



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
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NHQ-PCG/CG-11

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STANDING OPERATING PROCEDURES
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Guidelines on the Rationalized Issuance of PCG Firearms

I. AUTHORITY:

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

II. REFERENCES:

- 1) Republic Act No. 10591 otherwise known as the "Comprehensive Firearms and Ammunition Regulation Act" dtd 29 May 2013;
- 2) Implementing Rules and Regulations (IRR) of RA 10591 dtd 07 December 2013;
- 3) HPCG/CG-2 Standing Operating Procedure Nr 12-15 or "Issuance of Mission Order and Letter Order to PCG Personnel" dtd 07 December 2015
- 4) CGA/CGWCEISS Standing Operating Procedure Nr 06 "Issuance of PCG Firearm" dtd 21 August 2002;
- 5) PNP Memorandum Circular Nr 2010-020 "Professionalism of PNP Logistics Management System" dtd 14 October 2020.

III. PURPOSE:

To provide guidelines on the rationalized issuance of PCG firearms.

IV. SCOPE:

This SOP shall apply to the issuance of PCG firearms to PCG Uniformed Personnel and to PCG units, intended to be rationalized in accordance with the Table of Organization and Equipment (TOE).

V. DEFINITION OF TERMS:

- a) Active Commissioned Officer – refers to all Officers commissioned in the active PCG service;
- b) Firearm – refers to any handheld or portable weapon, whether a small arm or light weapon, that expels or is designed to expel a bullet, shot,

slug, missile or any projectile, which is discharged by means of expansive force of gases from burning gunpowder or other form of combustion or any similar instrument or implement;

- c) Handgun – refers to firearm intended to be fired from the hand; this includes pistol and revolver;
- d) Invoice Receipt (IR) General Form Nr 30 (A) – refers to the form used in the transfer of property accountability of non-expendable supplies from one supply accountable officer to another;
- e) Light Weapons – refer to: Class-A Light weapons which refer to self-loading pistols, rifles and carbines, submachine guns, assault rifles and light machine guns not exceeding caliber 7.62MM which have fully automatic mode; and Class-B Light weapons which refer to weapons designed for use by two (2) or more persons serving as a crew, or rifles and machine guns exceeding caliber 7.62MM such as heavy machine guns, handheld under barrel and mounted grenade launchers, portable anti-aircraft guns, portable anti-tank guns, recoilless rifles, portable launchers of anti-tank missile and rocket systems, portable launchers of anti-aircraft missile systems, and mortars of a caliber of less than 100MM;
- f) Long Firearms – for purposes of and as used in this SOP, refer to rifles, submachine guns, light machine guns, and Class-B light weapons;
- g) Materiel - refers to PCG materials and equipment;
- h) Memorandum Receipt (MR) – refers to the form used to transfer accountability of non-expendable property from a supply officer to end-user;
- i) Non-Commissioned Officer (NCO) – for purposes of or as used in this SOP, refers to PCG Enlisted Personnel with the rank of First Master Chief Petty Officer down to Petty Officer Third Class;
- j) Non-Officer (NO) – for purposes of or as used in this SOP, refers to PCG Enlisted Personnel with the rank of Seaman/Seawoman First Class down to Apprentice Seaman/Seawoman;
- k) PCG Unit – refers to any PCG unit in the TOE;
- l) Pistol – refers to a hand-operated firearm having a chamber integral with or permanently aligned with the bore which may be self-loading;
- m) Responsible Supply Officer (RSO) – for purposes of or as used in this SOP, refers to an appointed PCG Commissioned Officer who shall supervise the Supply Accountable Officer in the performance of his/her property custodianship functions;
- n) Revolver – refers to a hand-operated firearm with a revolving cylinder containing chambers for individual cartridges;
- o) Rifle – refers to a shoulder firearm or designed to be fired from the shoulder that can discharge a bullet through a rifled barrel by different actions of loading, which may be classified as lever, bolt, or self-loading;
- p) Individual Service Firearm – for purposes of or as used in this SOP, refers to a firearm issued permanently to PCG uniformed personnel under



his/her name so as to be held until retirement or separation from service, or until recalled or returned for reasonable grounds;

- q) Short Firearms – for purposes of or as used in this SOP, refer to pistols and revolvers;
- r) Supply Accountable Officer (SAO) – refers to any Non-Uniformed Personnel who is designated to be responsible for the custody of government property and who is required by law to account before the Commission of Audit;
- s) Table of Organization and Equipment (TOE) – refers to the document which prescribes the organic structure or organization, staffing, and equipage of PCG units;
- t) Unit Firearm – for purposes of or as used in this SOP, refers to a firearm issued permanently to a PCG Unit under its name so as to be held by until deactivation, or until recalled or returned for reasonable grounds.

VI. GENERAL PROVISIONS:

- a) Individual Service Firearms and Unit Firearms shall be distributed and issued by PCG-SAO to concerned personnel and units; such issuances shall be supported by corresponding MR or IR General Form Nr 30, respectively; procedure of which shall be in accordance with CGA/CGWCEISS Standing Operating Procedure Nr 06 "Issuance of PCG Firearm" dated 21 August 2002. The accountability and responsibility of the individual service firearms shall be with the PCG personnel concerned, while Unit Firearms shall be with the Unit unless issued to PCG Unit Personnel subject to pertinent PCG rules, guidelines, and procedures.
- b) Distribution of Unit Firearms to unit personnel shall be the responsibility of the unit commanding officer; procedure of which shall be in accordance with CGA/CGWCEISS Standing Operating Procedure Nr 06 "Issuance of PCG Firearm".
- c) For PCG personnel assigned in PCG Units performing high-risk functions such as Coast Guard Special Operations Force (CGSOF), Coast Guard K-9 Force (CGK9), Coast Guard Anti-Terrorism Unit (CGATU), Coast Guard Intelligence Force (CGIF), and other personnel as approved by the Commandant, PCG (C, PCG) shall be issued individual service firearms regardless of ranks, as recommended by their concerned Commanding Officers, and subject to recall in accordance with the relevant provisions under this SOP.
- d) Both Short and Long Firearms may be designated as Individual Service Firearms or Unit Firearms. However, for Long Firearms to be Individual Service Firearm, it should be issued only to Officers holding sensitive positions requiring stricter security, or under such other exceptional cases, as may be determined and recommended by the CG-2 and approved by the Commandant, PCG.
- e) Individual Service Firearms shall be issued to commissioned and non-commissioned officers subject to the compliance with the requirements and procedures set forth in CGA/CGWCEISS SOP Nr 06 "Issuance of PCG Firearm".

- f) Unit Firearms shall be for the exclusive use of the receiving unit except in cases of exigent or emergency situations, transfer of which to another unit under a separate SAO jurisdiction may be allowed in accordance with COA Quality Management Manual and other applicable government policies and procedures on supply and property transfer, and subject to the approval of the C, PCG.
- g) Unit Firearms issued by the unit to its personnel shall remain as Unit Firearms; issuance of which shall be governed by PCG policies.
- h) No PCG personnel shall be issued with more than two firearms. Said firearms should only be limited to one short and one long firearm. For purposes of this provision, shipboard and special operations shall be governed by a separate policy.
- i) PCG-issued firearms shall be coupled with valid MO/LO subject to the rules and regulations under HPCG/CG-2 Standing Operating Procedure Nr 12-15 "Issuance of Mission Order and Letter Order to PCG Personnel" dtd 07 December 2015, and its subsequent issuances.
- j) For Unit Firearms, distribution shall be based on the risk assessment, operational relevance, firearm requirement based on WQSB, inventory, manpower, and the availability of an appropriate and secured armory in each unit; likewise, all units shall be issued a number of firearms based on the parameters set forth for its operationally-responsive distribution.
- k) CGWCEISC shall adopt a database or an integrated information system; guidelines and procedures of which shall be covered in separate issuances.
- l) CGWCEISC and PCG-SAO shall maintain a harmonized list of all issued firearms.

VII. POLICIES:

- a) For rationalized issuance of Individual Service Firearms, subject to the compliance with the requirements and procedures set forth in CGA/CGWCEISS SOP Nr 06 "Issuance of PCG Firearm", the precedence shall follow the hierarchy of Commands in the PCG TOE.

Priority shall be given to those whose area of responsibilities are considered high-risk.

- b) For rationalized issuance of unit firearms, the following criteria shall be considered:
 1. Risk Assessment (provided by O/CG-2)
 2. Operational Relevance (provided by O/MARSLEC)
 3. Firearm Requirement based on WQSB (provided by O/CG-3)
 4. Inventory Readiness (provided by O/CGWCEISC)
 5. Personnel Strength (provided by O/HRMS)
 6. Command Priority (provided by O/DCO)

VIII. PROCEDURES:

The following steps shall be undertaken in order to attain a rationalized issuance of firearms.

a) For Individual Service Firearms:

1. CGWCEISC shall prepare the list or inventory of all available Individual Service Firearms for issuance.
2. CGWCEISC shall request Human Resource Management Command (HRMC) to submit the updated Senior Lineal List (SLL), roster of troops for Non-Commissioned Officers, and CG-3 for the Station List.
3. Based on the abovementioned lists, CGWCEISC shall prepare the proposed list of all active Commissioned and Non-Commissioned Officers who shall be issued with Individual Service Firearms for the approval of the C, Philippine Coast Guard.
4. Upon the approval of C,PCG of the proposed list, the following mandatory requirements shall be complied with individually by all active Commissioned and Non-Commissioned Officers who are eligible to receive the Individual Service Firearm in permanent basis, to wit:
 - a. Neuropsychological Certificate
 - b. Medical Certificate
 - c. Certificate of Non-Pending Case
 - d. CG-2/CGIF Clearance
 - e. Firearms Qualification Certificate (issued by MARSLEC), and;
 - f. Latest Certificate of Gun Safety Seminar, issued not more than one (1) year prior to submission and acceptance.

Items a to e must be issued not more than six (6) months prior to submission and acceptance of documentary requirements;

5. All mandatory requirements shall be presented to CGWCEISC (CGWS) for checking and monitoring, and subsequent endorsement to PCG-SAO for appropriate issuance of Individual Service Firearm.

b) For Unit Firearms:

1. CGWCEISC shall prepare a matrix to determine the appropriate allocation of respective units based on the parameters set forth in Section VI (b). All concerned units are to provide the required information in the matrix provided by CGWCEISC.
2. In evaluating the gathered information, the formula below shall be used:

$$\text{Priority Rating} = ((\text{Risk Assessment}) * 30\%) + ((\text{Operational Relevance}) * 20\%) + ((\text{FA Requirement based on TOE \& WQSB}) * 10\%) + ((\text{Inventory Readiness}) * 20\%) + ((\text{Personnel Strength}) * 10\%) + ((\text{Command Priority} * 10\%)) / \text{Number of Districts (Commands)} / 100$$

3. In giving scores to each of the parameters or criteria set forth in this SOP, a rating scale of one to ten (1 to 10) shall be given with one (1) as the lowest and ten (10) as the highest.



