

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

HPCG/CGIAS

22 September 2003

STANDING OPERATING PROCEDURE)  
NUMBER 04-03)

OPERATIONAL READINESS AND SECURITY SYSTEMS  
INSPECTIONS, TESTS AND EVALUATIONS (ORSITE)  
FOR THE PHILIPPINE COAST GUARD

1. PURPOSE: To provide a standard procedure for the conduct of Operational Readiness and Security Systems Inspections, Test and Evaluations (ORSITE) by inspectors from the Office of the Coast Guard Internal Affairs Service (O/CGIAS) of all PCG units ashore.

2. GENERAL PROVISIONS:

a.) Operational readiness and unit security are basic responsibilities of a command. Commanders of all echelons of the PCG have the responsibility of keeping their respective units and facilities as operationally ready and prepared for inspection, test and evaluation anytime.

b.) By being operationally secured, a unit or detachment should be able to react to any situation that would threaten the performance of its missions and the security of its personnel and facilities. Likewise, it should be able to respond to requirements for civil disturbance control, relief and rehabilitation, conflagration or any other contingencies within the unit's area of responsibility. Such reactions are to be in accordance with the unit's defense and contingency plans.

c.) Coast Guard Internal Affairs Service (CGIAS) is tasked to conduct Operational Readiness and Security Systems Inspections, Test and Evaluations (ORSITE) to all PCG units ashore.

d.) This activity shall be conducted simultaneously with the Annual General Inspection (AGI) and Morale And Discipline Survey (MADS). However, modified ORSITE may be conducted to a particular unit located/situated in threatened areas, as directed by the Commandant, PCG.

3. PROCEDURE:

a.) Mission Orders duly signed by the Commander, CGIAS shall be issued and shall be the basis in the conduct of ORSITE (Annex A).

b.) The mission orders shall specify the following:

1. PCG Unit to be inspected
2. Members of the team designated to conduct the said activity
3. Mission number and the duration of the mission

c. The ORSITE Team shall conduct briefing before carrying out the mission or introducing any situational problem

d.) Situation of the Unit subject for inspection such as mission, resource capabilities, manning and security status, morale and other related information shall be considered. Reports of previous ORSITE conducted to the unit may be used as reference to identify its weak areas and strong points. With these data on hand, situational problems can be drawn up and given to the inspected units to test its reaction (Annex B - sample of situational problem).

e.) The inspection is a No-Notice type or need not be announced. However, the Unit Commander must be informed of the mission as soon as possible. The entry of the Team to the Unit to be inspected may be by normal means or by simulated enemy intrusions. The Team is required to exercise extra precautions to prevent the happening of any untoward incidents within the area or upon the organic personnel of the Unit and the inspecting team. Coordination with the local peace and order entities may also be made as an additional security measure considering that most of the Units to be inspected are situated in the populous area.

f.) Upon the introduction of the situational problem, the team shall look into the existing defense and contingency plan of the Unit being inspected to determine whether its reactions conform with the said plan. Evaluators/ inspectors shall refer to the checklist herein attached as Annex C (CHECKLIST FOR ORSITE).

g.) In evaluating the unit on the aspect of its operational readiness and security, the following should be looked into, using the attached ORSITE checklist in Annex D (EVALUATION CHECKLIST):

1. Unit Description, Mission and Classification
2. Personnel Status
3. Previous unit training conducted
4. Logistic status
5. Status of contingency plan
6. Reaction to situations
7. Mustering of troops
8. Appropriateness of solutions to problems given during ORSITE

9. Other data as appropriate to give objectivity to the ORSITE

4. REPORTS

a. ORSITE Report shall be submitted immediately after the completion of activity to the Chairman, AGI Team, if the activity is conducted simultaneously with AGI/MADS;

b. The Chairman, AGI Team shall forward the consolidated report to the Commandant, PCG. He shall also furnish the Unit inspected copy of the ORSITE Report for appreciation and corrective action.

c. In the event the ORSITE is conducted separately with AGI/MADS, the report shall be submitted to the Commandant, PCG within five days after the completion of the activity. Concerned Unit shall also be furnished with the ORSITE Report for appreciation and corrective action.

d. Format of ORSITE Report is hereto attached as Annex E (ORSITE REPORT).

5. RESPONSIBILITY:

CGIAS shall be responsible and ensure the proper conduct of this activity.

6. RESCISSION:

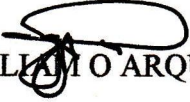
This SOP rescinds previous SOP's on ORSITE and ORE of PCG units.

7. EFFECTIVITY: This SOP takes effect upon approval.

BY COMMAND OF VICE ADMIRAL LISTA:

OFFICIAL:

WILFREDO D TAMAYO  
CAPT PCG  
Chief of Staff, PCG

  
WILLIAM O ARQUERO  
LT PCG  
Acting Coast Guard Adjutant

ANNEX - A (MISSION ORDERS)

Department of Transportation and Communications  
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS  
(Headquarters Philippine Coast Guard)  
COAST GUARD INTERNAL AFFAIRS SERVICE  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

\_\_\_\_\_  
Date

MISSION ORDERS  
NUMBER

- I. PURPOSE: ORSITE
- II. DESTINATION: (Unit subjected to ORSITE)
- III. COMPOSITION:
- IV. DURATION: (Specify date)
- V. REMARKS:
1. Authorized to wear civilian attire
  2. Authorized to carry issued FAs
  3. Will return to proper station upon completion of mission

\_\_\_\_\_  
Commander, CGIAS

ORSITE FORM Nr 1  
ANNEX A to SOP Nr (ORSITE)

ANNEX B

SECRET

(SAMPLE SITUATIONAL PROBLEMS FOR ORSITE)

THIS IS AN EXERCISE

SITUATION I (TO BE HANDED TO \_\_\_\_\_ AT \_\_\_\_\_ H)

INTEL INFO REVEALS THAT DISGRUNTLED MILITARY, POLICE AND PCG PERSONNEL INVOLVED IN DESTABILIZATION PLOT AGAINST THE GOVERNMENT WILL ATTACKED THE HEADQUARTERS PHILIPPINE COAST GUARD.

SITUATION II (TO BE HANDED TO \_\_\_\_\_ AT \_\_\_\_\_ H)

A SERIES OF EXPLOSIONS WERE HEARD FROM THE VICINITY OF DONA EVA MACAPAGAL SUPER TERMINAL. AFTERWARDS, ABOUT FIFTEEN (15) HEAVILY ARMED MEN ONBOARD A TINTED PASSENGER VAN SUDDENLY STOPPED INFRONT HPCG GATE NR 2 AND FIRED AT THE DUTY ROVING AND GANGWAY WATCH KILLING THEM INSTANTLY.

SITUATION III (TO BE HANDED TO \_\_\_\_\_ AT \_\_\_\_\_ H)

TWO (2) DISGRUNTLED PCG PERSONNEL ARMED WITH HAND GRENADES EARLIER POSING AS FISHERMEN AT THE BACK OF MANILA HOTEL SURREPTITIOUSLY ENTERED AT THE BACK OF HSG GALLEY AT SECTOR NR 4. AFTERWARDS, TWO (2) GRENADE EXPLOSIONS WERE HEARD.

SITUATION IV (TO BE HANDED TO \_\_\_\_\_ AT \_\_\_\_\_ H)

THE GRENADE EXPLOSIONS STARTED A FIRE AT THE BACK OF CGFC/IPMS

SITUATION V (TO BE HANDED TO \_\_\_\_\_ AT \_\_\_\_\_ H)

AS THE FIRE AT THE CGFC/IPMS WAS REPORTEDLY PUT OUT, SECURE FROM DRILL

SECRET

ANNEX - C

CHECK - OFF - LIST FOR ORSITE

I. PERSONNEL STATUS:

- a. What is the personnel fill-up to the authorized troop ceiling / TO?
- b. How many are ineffective? (Determine the number of personnel on schooling, on official mission, on DS with other unit, on AWOL, sick in hospital/quarters, etc.)
- c. What is the status of unit discipline? (Determine the number of AWOL cases, cases pending in court, desertion, complaint by the civilians, abuses, etc.)
- d. How does the unit enhance the morale and welfare aspect of the troops?

II. TRAINING:

- a. Does the unit have a training program? If so, in what extent was it implemented.
- b. What are its training accomplishments?
- c. Is the unit adequately supported in terms of supplies, services, training fund and other logistical needs?

III. LOGISTICS:

- a. What are the status of the following:
  1. Individual and crew served weapons.
  2. Vehicles and POL
  3. Communication equipment / sets.
  4. Ammunition
- b. How does the unit receive its logistics support?
- c. Does it possess special equipment for use in conducting special operations?
- d. How does the unit provide proper maintenance of its organic equipment? Does the unit has an adequate tools, test equipment, repair facilities and repair men?

IV. GUARD PERSONNEL:

- a. Gate Guard:
  1. Did he conduct security check?
  2. Does he know the inspection procedures?
  3. Is he in proper and complete uniform?

4. Is he equipped with firearm(s)?

b. FOD / OOD:

1. Is he in proper and complete uniform?

2. Did he read his duties and responsibilities prescribed by his commander upon his duty?

3. Was he briefed by his Operation Officer or the Officer he relieved before assuming his duty?

4. Is he conversant of the following plans and copies readily available for immediate implementation / reference?

(a) Defense Plan

(b) Fire Plan

(c) Other contingency plans.

5. Does he cause the muster of the members of the guard and those of the alert/standby contingents under him?

6. As a guard, what is his designated post? Was he there at the time of inspection?

7. Does he know the whereabouts of the Commander/CO and how to contact him when needed?

8. Are the members of the guard in complete uniform? Are they knowledgeable of their duties and physically fit to serve as guard?

9. What is the general appearance of the members of the guard?

10. Do they know the eleven (11) General Orders?

11. Do they know the "PASS WORD" and/or "COUNTERSIGNS" for the day?

V. COMBAT DEFENSE CAPABILITY:

a. Armorer:

1. Is there a duty armorer? Who is he?

2. Does he hold the key to the armory? If not, who does and where is it?

3. Is he familiar with his duties?

b. Armory:

1. Is it locked and secured?

2. Is it adequate and properly maintained?

c. Firearms:

1. Are the firearms ready for immediate use?

2. Are they accounted for?

3. How many are operating?

d. Ammunition:

1. Is the basic load available?
2. What is the condition of the ammunition(s)?

e. Firefighting Equipment:

1. What firefighting equipment are available?
2. Are they operating?
3. Are they ready for immediate use?

VI. PHYSICAL SECURITY:

- a. Are there classified materials and properly secured?
- b. Are cabinets/lockers for classified materials locked?
- c. Are exits and entrance into the building/office containing important classified information/materials properly secured?

VII. OPERATION CENTER/WAR ROOM:

a. General Set-up:

1. Are important information/ data for action/securing available or displayed in the operation center / war room?

2. Is the ranking member detailed in the operation center/war room familiar with the info/data mentioned above?

b. Alert in Effect:

1. What is the type and condition of alert in effect?
2. Are the number of guard familiar with it?
3. was it disseminated?
4. What does the senior member of the guard do to recall the personnel if required?

VIII. OTHERS:

- a. Is there a plan for the day and is it published?
- b. Are there visitors inside the building / office?
- c. Are they authorized?
- d. Did they log in the visitor's logbook?

IX. IMPLEMENTATION OF DEFENSE PLAN:

a. General:

1. Sector number observed: \_\_\_\_\_
2. Time and Date of Dry Run: \_\_\_\_\_
3. Warning Used: \_\_\_\_\_
4. Activity of troops before dry run: \_\_\_\_\_



5. Strength of Defense Team: \_\_\_\_\_  
6. Actual number of troops that participated: \_\_\_\_\_

- (a) Officers: \_\_\_\_\_  
(b) Enlisted Personnel: \_\_\_\_\_

7. Initial reaction of CDO/Opn O/OOD upon receipt of the situation problems:  
\_\_\_\_\_

8. Remarks and observations: \_\_\_\_\_

b. Movement and Position:

1. Number of minutes it took by troops to position: \_\_\_\_\_
2. Transportation used to go to position: \_\_\_\_\_
3. Manner of issuing firearms and ammunitions: \_\_\_\_\_
4. Time last man occupied position: \_\_\_\_\_

c. Occupation of Position:

1. Was occupation of position done in an orderly manner and most direct route?
2. Do positions occupied have good defense characteristics?

d. Do weapons position have:

1. Good field of fire?
2. Cover and concealment?
3. Mutually supporting?
4. Sufficient in number?
5. Dug in?

e. Do the man in position have:

1. Cover the concealment?
2. Good field of fire?
3. Mutually supporting?
4. Prepared position?

f. Is the strength of the troops too few or too many for the assigned defense actions?

g. Are defense point mutually supporting?

h. Were the unit leader in position to contact and influence the fight/situation?

i. Communication Used:

1. Between defense points: \_\_\_\_\_
2. Between unit leader and positions: \_\_\_\_\_

3. Between leader and Defense Hqs: \_\_\_\_\_

X. OTHERS:

a. Suggestions to improve:

1. Giving alarm
2. Movement to position
3. Defense areas
4. Weapons position
5. Communications
6. Manner of disseminating or passing of info, upward, lateral and downward.

XI. OBSERVATION IN THE OVERALL IMPLEMENTATION OF THE PLAN AND SOLUTION TO THE SITUATIONAL PROBLEMS PRESENTED IN THE TERMS OF:

- a. Personnel Generated
- b. Firearms and ammunitions
- c. Communications
- d. Vehicles
- e. Medical
- f. Reserve
- g. **Realism**

*Filename: AGI Folder/check-off list for ORSITE*

ANNEX-D

EVALUATION CHECKLIST  
(Modified ORSITE)

A. UNIT DESCRIPTION

1. Name of Unit and Location:

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2. Classification of Unit:

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3. Mission of Unit:

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4. Name of Commander:

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5. Date of ORSITE: \_\_\_\_\_

6. Date of Last ORSITE: \_\_\_\_\_

B. CAMP DEFENSE PLAN:

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C. OBSERVATIONS DURING THE CONDUCT OF GENERAL QUARTERS DRILL:

1. General Observations:

a. Type of alarm used:

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b. Describe the general reaction of personal upon sounding of the alarm.

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c. Reaction time from the sounding of the alarm until all the battle stations were manned.

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2. Observations in the Command Post:

a. Identify the Camp Defense Commander and the alternate Defense Commander.

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b. Describe the reaction of the Command Post personnel upon sounding of the alarm.

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c. Reaction time from the sounding of the alarm until the Command Post was manned.

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d. Availability of portable communication linking the Command Post with the Sector Commander, the Reserve or Contingent force, etc.

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e. Documentation of all incoming and outgoing communications from/to the Command Post, Sector Command, etc.

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3. Observation in the Armory:

a. Identify the Officer/POIC of the Armory.

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b. Manner of issuing firearms.

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c. Reaction time from the sounding of the alarm until the firearms was completely issued to personnel.

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d. Describe the reaction of the armory personnel upon the sounding of the alarm.

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e. Condition of the armory.

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f. Determine if the number of firearms is adequate to the units' defense force.

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g. Determine if the ammunition is sufficient, and in accordance with the required basic load.

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h. Date of the latest firearms familiarization firing.

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4. Observations in the Defense Sector I:

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a. Identify the Defense Sector I Commander.

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b. Are the personnel strength adequate to defend the Sector I?

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c. Describe the reaction of the Sector I defense personnel upon sounding of the alarm.

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d. Reaction time from the sounding of the alarm until the defense sector I was manned.

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e. Area defense characteristics of Sector I.

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5. Observation in Defense Sectors II, III, IV etc., shall be similar to para 4 above which will be undertaken by different evaluators.

6. Observation at the Fire Scene:

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a. Identify the OIC/POIC of the firefighting team.

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b. Are the personnel strength adequate as fire party?

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c. Reaction of personnel upon the sounding of fire alarm.

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d. What firefighting equipment available. Is it operable and ready for immediate use?

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e. Are the personnel knowledgeable on firefighting techniques and procedures?

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7. Other Observations:

a. Identify the contingent or reserve force Commander.

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b. Are the personnel strength adequate as reserve force?

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c. Reaction time from the sounding of the alarm until mustering of the reserve force.

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d. Describe the reaction of the reserve force personnel upon the sounding of the alarm.

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e. Identify the Medical Officer / HM incharge of the Medical team.

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f. Strength of the Medical personnel.

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g. Reaction time from the sounding of the alarm until mustering of the medical personnel.

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h. Describe the reaction of the medical personnel upon the sounding of the alarm.

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i. OIC / POIC of the standby vehicles.

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j. Number of stand-by vehicles and station.

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D. GENERAL REMARKS AND OBSERVATIONS:

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(Chief Evaluator)

Other Members of the ORSITE Team

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CRITERIA FOR RATING A UNIT DURING ORSITE

- A. ON CAMP DEFENSE: - - - - - 20 Pts
  - 1. Viability - - - - - ( 5 pts )
  - 2. Comprehensiveness - - - - - ( 5 pts )
  - 3. Completeness - - - - - ( 10 pts )
  
- B. ON DEFENSE EQUIPMENT: - - - - - 20 Pts
  - 1. Alarm System - - - - - ( 5 pts )
  - 2. Firearms and Ammunition - - - - - ( 7.5 pts )
  - 3. Communication Equipment - - - - - ( 7.5 pts )
  
- C. ON THE CONDUCT OF EXERCISE: - - - - - 50 Pts
  - 1. Reaction Time - - - - - ( 10 pts )
  - 2. Realism - - - - - ( 10 pts )
  - 3. Problem Solving - - - - - ( 20 pts )
  - 4. Fire Drill / Others - - - - - ( 10 pts )
  
- D. Outlook and Activeness of the Officers and Men Towards  
The Exercise - - - - - 10 Pts

Overall Rating - - - - - 100% for 100 Pts

*Note: Observations noted per Evaluation Checklist for Modified ORSITE are to be considered in giving the above rating distribution.*

<u>ADJECTIVAL RATING</u>	<u>PERCENTAGE EQUIVALENT</u>
OUTSTANDING - - - - -	95 - 100%
SUPERIOR - - - - -	90 - 94.9%
EXCELLENT - - - - -	85 - 89.9%
SATISFACTORY - - - - -	80 - 84.9%
MARGINAL - - - - -	75 - 79.9%
UNSATISFACTORY - - - - -	Below 75%

*Filename: AGI Folder/check-off list for ORSITE*



ANNEX E: (ORSITE REPORT)

Department of Transportation and Communications  
Headquarters Philippine Coast Guard  
OFFICE OF THE COAST GUARD INTERNAL AFFAIRS SERVICE  
139 25<sup>th</sup> Street, Port Area, Manila

\_\_\_\_\_  
Date

ORSITE REPORT

A. UNIT DESCRIPTION:

1. Name of Unit and Location:
2. Classification of Unit:
3. Mission of Unit:
4. Name of Commander:
5. Date of ORSITE:
6. Date of last ORSITE:

B. CAMP DEFENSE:

1. The Defense Plan:
2. The ORSITE Scenario:

C. OBSERVATIONS AT THE DIFFERENT SECTORS/BATTLE STATIONS DURING THE CONDUCT OF GENERAL QUARTERS DRILL:

1. Battle Staff/Operations Center:
2. Armory:
3. Fire Scene:
4. Medical Team:
5. Bomb Threat:

- 6. Hostage Scene:
- 7. Sector/Perimeter Defense:
- 8. Reserve Force:

D. GENERAL OBSERVATIONS/ASSESSMENT AND RECOMMENDATIONS:

E. RATING AND EVALUATION:

- 1. Ratings according to points on the following areas:

	Maximum Points	Inspector's Percentage Ratings	Earned Points
CP/Operations Center	30		
Hostage Situation	20		
Fire Scene	10		
Bomb Threat	10		
Armory	10		
Perimeter Defense	10		
Reserve Force	5		
Medical Team	5		

100 Pts.

\_\_\_\_ Pts.

\_\_\_\_ Pts

Over-all Rating: \_\_\_\_\_ pts.  
 Adjectival Rating: \_\_\_\_\_

2. Evaluation: \_\_\_\_\_

PREPARED BY:

\_\_\_\_\_  
 Deputy, CGIAS

NOTED BY:

\_\_\_\_\_  
 Chief Evaluator