



Sector Delaware Bay Organization Manual



SECDEL BAYINST 5450.1A

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1 INTRODUCTION

1.A Purpose

1.A.1 United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), provides the requirements for establishing the functions, duties, responsibilities, and authorities of all Coast Guard commands and leadership positions, including Sector Commander, Deputy Sector Commander, department heads, and division officers, and defines their organizational relationship. Sector Delaware Bay's Organization Manual expands on these basic organizational requirements, providing Sector Delaware Bay-specific information. It is not intended to replace or be a substitute for the Sector Standard Operating Procedure (SOP) Guide; Response, Prevention or Logistics Manuals; or other operational mission guidance. In circumstances where this ORGMAN does not contain enough specificity or causes ambiguity, personnel should seek clarification from either their supervisor or the Deputy Sector Commander. This instruction is not intended to restate the information provided in United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) or other Commandant, Area, or District directives. The use of the word "officer" throughout this ORGMAN is "generic" in recognition of the fact that chief petty officers or senior petty officers fill many of the billets and duties described herein.

1.B Authority

1.B.1 By the authority of the Commandant, the Commander, Sector Delaware Bay is vested with all the rights, responsibilities, duties, and authority of a legacy Group Commander and the Commanding Officer, of a legacy Marine Safety Office (MSO) as provided for in United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), OFCO 033-05 message dated R312054Z MAR 05, and the Spring 2005 Federal Register Notice, and is the successor in command to Commanding Officer, Marine Safety Office Philadelphia and Commander, Group Philadelphia. Commander, Sector Delaware Bay shall carry out the Sector's missions as described in paragraph E. below and is designated as follows:

1.B.1.a Captain of the Port (COTP) for the Delaware Bay COTP zone, and in the exercise of his/her authority as COTP Delaware Bay, shall sign all correspondence, orders, and regulations, etc., as "Captain of the Port Delaware Bay."

1.B.1.b Federal Maritime Security Coordinator (FMSC)

1.B.1.c Federal On-Scene Coordinator (FOSC) for the Delaware Bay COTP zone, consistent with the National Contingency Plan.

1.B.1.d Officer in Charge, Marine Inspection (OCMI) for the Delaware Bay marine inspection zone and, in the exercise of his/her authority as OCMI Delaware Bay, shall sign all

correspondence and orders, etc., as “Officer In Charge”, Marine Inspection Delaware Bay”.

1.B.1.e Search and Rescue (SAR) Mission Coordinator (SMC)

1.B.2 The Sector Delaware Bay Deputy Sector Commander is designated as the Acting OCMI and SMC, and the Alternate COTP, FMSC and FOOSC. OCMI authority may also be delegated to the Chief, Prevention Department and no further. FOOSC authority may also be delegated to the Chief, Response Department and no further.

1.C Applicability The contents of this Manual apply to all military, civilian and Auxiliary personnel assigned to Sector Delaware Bay and Sector Delaware Bay commands. The provisions of this ORGMAN are mandatory and are a lawful order for the purpose of Article 90 (2) of the Uniform Code of Military Justice (UCMJ). Actions that are inconsistent with the provisions of this ORGMAN are a violation of a lawful general order.

1.D Area of Responsibility and Geographic Boundary

1.D.1 Sector Delaware Bay is responsible for all Coast Guard operations and missions in the Delaware Bay Inspection Zone and Delaware Bay Captain of the Port Zone except as noted below. The boundaries of these zones are as follows: the inland and coastal boundary remains unchanged and starts at the New Jersey coast at 40° 17.89’ N latitude and 073° 58.8’ W longitude, thence proceeds westward to 40° 18’ N latitude, 074° 30.5’ W longitude, thence North-Northwesterly (NNW) to the junction of the New York, New Jersey, and Pennsylvania boundaries at the Tri-state; thence Northwesterly along the East Bank of the Delaware River to 42° 00’ N latitude; thence West along the NY-PA boundary to 078° 55’ W longitude; thence South to 41° 00’ N latitude; thence West to 079° 00’ W longitude; thence South to the PA- MD boundary; thence East to the intersection of the MD-DE boundary; thence south and East along the MD-DE boundary to the sea, including Fenwick Island Light. The revised offshore boundary starts at Fenwick Island Light and proceeds East to a point at 38° 26.41’ N latitude and 074° 26.76’ W longitude; thence South Eastwardly to 37° 19.23N latitude and 072° 13.22’ W longitude’ thence East to 37° 19.23’ N and 067 ° 54.11 W; then to a point on the New Jersey coast at 40° 17.89’ N latitude and 073° 58.8’ W longitude. Sector Field Office (SFO) Eastern Shore retains responsibility for Search and Rescue (SAR) Mission Coordination (SMC) for all coastal Delaware and for inland portions of lower Delaware south of the latitude through Cape Henlopen. THE AOR for SAR is to be maintained in accordance with the Coast Guard Fifth District SAR plan.

1.E Sector Delaware Bay History

1.E.1 The Commandant approved the establishment of Sector Delaware Bay for Initial Operating Capability (IOC) on 31 March 2005 as part of the Sector Command Initiative described above. A Sector command combines all traditional CG commands within a geographic region into a single organization with streamlined internal management and operational coordination to provide more efficient “one-stop” service to the public. The

current Sector Delaware Bay organizational structure consists of the units assigned to the former MSO/Group Philadelphia and Group Atlantic City. These units include 6 stations (Philadelphia, Manasquan Inlet, Barnegat Light, Atlantic City, Cape May, and Indian River), 1 year-around station small (Shark River), 6 seasonal station smalls open during the predominant search and rescue season of 1 May through 1 October (Salem, Roosevelt Inlet, Fortesque, Townsend Inlet, Great Egg, Beach Haven), Marine Safety Detachment (MSD) Lewes, Aids to Navigation Teams (ANTs) Philadelphia and Cape May, 3 coastal patrol boats (IBIS, MAKO, FINBACK) and 2 harbor tugs (CAPSTAN, CLEAT).

1.F Mission.

- 1.F.1 Sector Delaware Bay is a multi-mission organization that provides world-class service to the maritime community through the integration of Coast Guard Active Duty, Reserve, Auxiliary and civilians working in concert with other federal, state and local agencies. We strive to be the most professional, effective and efficient organization possible in the execution of our various missions:
- 1.F.1.a To minimize deaths, injuries, and property or environmental damage associated with maritime transportation, commercial fishing and recreational boating.
- 1.F.2 To facilitate maritime commerce and eliminate interruptions and impediments to the economical movement of goods and people, while maximizing recreational access to and enjoyment of the waters of Delaware Bay.
- 1.F.3 To protect our maritime borders from all intrusions by halting the flow of illegal drugs, migrants and contraband into this country through maritime routes; preventing illegal fishing and suppress acts of terrorism and violations of federal law in the maritime region
- 1.F.4 To defend the nation as one of the five U.S. Armed Forces, enhancing regional stability in support of National Security Strategy, utilizing our unique and relevant maritime capabilities
- 1.F.5 Our mission is also to ensure the safe, secure and environmentally responsible use of the waterways of eastern PA, southern NJ and DE by providing quality Coast Guard services in partnership with other relevant agencies and organizations, thus facilitating the commercial and recreational use of those waters in consistent compliance with maritime safety standards, and otherwise always be well prepared to mitigate those contingencies that may occur.

1.G Responsibilities

- 1.G.1 All existing missions and functions formerly performed by MSO/GRP Philadelphia and GRP Atlantic City are realigned under a new organizational structure comprised of a Command staff, Response Department, Prevention Department, and Logistics Department. The Sector Command Center, Intelligence Staff, and Contingency Planning and Force Readiness Staff report directly to the Deputy Sector Commander and serve the

Response, Prevention, and Logistics Departments. The composition, roles, and responsibilities of all elements of this organizational structure are detailed throughout the succeeding chapters in this ORGMAN. The unit operating missions and activities are discussed below.

- 1.G.1.a *Marine Inspection.* Sector Delaware Bay conducts initial, periodic, and special inspections of U. S. and Foreign flagged vessels operating in U.S. waters;
- 1.G.1.b *Marine Investigation.* Sector Delaware Bay investigates casualties involving commercial vessels on the water subject to federal jurisdiction;
- 1.G.1.c *Port Safety.* Sector Delaware Bay personnel inspect facilities, issue Letters of Adequacy and hot work permits, board barges, monitor and supervise cargo transfer operations, enforce all regulations for port safety and pollution prevention, investigate unusual incidents, and ensure the general safety of ports and waterways within the Captain of the Port Delaware Bay zone;
- 1.G.1.d *Maritime Homeland Security.* Sector Delaware Bay personnel deter transportation security incidents by ensuring vessels and facilities are in compliance with mandated security requirements and by conducting patrols, boardings, and escorts of vessels, and facility security inspections. Central to this mission is Area Maritime Security planning and exercises, which are conducted in coordination with the Area Maritime Security Committee (AMSC). Sector Delaware Bay will work to deter and/or mitigate terrorist attacks in the U.S. maritime environment, protect maritime related critical infrastructure and key assets, and both minimize damage to and facilitate recovery from an attack.
- 1.G.1.e *Marine Environmental Response.* SECDELBAY personnel prepare for, respond to, and investigate discharges of oil, hazardous substances, and refuse, and direct necessary cleanup and recovery efforts in accordance with the Coast Guard/Environmental Protection Agency Memorandum of Understanding (MOU), and both the National and Area Contingency Plans.
- 1.G.1.f *Maritime Law Enforcement.* SECDELBAY has general authority to conduct law enforcement activities as outlined in 14 U.S.C. 89 and 33 CFR 6.
- 1.G.1.g *Aids to Navigation (ATON).* SECDELBAY establishes and maintains reliable aids to navigation system within the Sector area of responsibility (AOR). The Sector shall also maintain close liaison with the Army Corps of Engineers, maritime industry partners, and other public and private agencies to ensure cooperation and coordination in aids to navigation matters.
- 1.G.1.h *Waterways Management.* SECDELBAY controls vessel traffic as necessary through COTP Orders and establishment of Safety and Security Zones as outlined in 33CFR. Like wise the Sector facilitates the safe and economical movement of maritime transportation through close liaison with Masters and Pilots who operate within the SECDELBAY AOR. Provide the maritime public with necessary marine information

by the most appropriate means. Release Broadcast Notices to Mariners and ensure that such broadcasts are made in a consistent and timely fashion. Continuously update the Light List and submit a copy for printing as directed by the District Commander.

- 1.G.1.i *Disaster Relief Efforts.* SECDELBAY plays a vital role in the planning, support and execution of disaster relief efforts in support of the Department of Homeland Security and other federal agencies. The Sector will be incorporated into the Incident Command System (ICS) organization to ensure optimum response.
- 1.G.1.j *Search and Rescue.* SECDELBAY provides a 24-hour live watch to monitor mariner communications (telephone and VHF-FM radio), and functions as SAR Mission Coordinator (SMC) for search and rescue activities within the SECDELBAY AOR.
- 1.G.1.k *Recreational Boating Safety.* SECDELBAY maintains an active partnership with the Coast Guard Auxiliary to promote the U.S. Coast Guard's public boating safety outreach initiative, which encourages and educates all recreational boaters on how to take responsibility for their actions on the water.
- 1.G.1.l *Coast Guard Reserve Forces.* SECDELBAY will work to ensure readiness of Reserve Programs.
- 1.G.1.m *Unit Performance Factors Profile.* Appendix A summarizes our missions, workforce, customers, key outcomes, mission and support processes, suppliers, and strategic challenges. This document is used during Commandant Performance Challenge (CPC) Assessments.
- 1.H Vision Statement
 - 1.H.1 ***Sector Delaware Bay will be the Coast Guard's leader in providing a skilled, confident, and motivated team of multi-mission professionals who will spearhead innovative solutions to the myriad of complex issues in the maritime domain of the 21st Century.***
- 1.I Motto: "We know what we're doing!"
- 1.J Strategic Guidelines
 - 1.J.1 *Capability* – We shall consistently meet the Commandant's expectations for expert mission performance by employing risk based decision making, training efficiently, regularly measuring our capabilities, and engaging in continual process improvement to ensure our policies, practices, and support systems are relevant, efficient and effective..
 - 1.J.2 *Integrity* – We shall maintain the trust of the American public by adhering to the highest standards of professionalism and accountability in word and deed, treat our stakeholders with respect, deal fairly but decisively with transgressions from our core values, and conduct our activities in the most environmentally responsible manner possible.

- 1.J.3 *Collaboration* – We shall capitalize on the unique skills, experience, perspectives, and contributions of each member of Team Coast Guard: Active Duty, Reserve, Civilian, Auxiliary, and our port stakeholders, to develop organizational synergies that improve productivity, inspire creativity and innovation, encourage teamwork, promote interdependence, and drive smart, supportable, consensus based decisions.
- 1.J.4 *Development* – We shall invest the time, energy and resources necessary to ensure all our personnel –at all levels- have the means, skills, and opportunity to advance as far as their individual drive, abilities and interests can take them.
- 1.J.5 *Workplace* – We shall provide a workplace that is healthy and safe, with a culture that values diversity, respects the individual, balances work and family, and promotes camaraderie and esprit d’corps by appropriately recognizing achievement.
- 1.K Functions.
- 1.K.1 The organizational architecture of Sectors represents a transformation from a Coast Guard traditionally organized around its operational programs, to one organized around core operational service delivery processes and the coordinated efforts of all assigned operational capabilities to accomplish Coast Guard mission objectives. The basic Sector construct is as follows:
- 1.K.1.a *Prevention.* Focuses largely on gaining compliance with regulatory standards and the design and maintenance of waterway systems to prevent incidents. The Prevention department maintains an expertise in the technical understanding and practical conduct of compliance inspections of vessels, investigations of casualties, and enforcement of waterway safety and security standards.
- 1.K.1.b *Response.* Focuses on command and control activities associated with incident response and/or security enforcement. The Response department maintains proficiency in high tempo command, control and communications processes, and the exercise of response and security enforcement expertise to accomplish incident command and crisis management.
- 1.K.1.c *Logistics.* Provides the capability for conducting Response and Prevention activities through the coordinated balance between asset maintenance and availability, personnel preparation and provisioning, and the financial aspects of planned and unscheduled operations.
- 1.K.1.d *Sector Command Center.* The Sector Command Center - (SCC) serves an operations integration function. The SCC is located organizationally to support Response and Prevention operations. For example, the SCC supports the Response Department during a search and rescue response and likewise, supports the Prevention Department during a marine event.

1.K.2 Sector Delaware Bay Functions. SECDELBAY is responsible for the following functions within its AOR:

1.K.2.a Captain of the Port (COTP).

1.K.2.b Officer in Charge, Marine Inspection (OCMI).

1.K.2.c Federal On-Scene Coordinator (FOSC).

1.K.2.d Federal Maritime Security Coordinator (FMSC).

1.K.2.e SAR Mission Coordinator (SMC).

1.L Tenant Commands of Sector Delaware Bay

1.L.1 D5 Auxiliary Northern Region Office

1.L.2 CG Exchange Service Philadelphia

1.L.3 USCGC WILLIAM TATE

1.L.3.a This Fifth District asset is a multi-functional cutter which supports the various responsibilities of the tenant commands, focusing strongly on Ice Operations and Aids to Navigation.

1.L.4 CG Electronic Support Detachment (ESDD) Philadelphia

1.L.4.a This is an Electronic Support Unit Portsmouth resource.

1.M Subordinate Units of Sector Delaware Bay

1.M.1 Sector Field Office Atlantic City

1.M.2 Station Philadelphia

1.M.3 Station Cape May

1.M.4 Station Atlantic City

1.M.5 Station Manasquan Inlet

1.M.6 Station Barnegat Light

1.M.7 USCGC MAKO

1.M.8 USCGC IBIS

1.M.9 USCGC FINBACK

1.M.10 USCG CLEAT

1.M.11 USCG CAPSTAN

1.M.12 ANT Cape May

1.M.13 ANT Philadelphia

1.M.14 MSD Lewes

1.N Sector Organization Charts.

1.N.1 The organizational chart in Figure 1-1 illustrates Sector Delaware Bay's relationship within the Coast Guard as a Fifth Coast Guard District unit within Coast Guard Atlantic Area.

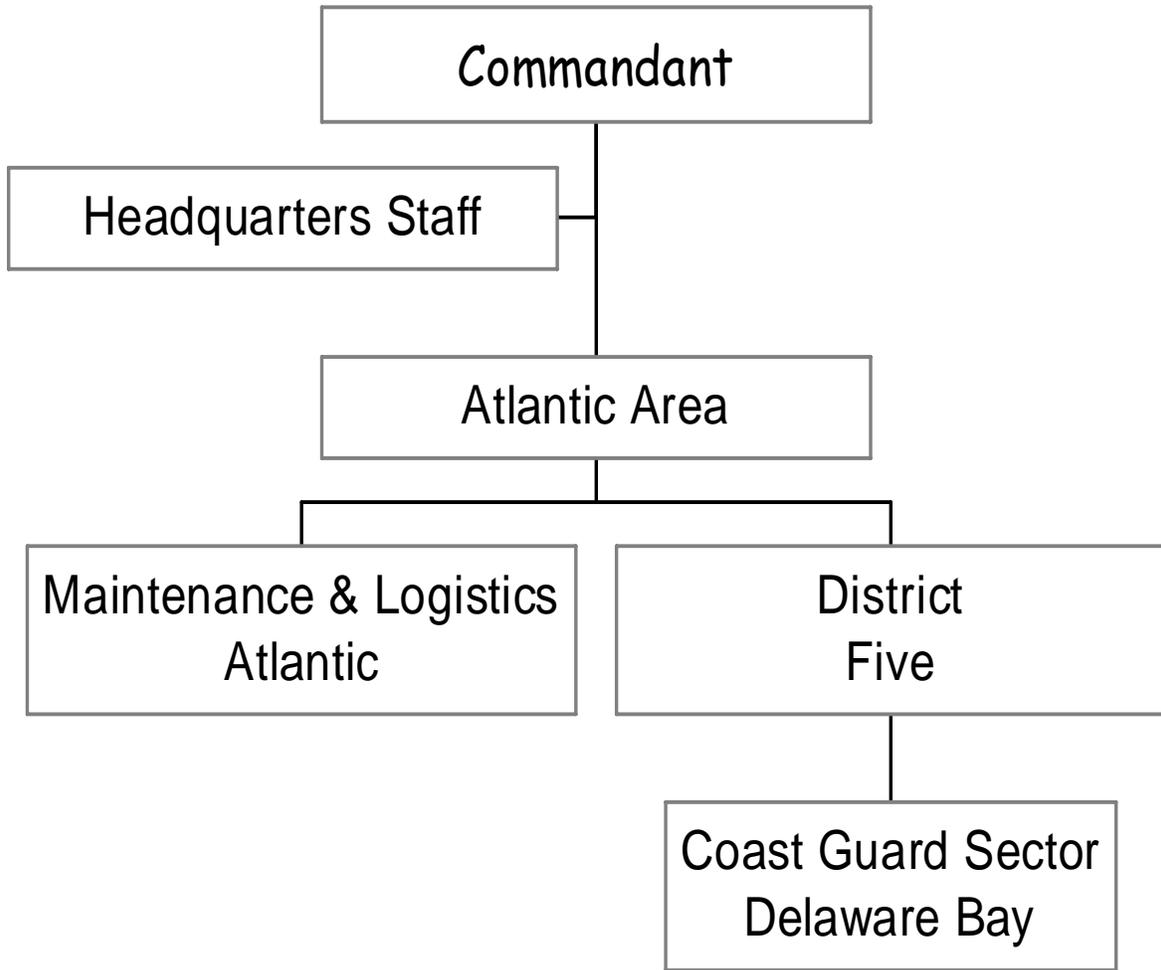


Figure 1-1 Coast Guard Sector Chain of Command

1.N.2 The organizational chart in Figure 1-2 shows how Sector Delaware Bay is organized and illustrates the relationship between the various Sector components.

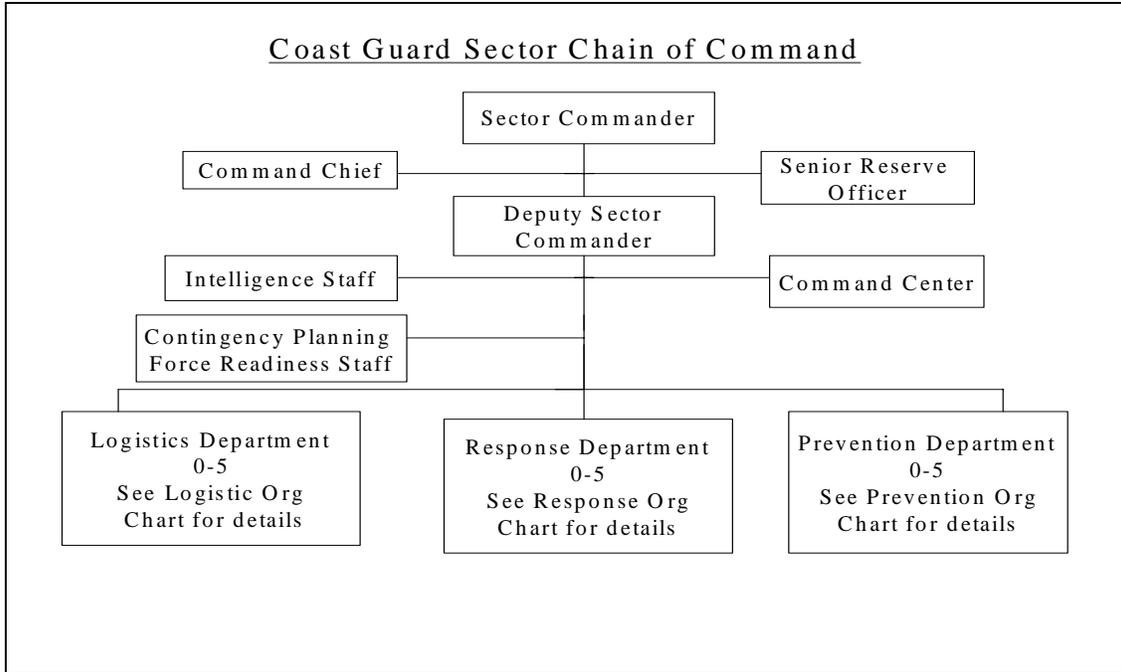


Figure 1-2 Sector Delaware Bay Chain of Command

2 COMMAND AND CONTROL

2.A Overview and Organization Chart.

2.A.1 Overview.

- 2.A.1.a The Coast Guard, pursuant to the Act of January 28, 1915 (38 Stat. 800), as amended, is a military service at all times and constitutes a branch of the armed forces of the United States, operating as a Service under the Department of Homeland Security (DHS) in time of peace, and as a Service under the Department of the Navy in time of war, or whenever the President shall so direct.
- 2.A.1.b When operating under DHS, the Commandant, as the senior officer of the Service, is directly responsible to and reports directly to the Secretary of Homeland Security. The Secretary of Homeland Security, as a member of the Presidential Cabinet, affords top representation in the Executive Branch of the government.
- 2.A.1.c When operating under the Department of the Navy, the Coast Guard retains its Service identity. The Commandant, as the senior officer of the Service, reports to the Secretary of the Navy and the Chief of Naval Operations in a manner prescribed by the Navy in wartime directives.
- 2.A.1.d The basic organization pattern of the Coast Guard reflects an assignment of military command and control with both operational and administrative responsibility and authority among components in Coast Guard Headquarters, Areas, District Commands, Maintenance and Logistics Commands, and individual units in the field. The Coast Guard Organization Manual, COMDTINST M5400.7 (series), contains information on the chain of command above the Sector level.
- 2.A.1.e Sector commands provide unified command and control for accomplishing Coast Guard mission objectives through the integrated conduct of operations, coordinated leveraging of maritime partner relationships, foresight in planning, and aggressive employment of assets and capabilities within the assigned Area of Responsibility (AOR). Sectors provide strategically-guided, goal-focused, high-performance service delivery across the full range of Coast Guard missions. The creation of Sectors transforms a diverse array of field unit structures into a standard Sector Command organizational architecture, consisting of Command Staff, Prevention, Response, and Logistics components. Command and control is centralized to serve all four components and Sector units.
- 2.A.1.f The military, multi-mission, maritime character of the Coast Guard is reinforced and strengthened by the Sector concept. Relationships between Sector Prevention and Response Departments are characterized by supporting and supported responsibilities that foster a collaborative interdependence to accomplish all mission objectives. Sector components demonstrate multi-mission agility across organizational lines regardless of

functional responsibility. This structure allows the flexibility to meet new mission demands without reorganizing and facilitates a rapid, full unit transition to an incident command, where personnel from all Sector components are available to fill Incident Command System (ICS) positions. This unity of effort is reflected not only in major response and security operations, but also in day-to-day response and security enforcement, as well as prevention and compliance operations. Sectors integrate legacy Marine Safety Office (MSO), Group, and Vessel Traffic Service (VTS) authorities and, in some cases, Air Station assets and responsibilities, to support Coast Guard strategic goal outcomes. All Sector operations are supported and enhanced by an integrated planning staff and a command center that provides an up-to-date Common Intelligence Picture (CIP) and Common Operational Picture (COP).

2.A.2 *Organization Chart.* Figure 2.A.1 below shows the organization chart for the Sector Commander, the Deputy Sector Commander, and their staffs.

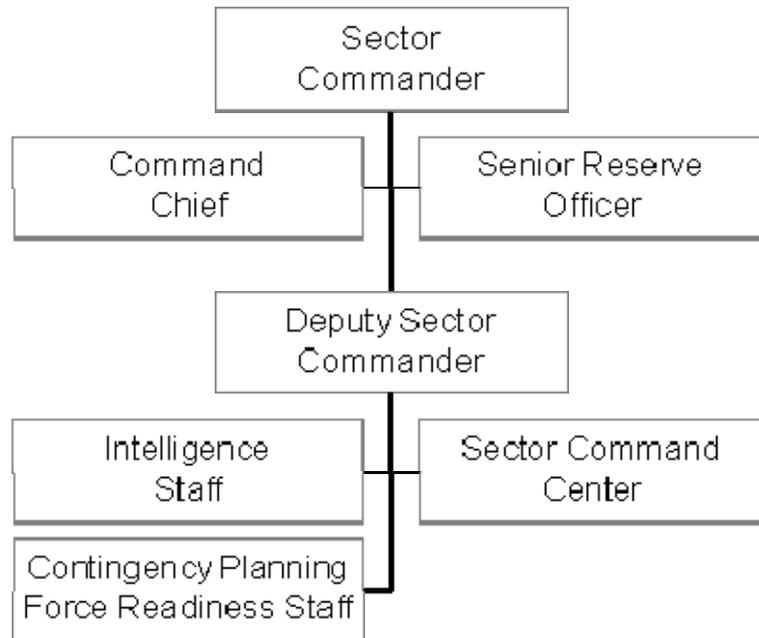


Figure 2.A.1 Coast Guard Sector DELBAY Command Staff Organization

2.B Organizational Principles.

2.B.1 Definitions.

- 2.B.1.a *Organization.* People and materials, arranged functionally or by processes, for the purpose of carrying out missions. The organization structure provides the basic framework and integrates the basic components of functions or processes and people assigned to perform them, and the personnel/human factors impacting the organization. A healthy organization establishes and maintains proper relationships among personnel, functions/processes, and assorted material considerations in order to effectively and efficiently accomplish the objectives that support the missions.
- 2.B.1.b *Chain of Command.* The succession of commanding officers from a senior to a subordinate through which command is exercised.
- 2.B.1.c *Command.* The authority vested, either by rank or assignment, in an individual for the direction, coordination, and control of Coast Guard assets. Command includes the authority and responsibility for effectively utilizing available resources, and organizing, directing, coordinating, controlling, and planning the employment of military forces for the accomplishment of assigned missions. It also includes responsibility for the health, welfare, morale, and discipline of assigned personnel.
- 2.B.1.d *Operational Control.* (OPCON) Those functions involving the composition of subordinate forces, the assignment of tasks, the designation of objectives, and the authoritative direction necessary to accomplish the mission. It does not include such functions as administration, discipline, internal organization, and unit training, except when a subordinate commander requests assistance.
- 2.B.1.e *Administrative Control.* (ADCON) Direction or exercise of authority over subordinate or other organizations in respect to administrative matters, such as personnel management, supply, services, and other matters not included in the operational mission of the subordinate or other organizations. NOTE: The term "administrative control" should not be confused with the term "administrative support." Administrative support is often used to describe the support one unit provides to another under the terms of a formal or informal agreement, such as an intra-service support agreement. Administrative support can be provided and received among units at a variety of command levels regardless of their organizational relationships.
- 2.B.1.f *Staff.* Those personnel assigned to assist in the administration of a command or office by providing technical advice in an assigned area. (Staff elements possess no line authority or responsibility.) Examples of "staffs" include Area Office Staff, Headquarters Staff, and District Office Staff.
- 2.B.1.g *Unit.* A separately identified Coast Guard organizational entity, under a duly assigned commanding officer or officer-in-charge, provided with personnel and material for the

performance of a prescribed mission. Examples of units include cutters, stations, marine safety offices, etc.

- 2.B.1.h *Sub-unit*. A separately identified segment of a Coast Guard unit, managed by a supervisor. A sub-unit is designated when that segment is geographically separated from the parent unit, or the essential character and mission of that segment is uniquely different from the parent unit. The authority of a supervisor of a sub-unit and that of a commanding officer or officer-in-charge of a unit are not the same. Refer to United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) for more information. Examples of sub-units include: Marine Safety Detachments (MSDs), Stations (Small), etc. The word "detachment" in the title generally connotes a sub-unit.
- 2.B.1.i *Technical Control*. The responsibility of a designated Headquarters Office Chief or Directorate for coordinating policy for the overall management of a specific Headquarters unit. This includes planning, programming, and budgeting for resources; provision of mission policy, doctrine and procedures; and evaluation of mission performance. Only one Headquarters Office Chief /Directorate shall be designated to exercise technical control over each Headquarters unit, regardless of the number of service wide support functions a unit performs.
- 2.B.2 Sector Chain of Command.
- 2.B.2.a The Sector's chain of command is depicted in the Sector Organization Chart in Chapter 1 of this ORGMAN. The Commandant, as the senior officer of the Coast Guard, has ultimate responsibility for the execution of military and regulatory duties assigned to the Coast Guard. To execute the Coast Guard's duties effectively, the Commandant has delegated authority to specific positions; e.g., Area Commanders, District Commanders, Officers in Charge, Marine Inspection (OCMI), and Captains of the Port (COTP) in the Coast Guard to execute certain command functions. Further delegations of authority by senior officers in the chain of command are contained within Area and District directives. These authorities and the degree of delegation authorized are laid out later in this ORGMAN. The duties and authorities of those officers senior to the Sector Commander are listed in United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series). The chain of command within a Sector shall be:
- (1) Sector Commander
 - (2) Deputy Sector Commander
 - (3) Department Heads.

2.B.2.b The Sector Commander shall normally issue all orders relative to the duties of the command and the administration of personnel through the Deputy Sector Commander, and shall keep the Deputy Sector Commander informed of all policies.

2.C Chain of Command for Sector Functions.

2.C.1 *Regulatory control.* 33 CFR 1.01 and 46 CFR 1.01 provide for the delegation of authority by the Commandant to district commanders, OCMI's, and COTPs. 33 CFR 3.25-05 describe the command authority of OCMI's and COTPs within their geographic zones. 46 CFR 1.01-15 (a) states that the military chain of command is from the district commander to each OCMI within the district. In some cases, authority flows from the Commandant to the district commanders and then to OCMI's and COTPs. In other cases, it flows directly from the Commandant to the OCMI's and COTPs, as well as to the district commanders. (See 33 CFR 160.111.) Final authority is vested in the OCMI for the performance, within the area of his or her jurisdiction, of the functions specified in 33 CFR 1.01-20, subject to appeal as provided in 46 CFR 2.01-70. Thus, while the OCMI is under the administrative control of the district commander, the delegated authority runs from the Commandant through the district commander or directly from the Commandant.

2.C.2 *Military Control.* The concept of OCMI and COTP authority relates to operational responsibilities for safety of life and property, national security, and environmental protection, under applicable laws, apart from the Coast Guard's internal command and support network. Where internal management is involved, the authority of the unit commanding officer (CO) is exercised. For operational responsibilities the OCMI or COTP, or designated Acting OCMI or Alternate COTP, is charged with performance of Commercial Vessel Safety (CVS) or Port, Waterways, and Coastal Security (PWCS)/Marine Environmental Protection (MEP), duties for a certain geographical area.

2.C.3 Asset Management.

2.C.3.a In the past, the functional statements of Coast Guard organizations served to clarify and reinforce program and asset management and ownership. Traditional functional descriptions do not map over well to the Sector organization, which intentionally leverages Coast Guard assets to better support all missions. Sector personnel are assigned to specific billets by the Coast Guard Personnel Command (CGPC). Boats, cutters, personnel, and equipment have been assigned within the organization where they conduct the majority of their operations, with the understanding and expectation that they may be tasked to support any mission, given the operational requirement. The sections documenting roles and responsibilities and internal/external relationships in Chapters Two and Three of this Manual clearly define asset management and ownership. When questions arise in this area, personnel shall seek guidance from their reporting senior or the Deputy Sector Commander.

2.C.3.b The efficient use of resources within all Sector components as stated above is founded on the principle that personnel and assets are assigned to a staff, department, or division where they conduct the majority of their work, but with the understanding that they will

be assigned or tasked temporarily to support any Sector mission given the operational need. This concept may present a challenge at smaller Sectors because some personnel may be performing crossover duties between the Prevention and Response Departments on a routine basis. For example, petty officers assigned to billets as Pollution Response Petty Officers within the Response Department may also double as Pollution Investigators and perform other prevention duties for the Prevention Department. As explained in the following section, when an actual or potential significant incident exists; e.g., major multi-unit SAR case, ship collision, or major oil spill, numerous personnel from both the Logistics and Prevention Departments will be assigned for short or extended periods of time to duty working for the Response Department, Federal On-Scene Coordinator (FOSC), or SAR Mission Coordinator (SMC). It is imperative for efficient asset management and resource use, and for maintaining both unity of command and the military chain of command, that all personnel understand their primary billet duties and chain of command, their temporary assignments within the Sector that they may be detailed to, and all WQSB duties.

2.C.4 *Incident Command System.*

2.C.4.a The Coast Guard has implemented the National Incident Management System (NIMS) Incident Command System (ICS) Service-wide for use during all response operations and for management of major events and incidents. ICS provides responders with a flexible response management tool, interoperability with other response organizations, and surge capability. ICS also aids in the improvement of responders' skills and standardizes the Coast Guard's ability to respond independently or as part of a multi-agency response effort, effectively improving Service readiness.

2.C.4.b The Coast Guard Incident Command System Implementation Plan, COMDTINST M3120.15 (series), mandates the use of the ICS organization at all Coast Guard commands and requires that unit operational and support contingency plans be maintained to manage a Regional or National Incident Command in their respective AORs.

2.C.5 *Risk Based Decision Making (RBDM) and Operational Risk Management (ORM).*

2.C.5.a The Coast Guard uses RBDM methodologies to help units apply risk-based approaches to all Coast Guard activities. Risk-Based Decision Making, COMDTINST 16010.3 (series), includes guidelines to more fully integrate RBDM into unit organizational principles and day-to-day operations and activities. Sector Commanders are encouraged to use RBDM tools to enhance decision making in formulating unit response and prevention SOPs.

2.C.5.b ORM includes processes to assess and manage risks across all Coast Guard missions and activities. Team Coordination Training (TCT) is a Coast Guard program to combat human error by focusing on improved team performance to prevent mishaps. Crew Resource Management (CRM) training teaches risk management principles that outline a systematic process to continuously assesses and manages risks. ORM is

complemented by RBDM processes and training. The ORM program is essential to meeting Sector organizational goals and missions. Operational Risk Management, COMDTINST 3500.3 (series), standardizes the Coast Guard's ORM policy and outlines procedures and responsibilities to implement ORM. Sector Commanders shall incorporate ORM concepts into daily operational, maintenance, and support activities, unit bills, SOPs, checklists, and other procedural documents using appropriate guidance provided by applicable program managers and Commandant Directives.

2.D Sector Chain of Command Roles and Responsibilities.

2.D.1 *Sector Commander.* Sector Commanders fill many roles in carrying out their assigned duties as they plan, organize, lead and control their command. Under the direction of the District Commander, and in accordance with all applicable laws, regulations, and policies, they serve as the Sector's Senior Coast Guard Representative and Commanding Officer, and may also serve as the designated Captain of the Port (COTP), Federal Maritime Security Coordinator (FMSC), Officer in Charge Marine Inspections (OCMI), Federal On-Scene Coordinator (FOSC), and Search and Rescue (SAR) Mission Coordinator (SMC). The Sector Commander is the direct representative of the District Commander in all matters pertaining to the Coast Guard within the Sector Commander's AOR. The Sector Commander is responsible for the proper administration of the Sector; for the efficient, safe, and economical performance of the duties of the Coast Guard within the Sector; and for the indoctrination, training, discipline, and proper utilization of the personnel under the Sector Commander's command. The Sector Commander shall require subordinates to attain and maintain a state of readiness to perform all duties for which they may be called upon, and to promptly, energetically, and effectively perform such duties. The Sector Commander shall establish and maintain an adequate relationship with the public generally, and with the maritime industry specifically, and shall require subordinates to do likewise. The Sector Commander is vested with all the rights, responsibilities, duties, and authority of a Group Commander and a Commanding Officer, Marine Safety Office, and Commanding Officer, Coast Guard Air Station (at those Sectors with aviation units) as provided for in United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series). Under the direction of the District Commander and in accordance with all applicable laws, regulations, and policies the Sector Commander is responsible for the following:

2.D.2 *Senior Reserve Officer.* Under the general direction of the Sector Commander, the Senior Reserve Officer shall:

2.D.2.a Assist and advise the Sector Commander on technical administration of the Sector reserve program, including all aspects of training and readiness of Reserve forces to support the active Coast Guard during both normal peacetime operations and surges in operations.

2.D.2.b Oversee and manage the readiness of the Reserve forces attached to the Sector.

- 2.D.3 *Command Chief*. Under the general direction of the Sector Commander, the Sector Command Master/Senior Chief and Reserve Command Master/Senior Chief shall:
- 2.D.3.a Advise and consult with the Sector Commander on the impact of existing or proposed policy changes and potential situations pertinent to the morale and general well-being of Coast Guard personnel and their families. Provide the Sector Commander with an evaluation of the impact on personnel of proposed policy changes.
 - 2.D.3.b Remain informed concerning current personnel policies, including pay and allowances, morale, welfare, housing, incentive programs, and serve as a source of information about these matters to individual Coast Guard personnel and their families to foster a mutual appreciation of their joint interests on the part of the individual and the command.
 - 2.D.3.c Provide articles of interest to members of the Coast Guard family via Sector bulletins, the Coast Guard Intranet, or newsletters addressing current programs, opportunities, and policies.
 - 2.D.3.d Upon invitation, serve as the representative of the Sector Commander in community and civic functions, and accompany the Sector Commander or Deputy Sector Commander to official functions, inspections, and ceremonies. Assist in the reception of official visitors to the command.
 - 2.D.3.e Seek opportunities to establish professional relationships with other armed forces senior enlisted personnel at DOD units within the Sector AOR.
 - 2.D.3.f Make frequent visits to Sector units and meet informally with personnel to exchange ideas and disseminate information that affects unit personnel.
 - 2.D.3.g Through all assigned roles and responsibilities, attempt to increase retention rates in the Coast Guard.
 - 2.D.3.h Recommend action to correct adverse conditions and improve the quality of life for Coast Guard enlisted personnel within the command.
 - 2.D.3.i Reinforce the commitment to quality management.
 - 2.D.3.j Promote good order and discipline by helping the command in all matters pertaining to welfare, health, job satisfaction, morale, utilization, and training of personnel to promote traditional standards of good order and discipline.
 - 2.D.3.k Help the command to establish a positive climate that is based on personal respect for all members regardless of race, color, religion, gender, age, or national origin within constraints of the law.

- 2.D.3.1 Coordinate the Master Chief Petty Officer of the Coast Guard (MCPOCG) visits within the Sector. Ensure Chiefs' Call to Initiation is conducted within current guidelines from the Master Chief Petty Officer of the Coast Guard.
- 2.D.3.m Ensure Chiefs' Call to Initiation is conducted within current guidelines from the Master Chief Petty Officer of the Coast Guard.
- 2.D.4 *Deputy Sector Commander.* Deputy Sector Commanders fill many roles in carrying out their assigned duties as they assist the Sector Commander plan, organize, lead, and control the Sector. Under the direction of the Sector Commander, and in accordance with all applicable laws, regulations, and policies, they serve as the Sector Commander's Senior Advisor and Safety Officer and may serve as the Designated COTP, FMSC, OCMI, FO SC, and SAR SMC. Under the direction of the District Commander, the Deputy Sector Commander also serves as the Acting Senior Coast Guard Representative, Commanding Officer, COTP, FMSC, OCMI, FO SC, and SAR SMC in the Sector Commander's absence. The Deputy Sector Commanders (DSC) staff consists of:
- 2.D.5 *Contingency Planning and Force Readiness Staff.* Under the direction of the Sector Commander and the Deputy Sector Commander, the Contingency Planning and Force Readiness Staff is responsible for maintaining and monitoring unit readiness.
- 2.D.5.a Develop and maintain all Sector plans for readiness, logistics, emergency preparedness and other similar plans and documents concerning domestic emergencies and regional contingencies.
- 2.D.5.b Ensure the complementary engagement between Logistics, Prevention, and Response Departments in plan development, exercise, and plan execution to meet mission objectives.
- 2.D.5.c Oversee the standardization, configuration management, and readiness attainment for all Sector units using members from the Response, Prevention, and Logistics departments. Establish and maintain readiness measures for the Sector.
- 2.D.5.d Oversee operational training programs for maintaining and improving operational readiness of all units in the Sector. Manage overall Sector ICS and TCT readiness. Establish and maintain training records for the Sector.
- 2.D.5.e Coordinate the planning and execution of readiness exercises to test and evaluate established plans.
- 2.D.5.f Remain cognizant of current operational problems and changes in external factors to sustain the applicability and refreshment of contingency plans; make recommendations for changes in procedures, equipment allowances, or training as required.
- 2.D.5.g Ensure coordination and collaboration of planning and readiness efforts among DHS components to meet common departmental mission objectives.

- 2.D.5.h Manage preparation and implementation of mobilization and demobilization of the Sector Reserve Force.
- 2.D.5.i Monitor and proactively engage to assure the full training and operational readiness of the Sector's Reserve personnel.
- 2.D.5.j Internal Sector and DHS relationships flow from the responsibilities outlined above. Sector Delaware Bay Planning Staff should be actively involved in existing federal, state and local government planning committees and other civic organizations that have common goals. These groups include, but are not limited to, state and local emergency planning committees (LEPC), state environmental agency groups, disaster relief and preparedness agencies, local military base exercise staffs, and local marine industry.
- 2.D.6 *Intelligence Staff.* Under the direction and supervision of the Sector Commander and the Deputy Sector Commander, the Chief, Sector Intelligence Staff and assigned staff serve as the primary intelligence support element for all intelligence operations within the Sector.
 - 2.D.6.a Manage and oversee Coast Guard intelligence operations within the Sector in accordance with District SOPs.
 - 2.D.6.b Ensure the appropriate sharing of intelligence and law enforcement information among Coast Guard commands, DHS, and other Federal Intelligence Community agencies in accordance with applicable law and policy. Remain cognizant of developments in neighboring Sectors and coordinate shared intelligence issues with counterparts.
 - 2.D.6.c Provide national, area, and field-level intelligence reporting, culling the intelligence and information that is relevant for the Sector and interpreting/tailoring it to meet Sector needs, and advocate for additional intelligence production when Sector requirements are not being met.
 - 2.D.6.d Provide for the collection, evaluation, reporting, and dissemination of operational intelligence and law enforcement information essential to Sector mission execution.
 - 2.D.6.e Support first-level analysis by providing raw reporting to the District Intelligence Staff and Maritime Intelligence Fusion Center.
 - 2.D.6.f Coordinate and oversee the activities of the Field Intelligence Support Teams (FISTs) and Sector Intelligence Officers (SIOs) assigned to the Sector, ensuring national, Service, Area/District, and Sector intelligence requirements are fully met and reported in accordance with current law and policy.
 - 2.D.6.g Carry out other applicable duties contained within classified directives and publications/manuals.

- 2.D.7 *Sector Command Center.* The Sector Command Center (SCC) serves an operations integration and coordination function and is located organizationally to support all Departments equally. For example, in the event of a search and rescue response, the Command Center supports the Response Department. Likewise, it supports the Prevention Department during a major marine event. The SCC includes a continuously staffed command and control watch that has sole responsibility for monitoring and coordinating all Coast Guard operations in the Sector. The SCC shall:
- 2.D.7.a Serve as the single point of coordination for Coast Guard operational command, control, coordination, communications, intelligence, sensor analysis, and data mining (C4ISM) within the Sector AOR via a 24x7 command center.
 - 2.D.7.b Consistent with guidance and direction of the Sector Departments, dispatch, monitor, and task all assigned resources in the conduct of all security, search and rescue, law enforcement, inspection, casualty investigation and environmental responses within the Sector.
 - 2.D.7.c Ensure the cognizance of each component as appropriate.
 - 2.D.7.d Ensure Maritime Domain Awareness (MDA) through a COP by monitoring, analyzing, evaluating, and responding to data provided by all available sensors and systems for potential threats to people and property within the Sector AOR. Share COP with DHS, DOD, and other law enforcement partners.
 - 2.D.7.e Coordinate with, and support as appropriate, all federal, state, and local operation centers operating within Sector Delaware Bay AOR.
 - 2.D.7.f Maintain and operate all voice and data communications capabilities required to accomplish the responsibilities of the Sector Commander.
 - 2.D.7.g Develop and maintain staff expertise to operate 24x7 command center to provide effective command and control within the AOR.
 - 2.D.7.h Maintain a current display of the readiness status of all pertinent Coast Guard and non-Coast Guard assets, including vessels, aircraft, communications equipment, and personnel within Sector Delaware Bay.
 - 2.D.7.i Issue appropriate Notice to Mariners, Situation Reports, and Security Alerts within Sector Delaware Bay in accordance with Sector SOPs.
 - 2.D.7.j Maintain accessible, real-time waterways management data.
 - 2.D.7.k Monitor commercial vessel transits within Sector Delaware Bay.

- 2.D.8 *Sector Command Center Supervisor.* Under the direction and supervision of the Sector Commander and the Deputy Sector Commander, and in accordance with all applicable laws, regulations, and policies, the Supervisor, SCC shall:
- 2.D.8.a Provide administrative oversight for all command center watchstanders.
 - 2.D.8.b Ensure the overall readiness of the command center facility including all aspects related to work space, equipment, software, and doctrine.
 - 2.D.8.c Ensure that a comprehensive program is in place for watchstander certification, currency, and ongoing professional development.
 - 2.D.8.d Comply with all standards as set forth by the SCC Operations Manual.
 - 2.D.8.e Coordinate development of a command center watch schedule.
 - 2.D.8.f Ensure security requirements related to physical, communications, and personnel security are met and maintained within the command center facility.
 - 2.D.8.g Establish/support partnerships at the Sector level as directed by the Sector Commander.
 - 2.D.8.h Manage Sector Information/Physical/Personnel Security administration.
 - 2.D.8.i All other duties assigned by the Sector Commander.
- 2.D.9 *Internal/External Relationships.* Internal Sector and DHS relationships and external relationships flow from the responsibilities outlined above. Close coordination of these relationships is required with other Sector staffs and departments to avoid duplicating efforts.

3. SECTOR ORGANIZATION AND STRUCTURE

- 3.A Overview. Sector Delaware Bay shall have a Prevention Department, a Response Department, and a Logistics Department.
- 3.A.1 *Prevention Department*. The Prevention Department's function focuses on gaining compliance with regulatory standards, and the design and maintenance of waterway systems to prevent incidents. Prevention requires expertise in the technical understanding and practical conduct of verification inspections of vessels, investigations of casualties, enforcement of waterway safety and security standards, and waterway analyses.
- 3.A.2 *Response Department*. The Response Department's function focuses on command and control activities associated with incident response and/or security enforcement. Response requires proficiency in high tempo command, control and communications processes, and the exercise of response and security enforcement expertise to accomplish incident command and crisis management.
- 3.A.3 *Logistics Department*. The Logistics Department's function focuses on providing the capability for conducting response and prevention activities through the coordinated balance between asset maintenance and availability, personnel preparation and provisioning, and the financial aspects of planned and unscheduled operations.
- 3.B Organization Chart. Figure 3.A.1 below shows the organization chart for the Sector Delaware Bay Departments/Subordinate Units.

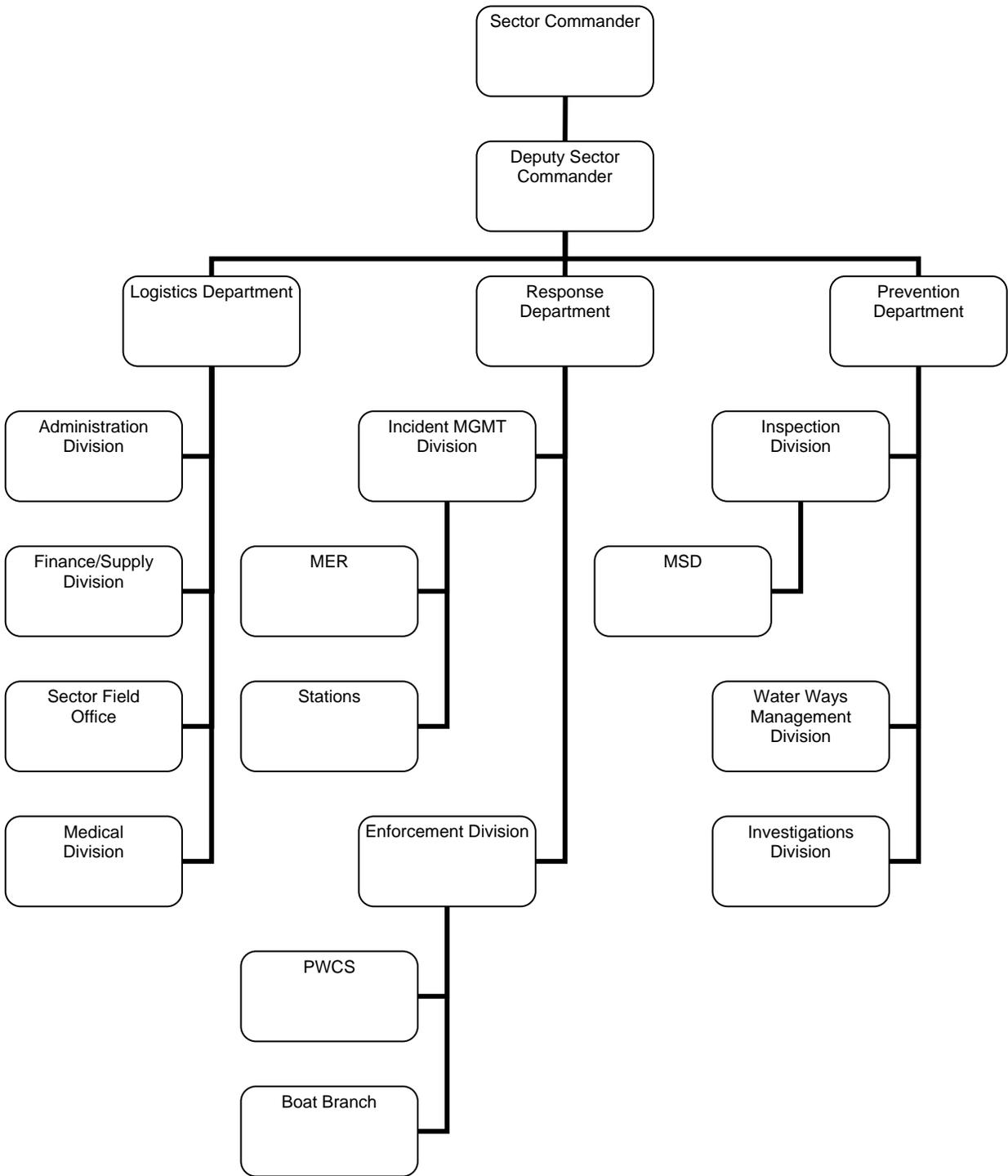


Figure 3-1 Standard Sector Department Organization

3.C Prevention Department.

3.C.1 *Organization Chart.* Figure 3-2 below shows the organizational chart for Sector Delaware Bay’s Prevention Department.

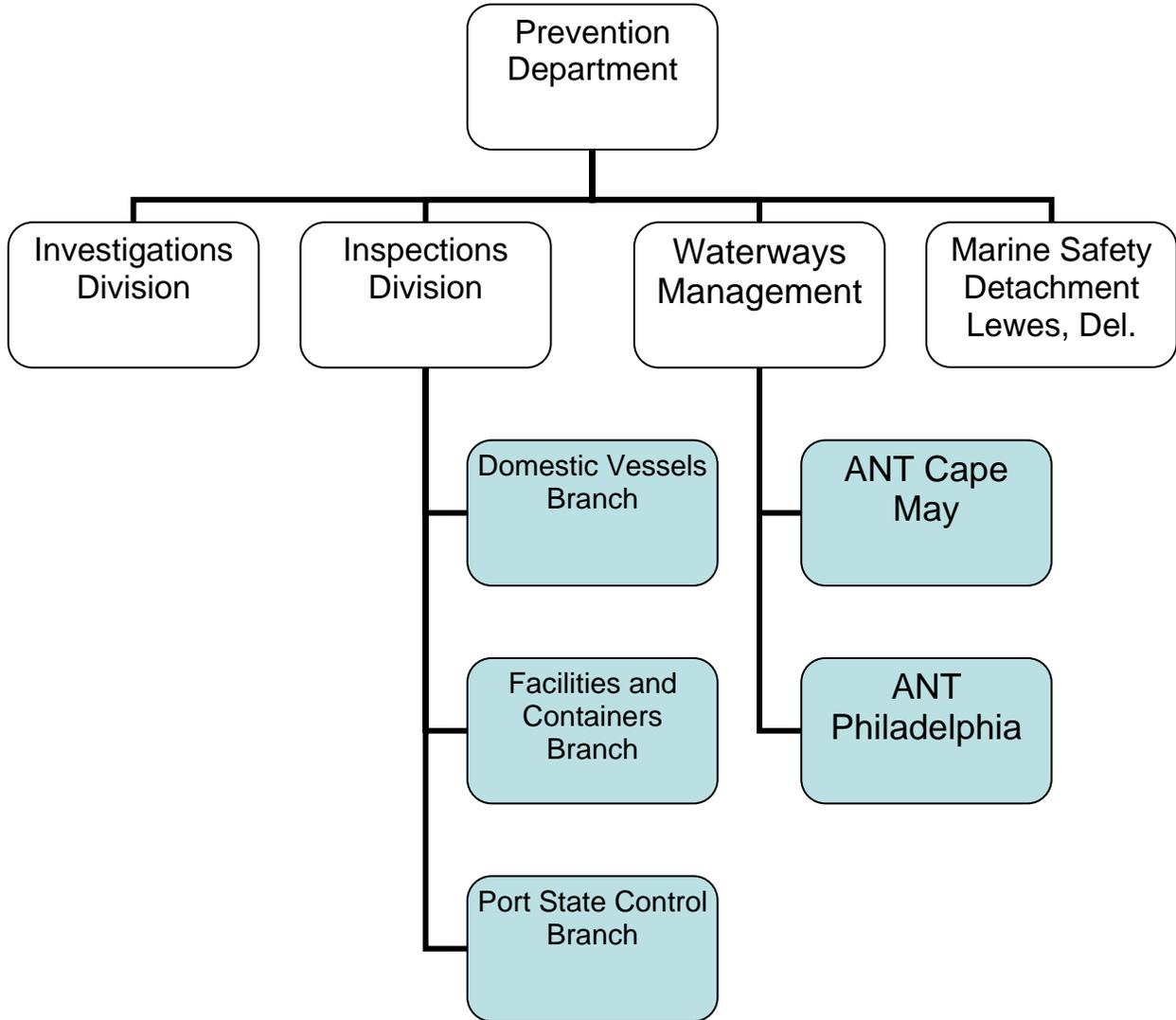


Figure 3-2 Sector Prevention Department Organization

3.C.2 *Roles and Responsibilities.* The Chief, Prevention Department is responsible for all Coast Guard operations directed at preventing maritime casualties, oil spills, accidents, and security incidents. Under the direction of the Sector Commander and the Deputy Sector Commander and in accordance with all applicable laws, regulations, and policies, the Chief, Prevention Department shall:

3.C.2.a Manage all Sector Delaware Bay prevention and compliance units/sub-units not under the direct oversight of the District in accomplishing Officer in Charge,

Marine Inspections (OCMI) and Captain of the Port (COTP) missions. This includes all Aids to Navigation Teams (ANTs) and the Marine Safety Detachment. These assets are available to support the full range of Sector operations.

- 3.C.2.b Direct all Coast Guard operations aimed at preventing maritime casualties, accidents and security incidents.
- 3.C.2.c Coordinate operations with the Sector Command Center (SCC) to ensure Common Operational Picture (COP) and Maritime Domain Awareness (MDA).
- 3.C.2.d Provide proper risk assessment and operational support as needed.
- 3.C.2.e Coordinate with the Response Department and other Sector Delaware Bay elements to conduct prevention mission planning as a tactical process, including but not limited to addressing commander's intent, concept of operations, execution, monitoring, and feedback.
- 3.C.2.f Coordinate with the Response Department and Contingency Planning and Force Readiness Staff to incorporate planning and readiness efforts into a credible and visible deterrent against acts of terrorism through Ports, Waterways, and Coastal Security (PWCS).
- 3.C.2.g Coordinate with other Department of Homeland Security (DHS) agencies as may be required to accomplish departmental goals and objectives.
- 3.C.2.h Coordinate with the Coast Guard Auxiliary and other maritime stakeholders to ensure the continuity of safety, security, and environmental protection prevention operations.
- 3.C.2.i Work with all Sector staffs and departments to ensure Sector unity of efforts.
- 3.C.3 *Internal/External Relationships.* Cooperative consultations with members of the maritime industry and interested agencies are essential to foster positive relations and promote the objectives of the Sector. The Chief, Prevention Department must consider many elements, agencies, and groups affecting the safety and activity levels within Sector Delaware Bay's Area of Responsibility (AOR) and shall ensure effective liaison with representatives of these and other interests as required. These include, but are not limited to:
 - 3.C.3.a Agencies and groups based on the geographic arrangement and character of waters and facilities within the marine inspection zone.
 - 3.C.3.b Federal agencies having specific responsibilities relative to marine inspection, investigations and waterways management. These agencies include, but are not limited to, the Environmental Protection Agency (EPA), U. S. Navy (USN), U.

S. Army Corps of Engineers (USACE), National Oceanic and Atmospheric Administration (NOAA), and Occupational Safety and Health Administration (OSHA).

- 3.C.3.c State and local enforcement, safety and environmental agencies whose activities impact upon marine inspection, investigations and waterways management. These agencies include, but are not limited to state occupational safety and health agencies, harbor masters, marine divisions of state police, environmental, fish and wildlife agencies, and fire departments.
- 3.C.3.d Shipping companies and their personnel.
- 3.C.3.e Equipment factories and their personnel.
- 3.C.3.f Shipping terminals and other waterfront facilities and their operators.
- 3.C.3.g Shipyards and repair facilities.
- 3.C.3.h Entities that provide port services, such as port authorities, pilots, shipping agents, longshoremen's and maritime unions and their officers.
- 3.C.3.i Classification societies and the National Cargo Bureau.
- 3.C.3.j Local waterways groups as applicable.
- 3.C.3.k Environmental action groups.
- 3.C.3.l Coast Guard Resources. The Chief, Prevention Department shall also ensure that liaison is established at the appropriate command level with District, Area, and Headquarters units or special teams whose services or resources may be required in performing Sector Delaware Bay missions.
- 3.C.4 *Prevention Department Staff.* The Prevention Department Staff consists of the Inspections Division, the Waterways Management Division, the Investigations Division, and Prevention Units as described below.
 - 3.C.4.a *Inspections Division.* The Chief, Inspections Division is responsible for managing and overseeing the regulatory and inspection elements of the Coast Guard's marine safety, security, and environmental protection responsibilities. Under the direction of the Chief, Prevention Department and in accordance with all applicable laws, regulations, and policies, the Chief, Inspections Division, shall ensure overall compliance in regulated communities, including but not limited to:

- 3.C.4.a.1 U. S. and foreign flag vessel inspection, including verification that vessel Security and Response Plans have been exercised.
- 3.C.4.a.2 Facility inspection (fixed, mobile and offshore structures).
- 3.C.4.a.3 Container inspection.
- 3.C.4.a.4 Port safety and security.
- 3.C.4.a.5 Aquatic nuisance species.
- 3.C.4.a.6 Recreational boating safety.
- 3.C.4.a.7 Un-inspected vessel safety.
- 3.C.4.a.8 Maritime Transportation Security Act.
- 3.C.4.a.9 Merchant mariner licensing and documentation.
- 3.C.4.a.10 Transfer and transport of hazardous cargoes
- 3.C.4.a.11 Maintain a continuing and effective liaison with vessel owners and operators, shipyards and other maritime organizations, federal agencies, and industries directly concerned with the operation and utilization of marine industry resources.
- 3.C.4.a.12 Maintain close contact with the marine industry and provide assistance to the industry as necessary in order to ensure compliance with appropriate federal regulations.
- 3.C.4.a.13 Administer the compliance programs related to U. S. inspected vessels and un-inspected commercial vessels.
- 3.C.4.a.14 Administer the port state control program for the enforcement of international treaties, conventions, and domestic regulations for foreign commercial vessels operating in U. S. waters.
- 3.C.4.a.15 Promote the implementation of the commercial fishing industry safety regulations through the use of the voluntary dockside examination program, stressing cooperation among small boat stations, Coast Guard Auxiliary, Coast Guard cutters, and Sector personnel, and providing periodic training to boarding and examination officers within the AOR.
- 3.C.4.a.16 Manage the Alternate Compliance Program (ACP) and Streamlined Inspection Program (SIP).

- 3.C.4.a.17 Enforce international treaties, conventions and domestic regulations of foreign vessels operating in U. S. waters.
- 3.C.4.a.18 Interpret regulations and provide guidance to Sector Delaware Bay units regarding examinations, control, and intervention.
- 3.C.4.a.19 Administer the safety, security, and environmental compliance programs for waterfront facilities and related offshore industries, including the safe handling and management of military/commercial explosives, radioactive materials, and packaged hazardous materials.
- 3.C.4.a.20 Ensure regulatory compliance with citing, construction, and safety of deep-water ports.
- 3.C.4.a.21 Enforce standards and regulations for marine ports and facilities and ensure uniformed application throughout the AOR.
- 3.C.4.a.22 Promote compliance with regulations and oversee programs to monitor oil transfer and hazardous cargo operations to prevent spills and accidents.
- 3.C.4.a.23 Conduct harbor patrols to detect unsafe port and vessel conditions, oil and hazardous substance spills, and compliance with pollution prevention regulations.
- 3.C.4.a.24 Monitor and inspect designated waterfront facilities to prevent fires, explosions, and other possible serious casualties.
- 3.C.4.a.25 Administer the Container Inspection Program and ensure consistent enforcement within the AOR.
- 3.C.4.b *Waterways Management Division.* Under the direction of the Chief, Prevention Department and in accordance with all applicable laws, regulations, and policies, the Chief, Waterways Management Division, shall:
 - 3.C.4.b.1 Manage and oversee the system design, constituent interface, and regulatory elements of the Coast Guard's maritime mobility responsibilities to ensure effective and efficient commerce and access on navigable waterways, including but not limited to:
 - 3.C.4.b.2 Limited access areas; e.g., Safety and Security Zones and Regulated Navigation Areas.
 - 3.C.4.b.3 Marine event permitting.
 - 3.C.4.b.4 Domestic icebreaking.

- 3.C.4.b.5 Waterways Analysis and Management System /Ports and Waterways Safety Assessment (WAMS/PAWSA).
- 3.C.4.b.6 Ports and Waterways Safety System/Automatic Identification System (PAWSS/AIS).
- 3.C.4.b.7 Collect data for light lists, radio-beacon charts, and Notices to Mariners to forward to District. Disseminate all information concerning the malfunction, failure, damage, or loss of aids to navigation and marine information vital to safety.
- 3.C.4.b.8 Adhere to ATON positioning standards and supervise all Aids to Navigation Teams within Sector Delaware Bay.
- 3.C.4.b.9 Implement and monitor security zones, limited access areas, and Regulated Navigation Areas.
- 3.C.4.b.10 Maintain a continuing and effective liaison with vessel owners and operators, ferry operators, pilot associations and other maritime organizations, federal agencies, and industries directly concerned with the operation and utilization of the waterways.
- 3.C.4.c *Investigations Division.* Under the direction of the Chief, Prevention Department and in accordance with all applicable laws, regulations, and policies, the Chief, Investigations Division shall:
 - 3.C.4.c.1 Conduct, manage, and oversee the Coast Guard’s maritime investigation responsibilities, including the following:
 - 3.C.4.c.2 Marine casualty investigation.
 - 3.C.4.c.3 Marine pollution investigation.
 - 3.C.4.c.4 Investigations of negligence, misconduct, incompetence or use of dangerous drugs, and violations of laws or regulations by Coast Guard licensed and documented personnel.
 - 3.C.4.c.5 Suspension and Revocation proceedings.
 - 3.C.4.c.6 Administrative clemency.
 - 3.C.4.c.7 Process civil penalties for violations involving port safety, security, dangerous cargo, navigation safety, pollution prevention, and vessel inspection laws.

- 3.C.4.c.8 Investigate and document all reports of investigation involving marine casualties and misconduct, and negligence or incompetence of licensed or documented personnel.
- 3.C.4.c.9 Conduct Suspension and Revocation Proceedings, if warranted, for misconduct, negligence, or incompetence of licensed or documented personnel.
- 3.C.4.c.10 Recommend additions, deletions, or alterations to policy as necessary for improving the effectiveness of District marine safety operations.
- 3.C.5 *Prevention Units*. The following units shall function as Prevention Units and shall be considered sub-units of Sector Delaware Bay.
 - 3.C.5.a Aids to Navigation Team (ANT) Philadelphia.
 - 3.C.5.b Aids to Navigation Team (ANT) Cape May.
 - 3.C.5.c Marine Safety Detachment (MSD) Lewes
- 3.D Response Department
 - 3.D.2 *Organization Chart*. Figure 3-3 below shows the organization chart for the Response Department.

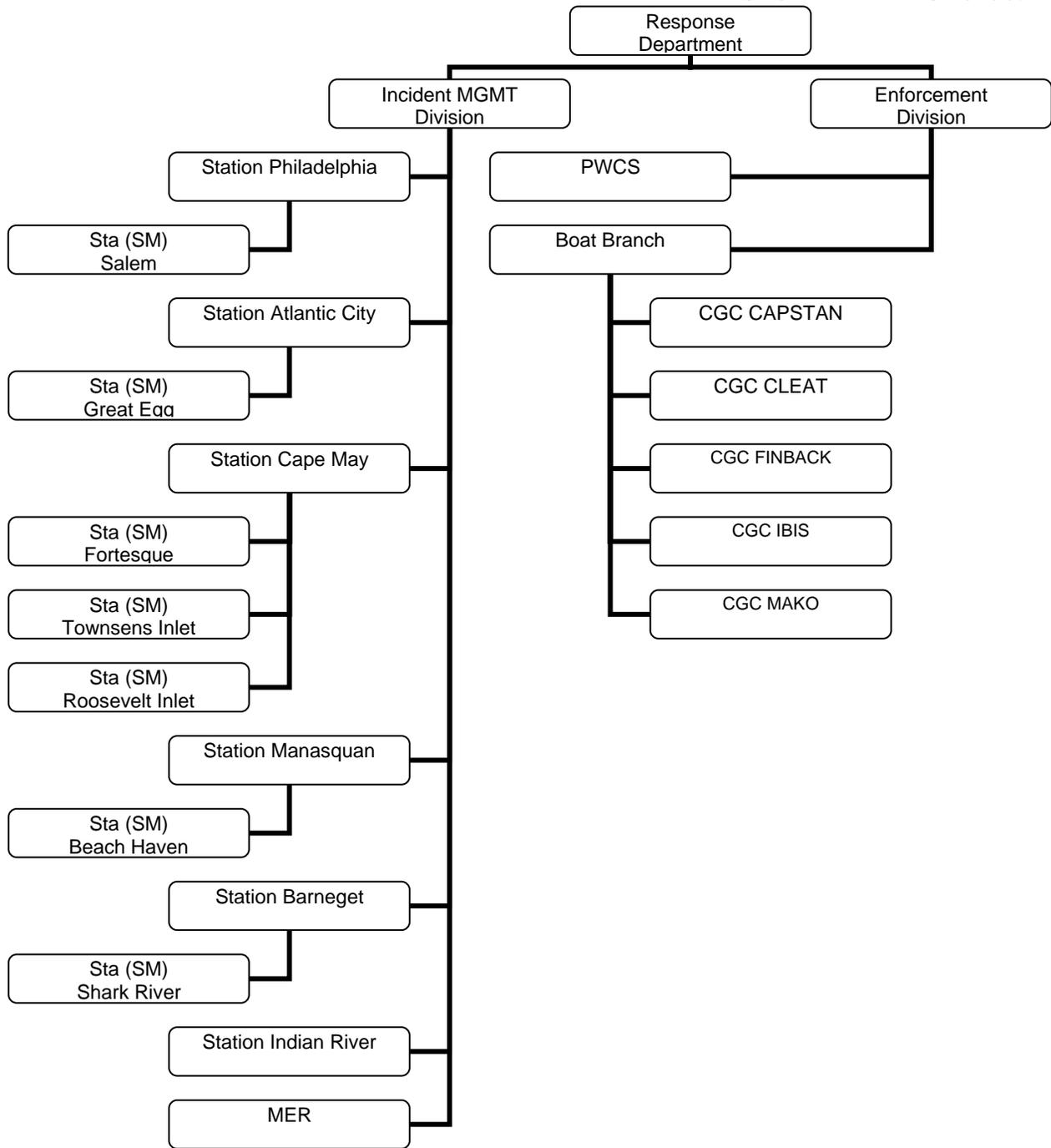


Figure 3-3 Sector Response Department Organization

3.D.3 *Roles and Responsibilities.* The Chief, Response Department is responsible for the direction and employment of all assigned Coast Guard response forces. Under the direction of the Sector Commander and the Deputy Sector Commander and in accordance with all applicable laws, regulations, and policies, the Chief, Response Department shall:

3.D.3.a Direct all Coast Guard security enforcement and incident response and mitigation operations in support of Maritime Homeland Security (MHLS)/Maritime Homeland Defense (MHL D) concepts of operation, including execution of:

3.D.3.a.1 Ports, Waterways, and Coastal Security (PWCS).

3.D.3.a.2 Enforcement of Laws and Treaties (ELT).

3.D.3.a.3 Recreational Boating Safety (RBS).

3.D.3.a.4 Commercial Fishing Vessel Safety (CFVS) enforcement.

3.D.3.a.5 Living Marine Resources (LMR) enforcement.

3.D.3.a.6 Migrant Interdiction.

3.D.3.a.7 Counter Drug Operations.

3.D.3.a.8 Defense Operations (DO).

3.D.3.a.9 Incident response and mitigation operations, including execution of search and rescue (SAR), environmental, pollution, and all hazards response.

3.D.3.a.10 Supervise response operations in any mission area that involves more than one Sector Delaware Bay unit, or in the Sector Commander's judgment is most efficiently dealt with at the Sector level.

3.D.3.a.11 Coordinate operations with the SCC to ensure COP and MDA.

3.D.3.a.12 Ensure the professional training, qualification, and development of all assigned personnel and the operational readiness of all assigned assets; i.e., boats and cutters.

3.D.3.a.13 Serve as SAR Mission Coordinator (SMC) unless assumed by the Sector Commander or the Deputy Sector Commander.

3.D.3.a.14 Coordinate an effective SAR, pollution, and all-hazards incident management response program.

3.D.3.a.15 Direct and oversee all Sector Delaware Bay response units/sub-units.

3.D.3.a.16 Provide proper risk assessment and operational support as needed.

- 3.D.3.a.17 Coordinate with the Coast Guard Auxiliary and other maritime stakeholders to ensure the continuity of safety, security, and environmental protection response operations
- 3.D.3.a.18 Coordinate with the Prevention Department, Intelligence Staff, SCC, Contingency Planning and Force Readiness Staff, and other Sector Delaware Bay elements to conduct response and security mission planning as a tactical process, including but not limited to addressing commander's intent, concept of operations, execution, monitoring, and feedback.
- 3.D.3.a.19 Coordinate closely with other DHS agencies and with other federal, state, and local partners as may be required to jointly respond and mitigate the effects of maritime threats and vulnerabilities.
- 3.D.3.a.20 Oversee the standardization, configuration management of the Ready For Operations Program for all Sector units using members from the Response, Prevention, and Logistics departments.
- 3.D.3.a.21 Work with all Sector Delaware Bay components to ensure Sector unity of efforts.
- 3.D.3.b *Internal/External Relationships.* The Chief, Response Department must carefully consider many elements and interests affecting port safety and security and ensure liaison with all interested parties. Relationships with all federal, state, and local agencies, and commercial or civic groups involved in or with interests in SAR, ELT, RBS, CFVS, PWCS, and DO should be established and continuously fostered. Close coordination with the Chief, Prevention Department and Sector staff elements is necessary to prevent duplication of effort. These elements and parties include but are not limited to:
- 3.D.3.b.1 Agencies and groups based on the geographic arrangement and character of waters and facilities within the COTP zone.
- 3.D.3.b.2 Federal agencies having specific responsibilities relative to port and environmental safety (PES) and marine environmental response (MER). These agencies include the Environmental Protection Agency (EPA), U. S. Navy, U. S. Army Corps of Engineers (USACE), National Oceanic and Atmospheric Administration (NOAA), Occupational Safety and Health Administration (OSHA), and U. S. Customs and Border Protection (CBP).
- 3.D.3.b.3 Federal, state, and local enforcement, safety and environmental agencies whose activities impact upon PES/MER. These agencies include Drug Enforcement Agency (DEA), Federal Bureau of Investigation (FBI), harbor masters, marine divisions of state police, environmental, fish and wildlife agencies, and fire departments.

- 3.D.3.b.4 Environmental action groups.
- 3.D.3.b.5 Regional Response Team (RRT).
- 3.D.3.b.6 Department of Homeland Security (DHS): All agencies.
- 3.D.3.b.7 Department of Commerce (DOC): National Marine Fisheries Service (NMFS), National Oceanic and Atmospheric Administration (NOAA), and the National Weather Service (NWS).
- 3.D.3.b.8 Department of Defense (DOD): All agencies where applicable to response operations and defense/Maritime Defense Zone (MDZ) operations.
- 3.D.3.b.9 Department of the Interior (DOI): Bureau of Land Management (BLM), Fish and Wildlife Service (FWS), National Park Service (NPS), Bureau of Indian Affairs (BIA), and the Minerals Management Service (MMS).
- 3.D.3.b.10 Department of Justice (DOJ): Drug Enforcement Administration (DEA), Federal Bureau of Investigation (FBI), Office of the Attorney General, U. S. Marshals Service (USMS) and the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF).
- 3.D.3.b.11 Department of the Treasury.
- 3.D.3.b.12 Department of State (DOS).
- 3.D.3.b.13 Environmental Protection Agency (EPA).
- 3.D.3.b.14 Federal Communications Commission (FCC).
- 3.D.3.b.15 National Transportation Safety Board (NTSB).
- 3.D.3.b.16 *Coast Guard Resources.* Chief, Response Department shall also ensure that liaison is established at the appropriate command level with District, Area, and Headquarters units or special teams whose services or resources may be required in performing Sector missions. Representative resources are listed in Appendix E.
- 3.D.4 Response Department Staff. The Response Department staff consists of the Incident Management Division, the Enforcement Division, and Response Units as described below.

- 3.D.4.a *Incident Management Division.* Under the direction and supervision of the Chief, Response Department, the Chief, Incident Management Division shall:
- 3.D.4.a.1 Coordinate Sector Delaware Bay SAR planning and execution.
 - 3.D.4.a.2 Develop and update the Sector Delaware Bay Standard Operating Procedure (SOP) for SAR.
 - 3.D.4.a.3 Coordinate operations and logistics for pollution incidents, marine casualties, terrorism, natural and terrorist disaster relief and mitigation, port contingencies, marine fire fighting, and marine transportation emergencies.
 - 3.D.4.a.4 Support the Sector Delaware Bay Contingency Planning and Force Readiness Staff in directing and monitoring Sector-wide preparedness operations for pollution, marine casualties, terrorism, natural disasters, port contingencies, marine fire fighting, and marine transportation emergencies.
 - 3.D.4.a.5 Exercise general supervision over the operation of small boats assigned to Sector Delaware Bay units. Establish configuration control, operating limits and policies and ensure replacement of nonstandard boats.
- 3.D.4.b *Enforcement Division.* Under the direction and supervision of the Chief, Response Department, the Chief, Enforcement Division shall coordinate all enforcement of laws and treaties missions within Sector Delaware Bay. This includes:
- 3.D.4.b.1 Short term operational planning and execution of Coast Guard and certain multi-agency drug interdiction operations within the Sector.
 - 3.D.4.b.2 Short term operational planning and execution of Coast Guard and certain multi-agency Alien Migrant Interdiction operations within the Sector.
 - 3.D.4.b.3 Short term operational planning and execution of Coast Guard and certain multi-agency missions directed at the protection and preservation of natural resources, especially the fishery resources within the Exclusive Economic Zone (EEZ).
 - 3.D.4.b.4 Enforce other federal statutes and international agreements in the waters over which the United States has jurisdiction, except those statutes, treaties, and other international agreements related to commercial vessel safety, boating safety, port safety and security, and marine environmental protection.
 - 3.D.4.b.5 Support the Contingency Planning and Force Readiness Staff in the administration of maritime and tactical law enforcement training among Sector Delaware Bay operational units.

- 3.D.4.b.6 Assist in the administration of Sector Delaware Bay law enforcement program.
- 3.D.4.b.7 Serve as Sector Delaware Bay liaison for mobilization and military readiness, including assistance to landside and waterside port security.
- 3.D.4.b.8 Provide process and policy guidance to Sector Delaware Bay units regarding security boarding's and control measures in accordance with Commandant (G-OPL) standards.
- 3.D.4.b.9 Provide liaison with DOD, local, state, and federal law enforcement agencies to leverage strengths in law enforcement and homeland security.
- 3.D.4.b.10 Cooperate with the Prevention Department in tactical management of the Maritime Homeland Security Program and execution of MHLS policy.
- 3.D.4.b.11 Ensure the maritime security of the Sector Delaware Bay AOR through the use of operational assets.
- 3.D.5 *Response Units.* The following stations shall function as Response Units and shall be considered sub-units of Sector Delaware Bay. Coast Guard Station Smalls are open from 15 May – 15 October for major SAR season.
- 3.D.5.a *Stations.* The following stations and station smalls (when operating) shall function as Sector Delaware Bay Response units as needed.
 - 3.D.5.a.1 Coast Guard Station Philadelphia
 - 3.D.5.a.1.1 Coast Guard Station (SM) Salem
 - 3.D.5.a.2 Coast Guard Station Atlantic City
 - 3.D.5.a.2.1 Coast Guard Station (SM)Great Egg
 - 3.D.5.a.3 Coast Guard Station Cape May
 - 3.D.5.a.3.1 Coast Guard Station Small Fortesque
 - 3.D.5.a.3.2 Coast Guard Station Small Townsend Inlet
 - 3.D.5.a.3.3 Coast Guard Station Small Roosevelt Inlet
 - 3.D.5.a.4 Coast Guard Station Barnegat
 - 3.D.5.a.4.1 Coast Guard Station Small Beach Haven

3.D.5.a.5 Coast Guard Station Manasquan

3.D.5.a.5.1 Coast Guard Station Small Shark River

3.D.5.b *Harbor Tugs*. The following WYTL's shall function as Sector Delaware Bay Response as needed.

3.D.5.b.1 USCGC CAPSTAN

3.D.5.b.2 USCGC CLEAT

3.D.5.c *Patrol Boats*. The following patrol boats shall function as Sector Delaware Response units as needed.

3.D.5.c.1 USCGC FINBACK

3.D.5.c.2 USCGC MAKO

3.D.5.c.3 USCGC IBIS

3.E Logistics Department.

3.E.1 *Organization Chart*. Figure 3.D.1 below shows the organization chart for the Logistics Department.

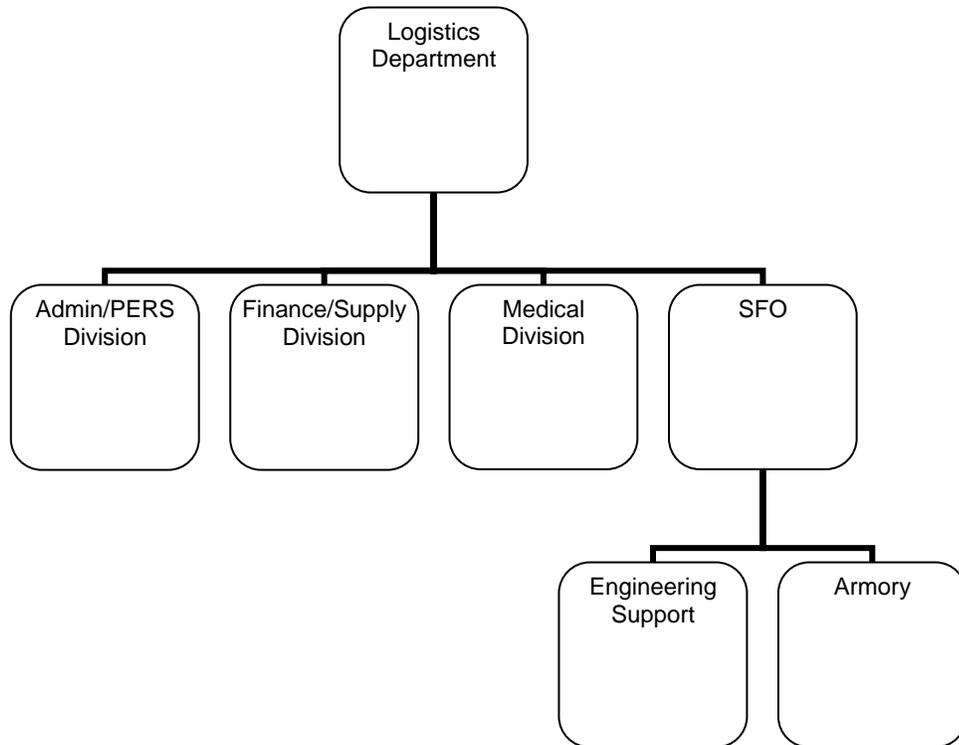


Figure 3-4 Sector Logistics Department Organization

- 3.E.2 *Roles and Responsibilities.* The Chief, Logistics Department is responsible for managing and executing all organic and unit-level support activities for administration and personnel, finance and supply, and engineering support services for Sector Delaware Bay. Under the direction of the Sector Commander and the Deputy Sector Commander, and in accordance with all applicable laws, regulations, and policies, the Chief, Logistics Department shall:
- 3.E.2.a Manage and provide all unit administration and personnel actions for active duty, reserve, and civilian members within the Sector.
 - 3.E.2.b Coordinate with Integrated Support Command (ISC) Portsmouth on inter-Sector resource management issues.
 - 3.E.2.c Direct and oversee all organic level support activities of Sector Delaware Bay units/sub-units.
 - 3.E.2.d Coordinate with Maintenance and Logistics Command (MLC) Atlantic and ISC Portsmouth to schedule intermediate and depot level activities.
 - 3.E.2.e Coordinate educational services and career development programs for Sector personnel to include:
 - 3.E.2.e.1 A comprehensive educational services program for Sector personnel, including nonresident training, voluntary education, and college video/audio courses.
 - 3.E.2.e.2 A necessary flow of communication to each Sector unit commanding officer and officer-in-charge on career planning, career development, leadership initiatives, and policies and programs affecting their active, civilian, and reserve personnel.
 - 3.E.2.e.3 Information to individuals on career opportunities, incentives, military rights, benefits, and advantages of a Coast Guard career.
 - 3.E.2.f Administer the Sector Morale program.
 - 3.E.2.g Provide proper risk assessment and operational support as needed.
 - 3.E.2.h Work with all Sector Delaware Bay components to ensure Sector unity of effort.
- 3.E.3 *Internal/External Relationships.* The Chief, Logistics Department shall establish and foster relationships with internal Coast Guard and DHS units and agencies and those external units, groups, and agencies required to ensure the high level of support services for Sector Delaware Bay. These may include, but are not limited to:

- 3.E.3.a Military justice and Judge Advocate General services from Coast Guard and DOD sources.
- 3.E.3.b Coast Guard civilian personnel offices and ISC Portsmouth.
- 3.E.3.c MLC units servicing the Sector and Sector units; i.e., Electronic Systems Support Units, Naval Engineering Support Units, and Civil Engineering Units (ESUs, NESUs, CEUs), etc.
- 3.E.3.d Area, regional, and local health, welfare, civic, and service organizations providing administrative, financial, morale, or business services including (as examples): American Red Cross, Chamber of Commerce, Better Business Bureau, service clubs (Rotary, Kiwanis, etc.), realtor groups, school districts, junior colleges and colleges, and local law enforcement agencies (for administrative and personnel support purposes).
- 3.E.3.e Others as determined by the Sector Commander or Deputy Commander.
- 3.E.4 *Logistics Department Staff*. The Logistics Department staff consists of the Administration/Personnel Division, the Finance/Supply Division, and the Engineering/Support Division as described below.
 - 3.E.4.a *Administration/Personnel Division*. The Administration/Personnel Division serves as the primary support element for all administrative and personnel issues within the Sector. Under the direction and supervision of the Chief, Logistics Department and in accordance with all applicable laws, regulations, and policies, the Chief, Administration/Personnel Division shall:
 - 3.E.4.a.1 Coordinate Sector-wide collateral duties.
 - 3.E.4.a.2 Coordinate and execute administration support and personnel actions for active, reserve, and retired personnel.
 - 3.E.4.a.3 Coordinate with the Maintenance & Logistics Command and District 5 clinics to provide medical and health services to Sector Delaware Bay personnel.
 - 3.E.4.a.4 Provide a vibrant Work-Life program for all Sector units.
 - 3.E.4.a.5 Manage the Sector Wellness and Physical Fitness Programs.
 - 3.E.4.a.6 Coordinate with the ISC Portsmouth Housing detachment to provide Housing services to Sector Delaware Bay personnel.
 - 3.E.4.a.7 Administer Sector Delaware Bay General Military Training (GMT).

- 3.E.4.b *Finance/Supply Division.* The Finance/Supply Division is responsible for administering and executing finance and supply functions for Sector Delaware Bay. Under the direction and supervision of the Chief, Logistics Department and in accordance with all applicable laws, regulations, and policies, the Chief, Finance/Supply Division shall:
- 3.E.4.b.1 Develop and maintain budget plans, maintain accounts, and manage the disbursement of funds.
 - 3.E.4.b.2 Oversee the procurement, stowage, and issue of all stores assigned to the Sector Delaware Bay and subordinate units.
 - 3.E.4.b.3 Manage Sector Delaware Bay transportation requirements and unit assets.
 - 3.E.4.b.4 Manage real and general-purpose property programs.
 - 3.E.4.b.5 Manage Sector Delaware Bay's asset inventory.
- 3.E.4.c *Engineering/Support Division.* The Engineering/Support Division is responsible for administering organizational level engineering support for all Sector Delaware Bay facilities and assets. Under the direction and supervision of the Chief, Logistics Department and in accordance with all applicable laws, regulations, and policies, the Chief, Engineering/Support Division shall:
- 3.E.4.c.1 Administer electronics, naval, and facilities engineering support for all Sector facilities and assets.
 - 3.E.4.c.2 Oversee the environmental compliance program.
 - 3.E.4.c.3 Administer a motor vehicles program.
 - 3.E.4.c.4 Coordinate computer systems management and support.
 - 3.E.4.c.5 Manages the armory and weapons training program.
- 3.E.4.d The following unit shall function as Sector Delaware Bay Engineering outpost.
- 3.E.4.d.1 Sector Field Office (SFO) Atlantic City

4 SECTOR WATCH ORGANIZATION

4.A Watch Organization Chart. Figure 4-1 below shows the organization chart for Sector Delaware Bay.

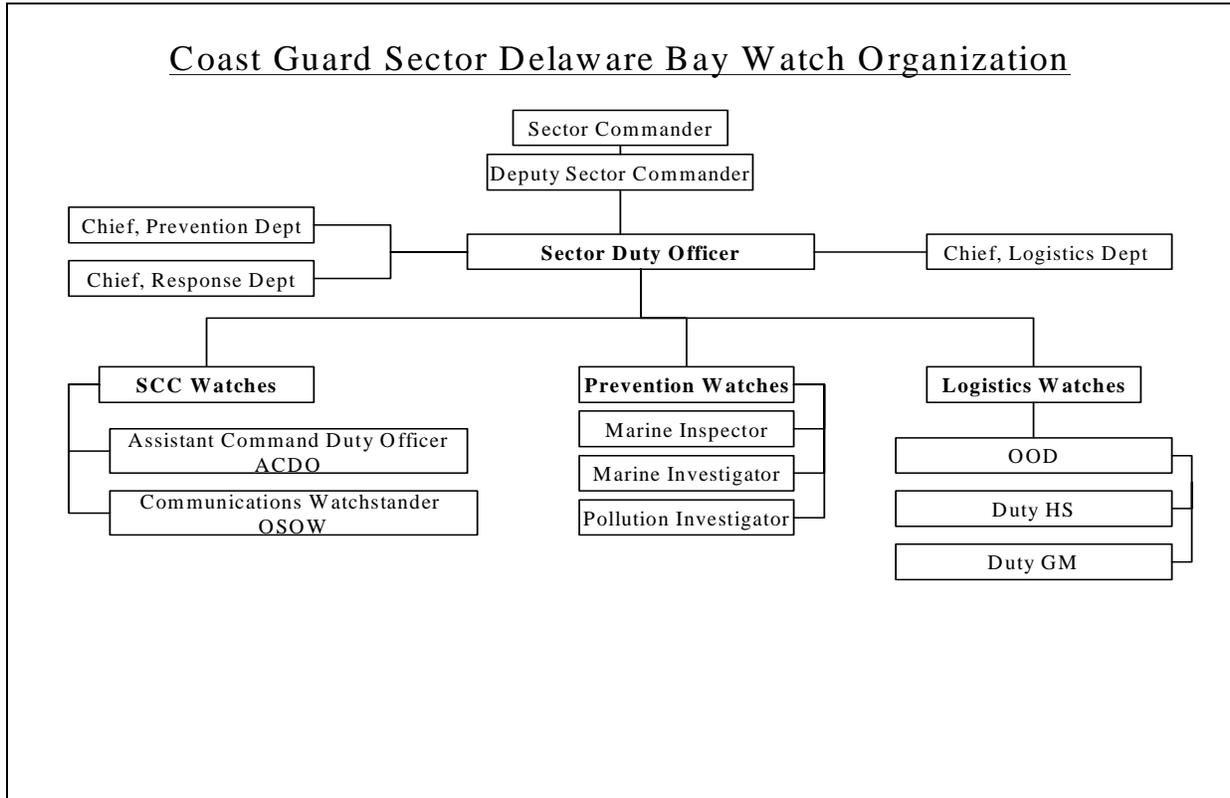


Figure 4-1 Sector Delaware Bay Watch Organization

- 4.B Policies, Procedures, and Watch Routine. Unit instructions outlining the specific policies, procedures, and watch routine for Sectors Delaware Bay will be promulgated by the responsible party.
- 4.C Duties and Responsibilities of the Watch. This section contains general descriptions of the duties and responsibilities of each watch position.
- 4.C.5 *Chief, Prevention Department.* The Chief, Prevention Department is responsible for Sector missions related to preventing maritime casualties, oil spills, accidents, and security incidents. In general, the Chief, Prevention Department shall:
- 4.C.5.a Provide on-call assistance and response as needed to all after-hours matters relating to the prevention of maritime casualties, oil spills, accidents, and security incidents.
- 4.C.5.b Coordinate with the Sector Duty Officer (SDO) and the Chief, Response Department as required to manage all Sector prevention and compliance units/sub-units when not under the direct control of the District.
- 4.C.5.c Provide proper risk assessment and operational support as needed.
- 4.C.6 *Chief, Response Department.* The Chief, Response Department is responsible for the direction and employment of all assigned Coast Guard response forces. In general, the Chief, Response Department shall:
- 4.C.6.a Provide on-call assistance and response as needed to all after-hours matters relating to the employment of any response force or sub-unit assigned to Sector Delaware Bay.
- 4.C.6.b Coordinate with the Sector Duty Officer (SDO) and the Chief, Prevention Department as required to manage all Sector Delaware Bay response units/sub-units when not under the direct control of the District.
- 4.C.6.c Provide proper risk assessment and operational support as needed.
- 4.C.7 *Chief, Logistics Department.* The Chief, Logistics Department, or designee, shall provide on-call assistance and response as needed to all after-hours matters relating to any logistics requirements for prevention or response within the Sector.
- 4.C.8 *Sector Command Center Watch.* The Sector Command Center (SCC) watch is a continuously staffed command and control watch that has sole responsibility for monitoring and coordinating all Coast Guard operations across the entire mission spectrum. The SCC watch shall be manned 24 hours a day, 365 days a year. Sector Delaware Bay's watch organization is designed to operate as a team to meet the functional requirements for our Command Area of Responsibility (AOR). The watch organization is built upon a baseline of three watch positions. Enhanced SCC staffing may be added at the direction of the Sector Commander, Deputy Commander, or SCC Supervisor to meet the unique demands of Sector Delaware Bay. Additional

watchstanders will provide support for a subset of the work responsibilities of the full-time positions during specific short-term surge or high tempo operations. Additional watchstanders may include dayworkers, on-call personnel, and/or 24x7 watchstanders. Specific watch responsibilities beyond those general responsibilities listed below are defined in the SCC Concept of Operations Doctrine and Command Center Standard Operations Manual.

- 4.C.9 *Sector Duty Officer*. The Sector Duty Officer (SDO) represents the command in all matters pertaining to the Sector and serves as the Sector Commander's direct representative after hours, maintaining a 24x7 live watch. The SDO has overall responsibility for the entire watch. The SDO shall:
- 4.C.9.a Maintain the overall security and safety of the Sector facility including situational awareness of all onboard activities. Ensure security requirements related to physical, communications, and personnel security are met and maintained within the command center facility.
 - 4.C.9.b Inspect, observe, and inquire into all Sector Delaware Bay activities for potential process improvements.
 - 4.C.9.c Lead emergency response efforts and duty section training.
 - 4.C.9.d Ensure the Sector is prepared to handle severe weather conditions.
 - 4.C.9.e When necessary, communicate with the Sector Commander, Deputy Sector Commander, Department Heads, and appropriate Sector staff on issues as required by the Sector Commander's Standing Orders.
 - 4.C.9.f Draft and release message traffic as needed, following locally established procedures for release authority.
 - 4.C.9.g Comply with all standards as set forth by the Command Center Standard Operations Manual.
 - 4.C.9.h As the senior watchstander, ensure that all SCC responsibilities listed in Section 2.D.3.c. are met.
- 4.C.10 *Command Center Watchstanders*. The Communications Controller shall be a single, multiple or surge capable watch position responsible for all operational communications and support activities. This position is a continuous alert watch position requiring a watch length not to exceed 12 hours in duration. This watch will be maintained by an Operations Specialist (OS) and/or specially trained and assigned civilian employees. Communications Controller's are responsible for all duties required to assist the SDO maintain a 24x7 live watch. Under the direction of the SDO, Command Center watchstanders shall perform the following general duties:
- 4.C.10.a Assist the SDO with the command and control of Coast Guard facilities in mission performance.

- 4.C.10.b Monitor all incoming communication lines and message traffic for distress calls.
- 4.C.10.c Guard calling and distress frequencies, answering all calls for assistance and all unanswered calls to other Coast Guard units.
- 4.C.10.d Maintain all search and rescue (SAR) case folders and case documentation files in accordance with applicable directives and publications.
- 4.C.10.e Make all scheduled and non-scheduled broadcasts as directed by the SDO.
- 4.C.10.f Advise the appropriate action officer of all immediate message traffic requiring action as soon as possible.
- 4.C.10.g Ensure all message traffic is posted properly and that all messages requiring special handling or markings are handled appropriately.
- 4.C.10.h Keep an abbreviated log, noting all watch events and calls to the Sector.
- 4.C.10.i Limit access to the SCC to persons on the access list.
- 4.C.10.j Follow all policies, instructions, and classified material control procedures to protect all classified material under their control.

4.D Sector Prevention Watches.

- 4.D.1 *Duty Marine Inspector.* The Duty Marine Inspector is an officer or civilian employee of the Coast Guard assigned to the Inspection Division providing emergency Commercial Vessel Safety program duties after hours under the direction of the SDO. The inspector must understand and apply federal statutes and regulations, Coast Guard policy, and accepted industrial standards in the inspection of construction, alterations and repairs, equipment, and operating procedures for Small Passenger vessels and for foreign and domestic deep draft vessels.
- 4.D.2 *Duty Marine Casualty Investigator.* The Duty Marine Casualty Investigator is an officer or civilian employee of the Coast Guard who is designated by the Officer in Charge, Marine Inspection (OCMI), the District Commander, or the Commandant to investigate and report on matters involving marine casualties and accidents; personnel deaths, injuries, negligence, misconduct, and incompetence; reported violations of load line requirements; damage to aids to navigation; oil and hazardous substances pollution incidents; waterfront facility casualties or accidents, and other reported violations of the navigation and vessel inspection statutes and regulations. Under the direction of the SDO, the Duty Marine Casualty Investigator shall respond to emergency requests for marine casualty investigator duties after hours.
- 4.D.3 *Duty Pollution Investigator.* The Duty Pollution Investigator is an officer or petty officer assigned to investigate cases of pollution to determine if a violation of law occurred and, if so, to determine the source of pollution and to document the violation. The Duty Pollution Investigator may also assist the Captain of the Port (COTP) with duties as a

Federal On Scene Coordinator (FOSC) representative under the National Contingency Plan (NCP). The Duty Pollution Investigator must be thoroughly familiar with all applicable laws and regulations. Under the direction of the SDO, the Duty Pollution Investigator shall respond to emergency requests for pollution investigator duties after hours.

- 4.E Sector Logistics Watches. Responsible for providing after hours duty section, i.e. Officer of the Day (OOD), Engineer of the Watch (EOW), Duty Health Services Technician (HS) and Security Watch Officer. During contingency operations Sector Delaware Bay personnel will be responsible for standing watches in accordance the published Watch Quarters and Station Bill (WQSB).
- 4.E.1 *Officer of the Day*. The Officer of the Day (OOD) is responsible for the administration, safety and security of the Sector Facility and for assisting the SDO in executing any other duties necessary to carry out an effective watch. Under the direction of the SDO, the OOD shall:
- 4.E.1.a Muster all watchstanders at the beginning of the watch and assign the standbys as necessary.
- 4.E.1.b Conduct morning and evening colors.
- 4.E.1.c Conduct safety and security rounds of the facility, routinely checking in with each watchstander during the watch.
- 4.E.1.d Coordinate with the SDO for support services required after hours.
- 4.E.1.e Ensure each watchstander is prepared to carry out unit bills as required for all routine and emergent issues including, but not limited to heavy weather, civil disturbance, elevation of force protection level (FPCON).
- 4.E.1.f Assist the SDO as directed in order to carry out a safe and effective watch.
- 4.E.2 *Engineer of the Watch*. The Engineer of the Watch (EOW) is responsible for after hours engineering support issues and for coordinating repairs, as necessary. Under the direction of the OOD, the EOW shall:
- 4.E.2.a Respond to requests from the SDO or OOD for assistance with urgent matters affecting the material readiness of the Sector's physical plant or assets.
- 4.E.2.b Coordinate emergency repairs, as necessary.
- 4.E.2.c Complete follow-up work orders and reports, as required.
- 4.E.3 *Duty Gunner's Mate*. At Sectors with armories, the Duty Gunner's Mate (GM) is responsible for after-hours safety and security of the Sector's armory facilities. Under the direction of the OOD, the Duty GM shall:

- 4.E.3.a Safeguard weapons, ammunition, explosives, and pyrotechnics.
- 4.E.3.b Maintain security of magazines, ready-service lockers, and pyrotechnic lockers.
- 4.E.3.c Monitor alarm systems and report on scene immediately if alarm activates.
- 4.E.3.d Maintain custody of armory keys.
- 4.E.3.e Maintain a log of the watch and weapons locations.
- 4.E.4 *Duty Health Services Technician.* At Sectors with medical facilities, the Duty Health Services Technician (HS) watchstander provides after hours for medical emergency services. Ensure emergency response material and supplies are ready at all times.
 - 4.E.4.a Respond immediately to calls for medical assistance and administer medications and medical treatment as necessary to treat sick or injured personnel.
 - 4.E.4.b Maintain required records and logs.
- 4.E.5 *Master at Arms.* The Master at Arms (MAA) is responsible for the physical security, safety, and good order and discipline of the building to which assigned for the watch. Under the direction of the OOD the MAA shall:
 - 4.E.5.a Make periodic rounds of the building to which assigned and notify the OOD of any unusual findings.
 - 4.E.5.b Maintain a log of the watch and record all rounds and other activities.
 - 4.E.5.c Carry out all other duties as assigned by the SDO or OOD.

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5 SECTOR BILLS

5.A *Policy*. A unit bill sets forth policy in assigning personnel to duties for executing specific evolutions or accomplishing certain Sector functions. Bill assignments are listed in the unit's Watch, Quarter, and Station Bill (WQSB). This chapter contains descriptions of the various bills that may be required at Coast Guard Sectors and provides guidance in assisting with formulating operational and administrative bills.

5.B *Format*. All unit bills shall consist of the following:

- **References**. Provides guidance for the development and execution of each bill.
- **Purpose**. Describes the purpose of the bill.
- **Responsibility**. Details who will maintain the bill and serve as the sponsor of the directive or Standard Operating Procedure (SOP). As the Directives Coordinator, the Chief, Logistics Department shall ensure the directive sponsor keeps the directive or SOP up to date.
- **Information**. Provides background or guidance for the bill.
- **Procedures and Assignments**. The unit directive or SOP outlining specific policies, procedures, duties, and assignments for implementing each bill. At a minimum, each directive or SOP shall contain applicable guidance from the listed references. Sector Commanders may expound on this guidance, but may not change it.

5.C Watch, Quarter, and Station Bill

5.C.1 *References.*

5.C.1.a Cutter Organization Manual, COMDINST M5400.16 (series)

5.C.1.b United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5.C.1.c District/Area OPLAN

5.C.2 *Purpose.* The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for informing personnel of their assignments in routine and emergency operations as outlined in each Sector bill.

5.C.3 *Responsibility.* The Planning Staff is responsible for maintaining this bill.

5.C.4 *Information.* The WQSB is a composite of all Sector bills and list the assignments of personnel to duties and positions specified within each Sector's bill. The WQSB outlines personnel duty assignments for routine and emergency operations at the given state of readiness and assigns specific duties to all hands by unit billet structure. Strict adherence to the WQSB eliminates any confusion concerning an individual's responsibility in the event of an all-hands evolution. The WQSB shall be prominently displayed in department /division workplaces and may be posted for viewing electronically when appropriate.

5.C.5 *Procedures and Assignments.* At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector Delaware Bay specific information.

5.D Berthing Bill.

5.D.1 *References*.

5.D.1.a Coast Guard Housing Manual, COMDTINST M11101.13 (series)

5.D.1.b Cutter Organization Manual, COMDTINST M5400.16 (series)

5.D.1.c United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5.D.1.d District/Area OPLAN

5.D.2 *Purpose*. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for assigning personnel to berthing facilities, if available, at the Sector.

5.D.3 *Responsibility*. The (applicable Department Head or staff component) is responsible for maintaining this bill.

5.D.4 *Information*. The Berthing Bill provides berthing assignments to watchstanders and Sector personnel assigned Permanent Party Quarters or Transient Quarters when temporarily living aboard the Sector.

5.D.5 *Procedures and Assignments*. At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

5.E Bomb Threat Bill.

5.E.1 *References.*

5.E.1.a Physical Security and Force Protection Program, COMDTINST M5530.1 (series)

5.E.1.b Shore Facility Emergency Action Plans, COMDTINST 5100.49 (series)

5.E.1.c United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5.E.2 *Purpose.* The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references in the event of a bomb threat or potential bomb threat.

5.E.3 *Responsibility.* The Planning Staff is responsible for maintaining this bill.

5.E.4 *Information.* Bombs can be constructed to look like almost anything and can be placed or delivered in a number of ways. The probability of finding a bomb that looks like the stereotypical bomb is rare. The only common denominator that exists among bombs is that they are designed or intended to explode. Bomb threats may be in the form of a telephone message, written message, or suspicious package received through the mail or found at the unit. A telephone or written bomb threat may or may not specify the location of the bomb, include the time for detonation/ignition, or contain an ultimatum related to the detonation/ignition or concealment of the bomb. Although many bomb threats are hoaxes, each shall be treated seriously and immediate action should be taken to prevent personal injury.

5.E.5 *Procedures and Assignments.* At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

5.F Chemical, Biological, and Radiological (CBR) Response Bill.

5.F.1 *References.*

- 5.F.1.a Chemical Hazard Response Information System (CHRIS), COMDTINST M16465.12 (series)
- 5.F.1.b Coast Guard Contingency Preparedness System (CPS), COMDINST 3010.22 (series)
- 5.F.1.c Personnel Qualification Standards for Advanced Damage Control Emergency Parties, NAVEDTRA 43119-3
- 5.F.1.d Personnel Qualification Standards for Basic Damage Control, NAVEDTRA 43119-2
- 5.F.1.e Safety & Health Training for Emergency Response Operations, COMDTINST 6260.31 (series)
- 5.F.1.f Shore Facility Emergency Action Plans, COMDTINST 5100.49 (series)
- 5.F.1.g United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
- 5.F.1.h District/Area OPLAN
- 5.F.1.i Sector Delaware Bay Chemical, Biological, and Radiological (CBR) Response Plan, SECBALTINST 16465 (under development)

5.F.2 *Purpose.* The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references in the event of a CBR attack or other shore side CBR spill or release incident.

5.F.3 *Responsibility.* The Planning Staff is responsible for maintaining this bill.

5.F.4 *Information.* Emergency response procedures and duty assignments are required in the event of a threat or an actual CBR incident at a Sector.

5.F.5 *Procedures and Assignments.* At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

5.G Civil Disturbance Bill.

5.G.1 *References.*

5.G.1.a Civil Disturbances Support Plan, Coast Guard (COGARD GARDEN PLOT), COMDTINST M3010.14

5.G.1.b Coast Guard Contingency Preparedness System (CPS), COMDINST 3010.22 (series)

5.G.1.c Physical Security and Force Protection Program, COMDTINST M5530.1 (series)

5.G.1.d Shore Facility Emergency Action Plan, COMDTINST 5100.49 (series)

5.G.1.e United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5.G.2 *Purpose.* The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references in the event of a civil disturbance.

5.G.3 *Responsibility.* The Planning Staff is responsible for maintaining this bill.

5.G.4 *Information.* The Civil Disturbances Support Plan, Coast Guard (COGARD GARDEN PLOT), COMDTINST M3010.14 outlines requirements for the Coast Guard to support the U. S. Army in executing its Civil Disturbances Plan. The Plan requires Sector Commanders to train, organize, and equip assigned personnel to protect Coast Guard facilities and carry out dictates of the District Commander concerning civil disturbance mission planning and operations.

5.G.5 *Procedures and Assignments.* At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

5.H Classified Material Emergency Action Bill.

5.H.1 *References.*

5.H.1.a Classified Information Management Program, COMDTINST M5510.23 (series)

5.H.1.b Military Personnel Security Program, COMDTINST M5520.12 (series)

5.H.1.c Security Awareness, Training and Education (SATE) Program, COMDTINST M5528.1 (series)

5.H.1.d United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5.H.1.e Sector Delaware Bay Classified Material Emergency Action Plan

5.H.2 *Purpose.* The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures in the event of a natural disaster or civil disturbance that requires securing and removal of classified information, or in the event emergency destruction of classified material is necessary.

5.H.3 *Responsibility.* The SCC Supervisor is responsible for maintaining this bill.

5.H.4 *Information.* Sector Commanders shall develop Emergency Action Plans (EAPs) for the securing and removal of classified information in case of natural disaster or civil disturbance. Such plans shall establish detailed procedures and responsibilities for the securing and removal of classified information so that it does not fall into unauthorized hands. The EAPs shall indicate what information is to be secured or removed and shall provide for securing the information and/or removing the information from the area. In addition, shore units located outside the 50 States and all mobile units shall have a destruction bill included in the EAPs. Drills shall be conducted and documented semiannually to ensure that those responsible are familiar with the EAPs.

5.H.5 *Procedures and Assignments.* At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

5.I Continuity of Operations Bill.

5.I.1 *References.*

5.I.1.a Coast Guard Contingency Preparedness System (CPS), COMDTINST 3010.22 (series)

5.I.1.b Continuity of Operations, Policy, and Planning, COMDTINST 3010.15 (series)

5.I.1.c United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5.I.2 *Purpose.* The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for Continuity of Operations Planning/Continuity of Government (COOP/COG) under peacetime and national security conditions.

5.I.3 *Responsibility.* The Planning Staff is responsible for maintaining this bill.

5.I.4 *Information.* Sector Commanders shall develop COOP and SOPs for continuity of Sector missions and reconstitution under “all threats,” during imminent and post-event conditions from terrorist acts, weapons of mass destruction (WMD) events, loss of infrastructure, and any natural disaster contingencies that may affect conducting Sector missions.

5.I.5 *Procedures and Assignments.* At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

5.J Emergency Communications Bill.

5.J.1 *References*

- 5.J.1.a Coast Guard Contingency Preparedness System (CPS), COMDTINST 3010.22 (series)
- 5.J.1.b Radio Frequency Plan, COMDTINST M2400.1 (series)
- 5.J.1.c Radiotelephone Handbook, COMDTINST M2300.7 (series)
- 5.J.1.d Telecommunications Manual (TCM), COMDTINST M2000.3 (series)
- 5.J.1.e Telecommunications Plan (TCP), COMDTINST M2000.4 (series)
- 5.J.1.f United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5.J.2 *Purpose.* The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references in the event of a situation requiring the use of emergency communications equipment.

5.J.3 *Responsibility.* The SCC Supervisor is responsible for maintaining this bill.

5.J.4 *Information.* Reliable communications are critical to conducting emergency operations. Due to the inherent responsibilities involved in these situations, it is necessary to place in effect a clear and concise communications plan and strictly follow it. The primary means of communications during emergency situations is normally the VHF-FM radio; however, pagers, telephones, cellular phones, or computers may also be used to initiate an emergency response.

5.J.5 *Procedures and Assignments.* At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

5.K Fire Prevention and Response Bill.

5.K.1 *References.*

5.K.1.a Marine Safety Manual, Volume I, Administration and Management, COMDTINST M16000.6 (series)

5.K.1.b Naval Engineering Manual, COMDTINST M9000.6 (series)

5.K.1.c Safety and Environmental Health Manual, COMDTINST M5100.47 (series)

5.K.1.d Safety & Health Training for Emergency Response Operations, COMDTINST 6260.31 (series)

5.K.1.e Shore Facility Emergency Action Plans, COMDTINST 5100.49 (series)

5.K.1.f United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5.K.1.g Sector Delaware Bay Emergency Action Plans

5.K.2 *Purpose.* The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for the prevention of fire or for responding in the case of an actual fire at the Sector.

5.K.3 *Responsibility.* The Planning Staff is responsible for maintaining this bill.

5.K.4 *Information.* A Fire Prevention and Response Bill is important for the protection of Coast Guard facilities. It shall outline the steps to be taken against a possible fire, and should be permanently and prominently displayed. The bill should also include procedures for reporting fires, instructions for evacuating personnel, assignment of personnel responsibilities, and instructions for removal of equipment or materials.

5.K.5 *Procedures and Assignments.* At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

5.L Formation and Parade Bill.

5.L.1 *References.*

5.L.1.a Marine Corps Drill and Ceremonies Manual, NAVMC 2691

5.L.1.b United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5.L.2 *Purpose.* The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for regular Sector all hands or departmental quarters and personnel inspections at fair or foul weather parade.

5.L.3 *Responsibility.* The Logistics Department Head is responsible for maintaining this bill.

5.L.4 *Information.* A military formation is a prescribed arrangement of elements of a unit. Quarters/muster and necessary formations shall be held in accordance with this bill. Formation for drills and ceremonies, to include posts of officers and key senior enlisted personnel, are contained in the Marine Corps Drill and Ceremonies Manual, NAVMC 2691. The Deputy Sector Commander will authorize changes to this bill as needed for special circumstances.

5.L.5 *Procedures and Assignments.* At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

5.M Incident Command System Bill.

5.M.1 *References.*

5.M.1.a Classified Information Management Program, COMDTINST M5510.23 (series)

5.M.1.b Incident Command System, COMDTINST 3120.14 (series)

5.M.1.c Coast Guard Incident Command System Implementation Plan, COMDTINST M3120.15 (series)

5.M.1.d Physical Security and Force Protection Program, COMDTINST M5530.1 (series)

5.M.1.e United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5.M.1.f Sector Delaware Bay Incident Command System (Incident Action Plans)

5.M.2 *Purpose.* The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for exercising and standing up the Incident Command System (ICS) for emergency response operations within the Sector. It is not intended for use with external Sector Response and Prevention operations. Information on the use of ICS for Sector missions is included in the Response and/or Prevention Manuals cited in the references above.

5.M.3 *Responsibility.* The Planning Staff is responsible for maintaining this bill.

5.M.4 *Information.* ICS is an on-site incident management system whose principles can be applied to all types of incidents such as floods, hurricanes, search and rescue (SAR) and law enforcement cases, oil spills, hazardous substance releases, and to planned events such as marine parades. ICS is a superb emergency response management system. When used properly with trained personnel, it will enhance the Coast Guard's ability to conduct response operations. ICS provides a uniform process, organization, and language for emergency response management, ensuring that all emergency responders, regardless of agency or organization, respond as a coordinated team with common objectives. Where other directives or Sector bills do not provide adequate command and control management of Sector contingencies, Sector Commanders are encouraged to establish an ICS Bill for use in Sector emergency or contingency bills.

5.M.5 *Procedures and Assignments.* At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

5.N Intrusion Detection Bill.

5.N.1 *References.*

5.N.1.a Ordnance Manual, COMDTINST M8000.2 (series)

5.N.1.b Physical Security and Force Protection Program, COMDTINST M5530.1 (series)

5.N.1.c United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5.N.2 *Purpose.* The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for responding to Intrusion Detection System (IDS) alarms.

5.N.3 *Responsibility.* The Command Security Officer is responsible for maintaining this bill.

5.N.4 *Information.* IDS alarms are located in various Sector buildings and individual spaces. Alarm locations are For Official Use Only information and shall be maintained within the Sector Command Center. Varying levels of response to an IDS alarm are required based on location. This bill provides specific response duties and responsibilities to Sector personnel.

5.N.5 *Procedures and Assignments.* At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

5.O Matériel Inspection Bill.

5.O.1 *References.*

5.O.1.a Food Service Sanitation Manual, COMDTINST M6240.4 (series)

5.O.1.b Medical Manual, COMDTINST M6000.1 (series)

5.O.1.c Naval Engineering Manual, COMDTINST M9000.6 (series)

5.O.1.d Ordnance Manual, COMDTINST M8000.2 (series)

5.O.1.e Safety and Environmental Health Manual, COMDTINST M5100.47 (series)

5.O.1.f United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5.O.1.g SECDELBAYINST 11014.2

5.O.2 *Purpose.* The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for conducting matériel inspections.

5.O.3 *Responsibility.* The Logistics Department Head is responsible for maintaining this bill.

5.O.4 *Information.* Matériel inspections are conducted to ensure the Sector's readiness to execute required functions effectively and may include:

5.O.4.a All areas and equipment to identify potential safety hazards.

5.O.4.b Living and working spaces to ensure sanitary and hygienic conditions are maintained.

5.O.4.c All ordnance equipment, magazines, and spaces in accordance with Maintenance Requirement Cards (MRCs) or other ordnance publications when MRCs are not applicable.

5.O.4.d All machinery, spaces, and equipment to ensure they are properly operated, preserved, maintained, and kept clean.

5.O.5 *Procedures and Assignments.* At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

5.P Motor Vehicles and Parking Bill.

5.P.1 *References.*

5.P.1.a Safety and Environmental Health Manual, COMDTINST M5100.47 (series)

5.P.1.b United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5.P.2 *Purpose.* The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references to publish and enforce motor vehicle traffic and parking regulations.

5.P.3 *Responsibility.* The Motor Vehicle Office/Safety is responsible for maintaining this bill.

5.P.4 *Information.* Traffic safety and parking requirements at the Sector must be established for routine, emergency, and contingency planning purposes.

5.P.5 *Procedures and Assignments.* At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

5.Q Natural Disaster Response Bill.

5.Q.1 *References.*

5.Q.1.a Coast Guard Contingency Preparedness System (CPS), COMDTINST 3010.22 (series)

5.Q.1.b Contingency Preparedness Planning Manual, VOL II; Personnel and Equipment Requirements, COMDTINST M3010.12 (series)

5.Q.1.c Physical Security and Force Protection Program, COMDTINST M5530.1 (series)

5.Q.1.d Shore Facility Emergency Action Plans, COMDTINST 5100.49

5.Q.1.e Telecommunications Manual (TCM), COMDTINST M2000.3 (series)

5.Q.1.f United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5.Q.2 *Purpose.* The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references in the event of a natural disaster such as an earthquake, flood, hurricane, typhoon, tornado, volcanic eruption, or tsunami.

5.Q.3 *Responsibility.* The Planning Staff is responsible for maintaining this bill.

5.Q.4 *Information.* This bill is intended to complement any procedures outlined in the Continuity of Operations (COOP) Bill. For easy reference, appropriate COOP procedures should be blended into this bill's procedures. Each Sector shall provide bills that address those natural disasters that are likely to occur within the Sector AOR and affect Sector facilities and mission execution.

5.Q.5 *Procedures and Assignments.* At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

5.R Orientation Bill.

5.R.1 *References.*

5.R.1.a Standards of Ethical Conduct, COMDTINST M5370.8 (series)

5.R.1.b United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5.R.2 *Purpose.* The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for the thorough indoctrination of newly reported personnel to ensure their safety and rapid assimilation into the Sector.

5.R.3 *Responsibility.* The Logistics Department Head is responsible for maintaining this bill.

5.R.4 *Information.* Supervised indoctrination of newly reported personnel will assist in maintaining a well-informed crew with minimal disruption in daily routine. Personnel reporting onboard shall undergo an initial orientation and indoctrination period in accordance with the guidance in Standards of Ethical Conduct, COMDTINST M5370.8 (series) to clearly articulate the Coast Guard's and Sector Commander's expectations. The goals of this period are intended to orient newly reported personnel to their individual responsibilities, duties, and opportunities, and to acquaint them with departmental and special office facilities and functions and their relationship in unit operations.

5.R.5 *Procedures and Assignments.* At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

5.S Pollution/Spill Response Bill.

5.S.1 *References.*

5.S.1.a Shore Facility Emergency Action Plans, COMDTINST 5100.49

5.S.1.b United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5.S.2 *Purpose.* The purpose of this bill is to provide guidance and set forth the internal duties, responsibilities, and procedures consistent with the above references in the event of a fuel, oil, or hazardous substance spill occurring on the Sector premises. This bill does not apply to the external response or coordination efforts for a pollution incident or spill within the Sector's AOR in which the Prevention Department, the Response Department, and/or Sector Command Center may be involved.

5.S.3 *Responsibility.* The Planning Staff is responsible for maintaining this bill.

5.S.4 *Information.* An effective pollution response bill requires well-established prevention measures and a rapid and safe response plan. Where other government agencies or response personnel are involved with Sector facility prevention and response, Sector Commanders shall establish an appropriate Memorandum of Understanding (MOU) with each agency outlining pollution response duties and responsibilities.

5.S.5 *Procedures and Assignments.* At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

5.T Salvage Bill.

5.T.1 *References.*

- 5.T.1.a Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)
- 5.T.1.b Boat Management Manual, COMDTINST M16114.4 (series)
- 5.T.1.c Civil Engineering Manual, COMDTINST M11000.11 (series)
- 5.T.1.d Coast Guard Air Operations Manual, COMDTINST M3710.1 (series)
- 5.T.1.e Naval Engineering Manual, COMDTINST M9000.6 (series)
- 5.T.1.f Shipboard-Helicopter Operational Procedures Manual, COMDTINST M3710.2 (series)
- 5.T.1.g U. S. Navy Emergency Ship Salvage Material Catalog, NAVSEA 9004-LP-017-3010
- 5.T.1.h United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5.T.2 *Purpose.* The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references in the event of an accident involving a Sector cutter, boat, vehicle, aircraft, or facility, or other occurrence requiring asset salvage.

5.T.3 *Responsibility.* The Logistics Department Head is responsible for maintaining this bill.

5.T.4 *Information.* Sector Commanders shall establish a detailed salvage plan detailing duties and responsibilities in the event of damage to a Sector asset (cutter, boat, facility, aircraft, or vehicle).

5.T.5 *Procedures and Assignments.* At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

5.U Severe Weather Bill.

5.U.1 *References.*

5.U.1.a Preventing Heat Casualties, COMDTPUB P6200.12 (series)

5.U.1.b Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)

5.U.1.c Uniform Regulations, COMDTINST M1020.6 (series)

5.U.1.d United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5.U.1.e Hurricane Incident Action Plan (IAP)

5.U.2 *Purpose.* The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references in the event of severe weather conditions.

5.U.3 *Responsibility.* The Logistics Department Head is responsible for maintaining this bill.

5.U.4 *Information.* Preparatory and operational procedures for various types of severe weather vary greatly. Preparations largely depend upon ensuring that all personnel required to work in inclement weather are outfitted with the authorized allowance of organizational clothing and Personal Protective Equipment (PPE). Once operations begin, success largely rests on equipment readiness and the effective management of personnel to enhance performance during adverse weather conditions. The hazards and safety issues inherent in working in inclement weather are compounded when personnel and equipment are not up to the challenge. Therefore, it is critical that all necessary equipment is available and operational, and all hands meet physical fitness standards.

5.U.5 *Procedures and Assignments.* At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

5.V Terrorism/Weapons of Mass Destruction Response Bill.

5.V.1 *References.*

- 5.V.1.a Marine Safety Manual, Volume I, Administration and Management, COMDTINST M16000.6 (series)
- 5.V.1.b Physical Security and Force Protection Program, COMDTINST M5530.1 (series)
- 5.V.1.c Response Operations for Chemical, Biological, Radiological, and Explosive Incidents (U)
- 5.V.1.d Shore Facility Emergency Action Plans, COMDTINST 5100.49
- 5.V.1.e United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
- 5.V.1.f Weapons of Mass Destruction and Catastrophic Hazardous Material Releases, COMDTINST 3400.3 (FOUO)

5.V.2 *Purpose.* The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references in the event of an incident involving terrorism or weapons of mass destruction.

5.V.3 *Responsibility.* The Planning Staff is responsible for maintaining this bill.

5.V.4 *Information.* The threat of a WMD incident is a growing national concern. While the number of actual incidents has not increased, the number of hoaxes continues to rise. The latest statistics show that at least one WMD threat or hoax occurs every other day in U. S. ports, and that vessels in those ports and in U. S. waters present possible targets for terrorists. WMD incidents are more complex than other routine HAZMAT incidents because of the increased risks associated with an intentional act to cause harm, the nature of the CBR agents involved, and the increased number of responding entities. Responders should be aware that in most, if not all WMD incidents, the nature of the WMD incident would not be known initially. Therefore, responders must proceed cautiously and assess the possibility that an incident may have been caused intentionally.

5.V.5 *Procedures and Assignments.* At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

5.W Unit Closure Bill.

5.W.1 *References*.

5.W.1.a Shore Facility Emergency Action Plans, COMDTINST 5100.49

5.W.1.b United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5.W.2 *Purpose*. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references in the event it becomes necessary to temporarily close the Sector facility due to inclement weather or emergency.

5.W.3 *Responsibility*. The Logistics Department Chief is responsible for maintaining this bill.

5.W.4 *Information*. In case of inclement weather or natural disaster, Sector Commanders should focus their efforts on minimizing personnel injury and materiel damage, while maintaining operational readiness as long as safely possible. Because of the wide variations in storms and other natural disasters, pre-planning for contingencies around general precautionary procedures should help mitigate the effects of these types of incidents. Closure of the Sector facility for all non-essential personnel, or for all personnel, is one such precautionary measure. Sector Commanders shall establish written procedures for temporarily closing the unit, as well as for notifying personnel in the event of a Sector closure.

5.W.5 *Procedures and Assignments*. At a minimum, the Sector instruction outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

6 **BOARDS, COMMITTEES, AND COUNCILS**

- 6.A Introduction. Sector Commanders shall establish such internal boards, committees, and councils as necessary to carry out the Commandant's policies and regulations, as established in applicable directives, for the effective management of their Sector. Boards, committees, and councils also serve as a forum to research issues, evaluate situations, and make policy and procedure recommendations for the Sector Commander's consideration. Due to the variance among individual Sectors, Sector Commanders shall use their discretion to determine which boards, committees, and councils they need to establish. Upon establishment, Sector Commanders shall ensure an activation memo is prepared and addressed to the chair. The memo should include, at a minimum, the purpose, membership, meeting requirements, required reports, specific duties and responsibilities, and any other Sector-specific information. Sector Commanders shall publish a Sector instruction or Standard Operating Procedure (SOP) as necessary to build upon the information provided below.
- 6.B Overview. The following list contains a general overview of those boards, committees, and councils common to most Coast Guard Sectors. The list is not intended to be all-inclusive. Sector Commanders shall modify these as necessary; however, Commandant guidance under purpose, membership, and meeting requirements are the minimum requirements. Sector Commanders may amplify this guidance, but may not change the basic guidance.

6.C Audit and Inventory Board.

6.C.1 References.

6.C.1.a United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

6.C.1.b Certifying and Disbursing Manual, COMDTINST M7210.1 (series)

6.C.1.c Classified Information Management Program, COMDTINST M5510.23 (series)

6.C.1.d Coast Guard Food Service Manual, COMDTINST M4061.5 (series)

6.C.1.e Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series)

6.C.1.f Coast Guard Mutual Assistance Operating Manual

6.C.1.g COMTAC Publications Index, COMDTINST M2600.1 (series)

6.C.1.h Health Services Allowance List, Ashore, COMDTINST M6700.5 (series)

6.C.1.i Management and Administration of Aviation Incentive Pays, COMDTINST 7220.39 (series)

6.C.1.j Medical Manual, COMDTINST M6000.1 (series)

6.C.1.k Physical Security and Force Protection Program, COMDTINST M5530.1 (series)

6.C.1.l Property Management Manual, COMDTINST M4500.5 (series)

6.C.1.m Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series)

6.C.1.n Transportation of Freight, COMDTINST M4610.5 (series)

6.C.1.o Marine Safety Manual, Volume I, Administration and Management, COMDTINST M 16000.6 (series)

6.C.2 Purpose. This board ensures that personnel are assigned as needed to complete all required monthly, quarterly, semi-annual, annual, and relief audits and inventories in accordance with the above references.

6.C.3 Membership. The Sector Commander shall designate this board and its members. At a minimum, it shall consist of the Logistics Chief as the Chair and 2 additional members as follows:

6.C.3.a Finance/Supply Division Chief

6.C.3.b Administration Division Chief

6.C.4 Meeting Requirements. The Logistics Chief shall convene this board quarterly. At least 2 members are required for a quorum.

6.C.5 Required Reports. The Logistics Chief shall ensure the report is submitted as required by the above directives to the Sector Commander within 3 days after the board adjourns.

6.D Awards Board.

6.D.1 References.

6.D.1.a Coast Guard Civilian Awards Manual, COMDTINST M12451.1 (series)

6.D.1.b Coast Guard Civilian Employee of the Year Award (CEOY), COMDTINST 12451.2 (series)

6.D.1.c Coast Guard Enlisted Person of the Year (EPOY) Program, COMDTINST 1650.36 (series)

6.D.1.d Coast Guard Non-Appropriated Fund Employee of the Year Award (NAF-EOY) Program, COMDTINST 12451.3 (series)

6.D.1.e Medals and Awards Manual, COMDTINST M1650.25 (series)

6.D.1.f Personnel Manual, COMDTINST M1000.6 (series)

6.D.2 Purpose. This board reviews award recommendations and recommends command approval, disapproval, or forwarding via the chain of command for consideration and final disposition.

6.D.3 Applicability. The board shall review all team award nominations. The board shall review all personal award nominations up to the Coast Guard Commendation Medal. Meritorious Service Medal (MSM) nominations and above may be routed through the board, but shall be submitted through the chain of command to District Five for approval.

6.D.4 Membership. The Sector Commander shall designate this board and its members in an Assignment of Collateral Duties memorandum.. The board shall be sufficiently diverse so as to represent all of the professional communities assigned to Sector Delaware Bay.

6.D.5 Meeting Requirements. The Chair, as designated by the Sector Commander, shall convene this board as necessary, but normally on a monthly basis. This board may convene in person, by telephone conference, or through other electronic means.

6.D.6 Submission Procedures. All team awards and personal awards up to the Coast Guard Commendation Medal shall be submitted through the chain of command to the Awards Board no later than 30 days prior to the intended presentation date. Award nominations of MSM and above shall be submitted through the Sector Chain of Command so as to be at District Five no later than 75 days prior to the scheduled presentation date or as required by the signature authority.

- 6.D.6.a Cutters/Stations: Cutter and Station OIC/COs shall submit award nominations directly to the Awards Board for review, or, if the award nomination is for MSM or above, directly to the Sector Command.
- 6.D.6.b Sector Staff: Award nominations shall be submitted through the chain of command and reviewed by the respective Department Head. The Department Head will forward the award nomination to the Awards Board, whether recommended for approval or not.

6.E Budget Review Board.

6.E.1 References.

6.E.1.a Financial Resource Management Manual, COMDTINST M7100.3 (series)

6.E.2 Purpose. This board assists the Sector Commander in managing available funds by reviewing budgets before the command forwards them to the next level in the chain of command; reviewing actual spending plans as approved budgets are executed; and making recommendations on how to deal with funding shortfalls or additional funds available for reprogramming.

6.E.3 Membership. The Sector Commander shall designate this board and its members. At a minimum, it shall consist of the Deputy Commander as the Chair and 5 additional members as follows:

6.E.3.a Prevention Department Head

6.E.3.b Response Department Head

6.E.3.c Logistics Department

6.E.3.d Lead Planner

6.E.3.e Sector Supply Division Supervisor

6.E.4 Meeting Requirements. The Deputy Commander shall convene this board quarterly; at least 50 percent of the members are required for a quorum.

6.E.5 Required Reports. The Deputy Commander shall ensure a quarterly status report is submitted as required by the above directives to the Sector Commander within 10 days after the board adjourns.

6.F Civilian Advisory Board.

6.F.1 References.

6.F.1.a Maintenance and Logistics Command (MLC) and/or District directives

6.F.2 Purpose. This board serves as a means for the Sector's civilian workforce to address concerns to the command that are unique to that population and for which there is no other appropriate forum. It also serves as a way for the command to forward information to the civilian workforce.

6.F.3 Membership. The Sector Commander shall designate this board and its members. At a minimum, it shall consist of the Lead Planner as the Chair and 4 additional members as follows:

6.F.3.a Prevention Department Head

6.F.3.b Logistics Department Head

6.F.3.c Command Secretary

6.F.3.d Senior Investigations Officer

6.F.4 Meeting Requirements. The (Board Chair) shall convene this board (frequency). At least (number) members are required for a quorum.

6.F.5 Required Reports. The Chairperson shall ensure the required reports are submitted as required by the above directives to the Sector Commander or other individual as designated within 7 days after the board adjourns.

6.G Exchange Advisory Committee.

6.G.1 References.

6.G.1.a MLC and/or District directives

6.G.2 Purpose. This committee provides feedback to the Sector Commander and Coast Guard Exchange System managers on matters pertaining to the operation of any Exchange facilities aboard the Sector or Sector units.

6.G.2.a Membership. The Sector Commander shall designate this committee and its members as noted in SECDELNOTE 1610 (under development).

6.G.3 Meeting Requirements. The Chair shall convene this committee annually, or as required. At least 4 members are required for a quorum.

6.G.4 Required Reports. The Chair shall ensure the minutes of the meeting are submitted as required by the above directives to the Sector Commander within 10 working days after the committee adjourns.

6.H Human Relations Council.

6.H.1 References.

6.H.1.a Coast Guard Equal Opportunity Manual, COMDTINST M5350.4 (series)

6.H.1.b Commandant's Equal Opportunity and Sexual Harassment Policy Statements, COMDTINST 5350.21 (series)

6.H.2 Purpose. This council advises the Sector Commander and serves as a liaison between members of the command and the Sector Commander for equal opportunity and civil rights issues that arise at the unit. This committee also assists the Sector Commander in the promotion of a safe, open forum for discussing such issues and advocating a positive working environment free of discrimination, intimidation, and harassment.

6.H.3 Membership. The Sector Commander shall designate this council and its members. At a minimum, it shall consist of an Officer from the Prevention Department as the Chair and at least 6 additional members as follows:

6.H.3.a Command Chief

6.H.3.b Command Secretary

6.H.3.c Officer from the Logistics Department

6.H.3.d One Chief Petty Officer from the Logistics Department

6.H.3.e One Chief Petty Officer from the Response Department

6.H.3.f One representative from the Planning Staff

6.H.4 Meeting Requirements. The Council Chair shall convene this council quarterly. At least 4 members are required for a quorum.

6.H.5 Required Reports. The Council Chair shall ensure the required reports are submitted as required by the above directives to the Sector Commander within 3 days after the council adjourns.

6.I Mishap Board.

6.I.1 References.

6.I.1.a Administrative Investigations Manual, COMDTINST M5830.1 (series)

6.I.1.b Military Justice Manual, COMDTINST M5810.1 (series)

6.I.1.c Personnel Manual, COMDTINST M1000.6 (series)

6.I.1.d Personnel and Pay Procedures Manual, PSCINST M1000.2 (series)

6.I.1.e Safety and Environmental Health Manual, COMDTINST M5100.47 (series)

6.I.2 Purpose. This board investigates the cause of any mishap occurring at the Sector; i.e., any unplanned, unexpected, or undesirable event causing injury, occupational illness, death, or property damage/loss.

6.I.3 Membership. The Sector Commander shall designate this board and its members. At a minimum, it shall consist of the Engineering Officer as the Chair and 6 additional members as follows:

6.I.3.a Two Chief Warrant Officers from the Prevention Department

6.I.3.b Response Department Head

6.I.3.c Senior Sector Gunner's Mate

6.I.3.d Sector Command Center Supervisor

6.I.3.e YN1

6.I.4 Meeting Requirements. The Board Chair shall convene this board at least quarterly or as directed by the Deputy Commander. At least 4 members are required for a quorum.

6.I.5 Required Reports. The Board Chair shall ensure any reports and safety recommendations are submitted as required by the above directives to the Sector Commander within 2 days after the board adjourns.

6.J Morale, Well-Being, and Recreation (MWR) Committee.

6.J.1 References.

6.J.1.a Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series)

6.J.2 *Purpose.* This committee advises the Sector Commander on programs, resources, and initiatives to support and enhance the morale and well-being of Sector personnel. It also provides an avenue of communication between the MWR user and the command. This committee should work closely with the Logistics Department in planning, organizing, and executing MWR activities.

6.J.3 *Membership.* The Sector Commander shall designate this committee and its members. At a minimum, it shall consist an Officer from the Response Department as the Chair, and at least 5 additional members as follows:

6.J.3.a Member from the Logistics Department

6.J.3.b Member from the Response Department

6.J.3.c Member from the Prevention Department

6.J.3.d Member from the Planning Staff

6.J.3.e Member from the Command Center

6.J.4 *Meeting Requirements.* The Committee Chair shall convene this committee at least monthly. At least 4 members are required for a quorum.

6.J.5 *Required Reports.* The Committee Chair shall ensure required reports are submitted as required by the above directives to the Sector Commander within 5 days after the committee adjourns.

6.K Officer Accessions Interview Board.

6.K.1 References.

6.K.1.a Coast Guard Recruiting Manual, COMDTINST M1100.2 (series)

6.K.1.b Personnel Manual, COMDTINST M1000.6 (series)

6.K.2 Purpose. This board conducts officer accession interviews for personnel applying to officer accession programs in accordance with the above references. The board shall assess the applicant's leadership potential, communication skills, and maturity. The Interview Board should work closely with the command and the Officer Programs Coordinator in carrying out their duties and responsibilities.

6.K.3 Membership. The Sector Commander shall designate this board and its members. At a minimum, it shall consist of the Prevention Department Head as the Chair and 4 additional members as follows:

6.K.3.a Logistics Department Head

6.K.3.b Three Officers in grades O-1 through O-3 as designated

6.K.4 Meeting Requirements. The Board Chair shall convene this board as necessary. At least 3 members are required for a quorum.

6.K.5 Required Reports. The Board Chair shall ensure the necessary reports are submitted as required by the above directives within 3 days after the board adjourns.

- 6.L Officer-in-Charge (OINC) Review Board.
- 6.L.1 References.
- 6.L.1.a Personnel Manual, COMDTINST M1000.6 (series)
- 6.L.1.b District directive
- 6.L.2 Purpose. This board pre-screens members interested in becoming certified for assignment to OINC billets to ensure the Sector Commander can recommend them to appear before the District Review Board.
- 6.L.3 Membership. The Sector Commander shall designate this board and its members. At a minimum, it shall consist of the Sector Commander as the Chair and 10 additional members as follows:
- 6.L.3.a Deputy Commander or Response Department Head, Alternate Chair
- 6.L.3.b Prevention Department Head (optional)
- 6.L.3.c Logistics Department Head (optional)
- 6.L.3.d Engineering Officer
- 6.L.3.e Waterways Management Division Chief
- 6.L.3.f Supply Division Supervisor
- 6.L.3.g Administration Division Supervisor
- 6.L.3.h Station CO/OIC
- 6.L.3.i WPB OIC
- 6.L.3.j ANT OIC
- 6.L.3.k TRACEN Worklife Staff Representative, if available
- 6.L.4 Meeting Requirements. The Board Chair shall convene this board semi-annually. At least 7 members are required for a quorum.
- 6.L.5 Required Reports. Using the Review Boards recommendation, the members command shall ensure the required command endorsement and OIC package is submitted as required by the above directives to the Sector Commander within 5 working days after the board adjourns.

6.M Patient Advisory Committee.

6.M.1 References.

6.M.1.a Medical Manual, COMDTINST M6000.1 (series)

6.M.2 Purpose. This committee provides a forum for beneficiaries to address issues regarding the Sector's health care facilities and services. It also functions as an advocacy group to establish patient education programs.

6.M.3 Membership. The Sector Commander shall designate this committee and its members as noted in SECDELNOTE 1610 (under development).

6.M.4 Meeting Requirements. The Committee Chair shall convene this committee bi-annually. At least 4 members are required for a quorum.

6.M.5 Required Reports. The Committee Chair shall ensure the committee meetings minutes are submitted as required by the above directives to the Sector Commander within 10 working days after the committee adjourns.

6.N Qualification Boards.

6.N.1 References.

6.N.1.a Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series)

6.N.1.b Marine Safety Manual, Volume I, Administration and Management, COMDTINST 16000.6 (series)

6.N.2 Purpose. These boards evaluate the training progress of personnel, examine each individual's skill and knowledge proficiency, and certify each individual in specifically designated areas upon completion of training.

6.N.3 Membership. The Sector Commander shall designate this committee and its members as noted in SECDELNOTE 1610 (under development).

6.N.4 Meeting Requirements. The Board Chair shall convene these boards as required. At least 4 members are required for a quorum.

6.N.5 Required Reports. The Board Chair shall ensure the qualification letter is submitted as required by the above directives to the Sector Commander within 3 working days after the boards adjourn.

6.O Retiree Council.

6.O.1 References.

6.O.1.a Commandant of the Coast Guard National Retiree Council Program,
COMDTINST 1800.5 (series)

6.O.2 Purpose. This council advises the Sector Commander on matters relating to retirees, their dependents, and dependents of deceased retired members in the community. Additionally, it serves as a liaison in monitoring information and providing input to the National Coast Guard Retiree Council regarding legislation and policies affecting retirees.

6.O.3 Membership. The Sector Commander shall designate this committee and its members as noted in SECDELNOTE 1610 (under development).

6.O.4 Meeting Requirements. The Council Chair shall convene this council annually. At least 4 members are required for a quorum.

6.O.5 Required Reports. The Council Chair shall ensure the minutes of the meeting are submitted as required by the above directives to the Sector Commander within 10 working days after the council adjourns.

6.P Safety and Environmental Health Committee.

6.P.1 References.

6.P.1.a Marine Safety Manual, Volume I, Administration and Management, COMDTINST M16000.6 (series)

6.P.1.b Safety and Environmental Health Manual, COMDTINST M5100.47 (series)

6.P.2 Purpose. This committee formulates command policy to protect personnel from safety and health hazards associated with the operation of the command. It also assists the Sector Commander in planning and coordinating Sector activities to comply with safety programs described in the above references.

6.P.3 Membership. The Sector Commander shall designate this committee and its members. At a minimum, it shall consist of the Deputy Commander as the Chair and at least 7 additional members additional members as follows:

6.P.3.a Logistics Department Head or Unit Safety Officer

6.P.3.b Waterways Management Division Chief

6.P.3.c Engineering Officer

6.P.3.d Sector Command Center Supervisor

6.P.3.e Senior Sector Gunner's Mate

6.P.3.f MST

6.P.3.g HS

6.P.4 Meeting Requirements. The Deputy Commander shall convene this committee bi-monthly. At least 5 members are required for a quorum.

6.P.5 Required Reports. The Deputy Commander shall ensure the required reports are submitted as required by the above directives to the Sector Commander within 5 days after the committee adjourns.

6.Q Survey Board.

6.Q.1 References.

6.Q.1.a Administrative Investigations Manual, COMDTINST M5830.1 (series)

6.Q.1.b Coast Guard Claims and Litigations Manual, COMDTINST M5890.9 (series)

6.Q.1.c Physical Security and Force Protection Program, COMDTINST M5530.1 (series)

6.Q.1.d Property Management Manual, COMDTINST M4500.5 (series)

6.Q.2 Purpose. This board investigates and reports on the circumstances surrounding the loss, damage, or destruction of government property in accordance with the above directives.

6.Q.3 Membership. . The Sector Commander shall designate this committee and its members as noted in SECDELNOTE 1610 (under development).

6.Q.4 Meeting Requirements. The Board Chair shall convene this board as required. At least 4 members are required for a quorum.

6.Q.5 Required Reports. The Board Chair shall ensure the results are submitted as required by the above directives to the Sector Commander within 10 working days after the board adjourns.

6.R Training Board.

6.R.1 References.

- 6.R.1.a Coast Guard Air Operations Manual, COMDTINST M3710.1 (series)
- 6.R.1.b CG Philosophy on Training, Education and Development, COMDTINST 1500.23
- 6.R.1.c Commandant (CG-13) annual message announcing General Military Training requirements
- 6.R.1.d Cutter Training and Qualification Manual, COMDTINST M3502.4 (series)
- 6.R.1.e Marine Safety Manual, Volume I, Administration and Management, COMDTINST M16000.6 (series)
- 6.R.1.f Personnel Manual, COMDTINST M1000.6 (series)
- 6.R.1.g Reserve Policy Manual, COMDTINST M1001.28 (series)
- 6.R.1.h The Coast Guard Organization Manual, COMDTINST M5400.7 (series)
- 6.R.1.i Training and Education Manual, COMDTINST M1500.10 (series)
- 6.R.1.j United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
- 6.R.1.k Sector Delaware Bay Training Program, SECDELBAYINST 1500.1A

6.R.2 Purpose. This board establishes, reviews, and executes a Sector training plan to ensure Sector personnel receive all training required by the above references. The Training Board provides an opportunity for each department to have a voice on training concerns and issues and to make recommendations for improving the quality and/or quantity of training provided by the command. The board meetings should include a focus on potential training and professional development opportunities, a review and approval of the Training Coordinator's proposed quarterly all hands training, an evaluation of the overall effectiveness and efficiency of the unit's training and qualification program, and serve as a mechanism to keep the training plan current to reflect changing requirements.

6.R.3 Membership. The Sector Commander shall designate this board and its members. At a minimum, it shall consist of the Deputy as the Chair and at least 8 additional members as follows:

- 6.R.3.a Administration/Personnel Division Chief

6.R.3.b Command Chief

6.R.3.c CWO from Prevention Department

6.R.3.d Response Department Head

6.R.3.e Representative from Planning Department

6.R.3.f Sector Supply Division Supervisor

6.R.3.g YN1

6.R.3.h MSTC or MSTCS

6.R.3.i Sector Training Officer

6.R.4 Meeting Requirements. The Board Chair shall convene this board quarterly. At least 5 members are required for a quorum.

6.R.5 Required Reports. The Board Chair shall ensure required reports and training recommendations are submitted as required by the above directives to the Deputy Commander within 10 working days after the board adjourns.

6.S Wellness Committee.

6.S.1 References.

6.S.1.a Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series)

6.S.2 Purpose. This committee coordinates unit participation in health promotion, nutrition, fitness, and stress management activities.

6.S.3 Membership. The Sector Commander may designate this committee and its members. At a minimum, it shall consist of the Senior HS as the Chair and at least 3 additional members as follows:

6.S.3.a Enlisted Member from Prevention

6.S.3.b Enlisted Member from Logistics

6.S.3.c Enlisted Member from Response

6.S.4 Meeting Requirements. The Committee Chair shall convene this committee quarterly. At least 3 members are required for a quorum.

6.S.5 Required Reports. The Committee Chair shall ensure the required reports are submitted as required by the above directives to the Deputy Commander within 5 working days after the committee adjourns.

7 Unit Policies and Procedures

7.A Daily Routine

- 7.A.1 The start and end of the work day and the lunch period may be modified by department heads. Flex-time is authorized and when used may extend the work day.
- 7.A.2 The administration of each department is the direct responsibility of the appropriate Department Head or Supervisor. Routine matters shall be handled within the department. Those requiring a greater degree of administrative decision or control, shall be cleared with the DSC.
- 7.A.3 The lunch period will be taken between the hours of 1130 and 1400. This will provide for full manning of the office space during the periods of peak activity. During the lunch period, each department shall be manned in order to provide continuous service to the public. Lunch periods for civilians must be at the designated times approved by the department head, in order to avoid incurring unauthorized overtime. Department Heads shall insure that civilian employees are free to take their lunch break at the designated time.
- 7.A.4 Each civilian employee shall also be entitled to a ten minute rest break each morning and afternoon. Rest breaks shall be taken between 0930 and 1015 in the morning and between 1430 and 1515 in the afternoon. Provision shall be made for continuous manning of all sections. Lunch periods and rest breaks may not be combined with each other, nor may they be combined with leave for the purpose of extending them beyond their prescribed limits, nor shall they be used to shorten the work day.
- 7.A.5 The flextime hours and required core time are as follows: arrival 0700-0900/departure 1530-1730 and core hours 0900-1530.

7.B Duty Status

- 7.B.1 All persons attached to this unit for permanent, temporary, or reserve duty shall be in a duty status commencing the moment of reporting. Exceptions can be made for personnel moving dependents.
- 7.B.2 Except when specifically authorized by proper authority to be absent or excused, each person in a duty status shall be available to perform duties as assigned by current directives or ordered by superior authority.
- 7.B.3 Anyone reporting for duty will immediately be placed in a training status until the Department Head or other responsible supervisor is satisfied that the individual is qualified to be assigned duties for which he or she is trained.

- 7.B.4 Reservists assigned to Sector Delaware Bay will be placed in a training/duty status, as appropriate, and be assigned to a specific department unless otherwise directed. The reporting/departing times shall be in accordance with IDT/ADT orders for Sector Delaware Bay.
- 7.C Visitors
- 7.C.1 Visitors are persons other than Active Duty, Reservists, and civilian personnel attached to the unit and tenant commands. Philadelphia Police and Fire Department personnel shall not be considered visitors, unless they are not in their normal working areas. Visiting military personnel will initially be considered as visitors.
- 7.C.2 Casual visitors are not permitted at the unit at anytime, except during official open house periods.
- 7.C.3 Visitors under the influence of alcohol, narcotics, or otherwise not in complete mental or physical control of themselves, are not permitted on board at any time.
- 7.C.4 All visitors must be properly attired and must not engage in any improper or unseemly conduct of any description at Any time. Any violator will not be permitted on board, or if found on board, will be escorted out of the building and off base grounds immediately. Any officer or petty officer noting such improper dress or unseemly activity will take immediate steps to have the offending person removed. All personnel shall notify the POW of such circumstances.
- 7.C.5 Outside of working hours, guests may be permitted on board with the consent of the OOD who must limit the length of time, number of guest, or areas which may be visited, as appropriate. In the event of an emergency, guests may not be aboard after 2200. Within the main building, only the wardroom, CPO lounge, and recreation room areas are considered suitable for visitors. All berthing and other areas are out of bounds to visitors, as are the boats and other buildings. Guest are to be accompanied by their host at all times while on board.
- 7.C.6 Visitors will not be escorted through mess halls during meal hours without the permission of the Chief FOOD Service Specialist, or into the wardroom, except when guests of an officer.
- 7.C.7 The Quarterdeck Watchstander shall ascertain the purpose of each visitor desiring to come on board and shall notify the OOD.
- 7.C.8 Visitors shall remain in the main lobby until received by the person they are visiting

- 7.C.9 Visitors shall not enter the unit, other than through the front door, without the permission of the OOD. Visitor's vehicles, shall not be parked inside the fenced area, except to make deliveries or unless the permission of the POW is obtained.
- 7.C.10 Visitors, during working hours shall be logged in and out of the building and shall be escorted.
- 7.D Berthing Regulations
- 7.D.1 Sector Delaware Bay provides unaccompanied berthing accommodations for enlisted personnel E-4 and below on a permanent basis, and to all duty personnel required to remain on board each day. This command maintains a transient room for use by Coast Guard personnel in a TAD, leave, liberty or retired status. The transient room has limited space and is assigned on a first-come first-serve basis. If a member desires to move out of the barracks and onto the economy, they must submit a chit through their chain-of-command to the MAA. When the chit is received by the MAA the member will be placed on a waiting list to receive BAH and BAS. It is the command's desire to provide the most pleasant living conditions possible, the beginning point of which must be to provide safe, secure, and clean rooms. Any violations of the rules and regulations governing berthing should be brought to the attention of the Master-At-Arms(MAA)
- 7.E Request and Complaint Mast
- 7.E.1 Each person has the right to present requests or complaints to the Command. Persons desiring request mast shall submit a special request chit, via the Chain of Command, indicating the reasons for the request.
- 7.E.2 All personnel have the right to communicate with the SC on any matter. The DSC shall be requested to arrange an appointment and should also be advised of the purpose of the communication with the SC, unless the requestor considers the communication to be a personal matter. If it is impractical to contact the SC for an appointment, the DSC may be contacted directly by the Department Head.
- 7.F Smoking Areas
- 7.F.1 Smoking is forbidden at all times within all Coast Guard occupied spaces. Smoking is only allowed outside and in designated smoking areas when the smoking lamp is lit. These areas are defined as the South end of the courtyard and the immediate vicinity of the Boathouse door facing the SAP pier. Cigarette and cigar butts are to be disposed of in butt cans" in these areas, NOT discarded onto the unit grounds or adjacent waterways.
- 7.G Alcoholic Beverages and Narcotics

- 7.G.1 Members of this command shall not bring, possess, or cause to be brought on board this unit or any of its sub-units, any alcoholic or narcotic substances or any apparatus for the use of same, except as specifically authorized by competent medical authority for medicinal purposes or by the SC. Articles normally associated with narcotic substances are spoons, syringes, needles, and pipes. No person shall use or permit to be used any alcoholic or narcotic substances except:
- 7.G.2 Liquor or medicine containing alcohol may be used when prescribed by competent medical authority or by the SC.
- 7.G.3 Narcotic substance may be administered in case of necessity by responsible personnel, but only with the prior approval of the SC, DSC, or in case of emergency, by the SDO. Any person having knowledge of a violation of this shall promptly report it to the Sector Duty Officer.
- 7.H Gambling
- 7.H.1 Gambling in any form is prohibited on this unit or any of its attached sub-units.
- 7.H.2 Sociable games of cards or games involving dice are permitted during recreation hours provided they do not involve an exchange of money or other items of value.
- 7.I Gratuities
- 7.I.1 No member of this command shall accept any compensation or payment or other gratuity either directly or indirectly, from any person or persons or any commercial firm or firms transacting business with the unit in any way, including the Exchange.
- 7.I.2 No member of this command shall present to any person a list of the enlisted or officer personnel attached except in accordance with current regulations.
- 7.J Weapons
- 7.J.1 Except when directed and authorized by proper authority, or when necessary to perform assigned duties, no person may have in their possession or custody, or concealed on their person or in their room or vehicle, any deadly or dangerous weapon or any explosive material. Personnel may contact the Weapons Officer to have personal weapons stored in the armory. Deadly or dangerous weapons are defined for the purpose of this article, as any firearm, explosive device, knife with blades in excess of 3-1/2 inches, switch blades, or any pointed bladed object for throwing, such as, knife or "throwing star."
- 7.K Animals

7.K.1 No pets, fish or animals of any sort are permitted on board at any time. The only exception is an animal belonging to a tenant command that has been authorized to be on board by the SC or DSC.

7.L Unit Exchange

7.L.1 The Exchange Facility consists of the retail store and the storeroom

7.L.2 The CGES Manager is to be contacted for any problems, questions, or concerns that may occur at (ext. 4921)

7.L.3 All exchange activities will be performed in accordance with the Manual for Non-Appropriated Fund Activities (COMDTINST M7010.5).

7.L.4 The CGES -located inside the Sector is a satellite location of CGES Cape May and operates following the guidelines established between the two commands.

7.M Laundry Equipment

7.M.1 The laundry, located on the second deck, main building will be open to those personnel living on board.

7.M.2 Personnel will ensure they know how to operate the equipment properly before attempting to do so.

7.M.3 Soap powder and bleach will be furnished by each individual user.

7.M.4 When securing the laundry, set the main switches to the off position.

7.M.5 Police the area to ensure that it is clean when you leave.

7.M.6 Personnel living on board may use the laundry for uniforms and civilian clothing. Personnel not living on board may not use the laundry.

7.M.7 Coveralls and oily work uniforms will not be washed in these machines. The machines located in the Engineering Building are designated for these items.

7.N Government Vehicles

7.N.1 The following instructions are promulgated to ensure adequate control of assigned vehicles and to insure safety in their operation.

7.N.2 No person shall operate any government vehicle unless they have a valid state license, which shall be carried whenever operating a government vehicle.

- 7.N.3 Operators may operate only vehicles similar to those for which they are licensed and qualified.
- 7.N.4 Each driver will be required to inspect the vehicle prior to and on return from each trip. Odometer readings are to be logged before leaving and upon returning to the base. If any discrepancies or malfunctions are found, they are to be reported to the Transportation Officer immediately. On completion of the assigned trip, the driver will return the keys, credit card receipts, and the credit card for the vehicle used to the appropriate Department Vehicle Officer. Seatbelts must be worn by all personnel while the vehicle is operating.
- 7.O Drivers for Government Vehicles
- 7.O.1 The operation of this unit requires operating government vehicles. All motor vehicle operators shall comply with unit instructions and all motor vehicle laws, ordinances, and regulations. All parking and traffic tickets are the responsibility of the driver.
- 7.P Privately-Owned Vehicles
- 7.P.1 Control of privately-owned vehicles of any kind on the unit grounds is assigned to the Physical Security Officer.
- 7.P.2 All vehicles driven and/or parked on the unit grounds, with the exception of authorized guests, official visitors and registered city police and fire department vehicles, must comply with all of the following:
- 7.P.3 Have a valid DHS or DOD decal permanently affixed to the vehicle or a temporary parking pass. (Coast Guard decals must be affixed as per COMDTINST M5530.1A 7.D.9 and Fifth district Instruction 5512.6C). Coast Guard members assigned to this command will obtain and properly display a Coast Guard decal.
- 7.P.4 The driver must be able to show a valid military identification card or be a Coast Guard civilian employee.
- 7.P.5 The driver must be able to show proof of insurance.
- 7.P.6 The driver must have a valid state driver's license.
- 7.P.6.a Active duty, reserve, and civilian employees attached to Sector Delaware Bay or tenant commands have seven days from the day they check in to obtain a proper decal and properly affix it to their vehicle.

- 7.P.7 Random security checks will be conducted of unit parking areas. The owner/operator of vehicles found not to be in compliance with the instructions listed in 15.B. (1) shall:
- 7.P.7.a **FIRST OFFENSE:** Receive a written notice stating why they are not in compliance. The owner will have five working days to fix the discrepancy(ies).
 - 7.P.7.b **SECOND OFFENSE:** Receive a written notice stating why they are not in compliance, their department head will be notified, their parking privileges may be suspended, and administrative action may be taken.
 - 7.P.7.c **THIRD OFFENSE:** Receive a written notice of why they are not in compliance, their department head will be notified, their vehicle will be removed from the base at the vehicle owner's expense, their parking privileges will be temporarily suspended.
- 7.Q Traffic rules
- 7.Q.1 The speed limit on the base is 10 MPH. All traffic signs and markings will be obeyed. Drivers are required to maintain full control of their vehicles at all times.
 - 7.Q.2 All privately-owned vehicles driven and/or parked on the unit grounds, with the exception of authorized guests or official visitors, must have a Department of Homeland decal affixed to the front bumper or top windshield center of the vehicle, or be police or fire department vehicles.
 - 7.Q.3 Pedestrians shall have the right-of-way at all times. Service personnel in formation shall have the right-of-way over all vehicles. Vehicles approaching such formations will come to a complete stop and remain so until the formation has cleared the area.
 - 7.Q.4 Reckless driving is prohibited. Reckless driving is defined as operating a vehicle carelessly, disregarding the rights and safety of others, or operating a vehicle in a manner as to endanger any person or property. Operation in excess of 10 MPH is considered reckless. Reckless driving will be cause for revocation of the right to bring a vehicle on the base.
 - 7.Q.5 All vehicles will stop at the main gate on arrival for identification if Threat conditions warrant a gate guard. Vehicles will be subject to search on entering or leaving or while parked on board and as the SC may direct.
 - 7.Q.6 No privately-owned vehicles will be permitted on the dock area. Posted signs indicate the dock boundaries.

- 7.Q.7 The wearing of seat belts is mandatory on board government property. When present, the gate guard will ensure all persons entering and exiting the base are wearing seat belts.
- 7.Q.8 Vehicles will be parked only in assigned spaces or areas. Vehicles must be parked in an orderly manner, close to, and parallel to other vehicles.
- 7.Q.9 Infractions of any of the above regulations may result in the cancellation of on-board parking and driving privileges and/or disciplinary action.
- 7.Q.10 Inoperative personal vehicles may not remain on Base grounds without the authorization of the EO, and then only for a reasonable time period to effect repairs.
- 7.Q.11 The parking or storage of other secondary personal vehicles such as RV's, trailers, motorcycles, boats, etc. is prohibited on Base grounds. Exceptions may be granted by the DSC to allow for PCS transitions on a case by case basis.

7.R Medical Treatment

- 7.R.1 Responsibility. The assigned Health Service Technicians (HS's) are responsible for the health care of this unit's military personnel. All personnel seeking non-emergent medical care are to report to the HS's, who will ensure adequate medical care is rendered or scheduled to resolve the members' health care needs.
 - 7.R.1.a Routine.
 - 7.R.1.a.1 First aid treatment for minor ailments and infections is available to all military personnel at the unit. "Sick Call" will be held at 0800-0900 and 1300 - 1400 on weekdays by the health services technician. On weekends and holidays, report any medical problems to the SDO.
 - 7.R.1.a.2 Personnel requiring medical treatment which is unavailable at this unit, will be sent to their designated Primary Care Manager.
 - 7.R.1.a.3 Inpatient treatment will be given at the VMAC, Philadelphia, PA, Walter Reed Army Medical Center, the Walson Army Hospital, Fort Dix or at civilian hospitals as directed.
 - 7.R.1.b Emergency.
 - 7.R.1.b.1 **I**n the case of an emergency, the health services technician, when on board, or the SDO, shall dial 911, to initiate Emergency Medical Service.

- 7.R.1.b.2 When ambulance service is required, a civilian ambulance service will be utilized. The duty vehicle will only be used in minor cases.
- 7.R.1.b.3 During cases of extreme emergency, when delays will be caused by going to government facilities and immediate attention is required, get the injured or ill person to the closest civilian hospital and advise the SDO as soon as possible.
- 7.R.1.b.4 Bills for emergency medical treatment shall be submitted to the Health Services Technician, who will arrange for their payment, by cognizant authorities. The command address shall be used on the billing address when emergency treatment is provided.
- 7.R.1.c Personnel absent, on leave, liberty, or duty.
 - 7.R.1.c.1 Coast Guard personnel requiring emergency hospitalization while on leave, liberty, or duty away from the unit are to advise the attendant doctor that they are members of the U.S. Coast Guard and should be sent to the nearest military hospital.
 - 7.R.1.c.2 If a doctor determines that the medical condition of the patient demands immediate hospitalization and that time does not permit transportation to a military hospital, the SDO should direct admittance to a civilian hospital.
 - 7.R.1.c.3 The SDO shall immediately notify the Logistics Department Head when unit personnel are hospitalized / taken to the emergency room after hours.

7.S Energy Conservation Policy

- 7.S.1 Energy conservation and elimination of waste must be a way of life for all personnel and should be practiced at all times. The following steps will be taken to conserve energy:
- 7.S.2 Vehicle trips will be consolidated whenever possible. Needs that arise during the work day should be deferred until the next day if such deferment will not have an adverse effect on operational response capability.
- 7.S.3 Larger vehicles should be used only when a smaller vehicle will not suffice.
- 7.S.4 Whenever practical, the SDO will dispatch the most efficient boat capable of meeting operational needs.
- 7.S.5 The most economical speed for each boat will be determined and will be posted in each boat. Boat crews will be instructed to operate at that speed whenever the time factor is not critical to their mission.
- 7.S.6 Boat operators will avoid sudden advances to full throttle.
- 7.S.7 During the heating season, heating temperature control devices shall be set to maintain temperatures of 65-68 degrees during working hours.
- 7.S.8 During-the cooling season, thermostats should be set at 78 degrees and cooling systems should be activated only when the outside temperature exceeds 80 degrees.
- 7.S.9 Window draperies, blinds, etc., shall be adjusted to reduce energy loss.
- 7.S.10 All personnel will ensure that doors are kept closed when not in use. Doors to heated and air conditioned spaces will not be blocked open.
- 7.S.11 All personnel will ensure that areas around heating and cooling devices are kept clear so that proper circulation of air can be maintained.
- 7.S.12 Lights will be secured when personnel are not in the area.
- 7.S.13 Daylight controls will be installed on exterior lights.
- 7.S.14 General recommendations for lighting are 50 foot candles for work stations (desks), 30 foot candles for general work space shops, and 10 foot candles for public areas (corridors). In cases where additional light is needed due to type of work, i.e., a computer terminal, the Engineering Officer will determine how many and what type of additional fixtures to install.

7.T Administrative Inspections/Drug Urinalysis Program

- 7.T.1 Inspections will be held periodically in accordance with a long-range schedule, to be drafted by the Logistics Department Head. All spaces and vehicles are subject to these inspections.
- 7.T.2 The unit drug urinalysis program will be conducted in accordance with applicable Commandant and Fifth District Instructions. Random urinalysis screening will be conducted on dates to be determined by the XO and the urinalysis coordinator. Random selection shall be accomplished by the use of social security numbers (SSN) to determine selectees. Two numbers between 0 and 9 shall be selected at random with the first indicating the position of the digit and the second, the digit to be used to identify a group of selectees. For example a drawing of a 3 and a 5 would mean that the third number of the SSN would be 5. All personnel with the third number of their SSN being a 5, would be subject to the urinalysis test for that day. The Urinalysis Coordinator may select another method for selection. Regardless of the method, it will be identified in writing and attached to the testing forms for future reference.

7.U Pipe Policy

- 7.U.1 Only E-5 and above may request a pipe be made.
- 7.U.2 E-3 and below do not receive phone calls between 0800 and 1600. (Emergency calls shall be forwarded to their supervisor).
- 7.U.3 All attempts to contact personnel by phone should be made before issuing a pipe
- 7.U.4 All attempts shall be made to reduce the amount of pipes during the workday.

7.V Occupational Health

- 7.V.1 All persons shall:
- 7.V.1.a Report promptly to the Health Services Technician or Department Head the existence or suspicion of any communicable disease or infestation in them or in persons with whom they are living or otherwise come in contact.
- 7.V.1.b Report immediately for medical treatment if they have any discharges, inflammation, or sores about their private parts; or if they have displayed other symptoms of a venereal disease; or if they are aware they have contracted a venereal disease. (The reporting and treatment of a venereal disease is a personal and confidential matter, and no disciplinary action shall be taken for having contracted the disease itself.)

- 7.V.1.c No person suffering from infections or from a contagious disease shall be assigned to duty as mess cook or on working parties engaged in handling provisions.
- 7.V.1.d No person shall place his/her mouth directly on the spigot of a scuttlebutt or drink from a common drinking cup.
- 7.V.1.e No person shall use any silverware, dishes, cups, glasses, cooking utensils, or food containers supplied by the general mess or the wardroom, except in authorized messing spaces at designated meal hours.
- 7.V.1.f The Master-at-Arms shall ensure that wash bowls, urinals, and toilet seats in the heads are cleaned once each day with hot water, soap, and disinfectant. All telephones, headsets, and earpieces used by a large number of personnel shall be cleaned periodically with an antiseptic solution. Headphones used by persons suffering from fungus infections of the ear shall be sterilized after each period of use, according to special instructions that may be provided by the Health Services Technician, if required. The following health and sanitary procedures shall apply to food storage spaces, the galley, and food handlers:
 - 7.V.1.f.1 Storerooms, cold rooms and refrigerator spaces
 - 7.V.1.f.1.1 The dry provision storeroom shall be inspected by the Health Services technician weekly for cleanliness, particularly for broken or leaking containers, insect infestation, and rodent contamination.

7.W Unit Security

- 7.W.1 General Policy. Unit security is the responsibility of all personnel. The goal is to provide for the safety and security of our personnel, property (personal and government), and operations. The details of property, operations, or security measures shall not be discussed while off base. The Command Security Officer (CSO) will be directly responsible for the safety and security of personnel, property and enforcement of security policies.
 - 7.W.1.a Immediately report any unusual or suspicious activity to the OOD, SDO, or security watchstander. In an emergency situation, such as when a break-in is witnessed, the public address system may be used to draw attention.
 - 7.W.1.b All hands are responsible for maintaining restricted access to the unit and its buildings. In general, doors shall be kept closed and locked when spaces are unattended.
 - 7.W.1.c All Coast Guard personnel shall carry their Coast Guard I.D. card at all times while on the base. All Philadelphia Police and Fire Department personnel shall be in

uniform, carry a badge, or show proper identification; or, they are to be treated as visitors.

- 7.W.1.d Ship agents are expressly prohibited from access to restricted areas or non-routine operations information, without the express permission of the Commanding Officer.
- 7.W.2 The Command Security Officer will also be responsible for the Private Motor Vehicle Access Control Program at the unit. The Command policy for compliance with this program is defined in. can be found in Chapter 7 of the Physical Security Program, COMDTINST M5530.1 (series).
- 7.W.3 Unit personnel will ensure foreign travel requests are accomplished through the Command Security Officer. The CSO will evaluate requests and make recommendations to the CO. Coast Guard Personnel Manual, Chapter 16.J gives further guidance on the specifics of Foreign Travel policy.

7.X Snow Removal

- 7.X.1 The SDO shall initiate and the OOD will ensure that all personnel on board in a duty capacity remove snow and spread sand. All duty section personnel will be involved with the off hours snow removal. Request that the SDO get together with the OOD, to coordinate what is to be done. Coxswain will designate which of their personnel will assist with the snow removal while the remainder of their crew will be handling their morning checks and snow removal on the boats and adjacent floating pier.
- 7.X.2 Action.
 - 7.X.2.a The Engineering Petty Officer (EPO) will ensure that all attached snow removal equipment is operational and available for the purpose of snow removal during the snow season of November through March. Attached equipment includes: 4X4 pickup w/plow, Bobcat front end-loader (operated by trained personnel) and Bolens garden tractor w/blower. Snow shovels are also available through the Master-at-Arms.
 - 7.X.2.b Base Engineering personnel, ANT Team personnel and Boat Ops engineering personnel will learn the operation of the snow-removal equipment and receive letters of qualification. Base Engineering will keep a memorandum with the names of persons authorized to operate machinery as necessary.
 - 7.X.2.c Base Engineering will attach the snowplow to the 4X4 pickup and Boat Ops will be in charge of vehicle keys whenever the possibility of an overnight/weekend snowstorm is forecast.

- 7.X.2.d When the OOD determines that there are inadequate personnel in the duty sections to perform the task of snow removal and plowing evolutions, the OOD will contact the EPO for additional personnel from the Base Engineering staff. The SDO should notify the EPO of needed assistance prior to heavy accumulation to ensure the safety of recalled personnel-on the public highway. Plowing will depend on how much has fallen during the night. Engineering personnel may be called in early to assist in plowing evolutions.
- 7.X.2.e The OOD will have all vehicles remaining onboard, park in one area of the parking lot behind the guardhouse to facilitate snow removal.
- 7.X.2.f The 4X4 pickup will only be used in the "blue" highlighted areas avoiding all trench covers. Snow will be pushed to the ship channel end of the pier for removal by the Bobcat.
- 7.X.2.g The Bobcat loader will be operated by personnel during snow removal process for all roadways and parking lots. The sweeper attachment will be used to sweep snow into wind rows along the waterfront and then dispose of, into the water, using the bucket attachment.
- 7.X.2.h The Bolens garden tractor will be used to remove snow from sidewalks, the courtyard, and areas inaccessible to the larger machinery. Special care should be taken to avoid piling snow against the building, blocking cabinet-unit, heater fresh-air intakes.
- 7.X.2.i The grass area just beyond the loop end of the main parking lot should be used as an area to pile snow when unable to move snow to the end of the pier. The front parking lot and the grass area bordering the parking spaces may be used to pile snow.
- 7.X.2.j The snow should be swept or shoveled first and then ice melt applied if necessary, not automatically. See enclosure 1 of this Annex for salt application areas.
- 7.X.2.k Boat crews should pay particular attention to the small boat floating docks and apply Ice Melt (salt), as needed
- 7.X.2.l If excess snow, a contractor will be called in to remove the snow.
- 7.X.2.m Base Engineering will ensure that bags of Ice Melt (Salt) are available at the designated point.
- 7.X.2.n Snow removal may be started at any time after snowfall begins. Snow removal will be initiated when accumulation reaches approximately three (3") inches in parking lot.

- 7.X.2.o Sidewalks and other traffic areas will be initiated when accumulation reaches 1-2 inches. Depending on the amount of snow, efforts should concentrate on building access and walkways. As personnel arrive, they should assist the duty section. The SDO is responsible for initiating snow removal.