



PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(HEADQUARTERS PHILIPPINE COAST GUARD)
139 25th Street, Port Area
Manila

HPCG/CG-3

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CIRCULAR

NUMBER 03 - 17

**MISSION, FUNCTION AND ORGANIZATION OF COAST GUARD WEAPONS
SYSTEM**

I. PURPOSE:

This Circular prescribes and defines the mission, functions and organizational structure of the Coast Guard Weapons System of the Philippine Coast Guard.

II. MISSION:

To manage, develop, train, operate, maintain and repair all types of weapons such as firearms, ammunitions, and other ancillary equipment in order to support the fire power of the Philippine Coast Guard.

III. FUNCTIONS:

- a. Conduct depot repair and maintenance of weapons and other related equipment.
- b. Provide repair and maintenance services of weapons in all Coast Guard Units ashore and afloat when derangement or problems is beyond the capability of the remote CGWCEIS Stations.
- c. Install, test and ensure the operability of weapons and ammunitions in all CG Units ashore and afloat.
- d. Conduct training on handling, management, repair and maintenance of firearms and other related equipment in all CG Units.
- e. Manage, maintain the arsenal or armory and ensure the availability of weapons to support the fire power requirements of the Philippine Coast Guard.
- f. Develop and maintain the firing range facilities, reloading machines and other equipment thereof.

- g. Provide Range Officers during the conduct of firing of CG Units.
- h. Supervise and provide assistance during the conduct of Gun Exercise of CG floating assets.
- i. In coordination with Supply Accountable Office (SAO) of the Philippine Coast Guard (PCG), maintain the database system for the records, issuance, and other information of side arms, firearms, ammunitions and other related equipment of the Philippine Coast Guard.
- j. Carries out such other functions as Commander, CGWCEISC may direct.

IV. ORGANIZATION:

The Coast Guard Weapons System Group is a support unit of Coast Guard Weapons Communications, Electronics and Information System Command headed by Commanding Officer and shall be assisted by the Deputy Commanding Officer, CGWS. The following shall constitute as the Staff Offices and Operating/Support Units of CGWS, namely:

- A. CGWS Staff Offices:
 - a. Staff for Admin and Personnel
 - b. Staff for Operations
 - c. Staff for Logistics
 - d. Staff for Maintenance and Repair
 - e. Staff for Research and Development
- B. CGWS Operating/Support Units:
 - a. Small Arms Unit
 - b. Ammunition Unit
 - c. Weapons Support Unit

V. FUNCTIONAL RELATIONSHIP

The CGWS is one of the Support Unit of CGWCEISC. The Commanding Officer, CGWS is under the administrative and operational control of the Commander, Coast Guard Weapons, Communications, Electronics and Information System Command.

VI. DUTIES AND RESPONSIBILITIES:

A. Commanding Officer, CGWS

- 1. Primary responsible to the Commander, CGWCEIS Command in the monitoring, repair and maintenance, management and control of all firearms, ammunitions, and other firepower of the Philippine Coast Guard.

2. Coordinates programs to outfit and equip Coast Guard resources with weapons, countermeasures and tactical information system.
3. Manage the distribution of all ordnance related publication.
4. Responsible for the development and maintenance of armory, firing range facilities and its ancillary equipment.
5. Responsible for the plans and programs, formulation of policies and procedures pertaining to the weapons system of the PCG.
6. In coordination with other PCG Units, manage the work progress of personnel in weapon training activities.
7. Responsible for the distribution/issuance, records and updates to the database system of all weapons of all CG Units.
8. Manage the activities of personnel engaged in recovery of PCG weapons.
9. Establish and maintain liaison with agencies outside the PCG for lateral exchange of operational information and capabilities.
10. Perform other tasks as directed.

B. Deputy Commanding Officer, CGWS

1. Assist the Commanding Officer, CGWS in the performance of his duties and responsibilities.
2. Implement the instructions of the Commanding Officer, CGWS and ensure that it was carried out.
3. Assume the duties and responsibilities of the Commanding Officer, CGWS in the absence of the incumbent.
4. Ensure that the welfare of CGWS personnel such as equal opportunity to trainings, career advancement are observed, as well as rewards and punishments are judiciously rendered.
5. Ensure that the functions of every branch offices are properly accomplished.
6. Perform other tasks as directed.

C. Chief Master-At-Arms, CGWS

1. Act as the principal non-officer advisor of CO, CGWS.

2. Assist CO, CGWS in enhancing the morale, welfare, discipline and performance of non-officers.

3. Ensure that good order and discipline is kept by the CGWS personnel both ashore and afloat.

4. Handle the preparation of all discipline reports, and assist the Commanding Officer in conducting punishment procedures as the case maybe.

5. Responsible for the indoctrination of newly assigned non-officer/s.

6. Perform other task as CO, CGWS may direct.

D. Staff for Admin and Personnel (W-1)

1. Assists the CO, CGWS in carrying-out the administrative and personnel functions of CGWS.

2. Assist and advise CO, CGWS on matters pertaining to the morale, welfare and discipline of non-officers

3. Formulate administrative and personnel policies, standards and monitor the implementation.

4. Publish, authenticate and distribute orders, directives, memoranda, messages and instructions issued by CO, CGWS and higher headquarters.

5. Responsible for generating and compiling of all instructions and policies of CGWS.

6. Responsible in handling all official correspondence, publications, and documents for the Unit.

7. Perform other duties as CO, CGWS may direct.

E. Staff for Operations (W-3)

1. Advise the CO, CGWS with regards to the operation and maintenance of weapons and trainings conducted by CGWS.

2. Advise the CO, CGWS with regards to the development of weapon system and other activities.

3. Responsible for the evaluation and dissemination of operational information required for the PCG to fulfill its assigned mission.

4. Oversees all Division Officers and their respective divisions in the performance of their duties.

5. Perform other duties as CO, CGWS may direct.

F. Staff for Logistics (W-4)

1. Responsible for general supply staff functions.
2. Responsible for the speedy requisitioning of supplies, spare parts and other pertinent logistic items needed by CGWS.
3. Responsible for coordination with higher supply agencies for the procurement of items needed by CGWS.
4. Responsible for the systematic receipt, storage and issuance of supplies and materials within CGWS.
5. Manage the logistic requirements and financial resources as well as the distribution of supplies among different branch offices of CGWS.
6. Ensure spare parts, consumable items and repair services are provided to CGWS.
7. Maintain and operate the assigned vehicles and other equipment aboard CGWS.
8. Perform other functions as directed by CO, CGWS.

G. Staff for Maintenance and Repair

1. Advises the CO, CGWS in matters pertaining to repair and maintenance of armaments and equipment ashore and afloat in order to support the CGWCEISC mission.
2. Assist CO, CGWS in implementing plans, doctrines, SOP's, Circulars and policies pertaining to the maintenance and repair of armaments and equipment.
3. Conduct inspection and render technical assistance in all PCG units ashore and afloat on maintenance and repair of weapons and equipment.
4. Perform other task as CO, CGWS may direct.

H. Staff for Research and Development

1. Responsible for the conduct of research, system analysis, re-engineering and development of Weapon Systems tailored to the requirements of the PCG Units.
2. Responsible in the research, design and development of new weapon system or prototype analysis of products.
3. Manages research and development activities to meet organizational needs and to capitalize on potential new product opportunities.

4. Develops and implements research and development procedures and techniques.

5. Perform other task as CO, CGWS may direct.

I. Small Arms Unit

1. Manage the issuance and records of firearms for all CG personnel and CG Operating Units afloat and ashore.

2. Manage the weapons depot and conduct remote repair and maintenance of all weapons in all CG Operating Units afloat and ashore.

3. Develop and establish plans and programs for the availability of weapon systems in order to support the fire power requirements of the Philippine Coast Guard.

4. Responsible for the safety and security of the PCG armory, and other ancillary equipment.

5. Perform other task as CO, CGWS may direct.

J. Ammunition Unit

1. Manage the issuance and records of ammunition for all CG personnel and CG Operating Units.

2. Responsible for the proper handling and safe storage of ammunition of the PCG.

3. Coordinate with the proper authorities for the proper disposal of expired ammunition of the PCG.

4. Conduct education and training on proper handling and safe storage of ammunition to all PCG Units.

5. Responsible for the maintenance of reloading machines and other ancillary equipment.

6. Perform other task as CO, CGWS may direct.

K. Weapons Support Unit

1. Responsible for the overall accomplishment of the mission and function of the unit.

2. Responsible for the formulation, development and implementation of the HCGWS Defense Plan/ Contingency Plan.

3. Supervises the strict implementation of security and discipline of CGWS Personnel.

4. Provide Range Officers to assist CG personnel during firing activity.

5. Responsible for the security and maintenance of firing range facilities and other ancillary equipment.

6. Perform other tasks as CO, CGWS may direct.

VII. RESCISSION:

All PCG previous publications not in conformity with this Circular are hereby rescinded.

VIII. EFFECTIVITY:

This circular takes effect upon publication.

BY COMMAND OF COMMODORE GARCIA:

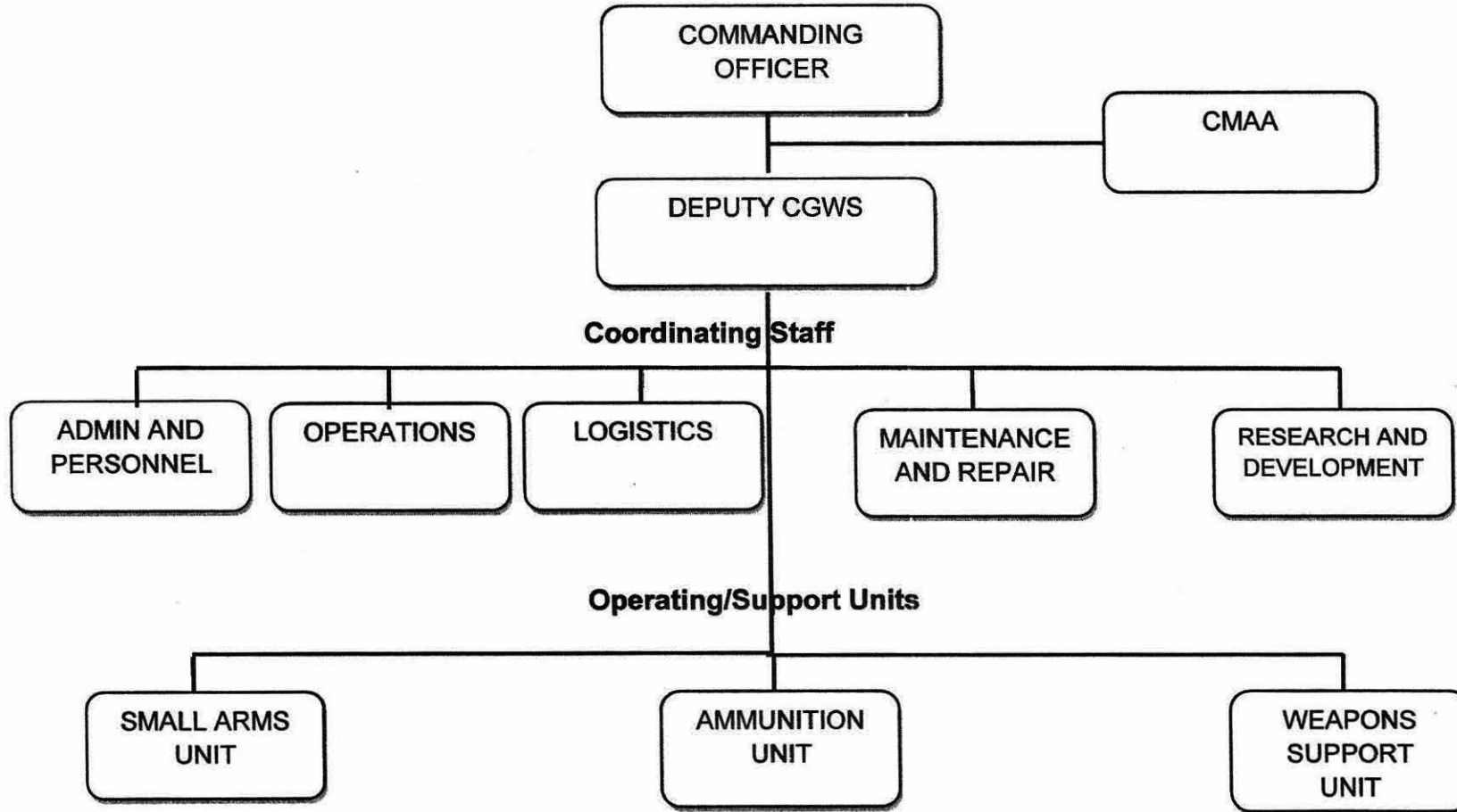
OFFICIAL:


LIEZEL B BAUTISTA
LCDR PCG
Coast Guard Adjutant
27/01/19

ALLEN T TORIBIO
CAPT PCG
Acting Chief of Coast Guard Staff

COAST GUARD WEAPONS SYSTEM (CGWS)

Organizational Chart



COAST GUARD WEAPONS COMMUNICATIONS ELECTRONICS AND INFORMATION SYSTEM COMMAND ORGANIZATIONAL CHART

RECAP:

Officers - 44
Non-Officers - 437

TOTAL: 481

COMMANDER, CGWCEISC
O8-1 NO4-2
O3-1 NO2-2
O1-1 NO1-2

CMCPO
NO9-1
NO1-1

DC, CGWCEISC
O6-1 NO4-1
O1-1 NO3-1
NO1-2

CMAA
NO8-1

CS, CGWCEISC
O6-1 NO6-1
O1-1 NO5-1
NO1-2

DCS FOR HRM

DCS FOR INTELLIGENCE

DCS FOR OPERATIONS

DCS FOR LOGISTICS

DCS FOR PLANS AND PROGRAMS

DCS FOR MAINTENANCE AND REPAIR

DCS FOR EDUCATION AND TRAINING

O5-1 NO6-3 NO3-3
O1-1 NO5-3 NO2-3
NO4-4 NO1-4

O5-1 NO8-1 NO3-4
O2-1 NO6-2 NO2-3
NO5-3 NO1-4
NO4-4

O6-1 NO6-1 NO3-3
O2-1 NO2-2
NO4-2 NO1-2

O5-1 NO6-1 NO3-3
O2-1 NO2-2
NO4-2 NO1-2

O6-1 NO6-1 NO3-3
NO2-2
NO4-2 NO1-2

O5-1 NO6-1 NO3-3
NO2-2
NO4-2 NO1-2

SUPPORT UNITS

COAST GUARD COMMUNICATIONS AND ELECTRONICS SYSTEM
O5-1 NO7-1 NO3-4
O1-1 NO6-3 NO2-3
NO5-3 NO1-4
NO4-4

COAST GUARD INFORMATION SYSTEM
O4-1 NO7-1 NO3-4
O1-1 NO6-2 NO2-3
NO5-3 NO1-4
NO4-4

COAST GUARD WEAPON SYSTEM
O4-1 NO6-1 NO3-4
O3-1 NO5-3 NO2-2
NO4-3 NO1-4

CGWCEIS-TRAINING INSTITUTE
O5-1 NO6-1 NO3-1
O3-1 NO5-1 NO2-2
NO4-1 NO1-3

HSG
O5-1 NO6-3 NO3-4
O3-1 NO5-4 NO2-4
NO4-4 NO1-4

REGIONAL CENTER

CGWCEIS NCR-CL REGIONAL CENTER	CGWCEIS CV REGIONAL CENTER	CGWCEIS PAL REGIONAL CENTER	CGWCEIS STL REGIONAL CENTER
CGWCEIS NWLZN REGIONAL CENTER	CGWCEIS WV REGIONAL CENTER	CGWCEIS SWM REGIONAL CENTER	CGWCEIS NM REGIONAL CENTER
CGWCEIS BCL REGIONAL CENTER	CGWCEIS SEM REGIONAL CENTER	CGWCEIS NELZN REGIONAL CENTER	CGWCEIS EV REGIONAL CENTER

O4-3 NO5-12
O3-3 NO4-12
NO1-12

OPERATING UNITS

CGWCEIS BULACAN GROUP
O4-1 NO6-1
O2-1 NO5-2
NO4-2
NO3-1
NO2-2
NO1-2

CGWCEIS H1 FAROLA GROUP
O4-1 NO6-1
O3-1 NO5-3
NO4-3
NO3-4
NO2-2
NO1-4

CGWCEIS TAGUIG GROUP
O5-1 NO6-1
O2-1 NO5-1
NO4-2
NO3-2
NO3-3
NO1-10

CGWCEIS HPCG COMMS GROUP
O3-1 NO6-1
O1-1 NO4-1
NO3-2
NO2-2
NO1-11

CGWCEIS CAVITE GROUP
O3-1 NO6-1
O1-1 NO5-3
NO4-3
NO3-4
NO2-2
NO1-12

CGWCEIS MARSLE GROUP
O5-1 NO6-1
O2-1 NO4-2
NO3-3
NO2-2
NO1-10

CGWCEIS NCWC GROUP
O5-1 NO6-1
O3-1 NO3-4
NO5-3
NO2-2
NO4-3
NO1-4

SHIPBOARD COMMELEX (ABOARD PCG VESSELS)
NO4-12
NO3-32
NO2-12
NO1-40