

Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(HEADQUARTERS PHILIPPINE COAST GUARD)
139 25th Street, Port Area
Manila

04 JUNE 07

HPCG

CIRCULAR)
NUMBER) 02-07

MISSION, FUNCTION AND ORGANIZATION
OF COAST GUARD INTELLIGENCE AND SECURITY FORCE

1. PURPOSE:

This Circular prescribes and defines the mission, functions and organizational structure of the Coast Guard Intelligence and Security Force of the Philippine Coast Guard.

2. MISSION:

To provide intelligence and counterintelligence measures through planning, intelligence fusion and effective management of intelligence resources; to conduct security operations for the protection of the integrity of the Philippine Coast Guard and deterrence of maritime threats affecting the nation.

3. FUNCTIONS:

a. Conducts intelligence and counterintelligence operations to neutralize if not abate the following illegal activities that could be committed within the coastal and territorial waters of the country:

1. Smuggling
2. Illegal Fishing
3. Gunrunning/traffic of explosives
4. Drug/Narcotics Trafficking
5. Maritime Pollution
6. Illegal Entry/Trafficking in Persons
7. Acts of Terrorism
8. Anti-money Laundering
9. Other Transnational Crimes

b. Conducts intelligence/counterintelligence and security operations to secure all ports and harbors to prevent acts that will threaten and endanger the security of passengers and crews and the safety of ships;

c. Directs security operations to secure all PCG installations including the lighthouses and aids to navigation facilities from undesirable elements and saboteurs, infiltrators, disgruntled personnel within the PCG or from outside organization whose intention is to seize power of the duly constituted government;

d. To establish foreign linkage and liaise with foreign intelligence to determine their objectives and to prepare and implement plans to accomplish such objectives;

e. Coordinates with other law enforcement agencies on matters of mutual concerns;

f. Assists in the litigation of cases arising from operational functions of the Unit and monitors the development of the proceedings.

g. Maintains coordination with intelligence units of armed service counterparts in the country and other intelligence agencies on matters affecting intelligence operations;

h. Provides intelligence and security to all levels of command in support to Coast Guard Operations;

i. Conducts Personnel Security Investigation to all PCG Personnel and inquires on the background, activities and connections of the companies and individuals doing business with the PCG;

k. Monitors high risk and other foreign vessels calling at Philippine Ports;

l. Manages and controls informant network in accordance with the approved intelligence projects;

m. Develops and maintain order of battle in accordance with the Coast Guard missions;

n. Administers resources for effective and efficient utilization of personnel and logistics;

o. Provides intelligence and security training to PCG personnel and manage the Coast Guard Intelligence and Security Training Facility;

p. Reviews and prepares policies involving the operation and administration of the unit.

r. Performs other duties as the Command may direct.

4. ORGANIZATION:

The Coast Guard Intelligence and Security Force is Major Unit headed by the Commander and shall be assisted by the Deputy, CGISF and the Chief of Staff, CGISF. The following shall constitute as the Staff Offices, Operating Groups and the Administrative Support Group of CGISF, namely:

A. CGISF Staff Offices:

1. Administrative and Personnel Division

- a. Personnel Branch
- b. Plans and Policy Branch
- c. Training and Education Branch

2. Logistics Division

- a. Supply and Finance Branch
- b. Transportation Maintenance and Repair Branch
- c. Armory Maintenance Branch

3. Operations Division

- a. CGISF Operations Center
- b. Information Management System
- c. Research and Development Branch
- d. Local and Foreign Liaisoning Branch

4. Legal Division

- a. Litigation Branch
- b. Legal Research Branch
- c. Documentation Branch

B. Administrative Support Group

CGISF Training Facility

- a. Admission Branch
- b. Doctrines and Curriculum Development Branch
- c. Training Branch

C. Operating Group

1. Intelligence and Counterintelligence Group

- a. Intelligence Branch
- b. Counterintelligence Branch
- c. Surveillance and Monitoring Branch
- d. Information Management Branch
- e. Intelligence and Counter-intelligence Operations Center
- f. Special Projects Branch

2. Security Group

- a. Security Response Team
- b. Security Coverage Team
- c. Surveillance and Monitoring Team
- d. Anti-terrorism and Maritime Law Enforcement Team

3. Technical Operations Group

- a. Surveillance and Monitoring Branch
- b. Crime Scene Investigation Branch
- c. Photo Laboratory
- d. Database

4. Ten (10) Field Groups distributed to ten (10) PCG Districts

5. FUNCTIONAL RELATIONSHIP:

The CGISF is one of the Major Operational Support Units and Morning Report Processing Units of the PCG. The Commander, CGISF is under the administrative and operational control of the Commandant, Philippine Coast Guard.

The Unit shall implement intelligence and security policies and guidance promulgated by CG2. There shall be proper coordination among Counterintelligence Group, Operations, Security Group, Technical Operations Groups and the Field Groups on matters relating to operations. The Legal Division shall provide legal advice on issues involving the legality of the operations and functional concerns.

6. DUTIES AND RESPONSIBILITIES:

a) Commander, CGISF

- 1.) Supervision over the activities of the Field Groups and Field Stations and all personnel belonging to the intelligence units;
- 2.) Primarily responsible for the over-all management of the Unit and in the execution of its functions;
- 3.) Advises the CPCG on intelligence and counterintelligence and security matters;
- 4.) Responsible for the overall accomplishment of the mission;
- 5.) Perform other duties as the CPCG and Higher Headquarters may direct.

b) Deputy, CGISF

- 1.) Assists the C,CGISF in the management of the Unit and its Field Groups and Stations and assumes the duties of CCGISF in an acting capacity during his absence ;
- 2.) Advises the C,CGISF on operational matters and in the planning and execution of intelligence and counterintelligence projects;
- 3.) Perform other duties as the CCGISF may direct.

c) Chief of Staff, CGISF

- 1.) Assists the C, CGISF in the management of the Staff Offices and its personnel;
- 2.) Directs the operation of the Staff Offices;
- 3.) Manages the financial requirements of the Unit
- 4.) Perform other duties as the CCGISF may direct.

d.) Administrative and Personnel Division

- 1.) In charge in the management, administration and training of the personnel within the Unit;
- 2.) Maintains central files of personnel records assigned in the Unit and all communications originating from CGISF or from other Offices that needs action to include the financial records of assets/supplies and other financial requirements.
- 3.) Formulates/reviews/revises all policies, rules and regulations involving the administration of the Unit;
- 4.) Prepares and develops training program for CGISF personnel
- 5.) Undertakes all other duties as the CCGISF may direct.

e.) Logistics Division

- 1.) Procures the logistical requirements, monitors the condition/movement of assigned vehicles and maintains the ordnance of the Unit;
- 2.) Performs disbursing functions to support the operational and administrative requirements of the Unit;
- 3.) Performs all other duties as the CCGISF may direct.

d.) Operations Division

- 1.) Plans and directs the execution of all operations and activities of CGISF;
- 2.) Prepares OPB and PRA of CGISF;
- 3.) Monitors and records all job related activities of the Unit to include its performance, projects and accomplishments;
- 4.) Collates information from Field Groups/Stations and transmits information of tactical value to the end users;
- 5.) Establishes and maintains links to foreign and local intelligence agencies having official contact with the CGISF;
- 6.) Conducts studies on intelligence/counterintelligence methods concerning with geography, transnational crimes, armed forces, technical/civil matters and war force of target aspect;
- 7.) Promulgates rules, regulations and guidelines relevant to the discharge of functions of CGISF;
- 8.) Submit monthly and annual accomplishment reports to the CGISF;

9.) Undertakes the preparation of position papers and briefing materials to be used by CGISF to the different PCG units and government agencies.

10.) Coordinates, whenever necessary, with other law enforcement agencies prior to the conduct of operations relative to the performance of CGISF functions;

11.) Performs other duties as the CCGISF may direct.

e.) Legal Division

1.) Advises CCGISF on the legal aspect of the operations;

2.) Initiates the filing of cases in connection with the performance of CGISF functions and monitors the development of the proceedings;

3.) Reviews and evaluates reports that may have national or economic implication for possible case buildup;

4.) Maintains records of cases undertaken by CGISF, updates legal books, materials/references and submits reports on disposition of cases to CCGISF;

5.) Leads in the application for the issuance of warrants of arrest, search warrants and other court orders and processes;

6.) Performs other duties as the CCGISF may direct.

f.) CGISF Training Facility

1.) Undertakes the research of materials for classroom instruction;

2.) Develops doctrines necessary for intelligence and security training;

3.) Conducts screening of applicants for Intelligence and Security Training and maintains scholastic records and Personnel File of students;

4.) Conducts Intelligence and Security training to all PCG personnel;

5.) Perform other duties as may be directed by CCGISF.

g.) Intelligence and Counterintelligence Group

1.) Conducts intelligence and counter-intelligence operations on maritime matters including the domestic shipping, maritime industry, ports and harbors;

2.) Conducts Personnel Security Investigation to all PCG personnel; Officers and Enlisted Personnel appointed to hold sensitive positions;

applicants for commissionship/enlistment and those who are applying for civilian positions;

3.) Initiates intelligence operations to neutralize personalities, vessels, and watercrafts engaged in smuggling, illegal fishing, illegal entry, drug trafficking and other transnational crimes;

4.) Insures the security of all PCG personnel, installations establishments, vessels, water/aircrafts, materials and documents within the responsibility of the PCG;

5.) Determines the causes of any disenchantment, hostility and disloyalty of PCG personnel to the Command and initiates appropriate measures to address the same;

6.) Inquires on the background, activities and connections of the companies and individuals entered into or have the intention to transact business with the PCG;

7.) Coordinates to the intelligence units of other law enforcement agencies for operational support when the need arises;

8.) Inquires on the activities of PCG personnel who were reported to have engaged in, actually engaging and has the intention to engage in illegal transactions or arbitrary acts within or outside of the Coast Guard that will have national or economic implication;

9.) Assists the Legal Group in gathering evidences that will support the case filed by CCGISF in relation to its functions;

10.) Perform other duties as the CCGISF may direct.

h.) Technical Operations Group

1.) Gathers information through technical methods and conducts research on intelligence and counterintelligence matters;

2.) Responsible in the maintenance of the intelligence equipment and Photo Lab;

3.) Conducts surveillance and monitoring;

4.) Performs other duties as the CCGISF may direct.

i.) Security Group

1.) Responds to security threats and other related incident;

2.) Provides VIP Security and security coverage;

3.) Conducts surveillance and monitoring.

4.) Coordinates with other Intelligence Agencies on matters relating to Security, Anti-terrorism and maritime law enforcement

5.) Performs other duties as the CCGISF may direct.

j.) Ten (10) Field Groups

1.) Perform CGISF general functions within their respective areas of responsibility;

2.) Support the intelligence and security requirements of the Coast Guard District Commanders;

3.) Coordinate actions and counter-actions with other intelligence agencies within their respective areas of operation (AOR);

4.) Serve as the Morning Report Preparing Unit of all intelligence personnel assigned in their respective AOR;

5.) Monitor the operation of Field Stations and Field Detachment;

6.) Perform other duties as the CCGISF may direct.

7. RESCISSION CLAUSE:

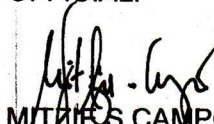
All publications inconsistent with this Circular are hereby modified or rescinded accordingly.

8. EFFECTIVITY:

This Circular shall take effect upon approval.

BY COMMAND OF ADMIRAL CARLOS:

OFFICIAL:


MITZI S CAMPO
LTJG PCG
Coast Guard Adjutant

WILLIAM M MELAD
CAPT PCG
Chief of Staff