



Department of Transportation and Communications  
**HEADQUARTERS PHILIPPINE COAST GUARD**  
(Punonghimpilan Tanod Baybayin ng Pilipinas)  
139 25<sup>th</sup> Street, Port Area  
1018 Manila



12 October 2013

**CGAC/CGAO**

**CIRCULAR**

**NUMBER 07-13**

**INSTITUTIONALIZING AND RATIONALIZING  
THE POSTING OF COMMAND DUTY OFFICERS AND OTHER DUTY OFFICERS  
AT COAST GUARD ACTION CENTER**

1. **REFERENCE:** CGAC ISO-QM Working Instruction Manual Series 2012
2. **PURPOSE:**

This Circular sets forth the policies institutionalizing, rationalizing and governing the posting of PCG Officers as Command Duty Officers and other Duty Officers at Coast Guard Action Center.

3. **SCOPE:**

This policy applies to all PCG Officers assigned at Headquarters Philippine Coast Guard carried in the morning report of Headquarters Support Group - HPCG.

4. **DEFINITION OF TERMS:**

- A. **Command Duty Officer** – The most Senior Watch at the HPCG acting or on behalf of the Commandant, Philippine Coast Guard during non-office hours.
- B. **Operations Duty Officer** – The next most senior watch at CGAC after the CDO
- C. **Officer-of-the-Day** – The Officer of the Watch responsible for the security of HPCG to include Personnel onboard and properties.

5. **GENERAL GUIDELINES:**

The Coast Guard Action Center (CGAC) is the command and control center of the Philippine Coast Guard of all events affecting the maritime jurisdiction of the country. It serves as the main coordinating center for all PCG units in pursuance of the PCG mission. As such, it shall assist and advice the Commandant, Philippine Coast Guard thru monitoring the administration and operation of PCG units ashore and afloat by means of timely transmission of communications and accurate information to and from individuals, groups, or entities, both internal and external.

With this mission of CGAC, PCG Officers shall be fully aware of their respective duties and responsibilities when posting as Command Duty Officers (CDO), Operations Duty Officers (ODO), and Officers-of-the-Day (OOD).

**6. SPECIFIC GUIDELINES:**

A. The Commander, Headquarter Support Group – Headquarters Philippine Coast Guard shall prepare the detail of CDO's, ODO's and OOD's. The detail of CDO's and ODO's shall be signed by the Chief of Coast Guard Staff. The Plan of the Day which includes the Officer-of-the-Day shall be signed by Commander, Headquarters Support Group.

B. The weekly detail of CDO's and ODO's shall be announced by the Coast Guard Adjutant during Monday Morning Colors.

C. All PCG General Line Officers carried under the morning report of Headquarter Support Group including those assigned with tenant units of Headquarters Philippine Coast Guard shall post as CDO, ODO and OOD.

D. In the event that the incoming CDO, ODO or OOD cannot assume his post for any valid reason, it shall be his duty to find a replacement so as not to affect the schedule of postings of other officers.

E. The following shall be exempted from posting:

i. Deputy Chief of Coast Guard Staff for Operations, CG-3

ii. Flag Secretaries and Flag Lieutenants.

iii. PCG Officers posting at National Disaster and Risk Reduction Management Council (NDRRMC).

iv. PCG Officers carried under the morning report of Headquarters Support Group but are detailed with other agencies.

F. PCG officers with O-6 and O-5 ranks will post as Command Duty Officers (CDO) from 0800H to 0800H the following day during weekends and holidays.

G. PCG officers with O-4 rank and those with O-3 rank who have finished either the Coast Guard Staff Course or the Coast Guard Station Commander's Course will post as Command Duty Officer (CDO) from 1700H to 0800H the following day during weekdays.

H. PCG officers with O-3 rank who have neither finished the Coast Guard Staff Course or the Coast Guard Station Commander's Course and O-2 rank will post as Operations Duty Officers (ODO) from 1700H to 0800H the following day during weekdays and from 0800H to 0800H the following day during weekends and holidays.

I. PCG officers with O-1 rank will post as Officers-of-the-Day (OOD) from 1700H to 0800H the following day during weekdays and from 0800H to 0800H the following day during weekends and holidays.

J. Detailed CDO's, ODO's and OOD's shall accomplish their respective checklists before being relieved from their posts.

**7. DUTIES AND RESPONSIBILITIES:**

**A. Command Duty Officer**

i. Shall assume the most senior watch at HPCG acting in the name or on behalf of the Commandant, PCG during non-office hours.

ii. Shall have command authority, responsibility and accountability over all HPCG watches and PCG units while on duty at the Coast Guard Action Center.

iii. Shall take station at the Office of Coast Guard Action Center during tour of duty.

iv. Shall report to the Office of Coast Guard Action Center at least fifteen (15) minutes before assumption of duty for briefing by the Director, CGAC or outgoing CDO as the case may be.

v. Must be aware of the Maritime incidents and related actions being undertaken by unit, important operational activities of PCG units, important events or activities of the command for the day, deployment of ships, aircraft, small crafts, PCGART, etc and their planned operations, VIPs and /or ranking DOTC/government officials embarked and/or scheduled to visit PCG units/ships/crafts/stations.

vi. Must be aware of the prevailing and forecasted weather condition and of the provisions of HPCG Memo Circular Nr 01-09 dtd 07 Feb 2009 (Interim Guidelines on Movement of Vessels During Heavy Weather).

vii. Must be aware of the provisions of HPCG LOI Nr 10-2010 (Crisis Management Committee during Emergency Situation).

viii. Shall advise the OOD to muster all watches and to disseminate all special instructions.

ix. Shall promptly act on all messages requiring immediate action

x. Shall immediately inform the CPCG, VCO, VCA and CCGS and shall promptly submit reports on Marine casualties/ accidents, Maritime Disasters/Natural Calamities/Civil Disturbances, Significant law enforcement operations of PCG units, Death/serious injury of PCG personnel / damage to PCG property, Typhoon of considerable strength (General Sea/Weather Condition), Unscheduled visit of dignitaries/VIP's to PCG facilities and other important / significant incidents.

xi. Shall inform the CGPAO with the above reports for collation into press releases and ensured that no statements are issued by CGAC to the media without prior clearance from the CPCG. He shall further submit reports to DOTC Action Center and other cognizant authorities/ agencies only as the CPCG may allow or direct.

xii. During emergency cases or situations, the CDO shall coordinate the prompt and effective PCG response through the submission of initial, progress and comprehensive reports. He shall coordinate the independent or combined operations and the availability of assets/ capabilities as required by PN units (PHILFLT/NTF), AFP/PNP units, Civil government units (MRCC/DOTC) and Civilian Sector/PCGA squadrons

xiii. Shall ensure the security of HPCG premises.

xiv. Shall supervise all watches in the proper performance of their duties.

**B. Operations Duty Officer**

i. Shall assume as the next most senior watch at HPCG after the CDO.

ii. Shall report to the Office of Coast Guard Action Center fifteen (15) minutes before the start of duty for briefing.

iii. Must be aware of the Maritime incidents and related actions being undertaken by unit, important operational activities of PCG units, significant events or activities of the command for the day, deployment of ships, aircraft, small crafts, PCGART, etc and their planned operations, VIPs and /or ranking DOTC/government officials embarked and/or scheduled to visit PCG units/ships/crafts/stations.

iv. Must be aware of the prevailing and forecasted weather condition and of the provisions of HPCG Memo Circular Nr 02-13dtd05 June 2013 (Guidelines on Movement of Vessels During Heavy Weather) and to recommend to the CDO actions to be taken, if any.

v. Must be aware of the provisions of HPCG LOI Nr 10-2010 (Crisis Management Committee during Emergency Situation) as well as to assist the CDO in the implementation of this LOI whenever necessary.

vi. Shall assist the CDO in the preparation and coordination of all communications (radio messages, memoranda or letters).

vii. Shall assist the CDO in the preparation of initial, progress and comprehensive report(s) to CPCG/DCPCG/CSPCG on any major maritime incident or emergency situation (such as marine casualties, MARPOL, significant law enforcement/security operations, natural calamities and civil disturbances) involving or requiring the assistance of PCG.

viii. Shall monitor and ensure the prompt and effective implementation of all CGAC directives to cognizant unit(s).

ix. Shall prepare/draft outgoing messages/ communications for disposition/ signature by CDO.

x. Shall check the proper receipt, handling, delivery and recording of all communications/messages.

xi. Perform other duties as directed.

**C. Officer-of-the-Day**

i. Shall be responsible for the security of HPCG to include personnel onboard, equipment and property.

ii. Shall take station at the Office of Coast Guard Action Center during tour of duty.

iii. Shall report to the Office of Coast Guard Action Center at least fifteen (15) minutes before the assumption of duty for briefing purposes.

iv. Shall conduct morning muster for all duty watches and had relayed plans/instruction for the day.

v. Shall supervise posting of watches.

vi. Shall inspect HPCG premises for orderliness and cleanliness on 1730H and 0700H.

vii. Shall inspect all duty watches and ensured they are stationed in their respective posts and were properly performing sentinel duties and responsibilities and observing CG customs, traditions and protocols (proper relieving of post, saluting, etc).

viii. Shall ensure that the plan of the day had been carried out.

ix. Shall implement identification and security measures/procedures for persons entering or leaving HPCG premises.

x. Shall implement the prescribed uniform of the day.

xi. Shall ensure that no persons are loitering at the gangway except the actual gangway watch.

xii. Shall inspect the armory for complete inventory of firearms and ammunitions at 1700H and 0730H.

xiii. Shall conduct Door-to-door inspection and Taps inspection of all HPCG offices/spaces to ensure there are/were no unauthorized persons onboard. Likewise, ensured that all unnecessary lights, air conditioning units and other electrical appliances are switched off and faucets closed by 2200H.

xiv. Shall immediately inform the CDO or DCGAC of any violations/unusual incident that transpired during OOD tour of duty.

xv. Shall conduct accounting of personnel who are restricted and confined to quarters.

xvi. Shall supervise extra fatigue of non-officer performing punishment obligations.

xvii. Shall ensure that only authorized vehicles had been permitted to enter the multi-purpose shaded area.

xviii. Shall ensure that the standby generator watch details are accounted for so as to be able to immediately provide emergency electrical power to HPCG facilities during power interruptions.

xix. Shall brief all the watch details during muster that any VIP's Dignitaries and ranking DOTC/Government officials who had arrived at HPCG Premises scheduled or unscheduled that they should immediately inform CGAC thru JOOD and OOD.

xx. Shall coordinate with HSG and other cognizant offices to provide supply/service requirements needed to sustain the operation and maintenance of standby generator such as fuel, tools, lube oil, spares, detailed watches, etc.

xxi. Shall brief and turn over the duties and responsibilities to the incoming OOD in the presence of CDO.

**8. AUTOMATIC REVIEW:**

This circular shall be subject to automatic review six months after its effectivity.


**9. EFFECTIVITY:**

This circular shall take effect immediately.

**BY COMMAND OF REAR ADMIRAL ISORENA:**

**OFFICIAL:**

**JOSELITO F DELA CRUZ**  
**COMMO PCG**  
Chief of Coast Guard Staff

  
**RODERIK M ELIORAN**  
**LCDR PCG**  
Acting Coast Guard Adjutant  
16/10/2016