

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

HPCG / CGIAS

04 September 2013

STANDING OPERATING PROCEDURE
NUMBER 06-13

DISPOSITION OF AWOL CASES OF PCG UNIFORMED PERSONNEL

1. AUTHORITY:

Republic Act No. 9993, otherwise known as the Philippine Coast Guard (PCG) Law of 2009, and its Implementing Rules and Regulations.

2. REFERENCES:

a) HPCG Circular Nr. 09 – 12 dtd 22 September 2012 (PCG Code of Conduct and Discipline for Uniformed Personnel);

b) HPCG CGIAS SOP Nr. 03 – 09 dated 30 June 2009 (Disposition of AWOL Cases);

c) AFP Circular Nr 17 dtd 02 October 1987 (Administrative Discharge Prior to Expiration of Term of Enlistment); and

d) AFP Regulation G 131 – 471 (Apprehension of Absentee without leave and Deserters).

3. PURPOSE:

This Standing Operating Procedure (SOP) prescribes the procedures and guidelines governing the investigation, disposition, and referral to the appropriate board for the determination of liability, if any, against PCG Uniformed Personnel for any violation of pertinent provisions on Absence without Leave (AWOL) under the PCG Code of Conduct and Discipline for Uniformed Personnel.

4. SCOPE:

AWOL cases of PCG Uniformed Personnel shall be governed by this SOP.

5. DEFINITION OF TERMS:

a) **Absentee** – a PCG Uniformed Personnel who is on AWOL.

b) **Absent Without Leave (AWOL)** – the status of a PCG Uniformed 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 / her Mother Unit without proper leave.

c) **CHIPS Report** – Change in Personnel Status Report

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

e) **Mother Unit** – shall refer to all Coast Guard Districts, Major Units, and other Coast Guard Units who are Morning Report Preparing Units (MRPUs).

f) **PCG Disciplinary Board** – for purposes of this SOP, shall refer to a body composed of PCG Uniformed Personnel pursuant to the PCG Code of Conduct and Discipline for Uniformed Personnel designated to hear and decide administrative disciplinary actions filed against PCG Uniformed Personnel involving any offense enumerated under the same.

g) **PCG Uniformed Personnel** – shall include all PCG Officers, PCG Non – Officers, Probationary Ensign, Cadet or Cadettes, Candidate Coast Guard Officers, Candidate Coast Guardsman, and Draftees.

h) **Unit Commander** – refers to the Commander or Commanding Officer of MRPU

i) **Unit Money and / or Property Accountability** – money and / or property entrusted / issued or under the custody of the Absentee.

6. POLICIES:

a) Mother Units concerned shall account all PCG Uniformed Personnel who are carried in their Morning Reports (MR) and accordingly report all cases of AWOL committed by any of the said personnel and immediately conduct the necessary investigation of the same.

b) The conduct and disciplinary proceedings of AWOL cases, including the penalties to be imposed shall be governed by the provisions of the PCG Code of Conduct and Discipline for Uniformed Personnel.

c) The prevention of AWOL cases in a Mother Unit is a manifestation of the effective management and leadership style of the Unit Commander. Thus, if there is an indication that a high rate of AWOL exists in a Mother Unit, the Unit Commander should conduct an inquiry on the state of training, morale, and discipline of its personnel for the purpose of taking corrective actions. In relation to the aforementioned, the CGIAS may also conduct an inquiry for the same purpose at its own instance or as may be directed by the Commandant, PCG.

d) "No Work No Pay" policy shall be strictly observed. Consequently, the pay and allowances of the Absentee shall be withheld corresponding to the number of days in which he / she was on AWOL. The same, however, shall not be considered as a penalty for the AWOL that shall bar the PCG Disciplinary Board from proceeding and imposing appropriate penalty when necessary. Nevertheless, nothing herein shall preclude the PCG Disciplinary Board in taking the same into consideration in the penalty that it may impose.

7. PROCEDURES:

a) ONE (1) DAY TO TEN (10) DAYS (See Flowchart – Annex A)

.1 If an AWOL is committed by an Absentee, the Mother Unit concerned shall immediately reflect the status of the said Absentee as FROM DUTY TO AWOL in its MR. In case the said Absentee is assigned in a subordinate unit, he / she shall be reported immediately as AWOL to the Mother Unit.

.2 Likewise, the Unit Commander of the Mother Unit concerned shall render CHIPS Report in radio message format addressed to the Commandant, PCG (Attn: DCS - HRM, CG - 1), info the Commander, Coast Guard Finance Center (CCGFC) for the withholding of pay and allowances of the said Absentee and the Commander, Coast Guard Internal Affairs Service (CCGIAS) for record purposes.

.3 In conjunction with sub – para .2 above, the Unit Commander of the Mother Unit concerned shall endeavor to contact and find – out the whereabouts of the Absentee and direct him / her to return and report to the Mother Unit immediately.

.4 If the Absentee return and report to his / her Mother Unit, the status of the said PCG Uniformed Personnel from AWOL to DUTY shall be reflected in the MR of his / her Mother Unit and reported thru radio message citing the previous message to the Commandant, PCG (Attn: DCS - HRM, CG - 1) under para 7.a.2 herein, copy furnished CCGFC for the reinstatement of his / her pay and allowances and CCGIAS for record purposes.

.5 Accordingly, the Coast Guard Finance Center (CGFC) shall already release the pay and allowances of the said PCG Uniformed Personnel reckoned from the date he / she was again reflected on Duty status in the MR of the Mother Unit.

.6 Nevertheless, even if the Absentee voluntarily returns to his / her Mother Unit within the ten (10) days period, the Unit Commander should still conduct Initial Investigation of the AWOL case in order to determine the facts surrounding the AWOL and if there are administrative and operational lapses in order to institute corrective measures.

.7 The Unit Commander of the Mother Unit concerned shall immediately submit the corresponding Investigation Report (IR) to the Coast Guard Internal Affairs Service (CGIAS) for review and appropriate action.

.8 The CCGIAS shall then submit to the Commandant, PCG the review of the case for approval.

.9 The said PCG Uniformed Personnel shall not, however, be entitled to his / her pay and allowances corresponding to the period he / she was reported on AWOL; unless, the resolution of the PCG Disciplinary Board duly approved by the Commandant, PCG provides otherwise.

b) ELEVEN (11) DAYS TO SIXTY (60) DAYS (See Flowchart – Annex B)

.1 If despite the proceedings under para 7.a.1 – 7.a.2 and the efforts exerted by the Unit Commander of the Mother Unit concerned under para 7.a.3 herein, the Absentee still fails to report on the 11th day and continues to be on AWOL, the Mother Unit concerned shall reflect the Absentee in its MR as FROM AWOL TO DROPPED FROM ROSTER OF PERSONNEL.

.2 In relation with para 7.b.1 herein, the Unit Commander of the Mother Unit concerned shall report thru radio message citing the first message to the Commandant, PCG (Attn: DCS - HRM, CG - 1) under para 7.a.2 herein, info the CCGFC and CCGIAS (ANNEX - B) for withholding of the pay and allowances of the said Absentee and for recording purposes, respectively.

.3 Immediately after complying with para 7.b.1 – 7.b.2 herein, the Unit Commander of the concerned Mother Unit shall send a written notice to the last known address of the Absentee informing him / her that an Initial Investigation or Investigation in Absentia, as the case may be, with regard his / her AWOL will be conducted by the Mother Unit concerned and further giving him / her opportunity to report immediately or submit with the Mother Unit evidences for his / her defense not later than fifteen (15) days from receipt of the written notice.

.4 In case the Absentee returns within the period covered under para 7.b herein the Unit Commander of the Mother Unit concerned shall conduct an Initial Investigation in order to determine the facts surrounding the AWOL of said Absentee and if there are administrative and operational lapses involved in order to institute corrective measures.

.5 The Unit Commander of the Mother Unit concerned shall forward to the CCGIAS the IR of the Initial Investigation for review and appropriate action.

.6 The CCGIAS shall then submit to the Commandant, PCG the review of the case for approval.

.7 Notwithstanding the foregoing, even if the Absentee voluntarily returns within the period covered under para 7.b herein to the Mother Unit that Dropped him / her from its Roster of Personnel, the said Absentee shall no longer be carried in the MR of the said Mother Unit.

.8 In relation to 7.b.4 herein, the said Absentee shall instead be directed by the Unit Commander of the Mother Unit concerned to report to the DCS - HRM, CG - 1 for issuance of appropriate order.

.9 If the Absentee reports to other Units, any PCG personnel assigned therein should assist and advise the Absentee to report to the DCS - HRM, CG - 1.

.10 The DCS - HRM, CG - 1 shall issue a Special Order assigning the said PCG Uniformed Personnel to Receiving Station (RECSTA). Appropriate radio message shall be issued by the DCS - HRM, CG - 1 into the CCGFC and the CCGIAS for information and record purposes.

.11 An appropriate radio message shall be issued by the Commander, RECSTA into CCGFC that the said PCG Uniformed Personnel is already carried on DUTY Status in the MR of RECSTA.

.12 In view of para 7.b.10 herein, CGFC shall already release the pay and allowances of the said PCG Uniformed Personnel reckoned from the date he / she was carried and reflected in the MR of RECSTA.

.13 The said PCG Uniformed Personnel shall be assigned at RECSTA until such time that the investigation and resolution of his / her AWOL case becomes final and executory.

.14 However, as regards the pay and allowances of the said PCG Uniformed Personnel for the period he / she was reported on AWOL and / or DROPPED FROM ROSTER OF PERSONNEL, the policy under para 7.a.9 herein shall apply.

c) MORE THAN SIXTY (60) DAYS (See Flowchart - Annex C)

.1 If, notwithstanding, the application of para 7.a.1 - 7.a.3 and para 7.b.1 - 7.b.3 herein, the Absentee continues to be on AWOL for more than sixty (60) days, the status of the said Absentee under para 7.b.1 herein which is DROPPED FROM ROSTER OF PERSONNEL shall be maintained.

.2 However, even if the said Absentee voluntarily returns to the PCG on the period covered herein, he / she shall no longer be placed on Active Status.

.3 Consequently, in both instances under para 7.c.1 - 7.c.2 herein, the CGFC shall continue to withhold the pay and allowances of the said Absentee.

.4 On one hand, in case of para 7.c.1 herein, the Unit Commander of the Mother Unit concerned shall already proceed with the conduct of Investigation in Absentia.

.5 On the other hand, in case of para 7.c.2 herein, the Unit Commander of the Mother Unit concerned shall instead conduct an Initial Investigation.

.6 If an Investigation in Absentia has already been commenced under para 7.c.4 by the Mother Unit before the Absentee returns, provided that the Investigation Report of the same has not been completed yet, the Investigation in Absentia shall be denominated as Initial Investigation and conducted accordingly.

.7 The Unit Commander of the Mother Unit concerned shall submit to the CGIAS the IR of the Initial Investigation or Investigation in Absentia, as the case may be, for review and appropriate action.

.8 .8 The CCGIAS shall then submit to the Commandant, PCG the review of the case for approval.

d) ABSENTEE CONFINED IN THE HANDS OF CIVIL AUTHORITIES (See Flowchart – Annex D and Series)

.1 An Absentee shall not be dropped from the roster of personnel of his / her Mother Unit when reliable information is received within the period covered by para 7.a herein that he / she is in the hands of civil authorities.

.2 In such case, the status of the Absentee from AWOL to CONFINED IN THE HANDS OF CIVIL AUTHORITIES shall be reflected in the MR of the Mother Unit and reported thru radio message citing the first message to the Commandant, PCG (Attn: DCS-HRM, CG-1) under para 7.a.2 herein, copy furnished CCGFC and CCGIAS for information and for record purposes.

.3 Likewise, if the information is received by the Mother Unit that the Absentee is in the hands of civil authorities within the period covered already by para 7.b herein, the status of the Absentee as from DROPPED FROM ROSTER OF PERSONNEL to CONFINED IN THE HANDS OF CIVIL AUTHORITIES shall be reflected in the MR of the Mother Unit and reported thru radio message citing the first message to the Commandant, PCG (Attn: DCS-HRM, CG-1) under para 7.b.2 herein, copy furnished CCGFC and CCGIAS for information and for record purposes.

.4 While under detention, the said PCG Uniformed Personnel may avail of fifteen (15) days ordinary leave extendible for another fifteen (15) days for a total of thirty (30) days.

.5 Upon issuance of the Leave Order, the status of the said PCG Uniformed Personnel from CONFINED IN THE HANDS OF THE CIVIL AUTHORITIES to LEAVE shall be reflected in the MR of the Mother Unit and reported thru radio message citing the previous message to the Commandant, PCG (Attn: DCS - HRM, CG - 1) under para 7.d.2 – 7.d.3 herein, copy furnished CCGFC for the reinstatement of his / her pay and allowances and CCGIAS for record purposes.

.6 Accordingly, the CGFC shall already release the pay and allowances of the said PCG Uniformed Personnel from the date he / she was reported on LEAVE.

.7 If on or before the lapse of the thirty (30) days ordinary leave, the said PCG Uniformed Personnel is released on bail he / she may be

allowed to return to his / her Mother Unit and perform his / her duties subject to the discretion and direct supervision of his / her Unit Commander.

.8 In relation with para 7.d.7 herein, the status of the said PCG Uniformed Personnel from LEAVE to DUTY shall be reflected in the MR of the Mother Unit and reported thru radio message citing the previous message to the Commandant PCG (Attn: DCS-HRM, CG-1) under para 7.d.5 herein, copy furnished CCGFC and CCGIAS for information and record purposes, respectively.

.9 However, despite para 7.c.7 herein, the Unit Commander of the Mother Unit concerned should still conduct an Initial Investigation of the AWOL and arrest case involving the concerned PCG Uniformed Personnel.

.10 In the same manner, if the Absentee refuses to avail of his / her allowable leave credits as provided under para 7.d.4 herein, he / she shall be dealt with in accordance with para 7.a - 7.c herein, as may be applicable.

.11 If the said PCG Uniformed Personnel fails to obtain bail upon the lapse of the thirty (30) days allowable leave, his / her status shall revert to CONFINED IN THE HANDS OF THE CIVIL AUTHORITIES.

.12 In view of para 7.d.11 herein, the status the said PCG Uniformed Personnel from LEAVE to CONFINED IN THE HANDS OF THE CIVIL AUTHORITIES shall be reflected in the MR of his / her Mother Unit and reported thru radio message citing the previous message to the Commandant, PCG (Attn: DCS - HRM, CG - 1) under para 7.d.5 herein, copy furnished CCGFC and CCGIAS for withholding of the pay and allowances of the said Absentee and for recording purposes, respectively.

.13 In relation to para 7.c.11, the Unit Commander of the Mother Unit concerned shall conduct an Initial Investigation if it is possible to personally get the statement of the said PCG Uniformed Personnel while he / she is detained, if not, an Investigation in Absentia shall be initiated with regard the AWOL and arrest case involving the concerned PCG Uniformed Personnel in accordance with the proceedings under para 7.b - 7.c, as may be applicable.

.14 The Unit Commander of the Mother Unit concerned shall forward to the CGIAS the IR of either the Initial Investigation or Investigation in Absentia, as the case may be, for review, evaluation, and appropriate action.

.15 As regards the pay and allowances of the said PCG Uniformed Personnel for the period he / she was reported on AWOL and / or CONFINED IN THE HANDS OF THE CIVIL AUTHORITIES, the policy under para 7.a.9 herein shall apply.

.16 However, in case of para 7.d.11 herein, the Absentee shall be given an option to voluntarily resign from the PCG Service before the resolution of the AWOL case becomes final and executory.

.17 In the interest of justice, the Absentee who is allowed to voluntarily resign under para 7.d.16 herein shall be allowed to return and continue

his / her PCG Service if he / she obtains an acquittal from his / her case with the Civil Authorities subject to the applicable policies of the PCG on the matter. Provided, however, that the Absentee has not yet collected or received his / her separation benefits and other related benefits. Otherwise, the said Absentee shall no longer be allowed to return to the PCG Service.

8. RESPONSIBILITIES:

a) Unit Commander of the Mother Unit concerned in addition to his / her previously provided duties herein shall:

.1 Ensure that AWOL cases committed by PCG Uniformed Personnel carried in the MR of Mother Unit under his / her command are immediately reported for proper disposition.

.2 Exert reasonable efforts to contact or find – out the whereabouts of the Absentee and direct him / her to report to him / her immediately.

.3 Ensure that prior written notice is sent to the last known address of the Absentee for purposes of the conduct of Investigation in Absentia. A proof of service of said notice must be attached to the IR of the Investigation in Absentia.

.4 Make sure that the Initial Investigation or Investigation in Absentia of the AWOL case is conducted expeditiously and a copy of the IR of the same is immediately furnished to the CGIAS.

.5 In case the Absentee is confined in the hands of civil authorities, submit a full written report relative to the arrest and detention of the said Absentee to Commandant, PCG copy furnished the CGIAS.

.6 Maintain communication with the Absentee and inform him / her of his / her option to avail of allowable leave credits while under detention and shall give assistance to the Absentee in securing the requirements for the same.

.7 Ensure the attendance of the concerned personnel in the schedule hearings of the criminal case.

.8 Closely monitor the stages of the criminal proceedings and regularly submit status report and recommendations on the development of the case to the Commandant, PCG copy furnished the CGIAS.

b) CGIAS in addition to its previously provided duties herein shall:

.1 Conduct a review / evaluation of the IR submitted by the Unit Commander of the Mother Unit of the Absentee.

.2 Conduct re - investigation of the case if it deems necessary or as may be directed by the Commandant, PCG.

.3 Submit a report with appropriate recommendations to the Commandant, PCG for approval.

c) **RECSTA** in addition to its previously provided duties herein shall:

.1 Account the presence of the PCG Uniformed Personnel with AWOL cases who are assigned to the same during office hours and whenever necessary.

.2 Utilize the said PCG Uniformed Personnel by assigning to him / her appropriate tasks, duties, and responsibilities.

.3 Recommend to Commander, HSG the assignment of certain task / duty for the said PCG Uniformed Personnel assigned to RECSTA under this SOP.

d) **DCS - HRM, CG - 1** in addition to its previously provided duties herein shall:

.1 Issue the Order of Dismissal or Separation from the PCG Service and officially dropping in the LINEAL LIST FOR OFFICERS and ALFA LISTING FOR ENLISTED PERSONNEL of the Absentee in accordance with the resolution of the PCG Disciplinary Board that has become final and executory.

.2 Process and facilitate the reinstatement of the PCG Uniformed Personnel who is allowed to return to the PCG Service under para 7.d.17 herein in accordance with applicable PCG policies on the matter.

e) **CGLS** in addition to its previously provided duties herein shall:

.1 Render legal comment vis – a – vis the resolution of the PCG Disciplinary Board as may be directed by the Commandant, PCG.

.2 Upon receipt of the resolution of an AWOL case duly approved by the proper Authority which requires the filing of a formal complaint, prepare appropriate charges for filing in court if the same is warranted.

f) **CGFC** in addition to its previously provided duties herein shall:

.1 Automatically withhold the pay and allowances of the Absentee effective on the date he / she is reported to be on AWOL and / or CONFINED IN THE HANDS OF THE CIVIL AUTHORITIES.

.2 Immediately reinstate the pay and allowances of the PCG Uniformed Personnel who was an Absentee effective on the date he / she was either reported on Duty or Leave status in the MR of the Mother Unit concerned or carried in the MR of RECSTA, as the case may be.

.3 Shall automatically delete from PCG payroll an Absentee who was reported on AWOL status for more than sixty (60) days already. However,

reinstatement to the PCG Payroll of those reported on AWOL for more than sixty (60) days shall be upon the approval of the Commandant, PCG.

9. REPEALING CLAUSE:

All PCG rules and regulation which are inconsistent with the provisions of this SOP are hereby repealed or modified accordingly.

10. SEPARABILITY CLAUSE:

If for any reason, any provision of this SOP is declared illegal or invalid, such parts not affected thereby shall remain in full force and effect.

11. EFFECTIVITY:

This SOP shall take effect immediately upon approval.

BY COMMAND OF REAR ADMIRAL ISORENA:

OFFICIAL:

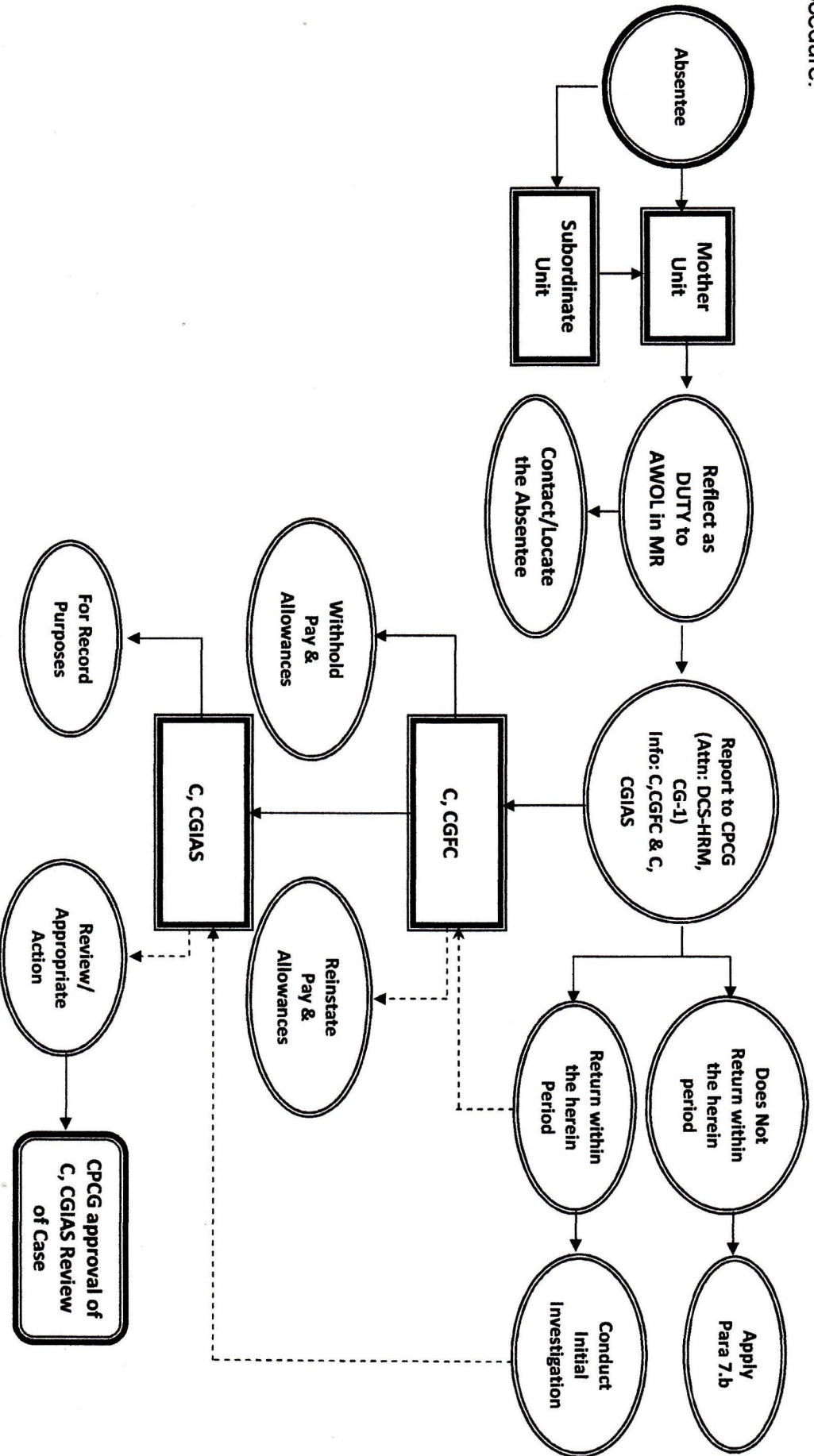
JOSELITO F DELA CRUZ
CAPT PCG
Chief of Coast Guard Staff


RODERIK M ELIORAN
LCDR PCG
Acting Coast Guard Adjutant

DISPOSITION OF AWOL CASES OF PCG UNIFORMED PERSONNEL

Para 7.a
One (1) to Ten (10) Days

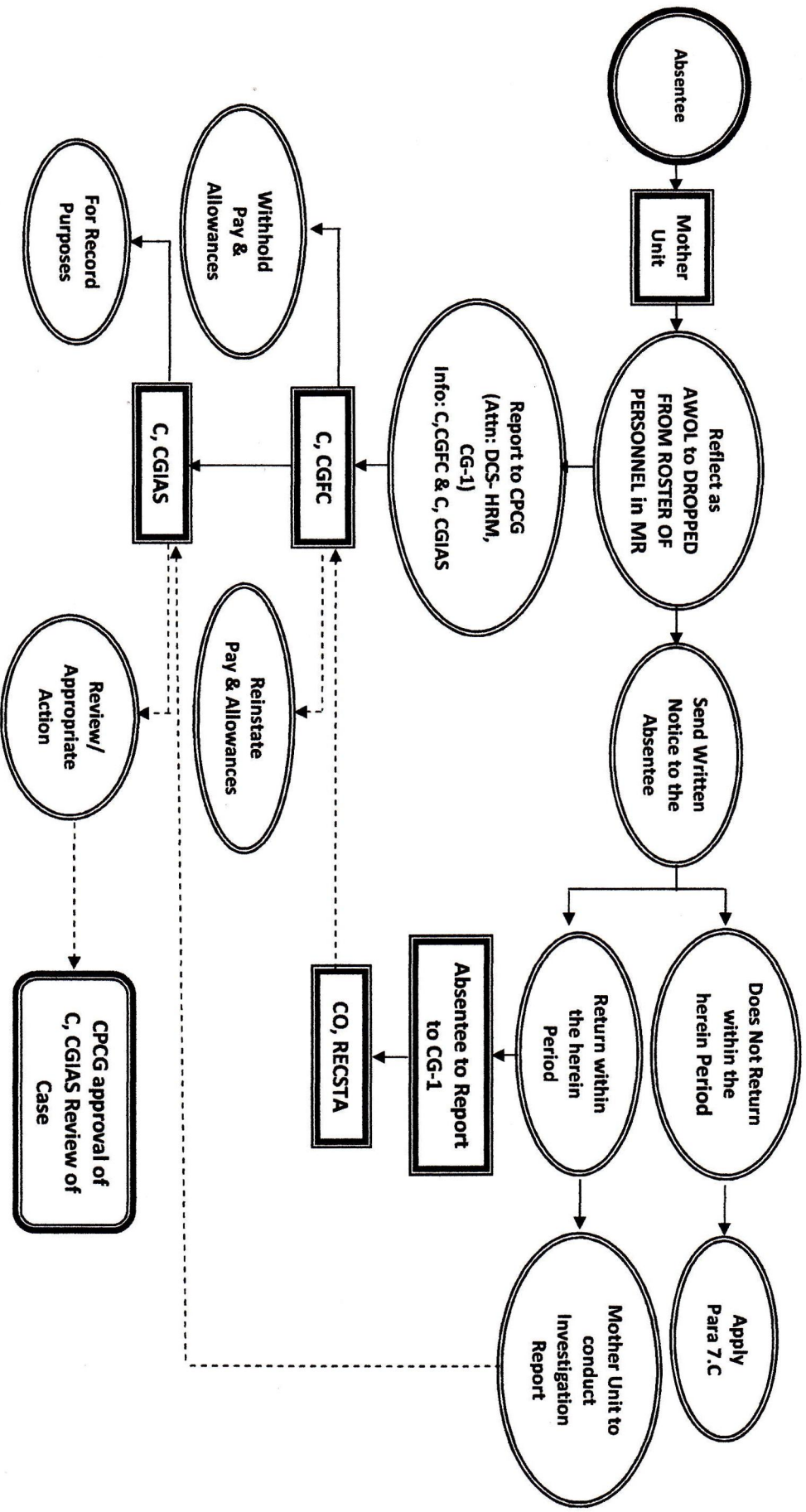
Procedure:



DISPOSITION OF AWOL CASES OF PCG UNIFORMED PERSONNEL

Para 7.b
Eleven (11) Days to Sixty (60) Days

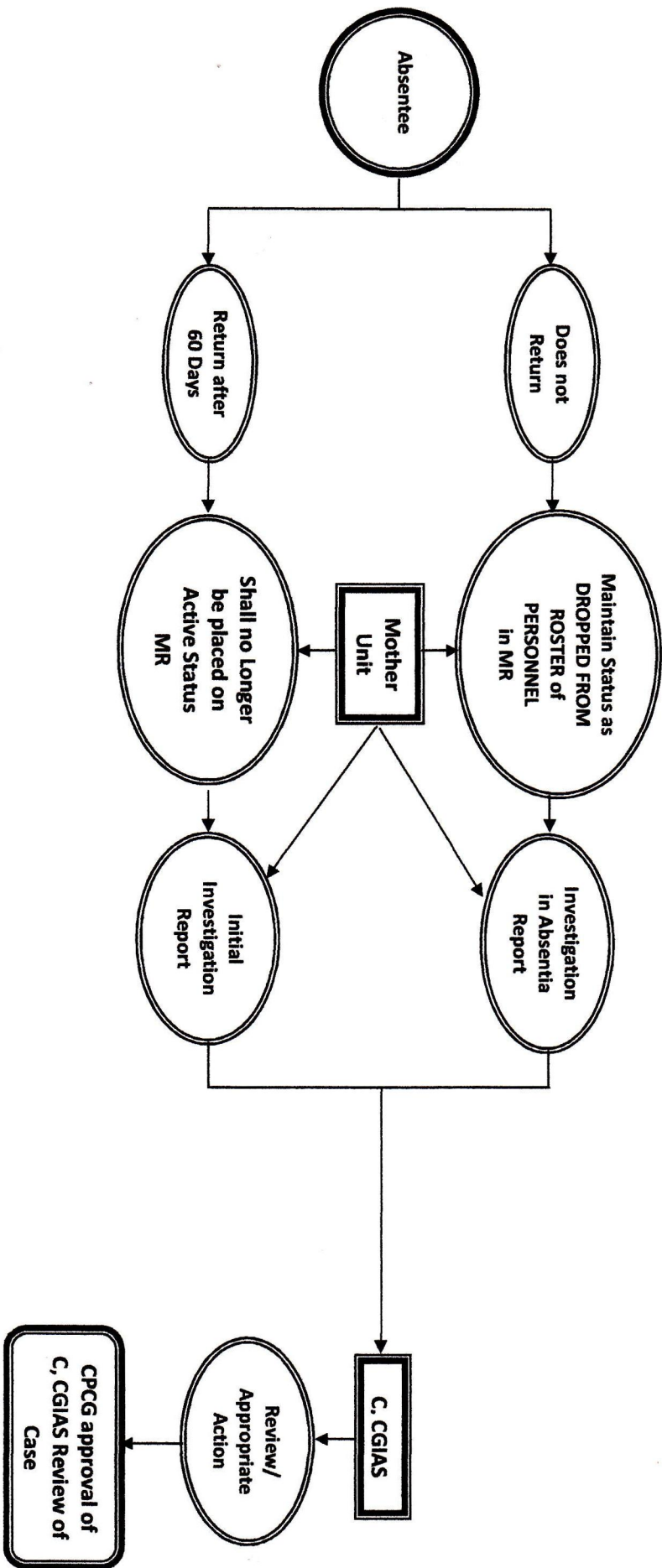
Procedure: (Note: It is expected that the procedures under Para 7.a.1 - 7.a.3 of this SOP were previously applied already)



DISPOSITION OF AWOL CASES OF PCG UNIFORMED PERSONNEL

Para 7.c More Than Sixty (60) Days

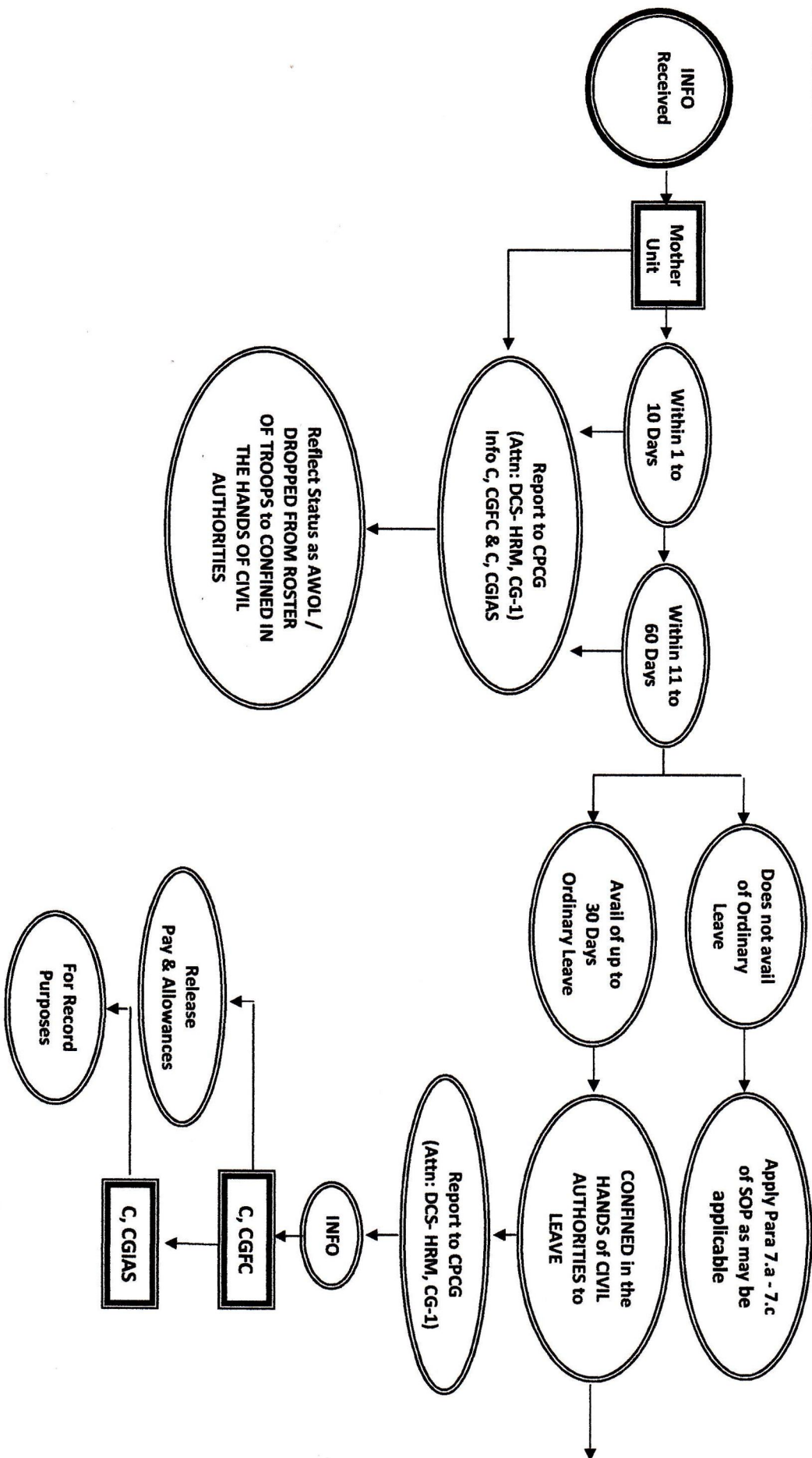
Procedure: (Note: It is expected that the procedures under Para 7.a.1 - 7.a.3 and Para 7.b.1 - 7.b.3 of this SOP were previously applied already)



DISPOSITION OF AWOL CASES OF PCG UNIFORMED PERSONNEL

Para 7.d of SOP
Absentee confined in the hands of civil authorities

Procedure:



DISPOSITION OF AWOL CASES OF PCG UNIFORMED PERSONNEL

