chief, Boating Safety Division, the Chief, Boating Affairs Branch, shall:

   a. Administer the civil penalty procedures in response to recreational boating safety violations.

   b. Assist in all state liaison matters concerning the Recreational Boating Safety Program.

   c. Assist in establishing, reviewing and renewing agreements with the states.

   d. In accordance with applicable regulations, coordinate the issue of regatta permits throughout the district and, as necessary, prepare Special Local Regulations for marine events.

   e. Respond to public inquiries in the area of Boating Safety.

   *f. Issue State of New Hampshire recreational boating registration numbers until New Hampshire adopts a Coast Guard approved boat numbering system.

* Applies to Commander, First Coast Guard District only.

THIS PAGE INTENTIONALLY LEFT BLANK

MARINE SAFETY DIVISION
(m)

1. Under the general direction and supervision of the District Commander and Chief of Staff, the Chief, Marine Safety Division, shall:

   a. Administer an integrated, multi–program system, encompassing Marine Inspection, Marine Licensing, Port Safety and Security, and Marine Environmental Response, in accordance with policies issued by cognizant program directors. These program responsibilities include:

      (1) Marine Inspection.

      (a) Enforce the navigation and vessel inspection laws.

      (b) Investigate marine casualties.

      (c) Administer load line regulations.

      (d) Process violations of applicable marine safety laws and regulations.

      (e) Review vessel and vessel equipment plans.

      (f) Document vessels.

      (g) Review district merchant vessel safety activity contrasted to program performance standards.

      (h) Administer the recreational boating standards program.

      (2) Marine Licensing.

      (a) License and certify merchant seamen.

      (b) Ship and discharge seamen.

      (c) Man vessels.

      (3) Port Safety and Security.

      (a) Monitor explosive or other dangerous cargo loading operations.

      (b) Maintain safety and security in designated port areas.

      (c) Inspect and board vessels.

      (d) Patrol ports and harbors and inspect waterfronts and waterfront facilities.

      (e) Monitor movement of vessels, including those carrying hazardous cargos, on U.S. navigable waters.

      (f) Investigate damage to or destruction of structures causing, or having the potential for causing, adverse effects on marine environmental quality.

(g) Administer the enforcement of applicable laws and regulations.

(h) Administer the Special Interest Vessel program.

(4) **Marine Environmental Response.**

(a) Plan, develop, implement, and monitor the district pollution protection and detection program for the marine environment.

(b) Plan, develop, and implement the district program for pollution response in accordance with the National and Regional Contingency Plans.

(c) Review district marine environmental response activity contrasted to program performance standards.

(d) Review pollution reports and administer the district enforcement and investigation program regarding spills of oil and hazardous substances.

(e) Administer the district inspection program to ensure vessel and facility compliance with financial responsibility and pollution regulations.

b. Develop a general program for the district to facilitate a correct and uniform interpretation of the laws, rules, regulations and other directives by all personnel assigned to such activities.

c. Establish and maintain liaison and necessary working relationships with cognizant representatives of Federal, state and local agencies, shipping interests, labor and other maritime groups on matters involving marine inspection, marine licensing, port safety and security, and marine environmental response, with the aim of improving coordination and responsiveness in these program areas throughout the District, and initiating recommendations for the formal revision of rules and regulations governing the multi-program area when the necessity for change or revision becomes evident.

d. Advise the District Commander on appeals resulting from actions taken by field units.

e. Conduct periodic inspections of field units, conferring with the commanding officers and monitoring their activities. When necessary, instruct unit personnel in the proper performance of their duties with particular emphasis on effecting uniform interpretation and application of rules, regulations and requirements.

f. Coordinate facility support requirements with Chief, Operations Division.

g. Coordinate with the MLC to ensure adherence to the Medical Monitoring Program.

h. Continually plan and prepare for mobilization. Support contingency preparedness and maritime defense zone responsibilities of the command, and prepare or supervise the preparation of the marine safety portions of appropriate plans.

i. Serve as cochairman of the Standing Regional Response Team(s) and chairman of the Regional Response Team(s) when convened for a specific incident where Coast Guard is the Pre-Designated Federal On-Scene Coordinator.

j. Review offshore contingency plans for adequacy of pollution response capability of lessee in compliance with MOU's.

MARINE ENVIRONMENTAL RESPONSE BRANCH
(mer)

1. Under the direction and supervision of the Chief, Marine Safety Division, the Chief, Marine Environmental Response Branch, shall:

   a. Administer and supervise the Marine Environmental Response Program and the environmental safety aspects of the Port Safety and Security Program, and ensure uniform and correct application of the marine environmental laws and regulations.

   b. Process and review funding resource requirements and planning proposals for District units performing marine environmental response functions.

   c. Administer and supervise the keeping of records (case files) of all reported spills.

   d. Administer and process reported violations of the marine environmental protection laws and regulations. Submit recommendations for disposition of civil and criminal violations to appropriate officials. Monitor MSIS for records of all fines imposed and collected.

   e. Prepare responses for the District Commander on appeals resulting from actions by Captains of the Port. If further appeal is made to the Commandant, prepare suitable recommendations and provide all information necessary for a final decision.

   f. Prepare daily reports of minor spills and pollution reports (POLREPS) of moderate and major spills for transmission to Commandant (G–M) in accordance with contingency plans and current instructions.

   g. Closely monitor the effect and effectiveness of the National, International, Regional, and Sub–regional Contingency Plans. Maintain close liaison with signatories of the National Plan to recommend effective changes as the need arises.

   h. Maintain a current and updated library of technical documents on pertinent pollution control.

   i. When directed by the District Commander, assume the duties as on–scene coordinator when a major spill or declared pollution incident occurs.

   j. Coordinate the environmental response activities of the various district units.

   k. Monitor the unit training of personnel performing environmental response activities.

   l. Maintain a continuing and effective liaison with Federal agencies (especially Environmental Protection Agency), state agencies, maritime organizations, and industries in activities that support the goals of the Federal Water Pollution Control Act (FWPCA) and the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended.

   m. Review data and information from field units that contribute to management information systems at District and Headquarters levels.

   n. Provide staff support to the Chief, Marine Safety Division, in that officer's role as Chairman of the Regional Response Team(s).

o. Provide fund management of the Pollution Fund for District units and EPA On–Scene Coordinators operating in the Inland Region of the District and appropriate CERCLA funds as follows:

(1) Issue project number and ceilings for individual Federally funded responses (Pollution Fund only).

(2) Liaison with the MLC for contracting and accounting support.

(3) Review contract, invoices and other documentation required for any Federally funded response.

(4) Prepare the case file necessary for cost recovery.

(5) Liaison with Coast Guard or EPA OSC, the MLC and Headquarters for cost recovery actions.

PORT SAFETY AND SECURITY BRANCH
(mps)

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

   a. Administer the district Port Safety and Security (PSS) Program, including those responsibilities pertaining to vessels, designated waterfront facilities, customs, navigation, conservation, and dangerous cargo laws, except those specifically vested in other District components.

   b. Coordinate the port safety and security activities of the Marine Safety Offices and ensure they carry out the principal PSS activities, including:

      (1) Monitor oil transfer and hazardous cargo operations to prevent spills and accidents.

      (2) Conduct harbor patrols to detect unsafe port or vessel conditions, and oil and hazardous substance spills, and to enforce pollution prevention regulations.

      (3) Inspect designated waterfront facilities to prevent fires, explosions and other possible serious casualties.

      (4) Establish and enforce security and safety zones to safeguard vessels and port areas from accidental or intentional damage or sabotage.

      (5) Respond to maritime emergencies involving terrorism, fire or natural disaster.

      (6) Implement the "Special Interest Vessel Program" to safeguard U.S. ports from external threats of sabotage and espionage.

      (7) Prepare for mobilization (military readiness), including providing both landside and waterside port security.

      (8) Implement the "Port Security Card Program" to control personnel access to port and port facilities.

   c. Supervise and coordinate the activities of the investigative, port safety and security and law enforcement forces in the District, except those under supervision of other District staff components.

   d. Maintain close liaison with all Coast Guard forces and with other Federal, state, and local agencies in order to insure maximum efficiency and economy in all phases of port safety and security.

   e. Administer and process all reports of violations involving port safety and security, dangerous cargo, navigation safety, and pollution prevention. Prepare recommendations for disposition of civil and criminal violations for appropriate official.

   f. Maintain close contact with the shipping industry, and provide assistance to the industry as necessary in order to insure compliance with appropriate Federal regulations. Coordinate action with the Captain of the Port.

g. Monitor the unit training of port safety and security personnel.

h. Review data and information from field units that contribute to management information systems at district and headquarters levels.

i. Process and review funding and resource requirements and planning proposals for District units performing port safety and security functions.

j. Administer the Ocean Dumping Program in the district.

k. Administer the port safety and security aspects of applicable legislation.

l. Administer the Port Security Card Program in the district.

m. Administer the Special Interest Vessel Program in the district.

n. Continually plan and prepare for mobilization and provide port security support to MDZ Sector Commanders within the district.

o. Prepare responses for the District Commander on appeals resulting from actions taken by the Commanding Officers of Marine Safety Offices.

MARINE LICENSING AND VESSEL INSPECTION BRANCH
(mvs)

1. Under the direction and supervision of the Chief, Marine Safety Division, the Chief, Marine Licensing and Vessel Inspection Branch, shall:

   a. Administer the district Marine Inspection and Licensing Programs, including those responsibilities pertaining to vessels, customs, navigation and conservation laws, except those specifically vested in other district components.

   b. Administer and supervise the merchant marine safety activities of District Marine Inspection Offices (MIOs) and Marine Safety Offices (MSOs).

   c. Conduct a continuing review and analysis of staffing and operating costs of the MIOs and MSOs.

   d. Process and review funding and resource requirements and planning proposals for District units performing marine inspection and licensing functions.

   e. Administer and process reported violations of the navigation safety and vessel inspection laws and regulations. Prepare recommendations for disposition of civil and criminal violations for the Chief, Marine Safety Division.

   f. Process and prepare responses to all appeals to the District Commander of decisions of the Officers In Charge of Marine Inspection. If further appeal is made to Commandant, prepare suitable recommendations and provide all necessary information necessary for a final decision.

   g. Process, review, and, where authorized, approve all reports of investigation conducted under 46 U.S.C. 6301 and 7701, involving marine casualties or misconduct, negligence or incompetency of licensed or documented personnel.

   h. Closely monitor the effect and effectiveness of laws and regulations applicable to commercial vessels to determine if they accomplish their intended purpose. Based on field reports and industry liaison, prepare recommendations for amendment, revision or initiation of safety laws and regulations.

   i. Maintain a continuing and effective liaison with vessel owners and operators, shipyards, and other maritime organizations, Federal agencies and industries directly concerned with the operation and utilization of commercial vessels and their support.

   j. Conduct unit inspection of MIOs to ensure that field inspection, licensing and certifying, investigations, and other functions are performed as required and proper records are maintained. Coordinate with the MLC as appropriate.

k. Monitor the training program of each MIO and MSO for compliance with the schedule established in the Marine Safety Manual (COMDTINST M16000 series). Ensure that full and complete records are maintained and that qualifications of individual inspectors are included in officer evaluation reports. Coordinate field input for annual revisions to the Marine Safety Training Guides and Class "C" School Training Plan. Periodically coordinate input for class quota selection.

l. Review field submissions of data concerning marine inspection activities to ensure completeness, accuracy, and timeliness of the submissions.

m. Analyze informational reports obtained from the Headquarters management information system and make recommendations concerning additions, deletions, or alterations as necessary for improving the effectiveness of District and field units.

n. Review and provide recommendations to Commandant (G–MVP) on all requests for Coast Guard approval of mariner training courses.

OPERATIONS DIVISION
(o)

1. Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Operations Division, shall:

   a. In accordance with policies issued by cognizant program directors, plan, develop, implement and direct the following operational and support activities carried out by District units:

      (1) Search and Rescue

      (2) Domestic Icebreaking

      (3) Short Range Aids to Navigation

      (4) Radio Aids to Navigation

      (5) Bridge Administration

      (6) Enforcement of Maritime Laws and Treaties

      (7) Marine Science Activities

      (8) Defense Operations

      (9) Command and Control–Communications (support element)

      (10) Intelligence, Investigations and Security

      (11) Waterways Management

      (12) Polar Ice Breaking*

   b. Monitor district units to determine adequacy of resources and ascertain effective execution of programs.

   c. Assist the Maintenance and Logistic Command in the inspection of district units as required. Initiate remedial action on findings which bear upon Operations Division programs.**

   d. Carry out program budgeting and manage funds allocated to the Operations Division.

   e. Coordinate availability of multi–mission facilities to meet program requirements of other District division chiefs.

   f. Administer the District weather reporting and aerological services.

   g. Monitor the operational training of all operational units within the district.

   h. Direct the activities of the District Operations Center. This function shall include liaison with and, as required, coordination of civil and military facilities used in Search and Rescue, other emergencies, and Maritime Law Enforcement.

i. Administer the District's supporting program for the Automated Mutual–Assistance Vessel System (AMVER) and, where appropriate, designate an officer to supervise the program.

j. Be responsible for oversight of the Officer–In–Charge Review Board.

k. Assist operational field units with problems encountered, gaining support needs from other organizational elements.

l. Continually plan and prepare for mobilization. Support contingency preparedness and maritime defense zone responsibilities of the command, and direct the preparation of the operations portions of appropriate plans.

m. Act as co–chairman with a representative of the Canadian Coast Guard to the Canada/U. S. Joint Coordinating Group for Vessel Traffic Management.***

* Applies to Commander, Seventeenth Coast Guard District only.
** Except Commander, Seventeenth Coast Guard District.
***Applies to Commander, Thirteenth Coast Guard District only.

AIDS TO NAVIGATION AND WATERWAYS MANAGEMENT BRANCH
(oan)

1. Under the direction and supervision of the Chief, Operations Division, the Chief, Aids to Navigation and Waterways Management Branch, shall:

   a. Direct and administer District Waterways Management functions, including VTS, Rules of the Road, Regulated Navigation Areas, Anchorages, Vessel Bridge-to-Bridge Radiotelephone Regulations, and Port Access Routes.

   b. Direct and administer the operation of all aids in the District so as to provide an integrated system of aids to navigation. Provide administrative support for LORSTAs and OMEGA stations within district boundaries.

   c. Initiate or review requests for the establishment, change, or disestablishment of Federal or private aids to navigation. Whenever required, prepare the justification for the expenditure of Federal funds to implement recommended changes in the aids to navigation system (and indicate the priority of accomplishment).

   d. Prepare and administer the plan for the operations of units assigned aids to navigation missions.

   e. Supervise the collection of data for light lists, radio-beacon charts, and Notices to Mariners. Gather, process and disseminate all information concerning the malfunction, failure, damage, or loss of aids to navigation and marine information vital to safety. In addition, provide support for the entire marine information network, NAVAREA/HYDROLANT/PAC broadcasts (Defense Mapping Agency), Topographical/Hydrographic information from NOAA, and National Hydrographic Service via Broadcasts and Local Notices to Mariners.

   f. Recommend and justify District allowances of aids to navigation equipment required to maintain authorized aids in effective operation and to mark waterways under special circumstances such as wrecks, maritime defense zone requirements, extraordinary maritime events, etc. Ensure timely purchase of buoys, chain, and appendages are made to keep a sufficient district inventory.

   g. Evaluate and insure the adherence to ATON positioning standards by district ATON units. Train district ATON personnel on positioning techniques and positioning tools, including computer hardware and software.

   h. Maintain close liaison with headquarters offices to provide up-to-date standards and techniques to ATON units.

   i. In conjunction with the MLCs, establish and coordinate an inspection program to maintain proper operational readiness standards for district aids to navigation units.

   j. Coordinate the interaction of different Coast Guard units to insure the ATON Program functions properly, including the distribution of the major (AFC-43) and minor (AFC-30) ATON maintenance funds.

   k. Establish and coordinate a training program to maintain proper operational standard for district ATON units.

BRIDGE BRANCH
(ob)

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

   a. Formulate for submission to the Commandant recommendations on matters concerning the location and plans of bridges and causeways across the navigable waters of the United States, the operation of drawbridges, and bridges which may be considered to be unreasonable obstructions to navigation.

   b. Take final action concerning permit actions as authorized.

   c. Prescribe the lights and signals required on bridges for the safety of navigation. Exempt the requirement for bridge lighting over waterways with no significant nighttime navigation and, in cases where lighting presently prescribed is not adequate for the safe passage of nighttime navigation, require modified or special lighting.

   d. Authorize temporary departures from drawbridge regulations up to a limit of 60 consecutive days when a drawbridge is undergoing repairs or maintenance work or when the public interest, health, or safety so requires.

   e. Issue Public Notices; conduct Public Hearings; prepare environmental impact statements; maintain close contacts with maritime industry, other users of the navigable waters, Federal, state and local government agencies having interests in bridges or related matters, and the general public, to insure that bridges do not unreason–ably obstruct navigation.

   The functions described under (ob) are assigned in (oan) for those Districts without an authorized Bridge Branch.

LAW ENFORCEMENT BRANCH
(ole)

1. Under the direction and supervision of the Chief, Operations Division, the Chief, Law Enforcement Branch, shall:

   a. Supervise the enforcement of laws and treaties programs within the District. This includes the following:

      (1) Plan and execute the Coast Guard and certain multi–agency drug interdiction operations within the district.

      (2) Plan and execute the Coast Guard and certain multi–agency missions directed at the protection and preservation of natural resources, especially the fishery resources within the Exclusive Economic Zone (EEZ), which includes the training of Coast Guard personnel in fisheries enforcement.

      (3) Enforce other Federal statutes and international agreements in the waters over which the United States has jurisdiction, except those statutes, treaties, and other international agreements related to commercial vessel safety, boating safety, port safety and security, and marine environmental protection.

   b. Supervise or conduct all categories of investigations pertaining to criminal offenses or internal security, as requested or directed, and as established, by the Coast Guard Investigations Manual (COMDTINST M5527.1 series). This includes:

      (1) Provide investigative assistance to commanding officers for the investigation of alleged misconduct by Coast Guard personnel and for investigations into circumstances which indicate probable misconduct by Coast Guard personnel.

      (2) Follow up on the apprehension of deserters and assist in locating absentees as requested by subordinate units and other districts.

      (3) Plan and conduct investigations when so directed in connection with violations of public trust, contractual procurement, or disposal of fraud matters.

      (4) Monitor and assist as necessary investigations by other law enforcement agencies when such investigations are of interest to the Coast Guard.

      (5) Conduct personnel security investigations associated with the security clearance program.

      (6) Analyze, evaluate, and disseminate intelligence information of criminal, counterintelligence, or internal security significance.

      (7) Conduct personnel security operations required for the protection of VIPs, which includes conducting threat assessments prior to the entry of the VIP into potentially hazardous areas.

      (8) Provide technical assistance to subordinate commands in physical security matters.

   c. Serve as the District Special Security Officer (SSO).

d. Supervise the development, promulgation, and implementation of District–wide security programs, plans, policies, and procedures. Programs supervised shall include information, physical, personnel, operations, and industrial security as described in the Coast Guard Security Manual (COMDTINST M5500.11 series).

e. Maintain liaison with, and render appropriate assistance to, other law enforcement, intelligence, and security agencies in the conduct of Maritime Defense Zone support and other applicable Coast Guard missions.

f. Keep appropriate commanders advised of the status of ongoing investigations, law enforcement missions and other branch activities.

g. Coordinate MLE and tactical law enforcement training among the various operational units within the district.

h. When applicable, serve as program manager for assigned WPBs. Coordinate scheduling with groups, control budgeting, serve as point of contact with appropriate MLC for maintenance activities and identify sources of required equipment.

i. Administer the district law enforcement and Maritime Defense Zone intelligence program. This includes identifying intelligence requirements, preparing and executing the District intelligence collection plan, developing and disseminating timely tactical and operational intelligence, and providing intelligence support to the District Commander as the Maritime Defense Zone sector commander.

SEARCH AND RESCUE BRANCH
(osr)

1. Under the direction and supervision of the Chief, Operations Division, the Chief, Search and Rescue Branch, shall:

   a. Administer the program for the operation of floating units, aeronautical units, and operational shore units (except those under the cognizance of the Marine Safety Division and other Operations Division branches), and supervise their activities.

   b. Initiate or review proposals for the reduction, expansion and modification of district operating facilities within the Search and Rescue program. Operating units will be distributed to effect maximum coverage commensurate with available personnel and facilities.

   c. Develop and maintain the subregional or sector SAR plan for which the district is responsible, and conduct the liaison necessary for its proper functioning.

   d. Supervise and ensure compliance with mandated boat crew training programs and mandated boat maintenance programs for assigned units.

   e. Exercise general supervision over the operation of small boats assigned to district units. Ensure replacement of, and evaluate the use of, nonstandard boats within the district.

   f. Establish and coordinate a program to maintain proper operational readiness standards for district SAR facilities. This includes the Boat Crew Training Program, Boat Maintenance Schedules, and Boat Crew Utilization Guidelines.

   g. Provide aerological services when specified.

   h. Prepare preliminary budget estimates, make recommendations as to fund allocations or suballotments, and administer funds allocated to the Branch, as prescribed in current directives.

   i. Supervise the activities of the Operations Center, coordinating with other district office program/mission elements, as required.

OPERATIONS CENTER
(opc)

1. Under the general direction and supervision of the Chief, Search and Rescue Branch, the Senior Controller, Operations Center, shall:

   a. Act as a first response point for operational incidents occurring within the district.

   b. Coordinate the use of operational resources for incidents requiring district action.

   c. Maintain working level liaison with other civilian and military agencies and coordinate mutual support for activities of common concern.

   d. Act as the District Duty Officer for administrative incidents and emergencies.

NOTE: The Rescue Coordination Center (RCC) is a part of the Operations Center. The Term "Rescue Coordination Center" or "RCC" will continue to be used for search and rescue matters, both national and international, in conformance with the National SAR Manual and International Civil Aviation Organization (ICAO) SAR plans.

READINESS AND RESERVE DIVISION
(r)

1. Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Readiness and Reserve Division, shall:

a. Coordinate and supervise the development and administration of the program for the Coast Guard Reserve in the district.

b. Collaborate and maintain effective liaison with other members of the district staff for the successful conduct of the Reserve program and Emergency Preparedness programs.

c. Interface with other Coast Guard program managers, DoD commands and other government agencies to ensure maximum use of all facilities and resources.

d. Supervise the program for maintaining and improving military/contingency readiness of all district units.

e. Maintain liaison with the Naval Readiness Command to promote Coast Guard utilization of naval training and other facilities.

f. Supervise the development and maintenance of district readiness plans required in support of Coast Guard and Navy Plans and Policy. Coordinate the inclusion of technical guidance provided by the Area staff.

g. Maintain liaison with planning groups of the Navy and other government agencies, civil and military, concerned with Coast Guard readiness planning.

h. Supervise and coordinate the small arms program for all district units and cutters.

RESERVE BRANCH
(rs)

1. Under the direction and the supervision of the Chief, Readiness and Reserve Division, the Chief, Programs Branch, shall:

   a. Develop and administer the program for the Coast Guard Reserve, including the temporary component thereof, in the district in accordance with prescribed policies, regulations and instructions.

   b. Where applicable, serve as Commanding Officer for District Reserve Stationkeepers.

   c. Administer the program for the training, organization, mobilization planning and assignment of all Reserve personnel on inactive duty or on intermittent active training duty.

   d. Maintain liaison with and assist the Commanding Officer, Regional Recruiting Officer and local recruiting offices. Provide/coordinate assistance in the administration of military personnel procurement activities for Reserve personnel.

   e. Develop the District Reserve training program and the degree and manner in which Service facilities are to be utilized in furthering this program.

   f. Administer funds allocated for reserve purposes in accordance with current applicable directives.

   g. Manage district reserve manpower and strength. Coordinate reserve personnel recruiting.

   h. Administer program for unit assignments of reserve officers to pay and non-pay billets. Coordinate annual panel for determination of command assignments.

   i. Conduct annual District Reserve Policy Board and ensure appropriate action and recommendations to higher headquarters are taken.

   j. Conduct compliance inspections and Readiness Evaluations for reserve units.

   k. Develop, coordinate and maintain the logistical support elements, including supply, medical service, fiscal and financial service, as may be required for the reserve program.

   NOTE: The term "Reserve personnel" in various forms in these statements includes Reserve personnel on inactive duty or intermittent active training duty, but does not include Reserve personnel on extended active duty.

READINESS BRANCH
(re)

1. Under the direction and supervision of the Chief, Readiness and Reserve Division, the Chief, Readiness Branch, shall:

   a. Develop and maintain, in conjunction with the cognizant staff members, District readiness plans as required in support of Coast Guard and Navy/DoD plans. Disseminate readiness planning, policy and guidance for supporting plans as necessary.

   b. Maintain a complete, updated set of all readiness plans, logistics plans, joint defense plans, emergency preparedness plans, and other similar plans and documents concerning domestic emergencies, operational/military readiness, regional contingencies or general war operations.

   c. Coordinate planning and execution of readiness exercises to test and evaluate established plans including preparation of annual exercise budget request and pre–exercise and post–exercise reports.

   d. During contingencies and/or exercise play, coordinate augmentation of the operations center watch. Establish crises staffing procedures for watchstanders and coordinate training of all pre–designated Crisis Response Team personnel.

   e. Recommend revisions when necessary and initiate other appropriate actions with respect to the joint defense plans, emergency preparedness plan, and other similar plans and documents which concern the employment of district forces.

   f. Monitor the readiness of all Coast Guard resources within the district, active duty and Reserve, to respond to mobilization requirements. Coordinate with program managers. Review and approve subordinate CCGF plans.

   g. Coordinate, administer and supervise operational training programs for maintaining and improving operational readiness of all units in the district. Remain cognizant of current operational problems in order to initiate recommendations for changes in procedures, equipment allowances or training.

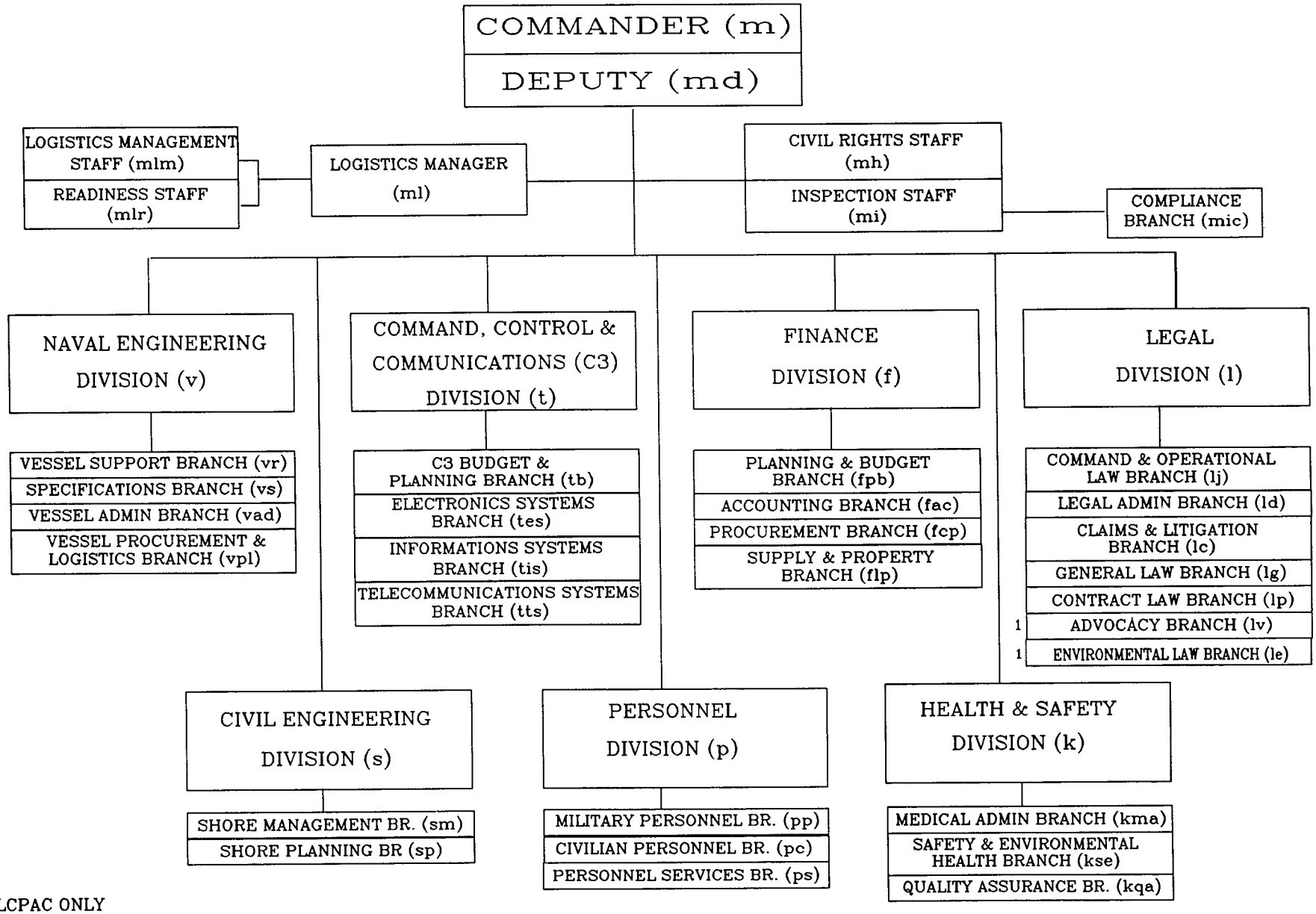
   h. Coordinate, administer and supervise all aspects of the small arms programs for all district units and cutters homeported within the district. Establish and document requirements, initiate procurement, direct distribution and provide training for the use of ordnance, small arms, CBR and Radiac equipment and associated material for district forces.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER FIVE

MAINTENANCE AND LOGISTICS COMMAND STAFF ORGANIZATION

MAINTENANCE & LOGISTICS COMMAND ORGANIZATION



1 MLCPAC ONLY

CHAPTER 5 - MAINTENANCE AND LOGISTICS COMMANDS ORGANIZATION

A. Summary of Maintenance and Logistics Command (MLC) Organization.

1. **The Maintenance and Logistics Commander (m)** under the general direction and supervision of the Area Commander provides support services to districts and area units.

2. **The Deputy Maintenance and Logistics Commander (md)** advises and assists the Maintenance and Logistics Commander in the general administration of the Command and serves as acting in the Maintenance and Logistics Commander's absence. The Deputy directs and supervises the following staff elements:

   a. **Special Staff Elements:**

      Logistics Manager (ml)
      Logistics Management Staff (mim)
      Readiness Staff (mlr)
      Civil Rights Staff (mh)
      Inspection Staff (mi)
      Compliance Branch (mic)

   *b. **Chief, Finance Division (f)** manages budget preparation and review, maintenance of accounts, disbursement of funds, and MLC support services; performs major acquisitions for Area and districts; provides training, assistance and oversight for dining facilities; and <u>manages real and personal property</u>.

   c. **Chief, Health and Safety Division (k)** manages the planning and administration of health care of eligible beneficiaries, and safety and occupational health; conducts safety and health risk assessments of Coast Guard facilities and operations; and administers the medical monitoring program for military personnel and Coast Guard civilian employees.

   d. **Chief, Legal Division (l)** provide advice and assistance to Area Commander, Area units, and districts for courts and boards, military justice, claims and litigation, real property, and contracts and leases.

   e. **Chief, Personnel Division (p)** manages civilian personnel program administration for the Coast Guard field organization; provides general military personnel support to Area and MLC staffs, and supervises military personnel support to Area and MLC units.

      *MLCPAC manages real and personal property in their Civil Engineering Division.

   *f. **Chief, Civil Engineering Division (s)** manages the planning, design, construction, installation, repair, maintenance, outfitting, and alteration of shore structures and related equipment; the repair, maintenance, and approved alteration of aids to navigation structures, except routine maintenance of signal equipment; <u>manages real and personal property</u>.

g. **Chief, Command, Control and Communications (C3) Division (t)** manages the construction, installation, repair, maintenance, and approved alteration of electronics material, including radio, underwater sound, radar, telephone, telegraph, teletype, electronic interior communications, secure electronic aids to navigation equipment and communication equipment.

*h. **Chief, Naval Engineering Division (v)** manages the repair, maintenance and alteration programs for cutters and standard boats assigned to the Area and districts; provides technical information and assistance to field units assigned those tasks; and manage ARMS and all MLC transportation requirements.

B. **Organizational Relationships.** Under the respective Area Commander, and on the same organizational level as a district commander, the MLC provides support services directly to individual units. The MLC consults freely and frequently with district staffs and Headquarters support program managers. The MLC exercises administrative control over support units, including Facilities Design and Construction Centers (FDCCs) and Support Centers (SUPRTCENs). Support Centers will provide administrative support for local delivery units or sub–units, e.g. Electronic Support Units (ESUs)/Electronic Support Detachments (ESDs), as agreed upon in formal or informal support agreements. Administrative control will reside with the MLC. Since Maintenance Augmentation Teams (MATs) are subunits of the Naval Engineering Support Units (NESUs), the NESUs will administratively control the MATs.

C. **Geographic Relationship.** The MLC Commander is primarily responsible for support of the Coast Guard field organization. However, the MLC may control a support unit providing unique services to the Coast Guard as a whole, or it may be designated as the primary support providers to certain types of units, or of certain services, Coast Guard–wide.

D. **Functions Common to All Organizational Elements**. Certain common functions are the responsibility of the heads of all organizational elements. To reduce duplication, these common functions are listed below:

*Underlined is MLCPAC only.

1. Monitoring and evaluating internal management processes and taking steps to remedy problems associated with work procedures, manpower utilization, grade/rank structure and delegation of authority.

2. Indoctrinating, supervising, coordinating and disciplining subordinate personnel. (Discipline shall include all legitimate and constructive action which promotes morale and efficiency among employees.)

3. Coordinating assigned functions with the functions of other organizational elements.

4. Taking action on communications.

5. Maintaining adequate records.

6. Preparing and/or processing special and routine reports.

7. Developing directives and instructions.

8. Maintaining liaison with other Federal agencies and outside organizations.

9. Discharging responsibilities prescribed by Coast Guard Regulations and by other orders and directives issued by higher authority.

10. Carrying out studies, planning, evaluation, and budget development relative to improvement of current operations and to lay the ground work for implementation of plans as approved by competent authority.

THIS PAGE INTENTIONALLY LEFT BLANK

MAINTENANCE AND LOGISTICS COMMANDER
(m)

1. Under the general direction and supervision of the Area Commander, the MLC Commander shall:

   a. Provide support services directly to individual units.

   b. Provide for the general administration of the MLC.

   c. Manage the technical support programs for vessels, shore, and electronics.

   d. Approve structural alterations for shore instal–lations, and electronic alterations for which they are type managers.

   e. Oversee the administration of the following support/services provided by the MLC:

      (1) Finance
      (2) Personnel
      (3) Civil Rights
      (4) Legal
      (5) Medical
      (6) Compliance and Safety Inspection.

THIS PAGE INTENTIONALLY LEFT BLANK

MAINTENANCE AND LOGISTICS DEPUTY COMMANDER
(md)

1. Under the general direction and supervision of the MLC Commander, the MLC Deputy Commander shall:

   a. Assist the MLC Commander in the general administration and direction of MLC activities, particularly with respect to the efficient, safe and economical performance of Coast Guard duties and the proper use of assigned personnel and facilities.

   b. Assist the Area, District and MLC Commanders in inspecting their units and keep them informed about the status of their activities.

   c. Supervise and coordinate the activities of the various chiefs of divisions and independent staff officers in providing support to the Area and District Commanders.

   d. Advise the various chiefs of divisions and independent staff officers about the policies and programs of the MLC Commander as required.

   e. Supervise and coordinate the preparation and execution of maintenance and plans, and programs for carrying out the functions of the Service within the Area.

   f. Supervise and coordinate the budget preparation and execution of the MLC and assure the efficient management and use of funds.

   g. Ensure review of support aspects regarding PPBES inputs and coordinate with the District Commanders on these issues prior to submission to the Area.

   h. Manage the directives, forms and reports management programs for the MLC as directed by the Commandant.

   i. Act as MLC Competition Advocate by:

      (1) Challenging barriers to and promoting full and open competition;

      (2) Identifying opportunities and actions taken to achieve full and open competition and any condition or action which has the effect of restricting competition in Coast Guard procurement actions;

      (3) Reviewing justifications for other than full and open competition and disapproving those not warranting approval at a higher level and forwarding those recommended for approval through the Competition Advocate Staff at Coast Guard Headquarters;

      (4) Advising the Competition Advocate of an accomplishments and problems identified.

MANAGER OF LOGISTICS (ml)

1. Under the general direction and supervision of the MLC Deputy Commander, the Manager of Logistics shall:

   a. Serve as the logistics advisor to the Area and Maritime Defense Zone (MDZ) commander.

   b. Serve as the MLC's primary source of logistics policies and program coordination.

   c. Develop assessment policies and procedures to evaluate the effectiveness of logistics programs to assure they meet stated Coast Guard Headquarters policies and needs of the Coast Guard.

   d. Serve as the MLC's principal functional manager for afloat logistics, supply systems management and policy development. Provides policy and procedural guidance and coordination to afloat assets under Area and Districts. Also act as the MLC's principal representative to the Area, Districts, Headquarters and ICPs for such matters.

   e. Provide technical consulting services in logistics policies to all Area, MLC and District Staffs.

   f. Serve as the MLC special program liaison with Navy, DoD and non–DoD agencies. Develop policies and procedures to enhance maintenance and logistics integration programs. Develop and negotiate interservice agreements, policies and procedures when such support is required.

   g. Serve as the designated representative for the MLC commander who oversees the logistics program support for AREA/MARDEZ operations.

   h. Advise and consult on the development of policies and procedures, and provide management oversight, assessment and evaluation on the following logistics elements/programs as they affect AREA elements both afloat and ashore:

      (1) Maintenance management (afloat and ashore)

      (2) Manpower and personnel planning

      (3) Supply systems management

      (4) Support and test equipment

      (5) Training programs and strategies

      (6) Computer based information resource management systems

      (7) Technical documentation programs

      (8) Preservation, packaging, handling and stowage systems

      (9) Transportation systems

      (10) Personal property systems

(11) Inspection and compliance programs

(12) Facilities planning

i. Coordinate the development of policies, procedures and measures of effectiveness for supply systems programs elements, encompassing:

(1) Provisioning programs

(2) Supply support from other government agencies

(3) Allowance programs

(4) Management of project materials

(5) Requisitioning programs

(6) Storage policies

(7) Disposal policies

j. Manage and direct the logistics management staff (mlm) to provide program management, coordination and oversight for selected logistics programs affecting AREA elements both afloat and ashore, including but not limited to:

(1) Unit logistics issues

(2) Configuration Management (CM)

(3) Centralized Shipboard Supply (CSS)

(4) Serve as District/unit advocate for CM/CSS programs

(5) Program assessment and evaluation

(6) System to Automate and Integrate Logistics (SAIL) including business practices, designs incurred in SAIL

k. Manage and direct the Readiness Planning Staff (mlr) to:

(1) Review all mobilization maintenance and logistical support documents for the Area and the Districts.

(2) Maintain the library of readiness plans, instructions and related documents for contingency operations, domestic emergencies (support to civil authorities) and general war.

(3) Coordinate input, develop and maintain the Area Logistic Support and Mobilization Plan (LSMP).

(4) Coordinate MLC command staff and unit participation in exercises and special operations.

(5) Maintain liaison with appropriate planning groups of the U.S. Navy and other government, civil and military, concerned with Coast Guard readiness planning.

(6) Serve as the Directives Control Point for the MLC.

(7) Coordinate all requests for reprogramming of the personnel resources and assist the MLC Deputy Commander in the management of personnel resources.

(8) Provide guidance to the Area program and MLC facility managers for establishing and changing property and supply stock allowances at field units.

READINESS PLANNING STAFF
(mlr)

1. Under the direction and supervision of the MLC Commander and MLC Deputy Commander, the Chief, Readiness Planning Staff shall:

   a. Review all mobilization maintenance and logistical support documents for the Area and districts.

   b. Maintain the library of readiness plans, instructions, and related documents for contingency operations, domestic emergencies or general war.

   c. Coordinate input, develop and maintain the Area–wide Logistics Support and Mobilization Plan (LSMP).

   d. Coordinate MLC command staff and units participation in exercises and special operations.

   e. Maintain liaison with appropriate planning groups of the Navy and other government agencies, civil and military concerned in Coast Guard readiness planning.

   ***f.** Serve as Directives Control Point for the MLC command.

   ***g.** Coordinate all requests for reprogramming of personnel resources and assist the MLC Deputy Commander in the management of personnel resources.

   ***h.** Provide guidance to Area program and MLC facility managers for establishing and changing property and supply stock allowances at field units.

   * MLCPAC only

CIVIL RIGHTS STAFF
(mh)

1. Under the direction and supervision of the MLC Commander and MLC Deputy Commander, the Civil Rights Officer shall:

   a. Provide technical advice, guidance and other program assistance to the MLC and all commands in the Area.

   b. Serve as principal advisor to the MLC Commander on all matters pertaining to equal opportunity, affirmative action, discrimination complaints, and human relations training. Maintain an effective civilian and military civil rights program in accordance with COMDTINST M12713.7 and COMDTINST M5350.11 (series).

   c. Develop, recommend, coordinate and monitor implementation of affirmative action goals and programs for civilian and military in accordance with policies, DoT and EEO Commission directives.

   d. Keep superiors informed on the effectiveness of the MLC's Equal Opportunity Program, the major problems encountered, and recommend remedial measures which can be taken at the local level.

   e. Participate in the development and review of all local civilian and military personnel administration policies and programs. Advise the MLC Commander of their impact on equal opportunity policies and procedures.

   f. Maintain contact with military and civilian managers and supervisors to assure their understanding of and compliance with program goals and requirements, and to assist in resolving individual problems when possible.

   g. Provide training for military and civilian personnel in accordance with Commandant's policies.

   h. Screen candidates, nominate to MLC Commander for designation, and supervise all collateral duty civil rights personnel. This includes EEO Counselors, Military Civil Rights Counselors, Federal Women's Program Managers, Hispanic Employment Program Manager, and the Military Civil Rights Counselor/Facilitator (when no fulltime billet is assigned).

   i. Provide assistance to counselors in the complaint process. Participate in the negotiations for informal resolution throughout all stages of the process.

   j. Evaluate the program's effectiveness via reports and special or periodic on–site inspections.

k. Provide advise to MLC Commander on appropriate command actions taken at various phases of a complaint action; represent the command, when designated, in negotiations for complaint resolution; monitor subordinate actions for timeliness and responsiveness during compliant processing; and ensure required measures of complaint resolution are carried out.

l. When designated, represent the MLC Commander in community outreach programs, in meetings and functions with special emphasis organizations, and liaison with Federal, national, or local organizations on matters concerning civil rights, affirmative action, or human relations.

INSPECTION STAFF
(mi)

1. Under the direction and supervision of the MLC Commander and MLC Deputy Commander, the Chief, Inspection Staff shall:

   a. Direct and coordinate efforts of the Compliance Branch in support of command goals.

   b. Establish and manage a periodic inspection program designed to ensure compliance with applicable laws, regulations, directives and policy.

   c. Submit reports and analyses documenting the results of compliance inspections to appropriate operational and support commanders.

COMPLIANCE BRANCH
(mic)

1. Under the direction and supervision of the Chief, Inspection Staff, the Chief, Compliance Branch shall:

   a. Supervise and conduct the periodic inspection program. Compliance with applicable laws, regulations, directives and policies shall be evaluated in the areas of financial administration.

   *b. Provide branch personnel to man full time inspection teams and coordinate, through the MLC Inspector, the provision of pro-tem inspection personnel to function as subject matter experts. Pro-tem personnel may be provided from other branches and divisions within the MLC or from subordinate MLC commands or organizations.

   * MLCLANT only

FINANCE DIVISION
(f)

1. Under the general direction and supervision of the MLC Commander and MLC Deputy Commander, the Chief, Finance Division shall:

   a. Act as principal financial management and procurement advisor to the Area Commander, MLC and other staff officers.

   b. In conjunction with the inspection staff, conduct evaluations of Area and MLC units as required by law, regulations or directives.

   c. Administer funds allocated to the MLC for staff operation and support.

   *d. Provide mobilization planning input for all phases of financial management, budgeting, procurement, supply <u>and property management</u>.

   e. Assess existing systems to determine risks of fraud, waste, abuse and mismanagement. Implement necessary internal controls to safeguard Coast Guard assets and to ensure fiscal integrity.

   **f. Serve as the A-76 coordinator for MLCPAC/PACAREA staffs and units.

   * Underlined applies to MLCLANT only.
   ** MLCPAC only

PLANNING AND BUDGET BRANCH
(fpb)

1. Under the direction and supervision of the Chief, Finance Division, the Chief, Planning and Budget Branch shall:

   a. Coordinate and consolidate estimates for annual budgets or continuing resolutions involving the following Allotment Fund Codes (AFC):

      (1) AFC–30 for ships (Medium Endurance Cutters and larger), communications stations, Support Centers, FD&CCs, Area and MLC staffs, and MLC field units. Energy funding for these units is included.

      (2) AFC–4X for maintenance and repair of all units in the Area.

      (3) AFC–54 for Area units training and readiness.

      (4) AFC–56 for training and off–duty education of Area units, Area and MLC staffs.

      (5) AFC–57 for all medical equipment purchases/medical services.

   b. Prepare and submit apportionment requests.

   c. Prepare quarterly financial plans and coordinate targets with program/support managers and field units. Issue Operating Targets (OPTARS).

   d. Receive and review, with program/support managers, requests for reallocation. Develop analyses for the MLC Budget Review Board.

   e. Evaluate cost data and prepare financial management reports for program/support managers. Assist program/support managers in preparing changes to the financial plans.

   f. Coordinate planning (i.e. develop backlog requests) for justification of management of supplemental funding.

   g. Maintain carryover limits.

   h. Coordinate Vehicle Fleet Management of GSA and DOT vehicle use by the Area and MLC staffs and units, as appropriate for geographical boundaries.

   **i. Coordinate development of AC&I PPRs involving new or improved/expanded dining facilities, with the Civil Engineering Division (s).

   **j. Coordinate and control all MLC/AREA cashier designations and audit requirements.

   **k. Coordinate and control all MLC/AREA ACO (Authorizing Certifying Officer) designations.

**l. Serve as MLC (f) focal point for resolution of differences between unit target ledgers and MLC (fac) statement of fund balances.

**m. Develop and issue rules and procedures for the acquisition and control of credit cards.

**n. Monitor operations of Supply Fund (SF) activities such as clothing lockers at Area and MLC units. Coordinate with Inventory Control Points (ICPs) as required for control of wholesale system stocks (buoys, boat engines, etc.) positioned at MLC units.

**o. Administer the general personal property accountability system for the Area and MLC offices (CALMS and ERPAL will be performed in the Technical Support Divisions). Coordinate screening of excess property and input all acquisitions into the automated control system for the Area, MLC and field units without computer capability. Coordinate Area and MLC office surveys of personal property and prepare excess property declarations. Coordinate Area and MLC disposal of personal property.

**MLCPAC only

ACCOUNTING BRANCH
(fac)

1. Under the direction and supervision of the Chief, Finance Division, the Chief, Accounting Branch shall:

   a. Maintain prescribed general ledger control accounts and subsidiary ledgers for assets, liabilities, revenues, and expenses with the Administrative Operating Target or AC&I Project Target for each appropriation/fund allotted to the Area and MLC. Accounting for leased housing, utilities, and medical services within the Area will be regionalized.

   b. Review obligations and assign expenses for proper charge to the correct Object Code and Cost Center. Review Military Standard Requisitioning and Issuing Procedure (MILSTRIP) documents for proper fund code. Record obligations and expenditures to Area units, Area staff, MLC units, or MLC staff controlled funds and pickup accounts, ensuring that the fund manager has certified availability of funds and the commitment/obligation has been approved by the responsible official.

   c. Bill customers promptly on delivery of Coast Guard services or supplies, establish receivables, accept and properly dispose of collections, follow–up on overdue accounts, and assess late payment penalties.

   d. Establish payables, accrue expenditures, receive vendors' invoices and match them with receiving reports for supplies and services. Observe Prompt Payment Act requirements for timely disbursements and use of vendor discounts.

   e. Maintain industrial accounts as necessary.

   f. Maintain capital authorizations for allocated Supply Fund (SF) activities. Record receipts and expenditures for clothing, lockers, commissaries, and field stock/general stores stocking units at Area and MLC units.

   g. Capitalize and account for real and personal property acquisitions and disposals.

   h. Prepare internal management and external accounting reports as required. Review undelivered orders and follow–up to cancel or liquidate. Transfer appropriate accounts to successor appropriations and release unobligated balances.

PROCUREMENT BRANCH
(fcp)

1. Under the direction and supervision of the Chief, Finance Division, the Chief, Procurement Branch shall:

   a. Serve as the principal contracting officer for all procurements greater than $25,000, other than Vessel Technical Support including C^3 shipboard electronics or Shore Technical Support, required to support districts and units, Area and units, and MLC and units.

   b. Serve as the principal contracting officer for all pollution, leased housing and medical services requirements within the Area.

   c. Provide small purchase support for the Area and MLC staffs and their field units (with limited small purchase authority). Procure supplies and non–personal services other than for vessels in the amount of $25,000 or less from commercial sources.

   d. Direct the activity of the contracting and ordering officers including:

      (1) Establish and maintain contacts with commercial, public, and governmental sources of supply.

      (2) Negotiate, award and administer all contracts.

      (3) Appoint Contracting Officer's Technical Representatives (COTR) when appropriate.

      (4) Establish and maintain control and follow–up procedures to ensure procurement actions are completed on time and within cost projections.

      (5) Ensure commercial purchases under $25,000 are reserved for small businesses. Promote participation in procurement related economic stimulation programs such as the 8(a) Small and Disadvantaged Business Set Asides.

   e. Coordinate development of Advanced Procurement Plans for Area, District, and MLC requirements.

   f. Review and recommend action for the MLC Commander to take on Statements of Essential Need for proposed procurements exceeding $200,000.

   g. Ensure Acquisitions Prenotifications are prepared and submitted to Headquarters as required.

   h. Institute solicitation/proposed contract action reviews and prepare the Reports of Review.

i. Place orders under existing Federal Supply Schedule contracts awarded by GSA or Blanket Purchase Agreements awarded by other government agencies as prescribed.

j. Analyze unauthorized procurements made by Area units, MLC units, or staffs and prepare ratification recommendation for the Head of Contracting Activity.

k. Review requests or recommendations for delegation of contracting authority to Area and MLC units or staffs. Arrange training for procurement personnel consistent with warrant qualification requirements.

SUPPLY AND PROPERTY BRANCH*
(flp)

1. Under the direction and supervision of the Chief, Finance Division, the Chief, Supply and Property Branch shall:

   a. Operate the Automated Requisition Management System (ARMS) or Requisition Processing Point (RPP) for ordering supplies from government supply sources in support of the Area and MLC staffs, and field units which do not have or are not authorized directed access to the system. Provide technical advice and training for Area and MLC units.

   b. Establish local support agreements with other Coast Guard units or other government agencies for logistics help when feasible and economical. Provide assistance to other agencies within existing capabilities and resources.

   c. Provide guidance to Area program and MLC facility managers for establishing and changing property and supply stock allowances at field units.

   d. Determine petroleum, oil, and lubricant (POL) requirements for Area and MLC units.

   e. Provide input and review effectiveness of the logistics support plans for the Area. Prepare and update the annexes to contingency, mobilization and Operating Plans.

   f. Develop and issue rules and procedures for the acquisition and control of credit cards.

   g. Monitor operations of Supply Fund (SF) activities such as clothing lockers at Area and MLC units. Coordinate with Inventory Control Points (ICPs) as required for control of wholesale system stocks (buoys, boat engines, etc.) positioned at MLC units.

   h. Administer the general personal property accountability system for the Area and MLC offices (CALMS and ERPAL will be performed in the Technical Support Divisions). Coordinate screening of excess property and input all acquisitions into the automated control system for the Area, MLC and field units without computer capability. Coordinate Area and MLC office surveys of personal property and prepare excess property declarations. Coordinate Area and MLC disposal of personal property.

   i. Manage the space/rent program for the Area, MLC and their field units, working directly with the cognizant GSA regional office.

   j. Act as Recorder for the Real Property Review Board. Maintain the official records of all Coast Guard owned real property within the Area. Coordinate with the Chief, Civil Engineering Division for development of planning proposals, Master Plans, and AC&I PPRs. Coordinate acquisition and disposal of all real property. Rent or outlease Coast Guard controlled property to others.

   k. Serve as principal contracting officer for real estate matters within the MLC.

* Applies to MLCLANT only. (flp) has been eliminated as a Branch at MLCPAC. Those (flp) elements are now dispersed to other divisions throughout MLCPAC.

THIS PAGE INTENTIONALLY LEFT BLANK

HEALTH AND SAFETY DIVISION
(k)

1. Under the general direction and supervision of the MLC Commander and MLC Deputy Commander, the Chief, Health and Safety Division shall:

   a. Act as advisor to the MLC Commander for:

      (1) Providing health services to support operational missions, and

      (2) Interpreting and implementing health care policies as set forth by Commandant.

   b. Ensure personnel readiness and support Coast Guard missions by administering and evaluating the delivery of quality health care to eligible beneficiaries.

   c. Oversee the implementation and modification of operating policies of all Coast Guard Medical Treatment Facilities (CGMTFs).

   d. Manage and administer Operating Targets (OPTARS) allocated by Headquarters for acquisition of health care services, supplies, and equipment.

   e. Direct environmental and occupational health programs.

   f. Furnish information and advice to operating units and beneficiaries regarding eligibility and availability of health care services within the area.

   g. Ensure that professional qualifications of officer, enlisted and civilian health care personnel are maintained through routine evaluation, and the identification of training, and continuing education requirements.

   h. Review all USPHS Commissioned Officer Effectiveness Reports (COER) and prepare forwarding endorsements, as appropriate, for Headquarters review.

   i. Originate requests for or review planning proposals, major and minor AC&I projects, and recommendations for changing policies and program funding levels as they affect health care support for Coast Guard missions.

   j. Provide mobilization planning for all phases of health care services.

   k. Assist Inspection Staff (mi) with conducting compliance inspections of all Area and District units with clinics.

MEDICAL ADMINISTRATION BRANCH
(kma)

1. Under the direction and supervision of the Chief, Health & Safety Division, the Chief, Medical Administration Branch shall:

   a. Analyze and make recommendations regarding the adequacy and effectiveness of health services personnel, facilities, supplies, equipment, and funds to meet health service program standards.

   b. Provide advice on health care matters pertaining to military personnel processing (e.g., discharge boards, the Physical Disability Evaluation System, retention standards, etc.).

   c. Maintain liaison with other health care agencies and facilities, both civilian and military, regarding health care for Coast Guard beneficiaries.

   d. Act as the Contracting Officer's Technical Representative (COTR), determine the need, develop statements of work, and coordinate contracts for health care services to Coast Guard beneficiaries.

   e. Process health care bills for payment in accordance with applicable directives.

   f. Act as approving authority for all non–Federal health care requests and monitor fund expenditures. Approve requests for nonstandard eyewear.

   g. Manage and administer the Division's AFC–57 and AFC–30 accounts and act as health care equipment inventory control point.

   h. Provide health care benefits and CHAMPUS information to eligible beneficiaries.

   i. Coordinate the review and administrative processing of physical examinations.

   j. Administer the alcohol treatment and rehabilitation program.

   k. Administer the operations of the Mobile Dental Detachments.

   l. Submit recommendations to the Quality Assurance Branch (kqa) regarding training and continuing education requirements for officer, enlisted and civilian health care personnel.

   m. Prepare, as requested, assessments regarding the technical performance of USPHS officers.

   n. Develop and monitor workload indicators (e.g., patient visits, procedures, prescriptions, expenditures, etc.) to best use staff, funding, equipment, supplies and facilities in the delivery of health services to support program management needs and determine readiness status and requirements.

SAFETY AND ENVIRONMENTAL HEALTH BRANCH *
(kse)

1. Under the direction and supervision of the Chief, Health and Safety Division, the Chief, Safety and Environmental Health Branch shall:

   a. Administer the safety and environmental/occupational health programs for all units located within the Area.

   b. Administer and support the Coast Guard occupational medical monitoring program for all units within the Area.

   c. Provide technical advice and assistance to all units on all matters relating to safety, environmental/ occupational health and occupational medical monitoring.

   d. Conduct periodic safety, environmental/occupational health and hazardous materials/waste audits of all Area units to identify conditions/practices that could lead to illness/injury or noncompliance with safety and health laws and regulations.

   e. Provide guidance for communicable disease prevention, treatment and control.

   f. Analyze safety and environmental/occupational health data for trends/patterns in illnesses and injuries to identify high–risk Coast Guard operations. Initiate comprehensive measures to control or eliminate unsafe and unhealthy conditions.

   g. Make recommendations to improve efficiency and effectiveness of Coast Guard military and civilian employees by using principles of safety and environmental/occupational health.

   h. Provide on–the–job training to preventative medicine technicians and health services technicians assigned preventive medicine duties.

   i. Maintain liaison with Federal, state, and local agencies, educational institutions, and private industry for exchanging information on safety and environmental/occupational health.

   j. Assist the Quality Assurance Branch in analyzing planning proposals, and major and minor AC&I projects.

   k. Submit recommendations to the Quality Assurance Branch regarding training and continuing education requirements for officer, enlisted and civilian health care personnel assigned safety or environmental/occupational health responsibilities.

   l. Prepare, as requested, evaluations regarding the technical performance of USPHS officers assigned safety or environmental/occupational health responsibilities.

   m. Submit annual administrative budget requirements to the Medical Administration Branch.

   n. Develop and monitor workload indicators, (e.g., number of site visits, number of audits completed, expenditures, etc.) to best use staff, funding, equipment, supplies and facilities to support program management needs and determine readiness status and requirements.

o. Administer and utilize the Coast Guard computerized mishap reporting system for the compilation and analysis of accident/illness information.

p. Conduct safety, environmental/occupational health and hazardous materials investigations as required or directed by competent authority.

q. Advise and consult with planning, design and technical staffs within the Area to assure incorporation of safety and environmental/occupational health considerations in the planning process for acquisition, construction and improvement (AC&I) of facilities ashore and afloat.

r. Input major findings from safety and environmental health audits into the Coast Guard Safety and Health Hazard Abatement Data System (SHHADS). Track major findings to ensure abatement within established schedules.

s. Provide training to units in safety, environmental/occupational health and occupational medical monitoring.

t. Represent the Coast Guard in meetings and conferences sponsored by professional safety and environmental/occupational health organizations.

u. Initiate and/or participate in safety and environmental/occupational health studies on request.

v. Establish and maintain an Area–wide motor vehicle safety program.

**w. Manage, maintain and implement the Coast Guard computerized MISHAP and SHHADS Data Systems, including periodic reports to Coast Guard units.

l. Provide technical supervision of Coast Guard Dining Facilities (CGDF) in the Area using Subsistence Advisory Team (SAT). Train and advise unit CGDF personnel in professional and administrative matters.

* MLCLANT contains two seperate branches for (kse) functions: Safety Programs (ksp) and Environmental/Occupational Health (keo).

** MLCLANT only

QUALITY ASSURANCE BRANCH
(kqa)

1. Under the direction and supervision of the Chief, Health & Safety Division, the Chief, Quality Assurance Branch shall:

   a. Administer the Quality Assurance program.

   b. Provide technical guidance and assistance to Area and MLC Unit Commanding Officers, District Commanding Officers, Senior Medical Officers and Senior Dental Officers regarding the implementation of the Quality Assurance Program.

   c. Monitor and evaluate the quality of services provided by non–Federal providers and by Coast Guard health services personnel, including professional oversight, peer review, and routine on–site visits to ensure compliance with quality assurance and Joint Committee on Accreditation of Hospitals standards, as appropriate.

   d. Assist the Medical Administration Branch (kma) in monitoring and evaluating the appropriateness of health care services performed by CGMTFs and non–Federal providers.

   e. Assist the Medical Administration Branch (kma) in preparing contract specifications and selecting health care services contractors.

   f. Formulate and monitor procedures relative to the proper operation, security and safeguards at Coast Guard operated pharmacies.

   g. Assist the Medical Administration Branch (kma) regarding the effective use of Mobile Dental Detachments.

   h. Develop and monitor workload indicators, (e.g., patient visits, procedures, prescriptions, expenditures, etc.) to best use staff, funding, equipment, supplies, and facilities in the delivery of health services to support program management needs and determine readiness status and requirements.

   i. Coordinate development of the Division's annual training plan and ensure training and continuing education requirements for officer, enlisted and civilian health care personnel are addressed.

   j. Analyze planning proposals and all AC&I projects.

   k. Prepare, as requested, assessments regarding the technical performance of USPHS officers.

THIS PAGE INTENTIONALLY LEFT BLANK

LEGAL DIVISION
(l)

1. Under the general direction and supervision of the MLC Commander and MLC Deputy Commander, the Chief, Legal Division shall:

   a. Serve as the personal legal advisor to the Area Commander, MDZ Commander, MLC Commander, as well as their deputies and staff officers.

   b. Provide both operational and administrative legal advice to the Area Commander, MDZ Commander, and their staffs as requested.

   c. Provide command legal advice to all Area and MLC Commands, and Headquarters units on all matters falling within the purview of the Uniform Code of Military Justice, the Manual for Courts–Martial, and Military Justice Manual; assist in the conduct of courts and boards convened by Area and MLC Commands, and Headquarters units; and review the records of proceedings of all courts and boards subject to review by either the Area Commander or the MLC Commander.

   d. Provide legal representation for the Area and MLC Commands in dealing with Members of Congress, the courts, other governmental agencies, both Federal and state, and act as legal counsel for the command in its relations with industry and the general public.

   e. Serve as the primary liaison between the MLC and the Department of Justice regarding litigation arising out of Coast Guard activities. Includes gathering, evaluating, and providing evidence and witnesses required for case support; providing active attorney support throughout all stages of litigation; and generally maintaining a spirit of goodwill and cooperation between the two agencies.

   f. [For Commander(l), MLCPAC only] Provide defense advocacy services to all Coast Guard members assigned to units geographically located within the Area.

   g. Represent the U.S. Coast Guard in hearings and trials involving personnel and civil rights issues, where the U.S. Coast Guard is a party, arising at any unit geographically located within the Area.

   h. Initiate, prepare or review documents and correspondence pertaining to matter having legal implications including, but not limited to, contracts, real property, claims and litigation (including civil penalties), and office administration as well as provide interpretations of statutes, executive orders, regulations, court decisions, and decisions of the Attorney General or the Comptroller General.

   i. Provide legal advice and make determinations concerning the release of information, records, and files and the availability of Coast Guard personnel as witnesses.

   j. Provide any other administrative legal advice not otherwise mentioned to all commands geographically located within the Area.

   k. Serve as Deputy Ethics Counselor for all Area and MLC commands and Headquarters units.

   l. Provide legal assistance services to military personnel and their dependents as resources permit.

m. Provide mobilization planning for all phases of legal services.

ENVIRONMENTAL LAW BRANCH*
(le)

1. Under the direction and supervision of the Chief, Legal Division, the Chief Environmental Law Branch shall:

   a. Provide legal advice in support of environmental compliance by all Coast Guard units and activities within the Pacific Area geographic region. Research and interpret Federal, state, and local statutes and regulations concerning the application of environmental law to Coast Guard functions, missions, and units.

   b. Provide recommendations with respect to all claims against the Coast Guard or its employees by Federal, state, local governments, or private citizens for alleged noncompliance with applicable environmental law.

   c. Provide legal advice with respect to claims against the Coast Guard or its employees arising from environmentally related activities presented under authorities over which the Claims Branch has adjudication responsibility.

   d. Provide legal advice to the Chief, Claims and Litigation Branch and program managers regarding collection of civil penalties and funds expended in pollution response actions related to the Coast Guard's environmental enforcement activities.

   e. In coordination with Commandant (G–LCL) provide assistance to the Department of Justice in civil and criminal litigation related to environmental matters by gathering, evaluating, and providing evidence and witnesses, and by making available attorney support throughout all stages of litigation arising out of activities of any Area, MLC, or Headquarters unit. Represent the Coast Guard and participate in preparation, presentation, and settlement of cases at administrative hearings arising in assigned areas of responsibility.

   f. Coordinate training in environmental law issues for appropriate personnel within the Area and its geographic region.

   * MLCPAC only -- MLCLANT has an Environmental Law Officer

COMMAND AND OPERATIONAL LAW BRANCH
(lj)

1. Under the direction and supervision of the Chief, Legal Division, the Chief, Command and Operational Law Branch shall:

   a. Provide command legal advice on military justice matters to the Area/MDZ Commander, MLC Commander, and all Area, MLC, and Headquarters units, other than Headquarters units with staff legal officers. Serve as Staff Judge Advocate for all Area, MLC, and Headquarters units within the Area, other than Headquarters units with staff legal officers.

   b. Provide or arrange for trial counsel services for all courts–martial convened by Area, MLC, and Headquarters units, other than Headquarters units with staff legal officers.

   c. Review and provide legal opinion and comment on appeals from non–judicial punishment submitted by Area, MLC, and Headquarters units.

   d. Draft initial pretrial advice for the Staff Judge Advocate in all general courts–martial to be convened by the Area or MLC Commander.

   e. Review the records of proceedings of all courts–martial subject to review by either the Area or MLC Commander.

   f. Provide command legal advice on Coast Guard administrative board actions to all Area, MLC, and Headquarters units.

   g. Provide legal advice to any administrative personnel board convened by Area, Headquarters, and MLC units.

   i. Review Article 138 Applications for Redress of Wrongs, and preparation of recommended action.

   j. Provide legal advice to operational matters having legal implications to the Area/MDZ and Area units, including on the law of armed conflict, use of force policies, and regulatory matters.

   k. Review and comment upon readiness planning documents and Area/MDZ directives for legal sufficiency.

   l. Provide mobilization planning for all phases of legal services.

   *m. Provide legal advice, as necessary, to the Commander, Joint Task Force Five.

   *n. Provide legal advice on administrative hearings to the Pacific Area Hearing Officer.

   * MLCPAC only

LEGAL ADMINISTRATION BRANCH
(ld)

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

   a. Administer planning, programming and budgeting for the Legal Division.

   b. Serve as Property Officer and Building Supervisor, and in such capacity, order necessary furniture, supplies, publications, and services for the Legal Division. Oversee the maintenance and allocation of assigned building space, telephone and utility services.

   c. Prepare leave authorizations, enlisted performance evaluations, and orders for all Legal Division personnel.

   d. Coordinate a training program for all office personnel.

   e. Provide clerical services for all attorneys and non–attorney professional staff.

   f. Maintain a comprehensive office filing and case tracking system. Prepare time keeping and other required reports and keep a current tickler system.

   g. Provide systems management for all ADP equipment provided to the Legal Division.

   h. Oversee routing of publications and correspondence. Screen all incoming clients and telephone calls and provide hospitable reception for visitors to the Division.

   i. Maintain the legal library.

CLAIMS AND LITIGATION BRANCH
(lc)

1. Under the direction and supervision of the Chief, Legal Division, the Chief, Claims and Litigation Branch shall:

   a. Adjudicate or provide recommendations to the Chief, Legal Division with respect to all claims against the Coast Guard or its employees arising within the Area under U.S. law including the following authorities:

      (1) Federal Tort Claims Act
      (2) Military Claims Act
      (3) Military Personnel and Civilian Employees Claims Act
      (4) Foreign Claims Act
      (5) Admiralty Claims Act
      (6) 10 USC 2737 (Claims Not Cognizable Under Other Law)
      (7) Auxiliary Claims (14 USC 830)

   b. Collect (including making final demands on debtors), compromise, terminate, or refer for collection, or provide recommendations to the Chief, Legal Division with respect to claims on behalf of the Coast Guard arising within the Area under U.S. law including the following authorities:

      (1) Federal Claims Collection Act
      (2) 14 USC 647 (Admiralty Claims)
      (3) 14 USC 642 (Aids to Navigation Claims)
      (4) Federal Water Pollution Control Act

   c. Develop and prescribe claims procedures and instructions, and furnish guidance and advice to all units within the Area regarding of the submission, investigation, and processing of claims arising under the authorities listed in paragraph 1.a. and 1.b. above.

   d. Manage the Legal Division's involvement in all Federal Claims Collection Act matters, particularly civil penalty cases, by making final demands upon delinquent debtors; collecting claims in full or comprising, suspending, or terminating action to collect payment within delegated authority; referring claims for judicial enforcement; and coordinating collection efforts within the MLC Finance Division and the various program managers within the Area.

   e. In coordination with Commandant (G–LCL), provide assistance to the Department of Justice in civil litigation by gathering, evaluating, and providing evidence and witnesses and by making available attorney support throughout all stages of litigation arising out of the activities of any Area, MLC or Headquarters unit. Provide assistance in other litigation matters as requested by appropriate authorities.

   f. Maintain records indicating the status of all claims and submit reports, as required, on all claims and litigation activities handled within the Branch.

GENERAL LAW BRANCH
(lg)

1. Under the direction and supervision of the Chief, Legal Division, the Chief, General Law Branch shall:

   *a. Provide legal advice, review for legal sufficiency, furnish opinions and draft proposed endorsements on investigations, injury reports, administrative discharge boards, and other proceedings required by the Coast Guard Administrative Investigations Manual.

   b. Initiate, prepare, and review documents and correspondence concerning the acquisition, utilization, and disposition of real property. Includes serving as legal advisor to the MLC Real Property Board, writing or reviewing opinions on laws and regulations applicable to Coast Guard owned or occupied property, interpreting limitations incident to reversionary clauses in deeds and other conveyances, conflicts between Federal/state authority, reviewing the legal aspects of leases, interservice support agreements, and other related property agreements, and perform other real property functions as directed. Acquisition includes donation, bailment, inheritance, lease, and purchase. Disposition includes sale, donation, destruction or abandonment.

   c. Render legal advice on matters involving the law of civilian employment, civilian employee grievances, labor negotiations, wage board negotiations and worker's compensation.

   d. Serve as Agency Representative or counsel to the Agency Representative in hearings and other administrative tribunals involving civilian personnel and civil rights issues, appeals, or litigation.

   e. Provide legal review and advice on civil rights, conscientious objectors and civil proceedings against Coast Guard members arising from performance of official duties.

   f. Provide legal review and advice on the Coast Guard's authority regarding appropriated monies.

   *g. Provide legal review and advice (coordinating with the Claims and Litigation Branch where the Coast Guard may be a party to litigation) regarding release of records and information and the availability of Coast Guard personnel as witnesses.

   h. When requested, advise and lend assistance to the Department of Justice in the prosecution and defense of litigation involving all matters within the cognizance of the division.

   i. Provide legal advice on matters relating to trademarks, copyrights, patents and the acceptance of gifts and donations by the Coast Guard.

   * In MLCLANT these functions are performed in (lj)

CONTRACT LAW BRANCH
(lp)

1. Under the direction and supervision of the Chief, Legal Division, the Chief, Contract Law Branch shall:

   a. Provide legal counsel, and furnish opinions and decisions to contracting officers, contract administrators, and other cognizant officers at the MLC (excluding the FDCC's) on the legal aspects of all processes of procurement, from the initial planning and development through initiation of procurement action, award and administration of contracts, and completion and termination thereof. Interpret statutory and regulatory requirements pertaining to contracts.

   b. Furnish legal counsel on the drafting of, or review for legal sufficiency and implication, awards, contracts, specifications, new contract provisions or clauses, change orders or other modifications, performance and payment bonds, insurance policies, assignments of monies due, terminations, assessments for liquidated damages, and other contract related actions, documents, correspondence and papers.

   c. Render substantive advice on procurement policy, including competitive awards, small business set–asides, sole source procurement, and determination regarding responsible and responsive bidders and bid protests.

   d. Provide legal counsel for, and review for legal adequacy and implications, the proposed findings and final decisions of contracting officers.

   e. Upon request, act as Coast Guard legal representative in disputes and dealings involving contractors, and represent the Coast Guard on contract matters with other government agencies and the Comptroller General.

   f. Evaluate and advise as to the conduct and settlement of contract litigation, protests, and appeals of a final contract decision. In the event of an appeal, advise and assist the contracting officer with the preparation and documentation of the contract appeal file and of the Comprehensive Report for Chief Trial Attorney to Commandant (G–LPL), and upon request, assist (G–LPL) or the United States Attorney in the preparation and presentation of the Coast Guard's case before the Department of Transportation Contract Appeals Board or the Federal Courts. In the event of a protest, advise and assist the contracting officer in the preparation of the Agency's Report to the General Accounting Office or the Protest File to the General Services Board of Contract Appeals.

   g. Develop and prescribe instructions and directives relating to contracts, procurement, and acquisitions and review proposed instructions and directives. Review and comment on proposed instructions circulated for review.

   h. Serve as liaison between the MLC Finance Division(f) and the Civil Engineering Division(s) and Naval Engineering Division(v) to resolve conflicts generated by complex technical requirements of the procurement process.

   i. Oversee maintenance of the procurement library.

ADVOCACY BRANCH
(lv)

1. Under the direction and supervision of the Chief, Legal Division, the Chief, Advocacy Branch shall [for Commander (l), Maintenance and Logistics Command, Pacific only]:

   a. Provide certified counsel for Coast Guard military members accused of crimes at Article 32, UCMJ Investigations, special courts–martial, and general courts–martial convened by any Coast Guard unit geographically located within the Area.

   b. Provide certified counsel for Coast Guard respondents before all administrative discharge boards, reenlistment boards, security boards, etc., convened by any Coast Guard unit geographically located within the Area.

   c. Provide certified counsel for military members who are designated as parties to investigations into complaints of discrimination.

   d. Provide legal advice to all members geographically located within the Area desiring to submit an Article 138 complaint.

   e. Provide certified counsel to give pre–mast and pre–summary courts–martial advice to Coast Guard members.

   f. Provide certified counsel to Coast Guard members placed in pretrial confinement by any Coast Guard unit geographically located within the Area.

   g. Provide certified counsel in accordance with current legal directives for parties to investigations convened by any Coast Guard unit geographically located within the Area.

   h. Oversee the maintenance of the military justice library.

   i. Provide counsel to advise Coast Guard members, who are not entitled to an administrative discharge board, but are being processed for an administrative discharge where a "general" discharge is contemplated.

PERSONNEL DIVISION
(p)

1. Under the general direction and supervision of the MLC Commander and MLC Deputy Commander, the Chief, Personnel Division shall:

   a. Administer the military personnel programs for MLC units.

   b. Administer the civilian personnel management program for all districts, Headquarters units, Area and MLC units within the assigned MLC.

   c. Supervise the planning and execution of the programs for the administration of all categories of personnel in the MLC.

   d. Furnish appropriate preliminary budget estimates and fund allocations or suballotments to the Finance Division (f) and administer funds allocated to the Personnel Division, as prescribed by current directives.

   e. Develop estimates of personnel requirements and prepare requests and justification that may be required.

   f. Serve as Commanding Officer of MLC staff enlisted personnel.

   g. Provide information as appropriate to mobilization and logistics support plans.

   h. Provide advice and assistance to the Area Commander for non–rated assignments, Mutual Assistance, morale, welfare and recreation, and other functions as may be assigned.

   i. Render appropriate assistance in case of death, including notification of next of kin and assistance with funeral arrangemments as prescribed.

   j. Administer the Coast Guard's Voting Assistance Program for MLC staff.

   k. Administer the weight program for MLC staff.

   l. Administer the HIV testing program for MLC staff.

   m. Provide mobilization planning for all phases of personnel management.

   NOTE: The term "military personnel" in the various forms as used in this statement does not include Reserve personnel on inactive duty or on intermittent active training duty, but does include Reserve personnel on extended active duty.

***n.** Provide labor relations staff level advice and counsel to the MLC Command Staff, (pc) New York, NY and (pc) Portsmouth, VA and their services organizations on labor relations policy, program activities and objectives, particularly on issues having serious impact on mission accomplishment, or where issues would serve as precedents for bargaining at other activities.

***o.** Provide representation in third party proceedings before the Federal Labor Relations Authority (FLRA), Federal Mediation and Conciliation Service (FMCS), Federal Service Impasse Panel (FSIP) and arbitrators in contracting negotiations and midterm bargaining.

*MLCLANT only

MILITARY PERSONNEL BRANCH
(pp)

1. Under the direction and supervision of the Chief, Personnel Division, the Chief, Military Personnel Branch shall:

   a. Supervise the assignment of non–rated personnel to MLC units upon their graduation from recruit training, prior service indoctrination and unilateral transfers.

   b. Serve as locator and identifier of TAD resources for MLC units. Coordinate the utilization of personnel between the Area, Districts and MLC.

   c. Prepare responses to marks appeals for the review and approval of the MLC Commander.

   d. Provide administrative support to Area and MLC units for military personnel matters.

   e. Provide administrative support for Administrative Discharge Boards and designate/coordinate assignment of courts–martial members and investigating officers as needed.

   f. Be responsible for administration of MLC staff and unit military personnel, including assignment of incoming enlisted personnel, transfers, changes in rating of all categories, discharges, extensions of enlistments, etc., of enlisted personnel, and transfers, promotions, releases, etc., of officer personnel.

   g. Coordinate administrative training activities for Area and MLC staff and unit military personnel, processing and review of tuition assistance requests. Maintain files and reports and administer local AFC–56 funds.

   h. Maintain the necessary records relating to military personnel attached to the MLC staff and Personnel Allowance Amendments/Systems Lists showing authorized allowances for MLC units.

   i. Develop and carry out plans for personnel training within the MLC staff; arrange for participation in Coast Guard Institute and other service correspondence courses and advancement exams.

   j. Provide/coordinate career information counseling services for all Area Coast Guard enlisted personnel.

   k. Prepare preliminary budget estimates and administer utilization of funds allocated to the branch.

CIVILIAN PERSONNEL BRANCH
(pc)

1. Under the direction and supervision of the Chief, Personnel Division, the Chief, Civilian Personnel Branch shall:

   a. Manage recruitment and staffing, position classification and salary/wage administration, employee relations, labor relations, and employee development and testing for the Area, Districts and MLC.

   b. Conduct recruitment and staffing activities, maintain official records of all civilian employees, process personnel actions and maintain all personnel information in CIVPMIS, provide advice and guidance on appropriate recruitment methods, and coordinate travel order requests for PCS moves.

   c. Evaluate and classify all civilian positions, maintain records of authorized position descriptions and billet allocations, provide recommendations on position management issues, and interpret and administer pay policies and regulations.

   d. Administer the disciplinary and grievance regulations, worker's compensation program, employee counseling and assistance program, performance appraisal and incentive awards programs, leave regulations, and coordinate management representation in third party actions.

   e. Provide labor relations counsel and advice where required, negotiate labor/management contracts and agreements, and investigate charges of unfair labor practices and respond as appropriate.

   f. Identify and record training needs, arrange and provide courses and programs to meet identified needs, maintain status and accounting of training funds, and evaluate the effectiveness of the training program.

PERSONNEL SERVICES BRANCH
(ps)

1. Under the direction and supervision of the Chief, Personnel Division, the Chief, Personnel Services Branch shall:

   a. Administer Coast Guard owned unaccompanied personnel housing for MLC units.

   b. Administer the command's Coast Guard Housing Program, including the Leased Housing Program.

   c. Have primary responsibility for all activities of MLC units pertaining to the Maintenance, Welfare and Recreation Program including procurement of supplies, equipment, and facilities to further that program.

   d. Administer and act as custodian of the MLC consolidated morale fund, provide guidance to designated units in operating, establishing, and disestablishing Morale, Recreation and Welfare activities and assure the proper and efficient administration of such activities.

   e. Render assistance to military personnel of Area and MLC units and their families in reimbursement for personal effects lost in marine disasters and rescue operations.

   f. If no Personnel Reporting Unit is assigned to the MLC, act as the pay problem resolution point for MLC staff.

   g. Provide administrative support to the MLC Commander for the medals and awards program.

   h. Administer the Retired Affairs Program.

   i. Assist the MLC District Director, in the administration of Coast Guard Mutual Assistance.

   j. Administer the drug urinalysis testing program for all MLC units.

   k. Administer Coast Guard Family Programs and serve as primary contact point with ombudsmen from MLC units.

   l. Issue all MLC Identification Cards.

THIS PAGE INTENTIONALLY LEFT BLANK

CIVIL ENGINEERING DIVISION
(s)

1. Under the general direction and supervision of the MLC Commander and MLC Deputy Commander, the Chief, Civil Engineering Division shall:

   a. Manage the civil engineering program, establish policy, and develop new initiatives to improve the program.

   b. Manage the Facilities Design and Construction Centers (FDCC) and Civil Engineering Units (CEUs).

   c. Act as program manager for Support Centers; review, coordinate and act on program, policy, budget and performance issues.

   d. Manage Area civil engineering resources including AFC–30 and AFC–43, and EC&R funds, plus military billets, civilian positions, and civilian Full Time Equivalents (FTE).

   e. Task and evaluate the performance of FDCCs and CEUs. Schedule and assign all major projects for accomplishment.

   f. Execute the full range of shore facility planning activities, including environmental, real property, historical and consulting services. Develop AC&I shore facility priorities.

   g. Provide liaison with operational and support staffs, Districts, Headquarters, FDCC, CEUs and Support Centers on all aspects of the civil engineering program.

   h. Review AC&I/OE/EC&R funding determinations.

   i. Review design development submittals for Minor AC&I projects and for OE projects in accordance with COMDTINST M11000.11A.

   j. Make joint management effectiveness visits with Commandant (G–ECV) to appropriate MLC units.

   k. Provide mobilization planning for all phases of civil engineering support and industrial support.

   l. Coordinate industrial capabilities within the Area by providing management oversight and guidance; acting as a broker for the Industrial Support Activities to ensure effective delivery of industrial services.

   m. Provide liaison with operational and support staffs, Districts, Headquarters, FDCC, CEUs, NESUs, ESUs/ESDs and Area Industrial Support Activities on all aspects of the industrial management program.

SHORE MANAGEMENT BRANCH
(sm)

1. Under the direction and supervision of the Chief, Civil Engineering Division, the Chief, Shore Management Branch shall:

   a. Coordinate and monitor the operations of the FDCC and the CEUs.

   b. Provide staff support for SUPRTCEN program manager functions.

   c. Develop a consolidated Area–wide major AFC–43 program semi–annually.

   *d. Review predesign packages.

   e. Prepare the annual AFC–43 CG4144 for MLC.

   f. Coordinate and prepare MLC civil engineering support program AFC–30 request.

   g. Allot and monitor funds provided to the field to execute the civil engineering program.

   h. Request AC&I administrative/survey and design funds as required to support Civil Engineering Division AC&I activities.

   i. Prepare and submit to Commandant (G–ECV) consolidated MLC PFSR's and Management Data Letters.

   j. Review and coordinate shore facility A–76 review at MLC units.

   k. Manage the professional training program for civil engineering personnel.

   l. Provide liaison with Area staff on mobilization requirements at shore facilities, develop plans and projects to accommodate these requirements.

   m. Manage Area–wide civil engineering ADP and CADD programs.

   n. Manage shore facility energy conservation program; establish facility consumption goals, analyze consumption at facilities, identify energy retrofit options and monitor reduction trends.

*MLCLANT only

SHORE PLANNING BRANCH
(sp)

1. Under the direction and supervision of the Chief, Civil Engineering Division, the Chief, Shore Planning Branch shall:

   a. Prepare and submit AC&I Project Proposal Reports with technical input from FDCC including development of engineering alternatives, environmental constraints, and cost estimates.

   b. Provide technical consultation and coordination of inputs in preparation of Master Plans for Area units.

   c. Review and forward Planning Proposals via the Area Commander to Commandant (G–CPP).

   d. Maintain and update Shore Facility Requirements List (SFRL) for Area Commander.

   e. Coordinate Area–wide environmental and hazardous materials/waste programs.

   f. Prepare environmental documentation in support of Area shore facility planning.

   g. Prepare shore facility planning proposals for replacement of Area facilities.

SHORE REAL ESTATE BRANCH*
(sr)

1. Under the direction and supervision of the Chief, Shore Technical Support Division, the Chief, Shore Real Estate Branch shall:

   a. Manage the space/rent program for the Area, MLC and their field units, working directly with the cognizant GSA regional office.

   b. Act as Recorder for the Real Property Review Board. Maintain the official records of all Coast Guard owned real property within the Area. Coordinate with the Chief, Shore Technical Support Division for development of planning proposals, Master Plans, and AC&I PPRs. Coordinate the acquisition and disposal of all real property. Rent or outlease Coast Guard controlled property to others.

   c. Serve as the principal contracting officer for real estate matters within the MLC.

   d. Establish local support agreements, applicable to vessels or in support of naval engineering programs, with other Coast Guard units or other government agencies for logistics help when feasible and economical. Provide assistance to other agencies within existing capabilities and resources.

* MLCPAC only.

THIS PAGE INTENTIONALLY LEFT BLANK

COMMAND, CONTROL AND COMMUNICATIONS (C3) DIVISION
(t)

1. Under the general direction and supervision of the MLC Commander and MLC Deputy Commander, the Chief, Command, Control and Communications (C3) Division shall:

   a. Ensure proper operation, maintenance, installation and modification of all electronics and telecommunications equipment and circuits for vessels and shore units.

   b. Provide support for all general purpose computer hardware and software for all organizations located within its immediate geographic boundaries.

   c. Provide necessary coordination of Area–wide and interdistrict information resource management (IRM) initiatives.

   d. Respond as required to electronics equipment casualty reports (CASREPs) form all units within the Area.

   e. Manage the <u>Electronic Support Units (ESUs)</u>/Electronic Support Detachments (ESDs).

   f. Provide input to respective Naval Engineering Support and Civil Engineering Units on requirements for C3 related issues.

   g. Act as the electronics and telecommunications experts for the Area and District Commanders.

   h. Plan and execute C3 projects for Area/districts.

   i. Issue work orders to support facilities in the Area.

   j. As as Contracting Officer's Technical Representative (COTR) for telecommunications and electronics service/maintenance contracts.

   k. Approve or implement Commandant approved EALTs and electronics related SHIPALTS and BOATALTs.

   l. Review C3 related beneficial suggestions.

   m. Assist Area units with operation and training on electronics and telecommunications equipment.

   n. Coordinate with both MLCs on the purchase, maintenance and installation of electronics and telecommunications equipment having Coast Guard–wide application.

   o. Provide information systems support including training, configuration control, operation, data resource management and Automated Information System (AIS) security oversight for units located within its immediate geographic boundaries.

   p. Provide mobilization planning for all phases of communications, automated data processing (ADP) and electronics systems support.

Underlined is MLCPAC only.

C3 BUDGET AND PLANNING BRANCH
(tb)

1. Under the direction and supervision of the Chief, C3 Division, the Chief, C3 Budget and Planning Branch shall:

   a. Serve as the principal advisor to the Chief, C3 Division on all matters and questions relating to budget formulation, budget execution, financial and cash planning, obligations authority and program/project resource allocation.

   b. Budget and manage all AFC–30, AFC–42, AC&I, Navy and other funds allocated to MLC(t) in support of Area electronics, telecommunications and local information resource management systems (includes administering and distributing allocated funds and reprogramming funds as required for contracts, (ESUs)/(ESDs), projects and activities).

   c. Identify, collect, evaluate and analyze internal and external data to develop and submit annual and quarterly budget documents for electronic, telecommunications and local information resource management continuing and planned initiatives. Justify budgeting documentation.

   d. Develop, coordinate and maintain appropriate accounting records for all Division funds.

   e. Develop, analyze and control reporting systems and databases to ensure contracts, procurements, projects and programs are on schedule and that funds are being used effectively from a technical and management perspective.

   f. Evaluate completed contracts, procurements, projects and programs from a technical and management perspective.

   g. Manage the Division internal resource allocation decision process; chair Division level committees for the purpose of coordinating with technical experts and prioritizing program–wide requirements with respect to available resources.

   h. Develop, analyze and control AFC–42 and AFC–30 project database/information system; develop and assign project numbering scheme.

   i. Coordinate with technical experts to develop Division decision criteria for project submission requirements; evaluate and analyze proposed projects from a management perspective.

   j. Plan the establishment, reallocation, and disestablishment of billets/positions assigned to MLC(t), including the Electric Support Units (ESUs)/Electric Support Detachment (ESDs); recommend changes in billets/positions as required.

   k. Develop, manage and maintain long range training plans by priority for MLC(t), including Electric Support Units (ESUs)/Electric Support Detachments(ESDs).

Underlined is MLCPAC only.

ELECTRONICS SYSTEMS BRANCH
(tes)

1. Under the direction and supervision of the Chief, C3 Division, the Chief, Electronics Systems Branch shall:

   a. Monitor CASREPs for all Area assigned floating units and navigational facilities (e.g., Vessel Traffic Service, LORAN–C Facilities, OMEGA Stations) and take action as required. Initiate action as requested or required to correct district unit CASREPs.

   b. Ensure the normal homeport Electric Support Units (ESUs)/Electronic Support Detachments (ESDs) is an information addressee for all CASREPs for floating units operating within or outside the geographical area.

   c. Ensure Electronics Materiel Compliance Inspections and technical visits are performed as required.

   d. Direct electronics installations and modifications on all units within the Area. Responsibility includes writing and funding work orders, developing specifications, initiating and administering contracts, acting as COTR and scheduling tests and evaluations after the installations.

   e. Establish and administer electronics equipment overhaul programs. Responsibility includes developing specifications, initiating and administering contracts, acting as COTR and evaluating performance of the overhaul facility.

   f. Administer all AC&I projects.

   g. Administer MLC AFC–30 funds, as required, to provide additional support to all units within the Area. Review AFC–30 Operational Target (OPTAR) funding levels and assist, as necessary, in budget preparation for all units assigned to the Area.

   h. Administer, budget, and distribute both Coast Guard and Navy AFC–30 and AFC–42 funds, as required, for contracts, EMDs, or Support Center activities.

   i. Develop statements of work and specifications and act as COTR for maintenance contracts and electronics equipment for systems within their cognizance and determining the proper action for reviewing contractor performance.

   j. Develop specifications, fund projects, and act as the point of contact for work initiated by the Area at the Coast Guard Yard or other yard facilities.

   k. Establish policy, procure, and administer all electronic test equipment and calibration programs and contracts.

   l. Ensure that all drawings, Computer Orientated Engineering Data (COED) drawings, and other documentation are current and updated as necessary.

   m. Procure electronics equipment to outfit new standard boats to meet validated operational requirements. Assist districts in outfitting new standard boats.

   n. Review all Electronic Inventory Records (EIRs) and associated inventory maintenance reports.

Underlined is MLCPAC only

o. Review, budget, and fund all initial Electronics Repair Parts Allowance Lists (ERPALs), ERPAL updates and requests for changes to allowance lists.

p. Review technician staffing for all units within the Area boundaries, including (ESUs)/(ESDs) (excluding Headquarters units), and recommend changes as required.

q. Review training requirements and qualification codes for technicians within Area boundaries and assist in obtaining training as necessary.

r. Establish and implement Area maintenance, overhaul, and support policies as necessary (including Standard Operating Procedures, OPLANS, etc.).

s. Review reports on material condition of the electronics equipment for all units within the Area (e.g. Standard Maintenance Techniques (SMT), Air Traffic Control Radar Beacon System, Identification Friend or Foe (IFF), Mark XII Identification System (AIMS), Patrol summaries, ESU/ESD trip reports, etc.)

t. Identify electronics supply problems and initiate corrective action to the proper office.

u. Develop and provide support for MDZ planning and operations.

v. Procure and stage spare equipment and parts, as necessary, to support all units in geographical area.

w. Advise the Operational Commander of the quality of electronics systems support, including positive and negative aspects of their electronics plant.

x. Provide input to planning documents or AC&I funding reviews for all units in the Area.

y. Identify and volunteer for projects to be performed under Commandant's "Lead Area" program.

z. Evaluate all electronics related Beneficial Suggestions assigned to the MLC.

aa. Review new electronics related requirements identified by Area or District Commanders.

bb. Prepare related A–76 documents and assist in A–76 initiatives as required for electronics programs.

*cc. Establish priorities for all electronics work on units within the Area.

dd. Ensure radiobeacon service arc calibrations and field intensity measurements are performed.

ee. Approve Electronics Alteration Requests (EALTs) for cognizant facilities at same level previously approved for districts in COMDTINST M10550.13 (series). Initiate EALTS for navigational facilities, as necessary.

ff. Initiate and administer Inter–Service Support Agreements (ISSAs), Memoranda of Understanding (MOUs), and Mutual Support Agreements (MSAs).

*MLCLANT only

INFORMATION SYSTEMS BRANCH
(tis)

1. Under the direction and supervision of the Chief, C3 Division, the Chief, Information Systems Branch shall:

   a. Provide information systems support, Configuration Management and End User Support (divided geographically with the district IRMs) to the MLC and designated units. This includes coordinating hardware and software, procurement control, monitoring of maintenance contracts, planning, and local training support, technical consultation for standard applications, and monitoring the performance of the standard terminal maintenance contractor on site.

   b. Coordinate all automated information systems matters.

   c. Perform duties of Contracting Officer's Technical Representative (COTR) on contracts such as System Management, Information Center and Remote Job/keybatch entry.

   d. Provide oversight over software and hardware inventory.

   e. Serve as Electronic Mail administrator; maintain "User Directory" and assist in resolving operational problems in MLC and local Area units.

   f. Coordinate the planning, programming and budgeting for all information resource management (IRM) activities.

   g. Collect required data for special or recurring IRM management reports.

   h. Serve as catalyst for Area–wide or inter–district IRM initiatives.

   i. Provide end user support including technical consultation and software maintenance for existing standard applications except program supported software such as EMIS, PMIS, etc.

   j. Act as ADP Security Officer for the MLC and local units. Provide automated information system security assistance Area–wide.

   k. Provide training for standard terminal applications.

   l. Monitor and manage the consolidated standard terminal maintenance contract for Area and MLC units.

TELECOMMUNICATIONS SYSTEMS BRANCH
(tts)

1. Under the direction and supervision of the Chief, C3 Division, the Chief, Telecommunications Systems Branch shall:

   a. Manage the electronics telecommunications support for shore units (less navigational facilities) and all shorebased electronic telecommunications systems.

   b. Monitor CASREPs and take action as required. MLC action may include providing direction, spare parts/equipment, funding, or scheduling and coordinating technical assistance (contractor or an ESU/ESD).

   c. Ensure Electronics Materiel Compliance Inspections and technical visits are performed as required.

   d. Direct electronics telecommunications installations and modifications, including writing and funding work orders, developing specifications, initiating and administering contracts, acting as COTR, and scheduling Tests and Evaluations after the installations.

   e. Establish and administer electronics telecommunications equipment overhaul programs, including development of specifications, initiate and administer contracts, act as COTR, and evaluate performance of the overhaul facility.

   f. Administer AC&I projects.

   g. Administer MLC AFC–30 funds as required to provide telecommunications support to units within the Area. Review AFC–30 Operational Target (OPTAR) funding levels and assist as necessary in budget preparation for units assigned to the Area.

   h. Administer, budget, and distribute both Coast Guard and Navy AFC–30 and AFC–42 funds as required for contracts, ESUs/ESDs or Support Center activities.

   i. Develop Statements of Work and Specifications and act as COTR for maintenance contracts for telecommunications equipment/systems and determining the proper action for reviewing contractor performance.

   j. Develop specifications, fund projects, and act as the Point of Contact for work initiated by the Area, at the Coast Guard Yard or other yard facilities.

   k. Advise the Electronics Systems Branch (tes) of test equipment calibration and test equipment requirements.

   l. Ensure that all drawings, Computer Orientated Engineering Data (COED) drawings, and other documentations are current and updated as necessary.

   m. Review Electronics Inventory Records (EIRs) and associated inventory maintenance reports.

Underlined is MLCPAC only

n. Review, budget, and fund all initial Electronics Repair Parts Allowance Lists (ERPALs), ERPAL updates and requests for changes to allowance lists.

o. Review technician staffing for units within the Area boundaries, including ESUs/ESDs (excluding Headquarters units), and recommend changes as required.

p. Review training requirements and qualification codes for technicians within Area boundaries and assist in obtaining training as necessary.

q. Establish and implement Area maintenance, overhaul, and support policies as necessary (including Standard Operating Procedures, OPLANS, etc).

r. Review reports on the material condition of the electronics equipment for units within the Area (e.g., Standard Maintenance Techniques (SMT), AIMS, IFF, ESU/ESD trip reports, etc).

s. Identify electronics supply problems and initiate corrective action to the proper office.

t. Develop and provide support for MDZ planning and operations.

u. Procure and stage spare equipment and parts, as necessary, to support all units in geographical area.

v. Advise Operational Commanders of the quality of electronics systems support, including positive and negative aspects of their electronics plant.

w. Provide input to planning documents or AC&I funding reviews for all units in the Area.

x. Identify and volunteer for projects to be performed under Commandant's "Lead Area" program.

y. Evaluate all electronics telecommunications related Beneficial Suggestions assigned to the MLC.

z. Review new electronics telecommunications related requirements identified by Area or District Commanders.

aa. Prepare related A–76 documents and assist in A–76 initiatives as required for telecommunications programs.

bb. Assist MLC Commander in establishing priorities for electronics telecommunications installations on units within the geographic boundaries of Area.

cc. Approve Electronics Alteration Requests (EALTs) for cognizant facilities at the same level previously approved for Districts in COMDTINST M10550.13 (series). Initiate EALTs as necessary.

dd. Initiate and administer Inter–Service Support Agreements (ISSAs), Memoranda of Understanding (MOUs) and Mutual Support Agreement (MSAs).

Underlined is MLCPAC only

ee. Manage the installation, rental, maintenance of circuits ordered through DECCO and DCA, Coast Guard owned landlines and locally leased landlines.

ff. Comply with GSA policies and procedures in the procurement of telecommunication services and equipment. Generate required Departmental reports and act as liaison with Regional GSA offices.

gg. Provide technical and cost data to support Area submission of annual plans and budget requests for necessary communication plan improvements.

hh. Provide technical details to operational commanders for the operation, modernization, and upgrade of Communication Stations. Oversee work required to carry out changes as required.

ii. Manage MF, HF and VHF–FM coverage and site locations, including location and leasing of towers and shelters for remote sites, landlines from units to the sites, and fault isolation and repair.

jj. Procure PBX systems, obtain delegated procurement authority, establish specifications for the system and coordinate installation and cutover.

kk. Perform COTR responsibilities for all service/maintenance contracts (i.e., VHF–FM hi–level sites, microwave systems, communications consoles, submarine cables, etc).

ll. Provide technical assistance in telecommunications matters for all units.

mm. Manage the field TEMPEST program and perform TEMPEST inspections for cognizant units.

nn. Manage implementation of secure telecommunications systems in accordance with the Coast Guard Secure Telecommunications Plan, COMDTINST M2000.5 (series).

oo. <u>Manage and coordinate telephone systems for the 17th District office, 17th District units and other commands located within the 17th District, including instrument moves feature changes. Issue work orders to accomplish all required changes in a timely manner. Process bills concerning all telephone systems.</u>

pp. <u>Plan and implement all changes and improvements to 17th District office and District unit communication networks.</u>

**Underlined refers to MLCPAC only

COMMAND, CONTROL AND COMMUNICATIONS (C3) DIVISION
(t)

1. Under the general direction and supervision of the MLC Commander and MLC Deputy Commander, the Chief, Command, Control and Communications (C3) Division shall:

   a. Ensure proper operation, maintenance, installation and modification of all electronics and telecommunications equipment and circuits for vessels and shore units.

   b. Provide support for all general purpose computer hardware and software for all organizations located within its immediate geographic boundaries.

   c. Provide necessary coordination of Area–wide and inter–district information resource management (IRM) initiatives.

   d. Respond as required to electronics equipment casualty reports (CASREPs) form all units within the Area.

   e. Manage the Electronic Support Detachments (ESDs).

   f. Provide input to respective Naval Engineering Support and Civil Engineering Units on requirements for C3 related issues.

   g. Act as the electronics and telecommunications experts for the Area and District Commanders.

   h. Plan and execute C3 projects for Area/districts.

   i. Issue work orders to support facilities in the Area.

   j. As as Contracting Officer's Technical Representative (COTR) for telecommunications and electronics service/maintenance contracts.

   k. Approve or implement Commandant approved EALTs and electronics related SHIPALTS and BOATALTs.

   l. Review C3 related beneficial suggestions.

   m. Assist Area units with operation and training on electronics and telecommunications equipment.

   n. Coordinate with both MLCs on the purchase, maintenance and installation of electronics and telecommunications equipment having Coast Guard–wide application.

   o. Provide information systems support including training, configuration control, operation, data resource management and Automated Information System (AIS) security oversight for units located within its immediate geographic boundaries.

   p. Provide mobilization planning for all phases of communications, automated data processing (ADP) and electronics systems support.

INFORMATION RESOURCES BRANCH
(tis)

1. Under the direction and supervision of the Chief, C3 Division, the Chief, Information Resources Branch, shall:

   a. Serve as the Command's primary consultant on Information Systems issues.

   b. Serve as the recorder for the IRM Steering Committee.

   c. In accordance with the processes developed for project prosecution within the Systems and Technology branch:

      (1) Evaluate computer related *Idea Express* assigned the MLC.

      (2) Review new related requirements identified by the Area or District Commander.

      (3) Provide information systems support, Configuration Management and End User Support (divided geographically with the district IRMs) to the MLC and designated units. This includes coordinating hardware and software, procurement control, monitoring of maintenance contracts, planning, and local training support, technical consultation for standard applications, and monitoring the performance of the standard terminal maintenance contractor on site.

      (4) Provide end user support including technical consultation and software maintenance for existing standard applications except program supported software such as EMIS, PMIS, etc.

      (5) Act as ADP Security Officer for the MLC and local units. Provide automated information system security assistance Area–wide.

      (6) Provide training for standard terminal applications.

   d. Coordinate all automated information systems matters.

   e. Perform duties of Contracting Officer's Technical Representative (COTR) on contracts such as System Management, Information Center and Remote Job/keybatch entry.

   f. Provide oversight over software and hardware inventory.

   g. Serve as Electronic Mail administrator; maintain "User Directory" and assist in resolving operational problems in MLC and local Area units.

   h. Coordinate the planning, programming and budgeting for all information resource management (IRM) activities.

i. Collect required data for special or recurring IRM management reports.

j. Serve as catalyst for Area–wide or inter–district IRM initiatives.

k. Monitor and manage the consolidated standard terminal maintenance contract for Area and MLC units.

FIELD SUPPORT BRANCH**
(tfs)

1. Under the direction and supervision of the Chief, C3 Division, the Chief, C3 Resources and Logistics Branch shall:

   a. Supervise Electronic Support Detachments (ESDs). Serve as advocate for ESDs, field units within the Division.

   b. Monitor CASREPs and take action as required. MLC action may include providing direction, spare parts/equipment, funding, or scheduling and coordinating technical assistance (contractor or an ESD).

   c. Ensure the normal homeport ESD is an information addressee for all CASREPs for floating units operating within or outside the geographic area of responsibility.

   d. Ensure Electronics Materiel Compliance Inspections and technical visits are performed as required. Monitor performance of ET/TT work force, adequacy of supply systems and conditions of the physical plant. Report findings to the unit Commanding Officer, recommend corrective action as necessary.

   e. Serve as the focal point for field units request. Request initiation of major replacements, upgrades of fielded equipment in response to field unit requests submitted by SSMR, CSMP or inspection reports.

   f. Provide feedback to ESDs/unit commanders regarding projects in progress and priority of unfunded requirements.

   g. Collect cite specific information necessary to perform multiunit installations scheduled by projects managed within the Systems and Technology Branch. Coordinate installations and modifications with cognizant ESD.

   h. Track completion of work orders, SSMRs and CSMPs. Document follow–on work if required. Ensure ETs/TTs are fully employed within their rating to the maximum extent possible.

SYSTEMS AND TECHNOLOGY BRANCH
(tst)

1. Under the direction and supervision of the Chief, C3 Division, the Chief, Systems and Technology Branch shall:

   a. Direct electronics telecommunications installations and modifications, including writing and funding work orders, developing specifications, initiating and administering contracts, acting as COTR, and scheduling Tests and Evaluations after the installations.

   b. Develop statements of work and specifications and act as COTR for the maintenance contracts and electronics equipment for systems within their cognizance and determining the proper action for reviewing contractor performance.

   c. Ensure that all drawings, Computer Orientated Engineering Data (COED) drawings, and other documentations are current and updated as necessary.

   d. Evaluate all electronics telecommunications related Idea Express assigned to the MLC.

   e. Review new electronics related requirements identified by Area or District Commanders.

   f. Ensure radiobeacon service arc calibration and field intensity measurements are performed.

   g. Approve Electronics Alteration Requests (EALTs) for cognizant facilities at same level previously approved for districts in COMDTINST M10550.13 (series). Initiate EALTS as necessary.

   h. Manage the installation, rental, maintenance of circuits ordered through DECCO and DISA, Coast Guard owned landlines and locally leased landlines.

   i. Comply with GSA policies and procedures in the procurement of telecommunication services and equipment. Generate required Departmental reports and act as liaison with Regional GSA offices.

   j. Manage MF, HF and VHF–FM coverage and site locations, including location and leasing of towers and shelters for remote sites, landlines from units to the sites, and fault isolation and repair.

   k. Procure PBX systems, obtain delegated procurement authority, establish specifications for the system and coordinate installation and cutover.

   l. Provide technical assistance in telecommunications matters for all units.

   m. Manage the field TEMPEST program and perform TEMPEST inspections for cognizant units.

n. Review reports on material condition of the electronics equipment for all units within the Area (e.g. Standard Maintenance Techniques (SMT), Air Traffic Control Radar Beacon System, Identification Friend or Foe (IFF), Mark XII Identification System (AIMS), Patrol summaries, ESD trip reports, etc.)

o. Act as the Command Security Officer for the MLC. The MLC CMCO is also assigned to this branch.

RESOURCE AND LOGISTICS BRANCH**
(trl)

1. Under the direction and supervision of the Chief, C3 Division, the Chief, C3 Resource and Logistics Branch shall:

   a. Serve as the principal advisor to the Chief, C3 Division on all matters and questions relating to budget formulation, budget execution, financial and cash planning, obligations authority and program/project resource allocation.

   b. Budget and manage all AFC–30, AFC–42, AC&I, Navy and other funds allocated to MLC(t) in support of Area electronics, telecommunications and local information resource management systems (includes administering and distributing allocated funds and reprogramming funds as required for contracts, ESD support, projects and activities).

   c. Identify, collect, evaluate and analyze internal and external data to develop and submit annual and quarterly budget documents for electronic, telecommunications and local information resource management continuing and planned initiatives. Justify budgeting documentation.

   d. Develop, coordinate and maintain appropriate accounting records for all Division funds.

   e. Develop, analyze and control reporting systems and databases to ensure contracts, procurements, projects and programs are on schedule and that funds are being used effectively from a technical and management perspective.

   f. Evaluate completed contracts, procurements, projects and programs from a technical and management perspective.

   g. Manage the Division internal resource allocation decision process; chair Division level committees for the purpose of coordinating with technical experts and prioritizing program–wide requirements with respect to available resources.

   h. Develop, analyze and control AFC–42 and AFC–30 project database/information system; develop and assign project numbering scheme.

   i. Coordinate with technical experts to develop Division decision criteria for project submission requirements; evaluate and analyze proposed projects from a management perspective.

   j. Plan the establishment, reallocation, and disestablishment of billets/positions assigned to MLC(t), including the Electric Support Detachment (ESDs); recommend changes in billets/positions as required.

   k. Develop, manage and maintain long range training plans by priority for MLC(t), including Electric Support Detachments(ESDs).

   l. Establish and administer electronics equipment overhaul programs. Responsibility includes developing specifications, initiating and administering contracts, acting as COTR, and evaluating performance of the overhaul facility.

m. Administer all AC&I projects.

n. Administer MLC AFC–30 funds, as required, to provide additional support to all units within the Area. Review AFC–30 Operational Target (OPTAR) funding levels and assist, as necessary, in budget preparation for all units assigned to the Area.

o. Administer, budget, and distribute both Coast Guard and Navy AFC–30 and AFC–42 funds, as required, for contracts, ESDs or Support Center activities.

p. Develop statements of work and specifications and act as COTR for maintenance contracts and electronics equipment for systems within their cognizance and determining the proper action for reviewing contractor performance.

q. Develop specifications, fund projects, and act as the point of contact for work initiated by the Area at the Coast Guard Yard or other yard facilities.

r. Establish policy, procure, and administer all electronic test equipment and calibration programs and contracts.

s. Ensure that all drawings, Computer Orientated Engineering Data (COED) drawings, and other documentation are current and updated as necessary.

t. Review all Electronic Inventory Records (EIRs) and associated inventory maintenance reports.

u. Review, budget, and fund all initial Electronics Repair Parts Allowance Lists (ERPALs), ERPAL updates and requests for changes to allowance lists.

v. Review technician staffing for all units within the Area boundaries, including ESDs (excluding Headquarters units) and recommend changes as required.

w. Review training requirements and qualification codes for technicians within Area boundaries and assist in obtaining training as necessary.

x. Establish and implement Area maintenance, overhaul, and support policies as necessary (including Standard Operating Procedures, OPLANS, etc.).

y. Establish and administer electronics equipment overhaul programs, including development of specifications, initiate and administer contracts, act as a COTR and evaluate performance of the overhaul facility.

z. Identify electronics supply problems and initiate corrective action to the proper office.

aa. Develop and provide support for MDZ planning and operations.

bb. Procure and stage spare equipment and parts, as necessary, to support all units in geographical area.

cc. Advise operational commanders of the quality of electronics systems support, including positive and negative aspects of their electronics plant.

dd. Provide input to planning documents or AC&I funding reviews for all units in the Area.

ee. Identify and volunteer for projects to be performed under Commandant's "Lead Area" program.

ff. Prepare related A–76 documents and assist in A–76 initiatives as required for C3 programs.

gg. Assist the MLC commander in establishing priorities for electronic telecommunications installations on units within the geographic boundaries of the Area.

hh. Establish priorities for all electronics work on units within the Area.

ii. Initiate and administer Inter–Service Support Agreements (ISSAs), Memoranda of Understanding (MOUs) and Mutual Support Agreements (MSAs).

jj. Provide technical and cost data to support Area submission of annual plans and budget request for necessary communications and plan improvements.

kk. Provide technical details to operational commanders for the operation, modernization and upgrade of communications stations. Oversee work required to carry out changes as required.

ll. Oversee COTR responsibilities for all service and maintenance contracts (i.e.., VHF–FM hi–level sites, microwave systems, communications consoles, submarine cable, etc).

mm. Manage implementation of secure telecommunications systems in accordance with Coast Guard Secure Telecommunications Plan, COMDTINST M2000.5 (series).

NAVAL ENGINEERING DIVISION
(v)

1. Under the general direction and supervision of the MLC Commander and MLC Deputy Commander, the Chief, Naval Engineering Division shall:

   a. Manage the naval engineering program, including the repair, maintenance, outfitting, and approved alteration of cutters and standard boats.

   b. Direct the program for periodic technical inspection of cutters and standard boats. Review reports and records to maintain a current picture of the material condition of vessels, including the adequacy of the Current Ships Maintenance Projects file (CSMP), the Preventive Maintenance System (PMS), and the completeness of the cutter and standard boat allowances and OrdAlts.

   c. Keep an accurate afloat maintenance backlog for cutters and standard boats reflecting outstanding hull, machinery, electrical, and ordnance maintenance actions, (including ShipAlts, BoatAlts, and OrdAlts) to be accomplished by other than organizational level resources.

   d. Supervise planning and execution of ship repair contracts; including coordinating planned maintenance with operational commanders, selecting maintenance backlog items to be accomplished, and contract administration.

   e. Administer the funds allocated to the Naval Engineering Division. Develop preliminary budget estimates and provide fund allocations or sub–allotments to the MLC Finance Division (f).

   f. Supervise organizational level maintenance augmentation undertaken by the NESUs. Redirect any excess NESU capability to other cutter or boat maintenance based upon Area–wide priorities.

   g. Provide adequate technical information and advice to Group staffs and units concerning cutter and standard boat maintenance and ordnance.

   h. Provide naval engineering expertise for Boards of Investigation, Claims, Safety Boards, Inspection Finding Reviews, Officer in Charge (OIC) Screening Boards, Beneficial Suggestions and other such activities.

   i. Provide mobilization planning for all phases of naval engineering support.

VESSEL SUPPORT BRANCH
(vr)

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Vessel Support Branch shall:

   a. Provide primary liaison between the Division and the units which it supports, and provide technical information to operational commanders, when required.

   b. Keep a current afloat maintenance backlog database providing an accurate starting point for developing ship repair specifications for cutters and standard boats, reflecting all outstanding hull, machinery, electrical, and ordnance maintenance actions which are to be accomplished by other than organizational level resources.

   c. Maintain a casualty history for hull, mechanical, electrical, and ordnance items.

   d. Respond to units requests for technical assistance.

   e. Participate in all phases of the ship repair, acquisition process; specifically, develop a list of maintenance items to be accomplished from the maintenance backlog, initiate a purchase order procurement request for the availability, initiate the procurement of and staging action for government furnished property and long lead time materials, assign a Contract Coordinator, develop government estimates, and review change requests.

   f. Review any information relevant to the material condition of cutters or standard boats, such as administrative inspection reports, REFTRA (REFresher TRAining), quick look reports, etc., to develop as complete a picture as possible of the maintenance condition of the fleet.

   g. Serve as focal point for ShipAlt requests; coordinate review, endorse and forward when approved, and return to originator when disapproved.

SPECIFICATIONS BRANCH
(vs)

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Specifications Branch shall:

   a. Develop complete and accurate contract specifications in support of all Division planned contracting actions.

   b. Review field generated specifications, assist field units in developing specifications and develop other (than availability) in-house emergency specifications, as required.

   c. Participate in all phases of the ship repair acquisition process; specifically, write/assemble specification packages, conduct ship checks (if required), coordinate the specification review (in-house, intra-MLC, and by the District/Group/Unit), and after contract completion, solicit, collate, and incorporate comments concerning the quality of the specifications from all involved.

d. Review and update the Division computer–based specifications catalog.

VESSEL ADMINISTRATION BRANCH
(vad)

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

   a. Provide primary liaison between the Division and the operational commanders for all administrative matters, including operational commander input to ShipAlt, BoatAlt, and OrdAlt requests.

   b. Provide internal administrative support and coordination among the branches, including all aspects of the fiscal planning process from submission of budget requests to tracking actual expenditures, establishing and maintaining the annual availability schedule, coordinating inter–branch activity during the acquisition process, contract review, providing quality control checks on all procurement requests, maintaining the blueprint and technical publication library, and keeping abreast of current technology which might be efficiently applied to ship repair and provide an improved theoretical engineering capability to the Division.

   c. Manage the Division's ADP equipment and software. Approve and assist in all new ADP procurements and reconfigurations.

   d. Participate in all phases of the ship repair acquisition process; coordinate the development of the acquisition planning schedule and provide milestone tracking, certify funds available for the original procurement request and for all modifications to the contract, provide necessary plans and drawings for specification packages, provide cost/price analysis in support of negotiations and for after the fact contract review, and maintain contract recapitulation data for improving specifications and cost estimates.

   e. Provide technical and training support through the ASSIST. ASSIST activity will be coordinated closely with Vessel Support Branch (vr) to ensure the continuity of the overall Division effort.

VESSEL PROCUREMENT AND LOGISTICS BRANCH
(vpl)

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Vessel Procurement and Logistics Branch shall:

   a. Participate in all phases of the ship repair acquisition process; specifically, develop the acquisition strategy, conduct the solicitation and award, and administer assigned contracts.

   b. Advise the Division Chief of the most expeditious means of achieving maintenance goals within the applicable procurement regulations.

   c. Interact with the other branches to stay abreast of planned maintenance activities and evolving emergency requirements.

   d. Prepare all reports required in current acquisition management directives.

   e. Provide supply support, including transportation services, for intra–Division needs as well as casualty response.

   ***f.** Operate the Automated Requisition Management System (ARMS) or Requisition Processing Point (RPP) for ordering supplies from government supply sources in support of the Area and MLC staffs, and field units which do not have or are not authorized directed access to the system. Provide technical advice and training to Area and MLC units.

   ***g.** Determine petroleum, oil, and lubricant (POL) requirements for Area and MLC units.

   ***h.** Provide input and review effectiveness of the logistics support plans for the Area. Prepare and update the annexes to contingency, mobilization and Operating Plans.

   ***i.** Establish local support agreements applicable to shore facilities with other Coast Guard units or other government agencies for logistics help when feasible and economical. Provide assistance to other agencies within existing capabilities and resources.

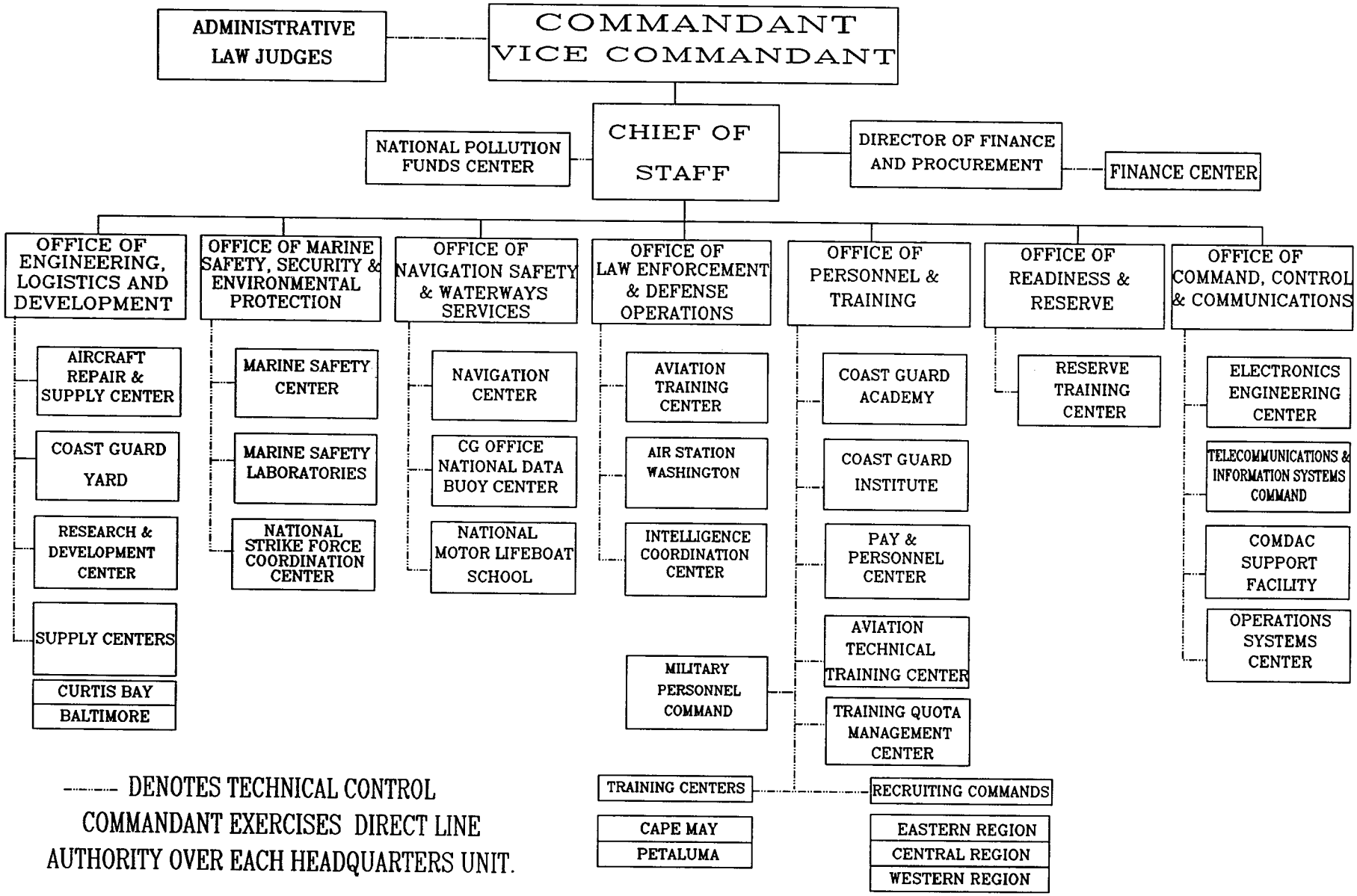
   *Applies to MLCPAC only.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER SIX

HEADQUARTERS UNITS

HEADQUARTERS UNITS



---- DENOTES TECHNICAL CONTROL

COMMANDANT EXERCISES DIRECT LINE AUTHORITY OVER EACH HEADQUARTERS UNIT.

CHAPTER 6--COAST GUARD HEADQUARTERS UNITS

1. Headquarters Units are established either to provide support service throughout the Coast Guard; to satisfy a requirement in a specific geographical area; or when routine supervision by a District Commander is inappropriate. The Commanding Officer of a Headquarters Unit operates under the direction of the Commandant, assisted by a Headquarters Office Chief designated to exercise technical control over the unit. (See Chapter 1, Paragraph B.1.g for definition of technical control.)

   a. **Academy, New London, Connecticut,** provides an undergraduate education to men and women which leads to a Bachelor's Degree and a Commission in the U. S. Coast Guard. This education includes training in the skills necessary to function effectively as a commissioned officer in the Service. The Academy also maintains and manages a Health Services Technician Class "A" School.

   b. **Administrative Law Judge Offices and the Chief Administrative Law Judge, Washington, D. C.,** hear and decide cases brought by Coast Guard investigating officers. They issue orders of admonition, suspension with and/or without probation, and revocation of licenses, certificates, and documents of merchant marine personnel. While the Administrative Law Judge Offices are located throughout the country, they are regarded collectively as one Headquarters Unit under the exclusive administrative control of the Chief Administrative Law Judge, who is on the Commandant's personal staff.

   c. **Aircraft Repair and Supply Center, Elizabeth City, North Carolina,** provides programmed depot maintenance, overhauls and makes major repair and modification of aircraft and aeronautical equipment; and provides technical and logistical support for Coast Guard aviation.

   d. **Air Station Washington, Arlington, Virginia,** provides air transportation for the Secretary of Transportation and certain members of the Secretary's staff, the Commandant of the Coast Guard, and certain members of the Commandant's staff, and such other personnel as may be authorized by the Commandant.

   e. **Aviation Technical Training Center, Elizabeth City, North Carolina,** provides basic rating and advanced specialty instruction to Coast Guard aviation enlisted personnel and others who would benefit from these courses of instruction.

   f. **Aviation Training Center, Mobile, Alabama,** provides flight, simulator and ground training for Coast Guard aviators; provides helicopters and aviation personnel for icebreaker deployments; and provides Eighth Coast Guard District fixed wing SAR deployment.

   g. **Coast Guard Finance Center, Chesapeake, Virginia,** provides support for the Coast Guard Financial Management Program by implementing and operating accounting and fiscal processes for assigned organizational elements of the Coast Guard.

   h. **COMDAC Support Facility, Portsmouth, Virginia,** provides life-cycle support and configuration control of the 270-WMEC class COMDAC (COMmand, Display, And Control) System.

i. **Electronics Engineering Center, Wildwood, New Jersey,** functions as the electronics engineering support center for the Coast Guard in the areas of marine electronic navigation, computer information systems, and antennas.

j. **Telecommunications & Information Systems Command, Alexandria, Virginia,** provides electronics engineering support in the areas of communications and information technology equipment, systems and networks, and navigational aids; and manages and maintains the Coast Guard Honor Guard.

k. **Coast Guard Institute, Oklahoma City, Oklahoma,** manages a variety of training and testing materials for Coast Guard personnel for purposes of advancement and nonresident training.

l. **Intelligence Coordination Center, Suitland, Maryland** supports all Coast Guard programs requiring intelligence information.

m. **Marine Safety Center, Washington, D. C.,** provides technical services in the review and approval of plans for the design, construction, alteration, and repair of U. S. commercial vessels subject to the marine inspection laws. Additionally, the Marine Safety Center provides marine technical services to field Marine Safety Offices (MSOs) and Marine Inspection Offices (MIOs), the maritime community, and the Office of Marine Safety, Security and Environmental Protection (G–M).

n. **Marine Safety Laboratories, Groton, Connecticut,** provides oil spill analytical support necessary for current response or later enforcement actions and conducts marine safety fire research and testing.

o. **CG Office, National Data Buoy Center, JOHN C. STENNIS SPACE CENTER, Mississippi**, gathers weather information from automated meteorological data collection sites ashore and afloat.

p. **National Motor Lifeboat School, Cape Disappointment, Washington,** provides motor lifeboat operations training and standardization.

q. **National Pollution Funds Center, Arlington, Virginia,** administers laws and regulations relating to oil pollution liability and compensation, including carrying out the responsibilities in Title I of the Oil Pollution Act of 1990 that have been delegated to the Coast Guard, and acts as fiduciary under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) for provisions managed by the Coast Guard.

r. **Navigation Center, Alexandria, Virginia,** provides worldwide coordination, operational control, and electronics support of all Coast Guard electronic navigation systems.

s. **Operations Systems Center, Martinsburg, West Virginia,** develops, supports and maintains a small number of large, specific, operationally focused information systems, data bases and services.

t. **Pay and Personnel Center, Topeka, Kansas,** provides pay service to all regular, reserve, and retired members of the Coast Guard.

u. **Regional Recruiting Commands, Hazelwood, Missouri** (Central Recruiting Command); **Norfolk, Virginia** (Eastern Recruiting Command); and **Seattle, Washington** (Western Recruiting Command), coordinate recruiting activities and implement recruiting policies.

v. **Research and Development Center, Groton, Connecticut,** conducts applied research and develops operational techniques, concepts, systems, equipment and materials in support of the operational and regulatory programs of the Coast Guard.

w. **Reserve Training Center, Yorktown, Virginia,** provides a variety of training programs to active duty and reserve Coast Guard personnel and others who would benefit from these courses of instruction. Functions as Officer Candidate School for the Coast Guard.

x. **Supply Center, Baltimore, Maryland** manages the procurement, maintenance, warehousing and distribution of a variety of categories of items to meet the needs of the Coast Guard.

y. **Supply Center, Curtis Bay, Maryland,** manages the procurement, maintenance, warehousing and distribution of a variety of categories of items to meet the needs of the Coast Guard.

z. **Training Center Cape May, Cape May, New Jersey,** processes and indoctrinates active duty and reserve recruits and operates a basic educational enrichment program for Coast Guard personnel.

aa. **Training Center Petaluma, Petaluma, California,** provides basic rating and advanced specialty instruction for Coast Guard personnel and others who would benefit from these courses of instruction.

bb. **Training Quota Management Center, Chesapeake, Virginia,** schedules, facilitates, issues message orders for mandatory prearrival and pipeline Class "C" training for cutter crews, and other general service personnel.

cc. **Coast Guard Yard, Baltimore, Maryland,** provides industrial and logistical support to Coast Guard vessels; and provides facilities to Commander, Fifth Coast Guard District under host/tenant agreements.

dd. **Military Personnel Command, Washington, D.C.,** manages the accession, assignment and seperation of military personnel.

THIS PAGE INTENTIONALLY LEFT BLANK

COAST GUARD ADMINISTRATIVE LAW JUDGE OFFICES

1. **Mission.** To hear and decide cases brought by Coast Guard investigating officers. To issue orders of admonition, suspension with and/or without probation, and revocation of licenses, certificates, and documents of merchant marine personnel.

2. **Functions.** The administrative law judges, seated in Baltimore, Md., Boston, Mass., Houston, Tex., Jacksonville, Fla., Long Beach, Cal., New Orleans, La., New York, NY, Norfolk, Va., St. Louis, Mo., San Francisco, Cal., and Seattle, Wash., shall:

   a. Conduct formal hearings arising under any navigation or marine safety law or regulation providing for the suspension or revocation of licenses, certificates or documents issued by the Coast Guard or predecessor authorities.

   b. Render decisions and enter orders of admonition, suspension or revocation of such licenses, certificates and documents, as prescribed by Federal Regulations.

   c. Serve as Grievance Examiners for Civilian Employee Grievances for Civilian Employee Grievance proceedings.

   d. Conduct hearings under Title VI of the Civil Rights Act of 1964 with respect to non-discrimination in Federally assisted programs of the U. S. Coast Guard.

   e. Conduct hearings (under special concurrence conditions) at designated locations, on specific and material factual issues as directed, in accordance with the provisions of the Deepwater Port Act of 1974.

   f. Conduct an administrative review of the denial of a claim filed under applicable provisions of the Outer Continental Shelf Lands Act Amendments of 1978.

   g. Serve as chairmen and/or members of local Hearing Boards established for the purposes of execution of certain requirements under specific Federal Regulations.

   h. Provide the above services in locations other than at the office to which permanently assigned.

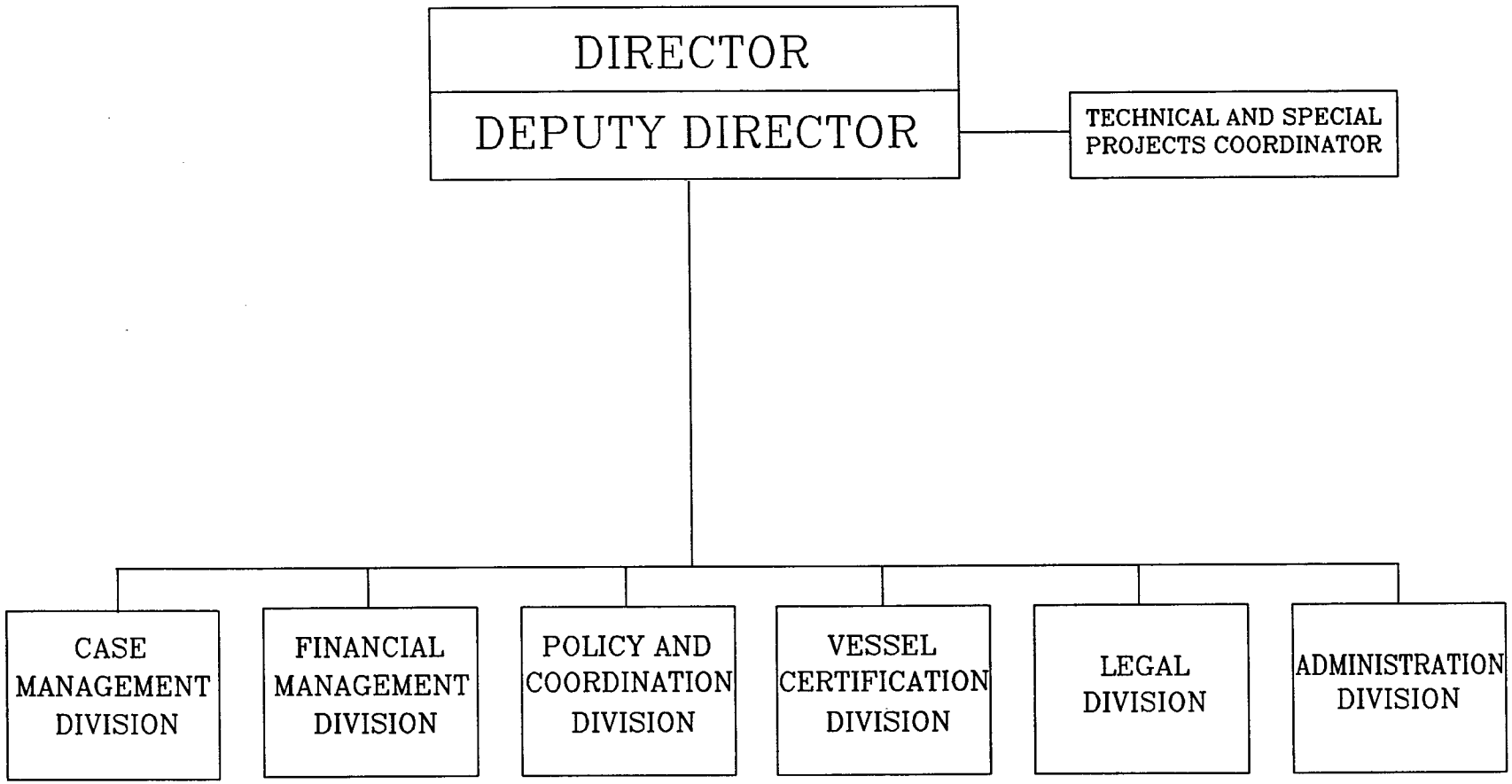
   i. Rule on applications for an award of attorneys' fees and other expenses, filed by Respondents who prevail over the agency in suspension and revocation proceedings, as provided by the Equal Access to Justice Act.

3. **Exclusive Administrative Control.** The Commandant (G-CJ) exercises exclusive administrative control over the Administrative Law Judges seated in the locations mentioned in paragraph 2 above.

THIS PAGE INTENTIONALLY LEFT BLANK

THIS PAGE INTENTIONALLY LEFT BLANK

NATIONAL POLLUTION FUNDS CENTER



COAST GUARD NATIONAL POLLUTION FUNDS CENTER
ARLINGTON, VIRGINIA

1. **Mission**. To administer laws and regulations relating to oil pollution liability and compensation, including carrying out the responsibilities in Title I of the Oil Pollution Act of 1990 that have been delegated to the Coast Guard, and to act as fiduciary under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) for provisions managed by the Coast Guard.

2. **Functions**. In order to fulfill this mission the Director, Coast Guard National Pollution Funds Center shall:

   a. Manage the Oil Spill Liability Trust Fund (the Fund) in order to:

      (1) Provide, through various means, funds for response to oil spills in navigable waters of the U. S., adjoining shorelines, or exclusive economic zone.

      (2) Administer claims against the Fund and to ensure that proper payments are accurate and timely.

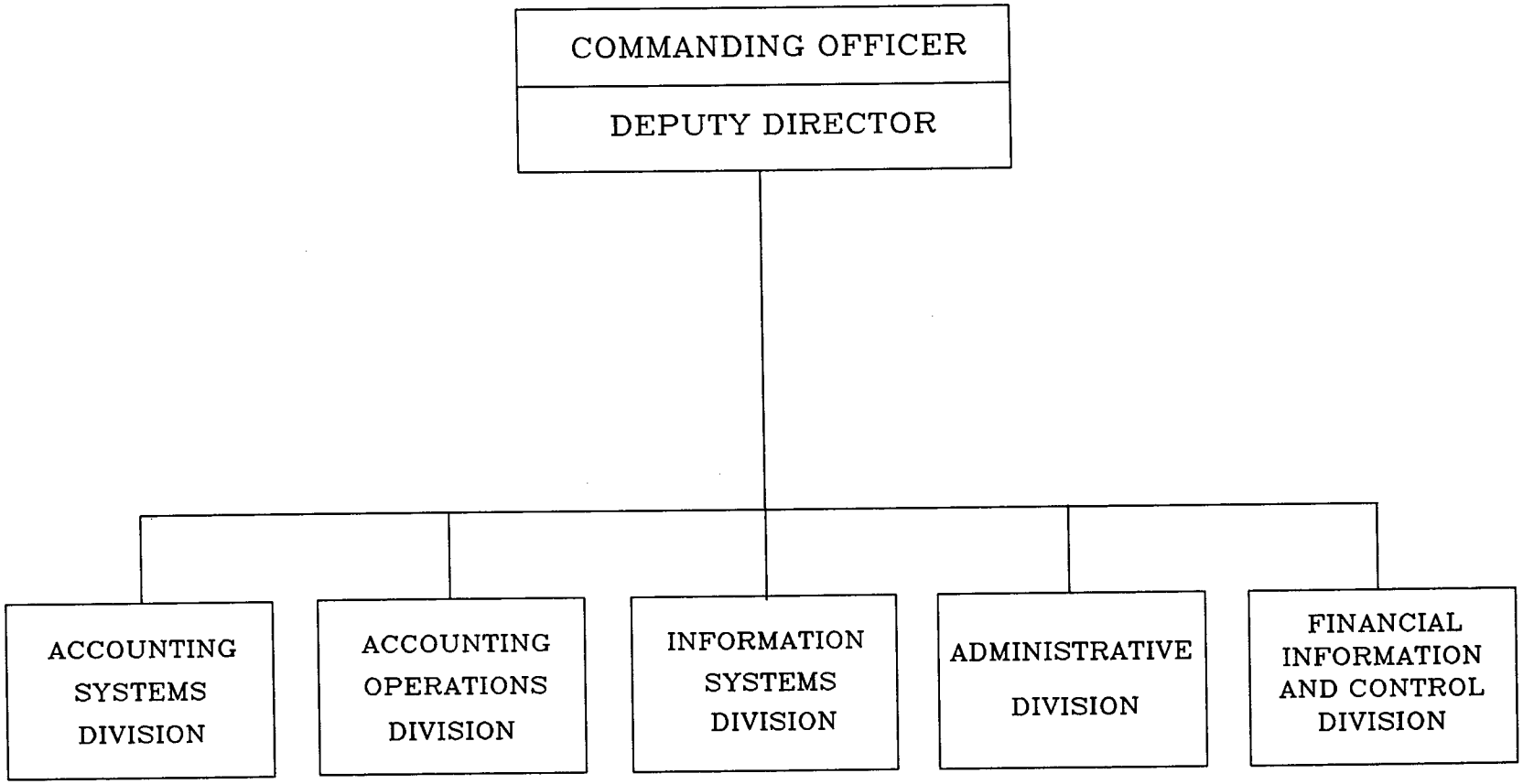
      (3) Recover from identified responsible parties the sums expended from the Fund.

   b. Coordinate with the Environmental Protection Agency and execute fiduciary matters relating to Coast Guard involvement with expenditures and recovery of funds from the Hazardous Substance Response Fund.

   c. Certify the financial responsibility of vessels, ensuring that all potential parties responsible for pollution costs and damages are able to provide compensation up to Federal limits of liability.

3. **Technical Control**. The Commandant (G–CCS) exercises technical control over the Commander, Coast Guard National Pollution Funds Center.

COAST GUARD FINANCE CENTER



COAST GUARD FINANCE CENTER
CHESAPEAKE, VIRGINIA

1. **Mission**. Support the Coast Guard Financial Management Program by implementing and operating accounting and fiscal processes for assigned organizational elements of the Coast Guard.

2. **Functions**. In order to fulfill this mission, the Commanding Officer, Coast Guard Finance Center (CGFC) shall:

   a. Act as the Coast Guard's central point of contact for the Department Accounting and Financial Information System (DAFIS). This includes maintaining the Coast Guard's centralized system of fund, resource, costs, revenue and property accounts under general ledger control and accrual accounting principles, standards and procedures prescribed by the Resource Director/Comptroller (G–CRC) to reflect the currency, accuracy and completeness of the fiscal activities of the Service.

   b. Develop and install Coast Guard peculiar aspects of DAFIS for the Service.

   c. Exercise direct supervision over the review, control, follow–up and reconciliation of documents in support of general ledger control account balances for undelivered orders, outstanding liabilities, accounts receivable, and advances.

   d. Receive and examine for legality and propriety, purchase orders, contract and all other procurement documents, vendor invoices, and receiving reports for supplies and materials in accordance with established DAFIS procedures and othe authority. Process transportation vouchers and commitment documents and vouchers for other claims. Furnish accrual documents as required for recording in official accounting records. Prepare schedules and certify for payment.

   e. Identify and resolve immediate problems with current systems requirements.

   f. Review and monitor field activities to ensure timely completion, resolution and compliance with approved Coast Guard policy and procedures. Maintain a continuing review of procedures utilized in existing accounting systems.

   g. Exercise direct supervision over the maintenance of formal detailed accounting records for fiscal accounting transactions.

   h. Review, reconcile and appraise the accuracy and validity of financial accounting information to better assist all financial management activities.

   i. Based on G–CFP policy and implementation direction, develop technical operating procedures. Promulgate as manuals, handbooks, forms, etc. Provide training in new techniques.

   j. Analyze user requirements and initiate, study, and develop plans and methods for new techniques in both capturing input transactions and promoting usable reports.

   k. Review, coordinate and prepare input to any special studies, analyses, or policy determinations required by the Resource Director/Comptroller.

   l. Develop Coast Guard–wide consolidated operating results for all CG appropriations and funds. Analyze accounting data and obligational trends.

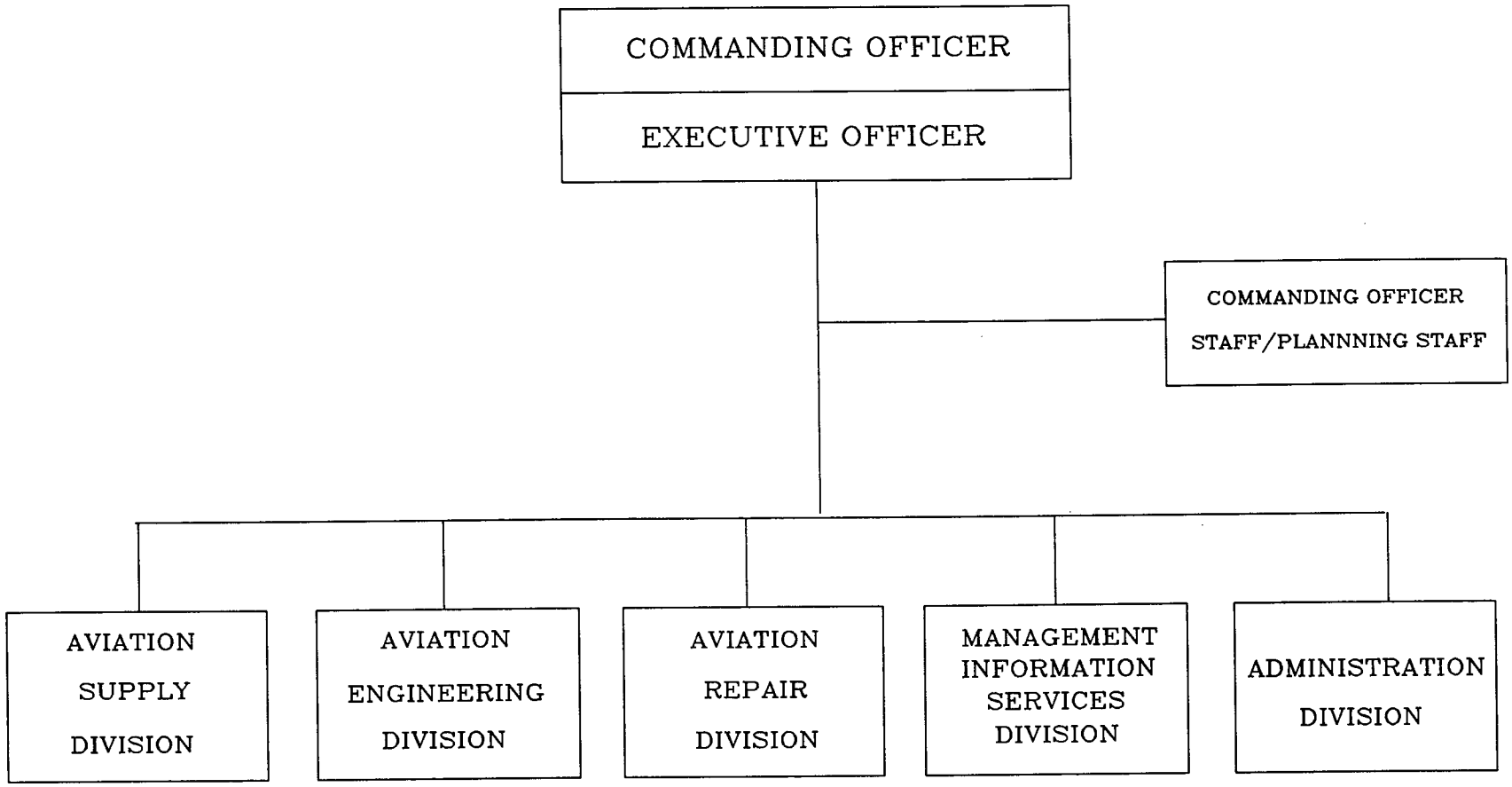
m. Provide Service–wide financial reporting to involved external regulatory agencies.

n. Maintain Coast Guard's cost accounting system. Monitor data so that system produces reliable results for use in OPFAC productivity analysis and inclusion in the budget process.

3. The Commandant (G–CFP) exercises technical control over the Commanding Officer, Coast Guard Finance Center.

THIS PAGE INTENTIONALLY LEFT BLANK

AIRCRAFT REPAIR AND SUPPLY CENTER



COAST GUARD AIRCRAFT REPAIR AND SUPPLY CENTER
ELIZABETH CITY, NORTH CAROLINA

1. **Mission.** To provide Programmed Depot Maintenance (PDM), major repair and modification of aircraft and aeronautical equipment; to provide technical and logistical support for Coast Guard Aviation.

2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Aircraft Repair and Supply Center, shall:

   a. Provide a continuing Programmed Depot Maintenance (PDM) line for selected aircraft in the Coast Guard inventory.

   b. Provide crash damage repair and "drop-in" maintenance facilities.

   c. Provide rework facilities for aeronautical components.

   d. Provide rework and test cell facilities for aircraft engines.

   e. Respond to needs for high priority assistance to aviation units and to questions of aircraft maintenance, technical research and investigations.

   f. Provide preliminary engineering studies, prototype, kit design, technical writing and field team installations for Coast Guard aircraft and aeronautical equipment.

   g. Prepare and review preliminary and detailed plans, designs, and specifications for the construction, installation, repair, maintenance, outfitting and alteration of Coast Guard aircraft, engines, and related equipment.

   h. Maintain Master Technical Library to support Coast Guard aviation requirements.

   i. Review all incoming aviation technical data for Coast Guard applicability.

   j. Provide aeronautical material support for all Coast Guard aviation units and AR&SC, i.e., function as the Aviation Inventory Control Point (AICP) and Aviation Parts Breakout (Competition Advocacy).

   k. Provide comptroller services such as: inventory management, procurement, fiscal, warehousing, shipping and receiving, planning and administration, and personal support (pay and travel) for the five units in the Elizabeth City complex.

   l. Provide civilian personnel management support for the five units in the Elizabeth City complex.

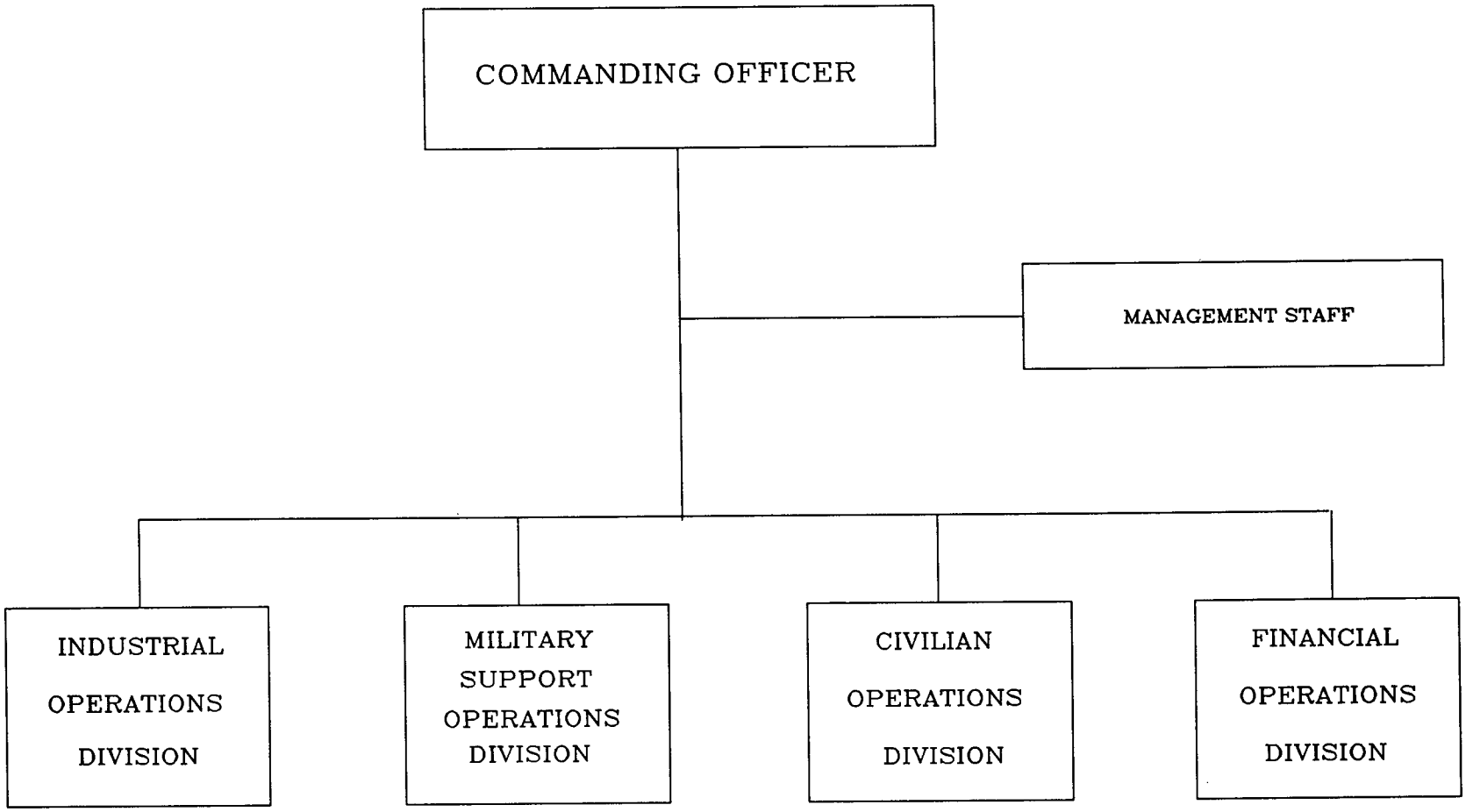
   m. Act as Information Resources Manager (IRM) to coordinate major development and ensure compatibility of all Aviation Maintenance Management Information System (AMMIS) subsystems.

   n. Manage the Headquarters controlled aviation ground support equipment program. Prepare specifications and provide technical coordination for the procurement of new equipment and systems, incorporating the latest state-of-the-art in order to satisfy operational requirements.

3. **Technical Control.** The Commandant (G–E) exercises technical control over the Commanding Officer, CG Aircraft Repair and Supply Center.

THIS PAGE INTENTIONALLY LEFT BLANK

COAST GUARD YARD



COAST GUARD YARD
BALTIMORE, MARYLAND

1. **Mission.** To provide industrial support to Coast Guard vessels; and to provide facilities to Commanding Officer, Supply Center Curtis Bay and Commander, Fifth Coast Guard District under host/tenant agreements.

2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Yard shall:

   a. Provide and maintain facilities and a skilled workforce necessary for the construction, repair, overhaul, conversion, modernization and renovation of boats and ships. Including drydock facilities up to 5,000 long tons.

   b. Construct, repair, overhaul, convert, modernize and renovate boats and ships.

   c. Provide full range of naval architecture and marine engineering services associated with construction, repair, overhaul, conversion, modernization, renovation and maintenance of ships and boats.

   d. Overhaul ordnance and electronics equipment.

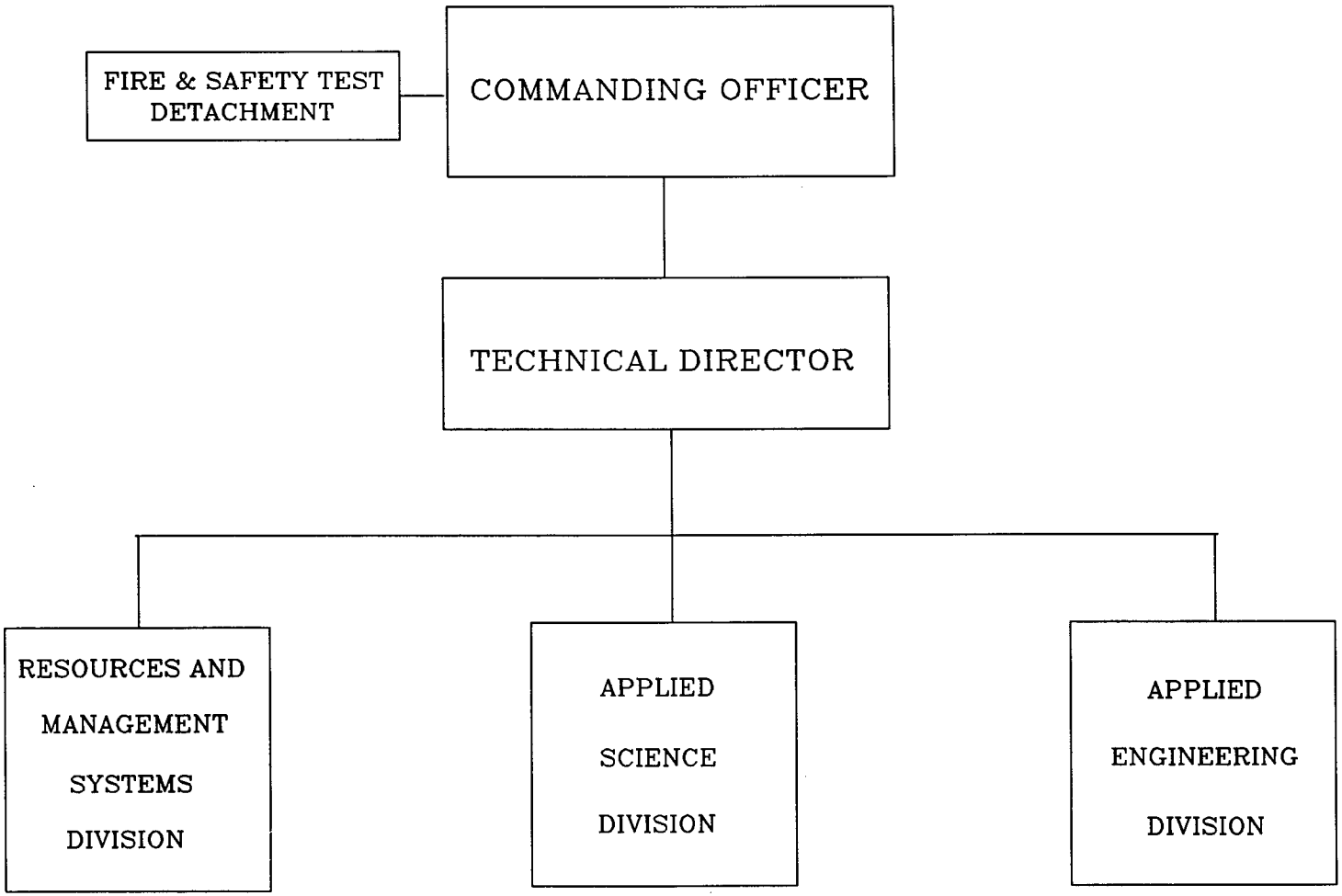
   e. Manufacture articles not readily available from commercial sources needed for the maintenance and construction of Coast Guard boats and ships.

   f. Provide personnel support services, including: berthing, messing, medical services, nonappropriated fund activities, and special services.

   g. Provide administrative and work spaces, as well as berthing and shoretie services to Supply Center Curtis Bay and YARD–based Fifth District units, i.e., Group Baltimore, Coast Guard Station Curtis Bay, and assigned Fifth District vessels.

3. **Technical Control.** The Commandant (G–E) exercises technical control over the Commanding Officer, CG Yard.

COAST GUARD RESEARCH AND DEVELOPMENT CENTER



COAST GUARD RESEARCH AND DEVELOPMENT CENTER
GROTON, CONNECTICUT

1. **Mission.** To conduct applied research and to develop operational techniques, concepts, systems, equipment and materials in support of the operational and regulatory programs of the Coast Guard.

2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Research and Development Center, shall:

   a. Plan and conduct research projects in areas of potential benefit to Coast Guard missions. Develop, test and evaluate techniques, concepts, systems, equipment and materials for possible use in Coast Guard missions.

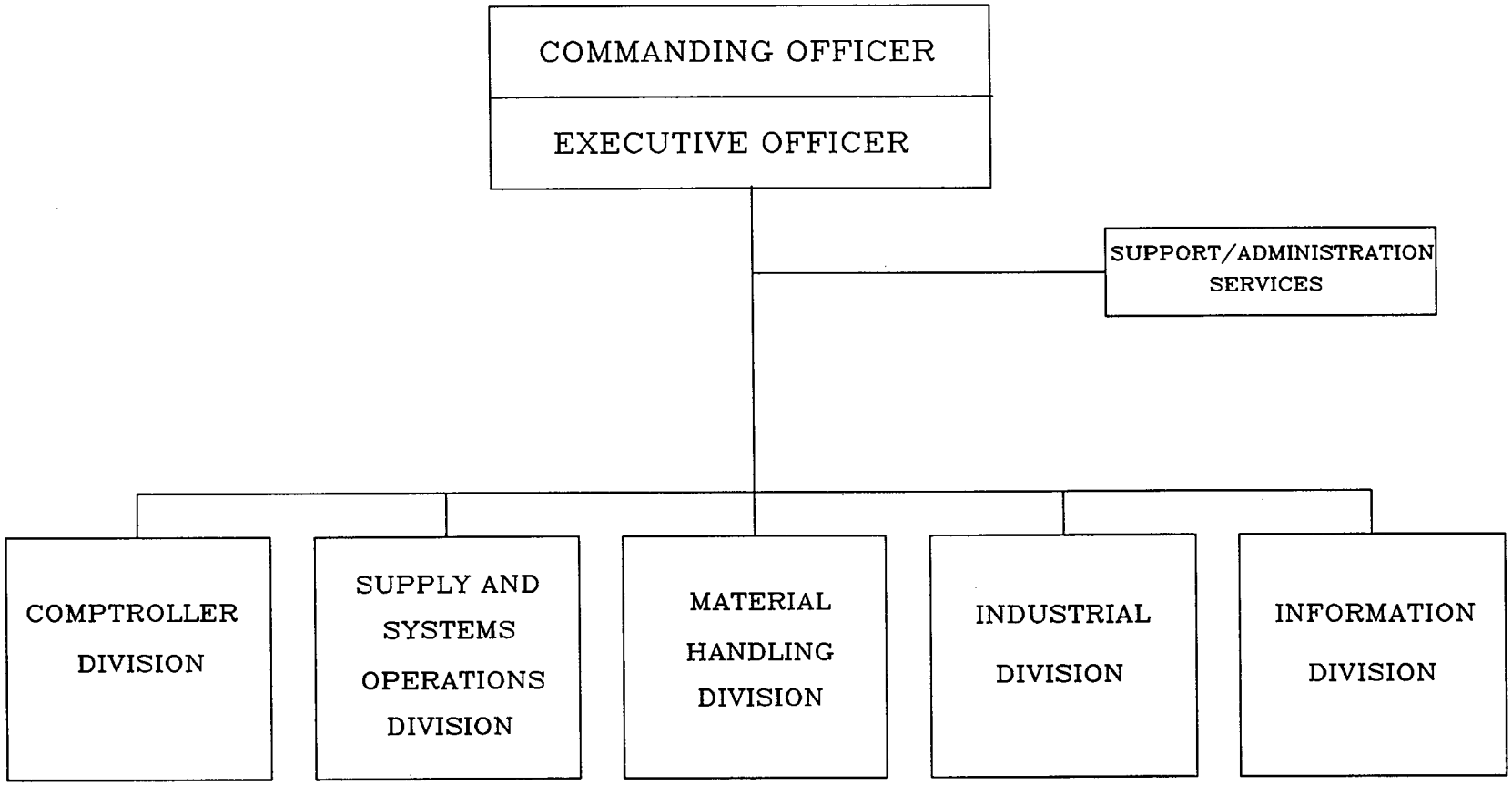
   b. Maintain at the Center, capabilities necessary to respond to known and anticipated requirements of program/support managers and operational commanders.

   c. Keep informed of research and development outside the Coast Guard of potential benefit to the Coast Guard.

   d. Supervise the administration of the Marine Fire Safety Test Detachment in Mobile, Alabama.

3. **Technical Control.** The Commandant (G–E) exercises technical control over the Commanding Officer, CG Research and Development Center.

SUPPLY CENTER BALTIMORE



COAST GUARD SUPPLY CENTER
BALTIMORE, MARYLAND

1. **Mission.** Tp provide supply support, for a variety of material items, that is responsive to Coast Guard operational and administrative needs.

2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Supply Center shall:

   a. Serve as an Inventory Control Point for Coast Guard electronics, aids to navigation, small arms, general use equipmentand material and forms and publications.

   b. Perform all functions necessary for the procurement, warehousing, inventory management and distribution of specified items of Coast Guard material.

   c. Administer a repair and return program for specified items pf Coast Guard material.

   d. Negotiate and administer necessary agreements with Coast Guard, other government agencies and private organizations for the repair and return of defective material.

   e. Repair, modifym calibrate and maintain electronics equipment, small arms and other equipment and items.

   f. Dispose of excess personal property reported by Coast Guard Districts and Headquarters Units.

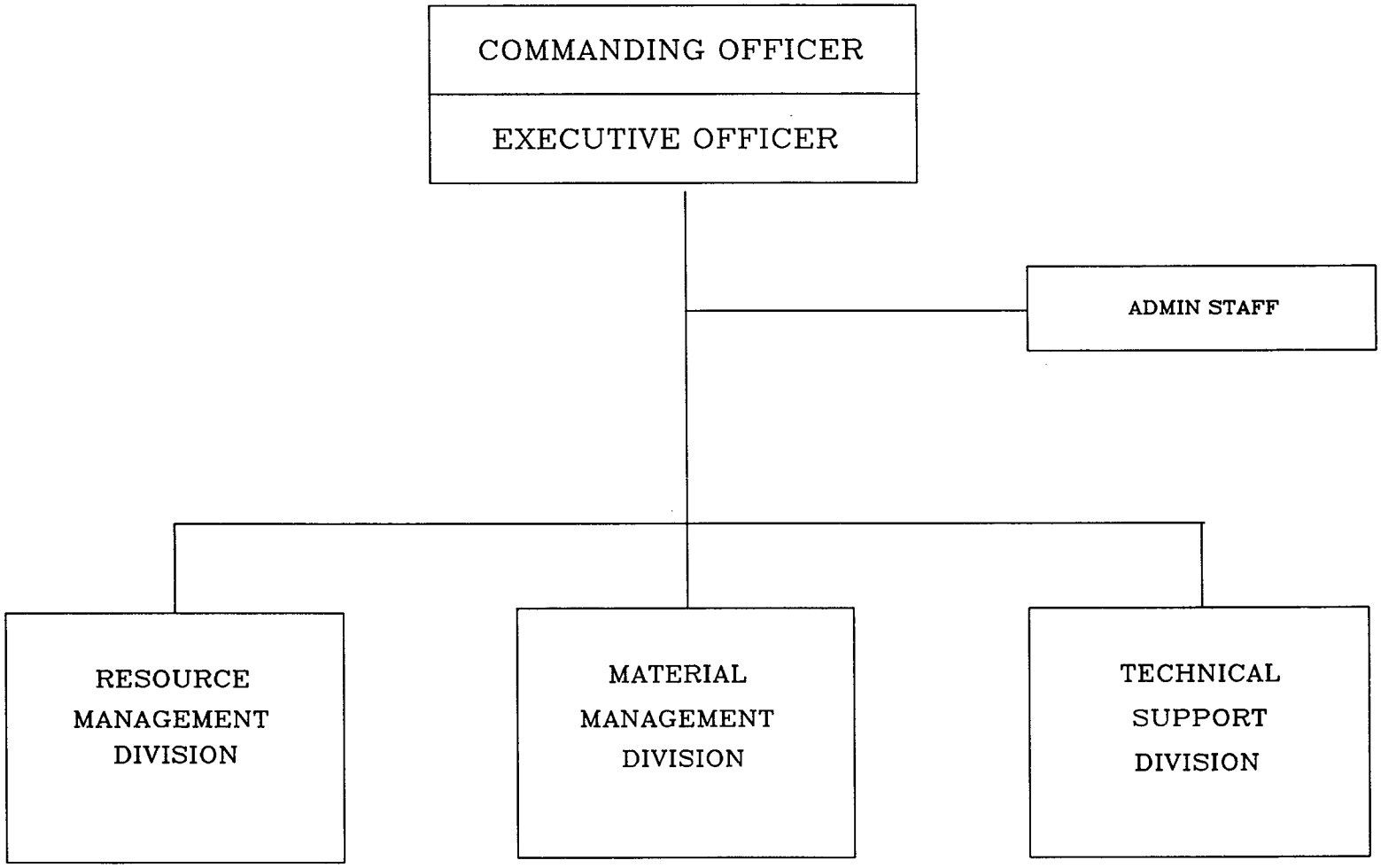
   g. Process Coast Guard addresses and address changes into the Defense Logistics Agency's automatic address system.

   h. Catalogue, provision and prepare unit allowances for electronics and general supplies, including development, publication and distribution of catalogues of Coast Guard peculiar items, their identification and sources of supply.

   i. Act as stocking point for Ships Inventory Control Point (SICP) managed equipment andd material and perform all functions incidental to receipt, storage, control and issue.

3. **Technical Control.** The Commandnat (G–E) exercises control over the Commanding Officer, CG Supply Center.

SUPPLY CENTER CURTIS BAY



COAST GUARD SUPPLY CENTER
CURTIS BAY, MARYLAND

1. **Mission**. To provide designated levels of supply logistics support of Hull, Mechanical, Electrical, and Ordnance (HME&O) shipboard equipment for Centrally Supported Coast Guard vessels and CG YARD Industrial activities, to determine support methods and sources of supply, and perform the functions of an Inventory Control Point within the Federal Supply System.

2. **Functions**. In order to fulfill this mission, the Commanding Officer, CG Supply Center, Curtis Bay shall:

   a. Serve as an Inventory Control Point for Coast Guard HM&E equipments.

   b. Perform all functions necessary for the procurement, warehousing, inventory management, and distribution of specified items of Coast Guard material.

   c. Administer a repair and return program for specified items of Coast Guard material.

   d. Negotiate and administer necessary agreements with Coast Guard, other government agencies, and private organizations for the repair and return of defective material.

   e. Dispose of excess personal property reported by Coast Guard Districts and Headquarters Units.

   f. Catalog, provision and prepare unit allowances for HM&E items, including development, reproduction and distribution of publications of Coast Guard peculiar items, their identification, and sources of supply.

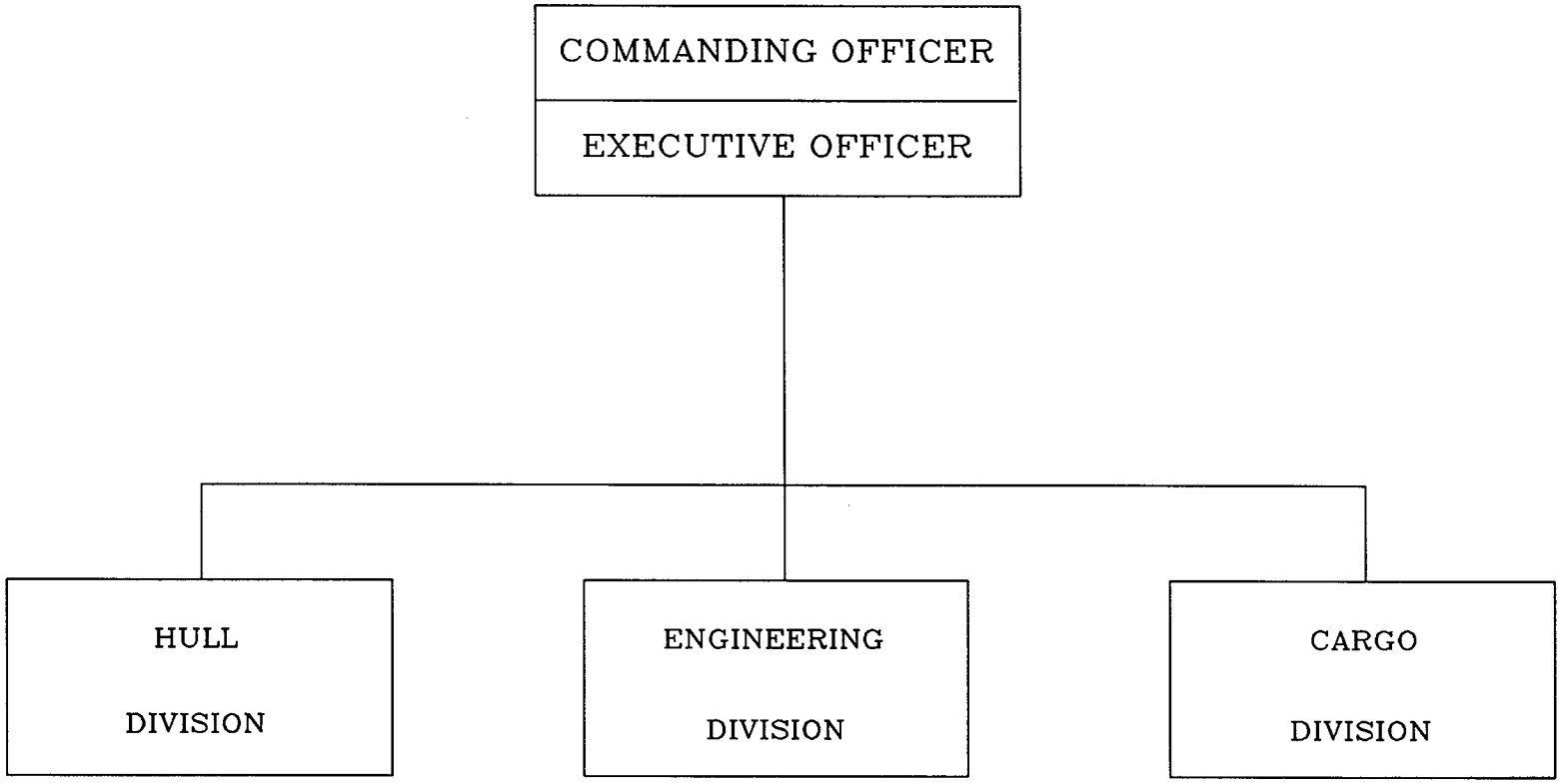
   g. Act as manager of YARD Fund stock items, and perform functions incidental to receipt, storage, control and issue.

3. **Technical Control**. The Commandant (G–E) exercises technical control over the Commanding Officer, CG Supply Center, Curtis Bay.

THISPAGE INTENTIONALLY LEFT BLANK

THIS PAGE INTENTIONALLY LEFT BLANK

MARINE SAFETY CENTER



COAST GUARD MARINE SAFETY CENTER
WASHINGTON, D.C.

1. **Mission.** To provide technical services in the review and approval of plans for the design, construction, alteration and repair of U.S. commercial vessels subject to the marine inspection laws. Provide technical support for the conduct of the SOLAS Control Verification Program. Administer the Coast Guard's Certificate of Compliance Program.

2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Marine Safety Center shall:

   a. Provide for the review and approval of those commercial vessel plans submitted to the Coast Guard in accordance with inspection laws, regulations, and implementing directives.

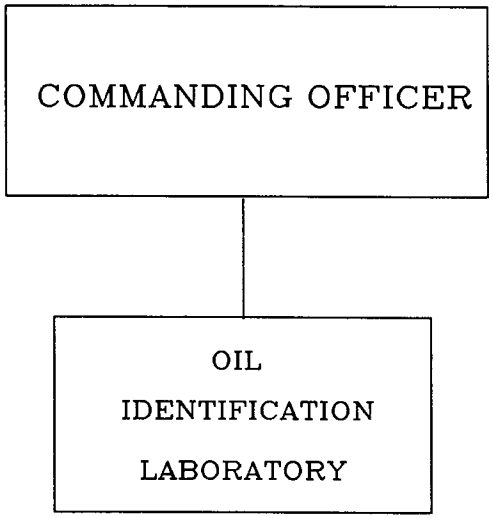
   b. Provide oversight review of those commercial vessel plans submitted to third party organizations for review and approval on behalf of the Coast Guard.

   c. Provide technical support, as appropriate, to the field Marine Safety Offices (MSO) and Marine Inspection Offices (MIO), and to the maritime community.

   d. Provide administrative control and technical review related to the issuance of Certificates of Compliance for foreign flag chemical and liquefied gas tankships.

3. **Technical Control.** The Commandant (G–M) exercises technical control over the Commanding Officer, CG Marine Safety Center.

MARINE SAFETY LABORATORIES



COAST GUARD MARINE SAFETY LABORATORIES
GROTON, CONNECTICUT

1. **Mission.** To provide oil spill analytical support necessary for current response or later enforcement actions to all Coast Guard Marine Safety Offices and Captains of the Port, as well as to other Federal Predesignated On–Scene–Coordinators specified in the National Contingency Plan when operations permit.

2. **Functions.** In order to fulfill this mission, the Commanding Officer, Marine Safety Laboratories, shall:

   a. Provide timely analysis of oil spill samples forwarded from field units. Evaluate samples for matching characteristics.

   b. Maintain long term storage for oil spill samples from any Coast Guard unit for those cases awaiting trial or other legal proceeding.

   c. Provide training, advice, and oversight to Coast Guard units for oil spill sampling procedures and other investigative techniques.

   d. Plan and conduct research and tests in the specific areas identified by Program Managers through Commandant (G–M). Develop and evaluate test methods in support of Coast Guard regulatory and international goals.

3. **Technical Control.** The Commandant (G–M) exercises technical control over the Commanding Officer, CG Marine Safety Laboratories.

NATIONAL STRIKE FORCE COORDINATION CENTER

ORGANIZATION CHART

UNDER DEVELOPMENT

NATIONAL STRIKE FORCE COORDINATION CENTER

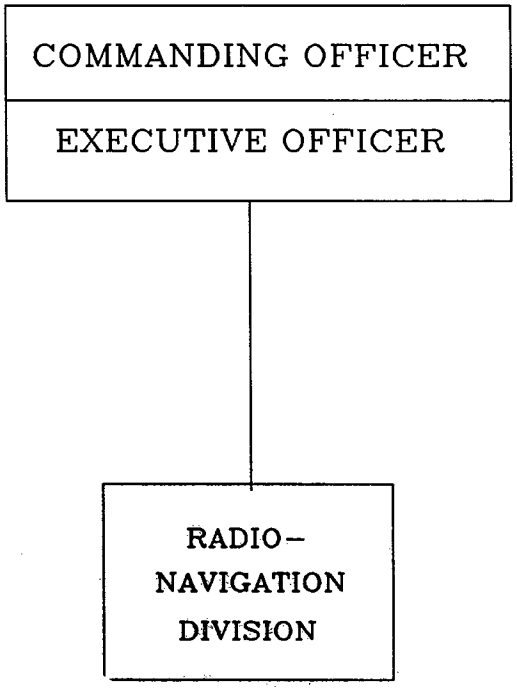
FUNCTION STATEMENTS

UNDER DEVELOPMENT

THIS PAGE INTENTIONALLY LEFT BLANK

THIS PAGE INTENTIONALLY LEFT BLANK

NAVIGATION CENTER



COAST GUARD NAVIGATION CENTER
ALEXANDRIA, VIRGINIA

1. **Mission.** To provide worldwide coordination and electronics support to the Omega navigation system; operational control and management of the Loran–C, Omega, Differential NAVSTAR Global Positioning Systems (DGPS) and radiobeacon system; assist support program managers in the electronics and civil engineering support of the Loran–C, DGPS and radiobeacon systems and; operational information support to users of the Global Positioning System (GPS), DGPS Loran–C, Omega and radiobeacon systems.

2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Navigation Center (NAVCEN) shall:

   a. Exercise direct operational control of DGPS, Omega and Loran–C stattions and sites and backup OMEGA synchronization control.

   b. Provide Omega System Maintenance Engineering Facility (SMEF).

   c. Manage the acquisition and analysis of Radionavigation system data.

   d. Perform user needs and requirements assessment as related to the civil use of Radionavigation Systems.

   e. Manage Coast Guard operated Radionavigation systems, and the Coast Guard's involvement in Global Positioning System operations. Assist G–NRN in developing and maintaining those documents, reports, etc., required by the Planning, Programming, Budgeting, and Evaluation system. Establish operational parameters and criteria for radionavigation systems. Develop measures of performance and effectiveness. Establish staffing and training requirements for personnel operating or maintaining radionavigation systems.

   f. Act as point of contact for the general public for information on the status, availability, and technical standards for all assigned radionavigation systems.

   g. Initiate, review, manage and coordinate radionavigation systems projects. Conduct an operational certification after a system is created or changed. Identify research and development support and new engineering initiatives to satisfy future system requirements.

   h. As directed by G–NRN, provide consultation, advisory service, and liaison to external parties to plan, coordinate, and harmonize radionavigation systems.

   i. Maintain awareness of issues directly impacting the ability of radionavigation elements to meet their operational mission. Coordinate with the responsible entities to ensure adequate support resources.

   j. Implement and maintain an operational inspection program for all radionavigation systems; conduct formal inspections at least yearly with follow–up assist visits. Ensure operating and training standards are being met.

   k. Coordinate Radionavigation matters with foreign government agencies who operate Radionavigation stations for or in conjunction with the Coast Guard.

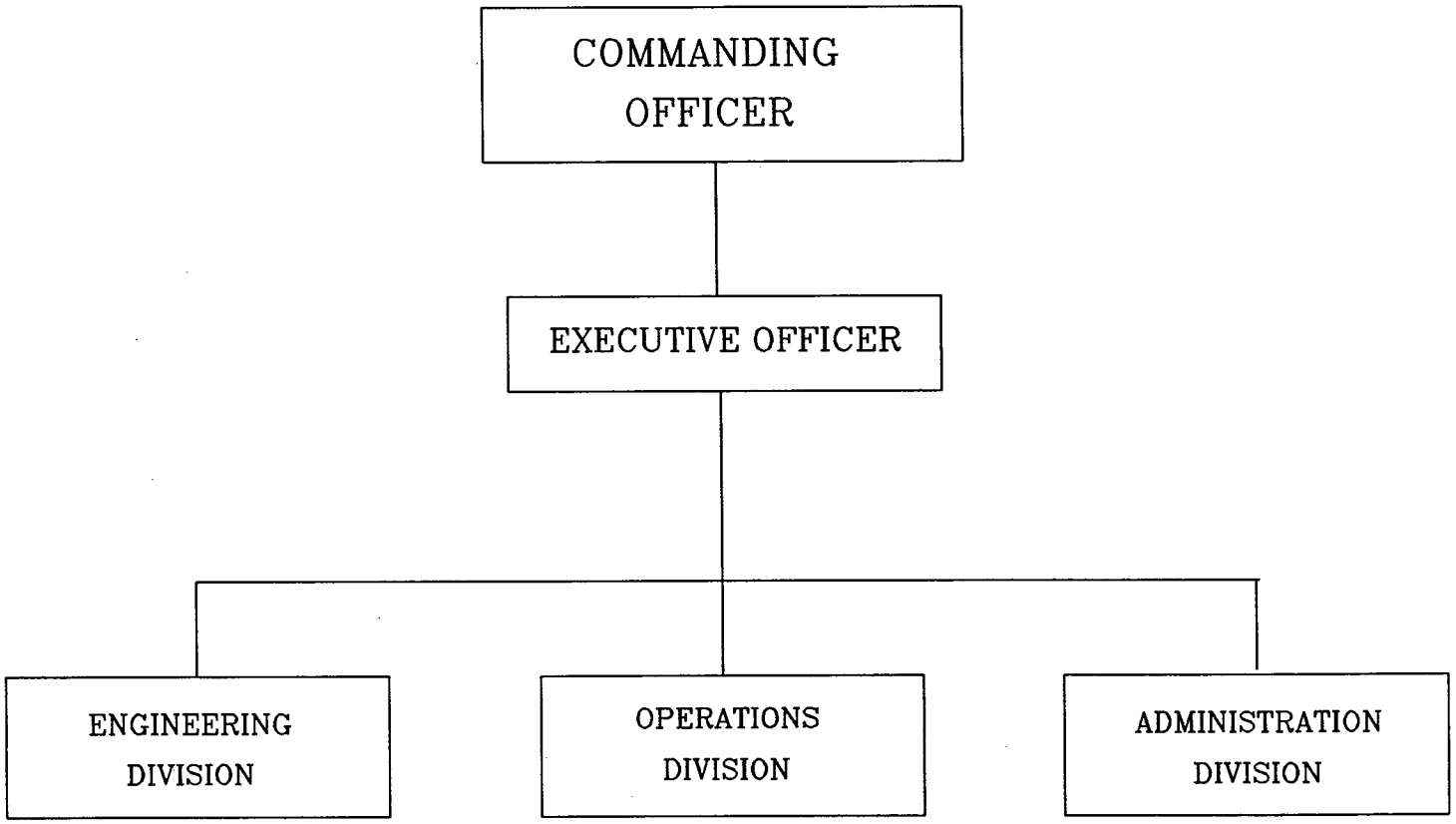
l. Coordinate Coast Guard involvement and interests in other radionavigation systems.

m. As directed by G–NRN, serve as Coast Guard representative on Working Groups and other Federal committees which are concerned with the development of national plans and policies for radionavigation services. Assist Chief, Office of Navigation Safety and Waterways Services, in that officer's role as member of the DoT Navigation Council.

3. **Technical Control.** The Commandant (G–N) exercises technical control over the Commanding Officer, CG Navigation Center.

THIS PAGE INTENTIONALLY LEFT BLANK

NATIONAL DATA BUOY CENTER



CG OFFICE, NATIONAL DATA BUOY CENTER
JOHN C. STENNIS SPACE CENTER, MISSISSIPPI

1. **Mission.** To implement the National Data Buoy Center's (NDBC) worldwide mission to gather timely and accurate weather information from automated meteorological data collection sites, both afloat and ashore.

2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Office, NDBC, shall:

   a. Serve as Deputy Director, NDBC, National Weather Service, National Oceanic and Atmospheric Administration (NOAA).

   b. Command Coast Guard personnel provided to support the engineering, operations and administrative functions of the NDBC.

   c. Provide the communications link to coordinate the use of Coast Guard resources required to service NDBC platforms.

   d. Forward to the Commandant any information developed through the NDBC's development program that may materially aid the Coast Guard's Aids to Navigation mission.

   e. Support research and development for any project that is the result of a formal agreement between the Coast Guard and the NDBC.

   f. Manage the technology transition and development program to improve the NDBC electronics system.

   g. Manage testing and evaluation programs to evaluate and demonstrate improvement.

   h. Manage electronic and mechanical systems and programs.

   i. Provide engineering evaluation of electronic systems design and testing.

   j. Manage planned R&D contracts.

   k. Define, design, modify and evaluate ocean systems.

   l. Coordinate NDBC activity with NOAA and other agencies.

   m. Manage field and industrial support.

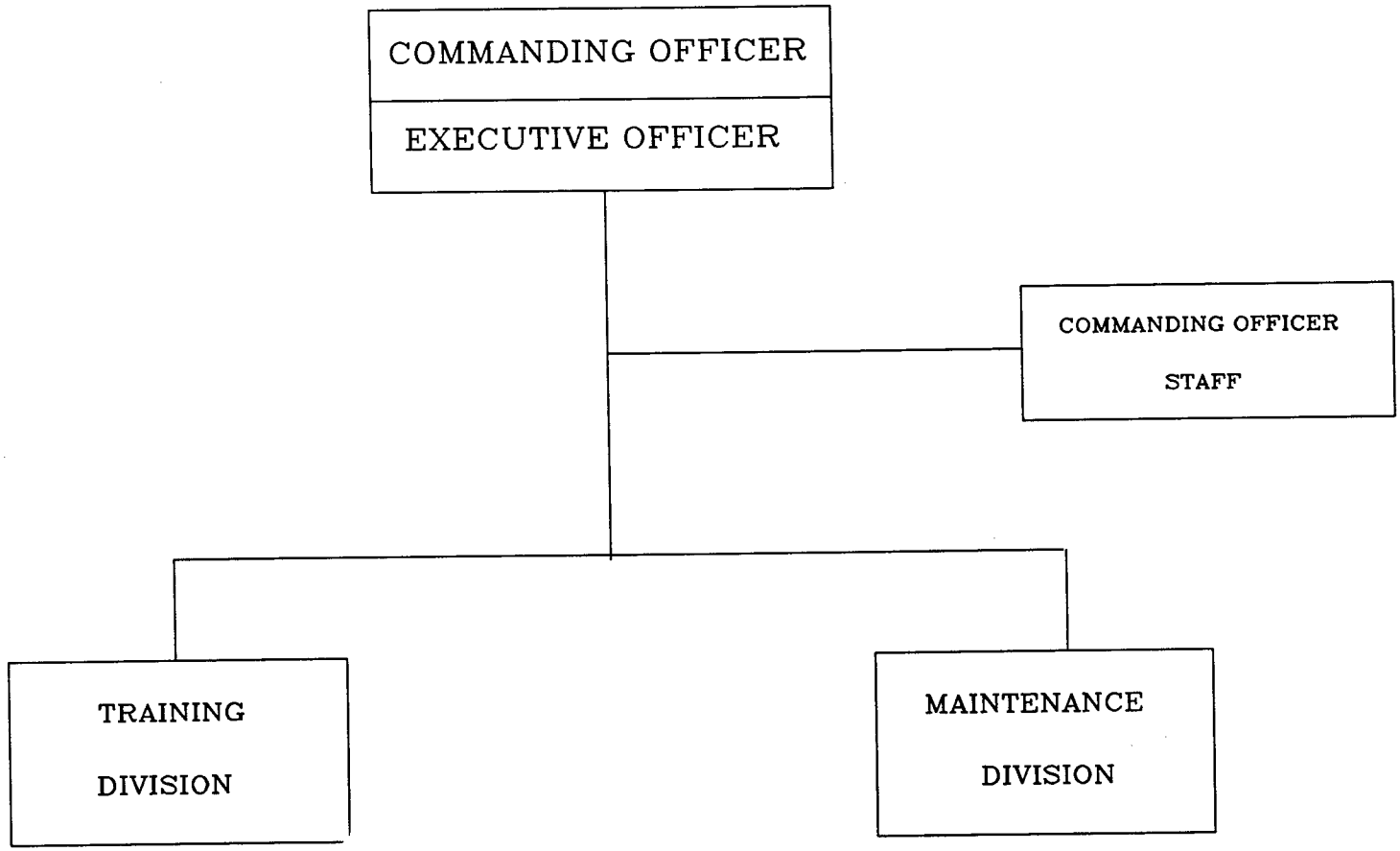
   n. Coordinate NDBC field programs and CG ship–air–base support activity.

   o. Manage fast response and special systems implementation, operation and support.

   p. Plan and execute all buoy deployments, service visits and retrievals.

3. **Technical Control.** The Commandant (G–N) exercises technical control over the Commanding Officer, CG Office, National Data Buoy Center.

NATIONAL MOTOR LIFEBOAT SCHOOL



COAST GUARD NATIONAL MOTOR LIFEBOAT SCHOOL
CAPE DISAPPOINTMENT, WASHINGTON

1. **Mission.** To provide motor lifeboat operations training for Coast Guard personnel requiring qualification for motor lifeboat operator; provide Motor Life Boat (44' MLB) and Surf Rescue Boat (30' SRB) standardization teams; provide Thirteenth Coast Guard District boat services in support of District operational missions.

2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG National Motor Lifeboat School, shall:

   a. Train Coast Guard personnel as coxswains of Motor Life Boats and Surf Rescue Boats.

   b. Perform the standardization function for the 44' MLB and 30' SRB.

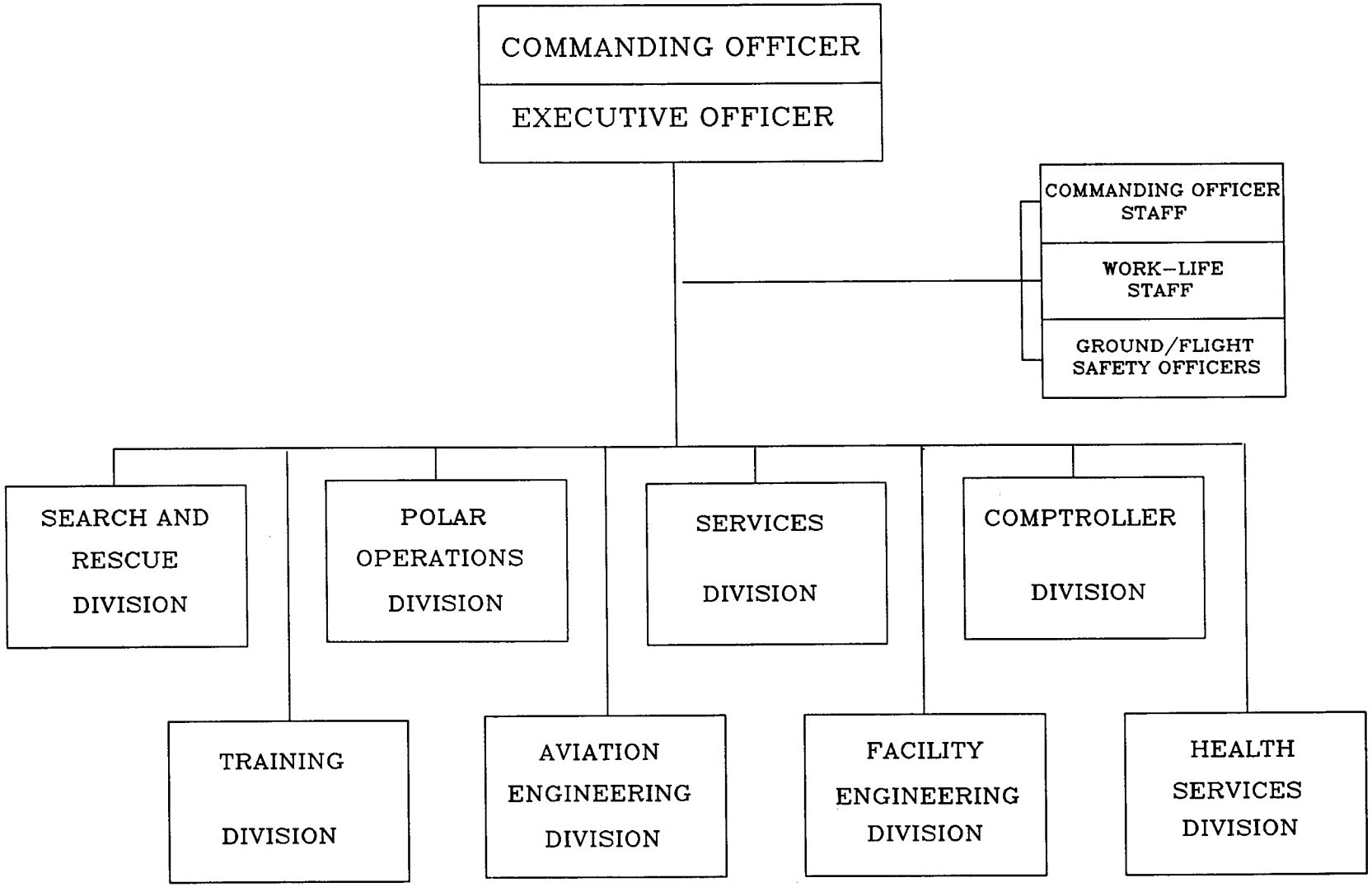
   c. Provide boat support for SAR and other operational missions for, Commander, Thirteenth Coast Guard District.

3. **Technical Control.** The Commandant (G–N) exercises technical control over the Commanding Officer, CG National Motor Lifeboat School.

THIS PAGE INTENTIONALLY LEFT BLANK

THIS PAGE INTENTIONALLY LEFT BLANK

AVIATION TRAINING CENTER



COAST GUARD AVIATION TRAINING CENTER
MOBILE, ALABAMA

1. **Mission.** Serve as the focal point of Coast Guard Aviation by playing the pivotal role in aviator training and development of operational procedures and policy. In addition, the Center will provide personnel and aircraft in direct support of a variety of aviation operational missions.

2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Aviation Training Center shall:

   a. Provide fixed wing SAR and special mission support for Commander, Eighth Coast Guard District.

   b. Provide fixed wing air intercept support for Commander, Atlantic Area.

   c. Provide operational aircrews and logistical support for helicopters assigned for icebreaker deployments.

   d. Certify Coast Guard cutters for aviation operations.

   e. Provide operational aircraft transition training to Coast Guard aviators.

   f. Train Coast Guard personnel (aviation and cutter) for duty related to the operation of aircraft aboard cutters.

   g. Provide operational aviation standardization guidance and evaluation for Coast Guard aircrews and rescue swimmers.

   h. Develop and implement procedures/training regarding air interception tactics.

   i. Evaluate proposed changes to aviation operating procedures and flight rules.

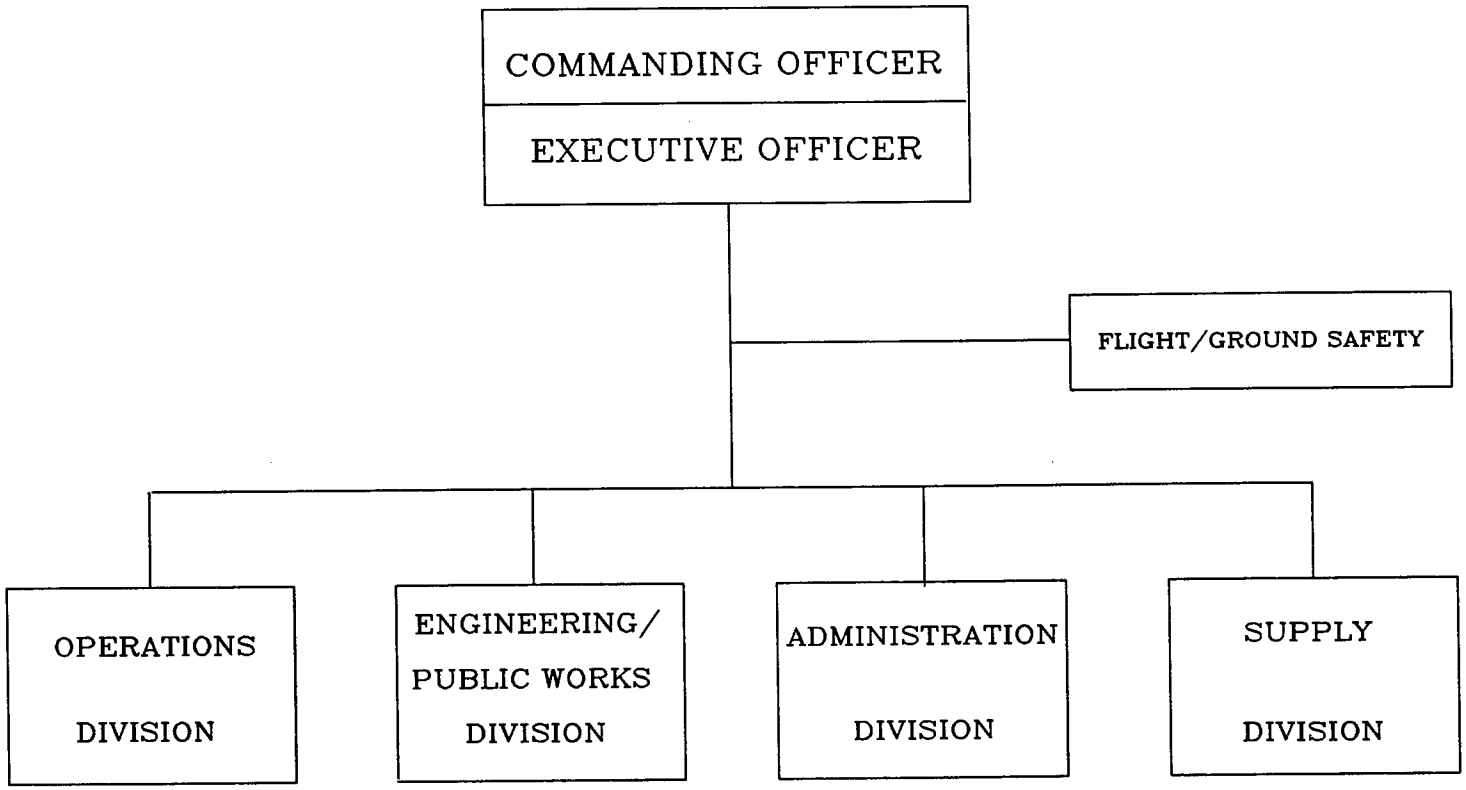
   j. Provide aviation orientation for Coast Guard Academy cadets.

   k. Provide engineering services to fulfill HH–3F prime unit responsibilities.

   l. Develop and administer a pro–active Work–Life Program in accordance with the Work–Life Implementation Plan.

3. **Technical Control.** The Commandant (G–O) exercises technical control over the Commanding Officer, CG Aviation Training Center.

AIR STATION WASHINGTON



COAST GUARD AIR STATION WASHINGTON
ARLINGTON, VIRGINIA

1. **Mission.** Provide air transportation for the Secretary of Transportation and certain members of the Secretary's staff, the Commandant of the Coast Guard, and certain members of the Commandant's staff and such other personnel as may be authorized by the Commandant.

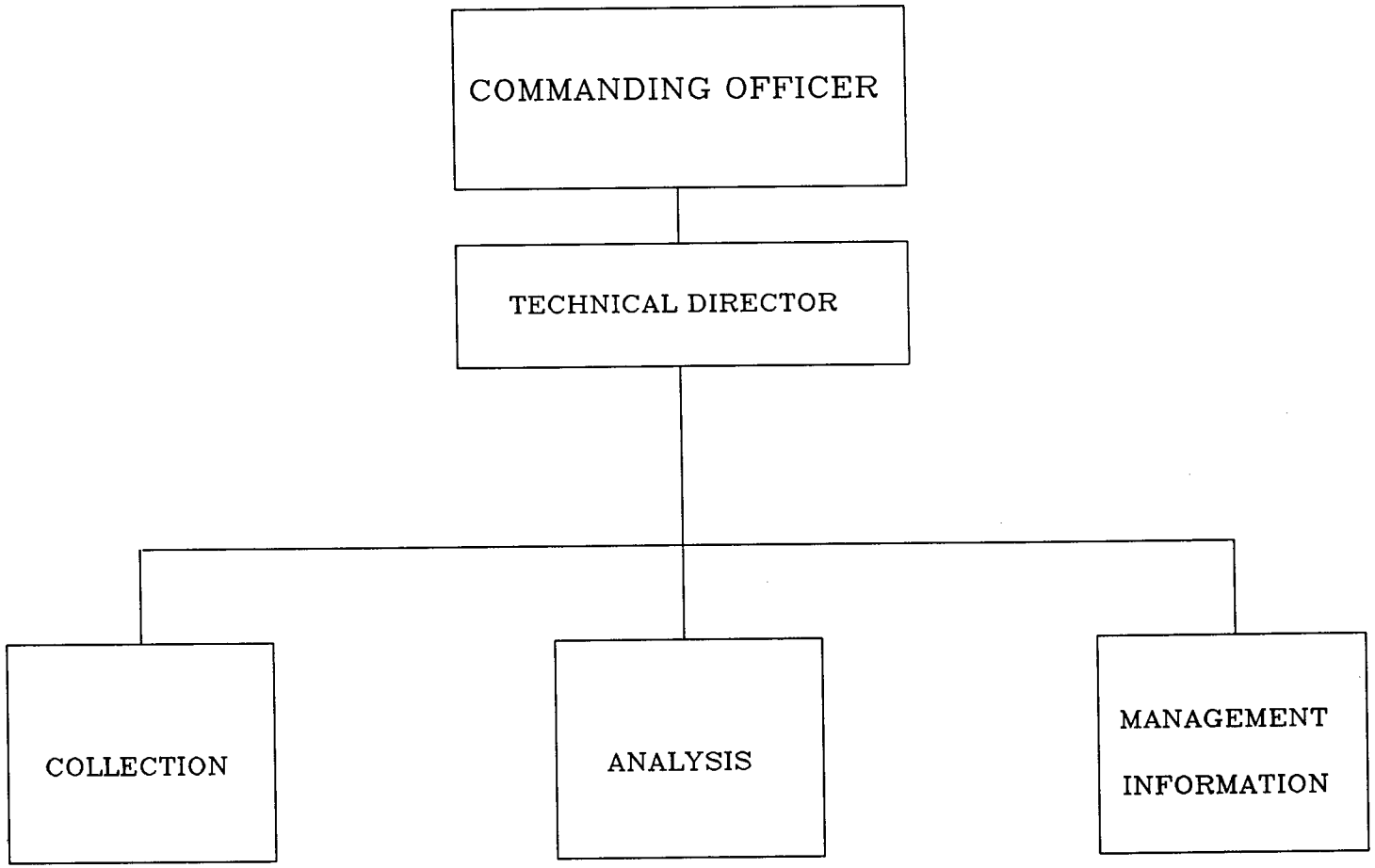
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Air Station Washington, shall:

   a. Operate and maintain assigned aircraft.

   b. Ensure the constant readiness of crews and aircraft.

3. **Technical Control.** The Commandant (G–O) exercises technical control over the Commanding Officer, CG Air Station Washington.

COAST GUARD INTELLIGENCE COORDINATION CENTER



COAST GUARD INTELLIGENCE COORDINATION CENTER
SUITLAND, MARYLAND

1. **Mission.** To support all Coast Guard programs requiring intelligence information. To satisfy the unique maritime intelligence requirements of the Coast Guard which include the areas of law enforcement, military readiness, and port and maritime safety.

2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Intelligence Coordination Center shall:

   a. Maintain a 24 hour Operational Intelligence Center which will include a continuously staffed watch center.

   b. Develop tactical and strategic operational intelligence plans.

   c. Coordinate all Coast Guard time–sensitive collection requirements with the appropriate elements of the national intelligence community.

   d. Produce and disseminate raw intelligence data to Area commands, as well as finished products, such as long range threat assessments.

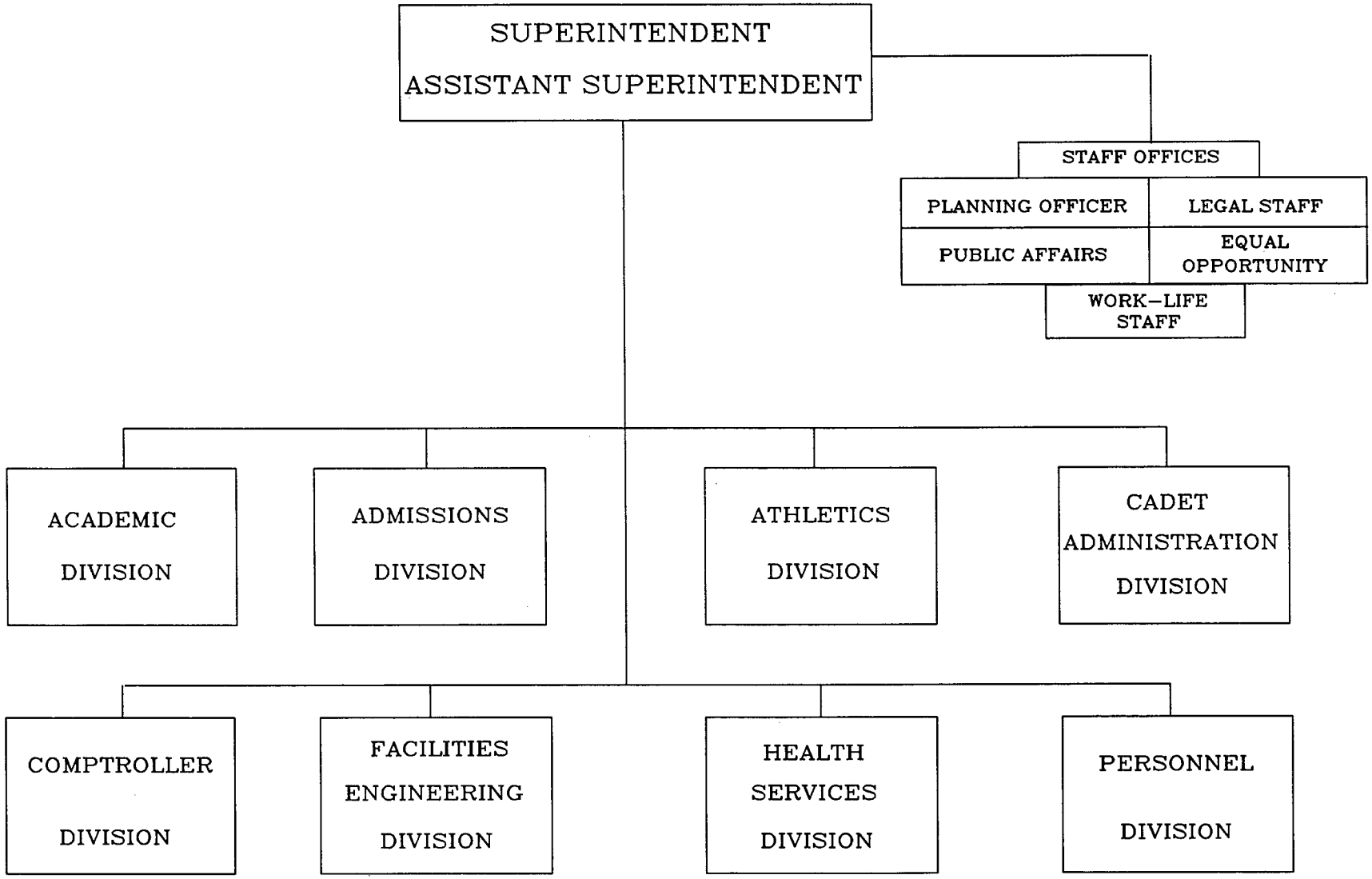
   e. Provide technical assistance and direction to all levels of the USCG intelligence network.

3. **Technical Control.** The Commandant (G–O) exercises technical control over the Commanding Officer, CG Intelli[illegible]rdination Center.

THIS PAGE INTENTIONALLY LEFT BLANK

THIS PAGE INTENTIONALLY LEFT BLANK

COAST GUARD ACADEMY



COAST GUARD ACADEMY
NEW LONDON, CONNECTICUT

1. **Mission.** To provide a sound undergraduate education to men and women which will lead to a Bachelor's Degree and a Commission in the U. S. Coast Guard. This education includes training in the skills necessary to function effectively as a commissioned officer in the Service. Additionally, the Academy maintains and manages a Health Services Technician Class "A" School.

2. **Functions.** In order to fulfill this mission, the Superintendent, Coast Guard Academy shall:

   a. Provide broad based undergraduate curricula leading to a Bachelor's Degree with a major in one of the following technical or professional fields of interest to the Coast Guard:

      (1) Management
      (2) Civil Engineering
      (3) Electrical Engineering
      (4) Marine Engineering
      (5) Government
      (6) Mathematical and Computer Sciences
      (7) Applied Science

   b. Provide professional training necessary for a cadet to assume duties as a junior deck officer aboard a Coast Guard cutter.

   c. Provide an athletic program for the cadets.

   d. Maintain support services necessary for the effective functioning of a military service academy, including:

      (1) Health Services
      (2) Admissions Programs
      (3) Plant Engineering (construction, facilities, buildings and grounds, and utilities)
      (4) Comptroller
      (5) Cadet Administration
      (6) Personnel
      (7) Public Safety
      (8) Faculty Support and Family Housing
      (9) Band

   e. Provide Class "A" training for Health Services Technicians.

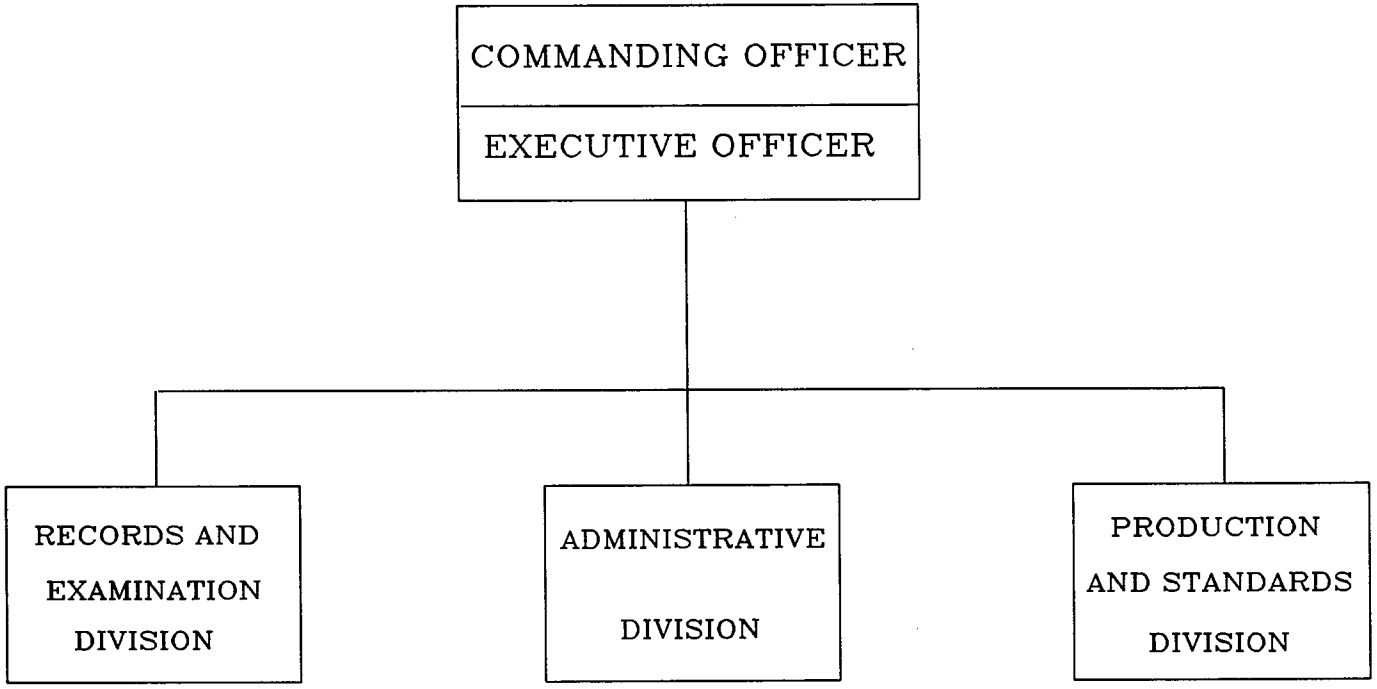
   f. Serve as curator of the Coast Guard Museum.

   g. Provide services to tenant commands as agreed upon in the respective host/tenant agreements.

   h. Develop and administer a pro-active Work-Life Program in accordance with the Work-Life Implementation Plan.

3. **Technical Control.** The Commandant (G-P) provides technical control for the Academy.

COAST GUARD INSTITUTE



COAST GUARD INSTITUTE
OKLAHOMA CITY, OKLAHOMA

1. **Mission.** Develop and manage a variety of training and testing materials for Coast Guard personnel for purposes of advancement and non–resident training.

2. **Functions.** In order to fulfill this mission, the Commanding Officer, Coast Guard Institute, shall:

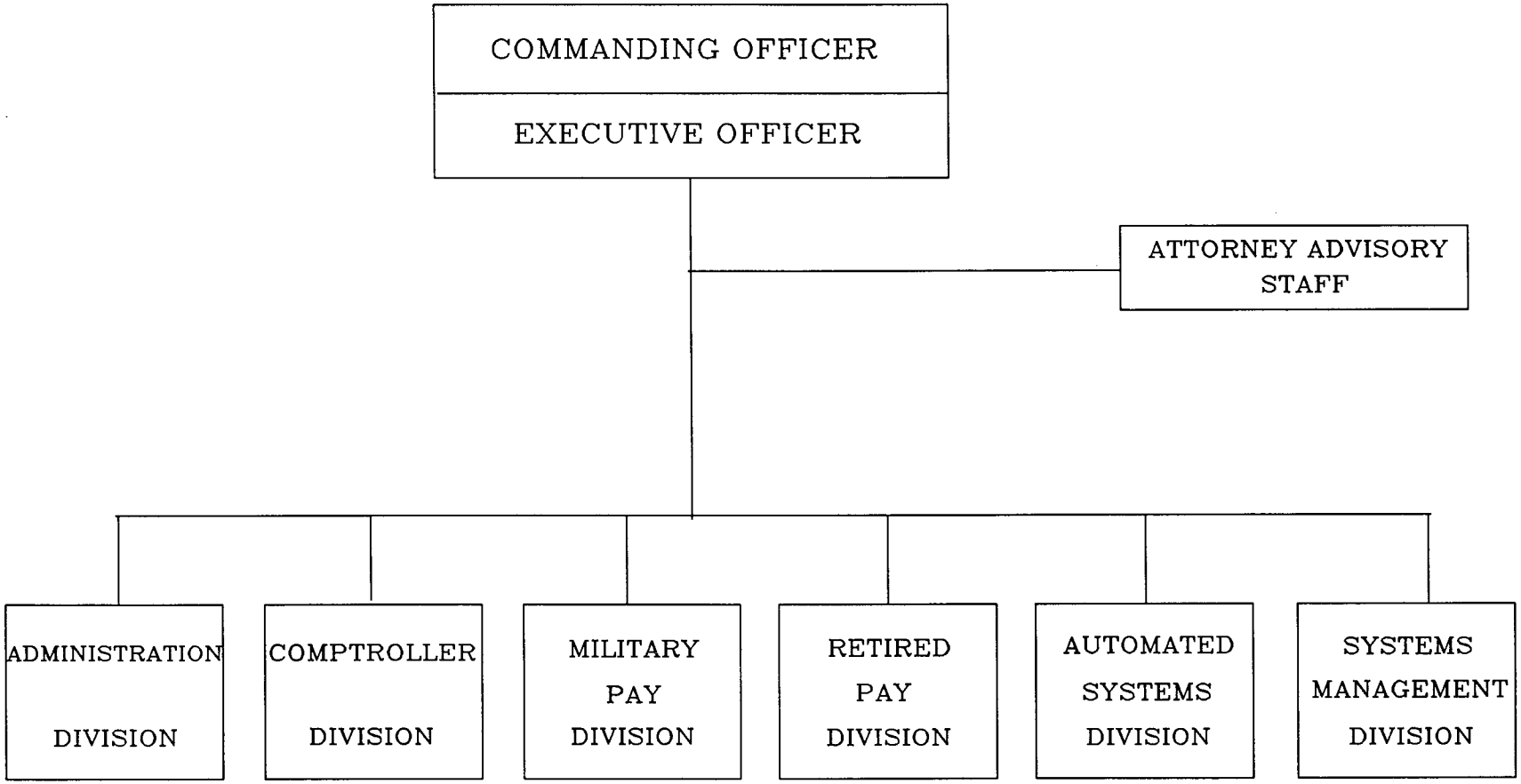
   a. Print, stock and distribute non–resident courses for Coast Guard training requirements.

   b. Manage the distribution, administration, and scoring of the courses.

   c. Conduct psychometric research programs when needed.

3. **Technical Control.** The Commandant (G–P) exercises technical control over the Commanding Officer, CG Institute.

PAY AND PERSONNEL CENTER



COAST GUARD PAY AND PERSONNEL CENTER
TOPEKA, KANSAS

1. **Mission.** To gather, maintain, and manage personnel information on all Coast Guard members and employees; to develop and provide personnel and financial reports and information for Coast Guard managers and other government agencies; and to provide payment and personnel support services to our customers.

2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Pay and Personnel Center, shall:

   a. Administer, make, and record disbursements of pay to active duty, reserve and retired military personnel, retired lighthouse keepers, and annuitants.

   b. Collect, report, and remit federal, state, and FICA taxes from active duty military personnel.

   c. Administer leave accounting for active duty military personnel.

   d. Process active duty separations.

   e. Administer the in–service and out–of–service debt collection program. Process waiver and remission applications.

   f. Administer the Personnel Management Information System/Joint Uniform Military Pay System (PMIS/JUMPS).

   g. Provide personnel management and accounting information to appropriate managers within Coast Guard.

   h. Process allotments and garnishments for certain support obligations as set forth in 5 CFR Part 581, 32 CFR Part 63, and 33 CFR Part 54.

   i. Review claims submitted by next of kin for payment of final retired pay due and establishment of annuity under the SBP and RSFPP. Coordinate examination and settlement.

   j. Administer the servicewide exam (SWE) cycles for active and reserve members, and support the Warrant Officer selection process.

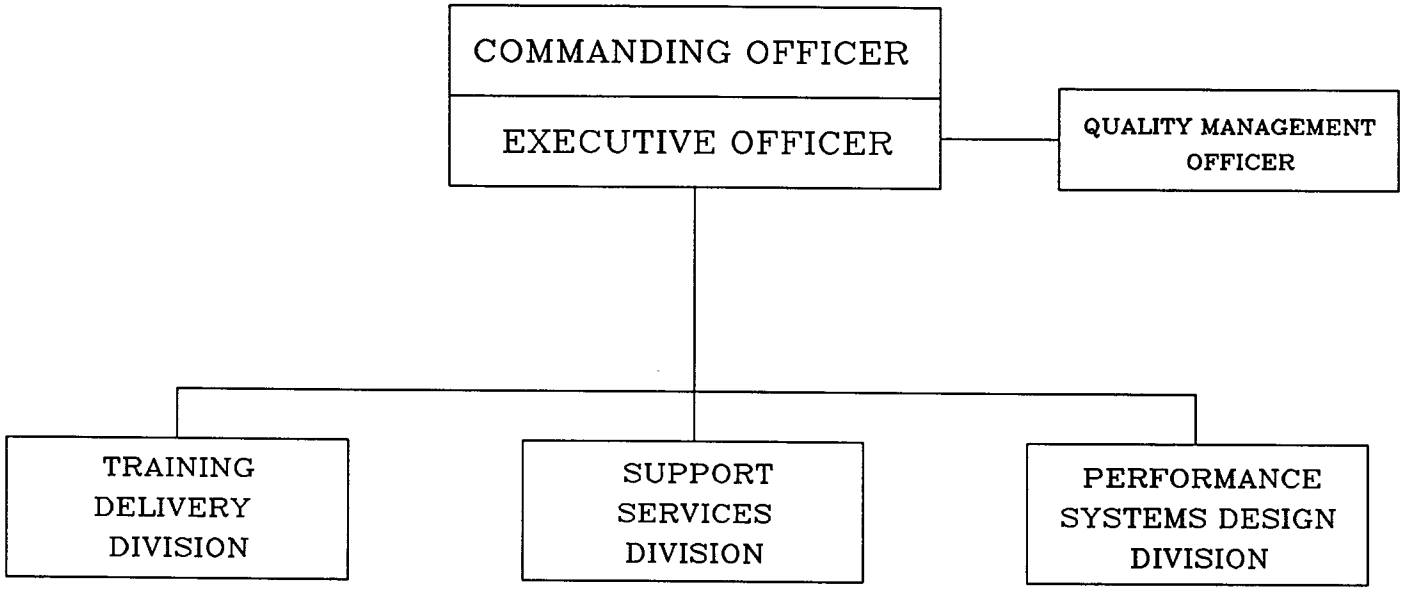
   k. Administer the Defense Eligibility and Enrollment Reporting System (DEERS) and the Real Time Automated Personnel Identification System (RAPIDS).

   l. Provide pre–retirement/transition information, and information regarding entitlements and other benefits to prospective retirees, retirees and their dependents. Determine entitlement of dependents for Uniformed Services Identification and Privilege Cards.

   m. Receive and process initial reports of all Coast Guard and NOAA personnel casualties.

3. **Technical Control.** The Commandant (G–P) exercises technical control over the Commanding Officer, CG Pay and Personnel Center.

AVIATION TECHNICAL TRAINING CENTER



COAST GUARD AVIATION TECHNICAL TRAINING CENTER
ELIZABETH CITY, NORTH CAROLINA

1. **Mission.** To provide basic rating and advanced specialty instruction to Coast Guard aviation enlisted personnel through resident and nonresident training, testing and other performance interventions.

2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Aviation Technical Training Center, shall:

   a. Train enlisted personnel in basic aviation entry level skills ("A" Schools).

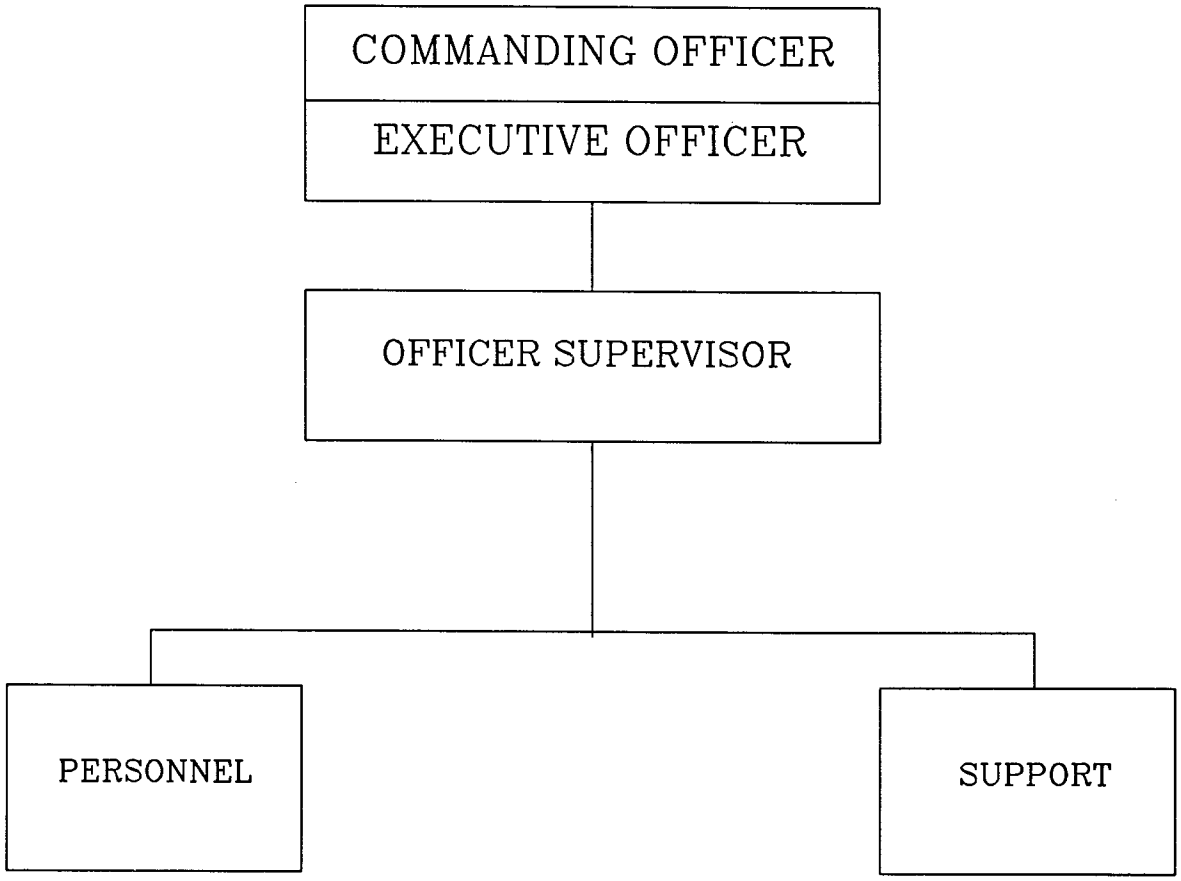
   b. Train qualified enlisted personnel in advanced technical courses on specific aircraft components, systems and equipment ("C" Schools).

   c. Develop, maintain, and prepare camera–ready copies of assigned correspondence courses, end–of–course tests, and Service–wide exams.

   d. Provide administrative and support functions necessary for ATTC delivered training and other performance interventions.

3. **Technical Control.** The Commandant (G–P) exercises technical control over the Commanding Officer, CG Aviation Technical Training Center.

COAST GUARD TRAINING QUOTA MANAGEMENT CENTER



COAST GUARD TRAINING QUOTA MANAGEMENT CENTER
CHESAPEAKE, VIRGINIA

1. **Mission.** Schedule, facilitate, issue message orders for mandatory prearrival and pipeline Class "C" training for cutter crews, and other general service personnel.

2. **Functions.** In order to fulfill the mission, the Commanding Officer, Coast Guard Training Quota Management Center shall:

   a. Formulate pipeline training schedules for individuals as they are assigned to 270's, FRAM 378's, or initial 110's WPB crews. Coordinate as necessary with Commandant (G–PE) and (G–PO).

   b. Issue TAD orders as appropriate to personnel assigned to mandatory prearrival and pipeline training. Coordinate with assignment detailers when they issue PCS orders for Class "C" school training.

   c. Issue other Class "C" TAD message orders to ship and shore personnel according to their requests (CG–5223's) under the guidelines provided by Commandant (G–PRF) and Headquarters force managers.

   d. Provide Commandant (G–Pd–1) with an accounting of travel order numbers issued as needed.

   e. Provide Headquarters force managers and Commandant (G–PRF) with information concerning quotas used in support of their programs.

   f. Provide Commandant (G–PRF) with projections of quotas needed to meet mandatory prearrival, pipeline and general service training requirements.

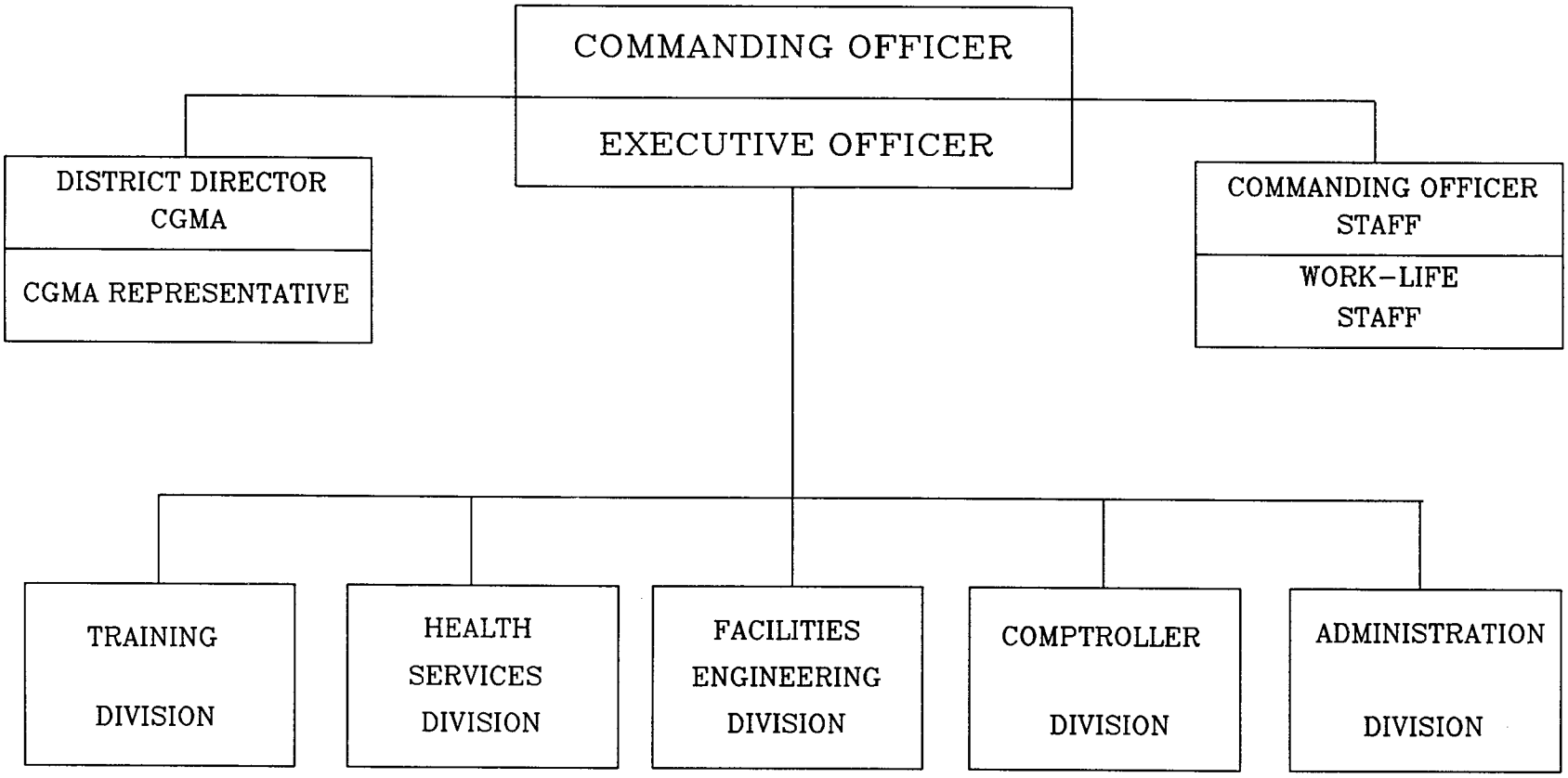
   g. Maintain the automated training data base "online" for 3 years. Maintain historic computer records of training accomplished and other tape records consisted with this function "offline" in accordance with Commandant polices and instructions.

   h. Develop the annual class convening schedule for Class "C" schools in coordination with Program Managers and Training Centers. Develop and publish class "C" training schedules by 01 August annually.

   i. Coordinate the scheduling of foreign national students in short–term training courses with the International Affairs Staff (COMDT G–CI).

3. **Technical Control.** The Commandant (G–P) exercises technical control over the Commanding Officer, Coast Guard Training Quota Management Center.

TRAINING CENTER CAPE MAY



COAST GUARD TRAINING CENTER
CAPE MAY, NEW JERSEY

1. **Mission.** Process, indoctrinate and graduate regular and reserve recruits; operate a basic educational enrichment program for Coast Guard personnel.

2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Training Center, Cape May shall:

   a. Process, indoctrinate and train all enlistees who report to this command. Upon the completion of this program, the graduates will have the fundamental knowledge to perform the tasks required of Seaman Apprentice and Fire Apprentice

   b. Provide trainees with a basic understanding of the duties of the Coast Guard.

   c. Provide support services necessary for the effective functioning of the training command as well as the Electronics Engineering Center and ten Coast Guard and Navy tenant commands.

   d. Provide uniform clothing supply service including centralized mail–order support to all authorized patrons of the Uniform Distribution Center and CGES stores.

   e. Provide uniform support for the reserve program.

   f. Maintain and manage the Reserve Enlisted Basic Course (REBI).

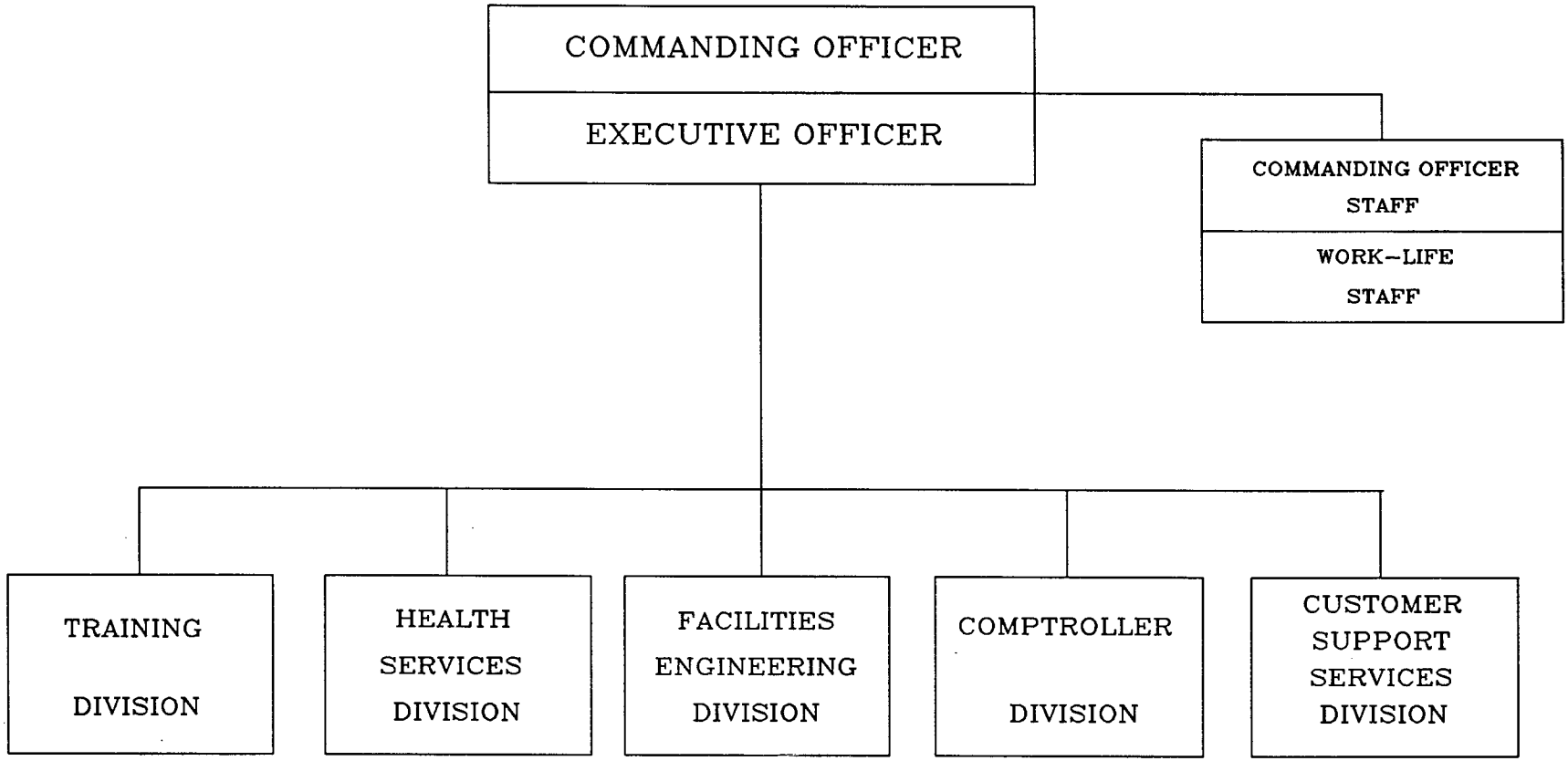
   g. Maintain and manage the Recruiter Training School.

   h. Maintain and manage the Maritime Academy Reserve Training School.

   h. Develop, maintain, and prepare camera–ready copies of assigned correspondence courses, end–of–year tests and service–wide exams.

3. **Technical Control.** The Commandant (G–P) exercises technical control over the Commanding Officer, CG Training Center, Cape May.

TRAINING CENTER PETALUMA



COAST GUARD TRAINING CENTER
PETALUMA, CALIFORNIA

1. **Mission.** To provide basic rating and advanced specialty instruction for Coast Guard personnel and others who would benefit from these courses of instruction.

2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Training Center, Petaluma, shall:

   a. Conduct basic training (Class "A") and advanced training (Class "C") for Coast Guard personnel in yeoman, radioman, storekeeper and subsistence specialist ratings.

   b. Conduct leadership and management training for Coast Guard officer and enlisted personnel.

   c. Conduct Emergency Medical Technician training for Coast Guard personnel.

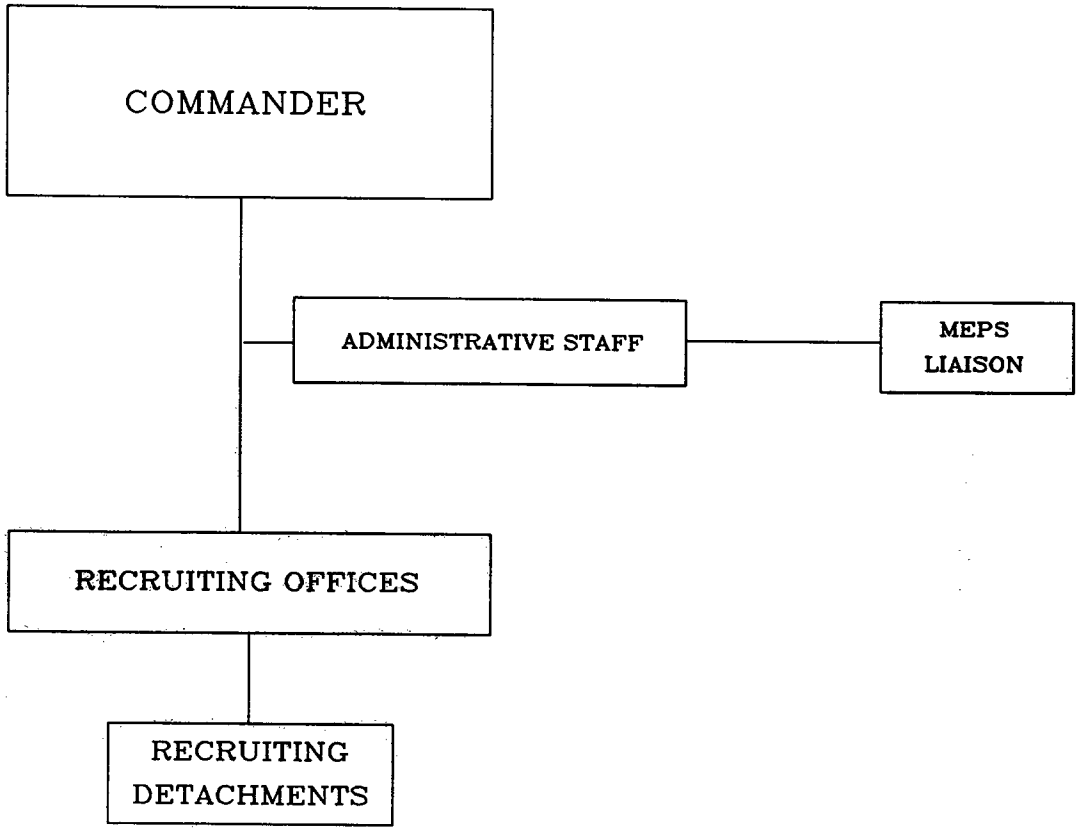
   d. Maintain and manage Reserve Active Duty for Training (ADT) Schools.

   e. Develop, maintain, and prepare camera–ready copies of assigned correspondence courses, end–of–course tests and Service–wide exams.

   f. Develop and administer a pro–active Work–Life Program in accordance with the Work–Life Implementation Plan.

3. **Technical Control.** The Commandant (G–P) exercises technical control over the Commanding Officer, CG Training Center, Petaluma.

REGIONAL RECRUITING COMMAND



COAST GUARD REGIONAL RECRUITING COMMANDS

1. **Mission.** Responsible for the coordination of recruiting activities throughout three regions and for management of all personnel assigned to those recruiting regions:

   Central Recruiting Command, Hazelwood, Missouri;
   Eastern Recruiting Command, Norfolk, Virginia;
   Western Recruiting Command, Seattle, Washington.

2. **Functions.** In order to fulfill this mission, the Commanding Officer of each Regional Recruiting Command shall:

   a. Coordinate the functions of recruiting efforts by recruiting offices and detachments within the region.

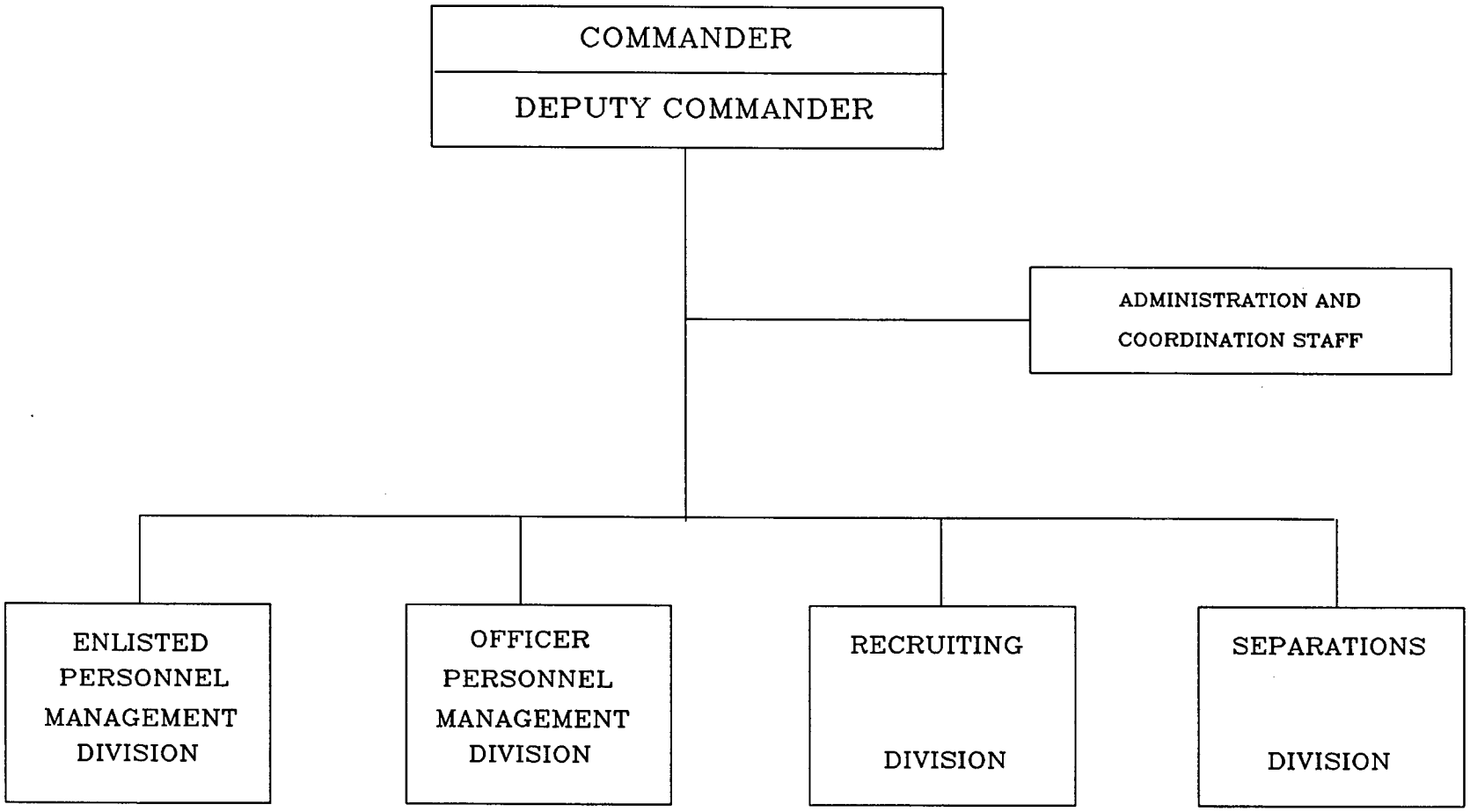
   b. Distribute and implement Headquarters and regional recruiting policies throughout the region.

   c. Analyze recruiting results and change procedures/policy as necessary.

   d. Provide feedback to Headquarters (COMDT G–PRJ) to assist in Coast Guard–wide recruiting policy.

3. **Technical/Administrative Control.** The Commandant (G–P) exercises technical/administrative control over Regional Recruiting Commands.

MILITARY PERSONNEL COMMAND



MILITARY PERSONNEL COMMAND
WASHINGTON, D.C.

1. **Mission.** Manage the military work force.

2. **Functions.** Under the general direction and supervision of the Chief, Office of personnel and Training, the Commander, Military Personnel Command, shall:

   a. Manage the accession, assignment and separation of military personnel.

   b. Serve as President of the Physical Disabilities Appeals Board.

   c. Administer the Survivor Benefit Plan.

   d. Manage the MPC AFC–20 and AFC–30 budgets.

   e. Serve as a member of the Office of Personnel and Training Quality Management Board (QMB).

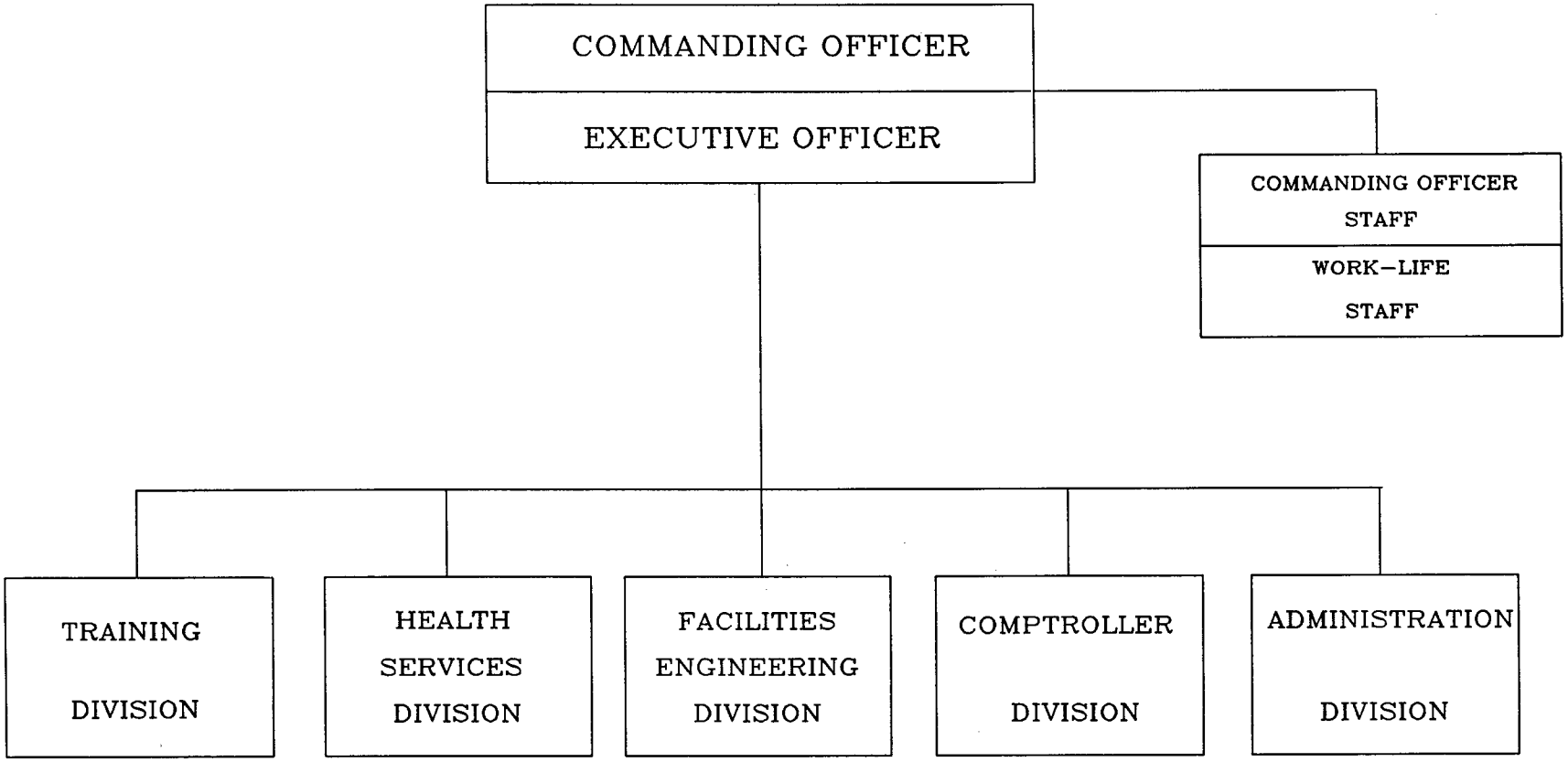
   f. Represent the Coast Guard on the Joint Recruiting Commanders Committee with DOD recruiting commands.

3. **Technical Control.** The Commandant (G–P) exercises technical control over the Commanding Officer, Military Personnel Command.

THIS PAGE INTENTIONALLY LEFT BLANK

THIS PAGE INTENTIONALLY LEFT BLANK

RESERVE TRAINING CENTER



COAST GUARD RESERVE TRAINING CENTER
YORKTOWN, VIRGINIA

1. **Mission.** To provide basic rating and advanced specialty instruction to active duty and reserve personnel and others who would benefit from these courses of instruction. Function as the Officer Candidate School for the Coast Guard.

2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Reserve Training Center, shall:

   a. Train enlisted personnel in entry level skills ("A" Schools) in various ratings.

   b. Train qualified enlisted personnel in advanced technical courses ("C" Schools) for a wide variety of skills.

   c. Maintain and manage an Officers Candidate School (OCS).

   d. Maintain and manage Reserve Active Duty for Training (ADT) Schools.

   e. Maintain and manage training programs in Recruiting and Marine Law Enforcement.

   f. Maintain and manage a variety of training programs in disciplines and at levels in response to Coast Guard needs at any given time.

   g. Develop, maintain and prepare camera–ready copies of assigned correspondence courses, end–of–year tests and service–wide exams.

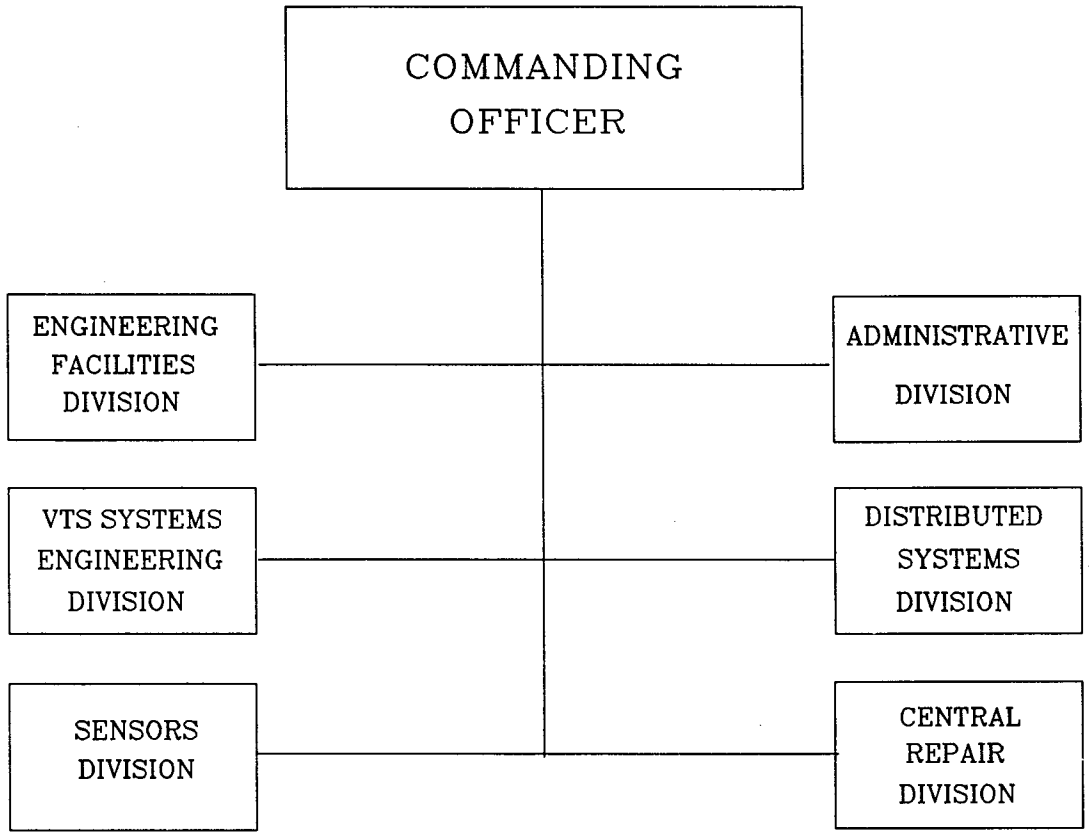
   h. Develop and administer a pro–active Work–Life Program in accordance with the Work–Life Implementation Plan.

3. **Technical Control.** The Commandant (G–R) exercises technical control over the Commanding Officer, CG Reserve Training Center.

THIS PAGE INTENTIONALLY LEFT BLANK

THIS PAGE INTENTIONALLY LEFT BLANK

ELECTRONICS ENGINEERING CENTER



COAST GUARD ELECTRONICS ENGINEERING CENTER
WILDWOOD, NEW JERSEY

1. **Mission**. To provide Coast Guard wide support in the areas of electronic sensors and navigation systems engineering; electronic equipment management and centralized repair; and computer system engineering and field support. In addition, the Commanding Officer shall provide program coordination and consulting for the commands in the Atlantic Area region.

2. **Functions**. In order to fulfill this mission the Coast Guard Electronics Engineering Center shall:

   a. Execute electronics engineering development and support projects in marine electronic navigation systems; includes Loran–C, Short Range Aids to Navigation Systems, VTS Radar, Shipboard Radar and differential GPS.

   b. Develop applications programs for support information management systems; includes accounting, inventory, procurement, and general logistics support systems.

   c. Develop application programs for operational information systems; includes ELT, graphical and Command and Control shipboard systems.

   d. Provide electronics repair support as a Depot Level Repair Support (DLRS) activity for the Coast Guard.

   e. Provide integrated logistics and engineering support as a Systems Management Engineering Facility (SMEF) for mission areas.

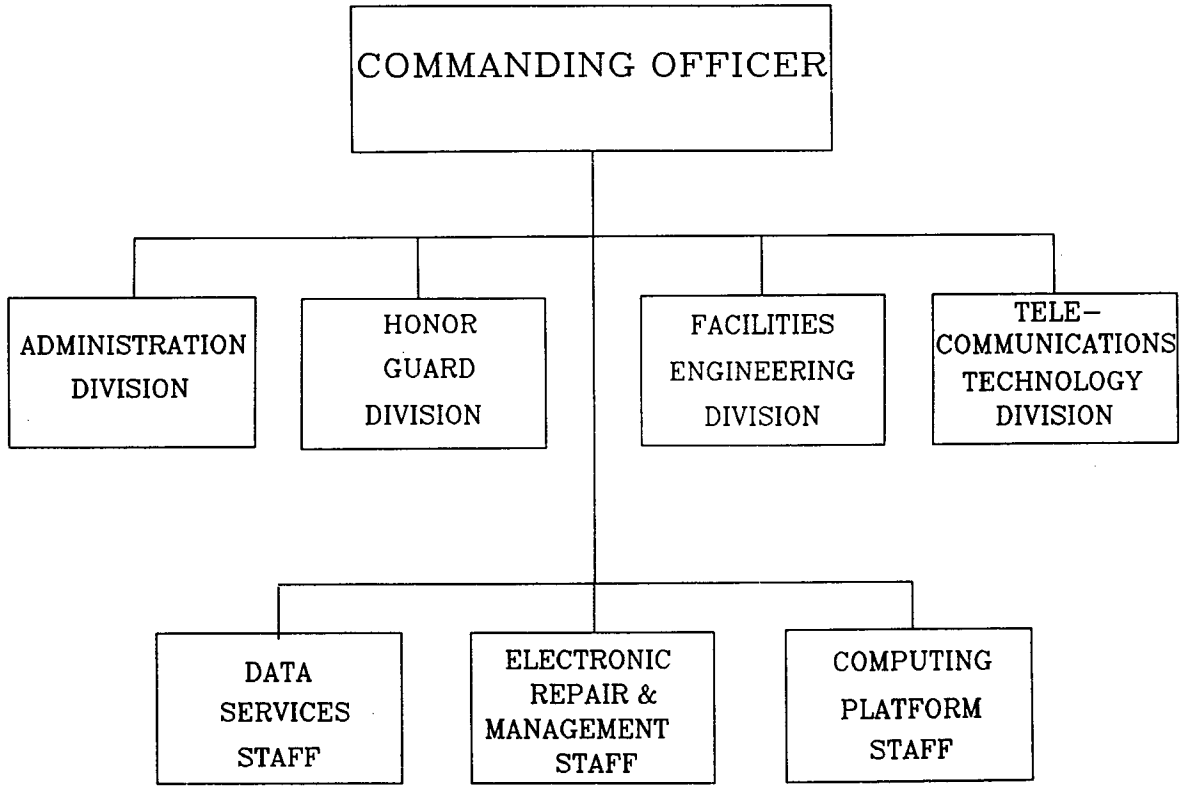
   f. Provide training for engineers and technicians in the theory and operation of new equipment and systems.

   g. Furnish field engineers and technical representatives for special projects for the Coast Guard and other government agencies.

   h. Execute electronics engineering development and support projects in antenna technology; includes Loran–C, Radiobeacons, and Radar.

3. **Technical Control**. The Commandant (G–T) exercises technical control over the Commanding Officer, Coast Guard Electronics Engineering Center.

TELECOMMUNICATION AND INFORMATION SYSTEMS COMMAND



CG TELECOMMUNICATION AND INFORMATION SYSTEMS COMMAND (TISCOM) ALEXANDRIA, VIRGINIA

1. **Mission**. To operate, manage and provide technical support for CG telecommunications systems.

2. **Functions**. To fulfill this mission, Commander, CG Telecommunication and Information Systems Command shall:

   a. Operate and manage the CG National level telecommunications systems.

   b. Serve as facility manager for CG telecommunications systems, to include telecommunications subsystems and networks, communication stations, communication centers, and coordination centers.

   c. Administer the CG Communications Security (COMSEC), COMSEC Material System (CMS), Communications Tactical (COMTAC) and NATO communications programs.

   d. Execute telecommunications engineering projects, including related electronics and computer systems projects. Projects may include design, testing/evaluation, procurement, delivery and installation of equipment and systems.

   e. Draft policy and develop procedures for operation of CG telecommunications systems.

   f. Provide systems life–cycle management and support for electronics, communications, and information systems.

   g. Provide equipment support for electronics, communications, and information systems and maintenance engineering support as a Systems Management Support activity.

   h. Maintain liaisons with other departments and agencies that may be required to ensure evolution of the CG telecommunications system remains consistent with applicable standards and agreements.

   i. Operate, train, support, and coordinate appearances of the Coast Guard Ceremonial Honor Guard.

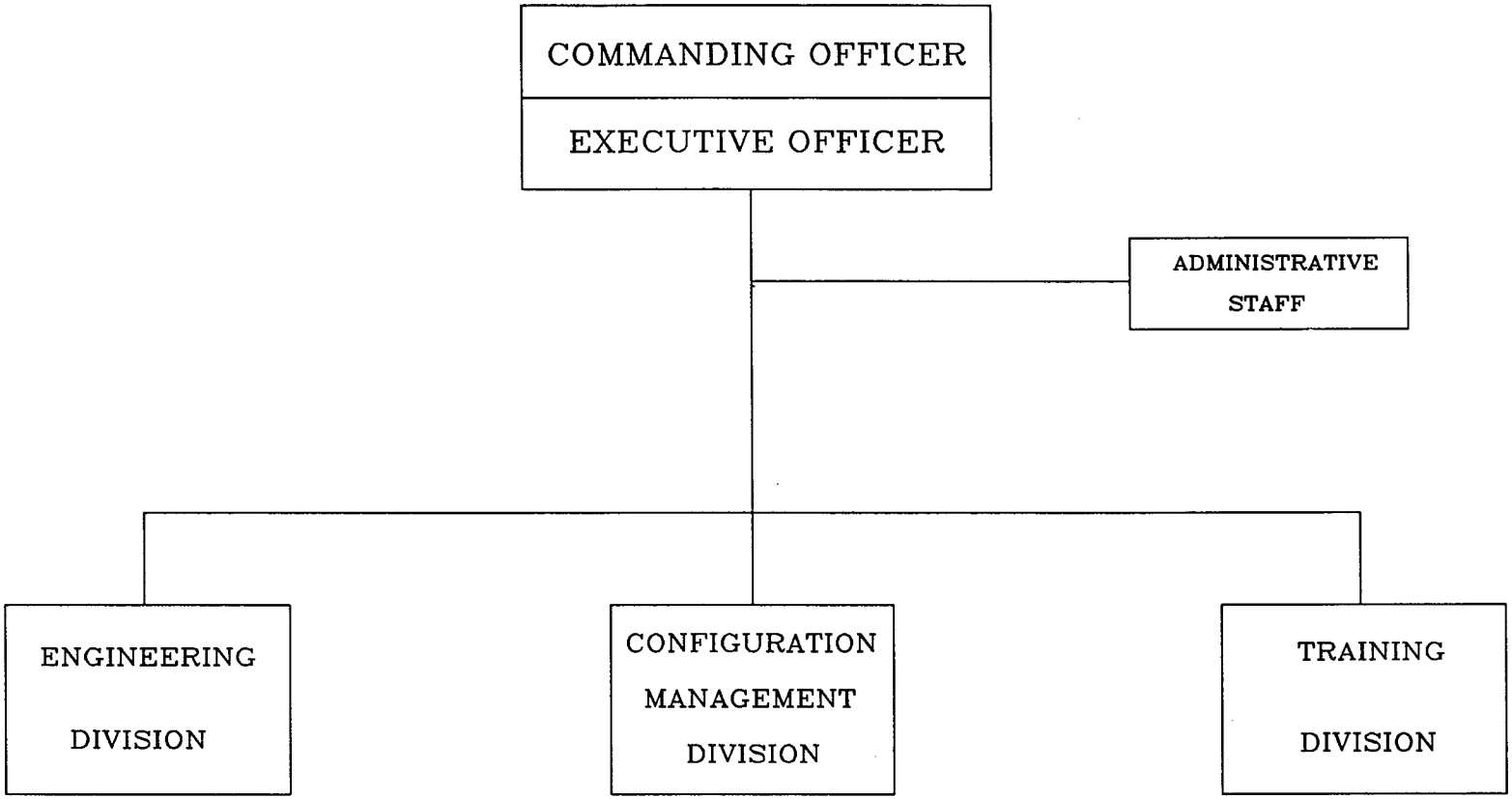
   j. Operate a Personnel Reporting Unit (PERSRU) to support military personnel at the Center and tenant commands.

   k. Support tenant commands.

   l. Provide support to the Office of Command, Control and Communications (G–T), for operational telecommunications policy, procedures and technical development and evaluation in support of G–T's participation in international, national and interagency organizations, such as, IMO, ITU, MCEB, RTCM, CCIR, CIWG, etc.

3. **Technical Control.** Commandant (G–T) exercises technical control over Commanding Officer, CG Telecommunication and Information Systems Command.

COMDAC SUPPORT FACILITY



COAST GUARD COMDAC SUPPORT FACILITY
PORTSMOUTH, VIRGINIA

1. **Mission**. To provide life–cycle support and configuration control of the 270–WMEC class COMDAC (Command, Display, and Control) System.

2. **Functions**. In order to fulfill this mission, the Commanding Officer, COMDAC Support Facility, shall:

   a. Provide configuration management and tracking for all COMDAC hardware, software, and training, documentation or equipment used on the 270' WMECs or located at CSF.

   b. Provide engineering support as a System Management Engineering Facility (SMEF) to investigate reported problems or proposed enhancements to the COMDAC system dealing with either the hardware or the software.

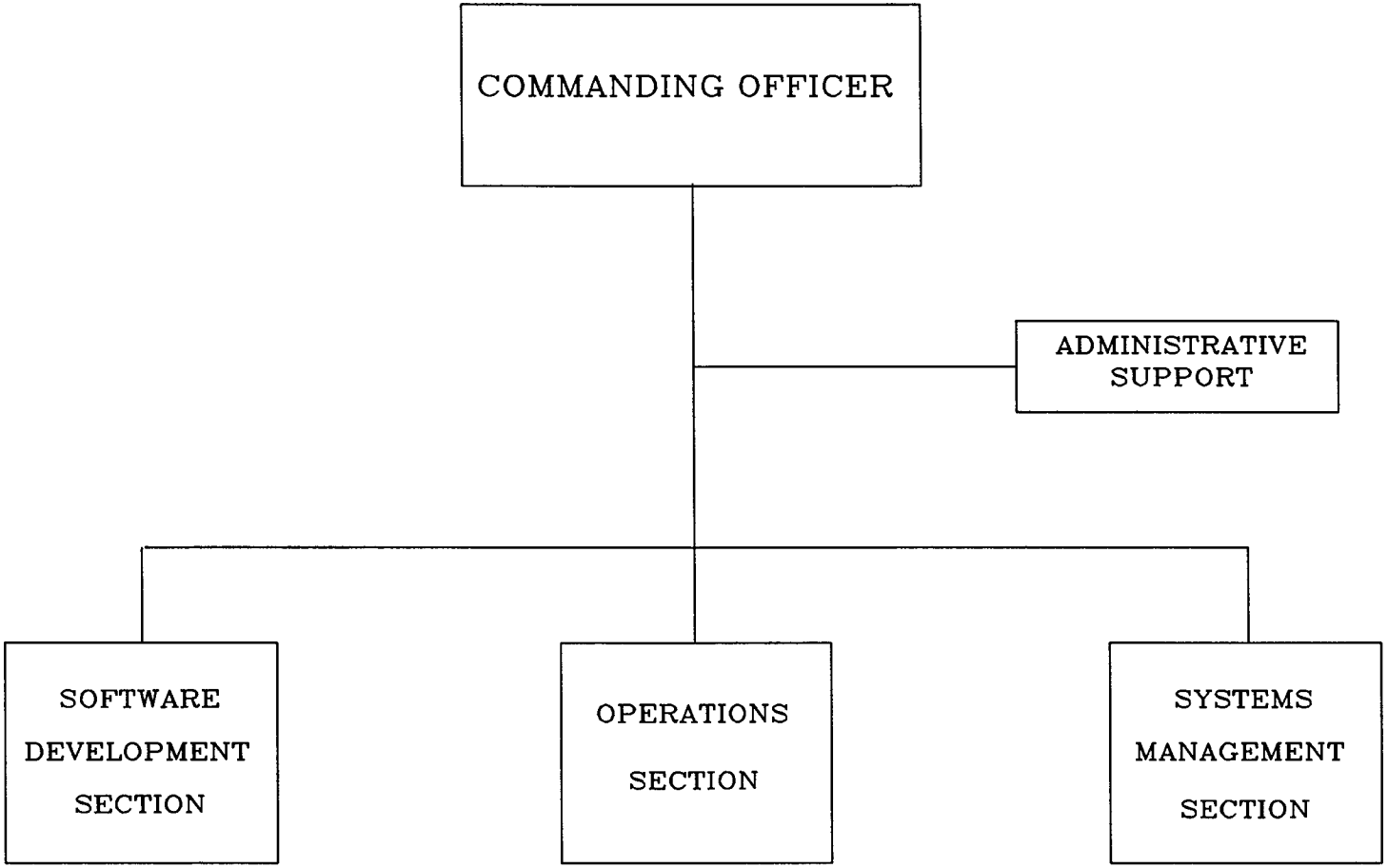
   c. Provide operator and maintenance training for the COMDAC system.

   d. Provide a Depot Repair Facility for COMDAC equipment modules.

   e. Provide depot level support for correction of problems beyond the capability of shipboard or intermediate level technicians.

3. Technical Control. The Commandant (G–T) exercises technical control over the Commanding Officer, CG COMDAC Support Facility.

OPERATIONS SYSTEMS CENTER



OPERATIONS SYSTEMS CENTER
MARTINSBURG, WEST VIRGINIA

1. **Mission.** The mission of the Operations Systems Center (OSC) is to develop, support and maintain a small number of large, specific, operationally focused information systems, data bases and services that are accessible across the Coast Guard around the clock to support mission accomplishment.

2. **Functions.** In order to fulfill this mission, the Commanding Officer, Operations Systems Center shall:

   a. Direct and administer the operation of the Operations Systems Center to:

      (1) Obtain, process, and provide information on location and status of merchant vessels in accordance with Automated Mutual Assistance Vessel Rescue (AMVER) system policy established by the Commandant.

      (2) Obtain, process, and provide information to authorized users of other applications systems developed in accordance with policy established by the Commandant. Major existing applications include AMVER, Computer Aided Search Planning (CASP), Law Enforcement Information system (LEIS/LISA) and the Joint Maritime Information Element (JMIE) test bed. Provide and maintain accurate reference files and documentation for system (e.g. search and rescue) use.

      (3) Assure availability of user services and the rapid processing of demands for information and analysis tools for approved applications and products. Provide the single contact point for liaison with users of the OSC services.

      (4) Ensure reporting of system problems. Provide for the timely dissemination of pertinent user information.

   b. Coordinate the development, documentation, implementation, and use of performance criteria for approved minicomputer based information systems for Coast Guard operationally oriented applications.

   c. Exercise systems control over databases and the use of designated terminals and systems at units receiving approved services from the OSC. Conduct training of Coast Guard OSC users.

   d. Review security requirements, set security standards, and implement security procedures for the Operations Systemsr Center and all systems supported, both classified and unclassified. Promulgate procedures to permit controlled access to all systems supported by the OSC. Ensure appropriate internal controls governing release of information are in effect and observed. Control user access authorization in accordance with system specifications. Promulgate security requirements for remote systems supported in concert with Commandant guidelines.

   e. Set system standards and practices for applications managed or supported by the OSC. Set internal data standards in concert with guidelines established by the Coast Guard data administrator. Monitor the evolution of the Coast Guard standards to ensure compatibility with other systems and databases. Manage databases on the Operations

Systems Center minicomputers. Administer databases and provide data maintenance services. Provide technical coordination for the integration of externally developed applications or products with systems supporting response oriented operations.

f. Maintain an auditing program to ensure performance and security controls are effective. Collect, maintain, and evaluate statistical data for systems concerning components, procedures, organization, and utilization. Recommend modifications to improve system effectiveness and response. Develop timely plans for systems improvements. Prepare resource requests to meet workload changes, revised tasking or needs, and new technology.

g. Allocate and control system resources in accordance with established procedures, priorities and the guidance of the Operations Steering Committee. Coordinate and maintain operational readiness of terminals, communications services, and interfaces within the Operations Systems Center to external systems.

h. Maintain existing applications by correcting errors and/or implementing changes to accommodate revised requirements or improved methods.

i. Monitor developments in technology that may be used to support Coast Guard–wide operational missions.

j. Ensure user requests for new or modified systems are effectively evaluated and where applicable, used for system planning.

k. Investigate, evaluate, and analyze user requirements for information, reference, and analysis tools for Coast Guard decision support operational applications. Evaluate and analyze requirements for feasibility and necessity of ADP applications proposed to support response oriented operations.

l. Develop, design, test, and establish systems using recognized standards which provide the necessary information reference, analysis, and communications functions required in Coast Guard response oriented operations.

m. Ensure that impacts of proposed applications are adequately reflected in plans for systems changes.

n. Provide assistance required by the Commandant in development of long–range plans for replacement or enhancement of related operationally focused ADP equipment/systems.

o. Maintain liaison with USCG Headquarters, Systems Management & Engineering Facilities (SMEF), the Coast Guard Standard Terminal vendor, and the district IRM staffs for Standard Terminal issues.

p. Maintain liaison with appropriate government and industry representatives concerning computer systems management.

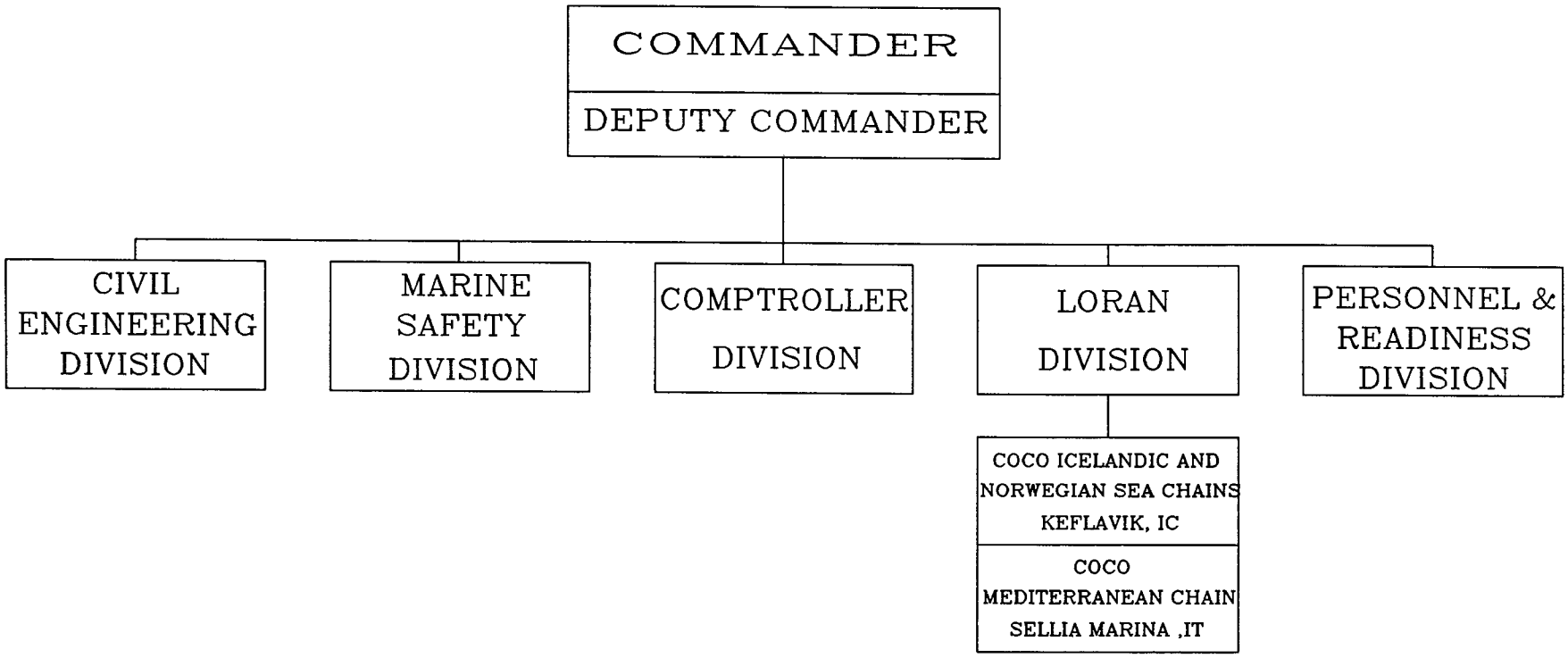
3. **Technical Control**. Commandant (G–T) exercises technical over the Commanding Officer, Operations Systems Center.

CHAPTER SEVEN

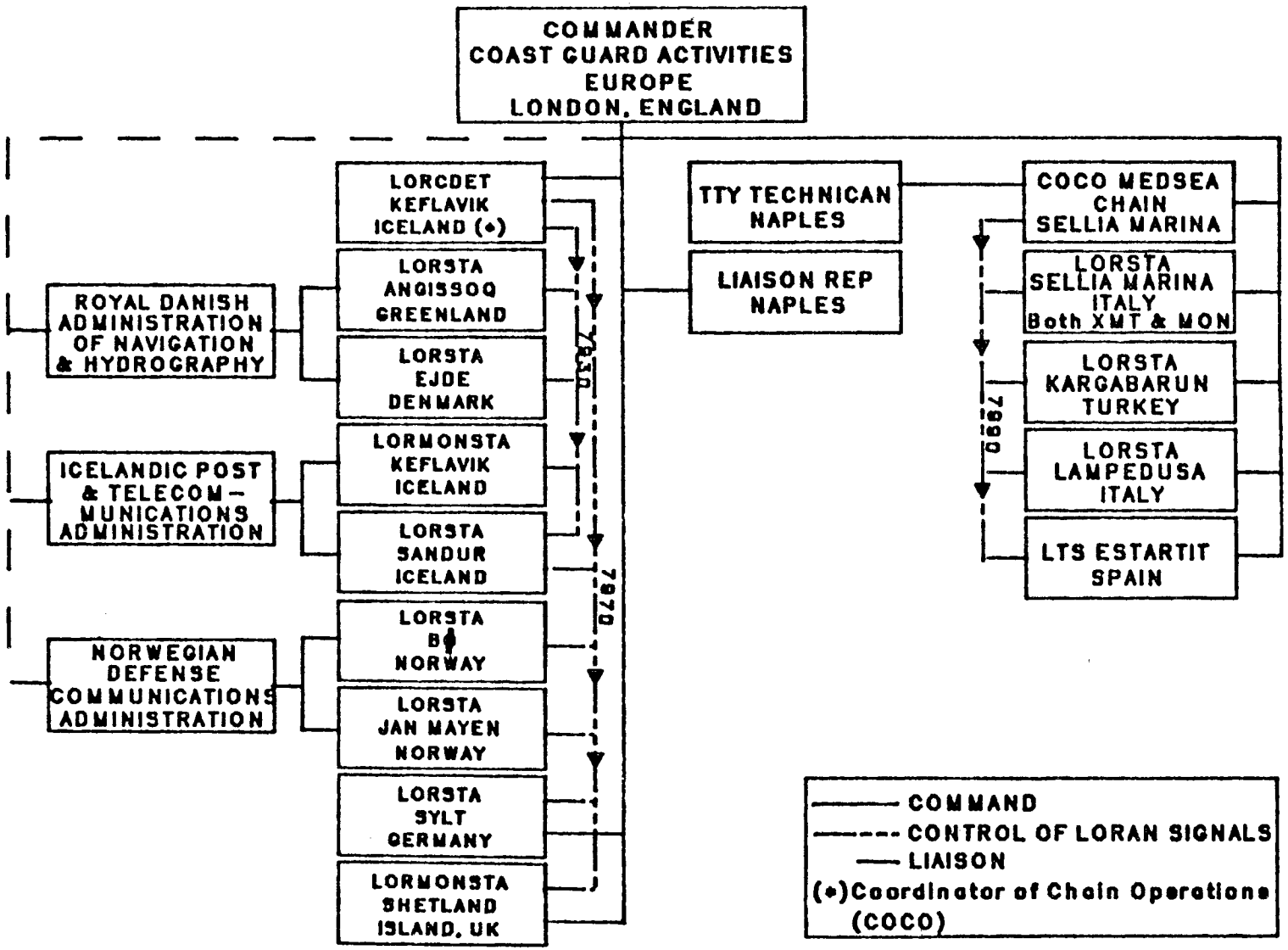
ACTIVITIES

ACTIVITIES EUROPE

ACTIVITIES EUROPE



DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
ACTIVITIES EUROPE FIELD ORGANIZATION



THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 7 -- ORGANIZATION OF ACTIVITIES EUROPE

1. **The Commander, Activities Europe** is responsible to the Commandant for the administration and command of Activities Europe Units and, in addition, has the following special responsibilities:

   a. Regional Manager for European Loran-C System.

   b. Chain Manager for Mediterranean Sea, Norwegian Sea, and Icelandic Loran-C Chain.

   c. Command Assistant to CINCUSNAVEUR for Coast Guard matters.

2. **The Deputy Commander Activities Europe** has responsibility for advising and assisting the Commander, Activities Europe in the general administration of the Command and acts as Commander in the absence of the incumbent. The Deputy supervises the following staff components:

   a. **The Chief, Civil Engineering Division** has responsibility for logistics support of an engineering nature, involving design, construction, alteration, repair, maintenance, outfitting or replacement of shore structures, machinery or equipment (excluding electronics equipment), loran antennas, boats and vehicles, as applicable, for Coast Guard units throughout the Command; also, for providing technical and logistics assistance on engineering matters to host nation operating agencies; and providing non-electronic engineering assistance, including required station inspections of the Omega Stations in Norway, Liberia, La Reunion and Argentina.

   b. **The Chief, Comptroller Division** has responsibility for logistics that involve the maintenance of accounts and rendition of financial statements, the settlement of obligations and the procurement of equipment, supplies and services for units throughout the Command and establishes operating budgets with host nations.

   c. **The Chief, Loran Division** has responsibility for supervision of the installation, operation, maintenance and modification of electronics equipment and systems throughout the command; providing technical assistance in Loran-C matters and communications to host nation operating agencies; and acts for the Commander in matters dealing with Regional and Chain Management, assisting in maintaining liaison with organizations concerned with Loran-C matters of interest to the Coast Guard.

   d. **The Chief, Personnel and Readiness Division** has responsibility for administering the military personnel program of the Command and monitoring all civilian personnel working at Coast Guard units. Manages ACTEUR PERSRU. This division performs the same functions as a personnel branch of a district office, as well as the functions of staff elements responsible for legal matters and public affairs. Chief, Personnel and Readiness Division also coordinates all readiness and security planning operations.

   e. **The Chief, Marine Safety Division** has responsibility for administering the Marine Safety Program of the Command and providing vessel inspection services for OCMI New York within the MIO New York overseas area of responsibility (as scheduled by OCMI New York).

THIS PAGE INTENTIONALLY LEFT BLANK

ACTIVITIES FAR EAST

ACTIVITIES FAR EAST

ORGANIZATION CHART UNDER DEVELOPMENT

ACTIVITIES FAR EAST

FUNCTIONAL STATEMENTS UNDER DEVELOPMENT

*U.S. GOVERNMENT PRINTING OFFICE:1994-615-808/81476

THIS PAGE INTENTIONALLY LEFT BLANK

Recycled
Recyclable