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PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila

18 July 2018

NHPCG/CG-4

**STANDING OPERATING PROCEDURES
NUMBER 04-18**

DECOMMISSIONING/DEACTIVATION OF PCG VESSELS

1. **REFERENCE:** HPN SOP Nr 21-16 dated 26 September 2016
Subject: Decommissioning/Deactivation of PN vessel
2. **PURPOSE:** This SOP prescribes the procedure to be followed in the decommissioning/deactivation of PCG vessels
3. **SCOPE:** This SOP shall be applicable to all PCG Commissioned Vessels and/or activated by the Republic of the Philippines.
4. **DEFINITION OF TERMS:**
 - a. Inspection and Survey (INSURV) – refers to material inspections, trials and survey of PCG vessels. A comprehensive material inspection of PCG vessels
 - b. PCG Board of Inspection and Survey – consists of PCG officers designated by the CPCG to act as his agent to perform statutory, regulatory and contractual requirements focused on material condition of PCG vessels. Also known as the “PCG INSURV”;
 - c. PCG Vessels –refers to all PCG Commissioned Vessels.
 - d. PCG Disposal Committee – acts as the Advisory Committee/Bids and Awards Committee to the CPCG for the sale of PCG unserviceable properties, equipment and waste materials;

RESTRICTED

81

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e. Stripping – the act of removing serviceable items for further use in the service; and

f. Disposal – the action or process of discharging properties that are unserviceable, condemned, obsolete, excess or no longer needed in operation through public auction, sale through negotiation, transfer to other government agencies or destruction/condemnation.

5. POLICIES:

a. PCG vessels recommend for decommissioning shall be subjected to material inspection, trial and survey, which will serve as reference to declare subject vessel unfit for further Coast Guard service;

b. The Deputy Chief of Coast Guard Staff for Ships and Aircraft Engineering, CG-10 shall lead the PCG Board of Inspection and Survey (INSURV) in order to make appropriate recommendations to CPCG regarding vessels recommended for decommissioning/deactivation;

c. The PCG INSURV Board shall submit report and recommendation to CPCG (Attn: CG-10) within 30 calendar days from commencement of inspection;

d. Coast Guard Surface Support Force (CGSSF) shall provide technical assistance to Type Command/ Support Command/ Support Unit for final stripping of usable and repairable items; and

e. All property accountability of decommissioned/deactivated vessels shall be turned-in to Coast Guard Logistics Command (CGLOGCOM) for disposal through the PCG Disposal Committee headed by the Chief of Coast Guard Staff (CCGS).

6. PROCEDURE: The following procedures shall be followed in the decommissioning/deactivation of PCG vessels:

a. Pre- Decommissioning/Deactivation

1) Coast Guard Surface Support Force shall render a written recommendation to CPCG (Attn: Deputy Chief of Coast Guard Staff for Ships and Aircraft Engineering, CG-10) for the decommissioning/deactivation of the vessel citing therein major reasons for such recommendation. The said Unit may maximize the assistance from the PCGA to expedite the conduct of initial inspection and survey to support their recommendation;

2) Deputy Chief of Coast Guard Staff for Ships and Aircraft Engineering, CG-10 shall form and lead the PCG INSURV Board;

RESTRICTED

82

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3) The board shall deliberate on the status of subject vessel and submit to CPCG (Attn: Deputy Chief of Coast Guard Staff for Ships and Aircraft Engineering, CG-10 its findings/results of inspection with appropriate recommendations;

4) The Deputy Chief of Coast Guard Staff for Ships and Aircraft Engineering, CG-10 shall submit a report to CPCG based on the results of INSURV and recommend for the approval of the decommissioning/deactivation of subject vessel; and

5) Upon CPCG's approval, the Deputy Chief of Coast Guard Staff for Operations CG-3 shall facilitate the issuance and publication of decommissioning/deactivation orders through the Office of the Coast Guard Adjutant.

b. Decommissioning/Deactivation

1) Upon receipt of the decommissioning/deactivation orders, CGSSF through the Commanding Officer shall schedule a simple decommissioning or deactivation ceremony.

2) Immediately upon relief of the Commanding Officer of the decommissioned/deactivated PCG vessel, CGSSF will designate an Officer-In-Charge who will assume responsibility and property accountability of all the weapons, machineries, supplies and equipment aboard PCG vessel in preparation for stripping. Subject officer is likewise responsible for the physical security of said PCG vessel; and

3) CGSSF must complete the preliminary stripping within 30 calendar days after the decommissioning/deactivation ceremony.

c. Post Decommissioning/Deactivation

1) After completion of preliminary stripping, CGSSF will conduct joint inspection to determine serviceable items for final stripping;

2) After the conduct of joint inspection, CGSSF shall submit final list of items for final stripping by CGSSF Stripping Team;

3) Commander, CGSSF shall then ask the CGSSF Stripping Team to further strip subject vessel of other usable and repairable items within 60 calendar days after completion of joint inspection, prior to disposal process;

4) CGSSF Stripping Team shall be headed by a Project Officer as designated by Commander, CGSSF;

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5) After completion of the final stripping, subject decommissioned/deactivation PCG vessel shall be turned-in by CGSSF to Coast Guard Logistics Command (CGLOGCOM) for further disposition;

6) Upon turn-in of decommissioned/deactivation vessel, property accountabilities must be transferred to the Supply Accountable Officer, PCG; and

7) CGLOGCOM will facilitate the disposal process of the decommissioned/deactivated PCG vessels thru PCG Disposal Committee (PCGDC) headed by the Chief of Coast Guard Staff and will recommend to CPCG (Attn: Deputy Chief of Coast Guard Staff for Logistics, CG-4) for the approval of the disposal of decommissioned/ deactivated PCG vessel in reference to existing SOP on PCG Disposal Procedures.

7. RESPONSIBILITIES:

a. Deputy Chief of Coast Guard Staff for Operations , CG-3:

1) Facilitate issuance of decommissioning/deactivation orders for subject vessel upon CPCG approval; and

2) Monitor the conduct of decommissioning/deactivation ceremony.

b. Deputy Chief of Coast Guard Staff for Logistics, CG-4:

1) Primarily responsible in the implementation of this SOP;

2) Monitor the conduct of INSURV; and

3) Monitor the disposition of decommissioned/deactivated PCG vessels.

c. Deputy Chief of Coast Guard Staff for Ships and Aircraft Engineering (CG-10);

1) Program decommissioning/deactivation of vessels based on DSRT cycle;

2) Act as Chairman of the PCG INSURV Board; and

3) Monitor the conduct of INSURV.

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d. Deputy Chief of Coast Guard Staff for Human Resource Management and Records, CG-1;

Facilitate reassignment of personnel from subject decommissioned/deactivated vessel to other PCG units.

e. Coast Guard Adjutant;

Issue decommissioning/deactivation orders to subject vessel;

f. Commander, Coast Guard Logistics Command/SAO:

- deactivated vessel;
- 1) Assume accountability of turned-in decommissioned/deactivated vessel;
 - 2) Facilitate disposal of decommissioned/deactivated vessel through the PCG Disposal Committee;
 - 3) Ensure availability of storage facility for all serviceable items;
 - 4) Maintain inventory records of stripped items.
- and

g. Commander, Surface Support Force:

1. Designate Project Officer to head Stripping Team;
2. Organize Final Stripping Team to supervise and control stripping operation of decommissioned/deactivated vessel for serviceable items to be completed within 60 calendar days;
3. Submit report to CPCG (Attn: CG-10) through the PCG INSURV Board for final disposition of decommissioned/deactivated vessel; and
4. Submit Weekly Stripping Status Report to PCG (Attn: CG-4/CG-10).
5. Designate an Officer-In-Charge to assume accountability of decommissioning/deactivation of subject vessel and head the Preliminary Stripping Team;
6. Designate personnel as Preliminary Stripping Team to conduct initial stripping of usable items from decommissioned/deactivated vessel to be completed within 30 calendar days after the conduct of decommissioning/deactivation ceremony. The task of the team is to initially strip the decommissioned/deactivated vessel of all serviceable equipment for further use of other PCG Units; and

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h. Chief, Coast Guard Accounting Service:

Coordinate and reconcile records of the decommissioned/deactivated vessel with SAO, PCG and COA for proper accounting.

8. **RESCISSION:** All previous publications in conflict with this SOP are hereby rescinded.

9. **EFFECTIVITY:** This SOP shall take effect upon publication.

BY COMMAND OF ADMIRAL HERMOGINO:

OFFICIAL:


LIEZEL B BAUTISTA
LCDR PCG
Coast Guard Adjutant
27/09/16

ROLANDO LIZOR N PUNZALAN JR
CAPT PCG
Acting Chief of Coast Guard Staff

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