

24 March 2010

(Date)

HPCG/CG-3

CIRCULAR )  
NUMBER 04-10

**MISSION, FUNCTION AND ORGANIZATION OF COAST GUARD K9**

**1. MISSION:**

To provide trained working dogs and handlers to the Coast Guard operating units through training, logistical and veterinary support.

**2. FUNCTIONS:**

- a. To provide explosives and narcotics detection K9 Teams to support maritime security and law enforcement activities of PCG units nationwide.
- b. To train handlers and Coast Guard Working Dogs (CGWD) in explosive and narcotics detection, patrol and search and rescue.
- c. To provide Search and Rescue K9 Teams during maritime incident or similar occurrences.
- d. To provide K9 Patrol Teams to PCG bases and vital installations.
- e. To provide veterinary services through community relations and activities.
- f. Maintain CGWD and kennel facilities.
- g. Perform other functions as directed by the Higher Headquarters.

1) The CGK9 shall be headed by an officer with the rank of O-4 to O-6. The Commander is charged with the absolute responsibility for the safety, well-being and efficiency of his command.

2) The authority is commensurate with his responsibility, subject to the limitations prescribed by law and PCG regulations.

3) He shall perform such other duties as may be assigned by competent authority.

#### **B. Deputy Commander**

1) The Deputy Commander is the direct representative of the Commander. In the performance of his duties, he will conform to and effectuate the policies and orders of the Commander and shall keep him informed of all significant matters pertaining to the Unit

2) Subject officer is in charge of supervising the administration and morale and welfare of personnel, training, operations, logistics and research and development

3) Perform other functions as the Commander, CGK9 may direct.

#### **C. Chief of K9 Staff (CS)**

1. Assist the Commander and Deputy Commander in the implementation of policies/regulations and exercise its functions in their absence.

2. Coordinate, supervise and orchestrate the function of the different staff offices of Coast Guard K9 pertaining to the administration to include discipline of personnel and their morale and welfare, training of personnel, logistics support to subordinate units, operation of subordinate units and maintenance and repairs of assets.

3. Perform other duties as Commander, Coast Guard K9 may direct.

#### **D. Staff for Admin and Personnel (K-1)**

1. Directly responsible for the Commander, CGK9 regarding the discipline, morale and welfare, attitude, training and competence of CGK9 personnel.

2. Advise the Chief of Staff/Deputy Commander, CGK9 on the plans and programs and other administrative policies and all administrative concerns of CGK9.

3. Perform other duties as the Commander, CGK9 may direct.

#### **E. Staff for Intelligence (K-2)**

1. Provide maritime intelligence, investigation and security support to CGK9 in the pursuit of CGK9 mission. Formulate plans, policies, and program activities pertaining to the deployment of Coast Guard K9 teams in coordination with the Operations Branch

2. Perform other duties as Commander, CGK9 may direct.

#### **F. Staff for Operations (K-3)**

1. Supervise, monitor, plan, evaluate and advise the Commander regarding the deployment of CGK9 Units nationwide and other activities.

2. Prepare reports from CGK9 Units operations, monthly reports and other activities conducted nationwide for consolidation.

3. Perform other duties as Commander, CGK9 may direct.

#### **G. Staff for Logistics (K-4)**

1. Plan, determine and provide timely delivery of supplies, materials, equipments, mandatory requirements and services to CGK9 Units/Detachments to include working dog's basic food, medication, vitamins, test kits and other administrative and operation requirements.

2. Process and facilitate the support for the spare parts, repair, upkeep, maintenance, insurance and registration requirements of K9 vehicles and other assets and other operating expenses of the HCGK9, CGK9 Units and CGK9 Detachment nationwide.

3. Perform other duties as the Commander, CGK9 may direct.

#### **H. Staff for Research and Development (K-5)**

1. Formulate plans and programs in order to enhance the K9 training program that is suitable to the PCG mission and functions.

2. Research on the latest trends and regulations regarding K9 utilization, training, management and health programs. Seek applicable cross training programs with other government agencies and counterparts.

3. Perform other duties as the Commander, CGK9 may direct.

## I. Staff for Veterinary Services (K-4)

1. Advise the Commander, CGK9 and Operational Commanders on canine adequate feeding and preventative medicine program; breeding program; procurement guidelines; quarantine and pre-deployment procedure; and humane training methods and standards.
2. Exercise technical supervision over all veterinary facilities of the CGK9 Units, review and approve any plans for new construction or modification of existing kennels, cages, enclosures or other animal support and holding facilities
3. Prepare plans and programs for the effective and timely delivery of veterinary health services and formulate budgetary requirements to support necessary mandatory veterinary preventive program, medicines, medical and grooming supplies.
4. Perform other duties as the Commander, CGK9 may direct.

## J. Master Chief Petty Officer

1. The Unit's MCPO shall serve as the direct link of the Commander CGK9 to the Enlisted Personnel. He shall advise the Commander on all matters pertaining to the enlisted personnel assigned in the whole CGK9.
2. Directly responsible for the Commander, CGK9 regarding the discipline, morale and welfare of CGK9 personnel.
3. Maintain high morale within the unit. The discipline, welfare and privileges of the enlisted personnel of the unit will be the chief concern of the Unit's Master Chief; and he will, to the extent of his authority, ensure that these and related matters are administered in a just and uniform manner.

## OPERATING UNITS

### A. OIC, CGK9 Unit

1. CGK9 units deployed at Coast Guard Districts shall be headed by an officer (line officer or veterinary officer) with the rank of O1 to O3. The OIC shall be directly responsible on matters pertaining to the discipline, morale and welfare, deployment, operation and refresher training of the CGK9 Detachment personnel and detection dogs.

2. Perform other duties as the Operational Commander and CGK9 Commander, may direct.

**B. Chief, CGK9 Veterinary Unit**

1. Provide basic, medical and surgical care to CGWDs of CGK9 Detachments and give proper instruction to dog handlers on health, care and first aid management of CGWD.

2. Manage and inspect care, hygiene and sanitation of K9 elements and kennel facilities and conduct community services to promote responsible pet ownership to help in the control of zoonotic diseases.

3. Provide and conduct regular veterinary preventative medicine, parasite and rodent control program and maintain up-to-date veterinary medical records and kennel tasks worksheets.

4. Perform other duties as the Commander, CGK9 may direct.

**C. Director, CGK9 School**

1. Responsible in the planning, development and coordination of the training program and in ensuring the preparation of monthly training schedules, and obtain the training space and materials required to support these schedules.

2. Coordinate and supervise the preparation of training materials and review curricula, courses and lesson plans prepared within the CGK9 School. Establish programs to evaluate operational readiness and competency of K9 teams

3. Obtain, maintain custody of, and issue required training aids and devices.

4. Perform such other duties as may be assigned by C, CGK9.

**D. OIC, Headquarters Support Group (HSG)**

1. Directly responsible for the Commander, CGK9 on matters pertaining to the upkeep and inventory of facilities including the buildings and its vicinity, offices, barracks and billeting areas, maintenance and upkeep of armory, firearms and ammunition, CGK9 vehicles, kennel equipments and other mobility assets.

2. Organize Quick Reaction Team (QRT), Deployable Response Team, and Rescue Team that would be ready for dispatch during eventualities.

2. Perform other duties as the Commander, CGK9 may direct.

5. CONTINUING EFFECTIVENESS - All publications of the PCG shall be under the operational control of respective District Commanders.

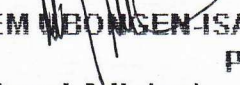
6. **RESCISSION:** All PCG previous publications not in conformity with this Circular are hereby rescinded.

7. **EFFECTIVITY:** This circular takes effect upon publication.

**BY COMMAND OF ADMIRAL TAMAYO:**

**OFFICIAL:**

**ENRICO EFREN E EVANGELISTA**  
**COMMO PCG**  
**Chief of Coast Guard Staff**

  
**MARIFEM N. BENSEN-ISAAC**  
**LCDR PCG**  
**Coast Guard Adjutant**

**Annexes:**

**Annex A – Organizational Charts**  
**Annex B – Personnel Distribution**