CHAP 1: COAST GUARD HISTORY AND MISSIONS

1. **Revenue Cutter Bill.** On 4 August 1790, Congress passed Revenue Cutter Bill, a bill introduced by then *Secretary of Treasury Alexander Hamilton*, which provided for the construction of needed boats to protect and ensure revenue collection. The result was the following:

   | 1. Active       | 6. Massachusetts |
   | 2. Argus        | 7. Scammel       |
   | 3. Diligence    | 8. South Carolina|
   | 4. Eagle        | 9. Vigilant      |
   | 5. General Greene| 10. Virginia     |

2. **Coast Guard's Birthday.** The date *4 August 1790* is important to the Coast Guard, because it is celebrated as the Coast Guard’s birthday.

3. **Modern Day Coast Guard.** The modern day Coast Guard was formed in *1915* when the Revenue Cutter Service merged with the Life-Saving Service to form the United States Coast Guard.

4. **Civil War.** The Revenue Cutter *Harriet Lane* during the bombardment of Fort Sumpter shot the first maritime shot of the Civil War.

5. **WORLD WAR I.**

   A. **Coast Guard Cutter Tampa** presumable struck by a torpedo and sunk with all hands lost. The Coast Guard has had the higher percentage of its personnel killed in action than any other service during this war.

   B. It was in this same period that Coast Guard aviation was born. *LT E. F. Stone, USCG*, one of the several early Coast Guard flyers, was copilot on the Navy NC-4 flying boat, *the first aircraft to cross the Atlantic*.

6. **World War II.** In the Pacific War, amphibious operations employed thousands of Coast Guardsmen, where their small boat experience proved invaluable. Over 180,000 Coast Guardsmen severed on combat ships and in the support forces, where they manned naval transports, attack transports, and attack supply vessels. *Signalman First Class Douglas Munro* was posthumously awarded the only Medal of Honor won by a Coast Guardsman. He was killed protecting Marines withdrawing from *Guadal Canal*. 
7. **Korean War.** A chain of *mobile Loran Stations was established* in the Far East to support the air and sea navigational needs of U.S. and other UN forces. One of those Coast Guard stations was situated at Pusan, Korea.

**CHAP 16: DAMAGE CONTROL AND FIRE FIGHTING**

**KINDS OF FIRES.** All fires can be classed under four general types. It is important to know what type of fire you are fighting, in order to know how best to fight it.

<table>
<thead>
<tr>
<th>CLASS</th>
<th>MATERIALS</th>
<th>EXTENT</th>
<th>EXTINGUISHING AGENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A</td>
<td>Bedding, clothing, wood, canvas, rope and paper</td>
<td>Small</td>
<td>Low velocity fog; solid water stream; Portable CO2 or dry chemical extinguishers; Foam</td>
</tr>
<tr>
<td></td>
<td>Explosive</td>
<td>Large</td>
<td>High velocity fog; Solid water stream; Foam, CO2 (fixed system)</td>
</tr>
<tr>
<td>Class B</td>
<td>Gasoline, oil, grease, paint, and turpentine</td>
<td>Small</td>
<td>Portable CO2 or dry chemical extinguishers; foam; low velocity fog (prevent spreading); Installed fog spray (prevent spreading).</td>
</tr>
<tr>
<td></td>
<td>Fuel Oil, diesel oil, JP-5 and kerosene</td>
<td>Large</td>
<td>Foam; High velocity foam system; CO2 (fixed system), Fog spray (prevent spread); Sprinkle curtains (prevent spread)</td>
</tr>
<tr>
<td>Class C</td>
<td>Electrical and electronic equipment</td>
<td>Small</td>
<td>Shut off power; Portable CO2 or dry chemical extinguishers; High velocity fog; foam</td>
</tr>
<tr>
<td></td>
<td>Large</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class D</td>
<td>Combustible metal (magnesium, etc)</td>
<td>Small/Large</td>
<td>Special powder agents with light water foam, High velocity fog, water immersion.</td>
</tr>
</tbody>
</table>

**PURPOSE OF WYE GATE.** The purpose of the Wye Gate is *to connect two hoses at once.*
CARDIO PULMONARY RESUSCITATION (CPR):

1. **Check for Pulse.** The best pulse to check is the *carotid pulse in the neck*. This is a large artery lying close to the surface on either side of the Adam's apple. Always palpate the pulse for at least 5 to 10 seconds to ensure the absence of pulse.

2. **External Chest Compression.** The breastbone should be *compressed 1-1/2 to 2 inches for adult, 1 to 1-1/2 inches for young children and 1/2 to 1 inch for infants*. For small children, use only the heel of one hand. For infants, use only the tips of the middle and index finger to compress the sternum at a rate of 100 to 120 times per minute.

3. **One First-aider Cardio Pulmonary Resuscitation.**

<table>
<thead>
<tr>
<th>Compression</th>
<th>80 to 100 per minute, series of 15 compressions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ventilation</td>
<td>2 after each 15 compressions, deliver within 5 seconds</td>
</tr>
<tr>
<td>Ratio</td>
<td>15 compressions to 2 ventilation</td>
</tr>
</tbody>
</table>

4. **Two and Three First-Aider Cardio Pulmonary Resuscitation.**

<table>
<thead>
<tr>
<th>Compression</th>
<th>80 to 100 per minute, series of 15 compressions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ventilation</td>
<td>A 1-1/2 second ventilation after every 5 compressions</td>
</tr>
<tr>
<td>Ratio</td>
<td>5 compressions to 2 ventilation</td>
</tr>
</tbody>
</table>

**Choking or Cafe Coronaries.** Many physicians call choking casualties "Cafe Coronaries" because choking accidents happen so frequently in restaurants and it is commonly caused by food obstruction.

**Treatment of Asphyxia.** There are several techniques that can be used to established airway and remove obstruction:

**Tilt the neck backward.** Look, listen, and feel to verify the absence of breathing. In the unconscious victim, the relaxed muscle allows the lower jaw to drop backward. Since the tongue is attached to the lower jaw, it will obstruct the airway. Hyperextend the neck may be all that is required.

1. If tilting does not establish airway, **lift the victim's jaw upward** so that it juts forward. If foreign objects are obstructing, attempt the following:

2. **Roll the victim to his side, force his mouth open and clear the mouth with your finger (finger sweep). Repeat as necessary.**

3. If this is unsuccessful, deliver several sharp blows with the heel of your hand between the victim's shoulder blade.
4. If this is unsuccessful, attempt a Heimlich Technique.

DRESSING AND BANDAGES:

1. Bandaging Materials. There are three types of bandaging materials commonly used and found in all standard First Aid Kits. They are roller bandages, triangular bandages, and adhesive tapes.

2. Dressing. Dressing is a sterile material used directly over a wound to protect it from infection and further trauma. Dressing is held in place by bandages. Dressing should be large enough to cover the entire wound area and extend at least 1-inch en every direction beyond the wound edges.

BLEEDING – the average human body contains six quarts of blood. One pint can be lost without harmful effect. A loss of two pints will usually produce shock. If half the blood is lost, a death almost always results.

1. How to Control Bleeding. Practically, all bleeding can be stopped if pressure is applied directly to the wound. If (1) direct pressure does not stop the bleeding, pressure should be applied at the right (2) pressure point. Where severe bleeding cannot be controlled by either of these methods, (3) tourniquet should be applied.

2. Airway, Breathing, Circulation. After the ABCs effective hemorrhage control takes precedence over other emergencies. In cases of severe/critical arterial bleeding, the ABCs may have to be delayed briefly to control the severe blood loss, better yet, direct a bystander to control bleeding.

3. What is Hemorrhage (Bleeding)? Is the escape of blood from a blood vessel because if a break in its wall.

A. The average adult body contains about 6 quartz of blood.

B. One pint can usually be lost with no harmful effect. This is the average amount given by blood donors.

C. The rapid loss of about 1-quart of blood will produce the symptoms of shock. The greater the blood loss, the more pronounced the symptoms.

D. The loss of 1/4 of the blood volume is critical; the loss of 1/2 the blood volume is usually fatal.

4. Arterial Hemorrhage. Direct pressure is the method of choice in the majority of wounds. If immediately available, a thick pad of cloth should be packed firmly and directly into the wound and held in place by hand. If not immediately available, place the palm of your hand over the entire area of wound. Then raise the affected part to
a level higher than the heart if there are no fractures.

5. **Scalp Wound.** If bleeding is in the region of the temple or the scalp, **use your finger to compress the main artery to the temple against the skull bone, at the pressure point just in front of the ear.**

6. **Use of Tourniquet.** If you have ever had any first aid training, you may have been told quite a lot about the dangers of using a tourniquet, and you may have been instructed to **loosen it every 15 to 20 minutes** in order to allow some blood to circulate through the injured limb. Once a tourniquet has been applied, only medical personnel should release it. **Mark a "T" on the injured person's forehead and mark down the time (i.e. T-0900)** to indicate a tourniquet is in place and the time it was applied.

**SHOCK.** A condition in which the circulation of the blood is seriously disturbed. In both medical and surgical conditions, shock immediately precedes death. Many patients die so rapidly that shock does not exist long enough to be recognized.

1. **COMMON CAUSES OF SHOCK:**
   - Loss of blood or blood components; e.g. Hemorrhage, burns, etc.;
   - Conditions affecting the functioning of the lungs and/or heart;
   - Infection;
   - Allergic reactions; and
   - Neurogenic factors; e.g. brain surgery, spinal injury, pain, fear, etc.

2. **SYMPTOMS OF SHOCK:**
   - Pulse is rapid, weak, thready and of poor volume. It may be 140 per minute or greater;
   - Blood pressure usually decreases. This fall of blood pressure is directly related to the rise in pulse rate;
   - Eyes may be glassy, lackluster, show fear and apprehension; pupils may be dilated;
   - Breathing may be normal or may be very rapid, labored, difficult and of the "air hunger" type;
   - Skin, lips, and mucous membranes may be cyanotic (bluish pale or ashen gray). Skin will be cool and clammy;
   - Victim is usually sweating profusely; and
G. There may be nausea and vomiting, hiccups, and dryness of the mouth and lips.

3. **TREATMENT OF SHOCK.** Here are some measures and actions that both medical and non-medical personnel may use to prevent or treat shock:

A. Establish and maintain an adequate airway.

B. Keep victim flat on back and elevate foot of the litter about 12 inches higher than the head with the following exceptions:

C. Head and chest injuries - Head of litter slightly elevated.

D. Oral or facial bleeding - position the victim lying on abdomen or lying on side.

E. Bleeding must be stopped as quickly as possible.

F. Apply sterile dressing to all wounds. Once applied, they should not be removed. If necessary, they may be reinforced.

G. Keep the victim warm by covering him with a blanket; however, do not attempt to heat the victim. Heat will cause the blood vessel to dilate further, thus complicating the situation.

**BURNS:**

1. **Percentage of Body Surfaced Burned.** Naturally the more surfaced burned, the more severe the injury. As a guideline, consider that a burn of more than 20 percent of the body surface endangers life. Without adequate treatment, a burn of more than 30 percent of the body surface in the adult is generally fatal.

2. **Depth or Degree of the Burns.** Depth or degree of skin damage usually classifies burns. The three general classifications are:

A. **First Degree.** Are the mildest, involving only the outer layer of the skin, and producing redness, increase warmth, tenderness, and mild pain.

B. **Second Degree.** Extend through the outer layers of the skin and involve the inner layers of the skin, but not enough to prevent rapid regeneration. They produce blisters and are characterized by severe pain.

C. **Third Degree.** Are full thickness, destroying both the outer and inner layers of skin. Severe pain, characteristics of second-degree burns, may not be present because nerve endings have been destroyed. Color may range from white and lifeless (scalds) to black (charred). Healing occurs only after months of treatment.
3. First Aid for Burns:

A. First Degree. Cold water or cloths soaked in ice water applied to the burned area until pain is relieved. Additional commercial or home medications or dry sterile dressing may be used.

B. Second Degree. Cold water or clean cloths wrung out in ice water from 30 minutes to 5 hours. Blot dry with sterile or clean cloth as a protective dressing. DO NOT apply home medications.

C. Third Degree. Cover the burn to exclude air. This can be done, for example, with sterile dressings, clean laundry sheets or other linens. It is extremely important to treat for shock and obtain medical attention. DO NOT remove charred clothing that sticks to the burn. DO NOT apply ice water over the burn. DO NOT apply home medications.

BLUE UNCONSCIOUSNESS CAUSE BY ELECTRIC SHOCK:

1. Symptoms - Skin is cold and perspiring. Breathing has stopped. The Pupil of the eyes is large. They are sometimes unconscious.

2. Treatment - Remove person from source. Give cardio-pulmonary resuscitation at once if not breathing. Keep patient lying down and get ready to transport the person.

HYPOTHERMIA. Long term hypothermia victims, in whom hypothermia has developed over 12 hours or more, should not be re-warmed in a water bath; the combination of a fall in blood pressure with elevation of head may cause a serious compromise in the blood supply to the brain. Obtain medical care as soon as possible.

CLASSIFICATION OF FRACTURES:

1. Closed (Simple) Fracture. Simple break of the bone without a break in the overlying skin.

2. Open (Compound) Fracture. The bone has been broken through the skin or a wound extends to the fracture site. Open fractures should be treated as follows:

   A. Apply large, sterile pressure dressing over wound to control bleeding.

   B. Do not wash the wound.

   C. Do not probe the wound.

   D. Do not insert fingers into the wound.

   E. If a fragment of bone is protruding from the wound, cover the wound area with a large, sterile dressing and bandage. If these are not available, use freshly laundered sheets, towels, etc.
3. **Greenstick Fracture.** The bone shaft is bent and cracked but not completely broken through. It occurs most often in children because their bones are not brittle.

4. **Comminuted Fracture.** The bone is crushed, splintered, or broken into a number of fragments.

5. **Impacted Fracture.** A fragment of bone is forcibly driven into another and remains more or less fixed in that position.

**HEAT INJURIES.** May occur when personnel are exposed to high environmental temperatures (i.e. desert or jungle heat, exposure to direct sunlight, or the high heat of machinery spaces) and/or extremes of physical exertion.

1. **Heat Exhaustion** - disturbance of the blood flow due to excessive sweating. It may be precipitated even in the most fit individual by heavy enough work in a severe enough environment.

   **Symptoms** - Dizziness or fainting; Headache, nausea, and weakness; Profuse sweating; Skin is pale, moist and cool (clammy); Mental confusion, staggering gait, and possibly unconsciousness.

   **Treatment** - Remove casualty to a cool place, but avoid drafts or sudden chilling; keep victim lying down; if conscious, administer cool water containing 1/2 teaspoon of salt per glass; and treat for shock.

2. **Heat Cramps** - caused by a rapid depletion of salt from the body in the form of perspiration. This condition may appear by itself or in conjunction with symptoms of heat exhaustion.

   **Symptoms** - Severe cramps in the muscles of the legs, arms, and abdomen. The victim may have his/her arms and legs drawn up and may cry out because of pain.

   **Treatment** - Replace lost salt either by the use of salt tablets or salted drinking water (1/2 tsp. per glass water). Manual pressure on the cramped muscles may give immediate relief. Move victim to a cool place and have him/her rest.

3. **Heat Stroke** - An extremely dangerous condition that result from the heat regulatory mechanism of the body going out of control causing the body to become more dangerously overheated.

   **Symptoms** - Body temperature may rise to very high levels (105-110 degrees Fahrenheit), while at the same time, there is NO SWEATING and hence no cooling of the body. Even the armpits will dry. Severe headache, nausea, dizziness or weakness. Sudden collapse and loss of consciousness. Skin is reddened, very hot and dry. Convulsions.

   **Treatment** - First objective is to RAPIDLY LOWER THE BODY
TEMPERATURE by removing casualty to the coolest place available. Place casualty lying down and remove all clothing and shoes. Sponge or spray his/her body with cool or cold water while fanning him/her so that the cooling effect of evaporation is established. If he/she regains consciousness and is cooperative, small amount of water may be given by mouth. Get casualty to a treatment center while continuing cooling measure.

ANAPHYLACTIC SHOCK. Shock caused by the body’s allergic response to certain substance; e.g. after an injection of medication, after an insect bite, etc. Some cases are severe enough to cause death within seconds.

COMMON CAUSE OF CARDIAC ARREST. The four common causes of Cardiac Arrest are:

1. Heart Attack;
2. Electrical Shock (Usually low voltage);
3. Hemorrhage; and
4. Final phase of drowning or pulmonary arrest.

CHAP 20: SAFETY

WORKING ALOFT. Men wishing to go aloft must obtain permission from the OOD, who must see that the following safety precautions are observed such securing power on all radio and radar antennas in the vicinity, and power switches tagged, “SECURED, MEN ALOFT.”

WORKING OVER THE SIDE WHILE SHIP IS UNDERWAY. No person shall work over the side of the ship while under way without the permission of the Commanding Officer or without life jackets with safety lines around them, properly tended by someone on deck.
NATIONAL ENSIGN:

1. The national ensign – the *Stars and Stripes* – is the flag of the United States. The national anthem is called the Star Spangled Banner. These symbols represent the nation, and are always treated with great respect. Similarly, the anthems and flags of other countries whose government are formally recognized by the U. S. Are treated with respect. You render the same salutes for other national flags and anthems in the same manner for our own.

2. The national ensign is hoisted smartly to the top of the flagstaff. While it is being hoisted, the band, if there is a band, plays the national anthem. If there is no band, but a bugler, then the bugler plays “to the Color.” Everyone within sight or hearing renders honors as follows:

   A. If in ranks, you will be called to attention or to present arms.

   B. If you are in uniform but not in ranks, you stop whatever you are doing, face the colors and salute until “carry on” is sounded.

   C. If you are in vehicle and traffic safety permits, *you stop and sit at attention*, but do not salute. If conditions permit, the senior men in the vehicle gets out and salute. The driver remains seated.

   D. If you are passenger in a boat, *you remain at attention, seated or standing*. Boat officer or coxswain salutes for the boat.

   E. If you are in civilian or athletic gear at colors, you stop and face the colors at attention. If you have a hat, hold in your right hand, over your heart. A woman in civilian clothes, with or without a hat, stands at attention and places her hand over her heart.

3. **Half-Masting the Ensign.** The ensign is half-masted as a tribute to the dead. Whenever the ensign is to be half-masted, it is first closed up and then lowered to the half-mast position. The same procedure is used when lowering the ensign, it is first must be closed up and then lowered.

4. **Memorial Day Half-Masting.** On Memorial Day, the ensign is half-masted from 0800 until completion of the *21-gun salute at 1200, or until 1220*, if no salute is fired.

**COAST GUARD ENSIGN.** Secretary of the Treasury Oliver Wolcott described the ensign and pennant in a letter to his collectors in 1799 as “consisting of sixteen perpendicular stripes, alternate red and white, the Union of the Ensign to be the Arms of the U. S. in dark blue on a white field. The stripes stood for the states that comprised the
nation at the time. The original 13 states were commemorated by an arch of 13 blue starts in a while field.

**BOARDING AND LEAVING SHIPS:**

1. The procedure for boarding your own ship. *At the gangway, if the national ensign is flying, turn aft and salute the national ensign. Then turn to the OOD or his representative, salute and say, “I report my return aboard sir.”* The OOD will return salute and say, “Very Well,” or “Very good.” If boarding a ship other than your own, you must obtain permission from the ship’s OOD.

2. The procedure for leaving your own ship. *You step to the OOD, salute and ask permission to leave the ship. Upon acknowledgement by the OOD, drop your salute and step to the gangway. If the ensign is flying, you salute in its direction* and then leave.

**QUARTERDECK CUSTOMS.** The Quarterdeck is not a specific deck like the forecastle deck or the poop deck. It is an area designated by the Commanding Officer to serve for *official and ceremonial functions.* Therefore, the quarterdeck is treated as the “sacred” part of the ship.

**WHOM TO SALUTE.** All uniformed members of the Armed Forces recognize and greet each other. However, military organization as well as custom requires that this recognition take the form of the *official hand salute or rifle salute* to any of the following.

1. Commissioned and warrant officers of the Navy, Marine Corps, Air Force, Army and Coast Guard.

2. Officers of foreign armed services whose government are recognized by the United States.

3. Officers of the NOAA and PHS when they are serving with the Armed Forces of the United States.

**SALUTING RULES:**

1. The hand salute is given with the right hand. If a person has an injury that makes this impossible, the salute may be made left-handed. Also, if a man is doing something to make a right-handed salute impractical, it is permissible to salute left-handed. *The Army and Air Force never salute with the left hand. The Coast Guard, Navy and Marine Corps do so when necessary.*

2. Accompany your salute with cheerful, respectful greeting. “Good morning, sir,” “Good afternoon, Commander,” “Good evening, Miss White,” as appropriate.
3. Always come to attention. If on double, slow to a walk when saluting a passing officer. You need not to stop walking, but hold yourself erect.

4. Don’t bow your head; don’t stare off in the distance; look directly at the officer as you salute.

5. If both hands are occupied and you are unable to salute, face the officer as though you were saluting and greet him as described above.

6. If you are accompanying a commissioned officer, do not salute another officer until the officer you are with salutes. Then salute at the same time he does.

7. Salute an officer even if his hands are engaged and he can not return the salute. He will acknowledge your salute with a greeting.

8. Prisoner never salutes.

9. **Distance of saluting.** Since the salute is basically a courtesy, it should be used in a manner similar to civilian greetings; an officer should be recognized and saluted at about the same distance and at about same time as one would recognize and greet a civilian acquaintance – six paces away is a good general rule.

10. **Salute in civilian dress.** Since salute is the military form of greeting and is the same as tipping one’s hat, and since Coast Guard personnel do not uncover when out of doors, it follows that you use the **military salute** when recognizing officers in civilian dress or when greeting civilian friends. The same holds for meeting women. You do not tip your hat, but acknowledge their greeting with the hand salute.

**ETIQUETTE FOR BOATS, VEHICLES, AND PASSAGEWAYS.** The rule for entering boats and vehicles is **seniors in last and out first.** The idea is that the captain should not have to wait in a boat for seaman to able down the accommodation ladder. Upon reaching the destination, the senior is allowed to get out first because normally his business if more important and more pressing than that of the men under him.

**ADDRESSING OFFICERS:**

1. **Senior officers** – commanders, captains and admirals (who wear gold oak leaves or scrambled eggs on their cap visors) are always addressed and referred to by their **rank (such as Admiral, Captain or Commander).** If several officers of the same rank are seated or working together, it is proper to use both their title and last name.

   *The proper greeting when an Admiral enters a room will be “Good Morning, Admiral.”*

   *The proper greeting when the Commandant of the Coast Guard enters a room will be, “Good Morning, Admiral.”*
2. **Junior officers** – LCDR, LT, LTJG and ENS are addressed and referred to by their *last name preceded by Mister or Miss*. In speaking to a junior officer whose name is not known, address him or her as Sir, Ma’am.

3. By tradition, the **commanding officer of any ship or station**, no matter what his rank, is addressed and referred to as “Captain.”

4. Officers in the Medical and Dental Corps are addressed and referred to by title or as “Doctor,” if they are commanders or above.

5. A Chaplain may be called “Chaplain” regardless of rank.
CHAP 1: AWARD RECOMMENDATION.

1.A.10 Completion of Form CG-1650. Proper completion of Form CG-1650 is essential to the timely processing of personal award recommendations. Care must be taken to ensure that it is completed accurately. Information which is omitted, incorrect, or irrelevant may cause delays in processing personal award or cause approval of a lesser award than that for which an individual is deserving.

STANDARD OPENING PHRASE FOR SPECIFIC CITATIONS:

1. Meritorious Service Medal. *Is cited for meritorious (heroic) service in the performance of duty as..."

2. Coast Guard Commendation. *Is cited for (heroic) outstanding achievement while..."*

3. Coast Guard Achievement. *Is cited for superior performance of duty while..."*

How to Write Citations. Citation is an account of heroic achievement or services. Although a citation is laudatory and formalized, it should be concise and straightforward, *avoiding superfluous text*. It should cover only the primary action(s) for which the award is extended and should be *easily read aloud*. It must be *factual, contain no classified information, and be adaptable to publication by the news media*.

The Three Parts of the Citation. A citation shall consist of one brief paragraph with the following three parts:

1. *The opening sentence* with the standard opening phrases

2. *The statement of heroic acts or Meritorious Achievement*. This part should identify the recipient name.

3. *Commendatory Remarks* which is the closing specific phrases for specific citations.
CHAP 2: MILITARY DECORATIONS. E5-E7 MRN

2.A.2.a Personal Military Decorations Precedence. Personal military decorations take precedence over all other awards with the exception of the Gold and Silver Lifesaving Medals and the Department of Transportation Awards.

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Medal of Honor</td>
</tr>
<tr>
<td>2</td>
<td>Navy Cross</td>
</tr>
<tr>
<td>3</td>
<td>Transportation Distinguished Service Medal</td>
</tr>
<tr>
<td>4</td>
<td>Coast Guard Distinguished Service Medal</td>
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<tr>
<td>5</td>
<td>Silver Star</td>
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<tr>
<td>6</td>
<td>Legion of Merit</td>
</tr>
<tr>
<td>7</td>
<td>Distinguished Flying Cross</td>
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<tr>
<td>8</td>
<td>Coast Guard Medal</td>
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<tr>
<td>9</td>
<td>Gold Life Saving Medal</td>
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<td>10</td>
<td>Bronze Star Medal</td>
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<td>11</td>
<td>Purple Heart</td>
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<td>12</td>
<td>Meritorious Service Medal</td>
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<td>13</td>
<td>Air Medal</td>
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<td>Silver Life Saving Medal</td>
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<td>Coast Guard Commendation Medal</td>
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<td>Navy Commendation Medal</td>
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<tr>
<td>17</td>
<td>Coast Guard Achievement Medal</td>
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<tr>
<td>18</td>
<td>Navy Achievement Medal</td>
</tr>
<tr>
<td>19</td>
<td>Commandant Letter of Commendation</td>
</tr>
<tr>
<td>20</td>
<td>Combat Action Ribbon (no medal)</td>
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</table>

POINTS CREDITABLE TOWARD THE SWE (Ref: PersMan PARA 5.C.3.b.)

<table>
<thead>
<tr>
<th>Award</th>
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<tbody>
<tr>
<td>Medal of Honor</td>
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<td>Gold Lifesaving Medal</td>
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<td>Bronze Star Medal</td>
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</tr>
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<td>Meritorious Service Medal</td>
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</tr>
<tr>
<td>Air Medal</td>
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<tr>
<td>Silver Lifesaving Medal</td>
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<td>Commendation Medal from any Armed Forces</td>
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<tr>
<td>Achievement Medal from any Armed Forces</td>
<td>2</td>
</tr>
<tr>
<td>Combat Action Ribbon</td>
<td>1</td>
</tr>
<tr>
<td>Commandant Letter of Commendation Ribbon</td>
<td>1</td>
</tr>
<tr>
<td>Secretary of Transportation Letter of Commendation</td>
<td>1</td>
</tr>
<tr>
<td>CG Good Conduct</td>
<td>1</td>
</tr>
<tr>
<td>CG Reserve Good Conduct</td>
<td>1</td>
</tr>
</tbody>
</table>
CHAP 3: UNIT AND TEAM AWARDS. E-8 TO E-9 MRN

3.B.7 COAST GUARD MERITORIOUS TEAM COMMENDATION.

1. **Eligibility Requirements.** To justify this award, the individual members of these groups must have performed service, which made a significant contribution to the group's overall outstanding accomplishments of a study, process, mission, etc. The service performed as a group or team must be of a character comparable to that which would merit the award of the Commandant’s Letter of Commendation or higher to an individual.

2. **Recommendation.** The submission package for recommending a team or a group for the Meritorious Team Commendation shall include a Form CG-1650. A separate form for each team member is not required. A Summary of Action also is not required for this award.

3. **Maximum Time Limitations.** The maximum time limitations on recommendations for team awards is 3 years from the date of action; however, only under highly unusual circumstances should a recommendation be delayed so as to approach that time limitation.

CHAP 4: U. S. NON MILITARY DECORATIONS.

4.B.4 Time Limitation for Submission of Life Saving Medals. There is no time limitation on the awarding of Lifesaving Medals.

4.B.5.c LIFE SAVING MEDAL ATTACHMENTS.

1. **Gold Bar.** A gold bar is authorized to be worn on the suspension ribbon of the Gold Lifesaving Medal to denote each subsequent award earned.

2. **Silver Bar.** A silver bar is authorized to be worn on the suspension ribbon of the Silver Lifesaving Medal to denote each subsequent award earned.

3. **Stars.** A military recipient of a Gold or Silver Lifesaving Medal will receive a 5/16 inch gold star to be worn on the suspension ribbon and ribbon bar in lieu of a gold or silver star.
CHAP 8: OPERATIONS AWARDS

8.C.2.a ANCIENT ALBATROSS AWARD. The ancient Albatross Award was originally established in 1966 to honor the Coast Guard Aviator on active duty who has held the designation for the longest period of time.

1. Eligibility for the Ancient Albatross (Aviator) award is determined by ascertaining that aviator on active duty whose date of designation precedes that of any other Coast Guard aviator.

2. If two or more candidates were designated as aviators on the same day, the award is presented to the candidate who is senior in rank on the day the award is presented.

3. In 1988, the award was augmented to include the Enlisted Ancient Albatross Award, which was established for the enlisted member on active duty with the earliest graduation date from Class "A" school with a Coast Guard aviation rating.

8.D.1 ANCIENT MARINER AWARD. These awards were established in 1978 to honor those who have chosen to accept the responsibilities of a cuttermen and follow the path of life at sea. Today, this award not only recognizes seagoing longevity, but also extols the officer and enlisted cuttermen whose personal character and performance standards honor the most venerable practitioners of seamanship, and reflect Coast Guard Core Values.

2.D.2.a ELIGIBILITY. To be eligible for this award, candidate must be a Coast Guard officer, currently serving in a commissioned capacity, who have served on continuous active duty. Member with broken active component service but who maintained continuous selected reserve status are considered to have continuous active duty for the purposes of Ancient Mariner eligibility.

1. A candidate with the earliest date of designation as a cuttermen will be the Gold Ancient Mariner select.

2. If two or more candidate have identical dates of designation, the candidate with most cumulative sea duty while a member of the Coast Guard will be the Gold Ancient Mariner.

3. In a case that candidate have the same date of designation as cuttermen and the same amount of cumulative sea duty while a member of the Coast Guard, the member who is senior by rank or precedence will be selected as the Gold Ancient Mariner.
2.D.2.b SILVER ANCIENT MARINER. Be an active duty Coast Guard enlisted personnel. Have completed a minimum of 10 years of cumulative sea duty while an active duty member of the Coast Guard.

1. The candidate with the **earliest date of designation as a cutterman** will be the Silver Ancient Mariner.

2. If two or more candidates have identical dates of designation, the candidate with the **most cumulative sea duty while a member of the Coast Guard** will be the Silver Ancient Mariner.

3. If a case that candidates have the same date of designation as cutterman and the same amount of cumulative sea duty while a member of the Coast Guard, the member who is **senior by rank or date of advancement** to the rank will be the Silver Ancient Mariner.
CHAP 1: CIVIL RIGHTS VISION.

1.B VISION STATEMENT.

The vision of Civil Rights is to be *conscience, champion, and advocate* for a Coast Guard that mirrors our society and values differences so that everyone can reach their full potential as members of the Team Coast Guard.

The vision is consistent with the Coast Guard's vision of remaining true to the values of Honor, Respect, and Devotion to Duty. It also emphasizes the Coast Guard's goal of becoming the nation's employer of choice, attracting highly qualified applicants for employment from an increasingly diverse pool of talent. The EO Program must ensure this by vigorously preventing discrimination in the workforce, so that the only roadblocks to success exist in a person's mind. Finally, this vision reiterates the "Team Coast Guard" concept. Every member - regular or reserve military, civilian, and Auxiliary - is vital to the Coast Guard's overall missions.

1.D.1 MISSIONS’ DESIRED OUTCOME. In striving to accomplish the Civil Rights Vision Statement, the EO Program must define desired outcomes and missions. The Civil Rights desired outcomes are:

1. Coast Guard workforce that values diversity.
2. *Coast Guard workforces free of discrimination and harassment.*
3. Coast Guard mandates for dealing with external entities that comply with the Civil Rights laws.
4. Civil Rights missions that clearly reflect these desired outcomes.

1.D.3 FIELD INFRASTRUCTURE CIVIL RIGHTS MISSIONS:

1. **Demonstrate Command Leadership** - the mission of all levels of leadership in Team Coast Guard, from flag officers to officers in charge.

2. **Develop an Organizational Culture Valuing Diversity.** Coast Guard members carry out this mission by *conducting cultural observances, holding HRC meetings, mentoring subordinates, raising awareness through training, and conducting climate assessment.* These methods deserve top leadership's attention and inclusion in command strategic plan.
3. **Address Demographic Imbalances in the Civilian Workforce.** Managers and leaders can correct demographic imbalances in the workforce by **setting short- and long-term goals.**

4. **Resolve Complaints at the Lowest Level.** EEO Counseling, Alternate Dispute Resolution (ADR), mediation, and feedback to involved parties are some of the available tools that can resolve complaints at the lowest level.

5. **Promote Community Affirmative Outreach.** It involves resolving social climate issues, promoting a positive image of the Coast Guard to the public, furthering diversity in the Coast Guard, promoting Coast Guard missions, improving Coast Guard member's quality of life, and **participating in partnership with community leaders.**

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**1.E.6 Diversity.** As defined in DOT Order 3200.1, diversity is the **mix differences and similarities** at all levels of the organization.

**1.E.7 Diversity Management.** As defined in DOT Order 3200.1, diversity management is creating and maintaining a work environment, which **provides opportunity for employees to maximize their potential and fully contribute to accomplishing the organization's mission.** Further that environment does not advantage or disadvantage any member of the work force and it ensures all team members treat each other with **dignity and respect.**

**1.E.12 Illegal Discrimination.** It is any action, omission, or use of language that results in the adverse treatment of a person because of his or her race, religion, sex, color, and national origin. For civilians, ages (over 40 years), mental or physical disability, and sexual orientation. **Sexual harassment as well as actions or omissions of reprisal** are also forms of illegal discrimination.

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**Encl 1 SEXUAL HARASSMENT POLICY STATEMENT:**

Sexual harassment is one of the most severe forms of disrespect, displays poor leadership and has no place in our organization. It includes **unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature** that is made a conditions of employment, affects employment decisions, unreasonably interferes with work performance or creates an intimidating or hostile work environment. All coast Guard personnel and the agencies we conduct business with have the right to an environment free of sexual harassment and discrimination.

Sexual harassment **degrades productivity and effectiveness, as well as unit cohesion and readiness.** All members of the Team Coast Guard - military, civilian, Auxiliarist - must take prompt and decisive action to prevent and eliminate sexual harassment within our service.
Every Commanding Officer, Officer-In Charge, manager and supervisor should create a positive work environment and have no tolerance for sexual harassment. Each must hold accountable those who commit sexual harassment and take immediate corrective action.

We will not tolerate sexual harassment.

//ss// J. M. LOY, ADMIRAL, U.S. COAST GUARD

Encl 2: **EQUAL OPPORTUNITY POLICY STATEMENT:**

All Coast Guard personnel - military, civilian, Auxiliarist - shall be *treated with respect, dignity and compassion*. The Coast Guard prohibits any form of discrimination, which violates law or policy in any action affecting our personnel, those seeking employment with us and those benefiting our public services or sponsored programs.

**Toward this end, we shall:**

Aggressively pursue the best qualified applicants for enlistment, officer accession, civilian employment and the Auxiliary, the ensure that all people are given *fair and equal treatment in personnel decisions*;

Evaluate personnel based on their *job performance and provide advancement and retention opportunities based on demonstrated performance and regulatory requirements*.

Take prompt, appropriate and effective measure to enforce this policy and ensure personal accountability.

Every Commanding Officer, Officer-In Charge and supervisor must be personally committed to and responsible for fair and equal treatment of all Coast Guard personnel and those with whom we interact. As we embraced the 21st century, we must lead the way by practicing nondiscriminatory behavior and showing others the benefits inherent in a diverse work force.

//s// J. M. LOY, ADRMIRAL, U. S. COAST GUARD
CHAP 3: VALUING DIVERSITY.

3.B HRC advises the CO and serves as liaison for human relations’ issues surfacing in the local command. The HRC provide a safe, open forum for discussing human relations’ issues. All units or commands with over 25 personnel assigned are required to have a HRC.

3.B.1 HRC ROLES AND ACTIONS.

1. Facilitates discussion of human relations issues and policies
2. Allows for communication between the command and its personnel
3. Encourages organizational entities to resolve human relations issues
4. Stimulates participation in human relations' activities.

3.B.2 Membership. The HRC elects a Chair, Vice Chair, and Secretary. Officers serve for 1 year, with regular elections at a designated time annually. The HRC consists of one primary and one alternate representative from the various command entities. In appointing HRC members, commands shall consider this guidance.

1. HRC member should represent the diversity of the command's members.
2. Representatives can be military, civilian, Auxiliary personnel.
3. If both civilian and military personnel are assigned to the command, then both should be represented on the HRC.

3.B.3 OFFICERS. The HRC elects a Chair, Vice Chair, and Secretary. Officers serve for 1 year, with regular elections at a designated time annually.

1. The HRC Chair, Call and presides over meetings, acts as an ex officio member of the all subcommittees, and ensures minutes are recorded for each meeting.

2. The HRC Vice-Chair. Performs duties that Chair may delegate or designate. If the Chair is absent, the Vice Chair presides over a meeting. If the office of the Chair is vacant, the Vice-Chair assumes the duties of the Chair.

3. The HRC Secretary. Records all proceedings of HRC meetings. In consultation with the Chair, the Secretary prepares and distributes an agenda for each meeting.
CHAP 5: DISCRIMINATION COMPLAINT PROGRAM

5.B.1 Military Discrimination Complaint Program. This section contains the policies and procedures for administering the Coast Guard's Discrimination Complaint Program for Coast Guard military members, active and reserve.

5.B.7.a Informal Resolution. COs and OINCs, Civil Rights Officers (CRO), and Military Civil Rights Counselor/Facilitators (MCRC/F) shall seek to achieve informal resolution of discrimination complaints at the earliest possible stage.

5.B.7.b Authority. The final authority to informally resolve complaints rests with the CO/OINC. This authority, however, may be delegated to members of the chain of command depending upon the issues involved. CROs and MCRC/Fs serves as facilitators in the resolution process and do not have the authority to establish settlement terms or sign settlement agreements on behalf of the command.

5.B.15.b INFORMAL COMPLAINT PROCESS AND TIME LIMITS:

1. Aggrieved person must submit written notification within 45 days from the date of the alleged discriminatory incident or effective date of a personnel action to the CO/OINC via the chain of command. If the 45-day time limit, the MCRC/F must still provide counseling, however, he must make aware that if a formal complaint is files, it may be dismissed as untimely.

2. The chain of command has 5 days from receipt of written notification to meet with the complainant, conduct an informal inquiry, and attempt resolution.

3. The CO has 10 days to conduct inquiries into the allegations and attempt resolution. If a resolution is not achieved, the Co/OINC will arrange for the complainant to meet with the MCRC/F.

4. The MCRC/F has 15 days from the date of initial contact by the CO/OINC to meet with the OC/OINC and complainant. The MCRC/F will explain the complaint procedures to the complainant.

5. The MCRC/F has 30 days from the date of initial contact to counsel the complainant and attempt to resolve the complaint.

5.B.20.a Formal Complaint Processing. Formal complaint processing of allegations of discrimination raised by military members of the Coast Guard is the responsibility of the Department of Transportation (DOT) and Departmental Office of Civil Rights (DOCR). The following is the responsibility of the DOCR Regional Offices:

1. Accept/dismiss
2. Investigation
3. Writing the Report of Investigation (ROI)
4. Writing the Final Agency Decision (FAD)

*The Director, DOCR will issue FAD on the merits of the accepted issue(s) based on the ROI.*

**5.B.20.b PROCEDURES FOR FILING A FORMAL DISCRIMINATION COMPLAINT.**

1. **A complainant may only file a formal discrimination complaint after they have been counseled by an MCRC/F.** See Enclosure 14 for Formal Complaint Checklist.

2. A formal complaint must be filed within **15 days from the date the complaint received the Notice of Right to File.**

3. A formal complaint must be filed directly to the appropriate DOCR regional office responsible for the geographical area where the alleged discrimination occurred. For units afloat, this refers to the homeport site. Copies will also be sent directly to the CO/OINC responding to the complaint and to the servicing CRO.

**5.C.16 Complaints against the CO/OINC.** Where the CO/OINC is identified as the official responsible for directly engaging in the alleged discriminatory action, the next higher level in the chain of command will process the informal complaint.
COAST GUARD UNIFORM REGULATIONS,  
COMDTINST M1020.6. E5-E7 MRN

CHAP 1: GENERAL REGULATIONS

1.F.1 Hair - will be neat, clean and present a groomed appearance. Eccentric styles or colors may not be worn while in uniform or in a duty status. Bulk is defined as the distance that the mass of the hair protrudes from the scalp when groomed (as opposed to the length of hair).

1.F.1.a GROOMING FOR MEN.

1. **Bulk no more than 1-1/2-inches;**
2. **Hair does not touch ear;**
3. **back length can not touch collar, and**
4. **bangs can’t fall below eyebrows.**
5. Hair must be smoothly tapered from lower hairline upward on all sides
6. Hair shall not be visible below front brim or visor, and be block or square cut.

1.F.1.b GROOMING FOR WOMEN:

1. **Bulk no more than 2 inches**
2. **Can’t extend below the eyebrows when headgear is remove**
3. Hair band should be similar to own hair color
4. **Hair can’t fall below lower edge of collar.**
5. **Back of hair may touch but not fall below the bottom edge of the collar**
6. Hair shall not show under the front brim of the cap

1.F.2 Hair Ornaments. Women's hair ornament such as ribbons **will not be worn.** Pins, combs or small plain cloth covered elastic band or plain elasticized cloth bands, similar in color to the individual's hair color may be worn by women to bind their hair.

1.F.4.a Beard - May be worn for health reasons when a military medical officer grants a waiver. If a shaving waiver is authorized, facial hair will be kept trimmed not to exceed **1/4-inch in length**

1.F.4.b Mustache - If worn, the mustache must be well groomed and neatly trimmed at all times. It can not extend below top of upper lip and beyond line extending across corners of mouth. It must be no more than **1/4-inch from corners of mouth.**
1.F.4.c Sideburns. If worn, will be neatly trimmed. The base of the sideburn will not be flared and will be clean-shaven. The sideburns are tapered to conform to the rest of the hair. A horizontal line will not extend below the lowest part of the external ear opening.

1.F.4.d Fingernails. Fingernails shall not extend past the fingertips, and shall be kept clean.

1.G.1 Earrings. Earrings are prohibited for male personnel in uniform under any circumstances, and are prohibited in civilian clothing aboard any military installation, or when directed to wear civilian clothing while on official duty.

1.G.3 Rings. Only one ring per hand may be worn. Rings must be of a conservative nature, shall not fit on more than one finger at a time, and shall not detract from the uniform. Engagement and wedding ring sets or class/service ring worn with a wedding ring set are considered as one ring.

CHAP 2: UNIFORM ATTACHMENTS. E8-E9 MRN

2.A INSIGNIANS:

1. Sewn Insignia. The thread should be the same color as the background of the item being attached. Sew on the item by machine or hand at a minimum of six stitches per inch.

2. Metal Insignia. Wear metal insignia on the Formal dress, Dinner Dress, Full dress, Service dress, and the Tropical uniforms. Wear metal insignia on Undress uniform as prescribed. * The polishing of high gloss plating of Coast Guard insignia originally finished in single color (completely gold, silver, satin antique pewter or satin antique gold colored finishes) is authorized. (Ref: ALDIST 188/98, dtd 5 AUG 98).

3. Embroidered Insignia. Wear embroidered insignia on the Service dress, Full dress, and Dinner dress uniform coats.

2.A.1 Breast Insignia. A member may simultaneously wear a maximum of two breast insignia and two commands or OIC insignia on the Coast Guard uniform (for a total of four).

2.A.2 Wearing Qualification or Designation Insignia. When wearing ribbons or medals, a member may wear two insignia. When wearing without ribbons or medals, a member may wear only one breast insignia. When two insignia are worn, they are to be of different categories.

Proper Wearing of Insignia. Wear insignia on the left chest centered 1/4-inch above the left pocket when worn without ribbons/medals, or centered 1/4-inch above the ribbons when worn with ribbons or medals.
Proper Wearing of Two Insignia with Ribbons or medals. Current insignia is centered 1/4-inch above the ribbons or medals. Previous insignia is centered 1/4-inch below the top edge of the left pocket flap or 1/4-inch below the medals.

2.A.3 Aircrew Breast Insignia. Gold toned metal winged pin with an anchor and the letters "AC" inscribed.

2.A.b.1 Cutterman Insignia. Gold toned (for officers) or matte silver (for enlisted) metal device with a shield on a five pointed star superimposed on a ship's wheel centered over stylized waves.

2.A.4.a.1 Command at Sea Insignia. A gold and silver metal pin with a miniature officer cap device superimposed on a partially unfurled commission pennant.

2.A.4.a.2 Command Ashore Insignia. A gold and silver metal pin with a miniature officer cap device superimposed on a wreath of gold oak leaf.
2.A.4.c Command Insignia Manner of Wear. Wear Command at Sea, Command Ashore, OINC Afloat, and OINC Ashore insignia in this manner.

1. Incumbent (present command) insignia. Wear on the right chest centered 1/4-inch above the pocket. If wearing nametags, center 1/4-inch above the nametag.

2. Previous Command. If worn with ribbons or medals, center the miniature insignia 1/4-inch above the left pocket.

2.C.1 Officers' Collar Insignia. Shall be either metal or sewn-on, indicating the wearer's grade; and also in case of warrant officers, their specialty, and USPHS collar insignia.

2.C.1.a Officers' Insignia Manner of Wear. Chief Warrant Officers and Officers O-1 through O-6, center the device on the collar between the visible top and bottom collar edges with the center of the device 1 inch from the inner edge. For the old style blue shirt, device is centered on collar, along imaginary line bisecting collar point.

2.C.2.c Officers' Garrison Cap. The left device on the garrison cap shall consist of the miniature version of the eagle worn on the combination cap. The right device shall consist of the same design as the collar rank insignia. The center of the device is placed 1-1/2-inches from the bottom edge of the cap and 2-inches right or left of the front crease.

2.C.2.d Officers' Working Blue and Unit Ball Cap. Officers shall wear rank/grade collar insignia on the working blue and unit ball cap, which is the same as the garrison cap. All devices shall be centered 1-1/4-inches above the visor, or centered on the front of the cap so as not to interfere with the lettering.

2.F.1.a Enlisted Collar Insignia. Enlisted personnel shall wear collar insignia on both collar points of all shirts except for the white dress. Embroidered collar devices may be worn by in lieu of the metal collar insignia on the work blue shirts only.

Manner of Wearing the Enlisted Collar Insignia. Center the device on the collar between the visible top and bottom collar edges with the center of the device 1-inch
SECTION 4: MILITARY REQUIREMENTS

from the inner edge. On the old style light blue shirt, center collar device along the imaginary line bisecting angle of collar point.

2.F.2.b Enlisted Garrison Cap. The center of the device is placed 1-1/2-inches from the bottom edge of the cap. The center of the device is placed 2-inches left of the front crease.

Enlisted Working Blue and Unit Ball Cap Insignia. Center of the device is 1-1/4-inches above the visor, centered in middle hat front.

2.G.1 Placement of Nametags. Will be centered 1/4-inch above the top of the right chest pocket.

2.G.1.a Cloth Name Tapes. Will consist of a background color matching the working blue shirt material with white block letters between 1/2 and 3/4-inch high. Both nametapes will be the same height. When cloth nametapes are worn, both the wearers' name tape and the U. S. Coast Guard nametape will be worn.

2.G.2.b Ribbon Precedence. When the wearing of ribbons is required, members must wear either all ribbons or their senior three ribbons.

2.G.3.b Manner of Wear for Large Medals. The arrangement of medals will be by seniority top down, and from wearer's inboard to outboard. Those possessing five or more must wear a minimum of five. Personnel with five or less must wear all medals in their possession. A row of medal will consist of three medals side by side, or up to five medals overlapping.

2.G.3.c Manner of Wearing Miniature Medal. Miniature medals will be worn on the left chest of the Dinner dress and Formal dress blues. Up to five miniature medals in a row may be worn. Overlap is not authorized.

2.G.5.a Gold Stars. Gold star are worn to denote each subsequent personal military decoration. The gold star is 5/16-inch in diameter and is worn on ribbons or the suspension ribbon of large medals. The gold 1/8-inch star is worn on the suspension ribbon of miniature medals.

2.G.5.b Silver Stars - 5/16-inch Silver Star is worn in lieu of five gold stars (represent the sixth award). The 3/16-inch Silver Star is worn in lieu of five bronze stars.

2.G.5.c Bronze Stars - are worn on unit awards to denote each subsequent award.

2.G.5.d Manner of Wear for Stars. Star will be placed on the ribbon with two rays pointing down. A single start will be worn centered on the ribbon. Two stars of the same color will be placed horizontal line close to and symmetrically about the center of the ribbon. Two stars of different colors, the gold or bronze stars alternate around the silver star. The first start is worn to the wearer's right and the second to the wearer's left, etc.
2.1.6.c Manner of Wearing Brassard. Brassard are bands of cloth 11 inches long and 4 inches wide, fitted with ties, hook and loop fasteners, or elastic bands for securing to the right arm. They shall be worn between should and elbow on outer garments.

2.1.7.c SHORE PATROL AND BEACH GUARD.

1. Officers - on shore patrol or beach guard shall wear the uniform of the day, SP brassard, and such other equipment designated by competent authority.

2. Enlisted - shall wear the uniform of the day, with pistol belt, SP brassard, night stick, and such other equipment designated by competent authority.

3. Officer and Enlisted - when assigned to Armed Forces Police Detachment shall wear the uniform of the day and accessories prescribed by shore patrol and beach guard, except that they shall wear a Brassard bearing the word "Armed Forces Police."
SECTION 4: MILITARY REQUIREMENTS

CHAP 3: UNIFORM ITEMS. E5-E7 MRN

3.A.3 Garrison Cap. May be worn with the Service Dress Blue B, Winter Dress (dark blue), Tropical, Undress, and Working uniform unless otherwise prescribed. The women's style garrison cap is no longer available. Women may continue to wear the women's style garrison cap until 01 Mar 2000, at which time it will become obsolete. Both men and women wear the same style garrison cap.

3.C.5 Crew Neck T-shirts for Women. In situations where uniform regulations are relaxed, allowing the removal of the working blue shirt due to warm weather or warm working area, women will wear in lieu of the working blue shirt, a white or dark blue crew neck T-shirt of heavy enough material to be completely opaque.

3.G Belts. Belts will be worn with all trousers having belt loops. The clip end of the belt will be inserted to the wearer's right and adjusted so that the clip protrudes from the buckle, exposing no webbing between the clip and the buckle.

3.I.1.a Men's Dress Shoes. The men's shoes will be made of smooth black or white leather or a synthetic substitute of the oxford style. They will have heels, no higher than one (1) inch and be of low cut plain style without decoration. There will be no stitching or seams across the toe. The sole edges, heels, and laces will be the same as the shoe.

3.I.1.b Women's Oxford. They will be plain style with three to six pairs of eyelets for lacing. A seam around the toe is authorized. The heels will be no higher than one (1) inch.

Women's Pumps. Pumps will be plain in style, no decoration, made of smooth black or white leather or synthetic. The heels and toes will be closed in. The heel may be 1 to 2-5/8-inches high and no less than 1/2-inch wide at the floor. A flat wedge style sole, which rises 1-inch, is authorized.

3.J.2 Work Jacket. The work jacket will be of navy blue polyester/cotton material with a zippered front closure. It will have breast pockets with zipper closure, welt hip pockets, raglan sleeves, knitted wristlets, and will be fully lined.

Patches on Work Jackets. Only two Coast Guard related identification patches might be worn on the blue work jacket. It is an optional item worn with the undress uniform. It may be prescribed to be worn by enlisted members with the working blue or undress uniforms.

3.J.4 Reefer Coat. The reefer coat is worn as an optional item with Undress Blue, Winter Dress Blue, Service Dress Blue B, and Service Dress Blue A.

3.J.11 Earmuffs. Will be plain dark blue or black. They are optional item worn on cold weather conditions. The band should be worn either under or below the required headgear with the headband to the rear of the head or neck.
3.K.1  **Handbags.** The handbag will be of plain or white (as appropriate) leather or synthetic material unadorned, envelop style not more than 11 inches wide, 8 inches high, and 5 inches deep.
CHAP 4: COMPOSITION OF UNIFORMS. E5-E7 MRN

4.A Working Blue Uniform. Shall be worn when engaged in physical labor or other work or an environment, which would soil the uniform.

<table>
<thead>
<tr>
<th>Headgear</th>
<th>The working blue cap is required when wearing the working blue uniform.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt</td>
<td>The working blue shirt is required.</td>
</tr>
<tr>
<td>Nametags</td>
<td>Are optional. However, if the cloth nametape is worn, the U. S. Coast Guard nametape must be worn.</td>
</tr>
<tr>
<td>Shoes</td>
<td>Safety boots may be prescribed. Boat shoes are optional if working around boats. Black dress shoes are also optional. Corfram or other poromeric material may not be worn when hot works is being performed and may not be worn aboard a ship.</td>
</tr>
<tr>
<td>Outerwear</td>
<td>The working blue jacket may be prescribed for enlisted members. The following jackets are optional: windbreaker, trench coat, foul weather gear</td>
</tr>
<tr>
<td>Gloves</td>
<td>Black gloves are optional item. They are authorized for seasonal use only.</td>
</tr>
</tbody>
</table>

4.B Undress Blue Uniform. Is authorized for wear while commuting in a private vehicle between workplace and residence of the member, including brief non-social stops, such as for gas and drive through windows use.

<table>
<thead>
<tr>
<th>Name Tag</th>
<th>Shall be worn unless it poses a safety hazard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breast Insignia</td>
<td>Insignias' such as qualification insignia are normally worn on the shirt when wearing the undress blue uniform, except when they pose a safety hazard</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black shoes are required. Boat shoes are optional while working on or around boats. Black safety shoes may be prescribed.</td>
</tr>
<tr>
<td>Coats and Jackets</td>
<td>Optional items such as wind breaker, overcoat, trench coats reefer coats and unit provided cold/foul weather gear may be worn</td>
</tr>
<tr>
<td>Gloves</td>
<td>Black gloves are optional item. They are authorized for seasonal use only.</td>
</tr>
</tbody>
</table>

4.D TROPICAL BLUE LONG. It is a required uniform for all personnel. Shall be worn to compensate for climate variations as per prescribing authority. Tropical blue long is not acceptable for wear at any even or function where coat and tie is the required or expected civilian attire.

| Headgear         | The combination cap, garrison cap or unit ball cap may be worn at the member's option. |
### 4.F - G

**SERVICE DRESS BLUE UNIFORM.**

<table>
<thead>
<tr>
<th>Items</th>
<th>Class &quot;B&quot; Uniform</th>
<th>Class &quot;A&quot; Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Headgear</strong></td>
<td>Combination or garrison cap. Cold weather cap for seasonal use.</td>
<td>Combination cap only.</td>
</tr>
<tr>
<td><strong>Service Dress Coats</strong></td>
<td>Service dress blue coat is normally worn with SD Blue &quot;B&quot; uniform. The coat may be removed indoors within the limits of CG activities after the completion of formal ceremonies.</td>
<td>Shall be worn at all times.</td>
</tr>
<tr>
<td>Nametags, ribbons, and breast insignia or badges</td>
<td>Required to be worn on the service dress coat</td>
<td>Required to be worn on the service dress coat</td>
</tr>
<tr>
<td>Shirt</td>
<td>AF light blue short or long sleeve</td>
<td>White dress shirt is required to be worn</td>
</tr>
<tr>
<td>Necktie</td>
<td>Men shall wear the blue four-in-hand tie and women shall wear the ascot.</td>
<td>Men shall wear the blue four-in-hand tie and women shall wear the ascot.</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black dress shoes for men. For women, black pumps or service dress shoes.</td>
<td>Black dress shoes for men. For women, black pumps or service dress shoes.</td>
</tr>
<tr>
<td>Outerwear</td>
<td>Windbreaker, overcoat, trench coat or reefer coat</td>
<td>Overcoat, trench coat or reefer coat</td>
</tr>
</tbody>
</table>

### 4.K

**DINNER DRESS BLUE UNIFORM.** Worn for private dinners, dinner dances, and club affairs requiring more formality than the service dress blue "B" uniform.

<table>
<thead>
<tr>
<th>Headgear</th>
<th>Combination cap is required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coat</td>
<td>Service dress blue coat is required</td>
</tr>
<tr>
<td>Medals, Breast</td>
<td>Miniature medals, miniature breast insignia/badges are required</td>
</tr>
</tbody>
</table>
SECTION 4: MILITARY REQUIREMENTS

<table>
<thead>
<tr>
<th>Insignia/Badges</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt</td>
<td>White shirt is required</td>
</tr>
<tr>
<td>Gloves</td>
<td>White gloves are required</td>
</tr>
</tbody>
</table>

4.M - N DINNER DRESS WHITE AND DINNERS DRESS BLUE JACKET UNIFORM.

<table>
<thead>
<tr>
<th>Headgear</th>
<th>The combination cap is required at the prescribing officer's discretion. Women wear the black tiara as an optional item.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gloves</td>
<td>White gloves must be worn at the prescribing officer's discretion</td>
</tr>
<tr>
<td>Cumberband</td>
<td>The gold cumberbund is required.</td>
</tr>
</tbody>
</table>
USCG REGULATIONS, COMDTINST M5000.3 (SERIES).

CHAP 1: COAST GUARD AUXILIARY. E8-E9 MRN

1-4-1 Establishment of CG Auxiliary. The CG Auxiliary, established on 19 February 1941, is a nonmilitary organization that is administered by the Commandant under the direction of the Secretary of Transportation.

1-4-2 PURPOSE. The purpose of the Coast Guard Auxiliary is to assist the Coast Guard:

1. To promote safety and effect rescues on and over the high seas and navigable water of the United States.

2. To promote efficient operation of motor boats and yachts.

3. To foster knowledge of and compliance with laws, rules, and regulations that govern the operation of motor boats and yachts; and

4. To facilitate other operations of the Coast Guard.

1-4-3 Composition. The CG Auxiliary is composed of citizens of the U.S., its territories, and possessions, who are owners, sole or part, of motor boats, yachts, aircraft, or radio stations, or who, because of special training or experience, the Commandant's determines to be qualified for duty in the auxiliary, and who are enrolled under the applicable regulations.

CHAP 6: STANDARD SHIP ORGANIZATION. E8-E9 MRN

6-1- Assignment of Commanding Officer. The Commandant shall assign a commissioned or commissioned warrant officer as the Commanding Officer of a vessel.

6-1-4 Executive Officer (XO). The Executive Officer shall be primarily responsible for the organization, coordination of effort, performance of duty, and good order and discipline of the entire command.

6-1-5 Department Head (DH). The DH make frequent inspections of the personnel and material of the department, including the spaces assigned thereto, and take necessary action to correct defects and deficiencies.

6-4-8 Electronic Material Officer (EMO). The EMO shall be responsible, under the operations officer, for material readiness of all electronic equipment assigned and for the administration of the electronic material maintenance program.

6-7-1 First Lieutenant. The head of the deck department is the First Lieutenant. He shall be responsible for the upkeep and cleanliness of the exterior of the vessel and of those
compartments and spaces, which are not specifically assigned as the responsibility of another maintenance program.

6-7-3 Weapons Officer. In vessels, which have a deck department, the Weapons Officer, as a subordinate (assistant) to the first lieutenant shall be responsible for the performance of those duties relating to ordinance, prescribed elsewhere in these regulations for a weapons officer. When for any reason an officer is not assigned as weapons officer, the first lieutenant shall also be the weapons officer.

6-11-1 Officer of the Deck (OOD). The OOD is the commissioned, warrant or petty officer on watch in-charge of the ship. Every person onboard who is subject to the orders of the Commanding Officer, except the Executive Officer, shall be subordinate to the OOD.

7-5-10.1 Master at Arms (MAA). A leading petty officer may be detailed to act as Master-at-Arms of a unit, as an assistant to the Executive Officer. The Petty Officer shall perform such duties as are assigned in connection with maintaining good and order, and carrying out the routine of the unit.

CHAP 14: HONORS AND CEREMONIES- E8-E9 MRN

14-1-1 Authority for Dispensing with Honors. The Honor and ceremonies prescribed may be dispensed with when the Commandant directs, or when requested by an individual to whom such honors and ceremonies are due.

14-1-14 Arrival and Departure of Two or More Persons Entitled to Honors. When two or more officials or officers, each entitled to honors make an official visit in company, only the senior shall be saluted. If they arrive at different times, each shall be rendered honors to which individually entitled.

14-2-1.C Manner of Playing the National Anthem. When a foreign National Anthem is prescribed in connection with honors, and it is consider appropriate to perform the National Anthem of the United States therewith, the National Anthem of the United States will be performed last.

14-2-2 Procedure During Playing of National Anthems. When the National Anthem is played, all Coast Guard personnel not in formation shall stand at attention and face the National Ensign. In the event the National Ensign is not being displayed, they shall face the music. When covered, they shall come to the salute at the first note of the anthem and shall remain at the salute until the last note is played.

The same marks of respect prescribed during the playing of the National Anthem of the United States shall be shown during the playing of a foreign anthem.

14-2-3.A Morning and Evening Colors. The ceremonial hoisting and lowering of the National
Ensign at **0800 and sunset** at a CG command ashore or aboard a ship of the CG not underway shall be known as Morning Colors and Evening Colors.

1. The guard of the day and the band shall be paraded in the vicinity of the point of hoist of the ensign.

2. “Attention” shall be sounded, followed by the playing of the national anthem “Star Spangled Banner” by the band.

3. At the completion of the music “Carry On” shall be sounded.

### 14-2-3.E Vehicles within Sight of the Colors

During colors, vehicles within sight or hearing the ceremony shall be stopped. **Persons riding in such vehicles shall remain seated at attention.**

### 14-2-4 Saluting the National Ensign

All persons in the Coast Guard, upon coming on board a ship of the Coast Guard, shall salute the National Ensign, if it is flying. They shall stop on reaching the upper flat form of the accommodation ladder, or the shipboard end of the brow, **face the National Ensign and render the salute, after which they shall salute the Officer of the Deck.** Upon leaving the ship, they shall salute in inverse order.

### 14-3-1 EXCHANGE OF HAND SALUTES:

1. **Junior shall salute first.** All salutes received when in uniform and covered shall be returned, at other times, salutes received shall be appropriately acknowledged. Persons uncovered shall not salute, **except when failure to do so would cause embarrassment or misunderstanding.**

2. **Civilians may be saluted by persons in uniform as mark of respect.** but the uniform hat or cap shall not be raised as a form of salutation.

### 14-3-2.A Occasions for Rendering Hand Salutes

Persons in the Coast Guard shall render salutes to the **Armed Forces of the United States, the NOAA, the PHS and foreign armed services.**

1. All persons in the Coast Guard shall salute all officers senior to themselves on each occasion of meeting or passing near or when addressing or being addressed by such officers. (Example: When you are walking with an officer, and another officer senior to both of you approaches, **you salute the same time as the officer you are with**).

### 14-3-3 OTHER MARKS OF RESPECT.

1. **Walking or Riding with Seniors.** **Juniors shall walk or ride on the left side of seniors** whom they are accompanying.
2. **Boarding of Boats, Aircraft and Automobiles.** Officers shall enter boats, aircraft and automobiles in inverse order of rank (junior first) and shall leave them in order of rank (senior first) unless there is special reason to the contrary.

3. **Boarding of Coast Guard or Navy Ships.** Officers shall board Coast Guard and Navy ships in order of rank; senior first. They shall depart in inverse order of rank; junior first.

### 14-4-1 GUN SALUTES:

1. A **21-gun salute shall be fired to the flag of the President, and 19 to the Secretary of Transportation.**

2. **Gun salutes for naval officers:**
   - Fleet Admiral – 17
   - Admiral – 17
   - Vice Admiral – 15
   - Rear Admiral – 13
   Salutes are fired at an interval of five seconds, and always in odd numbers.

### 14-4-4.A Gun Salutes to a Foreign Nation

When a ship enters a port of a foreign nation, the government of which is formally recognized by the Government of the United States, it shall fire a **salute of 21 guns** to that nation.

### 14-4-6.A Gun Salutes to the Flag of a Foreign President, Sovereign, or Member of a Reigning Royal Family

A 21 gun salutes shall be fired by a ship or station to the flag or standard of the president, sovereign, or member of a reigning royal family under the circumstances prescribed in these regulations for firing a salute to the flag of the **President of the United States.**

### 14-7-5 Quarterdeck

The commanding Officer of a ship shall establish the limits of the quarterdeck and the restrictions as to its use. The quarterdeck shall embrace so much of the main or other appropriate deck as may be necessary for the proper conduct of **official and ceremonial functions.**

### 14-8-2.D Size of the Union Jack

The union jack displayed from the jack staff shall be the size of the union of the national ensign displayed from the flagstaff.

### 14-8-2.E Display of Union Jack during Court-Martial

The **union jack** shall be displayed at a yardarm to denote that a general court-martial or court of inquiry is in session.

### 14-8-3.A Two Distinctive Marks of Authority of a Coast Guard Vessel

The distinctive marks of authority of a Coast Guard vessel are the **Coast Guard ensign** and if authorized, the **Coast Guard commission pennant** or the personal flag or command pennant of a Coast Guard officer.

### 14-8-3.B The Coast Guard Ensign

The Coast Guard Ensign is a mark of authority and is required to be displayed whenever a Coast Guard vessel takes active measures in
connection with boarding, examining, seizing, stopping, or heaving to a vessel for the purpose of enforcing the laws of the United States.

14-8-3.C Coast Guard Commission Pennant. Is a distinctive Coast Guard mark to be displayed by a Coast Guard cutter in "In Commission Active" or "In Commission Special" status. Its presence indicates a Coast Guard cutter under the command of a commissioned officer or commissioned warrant officer who is not authorized to display a personal flag or command pennant.

A cutter under the command of a Master Chief Petty Officer does not fly the commission pennant.

14-9-3 Ceremonies for United States National Holidays and Solemnities. On Washington's Birthday and the Fourth of July, every ship of the Coast Guard in commission, not underway, shall full-dress ship. At 1200 each saluting ship and each shore unit equipped with saluting battery, shall fire a national salute of 21 guns.

14-9-3C Memorial Day Salute. On Memorial Day, each saluting ship, and each shore unit having a saluting battery shall fire at noon a salute of 21 guns. All ships and shore units shall display the national ensign at half-mast from 0800 until the completion of the salute, or until 1220 if no salute is fired.

14-10-3 Pallbearers and Body Bearers. If there is no chaplain or clergyman available, the Commanding Officer, or appointed representative, shall conduct the funeral services. There shall be 6 pallbearers and 6 body bearers. The pallbearers shall, if all practicable, be of the same grade or rating as the deceased. If a sufficient number of foreign officers of appropriate grade attend the funeral, they may be invited to serve as additional pallbearers.
STANDARDS OF CONDUCT, COMDTINST M5370.8 (SERIES)
E5-E7 MRN

BASIC OBLIGATION OF PUBLIC SERVICE.

Public service is a public trust. Each employee has a responsibility to the United States Government and its citizens to place loyalty to the Constitution, laws and ethical principles above private gain. To ensure that every citizen can have complete confidence in the integrity of the Federal Government, each employee shall respect and adhere to the principles of ethical conduct, as well as the implementing standards and supplemental agency regulations.

Gift of $20 or less. An employee may accept unsolicited gifts having an aggregate market value of $20 or less per occasion, provided that the aggregate market value of individual gifts received from one person shall not exceed $50 in a calendar year.

1. An employee of the Securities and Exchange Commission and his spouse have been invited by a representative of a regulated entity to a Broadway play, tickets to which have a face value of $30 each. The aggregate market value of the gift offered on this single occasion is $60, $40 more than the $20 amount that may be accepted for a single event or presentation. The employee may not accept the gift of the evening entertainment. He and his spouse may attend the play only if he pays the full $60 value of the two tickets.

2. An employee of the Defense Mapping Agency has been invited by an association of cartographers to speak about his agency’s role in the evolution of missile technology. At the conclusion of his speech, the association presents the employee a framed map with a market value of $18 and a book about the history of cartography with a market value of $15. The employee may accept the map or the book, but not both, since the aggregate value of these two tangible items exceeds $20.

PROPER DISPOSITION OF PROHIBITED GIFTS. An employee who has received a gift that can not be accepted shall, unless the gift is accepted by an agency acting under specific statutory authority:

1. Return any tangible item to the donor or pay the donor its market value. An employee who can not ascertain the actual market value of an item may estimate its market value by reference to the retail cost of similar items on like quality.

2. When it is not practical to return a tangible item because it is perishable, the item may, at the discretion of the employee’s supervisor or an agency ethics official, be given to an appropriate charity, shared within the recipient’s office, or destroyed.
3. **For any entertainment, favor, service, benefit or other intangible, reimburse the donor the market value.** Subsequent reciprocation by the employee does not constitute reimbursement.

4. **Extra Ordinary Payment.** Any item, including cash or an investment interest, with a value in **excess of $10,000.00.**
SECTION 4: MILITARY REQUIREMENTS

CHAP 5: PROMOTIONS, ADVANCEMENT, and REDUCTION. E5-E7 MRN

5.B.3.F Composition of Warrant Officer Selection Boards. The board shall consist of at least five officers on the active duty promotion list above the permanent grade of lieutenant commander. Warrant officers, senior in grade to those under consideration, may be assigned as additional members of the selection board.

5.B.3.m Effective Date of Promotion. Except in the case of previous failure of selection for promotion, the date of appointment and the date of rank for promotion to W-3 or W-4 is as follows:

<table>
<thead>
<tr>
<th>Promotion Level</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-2 to W-3</td>
<td>4 years from date of appointment as W-2</td>
</tr>
<tr>
<td>W-3 to W-4</td>
<td>4 years of appointment as W-3.</td>
</tr>
</tbody>
</table>

5.C.1.a Enlisted Personnel Advancement. The objective of the enlisted advancement system is to ensure the required degree of proficiency at the various grade levels within each specialty and promote those best qualified to fill vacancies that occur.

5.C.3.b Advancement. It is based on the member's final multiple which is composed of the following factors:

<table>
<thead>
<tr>
<th>Factor</th>
<th>Maximum Credit</th>
<th>How Computed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination Score</td>
<td>80</td>
<td>Examination Standard Score</td>
</tr>
<tr>
<td>Performance factor</td>
<td>50</td>
<td>Semi-annual marks</td>
</tr>
<tr>
<td>Time in Service (TIS)</td>
<td>20</td>
<td>Total months TIS - 12. (1 point credit per year, to a max of 20)</td>
</tr>
<tr>
<td>Time in pay grade in present rating</td>
<td>10</td>
<td>TIR is credited at one point for every six months to a max of 10.</td>
</tr>
<tr>
<td>Medals and Awards</td>
<td>10</td>
<td>Award must be approved by 01 FEB for MAY SWE and 01 Aug for NOV SWE.</td>
</tr>
<tr>
<td>Sea Duty</td>
<td>05</td>
<td>Maximum credit given for being permanently assigned to sea duty (.05 per year)</td>
</tr>
<tr>
<td>Total</td>
<td>175</td>
<td></td>
</tr>
</tbody>
</table>

5.C.5.b Eligibility For E-7 Advancement. Have served on continuous active duty in the Coast Guard in pay grade **E-6 during the entire 2-years** immediately preceding the terminal eligibility date.
5.C.5.c **Eligibility For E-8 Advancement.** Be serving in pay grade E-7, in the rating for which recommended for advancement; have served on continuous active duty in pay grade E-7 during the entire 3 years preceding terminal eligibility date; and have a total of at least 10 years active service.

5.C.5.d **Eligibility For E-9 Advancement.** To be eligible for recommendation for participation in the competition for advancement to E-9, an individual must have served on continuous active duty in the Coast Guard in pay grade E-8 during the entire 2 years immediately preceding the terminal eligibility date, member must have a total of 12 years of active service, and have attended the Coast Guard Chief Petty Officer Academy or one of the DOD Senior Enlisted Academies.

5.C.7.a **Completion of Performance Qualification.** Command must ensure that unit personnel desiring to the SWE have completed all PBQs by 01 FEB preceding the MAY SWE or 01 AUG preceding the NOV SWE. This is best accomplished when units verify receipts of PDEs.

5.C.8.e **Waiver of Completion of Correspondence Courses or Class "A" Course.** A Commanding Officer citing Article 5C.7.b. as authority, may grant waiver of completion of required correspondence course to a candidate who:

1. Within 24 months prior to the deadline for completion of advancement requirements, has been unable to pass the end of course test after at least three attempts; and

2. Is an E-4 with not less than 8 years of active duty and not less than 5 years of time in grade, or is an E-5 with not less than 15 years of active duty and not less than five years of time in grade.

5.C.14.a **SERVICE REQUIREMENT:**

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-1 to E-2</td>
<td>No specific time, upon completion of basic training, or 4 mos</td>
</tr>
<tr>
<td>E-2 to E-3</td>
<td>6 mos in pay grade E-2 or completion of Class &quot;A&quot; School</td>
</tr>
<tr>
<td>E-3 to E-4</td>
<td>6 months in pay grade E-3</td>
</tr>
<tr>
<td>E-4 to E-5</td>
<td>6 months in pay grade E-4</td>
</tr>
<tr>
<td>E-5 to E-6</td>
<td>12 months in pay grade E-5</td>
</tr>
<tr>
<td>E-6 to E-7</td>
<td>2 years in pay grade E-6</td>
</tr>
</tbody>
</table>

5.C.14.b **Terminal Eligibility.** Terminal dates for time in service and time in rate are designated as 01 JUL following the NOV SWE and 01 JAN following the MAY SWE. A Commandant Notice will announce any change to the terminal eligibility dates.

5.C.15.b **Sea Duty for Advancement.** Member claiming sea duty in the NAVY or for TAD, must submit proof thereof, showing actual dates served. HRSIC/adv may consider credit for sea duty on ships other than Coast Guard or Navy on an individual basis. For Sea Duty to be creditable during TAD periods, **the member must not receive per diem** (i.e. NESU personnel TAD to a cutter for maintenance).
5.C.25.f Personnel who Decline Promotion or Voluntarily elects to be removed from an Eligibility List. These members shall be required to wait one year from the anniversary date of that election before being eligible to participate in future examinations. At the time, the member makes either of the above elections, Commander, (CGPC-epm) will be notified. An Administrative Remarks entry will be made, which the member must sign signifying that he or she understands that they are ineligible to participate in the SWE for a one-year period. This applies to personnel in pay grades E-7, E-8 and E-9s, as they are required to remain on active duty for two years from the effective date of their advancement.

5.D.4.a RECEIPT, HANDLING, AND ACCOUNTABILITY OF EXAMINATIONS.

1. Registered Mail, Return Receipt Requested or Federal Express must be used in mailing all examination-related materials.

2. Classified Examinations may only be mailed via Registered Mail. Examinations, completed answer sheets, and scratch paper used during administration of the examination must be stowed in safe, vault or other security locked space fastened with a three-combination lock, accessible only to a commissioned officer.

CHAP 10: EVALUATION OF PERSONNEL. E5-E7 MRN

10.B.1.A Purpose of Enlisted Performance Evaluation System. The Enlisted Performance Evaluation System has been designed to serve several specific purposes:

1. To set standards by which to evaluate the performance and behavior of each enlisted member.

2. To inform each enlisted member of the performance standards he or she is measures against.

3. To provide a means by which each enlisted member can receive feedback on how well he or she is measuring up to the standards.

4. To capture valid, reliable assessment of enlisted member's performance, so the Coast Guard to advance and assign them with high degree of confidence.

5. To provide critical information about discharges, reenlistments, good conduct, advancement eligibility, and reduction in rate.

10.B.4.b UNIT RESPONSIBILITY:

1. 21-Day Period. The unit ensures evaluation are completed, including the evauluee's signed acknowledgement, not later than 21 days after the end of the evaluation period ending date. If an evauluee refuses to sign the EPEF, a unit representative
should so state in the evaluee's signature block and sign the statement.

2. **30-Day Period.** The unit sends all completed evaluations directly to Commanding Officer, HRSIC (adv) to arrive **not later than 30 days following the evaluation period ending date.**

10.B.4.d **The Rating Chain.** The rating chain will assess an enlisted member's performance and value to the Coast Guard through a system of multiple evaluators who present independent views and thus ensure accurate, prompt and correct reporting. It reinforces decentralization by placing responsibilities for development and performance evaluation at a lower level within the command structure. It ensures the evaluee is evaluated on the required period ending date and evaluation is based on how the evaluee performed in each performance dimension consistently throughout the period, except for Conduct, which must be adhered to every day of the period.

**Counseling Session.** The Supervisor must become thoroughly familiar with the instructions, dimensions, and standards before performing the evaluations. The Supervisor must also communicate goals and acceptable standards of performance to the evaluee before and **throughout the marking period.**

**The Supervisor's Duty.** One of the **Supervisor's duties is to counsel the evaluee on the evaluation** after the Approving Official's action and if requested, provides a copy of the EPEF to the member.

**Approving Official.** The Approving Official must be a Coast Guard Officer or Coast Guard civilian Division Chief. In most cases, it will be the Commanding Officer, Group Commander, and Division Chief of Dist, HQ or Area Offices. The **Approving Official is the final marking authority.** The Appeal authority for District personnel is the District Commander.

10.B.5.a **REGULAR EVALUATION.** Are those required annually or semiannually by the following schedule:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-9</td>
<td>Due Last day of June</td>
</tr>
<tr>
<td>E-8</td>
<td>Due Last day of November</td>
</tr>
<tr>
<td>E-7</td>
<td>Due Last day of September</td>
</tr>
<tr>
<td>E-6</td>
<td>Due Last day of November and May</td>
</tr>
<tr>
<td>E-5</td>
<td>Due Last day of October and April</td>
</tr>
<tr>
<td>E-4</td>
<td>Due Last day of September and March</td>
</tr>
<tr>
<td>E-3</td>
<td>Due Last day of July and January</td>
</tr>
<tr>
<td>E-2 and E-1</td>
<td>Due Last day of August and February</td>
</tr>
</tbody>
</table>

10.B.5.b **Special Evaluation.** Complete a special evaluation if the rating chain completed a regular or special evaluation **92 days or more (for E-6 and below evaluations), 184 days (for E-7 and above evaluations), or 19 drill periods (for reservists)** for advancement, PCS transfer, if the Approving Official will change, or upon PCS of
SECTION 4: MILITARY REQUIREMENTS

10.B.6.a **Guideline Concerning a Mark of 5.** A mark of 5 indicates the member did consistently meet all of the written performance standards in the 4 block and consistently met at least one of the performance standards in the 6 block.

10.B.6.b **Administrative Remarks (CG-3307).** The Supervisor provides written comments, Administrative Remarks, CG-3307, for any recommended 1, 2, and 7, unsatisfactory conduct mark, or low factor mark.

10.B.7 **Advancement Recommendation.** The rating chain must consider past performance, it must also consider and base the recommendation on the member's potential to perform satisfactorily the duties and responsibilities of the next higher pay grade, qualities of leadership, and adherence to the Service's Core Values. If the Approving Official marks "NOT RECOMMENDED" or "PROGRESSING", he or she must counsel the member on the steps necessary to earn a recommendation and prepare an Administrative Remarks (CG-3307), when the member is otherwise eligible for advancement. The Approving Official's decision on the advancement recommendation is final and may not be appealed.

10.B.10.a **Appeals.** The appeal process is designed to review marks the evaluate believes were based on incorrect information, prejudice, discrimination, or disproportionately low marks for the particular circumstances.

10.B.10.b **MEMBER'S RESPONSIBILITY.** Before writing an appeal, the member should request an audience with the rating chain to verbally express any concerns that could lead to a written appeal.

1. The appeal must be submitted within 15 calendar days from the date that the evaluate signs the acknowledgment section of the EPEF.

2. **Commanding Officer** must ensure all enlisted persons are aware of their right to appeal under this article.

3. Commanding Officer may raise or leave marks unchanged, but may not lower any marks. If the member accepts the relief, the appeal need not be forwarded to the Appeal Authority.

4. If there is no relief, CO shall endorse and send appeal letter to the Appeal authority within 15 calendar days of receiving it from the member.

5. In acting on the appeal, the Appeal authority may raise or leave unchanged the member's marks, but may not lower any marks an AO assigned.

10.B.11.b **Changes to Evaluation Marks.** If the EPEF has already been forwarded to Commandant G-PIM-3), the Approving Official should forward a letter to Commandant
(G-PIM-3) requesting the marks be changed. The Approving Official shall sign letter.
16. L.1  **Foreign Employment.** A section of the Foreign Relations Authorization Act (P.L. 95-105, enacted 17 AUG 77) provides that subject to the approval of the Secretary concerned (Secretary of Transportation for the Coast Guard) and the Secretary of State, retired members of the Uniformed Services and Reserve members of the Armed Forces are granted congressional consent to accept civil employment from foreign government or from companies owned by foreign government.

16. L.2.a  **Submission of Request.** Request by retired or reserve members to accept civil employment shall include: Country; name of company and relationship of the company to the foreign government; statement as to whether foreign citizenship is a condition of employment; job title and description of duties; and duration of employment.

16. L.2.b  **Approving Entities.** To prevent possible loss of retired pay or other benefits, requests should be submitted and approve by Commandant (G-WPM) for regular and Commandant (G-WTR) for reserve, before a prospective employee assumes responsibility of the officer or position being considered.

20. A.2.c  **Alcohol Dependence.** The term alcohol dependence applies to a medical diagnosis made by a physician or clinical psychologist. As per Alcohol Abuse Treatment and Prevention Program, COMDTINST M6330.1, when at least 3 of the following symptoms have persisted for at least a month or have occurred repeatedly over a period of time, alcohol dependents exists:

1. *Alcohol is used more than intended;*
2. Efforts to control alcohol have been unsuccessful;
3. Use of alcohol interferes with responsibilities or safety;
4. Tolerance to Alcohol; and
5. Withdrawal symptoms.

20. A.2.d  **Alcohol Incident.** Any behavior in which the use or abuse of alcohol is determined to be a significant or causative factor and which results in the member's loss of ability to performed assigned duties, bring discredit upon the Uniformed Services, or is a violation of the Uniform Code of Military Justice or federal, state, or local laws. Member need not be found guilty at court martial, in a civilian court, or awarded non-judicial punishment for the behavior to be considered an Alcohol incident. However, the member must actually consume alcohol for an alcohol incident to have occurred.

20. A.2.e  **Alcohol Screening.** An evaluation by a physician, clinical psychologist, or a DOD or Civilian equivalent CAAC counselor to determine the nature and extend of alcohol abuse. An evaluation by a Collateral Duty Alcohol Representative does not satisfy the
screening requirement contained in this manual.

20.A.3.a Substance Abuse Free Environment (SAFE). Training on the dangers of substance abuse and ways to detect abuse problems of members and their families is essential to the effective pursuit of the goal of a substance abuse free Coast Guard. Units shall conduct semi-annual training on the physical and psychological effects of drug and alcohol abuse, the resources available to help overcome abuse problems, and the Coast Guard policies.
CLASSIFIED INFORMATION MANAGEMENT PROGRAM, COMDTINST M5510.23 (SERIES). E5-E7 MRN

CHAP 1: PROGRAM MANAGEMENT

The Classified Information Management Program (Executive Order 12958) - is designed to promote proper and effective classification, protection and downgrading of national security information. It also promotes the declassification of information no longer requiring protection.

Commandant (G-CFI) – is the program manager for the Coast Guard Classified Information Management Program and responsible for:

1. Monitoring and overseeing the Coast Guard Classified Information Management Program.

2. Managing and evaluating the Coast Guard Classified Information Management Program.

3. Developing and implementing plans, policies, procedures and standards, and providing programmatic guidance and direction for the Coast Guard Classified Information Management Program.

Security Managers – works under the direction of the area/district Chief of Staff. He monitors and oversees the implementation of the program for all units with in the AOR.

1. He conducts biennial evaluations of Area, MLC and major district units (district security managers will evaluate HQ units geographically located within their AOR), using the evaluation check list provided as Enclosure 1 of this manual, and forward a copy of the written evaluation to Commandant (G-CFI).

Command Security Officer (CSO). The CSO works under the direction of the Commanding Officer who is ultimately responsible for all national security information at his/her unit.

1. The CSO conducts an annual self evaluation of parent and subordinate commands, using the evaluation check sheet provided in Enclosure 1 of this manual, and provide a copy of the written evaluation to the cognizant Security Manager.

2. Ensures that all persons who handle classified information are appropriately cleared and have received proper briefings.

3. Ensures that an effective classified material control system is in place.
4. **Ensures that subordinates are evaluated and trained annually** in all security programs, plans, policies, procedures and security force operations.

**Classified Material Control Officers (CMCO)** – works under the direction of the CSO and responsible for:

1. Inspecting all classified material received by the unit for tampering or damage.

2. Maintaining a continuous chain of **signed receipts and disclosure record (CG-4764A)** for all top-secret material. Person to person contact necessary for the receipt process.

3. Ensures that a physical inventory of top-secret material is conducted at least once **every six months**.

**CHAP 2: CLASSIFICATION POLICY**

**Classification.** Information shall be classified only when necessary in the interest of national security, and shall be declassified as soon as is consistent with the requirements of national security.

**Commandant (G-C) and (G-O).** The Commandant (G-C) and the Assistant Commandant for Operations (G-O) have been delegated as original classification authorities within the Coast Guard and have authority to originally classify information as secret and below.

**Derivative Classification.** It is the process of determining whether information that is included in a document or material has been classified and, if it has, ensuring that it is identified as classified by marking or similar means.

**Classification Levels.** Information which requires protection against unauthorized disclosure in the interest of national security shall be classified **Top Secret, Secret, or Confidential.**

1. **Top Secret.** An information requiring highest degree of protection. The unauthorized disclosure of top secret information could reasonably be expected to cause exceptionally grave damage to the national security.

2. **Secret.** An information requiring substantial degree of protection. The unauthorized disclosure of secret information could reasonably be expected to cause serious damage to the national security.

3. **Confidential.** An information requiring protection. The unauthorized disclosure of confidential information could reasonably be expected to cause damage to national security.
Marking Derivatively Classified Documents. Derivative classification is the act of incorporating, paraphrasing, restating, or generating in new form information that is already classified, and marking the newly developed material consistent with the marking of the source information.

1. **Overall Classification.** Conspicuously mark the derivative document at the top and bottom with the highest classification level of information found in any portion of the document.

2. **Subject Line.** Regardless of the overall classification of a document, assign an *unclassified title of subject followed by “TS” “S” or “C” in parenthesis.*

   Subj: MARKING OF CLASSIFIED DOCUMENTS (C)

3. **Paragraph Classification.** Identify that a paragraph is Classified, Secret or Top Secret by *prefixing the beginning of each paragraph with “C” “S” “TS” in parenthesis* as per example below.

   1. (S) This paragraph contains Secret information derived from source

4. **Marking Information Transmitted Electronically.** Information transmitted electronically must be marked, as would any other classified document, with the following special provisions.

   A. The *classification line* must indicate the highest level of classification double-spaced, as per example. 

   B. For information printed by an automated system, overall marking and page marking may be applied by the system, provided they stand out conspicuously from the text. This may be achieved by surrounding markings with asterisks or other symbols.

   C. **Paragraph Markings.** Identify that a paragraph is Classified, Secret or Top Secret by *prefixing the beginning of each paragraph with “C” “S” “TS” in parenthesis* as per example below.

   D. Properly completed “Classified by” and “Derived from” line, declassification and downgrading instructions (when appropriate) must be included in the last line, per example below.

   DERV: COMDT LTR 5510 5/28/98
   DECL: 31 DEC 06
   BT
   NNNN
DEFINITIONS:

Element. An individual, squad, section, platoon, company, or other unit which is part of a larger unit.

Formation. Arrangement of elements of a unit in line, in column, or in any other prescribed manner.

Line. A formation in which the elements are side by side or abreast of each other. A section or platoon is in line when its squads are in line and one behind the other.

Rank. A line of personnel or vehicles placed side by side.

Column. A formation in which elements are placed one behind the other. A section or platoon is in column when members of each squad are one behind the other with the squads abreast of each other.

File. A single column of personnel or vehicles one behind the other.

Flank. The right or left extremity of a unit, either in line or in column. The element on the extreme right or left of the line. A direction at a right angle to the direction an element or a formation is facing.

Depth. The space from head to rear of an element or a formation. The depth of a man is considered to be 12 inches.

Front. The space occupied by an element or a formation, measured from one flank to the other. The front of a man is considered to be 22 inches.

Distance. Space between elements in the direction of depth. Between individuals, the space between your chest and the person to your front. Between vehicles, the space between the front end of a vehicle and the rear of the vehicle to its front. In troop formations, the distance between ranks is 40 inches.

Interval. The lateral space between elements on one same line. Interval is measure between individuals from shoulder to shoulder and between vehicles from hub to hub or track to track.

Pace. The length of a full step in quick time, 30 inches.
Step. The distance from heel to heel between the feet of a marching man. The half step and back step are 15 inches. The right and left steps are 12 inches. The steps in quick and double time are 30 and 36 inches.

Quick Time. Cadence at 120 steps (12, 15, or 30 inches in length) per minute. It is the normal cadence for drills and ceremonies.

Double Time. Cadence at 180 steps (36 inches in length) per minute.

Slow Time. Cadence at 60 steps per minute. Used for funeral only.

PRESENTATION OF DECORATIONS AND INDIVIDUAL RETIREMENT.

Positioning of Persons to be decorated and retirees. Persons to be decorated and retirees form a single rank in the center of the command, 15 paces in front of the line of company commander. They form according to the rank of the decoration to be conferred, the highest ranking decoration on the right.

Colors to be decorated. Form in single rank 5 paces in front of the center of the line of persons to be decorated. The color to receive the highest decoration is on the right, the remainder to the left according to the rank of the decorations to be conferred.

PRESENTATION OF AWARDS.

A designated staff officer reads the orders and citations of the awards to be presented. In ceremonies involving many awards, the commanding officer may direct that such portions of the orders and citations deemed appropriate be read. After the reading of the first citation, the reviewing officer, accompanied by designated necessary staff personnel, advances to the first color/person to be decorated. He attaches the appropriate streamers/decorations and then moves to the next color or person to be decorated and that citation is read. For awards to individuals, the reviewing officer attaches the appropriate decoration to the uniform over the left breast pocket and shakes hands with the person decorated. He will also shake hands with each retiree. Immediately after shaking hands, the person decorated or retiree salutes the reviewing officer. He returns the salute before proceeding to the next person.

After shaking hands with the last person, the reviewing office resumes his post. The people decorated/retirees, at the command of the senior, form line at normal interval on the left of the local commander, or as otherwise directed. The colors return to their posts by the most direct route. When the colors have taken their posts, the reviewing officer directs the commander of the troops to march the command in review.
NATIONAL AND ORGANIZATIONAL FLAGS.

1. National Ensign or Ensign. When flown from ships or craft or from a flagstaff at commands ashore, the national flag is called “national ensign” or “ensign.”

2. National Color and Organizational Color. When mounted on a staff (pike) and carried by an individual on foot, or displayed or cased in a fixed location, the national flag is called the “national color” and the organizational flag is called the “organizational color.”

3. National Standard. When mounted on a vehicle, the national flag is called the “national standard” and the organizational flag is called the “organizational standard.” The term “standard” means the national standard only. The term “standards” mean the national standard and the organizational standard.

HOISTING, LOWERING, AND FOLDING OF THE NATIONAL ENSIGN.

The Ceremonial hoisting and lowering. The ceremonial hoisting and lowering of the national ensign shall be accomplished ashore at 0800 and sunset, respectively.

Position of the National Ensign. The ensign is flown from the peak or truck of the mast, except when directed to be flown at half-mast. The ensign at half-mast is flown, when possible, with the middle point of its hoist opposite the middle point of the mast. The middle point of a guyed mast is midway between the truck of the mast and the point of attachment of the guys. The middle point of a mast with yardarm is midway between the truck of the mast and the yardarm. Technically, an ensign at any position other than at the truck of the mast is half-masted.

How to Half-mast the Ensign. *It is first hoisted to the truck and then lowered to the half-mast position.*

Folding the Ensign. The ensign is folded in half the long way so the crease parallels the read and white stripes. It is folded in half again so the new crease parallels the red and white stripes and the blue field is to the outside. The fly end (away from the blue field) is folded up to the top so the single edge lies perpendicularly across the stripes. By repeatedly folding the thick triangle thus formed about the inboard edge of the triangle, the ensign is folded into the shape of a cocked hat.
SAFETY AND ENVIRONMENTAL HEALTH MANUAL,
COMDTINST M5700.47. E-5 to E9 MRN

COMMANDANT'S POLICY:

It is the Commandant’s policy that all mishaps be reported. Prompt mishap investigation and reporting provides managers with the best information to prevent repeat occurrence.

CHAP 3: MISHAP REPORTING.

THE SEVERITY LEVELS ARE AS FOLLOWS:

1. **Class "A" Mishap.** Are the most serious or costly and warrant a formal Mishap Analysis Board.
   - A. **The cost of reportable property damage is $1,000,000 or greater.**
   - B. An injury or occupational illness results in a fatality or permanent total disability.

2. **Class "B" Mishap.** Are sufficiently serious to also warrant formal Mishap Analysis Board action.
   - A. **The resulting cost of reportable property damage, is $200,000 or more, but less than $1,000,000**
   - B. Any injury and/or occupational illness result in permanent partial disability.
   - C. Five or more personnel are inpatient hospitalized.

3. **Class "C" Mishap.** Less serious and does not warrant formal Mishaps Analysis Board.
   - A. **Cost of property damage is $10,000 or more, but less than $200,000.**
   - B. A nonfatal injury or occupational illness which results in any loss of time from work beyond the day or shift on which it occurred (lost time case).

4. **Class "D" Mishap.** Less serious and does not warrant formal Mishaps Analysis Board.
   - A. **The cost of property damage is less than $10,000.**
   - B. A nonfatal injury or occupational illness occurs that does not meet the criteria of a class "C" mishap (no lost-time case).
   - C. An electric shock occurs that doesn't meet the criteria of a higher classification.
**Reporting Steps.** The command determines if a mishap occurred. Once this determination has been made aboard the unit, and initial assessment is completed or in adequate progress then the mishap must be promptly reported to district (if district unit), MLC Commander (k), Area Commander and Commandant.

**Telephone Report.** The *unit Commanding Officer or officer-in-charge* shall immediately report all Class A and Class B mishaps to their chain of command. Area of district commander shall immediately forward initial reports to the Commandant's Command Center Duty Officer, Commandant (G-TGC-1), at 202 267 2100 or 1 800 323 7233. Report should include a brief description of involved personnel and property; extent of injury and/or damage; location; time; and the circumstances surrounding the incident.

**Message Report.** The unit commanding officer or officer-in-charge shall send a preliminary message notification for all Class A and Class B mishaps within **12 hours**.
PRESS RELEASE:

What is a Release? A release is any information made available to the public. Whenever you pass information, whether formally or informally, intentionally or accidentally, on paper, verbally or in pictures, it's a release.

What can you Release? You can release just about everything. With a few exceptions, you should answer all questions quickly and accurately.

1. Be cautious when dealing with classified information and with certain information on law enforcement cases.

2. Remember that the media is in business to report facts, not to improve the Coast Guard's public image.

3. If you can't answer a question explain why you can't.

Remember, you must get the CO or his representatives permission prior to any release.

WHAT CAN YOU WITHHOLD? In accordance with the Freedom of Information Act and other statutes, information will be held only if it is:

1. Classified

2. Personnel medical and similar files which would constitute unwarranted invasion of privacy. This includes individual's home address, home phone number and social security number.

3. Records of information compiled by law enforcement purposes.

For more information, refer to the Privacy and Freedom of Information Acts Manual, COMDTINST M5720.3.

Unfavorable Information. Sometimes releasing unfavorable information to the medial may make the Coast Guard look bad. A potential "bad news" story can be turned into a "good news" story if handled properly. Pass along all information that is releasable, good or bad, emphasizing the good points. Giving a reported an honest and well-balanced account may influence the reporter to file a "good news" story. Remember, if you have any doubt about whether information is or is not releasable, contact the unit public affairs spoke person.
CRISIS NEWS. We deal with crisis daily. Dealing with the media during a crisis can be difficult. There are few things you can do to be ready:

1. Learn who the media are in your area. Have a way to contact them quickly.

2. Identify a place where media can set up during a major incident. Otherwise, they may be under-foot, rooting out news anywhere that they can, often talking to people who are not well informed. Keep in mind that during news stories such as oil spills, harbor fires, and major boating accidents, reporters will need access to phones and electrical outlets.

Crisis News Caution. *Accidents involving deaths will not have victims names released until next of kin have been notified first.*

Types of Releases. News falls into two basic categories: **hard and soft news**. The urgency of hard news (sometimes called "spot news") requires release over telefax machine and telephone. Soft news lacks urgency and can be delayed until the next day or week. Soft news can be mailed or phones out as a news tip.

1. **Example of Hard news** - tugboat hits Golden Gate Bridge and spills oil.

2. **Example of Soft News** - Coast Guard receives grant from Navy League to build new swimming pool.

Exclusive Releases. At times, reporters will ask for an exclusive on a story. An exclusive give one reported sole access to information, thus denying other reporters access until the story is published or broadcast. Since withholding releasable information is strictly against policy, the Coast Guard does not grant exclusive for hard news stories.

Libel and Slander. Make sure that all official releases are free of libel or slander. The Constitution guarantees freedom of speech and press, but be extremely careful not to abuse those freedoms.

1. Since libel and slander are state (not federal) laws, their definitions vary. In general, both are injury to reputations. **Libel is written, printed or broadcast. Slander is spoken defamation.**

2. Individual Coast Guard personnel, their CO, the Commandant and the Secretary of Transportation may be named as defendants in civil action for libel.

3. A risk of inuring a reputation exists during collisions, spills and boating accidents. Be careful not to imply fault. For example, if you say, "The motor vessel Cheers collided with the tug" you have implied that cheers rammed the tug. If you say, "The motor vessel Cheers and a tug collided" you have not laid blame on either party.
CORE VALUES:

Honor, Respect and Devotion to Duty. Regardless of the challenges, these leadership values are the essential ingredients to ensure that we stay on the correct course. Our very future depends on this. Without leadership we cannot reach our destination. To meet the challenges ahead, leadership will be in the forefront of day to day operations for all personnel. Leadership cannot be viewed as just a theoretical concept for success but rather an ongoing aspect of our day to day lives and performance.

GOAL #1: Provide leadership and a working environment to enable all our people to reach their full potential. To meet this goal, we will:

1. Promote quality leadership and management throughout the organization.
2. Prepare our people to perform their duties.
3. Provide support structure necessary for our people to succeed.
4. Maintain comparable pay and compensation to ensure quality workforce.

GOAL #2: Place diversity in the Coast Guard at center stage. To meet this goal, we will:

1. Change the composition of the CG workforce to better reflect the U.S. population.
2. Change the workforce environment (culture) to guarantee equal treatment and opportunity.
3. Assign individuals, from groups targeted in diversity goals, to top management positions so that they can successfully compete for flag officer and SES selection.

GOAL #3: Meet the mandate to streamline with no reduction in essential services. To meet this goal, we will:

1. Be responsive to OST & OMB guidelines with regards to National Performance Review (NPR) and the Government Performance and Results Act (GPRA) initiatives.
2. Manage base resources more efficiently.
3. Reduce overhead, administrative and support costs.
GOAL #4: **Maintain a strong response capability and always ready as a military service to meet multi-mission requirements.** To meet this goal, we will:

1. Preserve multi-mission capabilities of our people and facilities.
2. Provide surge capability to meet national security and disaster response requirement.
3. Align our capabilities to be consistent with the "New World order" and changing national security goals.

GOAL #5: **Enhance and extend our reputation as the world's premier maritime service.** To meet this goal, we will:

1. Enhance maritime safety.
2. Promote environmental protection, and safety at sea to reduce pollution, accidents and associated health care costs.
3. Continue the lead in developing international measures, standards and practices to further commercial vessel safety, marine environmental protection and national economic interests.

GOAL #6: **Engage the Coast Guard as intermodal partner in the implementation of the DOT Strategic Plan, particularly in the areas of infrastructure and safety.** To meet this goal, we will:

1. Enhance Coast Guard participation in DOT team building initiatives relating to waterway and port management and infrastructure, transportation system interactions, and transportation safety.
2. Integrate a national intermodal port management and waterways system.
3. Serve as a "change agent" in providing a safer transportation network with an emphasis on prevention.

GOAL #7: **Ensure that the Coast Guard epitomizes the best in quality management practices and performances.** To meet this goal, we will:

1. To make the Coast Guard's quality management the best in government.
2. Focus on our customer at all times.
3. Seek continuous improvement in our services.
GOAL #8: Pursue and exploit new technologies to achieve gains in productivity and enhance mission performance. To meet this goal, we will:

1. Redirect efforts in Research and Development to further mission productivity.

2. Use technology to enhance maritime safety, surveillance and environmental systems.

3. Be a partner in DOT's R&D efforts to develop integrated smart transportation and navigation information system.

4. Manage Coast Guard information resources.
TQM PHILOSOPHY AND BASIC PRINCIPLES:

1. Focus on the process as the key to producing and delivering quality products and services.

2. Achieve customer (internal and external) satisfaction and exceed their expectations.

BASIC PREMISE UNDERLYING THE COAST GUARD’S TQM PROCESS:

1. If the Coast Guard does the right things, on time, every time.... *It will be effective.*

2. If the Coast Guard does the right way, with the right amount of resources... *It will be efficient.*

3. If the Coast Guard properly manages customer satisfaction and the upstream, internal, and downstream processes.... *It will achieve its mission and strategic goals in a more productive manner with higher quality.*

ORGANIZATION. Every member of the Coast Guard has a special role in incorporating quality management practices as part of the way we do business. Senior Management identifies unit long-and short-term goals and provides support to ensure achievement of those goals. Middle management and work-level members work individually and in teams in day-to-day operations toward reaching these unit goals.

1. **The Quality Council (CGQC).** This is the highest level forum within the Coast Guard responsible for launching, coordinating and overseeing the total quality management effort. Its focus is on quality strategy and broad quality policy issues. There is only one Quality Council for the Coast Guard.

2. **Executive Steering Committee (ESC).** This is the highest level group within major commands. The ESC develops implementation policies and charts the strategic course for the command, subject to the overall guidance of the CGQC.

3. **Quality Management Board (QMB).** The QMB concentrates on tactical issued associated with the TQM process. This involves coordinating and helping improvement efforts through process improvements, problem solving and exploiting improvement opportunities. There is usually on QMB for each significant organizational element within a command. Thus a command may have several QMBs chartered, depending on its maturity in the TQM evolution and the number of teams it forms.
4. **Guidance Team (GT).** This is an optional, temporary group that serves to guide the QAT in its analysis by relieving the QMB of certain tasks. When there is no formal GT, the QMB serves as the guidance team. The GT serves as the sounding board for ideas and suggestions generated by the QAT and help them clearly define problems and boundaries. It encourages the free flow of ideas, provides "reality checks" and facilitates the removal of obstacles, while serving to channel the QAR's efforts. The GT, if formed, contains the following members:

   A. The QAT Leader

   B. The member of the convening QMB who "owns" the process

   C. One or more other representatives chosen by QMB to reflect the customers' interests in the process under study.

5. **Quality Action Team (QAT).** Is a small (3-7) group of people brought together to address just one issue. The QMB charters the QAT. The members of the QAT are those who know the process under consideration from the "hands on" level. The team has a beginning and an end. The QMB fully supports the team with training, meeting facilities, and facilitator support. The QMB provides time for the QAT away from their "normal" jobs to meet and to do the work of the QAT. The team is not a decision-making body. It works to understand a process, gather and analyze data, determine facts and recommend process improvements. Approving and acting on the recommendations are management responsibilities that reside with the respective QMB. Team membership is not voluntary- quality improvement is part of everyone's job.

6. **TQM Coordinator (TQMC).** Person or group of people, who arrange, organize and facilitate ESC and QMB meetings. The TQMC tracks QAT efforts inside and outside his organization and coordinates with others. Commandant (G-CPE-3) serves as the overall TQM Coordinator for the Coast Guard. Each organization within the Coast Guard with an ESC or QMB will have a TQM Coordinator.

7. **Natural Work Groups (NWG).** The foundation for each command's TQM is the individual and his/her NWG. The primary difference between the activities of the NWG and a formally chartered QAT is the cross-functional, multi-level nature of the issue. In all cases, the NWG and QAT practically do the same.
OTHER E-8 AND E-9 MILITARY REQUIREMENT NOTES

COMMANDANT'S DIVERSITY STATEMENT, (Ref: ALCOAST 053/94).

Diversity is the uniqueness of all individuals and encompasses different personal attributes, values and organizational roles. The Coast Guard is firmly committed to achieving, valuing and managing our diverse work force. We must create and maintain a positive environment where the differences or all personnel are recognized, understood and valued, so that all can achieve their full potential and maximize their contributions to Coast Guard missions.

The Coast Guard must be sensitive and responsive to the diversity of the public we serve. We strongly believe that the diversity of our work force contributes immeasurably to the creative thinking and innovation critical to excellence. The Coast Guard policies, programs and practices will reflect that we value diversity.

Each of us must be personally committed and responsible for ensuring that our actions conform to this policy. Embracing diversity is essential to the future of the Coast Guard.

ENLISTED QUALIFICATION CODES MANUAL, COMDTINST M1414.9 (SERIES).

Eligibility Requirements for Qualification Code "JC". Completion of the CG Basic Instructor course and 6 months on-the-job experience (instructor development) working as an instructor in a resident training center, or 12 months on-the-job experience working as an instructor at a training source. No rating restrictions.

Responsibilities. Provide performance-based instruction to individuals, groups, or teams. Develop training aids. Use audiovisual equipment. Administer examinations. Evaluate examination results, etc.

ENLISTED QUALIFICATIONS MANUAL, COMDTINST M1414.8 (SERIES).

This manual describes the essential professional and military job performance requirements for Coast Guard enlisted personnel in each rate (pay grade) and rating. These job performance requirements are called "performance qualifications." It serves as basic reference for:

1. Certifying an individual's ability to perform essential JPR's prior to advancement
2. Developing servicewide advancement examinations.
3. Developing resident, correspondence, and nonresident training curricula, job
4. Preparing for advancement in rate.

FUNCTIONAL RESPONSIBILITIES FOR DEVELOPING PERFORMANCE QUALS:

1. **Program Managers** - responsible for the content and review of the Military requirements.

2. Force **Managers** - responsible for the oversight of the enlisted rating programs; rating size and grade distribution, locations of billets, setting of performance standards, and contents of the performance qualifications.

Qualification Reviews. It is essential that the Enlisted Qualification Manual reflect current enlisted job requirements, and that new Coast Guard-wide technical, operational and procedural developments be included in its contents.

1. A review of the performance qualifications contained in the manual will be made on a **regular basis**.

2. **Major review will be scheduled at 4 year intervals** and will be timed to coincide with the results of the occupational analysis survey conducted by Commandant (G-PWP).

3. Minor reviews will be conducted when the need arises. **Minor reviews can be initiated by program, force or training managers**, but must be coordinated; with the appropriate training managers.

Recommendation for Change. Anyone may recommend changes to the enlisted qualifications; this both a right and a responsibility. All recommendations, whether from an individual or from a formal review panel, should be submitted to **Commandant (G-PRF)**, who will in turn, forward the recommended changes to the appropriate program/force managers for review.

PROPOSED CHANGES TO AN EXISTING QUALS:

1. Identify the qualification to which it relates

2. State the proposed revision and the pay grade to which it applies

3. Provide justification for the necessity of the proposed change.
PROPOSED CHANGES TO AN ENTIRELY NEW QUALS:

1. Identify the subject area of the rating to which it applies
2. State the proposed qualification and the pay grade to which it applies
3. Provide justification for the proposed change.

### 3-C-10

**Enlistment of Reserve Members on EAD in the Regular Coast Guard.**

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHO DOES IT</th>
<th>WHAT HAPPENS</th>
</tr>
</thead>
<tbody>
<tr>
<td>In time to allow approval</td>
<td>Member</td>
<td>Submit letter request for reenlistment to Commander (CGPC-epm) via chain of command as prescribed in the Personnel Manual.</td>
</tr>
<tr>
<td>prior to date of reenlistment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At least 45 days prior to</td>
<td>PERSRU</td>
<td>Prepares and transmits a SOI transaction to PMIS/JUMPS.</td>
</tr>
<tr>
<td>effective date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day of discharge</td>
<td>Unit</td>
<td>Delivers DD Form 214 to member</td>
</tr>
<tr>
<td>Day following discharge</td>
<td>PERSRU</td>
<td>Transmits a Discharge transaction (P203) and an Enlistment into the Coast Guard transaction to PMIS/JUMPS.</td>
</tr>
<tr>
<td>If applicable</td>
<td>HRSIC (SES)</td>
<td>Calculates the full amount of SRB and the amount of the initial SRB installment. Inputs any necessary transactions to record the SRB.</td>
</tr>
</tbody>
</table>

CAREER DEVELOPMENT - CHAP 4, PPPM.

### 4-C-11

**ADDBING A QUALIFICATION CODE:**

<table>
<thead>
<tr>
<th>WHEN</th>
<th>THEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>When a member completes school and receives qualification</td>
<td>Forward Career Development Worksheet to the PERSRU.</td>
</tr>
<tr>
<td>A member is assigned qualification code by the Unit CO</td>
<td>The CO will forward a letter to the PERSRU and provide a copy to the member.</td>
</tr>
<tr>
<td>A member completes small arms training and receives a qualification code</td>
<td>Forward Career Development Worksheet to PERSRU.</td>
</tr>
</tbody>
</table>

**Deleting Qualification Codes.** When a member has more than 12 qualification codes,
his *Commanding Officer* may remove the lesser qualification code and send a Career Development Worksheet to the PERSRU.


**Purpose:** The precedence assigned to a message enables message drafters to indicate a desired writer-to-reader delivery time.

**Precedence Categories.** The assignment of precedence is the *drafter responsibility*, although the releaser confirms (or may change) the assignment. There are five precedence categories:

1. Routine,
2. Priority,
3. Immediate,
4. Flash, and
5. Emergency Command Precedence.
Identifying FOUO Message. A message classified as "For Official Use Only" should contain the caveat FOUO immediately after the UNCLAS on the message. When message is Encrypted For Transmission Only (EFTO) FOUO follows EFTO as per example: UNCLAS EFTO FOUO

TRAINING AND EDUCATION MANUAL, COMDTINST M1500.10B.

2.A.2.a (16) Air Crew Physical Exam Requirements. Applicants applying for aviation Class "A" school must pass an air crewman physical examination. The original and one copy of the completed Report of Medical Examination must be attached to the member's training request.

1. INC-PHY - Air crewman candidate physical received with aviation school application and awaiting approval by Commandant (G-KM)

2. NO-PHY - Application for aviation school from member assigned OCONUS unit without air crewman candidate physical.

Figure 2-2 OBLIGATED SERVICE AFTER COMPLETION OF CLASS "A" SCHOOL:

<table>
<thead>
<tr>
<th>COURSE DURATION (Weeks)</th>
<th>REQUIRED SERVICE (MOS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-12</td>
<td>24</td>
</tr>
<tr>
<td>13</td>
<td>25</td>
</tr>
<tr>
<td>14</td>
<td>26</td>
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<td>15</td>
<td>27</td>
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<td>16</td>
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<td>32</td>
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<td>21</td>
<td>33</td>
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<tr>
<td>22</td>
<td>34</td>
</tr>
<tr>
<td>23</td>
<td>35</td>
</tr>
<tr>
<td>Over 23</td>
<td>36</td>
</tr>
</tbody>
</table>

NOTE: ET, FT, GM Class "A" Schools require 36 months of obligated service

2.A.2.a (11) Class "A" School Obligated Service. The period of obligated service will commence on the date of graduation from "A" school. Applicant's not having the necessary active duty obligated service requirement for "A" school remaining on their present contract, must reenlist or sign an agreement to Extend Enlistment to cover the required period prior to departing their unit for school.

2.A.2.a (18) Completion of "A" School Early. With the exception of the ET and FT ratings, students who complete their training in less than the scheduled time may have their extension agreement changed to agree with obligated service requirement for the
actual time served under instruction.

2.B.1.a.(5) Resident Class "C" Courses Application Procedure. Request for general service training funded by Commandant shall be submitted via chain of command to Command (G-PTE-2) using Form CG-5223 (Short Term Training Request) for each course requested. The action office should receive request at least 12 weeks prior to the desired course convening date to allow for proper quota acquisition and order issuance.

Greater Than 2 Weeks And Less Than 20 Weeks. Enlisted personnel assigned to advanced training of greater than 2 weeks and less than 20 weeks must have, as of the completion date of the class, at least 1 year of service remaining on their current enlistment or period of active service.

20 Weeks or More. Enlisted personnel assigned to advanced training of 20 or more weeks duration must have, as of the completion date of the class, at least 2 years of service remaining on their current enlistment or period of active service, or 2 weeks service remaining for each week of training (2 times the duration of the course).

2 Weeks or Less. There is no minimum service requirement for personnel assigned to advance training of 2 weeks or less.

Training Priority Codes. In submitting request for training, you should include of the following priority codes; essential, directly, or indirectly applies to the overall mission accomplishment or program objectives.

Advance Notification. Short Term Training Request (CG-5223) should be received by the action office at least 12 WEEKS prior to the desired course convening data to allow for proper quota acquisition and order issuance.

4.B.1a Unit Command Training Plan. Planning is an important element in the management of Coast Guard training programs and activities. All levels, from operational and support units to HQ Offices and divisions must prepare training plans. Plans are prepared annually within a fiscal year framework and with sufficient lead-time to allow all cognizant levels suitable opportunity to review and evaluate the plans.
FITNESS (Ref: Wellness Bulletins, P6100.4 Series).

PHYSICAL FITNESS HAS FIVE PARTS:

1. **Aerobic Capacity.** Your ability to perform continuous exercise for long periods of time. Examples of aerobic endurance are running, jogging, swimming, rowing, rope jumping, stair climbing, cycling, etc.

2. **Muscle Strength.** Your ability to exert force by contracting your muscles. Examples are lifting weights, moving objects, jumping, throwing, etc.

3. **Muscle Endurance.** Your ability to use your muscle strength continuously for short period of time. Examples are pushups, sit-ups, pull-ups, etc.

4. **Flexibility.** Your ability to move your joints through a wide range of motion. Examples are bending, reaching, twisting, stretching, etc.

5. **Body Composition.** The relative amounts of fats and muscle in your body. Examples are your percentage body fat and lean body weight. **Young men should have a percent body-fat no higher than about 23 percent and young women no higher than 28 percent.**

COAST GUARD PROPERTY SYSTEM (Ref: Property Management Manual, COMDTINST M4500.5 Series):

TYPES OF REPORTABLE GENERAL PURPOSE PROPERTY. There are two types:

1. **Mandatory items** - includes the following items: leased or borrowed property; NAFA or Moral Funds property costing over $2,500.00; all item costing $2,500.00; items which cost less than $1K on the first purchase, but cost more than $1K a second time (both are reportable); silverware; artwork and artifacts; and sensitive items such as audio visual, computers, etc with cost of $500.00 to $2499.00.

2. **Optional items** - items that has popular appeals (cameras), difficult to control items (sports equipment), and easily lost or stolen items (hand tools).

**Property Pass (NAVSUP 155) or Property Hand Receipt (DOT F 4420.4).** Coast Guard property may be loaned in the performance of official duties. A **Property Pass (NAVSUP 155) or Property Hand Receipt (DOT F 4420.4)** will be issued to authorize the removal of government property from a Coast Guard unit.

**PROPERTY INVENTORY.** To conduct an appropriate inventory, you must have the property custodian and one independent witness who has no interest in the outcome of the inventory. If it is a relief inventory, the relieving custodian must also be present. The time span between inventories varies as follows:
1. Upon relief of custodian - The most important inventory is conducted when a custodian is relieved. The process requires that you provide the Property Officer at least 30 days advance notice of your pending relief.

2. Annually

3. In the 4th quarter of each fiscal year for all capitalized items.

4. As required by the Property Officer

REPORTS OF SURVEY - are required when reporting the condition of aircraft, boats, and motor vehicles and for all lost, damaged, or destroyed property except:

1. Property having a unit acquisition cost of less than $500. Preparation of Reports of Survey for loss or damage of the property costing under $500 is at the discretion of the unit’s Commanding Officer.

2. Inventory credit adjustment of less than $500 or less than $2,500 for Inventory Control Points (ICES) total extended line item value. This applies when such adjustments are properly certified to be the apparent result of inventory transaction processing discrepancies and there is no reason to suspect neglect, misuse, and theft of property, or fraud.

3. Personal property, except non-expendable marine environmental response equipment, boats, radiac equipment, small arms, ammunition, and explosives, that is lost during operational missions and is not recoverable.

4. Fourth, fifth, and sixth class unlighted buoys that are lost or damaged while on station.

5. Any other buoys that are lost while on station or damaged to the extent they are in disposable condition codes 9, X, or S.

MONTGOMERY GI BILL.

Individuals entering the Coast Guard after 1 JUL 85 are automatically enrolled in the Montgomery GI Bill (MGIB), unless they dis-enroll in recruit training.

1. It requires a $100.00 a month pay reduction for the first 12 mos. of active duty.

2. Benefits are $400.00 a month for 36 months (based on a 3--year or longer enlistment).

3. MGIB can be used after 2 years active duty or up to 10 years after leaving the service.
INFORMATION SECURITY MANUAL, COMDTINST M5510.21 Series

4.B.1 Administrative Security Discrepancy. *The Administrative Security Discrepancy Notice (CG-4764)* shall be used to report administrative discrepancies that do not subject classified information to possible compromise.

4.C.1 Inquiry into Possible Compromise. An inquiry is an immediate notification and presentation of the facts for the purpose of limiting and assessing the damage to the national security. The use of the telephone is encouraged for this notification. A formal message report shall be submitted by the discovering unit *within two working days* (an example of formal message report is in *Exhibit 4-1* of this manual). The report may be submitted in letter format if telephone or other informal means has notified all addressees.

Classification of Reports. Reports of possible compromise and other administrative security discrepancies will *not normally be classified* unless the report itself must contain classified information.

10.P Classified Notes from a Training Course or Conference. Classified information is always official information and never personal property. Confusion sometimes arises about classified notes from a training course or conference. *As classified material, they are official information, which must be safeguarded, transmitted and destroyed in accordance with the Information Security Program, COMDTINST M5510.21*.

1. Classified notes *cannot be removed from the unit without the Commanding Officer's permission*.

2. Classified notes shall be considered as working papers but, as official information for which the unit is responsible, they must be transmitted by one of the means authorized for transmittal of classified material and eventually destroyed by authorized means.

3. When an individual leaves a unit, the unit may officially transfer his/her notes to a new unit where they will again be available for his/her use.

11.B.1 AUTHORITY FOR REPRODUCTION OF MATERIALS:

1. *Top Secret* documents may not be reproduced without prior approval of the originator, originating office or higher authority within the same organization.

2. *Secret and Confidential* documents may be reproduced at the discretion of the local unit unless the document contains a specific prohibition to the contrary.

3. *Classified documents* shall not be reproduced at a unit without the approval of the
11.B.3 MARKINGS:

1. Classification markings that appear on the document being reproduced shall also appear on the reproduced copy. If markings are not legible after reproduction, the copy shall be remarked to show proper classification markings.

2. In case of documents that have a Copy Number assigned for control purposes, additional markings are required. Copy Number 6 of document would be marked to show the reproduction number (for example, Copy Number 6 of 10, if reproduced, would be further marked to show: Reproduction Copy Number 1).

12.L CONTAINER PRECAUTIONS:

1. Security containers shall be kept locked when not under the direct observation of the custodian or other authorized persons.

2. Reversible "CLOSED/OPEN" signs shall be used as additional reminders on security containers.

3. A Security Container Check Sheet (SF-700s) shall be affixed to each container for the purpose of checking each time the container is opened and closed. Completed SF-702 shall be retained for 3 months.

4. All built in dial combination locks shall be equipped with a plastic dust cover (with the exception of the Mas-Hamilton X-07 combination lock).

5. A brief SPO shall be affixed to the outside front door of the container, to inform someone of the steps to be taken if the container is found open. SF-700, Security Container Information requires that you immediately notify the person listed on the form itself, if the container is found open and unattended.

6. Prior to security container being retired from use, a careful search shall be made inside, behind, and under all drawers to assure that classified information is not inadvertently left in the container.

STANDARD DISTRIBUTION LIST, COMDTNOTE 5605

Encl 5: Plain Language Address Directory (PLAD). When drafting messages, PLAD are located here.
BOATS, CUTTERS AND AIRCRAFTS OF THE UNITED STATES COAST GUARD
(Ref: Coast Guardman's Manual)

41-Foot Utility Boat (UTB)
Length: 41 FT
Maximum Range: 300 miles
Maximum Speed: 25+ knots
Primary Use: Search and Rescue, Law Enforcement
Crew: 1 Coxswain, 1 Engineer, 1 crewmember

44-Foot Motor Life Boat (MLB)
Length: 44 FT
Maximum Range: 215 miles
Maximum Speed: 14+ knots
Primary Mission: Search and Rescue, Law Enforcement
Special Character: Self-righting (30 seconds or less)
Crew: 1 Coxswain, 1 Engineer, 2 crewmembers
47-Foot Motor Life Boat (MLB)
Length: 47 FT
Maximum Range: 200 miles
Maximum Speed: 25+ knots
Primary Mission: Search and Rescue, Law Enforcement
Special Character: Self-righting (8 seconds or less)

49-Foot Aids To Navigation Boat
Length: 49 FT

82-Foot Point Class Patrol Boat (WPB)
Length: 82 FT, Beam 17 Feet
Maximum Range: 1580 miles
Maximum Speed: 22 knots
SECTION 4: MILITARY REQUIREMENTS

Primary Missions: Search & Rescue, LE, Defense Operations
Crew: 10 personnel

110-Foot Island Class Patrol Boat (WPB)
Length: 110 FT
Beam: 21 feet, Displacement: 154 tons
Maximum Range: 3300 miles
Maximum Speed: 26+ knots
Primary Missions: Law Enforcement, Search and Rescue, Defense Operations
Crew: 2 Officers, 14 Enlisted

Keeper Class Coast Buoy Tender (WLM)
Length: 175FT
Reliance Class Medium Endurance Cutter (WMEC)
Length: 210 FT, Beam: 34 FT
Maximum Range: 6100 miles
Maximum Speed: 18 Knots
Primary Missions: Law Enforcement, Defense Operations, Search and Rescue
Crew: 12 Officers, 63 Enlisted

Sea Going Buoy Tender (WLB)
Length: 225 FT
SECTION 4: MILITARY REQUIREMENTS

378-Foot High Endurance Cutter (WHEC)
Length: 378 FT, Beam: 43 FT
Maximum Range: 14,000 miles
Maximum Speed: 29 Knots
Primary Missions: LE, Defense Operations, Search and Rescue
Crew: 19 Officers, 148 Enlisted

Healy Class Ice Breaker
Length: 420 FT

HH-65A Dolphin - Short Range Recovery Helicopter
Maximum Speed: 165 knots
Cruising Speed: 120 knots
Maximum Range: 300 nautical miles
Crew: 2 Pilot, 2 Flight Crew

HH-60 Jayhawk Medium Range Recovery Helicopter
Maximum Speed: 180 knots
Cruising Speed: 140 knots
Maximum Range: 700 nautical miles
Crew: 2 Pilot, 2 Flight Crew

HU-25 Guardian Medium Surveillance Aircraft
Maximum Speed: 450 knots
Cruising Speed: 410 knots
Maximum Range: 1,940 nautical miles
Crew: 2 Pilots, 3 Flight Crew
HC-130 Hercules Long Range Surveillance Aircraft
Maximum Speed: 330 knots
Cruising Speed: 290 knots
Maximum Range: 4,500 nautical miles
Crew: 2 Pilots, 5 Flight Crews

<table>
<thead>
<tr>
<th>Title</th>
<th>Current</th>
<th>Previous</th>
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</thead>
<tbody>
<tr>
<td>SECDOT</td>
<td>Norman Mineta</td>
<td>Rodney Slater</td>
</tr>
<tr>
<td>Commandant</td>
<td>James Loy</td>
<td>Robert Kramek</td>
</tr>
<tr>
<td>MCPOCG</td>
<td>Vince Patton</td>
<td>Rick Trent</td>
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