FUNCTIONS AND ORGANIZATION OF THE OFFICE OF ASSISTANT CHIEF OF STAFF FOR WEAPONS, COMMUNICATIONS, ELECTRONICS AND INFORMATION, SYSTEM, CG-11

- 1. <u>PURPOSE:</u> This Circular prescribes the functions, responsibilities and organization of the office of the Assistant Chief of Staff for Weapons, Communications, Electronics and Information Systems, CG-11.
- 2. <u>FUNCTIONS:</u> The general functions of the Assistant Chief of Staff for Weapons, Communications, Electronics and Information Systems, CG-11 are as follows:
  - a. Formulate and prepare weapons, communications, electronics, information system, plans and program of the Philippine Coast Guard.
    - b. Exercise technical supervision on the installation, distribution, operations, repairs and maintenance of weapons, communications, electronics, information system, GMDSS and MCO equipment.
    - c. Plan, supervise and coordinate all communications security activities of the Command.
    - d. Review and evaluate the plans and programs of the PCG Major/Special Units pertaining to WCEIS.
    - e. Provide management overview of PCG Weapons Systems, Communications, Electronics and Information Systems.
- 3. ORGANIZATION: The Office of the Assistant Chief of Staff for Weapons, Communications, Electronics and Information Systems, CG-11 is organized as follows:
  - a. Assistant Chief of Staff for WCEIS, CG-11
  - b. Deputy AC of S for WCEIS, CG-11
    - c. Administrative & Supply Branch (CG11AS)

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- d. Weapons Branch (CG11W)
- e. Communications & Electronics Branch (CG11CE)
- f. Information Systems Branch (CGIIIS)
- g. Plans and Program Branch (CGLIPF)

# 4. FUNCTIONAL RELATIONSHIP:

- a. The Assistant Chief of Staff for Weapons, Communications, Electronics and Information System, CG-11 shall prescribe the duties of the Deputy AC of S for WCEIS and the Branch Chief and may organize the office with the approval of the Commandant, FCG.
- b. The Coast Guard Weapons and Communications Facility is under the functional technical staff supervision of the AC of S for WCEIS, CG-11.

## 5. DUTIES AND RESPONSIBILITIES:

## a. AC of 5 for WCEIS, CG11:

- Assist the Commandant, PCG on all matters pertaining to Weapons. Communications. Electronics and Information Systems.
- 2) Supervise the promulgation and implementation of procedures, instructions, directives, plans and program on all matters pertaining to weapons, communications, electronics and information system.
- 3) Oversee technical supervision of the Coast Guard Weapons & Communications Facility.
- 4) Recommend to the personnel officer CG-1, actions relative on the assignment and training of WCEIS personnel.
- 5) Supervise the effective and efficient performance of the Office.
- 6) Prepare efficiency reports on heads of the special staff sections over which he has, primary staff supervision.
- 7) Perform such other duties as may be assigned by the Commandant. PCG

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# b. Deputy AC of 5 for, CG-11:

- 1) > Assume the duties of the Head of Office in the absence oc AC of S. CG-11. $\checkmark$
- 2) Coordinate and supervise the activities of the WCEIS. Branches to insure effectiveness and efficiency.

## c. Administrative & Supply Branch:

- 1) Advise AC of S, CG-11 on all matters pertaining to administration of the Office.
- Manage the supplies and materials necessary for the Office to operate.
- Supervise the routing of all incoming and outgoing communication.
- 4) Supervise the cleanliness and orderliness of the office.
- 5) Monitor all activities undertaken of the Office.
- 6) Monitor the financial requirements/assets of the Office.
- 7) Coordinate for the personnel requirements of the Office.
- 8) Supervise the filing and storage of all records, information system and references of the Office.
- Supervise the security and information systems integrity of the Office.
- 10) Supervise the maintenance and repair of all office equipment.
- 11) Perform other functions as AC of S, CG-11 may direct.

## d) Weapons Branch:

1) Advise AC of S. CG-11 on all matters concerning weapons/ordnance.

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- 2) Prepare and implement plans, program, policies and procedures on weapons/ammunition incoordination with Plans and Program Branch.
- Implement policies, procedures, directives and programs relative to weapons and ammunition.
- 4) Prepare, review and update the weapons and ammunition portion of the Table of Equipment (TOE) of PCG units.
- 5) Conduct study and prepare technical evaluation on new weapons system to improve/upgrade capability.
- .6) Exercise technical control over the maintenance and alterations of weapons systems and components.
- 7) Compile and evaluate armaments, weapons system and ammunition records and reports.
- 8) Assist in the functional supervision of units of Weapons and Ammunition.
- 9) Ferform other duties as AC of S, CG-11 may direct.

# e. Communications & Electronics Branch:

- 1) Advice AC of S, CG-11 on all matters pertaining to communications, electronics, avionics, GMDSS and MCO matters.
- 2) Prepare and implement plans, programs, policies and procedures on communications, electronics, avionics, GMDSS and MCO in coordination with Plans and Programs Branch.
- 3) Institute the formulation of appropriate Communications Operating Instructions (COI) and Standing Communications Instructions (SCI) publication for use of the Command.
- 4) Prepare, review and update Table of Organization Equipment (TOE) on communications, electronics, avionics, GMDSS and MCO.
- 5) Monitor all PCG Radio Communications for signal evaluation, circuit discipline and security observance.

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- Control, assign and monitor frequencies allocated to the PCG.
- 7) Formulate plans and policies and monitor communications services and liquidation of accounts with commercial companies.
- 8) Prepare and/or assist in the preparation, formulation and implementation of communications plan of training exercises and related activities.
- 9) Monitor and exercise technical control over the maintenance and alterations of all communications, electronics, avionics, GMDSS and MCO equipment.
- 10) Conduct study and prepare technical evaluation of new communications system to improve/update command and control.

# f. Information Systems Branch:

- Advice AC of S, CG-11 in all matters pertaining to information system.
- Prepare and implement plans, program, policies and procedures on Information System in coordination with Plans and Program Branch.
  - 3) Act as CG-11 representative to the Board created for Information Systems.
  - 4) Compile and evaluate all reports on Information System.
  - 5) Perform other duties as directed by AC of S CG-11.

# g. Plans and Program Branch:

- Advise AC of S, CG-11 on activities related to resource development and management.
- Develop and promulgate WCEIS plans, policies and procedures in coordination with other staff branches.
- Prepare WCEIS operating program and budget, gather data and information required.

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- 4) Flan, program and monitor personnel training, assignments and incentives/awards.
- 5) Coordinate and consolidate preparation of WCEIS long range plans and programs.
- 6) Monitor progress of plans and programs under implementation.

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- 7) Perform other duties as directed by CG-11.
- 6. RESCISSION: All circular in conflict with this are are hereby rescinded.
- 7. EFFECTIVITY: This circular takes effect upon publication.

BY COMMAND OF COMMODORE FAJARDO PCG:

OFFICIAL:

VIRGILO N GARDIA JE

Coast Goard Adjutant

Inclosures:

- 1. Organizational chart
- 2. Personnel Allowance

PLANS & PROG BRANCH WEAPONS, ELECTRONICS AND (CG-11) INFORMATION SYSTEM BRANCH ORGANIZATION BEEU E = d = 34-0 EP=1 FOR SYSTEMS STAFF COMMUNICATION & ELECTRONICS BRANCH CG-11 サーロロノロ 4-0 MARIA CONTRACTOR OF CONTRACTOR COMME Ų, ELEX SEC AEU SHC SEC 0-5 ONS 1=43 Z I d I OF INFORMATION PROPOSED ASST CHIEF COMMUNICAT FIRE POMER **MEAPONS** ORDNANCE BRANCH SEC SEC EP=3 4-0 ADMIN/SUPPLY BRANCH SUPPLY HDMIN SEC SEC 410

# Section II: Personnel Allowance

DESCRIPTION	GRADE	MOS/NEJC	STRENGHT		
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AC of S for WCEIS, CG-11 Deputy WCEIS, CG-11 CMAA Secretary Clerk/Typist, Dep WCEIS Driver	0-6 0-5 E-8 G-8 E-3 E-3		1 1 1 1 2	1 1 1 1 2	
Admin & Supply Branch Chief, Admin & Supply Br POIC Admin Yeoman Storekeeper	0-4 E-7 E-4 E-4		1 1 1 1	1 1 1 1	
Weapons Systems Branch Chief, Weapons Br POIC Gunnersmate Communication & Electroni	0-4 E-5 E-4		1 1 1	1 1 1	
Chief, Comms-Elex Br Asst Chief, Comms-Elex Br POIC Electronics Techn Electriciansmate GMDSS-RM MC-RM	0-5		1 1 1 1 1 1	1 1 1 1 1 1	
Information Systems Branc	<u>h</u>				
Chief, IS Br POIC Computer Programmer Computer Engineer	O-4 E-6 E-5 G-11		1 1 1	1 1 1	
Plans & Program Branch Chief, Plans & Program Br POIC Record Yeoman	0-4 E-5 E-4	•	1 1 1	1 1 1	

# Section III. Equipment Allowances

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I. <u>Chemical</u>		* 49	
Mask Protective Mask Gas		28 28	28 28
II. <u>Armament</u>			
Rifle M16A1 (5.56MM) Pistol Cal .45 Holster (Cal .45) Tool Set (M16A1)	<b>x</b>	18 8 8 18	18 8 8 18
III. <u>Vehicles</u>			
Staff Car Utility Vehicle		2 6	·2 6
IV. Tools Engineering Equipme	<u>ent</u>		
Soldering Iron (40W) Soldering Iron (20W) Soldering Gun (Weller) Pliers W/ Side Cutter Pliers Vise Grip Voltmeter 410C Voltage Transformer		2 2 2 2 2 4	1 1 1 1 1 2
Voltage Tester Tool Kit Auto Maintenance Tool Mechanic Allen Wrench Set (Hex Key) Allen Wrench Set (Upland F Adjustable Wrench (4")		288222	1 4 4 1 1
Open End Wrench (Metric) Box End Wrench (9/16, 1/2) Screw Driver Philip 6" Screw Driver Standard 4" Box End Wrench Set Socket Wrench Set (Metric)		4 5 5 2	2 2 3 3 1
Electrician Set Tool Electric Tool Mechanical Fire Axe with Handle Fire Extinguisher 10 Lbs Fire Extinguisher 50 Lbs	**	1 2 2 8 8	1 2 2 8 8 8

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#### RECAPITULATION:

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# gi<del>qual % Electro</del>nics Equipment

Antenna Tower (100 FT)	1.
Antenna HF Dipole	1
Antenna HF Omnidirec //1	1
Antenna HF Whip	1.
HF/SSB Radio X'cvr for Datacoms 1	1.
HF/SSB Radio X'cvr for Voice Comms 1	1.
Marine Band Base Radio X'cvr 2	2
Marine Band Hand Held Radio X'cvr 10	10
Computer with Internet Connection 2	2
Megaphone 2	2
HF/SSB Radios w/ Modem and Fax 1	.1_
Weather Facsimile 1	1.
Voltage Regulator 12	1.2
UPS 12	12
Tel Intercom Set	1