

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

HPCG Circular)
Number 12-10)

19 October 2010

**SEA DUTY PAY FOR QUALIFIED BOAT CAPTAINS IN THE
ACTIVE SERVICE OF THE PHILIPPINE COAST GUARD**

1. **PURPOSE:** This Circular prescribes the regulations of the payment of sea duty incentives to all enlisted personnel who have served as boat captains, regardless of their assignments within the jurisdiction of the Philippine Coast Guard.

2. **OBJECTIVES:**

- a. To institute fair and just payment of sea duty pay to qualified PCG Enlisted Personnel who has performed duties as Boat Captains of PCG small craft and PCG-manned small craft.
- b. To prevent arbitrary application of claims for perpetual sea duty pay of PCG personnel.

3. **SCOPE:** This shall apply to all PCG enlisted personnel who have performed duties as Boat Captains of PCG small craft and PCG-manned small craft are entitled to receive sea duty pay as certified by the Force Commander as contemplated in this Circular.

4. **DEFINITION OF TERMS:**

- a. **Force Commander** – A line officer duly designated by appropriate authority as Commander of the Headquarters Coast Guard Ready Force.
- b. **CGFLEET Boat Captain Selection Board** – a Board purposely created to screen and recommend candidates for Boat Captain after taking into account all other matters regarding their fitness and qualification to qualify for such designation for review and confirmation of the Force Commander prior endorsement to CPCG through channels. The Board is also entrusted to deliberate and recommend Boat Captains eligible for perpetual sea duty pay. The Board's composition is as follows:

CHAIRMAN	:	Force Commander
VICE-CHAIRMAN	:	Deputy Commander, CGFLEET
MEMBERS	:	Deputy Commander, Coast Guard Ready Force Ready Force Staff for Admin and Pers (RF1) CMCPO, CGFLEET CMCPO, CGRF

- c. **Boat Captain** – An enlisted personnel duly designated by Coast Guard Ready Force as such or as Petty Officer In Charge of PCG small craft.
- d. **Class “Charlie” craft** – these are crafts under the PCG inventory with the length of 44 ft and below
- e. **Class “Bravo” craft** – these are crafts under the PCG inventory with the length ranging from 45 ft to 50 ft.
- f. **Class “Alpha” craft** – these are crafts under the PCG inventory with the length ranging from 51 ft to 77 ft.
- g. **Close water operation** – craft operation that is limited within rivers and bays
- h. **Open water operations** – craft operation beyond rivers and bays

5. **POLICIES:** For a Boat Captain or PCG enlisted personnel who have performed duties as Boat Captains of PCG small craft and PCG-manned small craft to qualify for sea duty pay, he must have satisfied all of the following parameters:

- a. Must be an awardee of Boat Captain Badge;
- b. Must have accumulated a tour of duty as Boat Captain for a minimum of five (5) years;
- c. Must have been exposed to open-water operations for at least three (3) years while serving as Boat Captain of PCG Craft and/or PCG-manned craft;
- d. Must have served as Boat Captain in each craft classification for the period specified as follows:
 - 1) Class “Charlie” Craft- minimum of one (1) year and 70% of which must be RFS status;
 - 2) Class “Bravo” Craft- minimum of three (3) years and 70% of which must be RFS status; and
 - 3) Class “Alpha” Craft- minimum of one (1) year and 70% of which must be RFS status

6. **LIMITATIONS:**

- a. This system of incentives is not authorized for:
 - 1) Boat Captains or PCG enlisted personnel who have performed duties as Boat Captains of PCG small craft and PCG-manned small craft found not fit to

command again a small craft as determined by the CGFLEET Boat Captain Selection Board or by the PCG Medical Officer.

- 2) Boat Captains or PCG enlisted personnel who have performed duties as Boat Captains of PCG small craft and PCG-manned small craft assigned out of the country and or for any other reason, cannot make himself physically available whenever called to command a small craft.
- 3) Boat Captains or PCG enlisted personnel who have performed duties as Boat Captains of PCG small craft and PCG-manned craft who refuse to hold or take responsibility to command a small craft when called to do so.

7. **RATE OF PAYMENTS:** The rate of payment of the perpetual sea duty pay afore-stated shall be as prescribed by law, statutes or decrees currently in effect, computed on daily basis.

8. **ADMINISTRATIVE INSTRUCTIONS:**

- a. Ready Force Staff for Admin and Pers (RF1) shall prepare the list of Boat Captains or PCG enlisted personnel who have performed duties as Boat Captains of PCG small crafts. The members of which shall be determined by CGFLEET Boat Captain Selection Board as approved by the Force Commander.
- b. The Force Commander shall certify such and submit same to Commander, Coast Guard Finance Center for the inclusion of Sea Duty Pay in their compensation.
- c. Commander, CG Finance Center shall effect the inclusion of sea duty pay of those in the said list in their compensation.
- d. Delisting of names in the said list shall be subject to the recommendation of CGFLEET Boat Captain Selection Board as approved by the Force Commander.

9. **RESPONSIBILITY:**

- a. The Ready Force Staff for Admin and Personnel (RF1) shall maintain an updated list of Boat Captains or PCG enlisted personnel who have performed duties as Boat Captains of small craft eligible to receive perpetual sea duty pay. He shall also request the convening of the CGFLEET Boat Captain Selection Board to deliberate Boat Captains or PCG enlisted personnel who have performed duties as Boat

...of small crafts who have already satisfied the requirements stipulated in paragraph 3 of this Circular.

- b. The CGFLEET Boat Captain Selection Board shall deliberate and recommend the granting of sea duty pay to qualified Boat Captains or PCG enlisted personnel who have performed duties as Boat Captains of small crafts.
- c. The Force Commander shall review the recommendations made by the CGFLEET Boat Captain Selection Board and subsequently endorse the same to the Higher Headquarters for the issuance of appropriate orders.
- d. Once approved by CPCG, the Deputy Chief of Staff for Human Resource Management (CG-1) shall effect the issuance of appropriate orders.
- e. Commander, CG Finance Center shall be held peculiarly responsible for the correct and prompt payment of sea duty pay to personnel concerned.

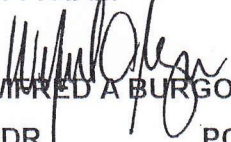
10. **RESCISSION:** Publications and other policies that are inconsistent are hereby rescinded or modified upon the effectivity of this Circular.

11. **EFFECTIVITY:** This Circular is effective fifteen (15) days from the date of publication and dissemination.

BY COMMAND OF ADMIRAL TAMAYO:

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COMMO PCG
Chief of Coast Guard Staff

OFFICIAL:


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