

Department of Transportation and Communications
PUNONG HIMPILAN TANOD BAYBAYIN NG PILIPINAS
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EPCG

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CAREER PATTERN FOR JUNIOR OFFICERS ASSIGNED ABOARDSHIP

- I. **PURPOSE:** To prescribe the policies, guidelines and procedure in the programming of junior billets aboardship.
- II. **SCOPE AND APPLICABILITY:** This circular is applicable to all officers assigned and to be assigned aboardship.
- III. **DEFINITION OF TERMS:**
 - A. Category I – refers to PCG vessels with the length of 30 meters and below and with a displacement of 100T and below. This category includes all 30-meter BFAR-MCS vessels, MT Habagat and all other vessels that will be acquired and commissioned into the Coast Guard service under this category.
 - B. Category II – refers to PCG commissioned vessels with the length above 30 meters up to 50 meters and with a displacement of more than 100T up to 800T. This category includes all 35-meter Search and Rescue Vessels (SARV), PG-64 and all other vessels that will be acquired and commissioned into the Coast Guard service under this category.
 - C. Category III – refers to PCG commissioned vessels with the length of more than 50 meters and with a displacement of more than 800T. This category includes all 56-meter Search and Rescue Vessels (SARV), AE-891, AE-89, AE-79 and all other vessels that will be acquired and commissioned into the Coast Guard service under this category.
 - D. Ready For Sea / Not Ready For Sea (RFS/NRFS) – readiness status of the vessel in accordance with the current prescribed operational standards.
 - E. SROB – Standard Requirements for Officers Billet.
 - F. Coast Guard Sea-Going Logbook (CGSGL) – Logbooks issued to all officers prior to their assignment and assumption of Junior Billets.
 - G. Deck Line Billets (DLB) – junior billets intended for general line officers assigned or to be assigned aboardship preferably with Marine Transportation background and/or any other four-year baccalaureate degree.

H. Engineering Line Billets (ELB) – junior billets intended for general line officers assigned or to be assigned aboardship preferably with Marine/Mechanical/Electrical/Electronics Engineering background and/or any other four-year baccalaureate degree.

I. Deck Officer 1 (DO1) traditionally known as Mess and Supply Officer (MSO) – first billet of officers assigned with the Deck Department and falling under the Deck Line Billet (DLB).

J. Deck Officer 2 (DO2) traditionally known as Deck and Gunnery Officer (DGO) – second billet of officers assigned with the Deck Department and falling under the Deck Line Billet (DLB).

K. Engineering Officer 1 (EO1) traditionally known as Damage Control Officer (DCO) – first billet for officers assigned with the Engineering Department and falling under the Engineering Line Billet (ELB).

L. Engineering Officer 2 (EO2) traditionally known as Engineering Officer (EO) – second billet for officers assigned with the Engineering Department and falling under the Engineering Line Billet (ELB).

IV. **POLICY:** In order to properly manage the career of officers assigned aboardship and performing the said junior billets, the following policies, guidelines and procedures are hereby prescribed;

A. Officers performing junior billets will be assigned either Deck Line Billets (DLB) or Engineering Line Billets (ELB) depending on their educational background and/or chosen fields of specialization.

B. The tour of junior billet for DLB and ELB shall be a minimum of three (3) years with at least one and a half (1 ½) years in each billet.

C. The accumulated junior billet of three (3) years shall exclude the period on DS as Ship Rider/DYO with units afloat unless he/she is performing duty as Officer of the Watch (OOW) duly certified by the Commanding Officer of the vessel.

D. Tour-of-Duty of officers aboardship may be extended when exigency of the service requires or when found to have not satisfactorily complied with the SROB.

E. Prior to promotion to the next billet, the officer must comply with the SROB of his present billet and he/she must be a qualified watchstander for that billet as certified by his/her commanding officer.

F. Junior Billets Aboardship are as follows:

1. Deck Officer 1 (DO1) shall be responsible to the Commanding Officer through the following functions:

a. Procure, receive, store, issue and account for ship's supplies and properties.

- b. Administer the ship's finances and ensure that all essential logistics requirements are met.
- c. Coordinate the preparation and submission of logistical and financial requirements.
- d. Supervise the general mess, including the preparation, sanitation and servicing of food. Likewise, ensure the cleanliness of the galley, wardroom, crew mess and store room.
- e. Ensure the proper disbursement of government fund and account for its utilization. Likewise, prepare the personnel payroll.
- f. Interpret supply regulations, manual, allowance lists, bulletins, procurement and issuances, and accounting procedures.
- g. Perform other duties as directed.

2. Deck Officer 2 (DO2) shall be responsible to the Commanding Officer through the following functions:

- a. Work on the maintenance and preservation of the hull/exterior part of the vessel, deck, deck equipment onboard and those compartments and spaces under the deck department.
- b. Supervise the deck seamanship operations and evaluation for their employment.
- c. Work on the maintenance and preservation of the armaments. Likewise, arrange for the proper procurement, handling, stowage and issuance of ammunitions and pyrotechnics. Conduct required test and inspection of ammunition, pyrotechnics, smokeless powder samples and magazines.
- d. Plan and execute deck seamanship evolutions and operations including anchoring, mooring, refueling and replenishments at sea, among others.
- e. Act as cargo officer. Supervise loading, unloading and stowage of cargo.
- f. Supervise preparation of deck prior application of paints.
- g. Check all billeting / accommodation spaces for cleanliness and completeness of comforting materials.
- h. In-charge of the operation and maintenance of deck machineries, small boats, and life saving devices/appliances.
- i. Prepare and maintain the reports of the deck department.
- j. Perform another duties as directed.

3. Engineering Officer 1 (EO1) shall be responsible to the Commanding Officer through the following functions:

- a. Ensure proper operation, maintenance and preservation of all fire fighting equipment, ship's pipings, MARPOL equipment, fuel tanks, fresh water tanks, and oil tanks and other pumps aboardship.
- b. Supervise all repairs which are beyond the repair capability of the Deck Department.
- c. Accountable for all fluids (fuel, oil, lubricant, coolant and water) on board.
- d. Organize and conduct training for the damage control team.
- e. Ensure cleanliness and promotion of safety in the Engine Room.
- f. Perform other duties as directed.

4. Engineering Officer 2 (EO2) shall be responsible to the Commanding Officer through the following functions:

- a. Responsible for the operation, maintenance and preservation of the main engines/loiter engine aboardship and over-all in-charge of the Engineering Department.
- b. Responsible for the proper operation, maintenance and preservation of all auxiliary engines/emergency generators aboardship.
- c. Inspect completed works to ensure that proper work standards are being maintained.
- d. Coordinate the works of engineering divisions based on the operating schedule of ship.
- e. Establish and maintain comprehensive maintenance programs. Ensure that the task book of engineers is properly maintained and implemented.
- f. Assign priorities to work requests from other departments and delegate jobs to appropriate divisions in the engineering department.
- g. Prepare or direct the preparation of prescribed reports and records, including engineering log, engineering bell book, machinery history, operation and maintenance records.
- h. Direct the training program for department personnel.
- i. Exercise personal supervision of engineering operations when getting underway, coming to anchor and during general quarters and other ships bills and evolutions.
- j. Perform other duties as directed.

G. In case of lack of junior officers to be assigned to the junior billets, a junior officer may perform additional billet(s) in acting capacity. However, only his primary billet shall be given due credit in terms of advancement to the next billet.

H. All officers assigned aboardship must fill-up their respective Coast Guard Sea Going Logbooks (CGSGL) to be signed by the Commanding Officer after every mission.

I. If in any case the CGSGL is lost, the concerned officer shall immediately report the incident for investigation and or replacement.

J. There shall be continuing coordinations involving CGOF, CGETC and HPCG cognizant staffs for improvement/upgrading in the training, performance and implementation of the said deck and engineering line billets.

V. **RESPONSIBILITY:**

A. Commander, CGOF:

1. Shall be responsible for the designation or assignment of officers to junior billets aboardship.
2. Shall implement the rotation of officers' junior billets aboardship.
3. Shall issue a Coast Guard Sea-Going Logbook to officers assigned CGOF prior to their shipboard assignment.
4. Shall ensure the continuing review, evaluation, and upgrading of the Program of Instruction (POI) of the OOW/OOD Package Course preparatory to the officers' eventual assumption of initial Deck or Engineering billets.

B. Commander, CGETC:

1. Shall ensure the continuing review, evaluation, and upgrading of the CGOC Curriculum particularly on shipboard operations and administration module relevant to the training of candidate officers for their eventual assignment to the Deck and Engineering Line billets.

C. Commanding Officers Afloat:

1. Shall maintain the records of junior officers copy furnished HCGOF and transfer said records to his/her new shipboard assignment and upon relief outside CGOF.
2. Shall recommend to CGOF junior officers who have satisfactorily complied with the Standard Requirements for Officers on Billet (SROB) to be eligible for promotion to the next billet.
3. Shall sign the CGSGL of all officers under his command after every mission.
4. Shall train and qualify officers assigned aboardship.

5. Shall ensure that all officers performing junior billets under his command shall comply and submit the SROB of their present and subsequent billets and a photocopy of their CGSGL after every six (6) months.

6. Shall recommend to the Commander, CGOF the officers who have completed their junior billets for evaluation of their qualifications or eligibility for EX-O billet.

D. Executive Officers Afloat

1. Shall serve as the direct representative of his Commanding Officer.

2. Specifically charged with executing the orders of his Commanding Officer.

3. Primarily responsible to the Commanding Officer for the organization and supervision of the performance, training, morale and welfare, work, exercises, safety, rights and privileges of individuals, moral, good order and discipline of ship's crew and the entire unit.

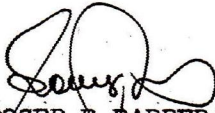
VI. **TRANSITORY PROVISION:** The tour of duties of PCG Officers aboard RFS/NRFS vessels with traditional billets (MSO, DGO, EO) assumed prior to the publication of this circular shall be evaluated by CGOF and subsequently credited to their Sea Duty Records as required by this circular.

VII. **RESCISSION:** All other publications or parts thereof, which are inconsistent with the provision of this circular, are hereby rescinded.

VIII. **EFFECTIVITY:** This circular will take effect immediately upon publication.

BY COMMAND OF VADM GOSINGAN;

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