

Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippines Coast Guard)
139 25th Street Port Area
1018 Manila

CGAO/CMCPO

03 Sept 09

(Date)

STANDING OPERATING PROCEDURES
NUMBER 03 -09

POLICIES AND PROCEDURES IN HANDLING CASES OF DECEASED COAST GUARD PERSONNEL

1. PURPOSE: This SOP prescribes the policies and procedures for the processing and handling of cases of PCG deceased personnel who succumbed to death while in the performance of his/her duty.

2. OBJECTIVES:

a. To institute policies and procedures in providing services and handling deceased personnel as well as institutionalize the Command's support system during the wake and until the interment of deceased personnel.

b. To establish a coordinated/integrated system for prompt assistance to immediate surviving dependents of CG personnel who died in line of duty.

c. To instill among the members of the bereaved family of deceased Coast Guard personnel that they are not alone in their time of mourning, that the whole PCG family is one with them during their time of bereavement.

3. PROCEDURES AND RESPONSIBILITIES:

a. Major/Special Unit Commander

1). Upon the notice of the death of a Coast Guard Personnel, either in active or retired status, the unit's Commanding Officer shall send, within twenty-four (24) hours, a simultaneous Spot Report (by Radio Message) on the death of the said CG personnel to the Commandant, PCG (Attn: CG Adjutant) with other relevant/concerned units as info addressees for appropriate and immediate action. The Spot Report shall contain, among others, the following particulars:

a) Name, Rank, PCG/AFPSN and unit assignment of the deceased

- b) Name and address of the next of kin or nearest relative and relation of the next of kin to the deceased,
- c) Circumstances of death - A brief report on the time and place of death; cause of death; and events prior to the time of death if cause of the death is other than of natural causes; and
- d) Initial LOD Status Determination – Based on available evidences at the time of death of the deceased without prejudice to the outcome of the report of the LOD Board.

2). Major/Special Unit Commander shall immediately create a Line of Duty (LOD) Board to determine the line of duty status of the deceased at the time of his death. The Chairman of the LOD Board shall endeavor to resolve the LOD status of the deceased within the shortest possible time using available facilities of the Command to obtain the needed documentation.

3). When the **deceased is a retired Coast Guard personnel, the nearest CG Unit** will automatically be responsible in extending necessary assistance to the bereaved family. This includes vigil watches, firers and pall bearers during interment and responsible unit shall inform Headquarters, Philippine Coast Guard (Attn: CG Adjutant) for further coordination.

b. Coast Guard Adjutant

The **Coast Guard Adjutant** is the **Office of Primary Responsibility (OPR)** for all the official requirements of the bereaved family. Upon receipt of the Spot Report of death of a PCG member, the following shall be accomplished:

- 1) Issue Radio Message to all PCG units relative to the death of the PCG member for expression of sympathy, and for voluntary contribution as deemed necessary to alleviate the financial burden of the bereaved family.
- 2) Confirm the authenticity of the designated next of kin in the Spot Report.
- 3) Prepare/issue the following:
 - a) Certificate of Beneficiaries
 - b) Statement of Service
 - c) Computation of Leave Balance
 - d) Coast Guard Casualty Report
 - e) Disbursement Voucher with the required documents for claims of Retirement Gratuity and Commutation of Unused Leave.

4) Extend all necessary assistance to the Survivor O/SPO and/or the heirs of the deceased to expedite processing of Death Claims;

5) Develop a "**hot file**" to monitor the progress of the Death Benefit claims of the survivors of the deceased.

c. Commander, Headquarters Service Group

1) Immediately issue order for the detail of **vigil watches** for the wake and **pall bearers** and **firers** during interment, if the deceased is from HPCG, and augmentation personnel when requested by last unit of retired deceased personnel within Metro Manila and suburbs.

2) Coordinate with CGETC for the availability of **bugler**, **drummer** and if necessary the **band** for funeral march.

3) Ensure that there is **trip ticket** for PCG vehicles to be used for the mobility. Corresponding POL allocation shall be obtained from O/CG-4. Ensure that **Mission Order for the M-16 rifle** is appropriately issued. Likewise, work on the availability of blank ammo from CG-11.

d. Coast Guard Procurement Service

Provide the following:

1) One (1) wreath each from the **Commandant, PCG** and from the **Officers, Enlisted Personnel and Civilian employees**.

2) Interment Flag, Mass Card and other provisions during the wake.

3) Funds in the amount of **FIVE THOUSAND PESOS (P5,000.00)** for miscellaneous administrative expenses of the detailed vigil watches.

4) Command Financial Support as may be appropriate subject to existing rules and regulations, in the amount of **THIRTY THOUSAND PESOS (P30,000.00)** for **Officers** and **TWENTY THOUSAND PESOS (P20,000.00)** for **Enlisted Personnel and Civilian Employees** *subject to availability of funds*.

e. Command Master Chief, PCG

Work out the immediate release of the following Mutual Benefits ideally within 24 hours upon receipt of documents:

1) **PCG Mutual Assistance System (PCG MAS)**

2) Benefits from **CGOC** for Officers, **CPOAI** for CPO to FMCP (E-7 to E-10) and **PCG Chevrons** (AS to POI)(E-1 to E-6), and;

3) **PNCGEPAI** claims for personnel with the rank of Apprentice Seaman (E-1) to Petty Officers First Class (E-6).

Commanders/
f. Major/Special Unit Survivor Officer/Survivor Petty Officer.

1) Major/Special Unit Commander shall promptly issue order for the detailed vigil watches for the wake and pall bearers and firers during interment.

2) The Major/Special Unit Commander shall promptly designate a **Survivor Officer or Survivor Petty Officer (SO/SPO)**. The name of the designated SO/SPO shall be forwarded to Headquarters, Philippine Coast Guard (Attn: CGA) for reference.

3) The designated SO/SPO shall strictly undertake on the following.

a) Obtain copy of the Spot Report (if the CG personnel is killed in action) or Line of Duty Board report (if the cause of death is other than KIA).

b) Obtain a copy of the death certificate of the deceased;

c) Obtain from the Major/Special Unit Headquarters the certification that the deceased is a member of the unit;

d) Obtain a copy of the marriage contract (if the deceased is married) or his/her birth certificate/marriage contract of the parents (if the deceased is single);

e) Obtain a copy of the birth certificate of the children of the deceased;

f) Follow-up the adjudication of the legal beneficiaries;

g) Secure clearances from CGIAS certifying that the deceased has not been adjudged by a military court/civil court/fact finding committee to have any crime or human rights violation on the occasion of his/her death; and

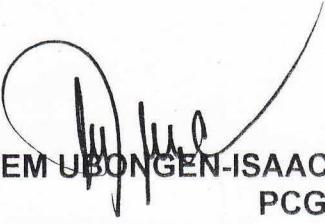
h) Submit to HPCG (Attn: CGA) the documents in paragraphs **a, b and c** above within the next 24 hours and the documents in sub-para **d, e, and g** within 15 days of processing.

i) Update next of kin or beneficiaries on the progress of work mentioned above.

4. **EFFECTIVITY:** This Circular takes effect upon approval.

BY COMMAND OF ADMIRAL TAMAYO:

OFFICIAL:


MARIFEM UBONGEN-ISAAC
LTSG PCG
Coast Guard Adjutant

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Captain PCG
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