



**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**

**(Headquarters Philippine Coast Guard)**

139 25<sup>th</sup> Street, Port Area

1018 Manila

21 September 2015

CGA/CG-11

STANDING OPERATING PROCEDURES)

NUMBER 09-15)

**GUIDELINES FOR THE PROPER HANDLING OF COMMUNICATIONS  
ELECTRONICS OPERATING INSTRUCTION (CEOI)**

1. **PURPOSE:** This Standing Operating Procedure (SOP) prescribes the guidelines for the proper handling of Communications Electronics and Operating Instruction (CEOI) in order to ensure the safekeeping of classified documents and information and other cryptographic activities related thereof.
2. **SCOPE:** This SOP applies to all Philippine Coast Guard Units afloat/ashore engaged in tactical operations as order issued for the technical control and coordination of communications within a command particularly during transmission of classified information through radio communication.
3. **PROCEDURES:**
  - a) The office of Coast Guard Weapons, Communications, Electronics and Information System Command (CGWCEISC) is the coordinating Unit in the preparation prior issuance of CEOIs and other classified documents, both registered and non-registered communication publications for the Philippine Coast Guard. This Unit further maintains liaison with (cognizant communications offices) in so far as communications matter is concerned.
  - b) All communications personnel specifically with Radioman rating are required to understand and observe all pertinent instructions and technical references relating to radio and signal procedures, communications security and in the maintenance and upkeep of the equipment.
  - c) Acknowledgement receipt of CEOIs or any classified documents must be acted within 24 hours upon receipt. The destruction of this publication must be

in accordance with the prescribed procedure (if there is existing regulation in the PCG) after which necessary report should be rendered to the CG Communications-Electronics Officer within 24 hours after destruction.

- d) Errors in the CEOI will be brought to the attention of the CG Communications-Electronics Officer. No corrections or changes will be made except upon authority from Communications-Electronics Officer.
- e) CEOIs are classified SECRET and must be safeguarded as such. Precautions will be taken to keep copies of these documents out of the hands of unauthorized persons.
- f) Under no circumstances will these documents be taken out of the code room.
- g) When not in use, these documents will be kept in a locked place.
- h) Documents will be checked daily for any loose pages and for its physical appearance. A record of these checks will be made on the pages provided for that purpose on every CEOI issued by this Headquarters which will be subject to inspections anytime.
- i) In case of loss or compromise, a message stating the circumstances thereof will be sent by the fastest means of available communications to the CG Communications-Electronics Officer. A detailed report will immediately follow (To: CPCG Attn: CG-11 Info: C, CGWCEISC Attn: WCEIS-3)
- j) In headquarters, command or unit, where telecommunications is performed, a secured place should be designated and maintained for the purpose of performing cryptographic activities as well as a place to store crypto materials. The place should be so designed that unauthorized persons shall be barred from getting access to information and materials inside. This place should be known as crypto center, the hub of cryptographic activities which will be located near or within the message center.
- k) Inside the crypto center, there will be a list of persons authorized to enter, persons seeking entry will be challenged and identified and only those whose names appear on the list or those authorized by competent authority will be admitted. Under no conditions will unauthorized persons be permitted to enter the crypto center merely because they are known to crypto center personnel. Every effort should be made to prevent classified crypto materials from being viewed by unauthorized persons.

#### **4. RESPONSIBILITIES:**

**a) Commander, CGWCEISC shall:**

- i. Responsible for the preparation prior issuance of CEOIs and other classified documents, both registered and non-registered communication publications for the Philippine Coast Guard subject for the approval of CPCG;
- ii. Act as the principal PCG policy point of contact on all CEOI training and other communication security issues;
- iii. Train and develop all rated Radioman to all PCG Units for the usage of CEOI manuals.
- iv. Review existing CEOI procedures periodically and initiate reforms or amendments to fit on with the required standards of the Command; and
- v. Ensure that then CEOI reported errors in case of loss or compromise will be acted upon for immediate changes.

**b) Unit Commanders/ Commanding Officer shall:**

- i. Ensure the Command has an effective CEOI training and qualification for the proper handling and usage of CEOI. The commanding officer has ultimate and final authority to designate personnel under his or her control. Determination of which traits and actions are disqualifying is at the discretion of the commanding officer;
- ii. Ensure that all designated communication personnel who will be on charge for the usage of CEOI must be trained and specialized with radioman rating and must have a security clearance issued by Office of Deputy Chief of Coast Guard Staff for Intelligence, Security and Law Enforcement, CG-2;
- iii. Designate and maintain a secured place for the purpose of performing cryptographic activities as well as a place to store crypto materials;
- iv. Report immediately (To: CPCG Attn: CG-11 Info: C, CGWCEISC Attn: WCEIS-3) a message stating the circumstances thereof will be sent by the fastest means of communication in case of loss or compromise; and
- v. Ensure that the CEOI must be always secured and be kept in a locked place.

**c) Deputy Chief of Coast Guard Staff for Maritime Communications, Weapons, Electronics and Information System, CG-11 shall:**

- i. Provide policy, procedural guidance and coordinating action for planning and implementing the CEOI familiarization and training program;
- ii. Program appropriate guidelines and conduct of training for CEOI through CGWCEISC to ensure its uniform and systematic usage to be used in any conduct of tactical and confidential operations; and
- iii. Responsible for the CEOI manuals distribution and publication to the different PCG operational Units upon approval by the CPCG.

**d) Deputy Chief of Coast Guard Staff for Intelligence, Security and Law Enforcement, CG-2 shall:**

- i. Issue security clearance for the communication personnel who will be conducting classified activities; and
- ii. Monitor and ensure that all of the destruction of CEOI publication must be in accordance with the existing regulations and prescribed procedures.

**e) Communication-Electronics Officer shall:**

- i. Coordinate with CGWCEISC for CEOI usage and must report errors in case of loss or compromise;
- ii. Ensure that the communication personnel must understand and observe all pertinent instructions and technical references relating to radio and signal procedures, communications security and in the maintenance and upkeep of equipment;
- iii. Inspect CEOI and other related documents daily for any loose pages and for its physical appearance;
- iv. Ensure that the acknowledgement receipt of CEOIs or any classified documents must be acted within 24 hours upon receipt; and
- v. Ensure that here is no unauthorized person can be accessed inside the designated code room wherein the cryptographic activities are conducted.

**f) Communication Personnel/ Radioman shall:**

- i. Understand and observe all pertinent instructions and technical references relating to radio and signal procedures, communications security and in the maintenance and upkeep of equipment;
- ii. Authorized personnel by his/her possession to access CEOI during its usage;
- iii. Ensure that he/she must have security clearance from Office of DCS-ISLEN, CG-2;
- iv. Perform cryptographic activities such as encryption, decryption and other cryptosystem indicated within CEOI;
- v. Ensure that the cryptographic activities are performed inside the designated safe and secured place;
- vi. Ensure that the CEOI manuals are secured in a locked place after use; and
- vii. Observe proper radio communication protocol and circuit discipline.

**5. RECISSION:**

This SOP rescinds all other publications contrary to the provision stated herein.

**6. EFFECTIVITY:**

The provisions of this SOP shall take effect upon publication.

BY COMMAND OF ADMIRAL ISORENA:

OFFICIAL:

  
LIEZEL B BAUTISTA  
LCDR PCG  
Coast Guard Adjutant  
*2019/11/15*

OSCAR C ENDONA JR  
CAPT PCG(GSC)  
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