

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

HPCG/CGIAS

30 June 2009

STANDING OPERATING PROCEDURE
NUMBER 03-09

DISPOSITION OF AWOL CASES

1. REFERENCES:
 - a) Article of War 105 (Disciplinary Powers of the Commanding Officer);
 - b) Article of 117 (Officers, Separation from the Service);
 - c) AFP Circular Nr 17 dtd 02 October 87 (Administrative Discharge Prior to Expiration of Term of Enlistment);
 - d) HPCG Circular Nr 04 dtd 08 May 02 (Handling and Disposition of Administrative Cases Against PCG Personnel).
2. PURPOSE: This SOP prescribes the procedures and guidelines governing the disposition and imposition of administrative punishment against PCG Uniformed Personnel who violate AW-62 (AWOL).
3. SCOPE: This SOP shall be observed and adhered to in the disposition of AWOL cases committed by PCG Uniformed Personnel.
4. DEFINITION OF TERMS:
 - a) Honorable Discharge – discharge prior to ETE by reason of dependency/hardship, marriage and other circumstances cited under Circular 17, s-87;
 - b) Discharge for the good of the service – discharge of personnel whose suitability or desirability for retention in the service has rendered him subject to administrative separation (Not recommended for further service);
 - c) Discharge for the convenience of the government – discharge of personnel due to unfitness in lieu of discharge after trial by Court Martial, where immediate separation is determined to be more convenient, practical and expeditious mode of separation (With prejudice to reentry);

d) Absent Without Leave (AWOL) – the status of a PCG personnel who fails to report at the fixed time to the proper place of duty, or goes away from same or absents himself from his unit without proper leave.

e) Absentee - one who is absent without leave

f) Desertion - constitutes absence without leave accompanied by an intent to remain away permanently, or to avoid hazardous duty, or to shirk important service

g) Deserter – when an absentee has no intention of reporting. After ninety (90) days, the deserter shall be dishonorably discharge from the service

h) CHIPS Report – Change in Personnel Status Report

i) Dropped from Roster of Personnel – when an absentee failed to report after ten (10) days he/she shall reported as such for the withholding of pay and allowances.

j) Returns to PCG control - the term applies to absentee or deserter who returned or reported back to their former unit from AWOL/Desertion.

k) Mother unit – District/Major and Special Units who are Morning Report Preparing Units (MRPUs)

l) Unit Commander – refers to the Commander or Commanding Officer of a MRPUs

m) Unit money and/or property accountability - money and/or property entrusted/issued or under the custody of the absentee

5. POLICIES:

a) Absent Without Leave (AWOL) committed by a PCG personnel should be immediately reported for appropriate action of the concerned staff/unit.

b) An indication of high rate of AWOL and Desertion of a unit is a manifestation of ineffective management and leadership style of the Unit Commander. On the contrary, its prevention is an essential attribute of an effective and efficient Unit Commander.

c) If such indication of high rate of AWOL/Desertion existed in a unit, the Unit Commander will cause an inquiry on the state of training, morale and discipline of its personnel for the purpose of taking corrective actions.

6. PROCEDURES:

a) Once AWOL is committed by an Officer or Enlisted Personnel, the unit concerned shall immediately reflect and report the same as FROM DUTY TO AWOL in the Morning Report (MR) and Change in Personnel Status Report (CHIPS REPORT) respectively. The Unit Commander shall render CHIPS REPORT in radio message format (ANNEX-A) addressed to the Commandant, PCG (Attn: DCS-HRM, CG-1), info the Commander, Coast Guard Finance Center (CCGFC) and the Commander, Coast Guard Internal Affairs Service (CCGIAS) for information and record purposes. In case the absentee is assigned subordinate unit, he/she shall be reported immediately to the mother unit.

b) After ten (10) days or on the 11th day of AWOL, the same shall be reflected in the Morning Report as FROM AWOL TO DROPPED FROM ROSTER OF PERSONNEL and reported thru radio message citing the first message to the Commandant, PCG (Attn: DCS-HRM, CG-1), info the Commander, Coast Guard Finance Center (CCGFC) and the Commander, Coast Guard Internal Affairs Service (CCGIAS) for withholding of pay and allowances and recording purposes. (ANNEX-B).

c) If the absentee has not returned after dropping from the roster, investigation in absentia shall be immediately initiated by the unit concerned to determine the facts surrounding the absence of said personnel and his money and/or property accountabilities, if any. The IR should contain detailed discussion of the circumstances taking into consideration if he/she has money and/or property accountability and if there are administrative and operational lapses in order to institute corrective measures.

d) If the absentee returns to his/her unit after dropping from the roster of personnel but within the 90 day period, the same shall be reflected in the MR reported as RETURNS TO PCG CONTROL thru radio message to the Commandant, PCG (Attn: DCS-HRM, CG-1), info the Commander, Coast Guard Finance Center (CCGFC) and the Commander, Coast Guard Internal Affairs Service (CCGIAS) for information and record purposes. (ANNEX-C). An investigation shall be immediately conducted in order to determine the appropriate punishment to be imposed in accordance with the TABLE OF PUNISHMENT FOR AWOL CASES IN REFERENCE TO AW-105, AS AMENDED & CIRCULAR 17, S-87 (ANNEX-D)

e) In all cases, summary investigation shall be conducted by the concerned unit to determine the administrative liability of the offender, whether the absence is AWOL or desertion and the appropriate punishment to be imposed. The IR shall be forwarded to CGIAS for review/evaluation in accordance with HPCG Circular Nr 04 dtd 08 May 02 (Handling and Disposition of Administrative Cases Against PCG Personnel).

f) If after ninety (90) days, or on the 91st day, the offender has not yet returned to duty/returned to PCG control without any communication informing his unit regarding his/her whereabouts, the unit concerned shall conduct investigation in Absentia Report and submit same to the Commandant, PCG (Attn: DCS-HRM, CG-1) who shall prepare complete staff work recommending to the Commandant, PCG for the issuance of dishonorable discharge/separation from the service in accordance with Article of 117 (Officers, Separation from the Service) for Officers and AFP Circular Nr 17 dtd 02 October 87 (Administrative Discharge Prior to Expiration of Term of Enlistment) for Enlisted Personnel.

7. RESPONSIBILITIES:

a) CGIAS upon review/evaluation of the AWOL case shall submit report to CPCG for approval. CGIAS may conduct reinvestigation of the case if it deems necessary or as may be directed by CPCG.

b) DCS-HRM, CG-1 to maintain updated records/database of PCG personnel who have been on AWOL for a period of ninety (90) days which will serve as basis for the issuance of orders for dishonorable discharge/separation from the PCG Service and officially dropping in the LINEAL LIST FOR OFFICERS and ALFA LISTING FOR ENLISTED PERSONNEL.

c) CGLS upon receipt of the resolution of an AWOL case requiring the filing of a formal complaint shall prepare appropriate charges in court.

d) CGFC shall act on matters affecting the pay and allowances of an absentee.

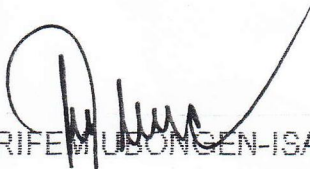
8. EFFECTIVITY:

This SOP shall take effect immediately upon approval.

BY COMMAND OF ADMIRAL TAMAYO:

OFFICIAL:

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CAPT PCG
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