

File



Department of Transportation and Communications
HEADQUARTERS PHILIPPINE COAST GUARD
139 25th Street, Port Area
1018 Manila



21 August 2002

CGA/CGWCEISS

STANDING OPERATING PROCEDURE)

NUMBER 06)

ISSUANCE OF PCG FIREARM

1. PURPOSE:

This SOP prescribes the policies and the procedures in the acquisition, issuance, possession, use, loss and accounting of PCG firearm.

2. SCOPE:

This SOP applies to all PCG units with organic firearm.

3. DEFINITION OF TERMS:

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

- a. Active Commissioned Officer – refers to all PCG officers in the active service.
- b. Non-Commissioned Officer (NCO) – refers to enlisted personnel with the rank of Petty Officer Third Class to Master Chief Petty Officer.
- c. Invoice Receipt (IR) General Form NR 30 (A) – this form is used in the transfer of property accountability of non-expendable supplies from one Supply Accountable Officer to another.
- d. Firearms – refer to rifle, pistol and revolver adopted by the PCG for PCG use. This includes rifles, pistols and revolver whose barrel diameter is not

larger than Caliber .45 or 11 millimeter for side arms and 7.62mm and 5.56mm for rifles.

- e. Table of Organization and Equipment (TOE) – prescribes the organic structure and equipment of PCG units, the strength and functions of which are not subject to frequent change. Table of equipment shows the units authorized allowance for weapons, transportation and principal items of equipment.
- f. Table of Allowances (T/A) – shows the allowances of equipment authorized in districts, bases, stations, and detachments general and special service schools and training centers.
- g. Report of Survey – is used in obtaining relief from accountability and /or responsibility for lost, damage, stolen, destroyed or worn-out supplies and equipment other than fair wear and tear (FWT).
- h. Memorandum Receipt (MR) – is used in issuing non-expendable property from a supply officer to user.
- i. Supply Accountable Officer (SAO) – refers to the accountable officer of a designated accountable activity who is primarily responsible for the implementation of supply accounting.
- j. Responsible Accountable Officer (RSO) – refers to subordinate unit supply officer of an accountable activity. He is directly responsible for the care, maintenance and safeguarding of government property in his custody.
- k. Stencil – is the process of printing the serial number of a firearm into a piece of paper.

4. POLICIES

- a. The density of firearms as per authorized TOE/TA shall be maintained by all units as organizational firearms.
- b. The fill-up of unit organizational requirements for firearm shall be given priority over the issuance of firearm to active Commissioned Officers.
- c. Issuance of firearms to officers shall be made on permanent basis. It shall be used in the performance of their official duties/functions while in the active service.

- d. Drivers/personal security detail shall only be allowed possession of PCG-issued firearms while in the performance of official duties or only while proceeding to or coming from official work assignment when necessary, otherwise same shall be deposited for safekeeping by the OIC/responsible officer of the unit/office in the armory. In the absence of an armory, same shall be deposited to the HPCG/Major/Special Unit/Station/Ship Armory as appropriate.
- e. Personnel performing escort duties, marshal duties and those carrying huge amount of money for remittance/collection shall be issued a service firearm for his temporary use while performing a singular mission and turn-in same to the issuing office at the end of the day/mission. Personnel performing these duties shall be issued firearms during office hours on a day to day basis only, or as deemed appropriate by the office/unit Head.
- f. Issuance of firearms to active commissioned officers of technical services like MC, DS, NC, CHS, JAGS, MAC, and others shall be made only if their duty assignment warrants the need to have firearms.
- g. Only one (1) firearm of any type/model is authorized for issue to PCG personnel.
- h. PCG personnel with issued firearms who are separated from the service shall turn-in their issue prior to affectivity of their orders. Non-compliance shall mean non-issuance of Command clearance and shall be a ground for holding its pay and allowances.
- i. PCG Personnel with issued firearms who are placed in arrest, confinement or under investigation of a case of criminal nature are restricted to bear arms, as such their firearms shall be turned-over immediately to SAO, PCG for accounting/safekeeping purposes.
- j. In case firearm user is suffering from mental problem or some reasonable grounds or legal impediments, the recall of safekeeping and return of issued firearm is discretionary on his immediate superior officer.
- k. Documentation on the issuance of firearms shall be governed by the existing accounting procedures. The MR must be renewed annually. Non-renewal of MR will be a ground for the recall of issued firearm.
- l. Carrying of firearm outside of camp or residence shall be guided by PCG Memorandum on MO's subject: Restriction on the Carrying of Firearms. No mission order shall be issued for firearm with expired MRs.

- m. Tampering of serial numbers, alternations and/or modification on the original design of the firearms are not authorized.
- n. All PCG officers, enlisted personnel and civilian employees with personally-owned firearms shall report same to C, CGWEISS for recording purposes. C, CGWEISS shall then finish the Head of a Coast Guard unit/office and O/CG2 a copy of same. All personally owned firearms shall not be allowed inside PCG installations unless declared/reported based in the said procedure.
- o. All personally-owned firearms of PCG officers, enlisted personnel and civilian employees undergoing training/seminar at CGETC shall be deposited at CGETC during the duration of their classes/training in the premises of said Command.

5. PROCEDURES

a. Acquisition:

- (1) PCG cognizant staff/commodity manager shall program the acquisition of the unit firearms.
- (2) PCG SAO shall receive the acquired firearms. IR form shall be used in the establishment of property accountability.

b. Issuance:

- (1) Issuance of firearms shall be based on an approved Firearm/Weapons Directive issued by CPCG (Attn: CGWEISS) addressed to PCG SAO.
- (2) PCG SAO in turn shall issue firearm permanently to active commissioned officers on MR. Likewise, the respective unit Commanders shall issue firearms to NCO and selected enlisted personnel as per authorized TOE/TA. The stencil of the firearm serial number on the receiver, part number of the receiver, part number of the barrel and manufacturer's marking of the slide assembly must be reflected on the MR at all times.
- (3) PCG personnel are authorized to possess one (1) firearm only. Excess issued firearms must be turned-in. In case of refusal, the

matter must be referred to Command Inspector General for legal action.

(4) Issuance of firearm shall be in accordance with the following priorities.

(a) Active Commissioned officers assigned in the combat are/fields units.

(b) Other active commissioned officers assigned in non-combat areas/field units.

(c) NCO as authorized as per Table of Organization and Equipment TOE/Table of Allowances TA.

(d) Selected Enlisted Personnel performing security functions and special missions. This is however, subject for recall upon completion of mission.

c. Renewal of MR:

(1) Memorandum Receipt must be renewed annually every birth month.

(2) In case of firearms issued to unit and renewal of MR with SAO is deemed impractical due to assignment in far flung areas, the MR maybe renewed by unit SAO or RSO as follows;

(a) Unit SAO/RSO shall renew MR.

(b) Unit SAO/RSO shall conduct physical inspection and stencil the firearms serial number of the receiver, part number of the barrel and the manufacturer's marking of the slide assembly on the new MR. The new stencil must match with that of the old MR. Appropriate action must be taken for any discrepancy or tampered serial numbers.

(c) Unit SAO/RSO shall submit to PCG-SAO a copy of the renewed MR with stencil and the certification of physical accounting of firearms duly signed by unit SAO/RSO and Unit Commander.

(3) Unit SAO/RSO shall be accountable and responsible for firearms carried in the inventory of units that are not issued and recalled from PCG personnel or non-qualified users. The unit

SAO/RSO must submit a quarterly inventory report to the PCG SAO.

d. Accounting:

Firearms users and SAO shall strictly adhere to existing accounting procedures.

e. Loss of Firearms:

- (1) The individual concerned shall, as soon as possible, submit a formal report of loss to his Commanding Officer, copy furnished PCG SAO. The following documents are required to support the report of loss of firearms: Report of Survey, Affidavit of Loss, Sworn Statement of Witness and MR.
- (2) Unit Commander creates a survey board to conduct a formal investigation and submit appropriate recommendations.
- (3) A report of survey shall be submitted to the Commandant, PCG (Attn: Comptroller, Cognizant Staff/Commodity Manager) via the immediate Commander for the immediate processing, evaluation and the appropriate recommendations.
- (4) Once report of survey is approved copies shall be furnished to the following:
 - a) Original copy for Comptroller
 - b) Copy for Cognizant Staff/Commodity Manager
 - c) Copy for SAO
 - d) Copy for Initiating Unit
 - e) Copy for Survey Boards/Survey Officer
 - f) Copy for Individual Concerned/Firearm User

f. Return of Firearms:

- (1) Before undergoing training/schooling, all officers, enlisted personnel and civilian employees with PCG-issued firearms shall deposit for safe-keeping their issued firearms to the PCG Supply Accountable Officer who shall issue a Certification to this effect, duly noted by C, CGWCEISS. The said Certification shall be submitted to the AC of S, CG1 as a requirement for endorsement/admission to a training/course/seminar locally or abroad. The SAO shall submit a monthly report to C, CGWCEISS on this regard. The SAO monthly report shall be

confirmed by C, CGWCEISS with AS of S, CG-1 to ensure compliance of the requirement for turn-in of FAs.

- (2) Firearm user who is separated/retired from the active service shall turn-in to SAO the issued FA prior to the affectivity of separation from the service. The SAO should be included as one of the signatories in the Command Clearance.
- (3) PCG Personnel with issued firearms who are placed under arrest, confinement or investigation of a case of criminal nature are restricted to bear arms, as such their firearms shall be turned-over immediately to SAO, PCG for accounting/safekeeping purposes.

g. Reporting:

- (1) The SAO shall make quarterly inventory report of firearms to comptroller, cognizant staff and commodity manager. This report must include the firearm model/type, serial numbers, name of holder, unit and address of holder.
- (2) PCG SAO shall render by radio message Special Report on changes of status of issued firearms as it occurs.

6. RESPONSIBILITIES

- a. The Commander, Weapons, Communications, Electronics and Information System Service, C-CGWCEISS is responsible for the consolidation and evaluation of firearms quarterly report.
- b. The Commander, CGWCEISS is responsible for the following:
 - (1) Acquisition and distribution of firearms in accordance with the existing policies.
 - (2) Update Major Units inventory of firearms.
 - (3) Formulates implementing policies and guidelines in the management of firearms.
 - (4) Ensures that the provisions of this SOP are strictly followed and initiates appropriate action in case of violations.
 - (5) To refer to PCG Internal Affairs the case of PCG personnel who refuses to turn-in excess issued firearms.

c. The Major Units Comptroller:

- (1) Maintains central files or Ire's of Major Units SAO.
- (2) To retain a file of "Certification of returned/safe keep issued firearms duly signed by Command Sao's for those PCG personnel who will undergo schooling abroad or go on leave outside of the country.
- (3) Evaluates and reviews the Report of Survey and indorses to Internal Affairs for legal action.
- (4) Makes final reviews on the Report of Survey and submit recommendation for approval to proper approving authority.
- (5) Formulates implementing guidelines in the Management of Approved Report of Survey.
- (6) Informs SAO on all records of settlement of accounts to clear the responsible person of his accountability and subsequently, clear the SAO.
- (7) Conducting periodic audit/inspection of firearms to SAO to establish the property accountability and to account for losses if any.

d. Internal Affairs:

To impose legal action to those PCG personnel who possess more than one (1) issued firearms in violation of this SOP.

e. PCG Unit Supply Accountable Officer:

1. Responsible for the withdrawal and safekeeping of firearms.
2. Effect issuance of firearms in accordance with this SOP.
3. Keeps an updated record of all firearms in the inventory and ensures that all MRs of firearms issued to individual are renewed annually.

f. Unit Commanders:

1. Ensure proper care, maintenance and safeguarding of issued and safekeep firearms.
2. Periodically review the list of personnel in his unit with permanent issued firearms and to recommend to the Commandant the recall of firearms from those who have displayed violent tendencies and behavioral indication of probable misuse of such firearms.
3. Renders report on status of armaments including firearms issued permanently to their organic personnel.

g. Responsible Supply Officer:

1. Responsible for the renewal of MR annually for firearms holder assigned in far-flung areas.
2. Ensure maintenance and prevention of firearms from cannibalization.

h. Firearms user:

Ensure that issued firearm is properly protected, preserved, maintained, and utilized legitimately.

7. RECISSION:

All publication in conflict with this SOP is hereby rescinded.

8. AFFECTIVITY:

This SOP is effective upon publication.

BY COMMAND OF VICE ADMIRAL LISTA :


JOSE WILLIAM U ISAGA
LCDR PCG
Coast Guard Adjutant

WILFREDO D TAMAYO
CAPT PCG
Chief of Staff