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CGA/CG-1

31 August 1999

C I R C U L A R )

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SELECTION AND DESIGNATION OF COMMANDING OFFICERS  
OF UNITS AFLOAT

1. PURPOSE: To prescribe the policies covering the selection and designation of Commanding Officers of units afloat in order to have a judicious selection of qualified officers for command at sea.

2. SCOPE AND APPLICABILITY: This Circular is applicable to the selection and designation of Commanding Officers for all types of commissioned vessels of the Philippine Coast Guard.

1. DEFINITIONS:

a. Category I - Refers to commissioned PCG vessels having less than 800 gross tonnage or auxiliary/buoy tenders with full displacement of less than 1,000 tons. SAR ships (AU 75, AU 100), and AG89 belong to this category.

b. Category II - Refers to commissioned cutters and SARs having more than 800 gross tonnage or more than 1,000 tons full displacement. This includes AE891.

c. General Line Officer (GLO) - Any unlimited coast guard officer who is eligible for command at sea.

d. Specialized Duty Officer - Any coast guard officer classified as Supply Duty Officer (SDO), Engineer Duty Officer (EDO) and other specialty classifications.

e. Command at Sea - Refers to a command of a commissioned vessel.

f. Ready for Sea (RFS) - Refers to the readiness of the vessel in accordance with the current operational standards prescribed by type commanders of said vessel.

g. Command-at-Sea Lateral Entry - Refers to a condition whereby an officer who had previous command at sea but has been assigned ashore thereafter is considered for another command at sea.

h. CO Tour of Duty - Refers to the time spent as a Commanding Officer aboard a particular category of ship.

/i. Extended CO Tour

i. Extended CO Tour of Duty – Refers to the time spent as Commanding Officer on board ship which is beyond the tour of duty to compensate for lack of RFS time on that particular category of ship.

j. Lateral Transfer of CO Tour of Duty – Refers to the assignment of CO from one vessel to another within the same category for purposes of balancing the tour of duty aboard NRFS and RFS vessels.

4. POLICY: All general line officers (GLO) shall aspire to become Commanding Officers of units afloat.

In order to provide guidance in the selection and assignment of Commanding Officers of commissioned vessels, the following policies are hereby prescribed:

a. The Commandant, Philippine Coast Guard has the sole authority to designate Commanding Officers of PCG commissioned vessels.

b. He shall create a Command-at-Sea Selection Board (CSSBP) to screen Officers qualified for initial command at sea which shall be composed of not less than five (5) members who have had successful command at sea. The Board Recorder shall be the AC of S for Personnel, CG-1. If CG-1 is a Command-at-Sea Badge holder then he may be designated as Member/Recorder.

c. Designation of Commanding Officers afloat is limited to General Line Officers, Specialized duty Officers may be assigned along their specialized field only, unless they desire to become General Line Officers. If they so desire, then they will have to pass through all the other junior billets, EX-O billets, and required CO billets before they can be classified as GLO.

d. A general line officer before being given his initial command at sea shall satisfy the following requirements:

1) He shall have completed the basic junior billets (Supply, First Lieutenant or Deck and Gunnery Officer and Engineering Officer) tour of duty aboard any type of vessel.

2) He shall have completed a tour of two (2) years Executive Officer, with at least one (1) year aboard Category II vessel. The RFS tour (as EX-O) should be at least a total of one (1) year, but at least six (6) months of which is aboard a Category vessel. For purposes of counting Executive Officer tour, Operations Officer tour of Category I or II vessels and Officer In Charge tour of 65 footers and Fast Crafts are equivalent to Executive Officer tours of Category I vessels.

3) He shall have accumulated a minimum total of five (5) years sea duty excluding time or period on DS/TDY status with units afloat.

4) He shall have no derogatory record and has been cleared by CG-2, CGIG and CGPM. He shall not have been meted out punishment under AW105 at least one year prior assumption of command at sea.

5) He shall have passed

5) He shall have passed the practicum in ship handling and written examination for command at sea administered by the Commander, CGOF.

6) He shall have passed the deliberation/interview conducted by the Command-at-Sea Selection Board.

7) He shall have successfully passed the Naval Staff Course or its equivalent as may be determined by the Command-at-sea Selection Board.

8) He shall have completed an accumulated tour of duty of not less than one (1) year as staff officer.

e. For command of next category ships, the Commander, CGOF shall recommend in writing to the Commandant, Philippine Coast Guard those Commanding Officers who have satisfied the following requirements for granting eligibility of commanding a ship of higher category:

- 1) No pending case; and no current punishment under AW105.
- 2) From Category I to Category II Vessels, tour of duty shall be at least twelve (12) months but not more than 18 months in the Category I with at least six (6) months in RFS status. However, if the Commanding Officer has reached the period of 18 months but his vessels has less than six (6) months RFS status, tour of duty aboard Category I ships may be extended until the six (6) months RFS time is satisfied.
- 3) Tour of duty aboard Category II vessel shall be at least twelve (12) months but not more than two (2) years, with at least six (6) months of RFS status. The 12-month tour may be extended until the RSF time is sufficient to satisfy the requirements for not more than six (6) months RFS for purpose of earning the "**Coast Guard Command-at-Sea Badge**" before the Officer is finally relieved.

f. Commanding Officers found unfit to continue command at sea for lack of aptitude, incompetence, immorality, or any conduct that could bring discredit to the Command, and as endorsed by the Commander, CGOF, shall be deleted from the Command-at-sea Eligibility Roster upon recommendation by the CASSB and upon approval by Commandant, Philippine Coast Guard.

g. For command at sea, lateral entry (from shore assignment), an officer (who has prior command of a ship) may be considered to resume command at sea if he satisfies para 4d (4) above, as determined by the CSSB. Subject officer shall however, undergo refresher training and reorientation before being given a command.

h. In case of exigencies, the Commander, CGOF may designate Acting Commanding Officer subject of the confirmation of the CPCG, to take over command

/of vessels when

of vessels when the relief or transfer of the incumbent is dictated by operational necessity, interest of the service, or during an emergency situation.

i. An executive officer aboardship may be designated for a maximum of 15 days duration as Acting Commanding Officer in case of authorized absence of the incumbent due to R&R, leave and other official mission, provided that subject officer is recommended to assume in acting capacity be the incumbent CO in his absence. In case of absence of more than 90 days an eligible officer shall be designated as Commanding Officer. Designations of these cases shall confirmed by the Commandant, Philippine Coast Guard.

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5. RESPONSIBILITY:

A. Command-at-sea Selection Board (CASSB)

1. Evaluate and determine by deliberation/interview and recommend to the Commandant, Philippine Coast Guard, the eligibility of an officer for initial command at sea.
2. The Board shall deliberate on the qualifications of the officers on the following criteria:
  - a) Training and Experience
  - b) Leadership and Management
  - c) Psychological Stamina
    1. Decisiveness
    2. Stability under Pressure
  - d) Service Reputation
    1. Integrity
    2. Devotion to duty
    3. Morality
    4. Honesty
    5. Loyalty

*2) Overall evaluation, using the R&R candidates 3 years OFCs.*

3. Take note of the recommendation of the Board of Marine Inquiry, CG-2 and CGIG on incidents/mishaps involving PCG units afloat.

b. Commander, CGOF

1. Shall endeavor to rotate COs from one (1) vessel to another vessel of the same category in order to meet the RFS time requirements as stated in para 4d (2 and 3).

/2. Recommend to the Commandant

2. Recommend to the Commandant, Philippine Coast Guard (Attn: AC of S, CG-1) officers whom he considers qualified for initial command after successfully passing both practical and written examination and subsequent deliberation by the PCG Command-at-Sea Selection Board.
3. Recommend to the Commandant, Philippine Coast Guard (Attn: AC of S, CG-1) rotation of Commanding Officers aboardships from one category to another.

c. Commanding Officer Afloat

1. Train and qualify his Executive Officer and other officers placed aboard his ship for future command at sea.
2. Submit to the Commandant, Philippine Coast Guard thru channels a Special Officer Fitness Report of his Executive Officer every 6<sup>th</sup> month of Executive Officers tour or upon Commanding Officers relief or relief of the Executive Officer.

d. Coast Guard Adjutant

1. Enter in the Service Record and Personnel File of the individual all Special Officer Fitness Report made on subject officer as Executive Officer or as prospective Commanding Officer.
2. Provide copies of the Special Officer Fitness Report and other pertinent papers to the Command-at-Sea Selection Board Secretariat.

e. AC of S for Personnel, CG-1

1) Maintain and update a Command-at-Sea Eligibility Roster of officers who are qualified for command of vessels of both categories.

2) If a Command-Badge Holder, administer <sup>the</sup> written examination to prospective CO's, *otherwise, delegate this function to C, CGOF.*

3) Recommend to the CASSB candidates who passed the command-at-sea qualifying examinations for deliberation.

4) Recommend to the Commandant, Philippine Coast Guard officers in the eligibility list for initial command of ships in coordination with the CASSB and the Commander, CGOF.

/5) Reassign to units ashore

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5) Reassign to units ashore and delete from the Command-at-Sea Roster officers with low potential for command at sea as duly endorsed by the Commander, CGOF and those recommended by CASSB for approval by the Commandant, Philippine Coast Guard. These include officers initially considered eligible for command at sea.

5. LOSS OF ELIGIBILITY:

Commanding Officer of units afloat ~~might~~ <sup>may</sup> lose their command-at-sea eligibility thru direct or indirect involvement on ~~incidents~~ <sup>SEA accidents/incidents</sup> that cause undue embarrassment to the Command, loss of lives and damage to government property. Loss of eligibility may be restored/redeemed only upon favorable recommendation by CASSB and approved by Commandant, PCG.

6. EFFECTIVITY: This directive shall take effect upon publication.

BY COMMAND OF REAR ADMIRAL MANUEL I DE LEON PCG

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