

Note: January 2023.

This Directive may no longer be current. Please check with the program office responsible for this Directive to determine if there are any updates or if the Directive is no longer in use.



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COMDTINST 4491.2

28 OCT 2013

COMMANDANT INSTRUCTION 4491.2

Subj: COAST GUARD USE OF THE NAVY PRIORITY MATERIAL OFFICE (PMO)

Ref: (a) Military Standard Requisitioning and Issue Procedures, DLM 4000.25-1  
(b) Defense Transportation Regulation, DTR 4500.9-R

1. PURPOSE. This Instruction provides the requirements for the use of the Navy Priority Material Office (PMO) requisitioning program when required by deployment orders, applicable Product Line (PL), or other guiding documents. The PMO assists the Coast Guard (CG) in supporting fleet readiness for deployed cutters by researching sources of supply, passing requisitions to Defense Logistics Agency (DLA) for purchasing of parts and materials, executing delivery and providing real-time shipment tracking status updates.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. BACKGROUND. The PMO has provided high-priority asset expediting and sourcing services for selected Navy and Marine Corps units. The PMO office, headquartered in Bremerton, WA, serves as an alternate source of entry for high-priority asset requirements for CG PL. The CG decided to employ PMO in support of mission-critical requirements for deployed units following a proof of concept period performed during fiscal year 2011 with the Long Range Enforcer Cutter Product Line (LREPL).
5. DISCLAIMER. This document is intended to provide operational requirements for CG personnel and is not intended to, nor does it, impose legally-binding requirements on any party outside the CG.

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NON-STANDARD DISTRIBUTION:

6. **DISTRIBUTION.** No Paper Distribution will be made of this Instruction. To view this Instruction or other unclassified directives visit the Coast Guard Directives System Intranet site at: <http://cgweb.comdt.uscg.mil/CGDirectives/Welcome.htm> and CG Portal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>, or the Internet site: <http://www.uscg.mil/directives>.
7. **POLICY.**
  - a. Commandant (CG-44), Office of Logistics, shall serve as the manager for the PMO program and is responsible for the following:
    - (1) Issue policy and guidance for PMO usage.
    - (2) Conduct an annual assessment and evaluation of PMO program performance and relevance. Status and transaction reports shall be reviewed at the conclusion of a fiscal year.
  - b. PMO shall be utilized when required by deployment orders, applicable PL, or other guiding documents. When PMO is used, this Instruction shall be followed.
  - c. The CG shall follow Reference (a) in executing the PMO requisitioning program.
  - d. The following order shall be used for all requisitions: CG inventory, Real-time Reutilization Asset Management System (R-RAMS), other government agencies (OGA), and then commercial procurement.
  - e. Service and Logistics Centers shall:
    - (1) Develop, maintain, and disseminate process and procedural guidance to support this policy.
    - (2) Consult with Commandant (CG-44) before mandating use for a PL to evaluate possible resource implications.
    - (3) Serve as the primary source of entry for all authorized requisitions.
    - (4) Use PMO sourcing, expediting, and tracking services where appropriate.
    - (5) Ensure all requisitions forwarded to PMO are funded.
    - (6) Establish an ISIS account to monitor assets for enhanced visibility.
    - (7) Monitor requisitions submitted to PMO via ISIS by the PL. The minimum data to be monitored shall include:
      - (a) Date of initial requisition by unit.
      - (b) Date the requisition was received by Logistics or Service Center.
      - (c) Date requisition was submitted to the PMO for processing.
      - (d) Date the requisition was passed to the source of supply by the PMO.
      - (e) The source of supply.
      - (f) Date the parts/supplies were shipped.
      - (g) Date the parts/supplies were received by the end unit.
  - f. The Director of Operational Logistics (DOL) shall coordinate with PMO to provide ISIS account access and required training for CG cutters conducting OCONUS deployment operations when they are expected to use PMO.
  - g. Per Reference (b), all cutters conducting OCONUS deployment operations shall ensure their Cargo Routing and Information File (CRIF) includes the most current information fourteen days prior to deployment.

8. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATION.
- a. Environmental considerations under the National Environmental Policy Act (NEPA) were examined in the development of this Commandant Instruction without substantive change. It is categorically excluded from further NEPA analysis and document requirements under Categorical Exclusion #33 as published in National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series), Figure 2-1. An Environmental Checklist and Categorical Exclusion Determination (CED) are not required.
  - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of the Manual, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Instruction.
10. FORMS/REPORTS. None.

R. J. RÁBAGO /s/  
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Logistics