



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1081 Manila

NHQ-PCG/CG-4/CG-10

31 January 2024

**STANDING OPERATING PROCEDURE
NUMBER 02-24**

DECOMMISSIONING/DEACTIVATION OF PCG AIRCRAFT

I. REFERENCES:

1. NHQ-PCG/CG-4 Circular Number 06-19 dated 20 May 2019
2. NHPCG/CG-4 SOP Number 04-18 dated 18 July 2018

II. PURPOSE:

This Standing Operating Procedure prescribes the policies, responsibilities and procedures for decommissioning/deactivation of PCG aircraft.

III. SCOPE:

This SOP have been created to be followed by all Philippine Coast Guard (PCG) Units empowering better coordination in the management of government assets.

IV. DEFINITIONS:

A. **Inspection and Survey (INSURV)** – refers to comprehensive material inspections, trials and survey of PCG aircraft.

B. **PCG Inspection and Survey Committee (PCG INSURV Committee)** – consists of PCG Officers designated by the Commandant, Philippine Coast Guard (C, PCG) to act as his agent to perform statutory, regulatory and contractual requirements focused on material condition of PCG aircraft.

C. **PCG Aircraft** – refers to all PCG Commissioned Air Assets.

D. **PCG Disposal Committee** – acts as the Advisory Committee/Bids and Awards Committee to the CPCG for the disposal of PCG unserviceable properties, equipment and waste materials.

E. **Stripping** – the act of removing serviceable items for further use in the service.

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, barter, donation, transfer to other government agencies or destruction/condemnation.

G. **Write-off** – the accounting action for formal recognition of PCG assets that are subject for decommission/deactivation or assets that has no value.

V. **POLICIES:**

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

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

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

D. Coast Guard Aviation Force (CGAF) shall provide technical assistance to PCG Unit for final stripping of usable and repairable items; and

E. All property accountability of decommissioned/deactivated aircraft shall be turned-in to Coast Guard Logistics Command (CGLSC) for disposal through the Supply Accountable Officer, PCG (SAO)/ District Supply Accountable Officer (DSAO).

VI. **PROCEDURES:**

The following procedures shall be followed in the decommissioning/deactivation of PCG aircraft:

A. Pre- Decommissioning/Deactivation

1. The CGAF will conduct an evaluation as to the airworthiness of the aircraft or that the aircraft is beyond economical repair.
2. Commander, Coast Guard Aviation Force (C, CGAF) 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 aircraft citing therein major reasons for such recommendation. The said Unit may maximize the assistance from the Philippine Coast Guard Auxiliary (PCGA) to expedite the conduct of initial inspection and survey to support their recommendation;

3. The PCG INSURV Committee shall deliberate on the status of subject aircraft and submit to CPCG its findings/ results of inspection with appropriate recommendations for the approval of the decommissioning/deactivation of subject aircraft;
4. 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, Cognizant Unit 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 aircraft, Cognizant Unit will designate an Officer-In-Charge who will assume responsibility and property accountability of all the weapons, machineries, supplies and equipment aboard the aircraft in preparation for stripping. Subject officer is likewise responsible for the physical security of said PCG aircraft; and
3. Cognizant Unit must complete the preliminary stripping within thirty (30) calendar days after the decommissioning/deactivation ceremony.

C. Post Decommissioning/Deactivation

1. After completion of preliminary stripping, CGAF will conduct joint inspection with PCG INSURV Committee to determine serviceable items for final stripping;
2. After the conduct of joint inspection, CGAF Stripping Team shall submit final list of items for final stripping;
3. Commander, CGAF shall then ask the CGAF Stripping Team to further strip subject aircraft of other usable and repairable items within sixty (60) calendar days after completion of joint inspection, prior to disposal process;
4. CGAF Stripping Team shall be headed by a Project Officer as designated by Commander, CGAF;
5. After completion of the final stripping, subject decommissioned/deactivation PCG aircraft shall be turned-in by Officer-In-Charge to Coast Guard Logistics Command (CGLSC) through CGSAO for further disposition;

6. Upon turn-in of decommissioned/deactivation aircraft, property accountabilities must be transferred to the Supply Accountable Officer, PCG; and
7. CGLSC will facilitate the disposal process of the decommissioned/deactivated PCG aircraft thru PCG Disposal Committee (PCGDC) for the disposal of decommissioned/ deactivated PCG aircraft in reference to existing Circular on PCG Disposal Procedures.

VII. PCG INSPECTION AND SURVEY COMMITTEE:

A. The Commandant, Philippine Coast Guard shall create a Committee on PCG Inspection and Survey Committee known as the PCG INSURV Committee and the head of the committee will be CG-10. In cases where the Deputy Chief of Coast Guard Staff for Operations, CG-3 and members are senior than the Chairperson, the 2nd highest Ranking Official of their respective office or unit shall be designated as the members of the committees, otherwise, it will be composed of the following:

PCG INSURV Committee:

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|---|--------------------|
| Deputy Chief of Coast Guard Staff for Ships and Aircraft Engineering, CG-10 | - Chairperson |
| Deputy Chief of Coast Guard Staff for Operations, CG-3 | - Vice Chairperson |
| Commander, Coast Guard Aviation Force | - Member |
| Representative, Coast Guard Legal Service | - Member |
| Supply Accountable Officer | - Member |

PCG INSURV Committee Secretariat:

- | | |
|--|-------------------------|
| Commander, Aviation Staff for Maintenance, AF-10 | - Head Secretariat |
| Chief, Aircraft Repair and Maintenance Division, CG-10 | - Asst.Head Secretariat |
| CGAF, SAO | - Member |

B. The PCG INSURV Committee shall handle the inspection and survey activities of all PCG Units and Districts and may create a Technical Working Group (TWG) to assist the PCG INSURV Committee.

VIII. RESPONSIBILITIES:

The following are in charge with the responsibilities of determining the decommissioning/deactivation of PCG aircraft.

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

1. Facilitate issuance of decommissioning/deactivation orders for subject aircraft 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 aircraft.

C. Deputy Chief of Coast Guard Staff for Ships and Aircraft Engineering, CG-10

1. Program decommissioning/deactivation of aircraft based on deploy, sustain, repair and train (DSRT) cycle;
2. Act as Chairman of the PCG INSURV Committee; and
3. Monitor the conduct of INSURV.

D. Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1

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

E. Coast Guard Adjutant Office

1. Issue decommissioning/deactivation orders to subject aircraft.

F. Coast Guard Supply Accountable Office

1. Assume accountability of turned-in Decommissioned/Deactivation of PCG aircraft.
2. Ensure availability of storage facility for all unserviceable items; and
3. Maintain inventory records of stripped items.

G. Coast Guard Logistics Systems Command

1. Facilitate disposal of decommissioned/deactivated aircraft through the PCG Disposal Committee.

H. Coast Guard Aviation Force

1. Submit report to CPCG (Attn: CG-10) through the PCG INSURV Committee for final disposition of decommissioned/deactivated aircraft;
2. Submit Weekly Stripping Status Report to CPCG (Attn: CG-10);

3. Designate an Officer-In-Charge to assume accountability of decommissioning/deactivation of subject aircraft and head the Preliminary Stripping Team; and
4. Designate personnel as Preliminary Stripping Team to conduct initial stripping of usable items from decommissioned/deactivated aircraft to be completed within thirty (30) calendar days after the conduct of decommissioning/deactivation ceremony. The task of the team is to initially strip the decommissioned/deactivated aircraft of all serviceable equipment for further use of other PCG Units.

I. PCG INSURV Committee

1. Designate Project Officer to head Stripping Team; and
2. Organize Final Stripping Team to supervise and control stripping operation of decommissioned/deactivated aircraft for serviceable items to be completed within sixty (60) calendar days.

J. Chief, Coast Guard Accounting Service

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

IX. REPEALING CLAUSE:

All orders, rules and regulations or part thereof, which are inconsistent herewith are hereby repealed or amended accordingly.

X. EFFECTIVITY:

This SOP shall take effect fifteen (15) days after publication of the Coast Guard Adjutant.

BY COMMAND OF COAST GUARD ADMIRAL GAVAN:

OFFICIAL:

HOSTILIO ARTURO E CORNELIO
CG RADM
Chief of Coast Guard Staff


CHARITY G COPIACO
CG CDR
Coast Guard Adjutant