

R E S T R I C T E D

Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

CGAO

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C I R C U L A R)

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

1. **PURPOSE:** 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. **FUNCTIONS:** 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)

R E S T R I C T E D

- d. Weapons Branch (CG11W)
- e. Communications & Electronics Branch (CG11CE)
- f. Information Systems Branch (CG11IS)
- g. Plans and Program Branch (CG11PP)

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, PCG.

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 S for WCEIS, CG11:

- 1) 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

b. Deputy AC of S for, CG-11:

- 1) Assume the duties of the Head of Office in the absence of AC of S, CG-11.
- 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.
- 2) Manage the supplies and materials necessary for the Office to operate.
- 3) 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.
- 9) 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.

R E S T R I C T E D

- 2) Prepare and implement plans, program, policies and ~~procedures on weapons/ammunition~~ in coordination with Plans and Program Branch.
- 3) 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) Perform other duties as AC of S, CG-11 may direct.

e. **Communications & Electronics Branch:**

- 1) Advise 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.

R E S T R I C T E D

R E S T R I C T E D

- 6) 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:

- 1) Advise AC of S, CG-11 in all matters pertaining to information system.
- 2) 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:

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

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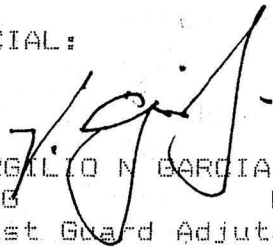
R E S T R I C T E D

- 4) Plan, 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.
 - 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:

ELPIDIO E PADAMA
Captain PCG(GSC)

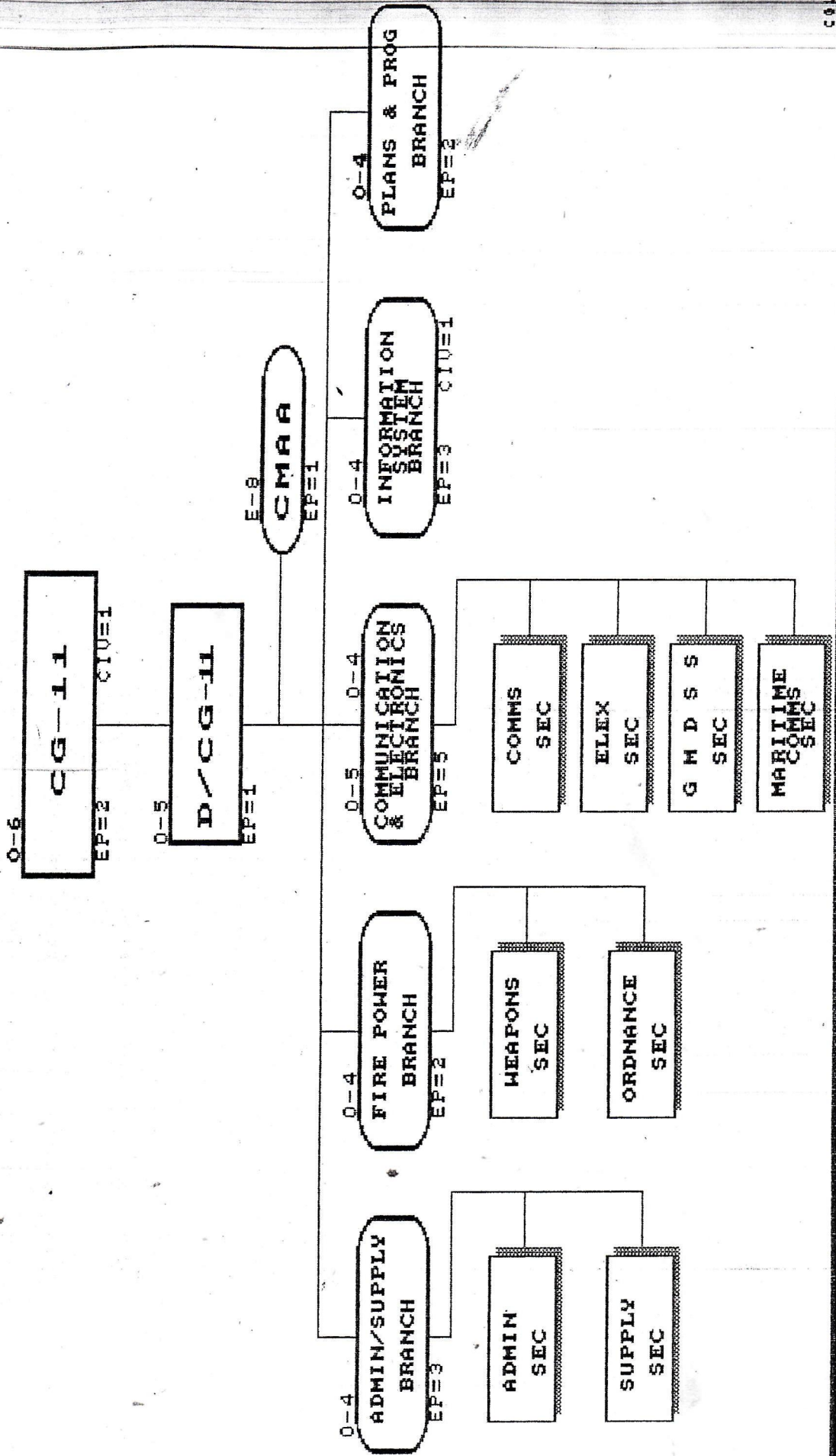

VIRGILIO N GARCIA JR
LTJG PCG
Coast Guard Adjutant

Incllosures:

1. Organizational chart
2. Personnel Allowance

R E S T R I C T E D

**PROPOSED ORGANIZATION
 ASST CHIEF OF STAFF FOR WEAPONS,
 COMMUNICATIONS, ELECTRONICS AND
 INFORMATION SYSTEMS (CG-11)**



Section II: Personnel Allowance

DESCRIPTION	GRADE	MOS/NEJC	STRENGTH	
			FULL	RED
1	2	3		
<u>ASST CHIEF OF STAFF FOR WPNS COMMS-ELEX & INFO SYSTEMS (CG-11)</u>				
AC of S for WCEIS, CG-11	O-6		1	1
Deputy WCEIS, CG-11	O-5		1	1
CMAA	E-8		1	1
Secretary	G-8		1	1
Clerk/Typist, Dep WCEIS	E-3		1	1
Driver	E-3		2	2
<u>Admin & Supply Branch</u>				
Chief, Admin & Supply Br	O-4		1	1
POIC	E-7		1	1
Admin Yeoman	E-4		1	1
Storekeeper	E-4		1	1
<u>Weapons Systems Branch</u>				
Chief, Weapons Br	O-4		1	1
POIC	E-5		1	1
Gunningsmate	E-4		1	1
<u>Communication & Electronics Branch</u>				
Chief, Comms-Elex Br	O-5		1	1
Asst Chief, Comms-Elex Br	O-4		1	1
POIC	E-6		1	1
Electronics Techn	E-4		1	1
Electriciansmate	E-4		1	1
GMDSS-RM	E-5		1	1
MC-RM	E-5		1	1
<u>Information Systems Branch</u>				
Chief, IS Br	O-4		1	1
POIC	E-6		1	1
Computer Programmer	E-5		1	1
Computer Engineer	G-11		1	1
<u>Plans & Program Branch</u>				
Chief, Plans & Program Br	O-4		1	1
POIC	E-5		1	1
Record Yeoman	E-4		1	1

Section III. Equipment Allowances

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

FlashLight	8	8
Floor Polisher	2	1
Lettering Set (Leroy)	2	1
Vacuum Cleaner	2	1
Lantern Battery Operated	8	8

V. Quartermaster

Laptop Computer	3	3
LCD Multi-Media	1	1
Senior Executive Table	1	1
Senior Executive Chair	1	1
Conference Table 16 persons	1	1
Window Type Aircon - 2 HP	6	6
Window Type Aircon - 1.5 HP	2	2
Computer w/ Printer - Pentium 3	8	8
Computer Rack	8	8
Multi-line Telephone Sets	3	3
Telephone Sets	12	12
Electric Fans	4	4
Junior Executive Table	6	6
Junior Executive Chairs	6	6
Electric Water Dispenser	6	6
Adding Machine	4	4
Electric Typewriter 16" Standard	6	6
Duplicating Machine - Stencil	2	2
Electronic Copier Xerox	4	4
Projector Slide - Carousel	2	2
Projector Overhead - Briefing	2	2
Electric Fan Rotary	10	10
Electric Fan w/ Stand	8	8
Electric Fan Desk	10	10
Clock Wall Electric	10	10
Cooking Outfit (4 Burner)	2	2
Desk Office 7-Drawers	6	6
Desk Office 4-Drawers	14	14
Desk Office Typing	6	6
Ergonomic Chairs	20	20
Chair Office Straight w/out arm	20	20
Table Mess (12 -persons)	1	1
Chair Mess	12	12
Cabinet Filing	8	8
Safe Combination Steel 3 - way	3	3
BlackBoard	2	2
Book Case	2	2
Stapler Paper	10	10
Remover Stapler	10	10
Puncher Paper	10	10
Binocular 7x5mm	3	3
TV Set 25"/21"/14"	1/1/1	1/16/1
VCD Player	2	2

RECAPITULATION:

<u>OFFICERS</u>	<u>EP's</u>	<u>CIV</u>
O-6 = 1	E-8 = 1	G-11 = 1
O-5 = 2	E-7 = 1	G-8 = 1
O-4 = 5	E-6 = 2	-----
-----	E-5 = 5	Total = 2
Total = 8	E-4 = 6	
	E-3 = 3	

	Total = 18	

VI. Signal & Electronics Equipment

Antenna Tower (100 FT)	1	1
Antenna HF Dipole	1	1
Antenna HF Omnidirec	1	1
Antenna HF Whip	1	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	12
UPS	12	12
Tel Intercom Set	1	1