



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



CG-3/CG-1

31 July 2002

STANDARD OPERATING PROCEDURE )

NUMBER ..... 04.)

**SENIOR COMMANDING OFFICER**

1. **GENERAL:** This SOP prescribes the duties and authorities of the Senior Commanding Officer (SCO) for Coast Guard vessels.
2. **PURPOSE:** To determine the duties and responsibilities of the Senior Commanding Officer for Coast Guard vessels on matters which are purely administrative in nature for units under his cognizance.
3. **SCOPE:** This SOP applies to all ships/smallcraft of the Coast Guard which are berthed or moored together or near each other in a PCG wharf.
4. **DEFINITION OF TERM:** Senior Commanding Officer (SCO) is the most Senior Line Officer who is presently in active command of a unit afloat who will be administratively responsible for other ships and smallcraft which are within visual signaling distance from his unit.
5. **PROCEDURES:**
  - a) The following are the Duties and Responsibilities of the SCO:
    - 1) Conduct joint/combined training, athletics, inspection and other activities which are purely administrative in nature for units afloat under his cognizance.
    - 2) Designate a ship on rotation basis to perform guard and shore patrol duties to ensure the safety and security of personnel and facility including cleanliness and upkeep of the PCG Wharf.
    - 3) Designate a "ROGER SHIP" from among the units to handle all the Communications (radio messages) on a daily basis.
    - 4) Maintain a log of all activities being undertaken during his tour of duty.
    - 5) Monitor movements of vessels at the PCG Wharf.

b. Procedure for assumption of SCO duties.

- 1) Immediately upon arrival at the vicinity where the units are grouped, the SCO shall assume his duties and responsibilities accordingly.
- 2) Assumption shall be effected after the outgoing SCO has properly relinquished his duties and responsibilities. This shall be done by means of a radio message informing all the units concerned and Commander, CGOF where the units are located whenever applicable.

c. Procedures for relinquishment of SCO duties.

- 1) Relinquishment shall be immediately effected upon the arrival of a more Senior Commanding Officer than the incumbent.
- 2) Outgoing SCO shall pay his courtesies to the new SCO at the first opportune time and shall properly relay whatever pending activities and other pertinent details to the incoming SCO.
- 3) All of the above shall be relayed by radio message informing units concerned and Commander, CGOF whenever applicable.

d. Procedures for rewatering and shore power services.


- 1) HSG shall be the designated OPR for rewatering and shore power services for units afloat that are present at the PCG wharf.
- 2) Unit CO's/BCAPT's shall request in writing availability of the above services via the SCO to be approved and scheduled by HSG. Commander, HSG shall inform CPCG (Attn: CG-4) by radio message on power and water consumption upon completion.

6. EFFECTIVITY: This SOP shall take effect upon publication.

**BY COMMAND OF VADM REUBEN S LISTA PCG**

**WILFREDO D TAMAYO**  
**CAPT PCG(GSC)**  
**Chief of Staff, PCG**

OFFICIAL:

  
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