

PUNONG HIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
HEADQUARTERS SUPPORT GROUP
139 25th Street, Port Area
1018 Manila

13 September 2011

HSG/CG3

STANDING OPERATING PROCEDURES

NUMBER 09-11

GUIDELINES ON THE UTILIZATION OF PCG SWORDS AND RIFLES

I. PURPOSE:

This SOP prescribes the policies and procedures pertaining to the utilization of PCG swords and rifles under the custody of the Headquarters Support Group (HSG).

II. OBJECTIVES:

- a. To ensure accountability of swords and rifles loaned to all concerned during Command and non-Command related activities.
- b. To guarantee upkeep and security of swords and rifles before and after an activity.
- c. To provide guidance pertaining to the proper utilization and maintenance of swords and rifles.
- d. To maintain the presentability and preparedness of the swords and rifles during Command activities.

III. SCOPE:

This SOP applies to all PCG units particularly the custodians/logistics Officers of units that intends to avail the swords and rifles for honors and ceremonies.

IV. DEFINITION OF TERMS:

- a. **PCG Sword** – A set of parading paraphernalia that includes the Sam Brown belt, scabbard, and the sword.

- b. **Rifle** – A cal. 5.56mm M-16 rifle under the custody of HSG specifically used for honors and ceremonies.
- c. **Command Activities** – PCG related activities such as ceremonies, programs, testimonial parades, etc.
- d. **Non-Command Activities** – Refers to activities involving other government agencies, non-government organizations (NGO) and other private entities.
- e. **Custodian** – A person, both uniformed and civilian, who is authorized to receive items and maintain its condition while in their possession and upon the return of said items.

V. **POLICIES:**

A. The PCG swords and rifles shall be utilized according to the following Command related activities:

1. Parades and review, silent drill exhibitions, and other related activities involving troop formation which requires the use of swords and rifles.
2. Arrival/departure honor ceremonies for CPCG and/or other dignitaries invited as GOH/Keynote Speakers.
3. Arrival/departure honor ceremonies to foreign ambassadors/dignitaries invited and/or visiting the command.
4. Arrival honor ceremonies to newly promoted PCG Flag Officers.
5. Wreath laying ceremonies.
6. Testimonial honors and ceremonies to retiring PCG uniformed personnel.
7. Funeral/internment of deceased active and retired PCG personnel.

B. The PCG swords and rifles may also be utilized in the following non-Command activities, subject to applicable conditions:

1. Military weddings.
2. Entrance/exit of colors during opening/closing ceremonies of symposiums, seminars, workshops, commencement exercises and other similar activities.

C. Command-related activities shall take priority over non-Command activities in the utilization of the PCG swords and rifles.

D. The PCG swords and rifles shall not be used in any political and/or religious campaigns/rallies and or commercial purposes.

VI. GENERAL PROCEDURES IN REQUESTING:

a. Requesting party shall send a formal letter addressed to the CPCG (Attn: DCS for Operations, CG-3) two weeks prior to the actual activity for evaluation purposes and to ensure the readiness of items beforehand.

b. The letter shall contain the purpose of request, specific time and date of the activity, actual venue, and name, address and phone number of the contact person.

c. If approved, the requesting party shall be held responsible in receiving the items from HSG as well as the security in transporting the same.

d. The requesting party shall likewise be required to execute an affidavit of liability before receiving the items and submit the same to Commander, HSG in case of unwanted circumstances such as lose and damage.

VII. RESPONSIBILITY:

a. The Secretary, Coast Guard Staff shall monitor and evaluate all requests for the availability of PCG swords and rifles for endorsement to CPCG through the Chief of Coast Guard Staff.

b. Commander, Headquarters Support Group (HSG) shall ensure preparedness and presentability of PCG swords and rifles.

c. Upon approval of any request, the requesting party shall ensure upkeep and security of PCG swords and rifles during the loan period and upon the return of said items.

d. During Command activities at HPCG, Officers shall personally withdraw the swords at HSG office and received the same through the HSG supply logbook to ensure proper turn in of said swords immediately after the activity.

VIII. RESCISSION:

All publications in conflict with this SOP are hereby rescinded.

IX. EFFECTIVITY:

This SOP takes effect upon publication.

BY COMMAND OF ADM LIWAG:

FERDINAND M VELASCO
CAPT PCG
Chief of Coast Guard Staff

OFFICIAL:


JEFFERSON L RICO
LT PCG
Coast Guard Adjutant