

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

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Date

HPCG

CIRCULAR)

NUMBER 04-06)

EXECUTIVE OFFICER BILLET ABOARDSHIP

I. PURPOSE: To prescribe policies, guidelines and procedures relative to the individual qualifications and promotion of Executive Officer Billets aboard different categories of PCG vessels.

II. SCOPE AND APPLICABILITY: This Circular applies to all Officers who are prospective and/or currently performing Executive Officer Billet aboardship.

III. OBJECTIVES:

- A. To promulgate policies and procedures on the qualification and promotion of Officers to Executive Officer (EX-O) Billet aboardship.
- B. To establish an Executive Officer (EX-O) Selection Board in order to assist the Command in the implementation of this Circular.

IV. DEFINITION OF TERMS:

A. Category I – refers to PCG commissioned vessels with full load displacement of 100 tons and below; length of 30 meters and below; manning complement of 2-4 Officers and 6-10 Enlisted Personnel. This category includes all 30-meter DA-BFAR-MCS vessels, TB 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 full load displacement of more than 100 tons up to 800 tons; length above 30 meters up to 50 meters; and manning complement of 3-5 Officers and 16-24 Enlisted Personnel. This category includes all 35-meter Search and Rescue Vessels (SARV), PG-64, AE-46 and all other vessels that will be acquired and commissioned into the Coast Guard service under this category.

C. Category III – commissioned PCG vessels with full load displacement of above 800 tons; length above 50 meters; and manning complement of 4-6 Officers and 21-30 Enlisted Personnel. This category includes the 56-meter Search and Rescue Vessels, 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 a graduate of B.S in Marine Transportation 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 a graduate of Baccalaureate Degree in Marine/Mechanical/Electrical/Electronics Engineering or any other four-year baccalaureate degree.
- I. Deck Officer 1 (DO1) traditionally known as Mess and Supply Officer (MSO) – first billet of Officer 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 Officer 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).

V. POLICIES:

- A. All prospective Executive Officers must have completed the following prescribed Junior Billets aboardship:
1. Deck Officer 1 (DO1) and Deck Officer 2 (DO2) under the Deck Department, or
 2. Engineering Officer 1 (EO1) and Engineering Officer 2 (EO2) under the Engineering Department.
- B. The sequence of assignments in assuming or performing Executive Officer Billets shall be as follows:
1. Category I / II Executive Officer for at least nine (9) months.
 2. Category III Executive Officer for at least nine (9) months.
- C. Officers who are prospective Executive Officers for Category I and II vessels must submit and satisfy the following requirements:
1. Accomplished MROB.
 2. Latest Officer Evaluation Report (OER).

3. Submit Certification from CO for Qualifying as Watch Stander.
 4. Recommended by incumbent Commanding Officer
 5. Completed the Command at Sea Course.
 6. Passed the Qualifying Exam for EX-O.
 7. Recommended by the CGOF Executive Officer Selection Board.
- D. Officers currently assigned ashore outside of CGOF and intending to pursue or continue with their Executive Officer Billet shall:
1. Serve for a period of not less than one (1) month at Headquarters, Coast Guard Operating Forces to re-orient and familiarize themselves with the current policies, procedures, doctrines, regulations and organization prior serving aboardship.
 2. Take up the Command-At-Sea Course
 3. Take and pass the EX-O Qualifying Exam.
- E. After initial assignment at Headquarters, CGOF, the prospective EX-O shall be assigned aboardship and be designated as Category I/II Executive Officer or OIC, MCS Vessel upon recommendation by the Coast Guard Operating Forces Executive Officer Deliberation Board to the Commander, CGOF.
- F. Only regular Category I or II Executive Officer shall be qualified for promotion to Category III Executive Officer provided however that he/she is recommended by the CGOF Executive Officer Selection Board to the Commander, CGOF.
- G. Promotion from Category I and II Executive Officer to Category III Executive Officer must satisfy the following requirements:
1. Must have been recommended by his/her current CO afloat;
 2. Must have obtained satisfactory mark in his/her last OFR;
 3. Recommended by the CGOF Executive Officer Selection Board;
 4. Must have complied with the minimum requirement of 100 Hours TST or 1000 TMC.
- H. A Category III Executive Officer may be recommended for Initial Command-At-Sea (ICAS) provided he or she satisfies the following requirements:
1. Must have been regular Executive Officer of Category I and/or II vessels for at least nine (9) months and Category III vessel also for at least nine (9) months for a total of at least one (1) year and six (6) months with minimum of one (1) year aboard RFS vessels;
 2. Must be recommended by his/her immediate CO;
 3. Must have obtained satisfactory mark in his/her last OFR;
 4. Recommended by the CGOF Executive Officer Selection Board for approval by the Commander, CGOF who in turn will forward CGOF recommendation to CPCG through the Coast Guard Command-At-Sea Board (CASB).
 5. Must have completed the Junior Command and Staff Course.
 6. Must have complied with the minimum requirement of 200 Hours TST or 2000 TMC.

- I. OIC of MCS/Category I Vessel shall be equivalent to Category III Executive Officer Billet. However, designation of same shall be subject to approval of the Command-at-Sea Board.

VI. EXECUTIVE OFFICER SELECTION BOARD

- A. The CGOF Executive Officer Selection Board shall be composed of the following Officers:
 1. Deputy Commander, CGOF - Chairman;
 2. Chief of Staff, CGOF - Member;
 3. OF-1, CGOF - Member/ Recorder;
 - Non-voting member if not completed the EX-O Billet;
 4. OF-2, CGOF- Member;
 - Non-voting member if not completed the EX-O Billet;
 5. OF-3, CGOF - Member;
 - Non-voting member if not completed the EX-O Billet;
 6. At least one (1) Command-At-Sea Badge Holder
 - Voting non-permanent member;
 7. At least two (2) incumbent COs of PCG Commissioned Vessel
 - Voting non-permanent member;
 8. At least one (1) incumbent EX-O of PCG Commissioned Vessel
 - Voting non-permanent member;
- B. The Coast Guard Operating Forces Executive Officer Selection Board shall perform the following duties and responsibilities:
 1. To deliberate and recommend Officers who have already completed their junior billets aboardship and fully satisfied all the other requirements for advancement to EX-O billet aboard Category I or II vessels.
 2. To deliberate and recommend current and past Executive Officers of Category I and II vessels for advancement to Category III vessels;
 3. To deliberate and recommend Executive Officers of Category III vessels who for all intents and purposes shall be ready to assume Initial Command At Sea (ICAS).
 4. To deliberate and submit recommendations relative to Executive Officers with substandard performance or with doubtful competence; and
 5. Submit result of all deliberations to Commander, CGOF for approval.
- C. The Commander, CGFREG shall be responsible for conducting the Command at Sea Course as programmed for the year or at every opportune time.
- D. The AC of S for Personnel, OF-1 shall monitor and keep track of records of the Executive Officers.
- E. The AC of S for Operations, OF-3 shall closely monitor and validate the TST/TMC records submitted by Ex-Os/prospective EX-Os.

VII. RESPONSIBILITIES:

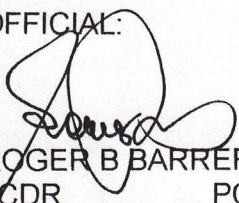
A. Commanding Officers, Category I or II Vessels – shall be responsible for evaluating and/or recommending the promotion of their respective Executive Officers to the level of Category III Executive Officer.

VIII. RESCISSION: All publications in conflict with this circular are hereby rescinded.

IX. EFFECTIVITY: This circular will take effect upon publication.

BY COMMAND OF VADM GOSINGAN PCG:

OFFICIAL:


ROGER B BARRERA
LCDR PCG
Coast Guard Adjutant

LINO H DABI
CAPT PCG
Chief of Staff, PCG