

CIRCULAR NR 01-08

**PCG UNIFORMED
PERSONNEL ROTATION
POLICY**

21 FEBRUARY 2008



Department of Transportation and Communications
FUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1006 Manila



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CG-1/CGAO

CIRCULAR)

NUMBER 01-08)

PCG UNIFORMED PERSONNEL ROTATION POLICY

I. REFERENCES:

1. SOP Nr 01-95 dated 05 April 1995; Subject: Philippine Coast Guard Rotation Policy;
2. PCG Officer's Career Pattern dated 23 May 2003;
3. HPCG Circular Nr 03-05 dated 04 April 2005 (Career Development Pattern of EP in the PCG); and
4. PCG Officers Promotion System

II. PURPOSE: This Circular prescribes the policy and procedures for the assignment and reassignment of PCG uniformed personnel for shore and shipboard billets. This circular likewise sets guidelines and methods to be used for the efficient and systematic distribution of PCG personnel in accordance with the existing PCG officers and EP career development patterns.

III. SCOPE: This circular covers all PCG uniform personnel.

IV. DEFINITION OF TERMS:

1. **Assignment** - Designation or attachment with a unit to perform duties thereat on a more or less permanent basis unless sooner terminated.
2. **Career Course** - Course requirement for promotion to a higher level in the PCG organization.
3. **Career Pattern** - A progressive arrangement of education and training requirements, assignment/ re-assignment and promotion opportunities for PCG personnel. The career pattern serves as a guide in the development and utilization of all PCG personnel.
4. **Detail** - Temporary placement of personnel within a unit for the purpose of performing certain specific functions for a limited period. His/her mother unit still retains administrative control over him/her.
5. **General Line Officers (GLO)** - Are officers who comply with all requirements for Advancement in assignment and grades ultimately leading to the position of Commandant, PCG.

6. **Homesteading** – A system of assigning personnel within the vicinity of their respective area of residences. This system is employed to help solve or alleviate administrative problems like transportation, billeting and morale.

7. **Immediate Reassignment**- A transfer of a personnel from his present unit assignment to another unit effective immediately upon receipt of the formal request or communication. The compliance shall be made punctually on EDRD.

8. **Joint Spouse** – a system of assignment wherein service members who are married to other service members are assigned at least within 100 km of each other.

9. **Operating commands/units** – refer to PCG operating units such as CG Districts/ Stations and Detachments.

10. **PCG Integrated Personnel Management System (IPMS)** - the data base of PCG personnel information maintained by the Command through the O/CG-1 as a tool to facilitate personnel administration.

11. **Positional Criteria**- A set of criteria prescribed to qualify individuals to specific billets/positions.

12. **Rotation** – The transfer of personnel from one billet/ position to an equal or higher level billet or position.

13. **Support commands** – Major PCG units other than the PCG operating units (District/Stations) that performs functions directly relating to peculiar functions such as MEPCOM, CGETC, MSSC and MSLEC.

14. **Technical officers** - Are officers who by nature of their pre-entry Requirements in education and training are limited to be assigned to a Particular technical service.

15. **Tour of Duty**- The prescribed period of duty to a particular level of shipboard or shore unit assignment (i.e. Junior Billet Aboardship, Senior Billet Aboardship (EX-O and CO), Junior Staff Duty, Senior Staff Duty, etc).

16. **Tenure of Duty** – The inclusive period of time or assignment to a specific billet or position (i.e. MSO, DO, EO, Division Head, Branch Chief, CG-1 CG-5, CCGETC, Commander, CG District, SC, CG Station, etc).

17. **Transfer**- Physical transportation or the implementation of a change in assignment.

V. POLICIES:

1. Generally, the assignment/ re-assignment of all PCG General Line Officers (GLO) and EP shall correspond with the following tour of duty periods:

General Line Officers (GLO)

| | | | | | | | |
|----------------------|-----|---------------------------------|----------------------|-----|----------------------------|---------------------------------------|------------------------|
| 1 st Tour | Sea | Junior Staff Duty/Initial Shore | 2 nd Tour | Sea | Mid-grade Staff/Field Duty | Senior Staff / Field Duty Assignments | Major Command Position |
|----------------------|-----|---------------------------------|----------------------|-----|----------------------------|---------------------------------------|------------------------|

| | | | | | | |
|-------|-------|-----|-------|-------------|-------|-------|
| | Cor. | and | | assignments | | |
| 3 yrs | 8 yrs | | 3 yrs | 5 yrs | 3 yrs | 8 yrs |

EP

| Level | Min Tour of Duty | | Max Tour of Duty | |
|-------------|------------------|-------|------------------|--------|
| | Shipboard | Shore | Shipboard | Shore |
| Support | 2 yrs | 2 yrs | 4 yrs | 3 yrs |
| Operational | 2 yrs | 3 yrs | 4 yrs | 6 yrs |
| Supervisory | | 4 yrs | 2 yrs | 11 yrs |

2. Tenure of duty for GLOs for specific shore billets/ positions shall be a *minimum of 1.5 years to a maximum of 2 years*. Shipboard billets shall comply with the tenure as prescribed in pertinent policies, rules and regulations. Officers can only be considered for rotation after completing the maximum tenure of duty unless sooner terminated for exigency of the service or for cause.

3. EP can be considered for rotation after completing the minimum tour of duty (shipboard or shore assignments) unless sooner terminated for exigency of the service or for cause. Support and supervisory level EP should be rotated after completing the maximum tour of duty for the particular level of responsibility.

4. In addition to the tour/ tenure of duty, CG-1 shall consider the staff and field duty assignments of personnel when considering his/ her next assignment. This is to ensure the proper career development of personnel through a balance of staff duty and field duty assignments.

5. Completion of appropriate education, training and assignment requirements (as per the prescribed career patterns) used as one of the primary criteria for consideration of new billets/ positions of qualified personnel. This is to ensure that personnel are highly qualified to assume positions to which they are projected to be assigned to. Personnel should give priority to undertake career courses and should strictly comply with the directive to go on schooling as determined by O/CG-1 and approved by the PCGETB.

6. Unit manning requirements shall be determined based on the approved Table of Distribution (TD)/ Troop Ceiling (TC) as determined by CG-3 and approved by the appropriate authorities at the start of the CY. CG-1 shall then determine the most appropriate percentage distribution to all PCG units of available personnel bearing in mind the current and projected operational priorities of the Command. This is to ensure that personnel requirements of identified priority operational activities shall be fully supported at all times.

7. In addition to the criteria followed by the BOSO and CASB, the following positional criteria shall be used in the determination of the appropriate assignment/ re-assignment of personnel:

- a. rank/rate and length of service;
- b. education and training and experience;
- c. performance rating (OFR and EPEM);
- d. career reputation;
- e. awards and decorations received at current position/ billet;
- f. fitness to assume command or higher position;

8. Major Operating/ Support Commands shall prescribe its own procedures for the rotation of personnel under their administrative and/or operational control. Such procedures shall strictly adhere at all times to personnel policies, guidelines, directives and instructions emanating from HPCG.

9. Rotation of technical service officers shall be governed by the existing rotation policy of the respective technical service concerned.

10. Moves to seek political influence or assistance from higher authorities for assignment of choice shall not be tolerated and will be dealt with administrative sanctions under appropriate rules and regulations.

11. Promotion in billets and position shall be deliberated and passed through the appropriate boards (i.e. PCG Distribution Board for O-5 and below, BOSO for O-6 and above, CASB for ICAS and CAS, etc) for the purpose of assuring that the personnel recommended are prepared and qualified for the positions projected for them. During the time of deliberation, the appropriate board shall consider the criteria as listed in para V.6 in addition to the prescribe criteria followed by the appropriate board.

12. In order to balance the needs of the service and the concerns of personnel, O/CG-1, in their recommendation to the appropriate boards, shall endeavor to consider the "*Homesteading*" and "*Joint Spouse*" system of assignment. Service members-married-to-service members however should not be assigned within one unit or office. Personnel who want to avail of said opportunity should apply same through the appropriate means of communication as prescribed in this circular.

13. The needs of the service shall always take precedence over individual assignment preferences. As a rule, therefore, the following provisions will be adhered to:

- a. Education and training will take precedence over personality and preferential assignment projection;
- b. Completion of requirements for sea and/or field duty will take precedence over other factors for assignment projections;

14. The rules on compliance with EDRD are the primary instruments that set the guidelines for immediate reporting of duty assignments by assigned / reassigned personnel. As such, unit commanders shall ensure the compliance of reporting dates. HPCG Special Order for assignment/ reassignments shall be issued at least:

- a. 15 days prior EDRD for personnel within Luzon
- b. 30 days prior EDRD for personnel within Vis/Pal
- c. 45 days prior EDRD for personnel within Min/Sulu

15. The following are the level of authority of the different PCG units for assignment of personnel:

- a. HPCG - Assignment of personnel from HPCG to subordinates units and vice-versa and from one unit to another, assignment of major

operational and support units/special units and technical service Commanders and Deputy Commanders, Commanding Officers/ Boat captains of PCG vessels, Central and Special Staff and special duty assignment of personnel detailed outside the PCG or to foreign assignments;

b. Support Commands – All personnel within Command Headquarters and support command units under administrative control except the Chief of Staff and support command unit commanders whose orders shall be subject to confirmation by CPCG;

c. Operating Commands/Units – All personnel within Command headquarters and subordinate units except the Chief of Staff and Station Commanders whose orders shall be subject to confirmation by CPCG;

d. Special units and Technical Service – All personnel within unit headquarters and subordinate units.

16. The detail of personnel outside the PCG or on foreign assignment shall be allowed subject to pertinent rules and regulations covering such. In such cases, the tour/tenure of duty requirements as prescribe in para V.2 and V.3 shall be strictly adhered to in order to ensure that all personnel shall avail of such opportunity. Detail of personnel outside PCG shall pass by the deliberation of appropriate boards and approved by the CPCG and shall be covered by HPCG orders.

17. Assignment of personnel who has just completed career courses and other training (foreign and local) shall strictly follow pertinent provision of prescribed policies covering such.

18. CG-1 should endeavor to establish and maintain the IPMS which would be the primary tool in monitoring career development of all PCG personnel.

VI. PROCEDURES:

1. CG-1 in coordination with all PCG units and other staff shall determine personnel requirements and shall include same in the yearend planning and budgeting activity. This is to ensure that activities relating to this circular particularly the reporting to new assignments are properly supported by travel funds and other logistical requirements.

2. CG-1 might consider individual preferences as a factor in the determination of personnel assignment projections. To survey their assignment preferences, all personnel shall be required to accomplish and submit their assignment preference cards, indicating therein information as specified in Annex "A". Assignment Preference Card will be accomplished and submitted annually to CG-1NLT 01 December of the CY or two (2) months prior the completion of the tour/tenure of duty for a particular billet or assignment.

3. After approval and publication of assignment/ re-assignment orders, HPCG shall send a radio message addressed to the losing unit info the gaining unit stating therein the authority, EDRD and directive to clear the personnel concerned;

4. Upon release of reassigned personnel, losing unit shall send a message to gaining unit info HPCG (Attn: CG-1) stating therein the date when concerned personnel was dropped from the morning report including the date/time of departure enroute to join the gaining unit.

5. In case of personnel re-assignment involving shore and shipboard units, the former assume the burden of first releasing the reassigned personnel. When only shore units are involved, the sequence of releasing shall be determined by the EDRD. When units afloat are involved, NRFS vessels assume the burden to first releasing the reassigned personnel.

6. An extension of EDRD maybe requested but in no case such an extension may exceed seven (7) days. The granting of Leave or R/R by the losing unit prior reporting to the new unit is highly discouraged. In cases where the need for such is exceptional, personnel concerned should apply same from the gaining unit commander.

7. Individual request for immediate reassignment from one unit to another maybe forwarded to CG-1 through the personnel action form or other forms of formal communication.

VII. RESPONSIBILITIES:

1. A well balance personnel distribution is both a Command and personal responsibility hence all personnel concerned are under obligation to ensure that this circular is properly adhered to at all times. Moreover, all personnel concerned are required to expedite and facilitate processing of all requirements necessary for reporting to new assignments.

2. CG-1 will be responsible to program the career of each PCG personnel and determine which personnel are subject for deliberation for assignment/ re-assignment by the appropriate PCG Board and confirmation by the VCA or CPCG as the case maybe.

3. Unit commanders of losing units are highly responsible for the implementation of pertinent provisions of this circular. As such, they should ensure that re-assigned personnel are relieved on time so that they will comply with their EDRD. The timely release is a manifestation of giving enough travel time for concerned personnel to report to his new unit assignment on EDRD. Failure to release on time is tantamount to insubordination and/or dereliction of duty.

4. CGPM shall be responsible in the conduct of investigations of AWOL cases arising from non-compliance of EDRD.

VIII. LIMITATION CLAUSE: Nothing in this circular shall be construed to divest the Commandant, PCG of exercising his authority and prerogative to assign PCG personnel to office/ unit he deems appropriate for the best interest of the service.

IX. RESCISSION: SOP Nr 01-95 dated 05 April 1995 and other policies inconsistent with the provisions stated in this circular are hereby rescinded.

ASSIGNMENT PREFERENCE CARD

Name: _____ PCGSN _____ PCGFOS _____
 Present Unit _____ Position: _____ Sub-specialty _____

Number of Years in the Service _____

1. LATEST TRAINING ACTIVITY UNDERTAKEN:

| COURSE | TYPE | DURATION | STANDING |
|--------|------|----------|----------|
| | | | |

2. ASSIGNMENT PREFERENCES:

| | UNIT | BILLET ASPIRED |
|-------------------|------|----------------|
| <u>PRIORITY 1</u> | | |
| <u>PRIORITY 2</u> | | |
| <u>PRIORITY 3</u> | | |

3. REASONS:

- a)
- b)
- c)

 Name and Signature

X. EFFECTIVITY:

This Circular shall take effect upon publication.

BY COMMAND OF ADMIRAL ABINOJA:

OFFICIAL:

RODOLFO D ISORENA
COMMO PCG
Chief of Coast Guard Staff


MITZIE SILVA-CAMPO
LT PCG
Coast Guard Adjutant