



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

20 Aug 08  
(Date)

CGA/CG-11

## STANDING OPERATING PROCEDURES)

NUMBER 07-01....

### UTILIZATION OF VSAT AND MICROWAVE SYSTEM, AND OTHER COMMUNICATIONS EQUIPMENT

#### 1. OBJECTIVES:

- a. To provide guidelines and measures for the effective use and control of VSAT equipment and other communications system of the Japan Grant Aid Maritime Communications System Enhancement Project for Maritime Safety and Security.
- b. To devise an efficient system relative to consumption of supplies and materials vis-à-vis the reproduction of messages and other operational documents with the use of equipment provided as auxiliary to the VSAT and Microwave system.
- c. To prescribe the proper operating and maintenance procedure for the VSAT, Microwave and other communications system used by the PCG Units and Offices.

#### 2. SCOPE: The provision of this SOP applies to the VSAT, Microwave and other communications system provided by the aforementioned project.

#### 3. DEFINITIONS:

- a. VSAT – acronym for Very Small Aperture Terminal. A technology on satellite communications involving transmission of voice, data or other multimedia either from point-to-point or from point to multi-point connectivity. The VSAT Network is state of the art network using the latest, reliable and efficient communications highway, which is called Internet Protocol (IP) Network.
- b. Microwave – microwave radio communications includes all radio communications above 1,000 Megahertz (MHz). The microwave radio link is nearly reliable as wired connectivity because of its capability to focus and be aligned in a permanent and fixed position.

- c. Other communications system equipment – these refer to the telephone sets, fax machines, computer sets, printers, uninterrupted power supply (UPS), portable generator sets and other equipment, which form part of the communications system of the PCG Units and Offices provided by the project.
- d. Radio – is a wireless means of signal communications whereby radio frequency (RF) energy is used to transmit or convey information from a person or a place to another.
- e. Internet Protocol (IP) – is a protocol used for communicating data across a small to medium, and to a very large network.
- f. Official Calls – are calls authorized by the Command based on the nature of calls, which are used in the official discharge of their unit's or personnel's assigned functions.
- g. Personal Calls – are calls made by personnel of the Command, which are personal in nature.

#### **4. POLICIES:**

##### **a. USE OF VSAT SYSTEM:**

- 1) The use of VSAT telephone shall be limited to administrative and operational purpose and personal use shall be allowed only on a case-to-case basis.
- 2) Due to the limited VoIP voice channel, use of VSAT telephone shall be limited to a maximum three (3) minutes call unless actual operations are in effect and the need for continuous communications link is deemed necessary. If such situation arises, approval from the Commandant, PCG or his duly authorized representative (CCGWCEISS/CG-11) shall be sought prior assigning a dedicated VSAT voice channel to certain PCG Districts conducting actual operations.
- 3) District Commanders shall exercise full authority to implement measures to pre-empt unauthorized calls over VSAT telephone.
- 4) The Maritime Rescue Coordinating Center (MRCC) switchboard operator shall manage connecting to VSAT telephone from the microwave trunk line or the HPCG local telephone. In addition, no overriding of on-going calls shall be authorized to connect to VSAT station from microwave trunk line, unless necessary.
- 5) CPCG or his authorized representative (CCGWCEISS/CG-11) shall only approve relocation of VSAT telephone sets from their original position. This measure aims to avoid the misrouting of calls and preventing the equipment from damages and defects.

6) Transmitting and receiving of documents using the fax machines via VSAT channel shall be limited to operational messages; administrative and routine reports are not allowed.

b. USE OF MICROWAVE SYSTEM:

1) Communications between microwave trunk line is limited to administrative and operational purposes only.

2) Calls from microwave system to VSAT system shall be subject to the control of the MRCC switchboard operator. All concerned personnel should be fully aware that VSAT voice channel are only limited based on capacity of the leased bandwidth of the satellite transponder.

3) Transmitting and receiving of documents using the fax machines via Microwave system shall be limited only to operational messages; administrative and routine reports are not allowed.

c. USE OF FAX MACHINE:

1) The VSAT and Microwave system fax machines shall be strictly used for transmission and reception of messages and other operational printed information; hence, its use as a printer or as a copier is strictly prohibited to avoid excessive consumption of toner.

2) All PCG Districts and MSSC using the VSAT and Microwave systems shall have a monthly allocation of two (2) sets fax machine toner, which shall be utilized for the aforesaid purpose. Consumption in excess of the monthly allocation shall be subject to audit and strict evaluation.

3) MRCC and Manila Coast Station shall also endeavor to strictly observe the policy as described above. Issuance of fax machine toner beyond the approved allocation shall be subject to HPCG approval and evaluation.

d. USE OF PRINTER AND OTHER EQUIPMENT/DEVICES:

1) Computer printer shall be used strictly for operational purposes in line with the objective of the VSAT and Microwave system to provide dedicated and reliable communications link for messages and operational data transmission and reception.

2) The printer shall be dedicated for the production of operational data and information and shall not be used for routine administrative printing.

3) Each PCG District and the MSSC will be issued a monthly allocation of one (1) set printer ink. Additional issuances shall be subject to audit and evaluation.

4) Other communications devices such as computer sets, radio sets, UPS, and portable generator sets shall be strictly utilized for operational use and

shall not be removed from their original position or transferred to other location unless necessary and with prior approval from Headquarters, PCG.

## 5. OPERATIONS AND MAINTENANCE PROCEDURES:

### a. OPERATIONAL PROCEDURES:

- 1) It is a Command policy that only trained and qualified personnel shall be allowed to operate the VSAT system, Microwave system and other communications devices; preferably, only those personnel who graduated from the General Operator and Technician Course (GOTC).
- 2) The operating instruction manual provided for the following communications devices shall guide all equipment operators:
  - a) VSAT Operation and Maintenance Manual (Fixed Station)
  - b) Operational and Maintenance Manual (Auxiliary Equipment H2-H10 CGD)
  - c) VHF and HF System Instruction Manual
  - d) Operation and Maintenance Manual [Auxiliary Equipment (CGS)]

### b. MAINTENANCE AND REPAIR PROCEDURES:

- 1) To prolong the operational use of all the equipment/devices, effective maintenance system shall be strictly followed based on the maintenance manual provided to all units covered by the captioned project.
- 2) CG-11 and CGWCEISS will conduct random check and maintenance schedule of the equipment installed in the different PCG units covered by the said project.
- 3) In case of derangement or equipment failure, the concerned Unit/Office shall immediately inform CG-11 and CGWCEISS of the reported electronic failure. If there is doubt or it has no capability, operational Unit/Office should not attempt to troubleshoot or repair the said equipment.
- 4) Unit concerned shall wait for the advice of CG-11 and CGWCEISS prior to conducting repair or troubleshoot of any equipment. This measure aims to prevent further occurrence of damage or defect to the equipment considering that the communications equipment are still covered by warranty. However, beyond the warranty period of one (1) year, this maintenance procedure shall still be in effect to avoid such occurrence.
- 5) All requests for repair shall be submitted to HPCG (attn: CG-11) through radio message or formal letter indicating therein the background of the

problem and other circumstances observed or which occurred prior to the equipment failure.

#### 6. RESPONSIBILITIES:

- a. The Deputy Chief of Coast Guard Staff for MCWEIS, CG-11, with the assistance of Commander, CGWCEISS is primarily responsible for monitoring and implementation of this SOP.
- b. PCG District/Unit Commanders/Head of Offices are responsible for widest dissemination and compliance of this SOP.
- c. CG-11 shall be the Program Director for all WCEISS activities/projects while the Commander, CGWCEISS, being the Project Administrator, shall be the Major Unit in-charge in the conduct of major repair and maintenance of all equipment of this project.
- d. Coast Guard Districts/Stations/Detachment covered by the project shall submit quarterly COMELEX inventory and status report of all issued communications equipment to CPCG (Attn: CG-11) info Commander, CGWCEISS every 5<sup>th</sup> day of the last month of every quarter through Radio Message or through formal letter as appropriate.
- e. All procurement activities relative to CGWCEISS undertakings shall be guided by RA 9184.

#### 7. RECISSION:

Provisions of existing SOP's directives and circulars in conflict with the provision of this SOP are hereby rescinded.

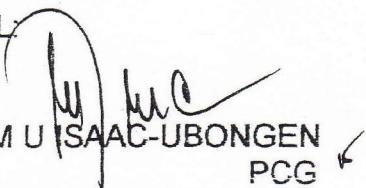
#### 8. EFFECTIVITY:

The provisions of this SOP shall take effect upon publication.

BY COMMAND OF ADMIRAL TAMAYO:

OFFICIAL

MARIFEM U ISAAC-UBONGEN  
LT  
Coast Guard Adjutant



PCG

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CAPT PCG  
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