



Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
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CG8

17 April 2004

CIRCULAR)
:
NUMBER 04-04)

**REQUIREMENTS FOR SHIP CAPTAIN OF PCG VESSELS
AND AWARD OF PCG COMMAND-AT-SEA BADGE**

I. PURPOSE: To prescribe the policies, responsibilities and procedures in the selection and designation of officers to command a PCG vessel and subsequent award of a PCG Command at Sea Badge.

II. SCOPE AND APPLICABILITY: This circular is applicable to all commanding officers (CO) and prospective CO's of PCG units afloat and the awarding of PCG Command at Sea Badge.

III. DEFINITIONS:

- A. *Category I* – commissioned PCG vessels less than 700 gross tonnages these includes PG-64, and other 35-meter SAR vessels and 30-meter MCS vessels of BFAR.
- B. *Category II* – refers to the following vessels: AE-89 and AE-79.
- C. *Category III* – Search and Rescue Vessels (SARV) like AU-001 and AU-002 and other 56-meter SAR Vessels, the category also includes AE-891 and others vessels of the same or higher tonnage.
- D. *General Line Officer (GLO)* – a Coast Guard Officer who can be or eligible for command at sea.
- E. *Specialized Duty Officer* – a Coast Guard Officer classified as Supply Duty Officer (SDO), Engineer Duty Officer (EDO) and other specialty classifications.
- F. *Command at Sea* – command of a commissioned PCG vessel.
- G. *Command at Sea Board* – group of Command at Sea Badge holders who will deliberate candidates for Ship's Captain and award the Command-at Sea Badge.
- H. *Ready at Sea Board (RFS)* – readiness status of the vessel in accordance with the current operational standards prescribed.

- I. *Re-entry of Command-at-Sea* – command of a commissioned PCG vessel for former commanding officers after having been assigned ashore for two (2) years or more.
- J. *Ship Captain Tour* – CO or Captain of a particular ship category.
- K. *Extended Ship Captain Tour* – time spent as Captains of PCG commissioned vessel beyond the required tour of duty to compensate for lack of RFS time. Total Steaming Time (TST) and Total Miles Covered (TMC), on that particular category of ship as required for the awarding of Command-at-Sea Badge.
- L. *Lateral Transfer of Ship Captain Tour* – assignment as Captain of PCG commissioned vessel within the same category for purpose of completing the requirement of the tour of duty aboard NRFS and RFS vessels.

IV. POLICY: In order to provide guidance in the selection and designation of commanding officers of PCG commissioned vessels, and subsequent award of the Command-at-Sea Badge, the following policies are hereby prescribed:

- A. The Commandant, Philippine Coast Guard has final authority to approve the designation of Ship Captain of a PCG commissioned vessel upon recommendation of the Command and Sea Board.
- B. The Command at Sea Badge shall be awarded by the Commandant, PCG to a PCG officer who has satisfied the minimum requirements of Command at Sea as recommended by the Command at Sea Board
- C. The Commander Coast Guard Operating Forces (CCGOF) has the authority to recommend officers as candidates for Ship Captain to the CASB after the endorsement of concerned Commanding Officers.
- D. There shall be a Command at Sea and Selections Board (CASB) to assist the CCGOF in screening and recommending to the Commandant, Philippine Coast Guard, PCG officers who are qualified for initial Command at Sea and those who shall be awarded the Command at Sea Badge. It shall be composed of members who are Command at Sea Badge holders, as follows:
 - 1. Deputy Commandant for Operations – Chairman
 - 2. Members – 5 CAS holder
 - 3. Secretary – AC of S for Personnel, CG1 (non-voting member, if not a command badge holder)
- E. Other members can be selected from among officers who are Command at Sea Badge holders and shall be covered by separate HPCG orders.
- F. The AC of S for personnel, CG-1 shall be the Board Secretary and record keeper of the CASB. He shall be a non-voting member, (if not a command badge holder).
- G. Examiners/Checkers shall be selected from among the officers who are Command at Sea Badge holders.
- H. Initial Command of Coast Guard vessels shall start with Category I vessels.

- I. CO's and prospective CO's due to command a vessel shall undergo a refresher training course and practical ship handling.
- J. The Board may assign a Command at Sea Badge holder to monitor/supervise the mandatory training courses and practical ship handling.
- K. Officers who fail to meet the standards after undertaking paragraph H, shall be evaluated and recommended to the CASB who will make the final assessment to determine their fitness to continue Command at Sea.
- L. The Annual Physical Examination and latest Physical Evaluation Test shall be the requisite requirements for all candidates.
- M. Captain of vessels found unfit for cause such lack of professionalism, incompetence, and negligence shall be recommended to disembark and discontinue command at sea upon recommendation of the CASB and approval of Commandant, Philippine Coast Guard.
- N. Command at Sea Badge holders who have committed any misconduct that could bring discredit to the Command such as immorality and homicide and shall be deleted from the Command at Sea Eligibility Roster upon recommendation of CASB and approval of Commandant, Philippine Coast Guard.
- O. The Commander, CGOF may designate an acting Ship Captain of a PCG commissioned vessel subject to the confirmation of the CASB and approval of CPCG, to take over command of a vessel when the relief or transfer of the incumbent is dictated by operational necessity, interest of the service, or during an emergency situation.
- P. An Executive Officer (EX-O) aboard ship may designated as Acting Ship Captain as recommended for a maximum of 15 days duration when the CO is on R&R, leave and other official mission subject to the confirmation of the Board and approval of CPCG.
- Q. CO package course is mandatory to prospective CO's of PCG vessels.
- R. The General Line Officer (GLO) category is the basic requirement of a Coast Guard officer is o become a Ship Captain.
- S. A General Line Officer shall satisfy the following requirements before given his initial command at sea:
 1. He shall have completed the basic junior billets (Mess of supply, First Lieutenant or Deck and Gunnery Officer, Damage Control and engineering Officer) tour of duty aboard any type of vessel. The tour of Junior billet is three (3) years. One (1) year Mess and Supply Officer (MSO), one (1) year as First Lieutenant/Deck and Gunnery Officers etc.
 2. The accumulated basic junior billet of three (3) years shall exclude the period on DS/TDY with units afloat.
 3. He shall complete a minimum tour of one (1) year as EX-O in any PCG commissioned vessel and an RFS status of at least six (6) months on Ready for Sea (RFS) status.

4. The Executive Officer Tour-of-Duty may extended in the exigency of the service. Or when found to have not satisfactorily complied with the minimum requirements on board (MROB).
 5. He shall have no derogatory record and has been cleared by GC-2, CGIG and CGMP. He shall not been meted out punishment under CG Article 98 (AW 105) at least one (1) year prior assumption of command-at-sea.
 6. He shall have passed the practicum in ship handling and written examination for command-at-sea prepared by the CASB.
 7. He shall have passed the deliberation/interview conducted by the CASB.
 8. He shall have successfully passed the Coast Guard Junior Command and Staff Course.
 9. He shall have completed an accumulated tour of duty of not less than one (1) year as staff officer of a Major/Special Unit or Division Chief of the Central Staff.
- T. The Commander, CGOF shall recommend commanding officers to command higher category of ships through the CASB subject to the approval of CPCG after satisfying the following requirements:
1. No pending case, and no current punishment under CG Article 98.
 2. From Category I to Category II vessels, the minimum tour of duty shall be six (6) months in the Category I of RFS status. However, if the Captain has reached the period of twelve (12) 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 (steaming) time is satisfied. The requirements may be adjusted subject to the recommendation of the CGOF and endorsed by CASB on the exigencies of the situation.
 3. Tour of duty abroad Category II vessel shall be at least six (6) months of RFS status. The twelve (12) months tour may be extended until the RFS time is sufficient to satisfy the requirements for not less than six (6) months RFS for purposes of earning the "PCG Command-at-Sea Badge" before the officer is finally considered for other assignments. These requirements may be adjusted subject to the exigencies of the situation considering that there is a need to have Ship Captain of Category III vessels.
- U. For the Award of Command-at-Sea Badge a PCG Officer must satisfy the following:
1. Must have successfully command commissioned vessels at least one (1) year on ready for sea status. At least six (6) months RFS (steaming) of which should be aboard a category II and above vessels.
 2. Must have logged the required minimum total steaming time (TST) of 1, 070 hours or total nautical miles covered (TMC) or 10, 000 miles whichever comes earlier for the duration of his tour of duty.

3. Satisfied the minimum four years and half sea duty with three years in Junior Officer billets, minimum six months as Executive Officer, and minimum of one and half (1 ½) year as ship captain in an RFS vessel.
4. His sea duty be rated efficient and honorable under the following conditions:
 - a) Any ship under his command was not grounded nor involved in any accident/incident due to his own fault, negligence or incompetence as found out by an investigating body or board.
 - b) Has successfully accomplished all assigned missions.
 - c) During his incumbency, his ship passed all Annual General Inspection (AGI), Operational Readiness Evaluation (ORE) or other evaluations, audits and inspections conducted aboard.
 - d) Morally straight with unquestionable integrity.

V. RESPONSIBILITY

A. Command-at-Sea Board (CASB)

1. Select candidates for eligibility to initial command at sea.
2. Select Examiner/Checkers for the command at sea examination.
3. Prepare and update written examination for the Ship Captain candidate.
4. Select other members for the CASB.
5. Interview candidates for initial command at sea and to CO's for upgrade.
6. Deliberate interviewed candidates.
7. Recommend to CPCG qualified, skillful and competent candidates to be Ship Captain of PCG commissioned vessel.
8. Recommend to CPCG CO's who have satisfactorily complied with the requirements of a Ship Captain for award of Command-at-Sea Badge.
9. Deliberate cases for CO's recommended to be delisted from Command-at-Sea Eligibility Roster and withdrawal of the award of the Command-at-Sea Badge.
10. Deliberate cases as may be recommended by CGOF.
11. Criteria for deliberation after having satisfied the minimum shipboard requirements.
12. Designate supervisors/trainers for the prospective CO's.
13. Recommend to CGOF subjects for the refresher and training courses for CO's and prospective CO's respectively.
 - a. Training
 - b. Leadership and Management
 - c. Psychological Stamina (decisiveness, stability under pressure)
 - d. Service Reputation (Integrity, Devotion to Duty, Morality, Honesty and Loyalty)

B. Commander, CGOF

1. Shall implement the rotation policy of Commanding Officers and prospective CO's.
2. Shall keep record of the CO's and prospective CO's performance in terms of RFS time, TST and TMC requirements.
3. Recommend to the Commandant, Philippine Coast Guard (Attn: AC of S, CG-1) through the CASB officers for candidates to be CO's.
4. Recommend to the CPCG (Attn: AC of S, CG-1) officers whom has qualified for initial command at sea after successfully passing both practical and written examination and subsequent deliberation by the PCG Command-at-Sea board.
5. Recommend to the Commandant, Philippine Coast Guard (Attn: Ac of S, CG-1) the upgrading of Commanding Officers to the higher category of vessel through the CASB.
6. Conduct Marine Casualty Investigation of accident and near misses of PCG commissioned vessels. Submit result to CASB for deliberation of findings.
7. Responsible for the designation and rotation of Executive Officers (EX-O) of PCG commissioned vessels.
8. Responsible for the designation and rotation of officers holding junior billets.
9. Designate vessels to be used in the practical ship handling of prospective CO's.
10. Designate a Ship Captain to be the supervisor and trainer of the prospective CO's practical ship handling.
11. Provide criteria to designated supervisors for the practical ship handling of prospective CO's.
12. Provide refresher and mandatory courses to CO's and prospective CO's respectively.

C. Commanding Officer Afloat:

1. Recommend to the CGOF EX-O's who has satisfactorily complied with all the requirements to be a candidate for initial Command at Sea.
2. Train and qualify officers assigned aboardship.
3. Submit a Special Officer Fitness Report of Executive Officers every six months, upon relief of Commanding Officer or relief of the Executive Officer.
4. Ensure personnel compliance of the MROB.
5. Ensure that all officers aboardship accomplish and fill up properly the officer's shipboard logbook.

D. AC of S for Personnel, CG-1

1. Maintain and update Command-at-Sea Eligibility Roster of officers who are qualified for command of vessels of all categories.
2. Keep and maintain record of the CASB.
3. Recommend to the CPCG officers in the eligibility list for initial command of ships as submitted by CCGOF through CASB.
4. Recommend to CPCG officers qualified for subsequent command of a higher ship category as recommended by CCGOF though the CASB.
5. Administer the written examination for prospective Commanding Officers.

6. Reassigned to units ashore and delete from the Command-at-Sea Roster of officer with low potential at sea (sea duty endorsed by the Commander, CGOF) as recommended by CASB for approval by the Commandant, Philippine Coast Guard.
 7. Provide copies of the Special Officer Fitness Report and other pertinent papers to the Command-at-Sea Board Secretariat.
 8. Issue appropriate orders to the office's assigned aboardship.
- E. Individual GLO PCG Officers – shall maintain and update his sea duty record to include MROB, RFS, TST, TMC and other shipboard duty tour accomplishments for use in deliberation of his shipboard career.

VI. ELIGIBILITY:

- A. A PCG officer shall be awarded with the Command-at-Sea Badge upon satisfactorily complying with the MROB of sea duty and Command at Sea.
- B. A PCG officer who has been awarded with the Command-at-Sea Badge shall be included in the Eligibility List of Commanding Officers.
- C. Incumbent Ship Captain of PCG Commissioned vessels shall be authorized to wear the Command-at-Sea Badge on interim basis. The badge shall be worn on the right breast if in the actual command of a commissioned ship. The badge shall be worn on the left if not in actual command of a commissioned vessel.

VII. LOSS OF ELIGIBILITY:

- A. Ship Captain of units afloat may lose their Command at Sea Eligibility through direct or indirect involvement on sea accidents, incidents that may caused undue embarrassment to the command, loss of life and property or damaged to government property.
- B. The CASB shall recommend for the delisting of the eligibility of a PCG officer subject to the approval of the Commandant, Philippine Coast Guard if found negligent after proper investigation.
- C. A PCG officer who has been delisted from the Eligibility List of Commanding Officers for cause can be reinstated only upon favorable recommendation by CASB and approved by CPCG.

VIII. TRANSITORY PROVISIONS:

- A. For initial Command-at-Sea incumbent EX-O's or former EX-O's who completed their junior billet in less than three years per basic requirements need not extend their EX-O billet to comply with the requirement provided that they satisfied the provisions of paragraph IV (Q).
- B. For the award of Command at Sea incumbent or former Ship Captain who completed their junior officer and EX-O billets in a total of less than five (5) years, need not extend their years of sea duty tour, provided that they satisfy the provisions of paragraph IV (S).

IX RECISSION:

CGA/CG1 Circular number 07 dated 19 August 2002 and other publications in conflict with provisions of this circular are hereby rescinded.

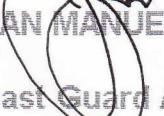
X EFFECTIVITY

This circular shall take effect upon publication.

BY COMMAND OF VICE ADMIRAL GOSINGAN:

OFFICIAL:

RAMON C LIWAG
COMMO PCG
Chief of Staff


JUAN MANUEL DE RAMOS JR
LT
Coast Guard Adjutant *19/8/02* **PCG**



MEMO 13 April '04 04-038

**COMMAND AT SEA AND SELECTION BOARD
OFFICE OF THE CHAIRMAN
PHILIPPINE COAST GUARD
139 25th St., Port Area
Manila 1018**

MEMORANDUM FOR:

THE COMMANDANT, PHILIPPINE COAST GUARD

**SUBJECT: Requirements for Ship Captain of PCG Vessels and Award of PCG
Command-at-Sea Badge**

1. The Command-at-Sea Board is mandated to prescribe the policies, responsibilities and procedures in the selection and designation of officers to command a PCG vessel and subsequent award of a PCG Command-at-Sea Badge.
2. Considering that the Command-at-Sea Board deliberates candidates for Ship's Captain and awards the Command-at-Sea Badge, the members met to agree upon the improvement of the circular of the above subject.
3. On para III-A, "30-meter MCS vessels of BFAR" was appended after the last sentence.
4. On para IV-A, "upon recommendation of the Command at Sea Board" was appended after the last sentence.
5. Para IV-C was revised to read as, "The Commander, Coast Guard Operating Forces (CCGOF) has the authority to recommend officers as candidates for Ship Captain to the CASB after the endorsement of the concerned Commanding Officers".
6. Para IV-D was revised to read as, "There shall be a Command at Sea and Selection Board (CASB) to assist the CCGOF in screening and recommending to the Commandant, Philippine Coast Guard, PCG Officers who are qualified for initial Command at Sea and those who shall be awarded the Command at Sea badge. It shall be composed of members who are Command at Sea Badge holders, as follows: 1) Deputy Commandant for Operations, 2) Members – 5 CAS holder, 3) Secretary – AC of S for Personnel, CG-1 (non-voting member, if not a command badge holder)".
7. Para IV-Q was inserted and states that "CO package course is mandatory to prospective CO's of PCG vessels".
8. Para IV-R2 was corrected to read as, "The accumulated basic junior billet of three (3) years shall exclude the period on DS/TDY with units afloat".
9. Para IV-R3 was revised to read as, "He shall have completed a minimum tour of one (1) year as EX-O in any PCG commissioned vessel and an RFS status of at least six (6) months on Ready for Sea (RFS) status".

10. 2nd sentence of Para IV-S2 was revised to read as, "However, if the Captain has reached the period of twelve (12) 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 (steaming) time is satisfied".

11. 2nd sentence of Para IV-T1 was revised to read as, "At least six (6) months RFS (steaming) of which should be aboard a category II and above vessels".

12. Para IV-T2 was revised to read as, "Must have logged the required minimum total steaming time (TST) of 1,070 hours or total nautical miles covered (TMC) of 10,000 miles whichever comes earlier for the duration of his tour of duty".

13. Para IV-T3 was revised to read as, "Satisfied the minimum four years and a half (4 ½) sea duty with three (3) years in Junior Officer billets, minimum six (6) months as Executive Officer, and a minimum of one and a half (1 ½) year as ship captain in an RFS vessel".

14. In view of the above, the board strongly recommends for the approval of para 3 to 13.



RADM DANILO A ABINOJA PCG

13 Apr 04

Approved -

	DATE
APPROVED / DISAPPROVED	
CPCG	