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Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

HPCG/CG3/CGA

STANDING OPERATING PROCEDURE)

NUMBER

05-10)

19 February 2010

**UTILIZATION AND EMPLOYMENT OF PCG ASSETS
OTHER THAN FOR COMMAND FUNCTIONS**

I. PURPOSE:

This SOP sets forth the objectives, guidelines and procedures in the utilization and employment of PCG assets/ facilities other than for Command functions or activities.

II. OBJECTIVES:

a. To ensure the proper utilization and employment of PCG assets for non-Command functions in order to preserve the primary purpose for which these resources were acquired, and to ensure the high state of operational readiness of these assets.

b. To ensure that operational and administrative requirements of the Command are always given priority over non-Command functions in the utilization and employment of PCG assets.

c. To institute control measures in the utilization and deployment/ employment of PCG assets for non-Command functions in order to preserve efficiency in PCG operations, prevent wastage, preserve the faith and confidence of taxpayers on the proper utilization of government resources, and maintain the high state of readiness and morale of personnel.

III. DEFINITION:

For the purpose of this SOP, the following terms are hereby defined:

a. Command Functions – refers to operational and administrative activities of the PCG.

b. Non-Command Functions – refers to activities of other government offices/agencies; NGOs; and civilian entities which are not in any way related to the Command's official activities and functions.

c. PCG Assets/Facilities - refers to government resources/capabilities/facilities which were primarily acquired, operated and maintained for use by the Command in the performance of its mission and functions.

IV. SPECIFIC GUIDELINES:

a. PCG assets such as Vessels, Small craft, Aircraft, Vehicle/Band, Combo, HPCG Function Hall, and other related equipment and facilities may be utilized and employed on a case to case basis to support non-Command functions.

b. Holding of social functions on board ships particularly SAR vessels shall be strictly limited to unit anniversaries, change of command ceremonies, unit social or happy hours, and related official activities to maintain the high state of operational readiness/preparedness required of PCG assets and personnel, and existing security arrangements on these capital assets.

c. In the utilization and employment of PCG assets/facilities, Command functions shall take precedence over non-command functions.

d. PCG assets shall not be used for any partisan, political or election campaign related activities; anti-government rallies; religious rallies; commercial purposes; and other activities not in conformity with existing Command policies and government rules and regulations.

V. GENERAL PROCEDURES IN REQUESTING FOR AVAILABILITY OF PCG ASSETS/FACILITIES FOR NON-COMMAND FUNCTIONS:

a. Requesting party shall send a formal letter at least two (2) weeks prior to actual engagement to give ample time to evaluate the request and prepare the necessary requirements.

b. Request may be granted on a first come, first serve basis.

c. The letter request shall contain the following basic information: date/time and venue of the activity, purpose, number of participants, organization, and name/address/phone number of requesting party or contact person.

d. If the situation warrants, or based on existing policy, the requesting party will shoulder the logistical requirements relative to the use of the PCG asset being requested.

e. Requests shall be evaluated based on the abovementioned policies/guidelines, contribution to the enhancement of the Command's community/humanitarian relations, safety and security considerations, and PCG-related awareness enhancement program, among others.

f. Upon approval of the request, the requesting party shall be required to execute an affidavit of liability and submit the same to DCGAC to protect the Command in case of untoward incident, as the situation warrants.

VI. RESPONSIBILITY

a. Director, CGAC shall initially refer to concerned units all requests for availability of a certain PCG asset/facility for evaluation and planning purposes prior endorsement for CPCG's approval.

b. CCGS; DCGAC and/or CDO may approve such requests in urgent cases on behalf of CPCG, and based on the guidelines and procedures enumerated herein.

c. DCGAC/CDO shall notify CG-2/C, CGIF especially if the engagement is outside Metro Manila and/or other places for security considerations, as the situation warrants.

d. Commander/CO/POIC of PCG asset deployed or used to support non-Command functions shall be held responsible for the proper uniform, decorum and discipline of organic personnel assigned on these assets/ facilities, and corresponding security measures.

VII. REPORTING AND MONITORING:

a. Commander/CO/POIC of PCG assets deployed to support non-Command functions shall render after mission report to CPCG (Attn: CG3/CGAC) through proper channel.

b. DCGAC shall monitor the PCG assets on dispatch/ mission to support non-Command functions or activities.

VIII. RECESSON:

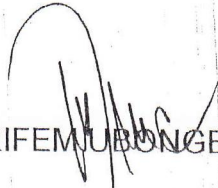
All publications in conflict with this SOP are hereby rescinded.

IX. EFFECTIVITY:

This SOP shall take effect upon publication.

BY COMMAND OF ADMIRAL TAMAYO:

OFFICIAL:


MARIFEMUBONGEN-ISAAC
LT PCG
Coast Guard Adjutant

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