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HPCG/CG3

CIRCULAR )

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**GUIDELINES FOR THE ADMINISTRATION AND UTILIZATION OF  
OPERATIONAL SUPPORT FUND (OSF) TO PCG VESSELS**

1. **PURPOSE:** To prescribe policies, guidelines and procedures for the administration and utilization of Operational Support Fund (OSF) for PCG vessels.

2. **SCOPE:** This circular applies to all commissioned vessels and small craft in the inventory of the PCG and any vessel manned by PCG personnel which are receiving OSF.

3. **DEFINITION OF TERMS:**

- a) Operational Support Fund (OSF) – A support system to vessels in the form of cash fund of a fixed amount established through an advance of funds, as programmed under the OPB, received from an authorized disbursing officer to effect the immediate cash payments of relatively small amounts for authorized purchases of emergency items, supplies and non-personal services necessary for the operation of vessels.
- b) Vessel – Any ship or small craft in the inventory of the PCG to include other vessels manned by PCG personnel.
- c) Captain – Commanding Officer, Officer-In-Charge or Boat Captain of a particular vessel duly designated by appropriate authority.
- d) Monthly OSF Expenditure Report – A report rendered by the Commanding Officer containing an itemized breakdown of the expenditure of the provided OSF.
- e) Category I Vessel – commissioned PCG vessels with full load displacement of 100 tons below; length of 30 meters and below and

- f) Category II Vessel – commissioned PCG vessels with full load displacement of more than 100 tons up to 800 tons; length of above 30 meters to 50 meters; and manning complement of 3-5 officers and 16-24 enlisted personnel. This category includes the 35 meter SAR vessels, PG-64 and AE-46.
- g) Category III Vessel – commissioned PCG vessels with full load displacement of above 800 tons; length of 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 and AE-79.
- h) PCG Small Craft – commissioned PCG small vessels, regardless of method of propulsion, which is generally less than 300 gross tons; length of above 12 meters; and manning complement of 1 officer and 7-10 enlisted personnel. This category includes the 65 -60 ft PCF, 45 ft Coast Guard cutter, 46 ft patrol boats.

#### 4. POLICIES:

- a) The Coast Guard Ready Force, under guidance from the Coast Guard Fleet shall program and administer the distribution of OSF to vessels and small craft by category.
- b) Commander, CG Ready Force shall evaluate all Monthly OSF Expenditure Report (MOER) as a basis of release of the OSF to each unit.
- c) Designated Commanding Officers/ Boat Captains shall be responsible for the proper utilization of OSF provided for their respective vessel. The OSF shall be used for its intended purpose.
- d) The OSF is authorized to be used to defray the incidental expenses such as:
  - 1. Emergency items, repair parts and repair services necessary for the operation of the vessel
  - 2. Purchase of cleaning materials or office supplies for use of the vessel
  - 3. Re-watering and drinking water expenses of the vessel
  - 4. Morale and welfare for the personnel of the vessel
  - 5. Purchase of pre-paid cellular phone cards
  - 6. Transportation expenses for official errands of ship's personnel
  - 7. Mission related meetings and conferences
  - 8. Representation expenses of the Commanding Officer
- i) A cash book with entries indicating the details of the disbursement of the OSF shall be maintained. Commanding Officers/ Boat Captains shall be

Balance. The surplus must amount to the incoming the corresponding OSF Balance for the month computed to the remaining number of days left.

- k) Commanding Officers, Officers-in-Charge and Boat Captains of units afloat shall submit a monthly expenditure report of the OSF to the Commander, CG Ready Force within the first five (5) days of the succeeding month which will be the basis for the release of the OSF for the following month. Late submission of the report maybe grounds for delay in the release of the OSF for the next month. The report should tally with the entries in the cash book. Receipts must be included as attachment and supporting documents to the report.
- l) In instances when the OSF was utilized to support the expenses during the conduct of a meeting or conference relevant to the vessel's mission, a list of attendees indicating the date and venue of the meeting or conference is required as attachment to the monthly expenditure report of OSF.

5. **RESPONSIBILITY:**

- a) Commanding Officers, Officers-in-Charge and Boat Captains of units afloat shall strictly follow the policies set forth under this SOP.
- b) Concerned offices and units responsible for the processing of the OSF shall ensure the timely availability of the support.

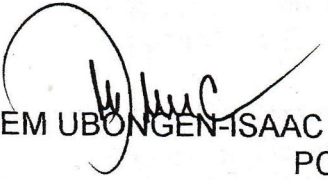
6. **RECISSION:** This circular shall be rescinded, as ~~circumstances shall deem necessary.~~

7. **EFFECTIVITY:** This circular shall take effect upon publication.

BY COMMAND OF ADMIRAL TAMAYO:

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