

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

HPCG/CG-3

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CIRCULAR)
:
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MISSION, FUNCTIONS AND ORGANIZATION OF COAST GUARD FLEET READINESS EVALUATION GROUP (CGFREG)

1. **MISSION:** To provide operation and training and response to PCG units afloat in order to enhance their efficiency and effectiveness in the conduct of Coast Guard operations.
2. **FUNCTIONS:**
 - a. To conduct continuous unit training and evaluation of PCG units afloat;
 - b. To formulate, develop and promulgate doctrines to ensure operational readiness of units afloat;
 - c. To periodically evaluate PCG doctrines in keeping with the ever changing technology.
 - d. To carry out such other functions as C,CGOF may direct.
3. **ORGANIZATIONAL FUNCTIONS:**
 - a. **Commander, CGFREG**
 - 1) Responsible directly to C,CGOF on matters relative to the conduct of training and readiness evaluation of PCG units afloat.
 - 2) Advises the C, CGOF on the status of training of units afloat and other significant projects/activities within the parameters of the unit.
 - 3) Conduct periodic conferences on all matters, objectives, plans and policies pertaining to mission of the unit.
 - 4) Exercise over-all supervision of the administrative and operational concerns of the unit.
 - 5) Performs such other duties as C,CGOF may directs.

b. Deputy Commander, CGFREG

- 1) Assist Commander, CGFREG in carrying out his duties and responsibilities and acts in his absence.
- 2) Responsible for the general supervision and coordination of respective functions by the different offices/branches.
- 3) Assures that all instructions, policies, plans and guidelines of Commander, FREG are carried out.
- 4) Develops and maintains liaison and communication network with different PCG units afloat.
- 5) Performs such other duties as the Commander, FREG may direct.

c. Command Master Chief Petty Officer (CMCPO)

- 1) Advises the Commander, CGFREG on the morale and welfare of the enlisted personnel of the unit.
- 2) Responsible to Commander, CGFREG for the morale, welfare and discipline of enlisted personnel of the unit.
- 3) Performs other duties as Commander, CGFREG may direct.

d. Chief Master-At-Arms (CMAA)

- 1) Responsible for the daily accounting of personnel.
- 2) Responsible for the daily preparation of the plan of the day.
- 3) Assist CMCPO in the maintenance of discipline and high state morale of the enlisted personnel.
- 4) Performs such other duties that higher authorities may direct.

e. Admin and Logistic Officer

- 1) Provides efficient and effective administrative and logistical support requirements on the accomplishment of the unit's mission.
- 2) Ensures the enhancement of career development and overall morale and welfare of personnel.
- 3) Prepares and pursues personnel, budgetary and logistical requirements of the office.

- 4) Maintains adequate and systematic record-keeping procedure.
- 5) Develop and provides expeditious processing and issuing of appropriate documents.
- 6) Supervises the maintenance and upkeep of office facilities and clearances.
- 7) Gathers, complies and disseminates all directives, policies.
- 8) Performs such other duties as C,FREG may directs.

f. Operating Officer

- 1) Formulates plans and policies and develop doctrines in the conduct of training readiness and evaluation of units afloat.
- 2) Conducts, supervises, monitors and evaluates planned training and other activities.
- 3) Prepares and submit reports on training conducted and other special operation activities.
- 5) Maintains record files of training activities.
- 6) Performs other duties as C,FREG may direct.

4. RECISSION:


All publications in conflict with this Circular are hereby rescinded.

5. EFFECTIVITY:

This circular takes effect upon publication.

BY COMMAND OF VICE ADMIRAL GOSINGAN:

OFFICIAL:


JUAN MANUEL DF RAMOS JR
LCDR PCG
Coast Guard Adjutant

ELPIDIO B PADAMA
RADM PCG
Acting Chief of Staff