

U.S. Department
of Transportation

United States
Coast Guard



Commandant
United States Coast Guard

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COMDTINST 5700.3
SEP 13 1999

COMMANDANT INSTRUCTION 5700.3

Subj: RETIRED FLAG OFFICER BIOGRAPHICAL MATERIAL/REQUIREMENTS

Ref: (a) The Public Affairs Manual, COMDTINST M5728.2A

1. PURPOSE. This Instruction announces new policies and procedures for the permanent retention of biographical information on Flag Officers at a centralized location.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officer of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure that the provisions of this Instruction are followed.
3. DIRECTIVES AFFECTED. None
4. POLICY/PROCEDURES. The Historian's Office has numerous responsibilities as outlined in reference (a.) The retention of information relating to Coast Guard Flag Officers is important to maintain the history of the Service. To assure that this information is permanently retained, Coast Guard offices that generate and keep biographical information on Flag Officers are requested to send such material to the Coast Guard Historian's Office when the Flag Officer retires. This material should include the most current biographical statement, portrait photography, and other pertinent file material. The official biographical statements should be sent in both hard copy and on disk. Questions regarding any issues relating to this instruction may be directed to the Historian's Office (G-IP-4), POC is Scott Price, phone (202) 267-0948, e-mail: sprice@comdt.uscg.mil.

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and Public Affairs