

HPCG/CGIAS

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CIRCULAR)
NUMBER 11-10)

DISTRICT AND MAJOR UNITS ANNUAL GENERAL INSPECTION (AGI) TO
SUBORDINATE UNITS

1. REFERENCES:

- a. HPCG Circular Nr 06-03, Subj: Annual General Inspection (AGI)
- b. HPCG Circular Nr 07-03, Subj: Morale and Discipline Survey (MADS)
- c. HPCG SOP Nr 04-03, Subj: Operational Readiness and Security Systems Inspection, Test and Evaluation (ORSITE) for the PCG

2. PURPOSE: This Circular prescribes the guidelines and procedures in the conduct of Annual General Inspections (AGI) by all the District and Major Units of the Philippine Coast Guard (PCG) to their subordinate units.

3. OBJECTIVES:

The District and Major Units shall conduct AGI to their subordinate units in order to:

- 1) To evaluate the relevance, efficiency, effectiveness and economy in the utilization of resources of subordinate units in accomplishing its mission;
- 2) To determine whether subordinate units are properly organized, equipped, trained, and maintained to carry out its assigned mission;
- 3) To determine and evaluate the operational readiness of the subordinate units for its intended mission or specific employment;
- 4) To determine and evaluate the state of morale and discipline of subordinate units;
- 5) To assess the physical condition of personnel and facilities of subordinate units.

4. AGI MAIN AREAS OF INTERESTS:

- a. Operational readiness of the unit and mission accomplishment;
- b. Accomplishments and contribution to PCG thrusts and programs;
- c. Effectiveness and efficiency in accomplishing the mission and economy in the utilization of PCG resources;
- d. Morale and discipline; and,
- e. Compliance to policies.

5. CONCEPT OF INSPECTION:

- a. Examination of documents/reports to determine the accomplishments of a unit, and implementation of systems and procedures;
- b. Open forum for three (3) separate groups – Officers, EP and CE. The policy of “no holds barred” and non-attribution will be observed during open forum;
- c. Drills and exercises related to the core functions/tasks of the unit;
- d. Inspection of personnel, individual clothing requirements for EP and barracks inspection;
- e. Survey of morale and discipline.

6. UTILIZATION OF INSPECTION RESULT

In order to raise the standard of performance, state of morale and discipline and esprit-de-corps among subordinate units, the District and Major Units shall utilize the AGI result of their subordinate units as one of the criteria in evaluating performance for the selection of awards and recognitions such as Station/Coast Guard Detachments of the Year; Enlisted Personnel (EP) and Civilian Employee (CE) of the Year and equivalent awards/recognitions in the Major units.

7. SCHEDULE OF INSPECTION:

The AGI shall be conducted once during each fiscal year. The schedule of AGI of the subordinate units shall be submitted to CGIAS for reference and programming purposes.

8. DISTRICT/MAJOR AND SPECIAL UNITS AGI TEAM COMPOSITION:

AGI Team shall be composed of the District/Major Unit Commander as Chairman, the Deputy Commander as Vice Chairman with D-1, SIO, D-3, D-4, and the Command Master Chief Petty Officer as Inspectors on their respective

9. PREPARATION FOR THE INSPECTION:

- a) Notification – At least five (5) days prior to the AGI, the subordinate unit to be inspected shall be notified and required to submit updated roster of officers, EP and civilian employees and defense plan for reference purposes of the Inspectors.
- b) Inspection Plan - The plan shall consist of the following:
 - (1) Task Organization
 - (2) Concept of Inspection
 - (3) Schedule of Activities
 - (4) Entrance Briefing Procedures
 - (5) Personnel Inspection Composition and Procedure
 - (6) Exit Briefing Procedure
 - (7) Sequence of Presentation during Exit Briefing
- c) Pre-inspection conference shall be conducted by the Chairman, AGI Team prior to the actual inspection for the orientation of all members.

10. CONDUCT OF INSPECTION:

- a. The discipline, morale and welfare, individual and organizational equipment, presentability of office/building and habitability of quarters/barracks as well as complaints is determined by conducting:
 - (1) Morale and Discipline Survey (MADS)
 - (2) Personnel and Quarters/Barracks/Facilities Inspection
 - (3) Open forum to identify and determine individual complaints or problems of the personnel
- b. Administration of Civilian Employees
- c. For units afloat, the CGFLEET shall conduct Operational Readiness Evaluation (ORE) to its vessels/small crafts in order to determine the material condition, state of preservation, upkeep and maintenance of:
 - (1) Ship's hull, bilges, structure and superstructure deck and machinery spaces
 - (2) Organizational equipment to include vehicles, watercrafts, armaments, machineries, tools and supplies
- d. Organizational structure and administrative functions of the unit based on existing policies and procedures and its effectiveness toward the accomplishment of the mission and objectives. This includes: personnel management, plans, policies and programs, training program, supply procurement procedures, controls,

acquisition, storage, distribution, disposal and maintenance, and accounting of cash and appropriated funds.

- e. The Inspectors shall refer to the Check List herein attached as ANNEX-A.

11. INSPECTION PROCEDURES:

- a. Entrance Briefing – The Chairman, AGI Team shall conduct an initial interview with the unit commander and his staff. He shall discuss the scope of the inspection and the specific activities to be included in the inspection. He shall require a briefing relative to the overall status of the unit for the orientation, guidance and reference of the inspection team.
- b. Personnel/Rank Inspection
- c. Open Forum
- d. Office/Quarters/Barracks Inspection
- e. Office Management and Records Inspection
- f. Operational Readiness Condition Inspection
- g. Exit Briefing

12. RATING GUIDE:

- a. The rating system for office management/records inspection is as follows:

Criteria	Percent (%)
A. Organization/Staffing	10
B. Capabilities (Personnel & Equipment)	10
C. Systems and Procedures	30
D. Plans, Programs, Projects and Activities	15
E. Fund Allocation and Utilization	20
F. General Assessment	15
Total	100%

- b. The rating system for units afloat is the same as ORE ratings.

- c. The rating for ORSITE is as follows:

	Inspector's Percentage Rating	Maximum Points	Points Earned
Command Center/Operations Center (Decision Making/Planning Exercise)		20	
Reserve Force (Intrusion Drill)		15	
Medical Evacuation Drill		10	

Fire Drill		10	
Bomb Threat Drill		10	
Hostage-Taking Drill		10	
Sector (Perimeter Defense)		10	
SAR Response Drill		15	
		100	%

13. REPORTS:

a. Individual inspectors shall immediately submit their detailed inspection reports to the Chairman, AGI Team for consolidation and preparation of formal AGI Report to be submitted to CGIAS one (1) week after the conduct of inspection, copy furnished the subordinate unit inspected;

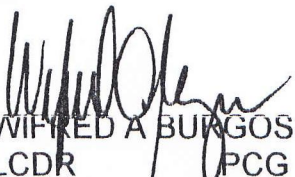
b. The AGI Report shall include all the findings and recommended actions for the unit inspected and the concerned District/Major Unit Staffs for their appropriate actions, and the overall numerical and adjectival rating of the unit inspected.

14. EFFECTIVITY:

This Circular shall take effect upon publication.

BY COMMAND OF ADMIRAL TAMAYO:

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