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**U.S. Department of
Homeland Security**

**United States
Coast Guard**



Commandant Instruction Manual for Cutter Events

**COMDTINST M5031.1
February 2010**

COMDTINST M5031.1
FEB 22, 2010

COMMANDANT INSTRUCTION M5031.1

Subj: Commandant Instruction Manual for Cutter Events

- Ref:
- (a) Public Affairs Manual, COMDTINST M5728.2 (series).
 - (b) Policy for Naming of Cutters and Shore Facilities, COMDTINST 5726.10 (series).
 - (c) Standards of Ethical Conduct, COMDTINST M5370.8 (series).
 - (d) The Coast Guard Engagement Framework, COMDINST 5730.2 (series).
 - (e) The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series).
 - (f) US Coast Guard Heraldry Manual, COMDTINST M5200.14.
 - (g) Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series).
 - (h) The Joint Travel Regulations, Volume 2, NAVSO P-6034, December 1, 2005
 - (i) Decommissioning & Disposition of Cutters and Boats, COMDTINST 4571.1

1. PURPOSE. To define the processes and identify the roles and responsibilities for the planning and execution of ceremonies and activities associated with major cutter milestones, including cutter naming, Sponsor selection and support, crest development, keel laying, christening, commissioning, and decommissioning ceremonies.
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 Manual. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. ENVIRONMENTAL ASPECTS AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Manual and have been determined not to be applicable.

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5. DISCUSSION. This Manual addresses the processes and procedures involved with the support of ceremonial milestones during the life of a Coast Guard cutter, including keel laying, christening, commissioning and decommissioning. The cutter's ceremonial milestones differ in the scope and the level of Coast Guard participation, which presents unique challenges for the planning and coordination of activities surrounding each event. All participating organizations and agencies must closely coordinate, collaborate and oversee several activities to ensure efficient use of government resources. Each event must be coordinated and executed in a manner that preserves time-honored Coast Guard and military customs and traditions, while achieving efficiencies for both the Coast Guard and industry stakeholders. Traditionally, Coast Guard milestone ceremonies are appropriately sized to reflect a deep sense of responsibility for the public trust. Coast Guard ceremonies may be much smaller in scope than similar U.S. Navy events. This Manual also provides guidelines for the execution of additional ceremonial activities including Sponsor selection support and crest development.
6. RESPONSIBILITIES. This Manual and the supporting enclosures broadly define each organization's roles and responsibilities related to the successful execution and completion of each ceremony and other key activities in the cutter's life. The Coast Guard recognizes several ceremonial milestones in the life of certain Coast Guard vessels. While each vessel is an important part of the Coast Guard mission, tradition holds that only larger cutters (vessels 65 feet or longer) are afforded ceremonies of the magnitude outlined in this Manual. The procedures leading to the execution of these milestones are numerous and complex and require close coordination among government and industry personnel involved in these events. It is the Project Officer's responsibility to remain cognizant of all aspects associated with the construction of the cutter to properly plan for the cutter's ceremonial milestones. The Project Officer will frequently interface with the Project Residence Officer, appropriate Coast Guard Headquarters staff, the ship builder, and the Prospective Commanding Officer (PCO).

For the purpose of this Manual, Commandant (CG-9) is the appointed agent for cutter keel laying and christening ceremonies. Budget planning, obligating and expending of funds for ceremonial events is also delegated to Commandant (CG-9), since the production contracts have requirements that allow ship builders to conduct these ceremonies. Contracting Officers shall ensure a ceremony provision is included in the cutter contract. The appointed agent for a cutter commissioning ceremony is determined by the PCO and the Force Readiness Command (FORCECOM); the appointed agent for a cutter decommissioning is determined by the District or Area Commander and the cutter's respective Commanding Officer. The Program Executive Officer (PEO) must ensure that new construction and pre-commissioning support contracts contain language that ensures the accountability for events surrounding these milestones in a cutter's life, as outlined in this Manual. Many different United States Coast Guard (USCG) civilian offices and agencies will be involved in cutter milestone ceremonies.

The Project Officers shall perform due diligence and oversee all aspects of these ceremonies, including fiscal and ethical limitations in consultation with the Project Officer's Servicing Legal Office (SLO). The Project Officer collaborates closely with all individuals and offices involved to ensure events run smoothly, seamlessly, and within Coast Guard traditions and guidelines. The Project Officer also coordinates with the ship builder and cognizant Contracting Officer to ensure that ceremony responsibilities are executed according to contract requirements.

- a. Cutter Naming. The Commandant of the Coast Guard has appointed a standing Cutter/Facility Naming Board to review all requests and make recommendations to the Commandant for final approval of cutter names and facility names. References (a) and (b) provide procedures associated with the naming process.

b. Cutter Sponsors.

- (1) The cutter's Sponsor plays an important role in the life of each cutter. Traditionally the Sponsor is female and is selected for her relationship to either the namesake or to the cutter's current mission. In addition to coordinating the Sponsor's participation at the christening event, the Coast Guard must foster a positive and active relationship with the Sponsor that lasts from her selection to cutter decommissioning.
- (2) Commandant (CG-092) is the sole approval authority for the selection of the Sponsor. Commandant (CG-092) is responsible for initiating and compiling Sponsor nominations and keeping the Sponsor's Coast Guard point of contact informed of the selection progress. Processes and procedures associated with the selection and support of the cutter's Sponsor are outlined in Chapter 1 of this Manual.

c. Cutter's Crest Development.

- (1) Coast Guard tradition dictates that each cutter has a distinct crest which reflects both the heritage embodied in the cutter's namesake and its future mission objectives. Unique in design for each cutter, the crest will have a Coast Guard look and represent the cutter's identity throughout its service life to help foster unity and esprit de corps for the crew.
- (2) Appropriate processes and procedures associated with the design and development of the cutter's crest are outlined in Chapter 2 of this Manual.

d. Keel Laying.

- (1) The keel laying is a major milestone in the life of the cutter. The first pieces of steel and in the case of larger vessels, the first construction modules, are ceremoniously welded together and authenticated with the initials of the Sponsor (if available), the ship builder, or a Coast Guard dignitary.
- (2) The Commandant is the sole authority who may authorize the execution of significant keel laying ceremonies, defined as those conducted for the first cutter of a new class or for a cutter of unique national significance. Commandant (CG-9) is the planning authority for the first-of-class keel laying ceremonies.
- (3) Commandant (CG-9)'s designated Project Officer is the primary point of contact for communications with the ship builder, Coast Guard Headquarters staff, Sponsor, Department of Homeland Security (DHS), and Coast Guard distinguished visitors. While the event is hosted by the ship builder, the Project Officer is responsible for the planning and execution of the event, providing fiscal stewardship, and ensuring the ceremony adheres to Coast Guard customs and established policy. The Project Officer will collaborate with the ship builder to coordinate the event.
- (4) Keel laying ceremonies for follow-on cutters of the class are significantly smaller in scope than the first-in-class keel laying ceremonies and are typically managed by the ship builder and the Project Resident Officer.

- (5) Appropriate processes associated with the planning and execution of a significant or first-of-class keel laying ceremony are outlined in Chapter 3 of this Manual. This event is usually much smaller in scale than christening and commissioning ceremonies.

e. Christening Ceremonies.

- (1) The christening ceremony marks the traditional transition of the cutter from a mere hull number to a cutter with a name. The ceremony and its supporting activities are largely focused on the cutter's Sponsor and a celebration of the namesake's heritage. Prior to the ceremony, the ship builder typically hosts a dinner in the Sponsor's honor.
- (2) The christening and its pre and post-ceremony activities are hosted by the ship builder. If the ship builder wants to celebrate a cutter's launch, the ship builder shall bear all expenses for that ceremony. It is customary to celebrate the launch at the same time as the christening. However, Commandant (CG-9) designated Project Officer is responsible for representing the Coast Guard's interests in the planning and executing the actual ceremony. The Project Officer must provide fiscal stewardship of government funds used in support of the event and ensure the ceremony fully supports Coast Guard customs and traditions in adherence to established policy. The Project Officer coordinates directly with the ship builder in the execution of the event. The Project Officer also serves as the primary point of contact in communicating with DHS and USCG distinguished visitors.
- (3) The ship builder/contractor arranges for the ceremony, bearing all expenses, which will be included to the extent allowable as part of the cost of ship construction. Careful review of the construction contract by the SLO will help to discern which costs should be borne by the ship builder as customary to industry and costs specific to the Coast Guard. The Coast Guard will be responsible for travel expenses associated with the color guard, band, chaplain, Sponsor and matrons of honor. These costs will be charged to the project's Acquisition, Construction, and Improvement (AC&I) funds and Invitational Travel Orders (ITOs) respectively.
- (4) Appropriate processes and procedures associated with the planning and execution of a christening ceremony are outlined in Chapter 4 of this Manual.

f. Preliminary Acceptance / Delivery.

- (1) For acceptance and delivery of any cutter, it is appropriate to conduct a public affairs event, if desired. It is not necessary to spend money on a ceremony. Close coordination should take place between the PCO, the ship builder, the Office of Public Affairs (CG-0922), local Public Affairs representatives, the Project Officer, and other offices as needed.

g. Commissioning.

- (1) The commissioning ceremony is one of the most important traditional ceremonial milestones in the life of the cutter because it represents the acceptance of the cutter by the Coast Guard and its entry into active service.

- (2) The PCO and FORCECOM have responsibility for commissioning ceremonies held in their jurisdictions and for assigning a Project Officer to have planning and financial oversight responsibility for execution of the commissioning ceremony. The PCO and FORCECOM, in conjunction with the Project Officer and ship builder, serve as the traditional host of the ceremony and shares responsibility for planning and executing the ceremony.
- (3) The Coast Guard shall bear the expenses necessary to conduct a commissioning ceremony, and these expenses will be charged to the project's AC&I funds. However, receptions or social events held incidental to the ceremony are typically hosted by the commissioning community and are not the responsibility of the Coast Guard unless the reception is a sanctioned Official Reception and Representation Fund (ORRF) event in which case ORRF funds should be used, if available. The complexities associated with the commissioning require constant communication and coordination between the PCO, FORCECOM, the Project Officer, the ship builder, the commissioning community, the servicing legal offices for the project and the chain of command through all phases of planning and execution.
- (4) Appropriate processes and procedures associated with the planning and execution of a commissioning ceremony are outlined in Chapter 5 of this Manual.
- (5) The Commandant may also authorize a return to service ceremony in the event of reactivation of a previously decommissioned cutter. The return to service ceremony is smaller in scope than a traditional commissioning ceremony and should follow the same parameters and guidelines prescribed in Chapter 5 of this Manual.

h. Decommissioning.

- (1) The decommissioning ceremony is the last of the major ceremonial milestones. Decommissioning ceremonies are modest, but can be significant for cutters with noteworthy Coast Guard records or special national significance.
- (2) It is the responsibility of the Commandant's staff, the District or Area Public Affairs staff and the cutter's last Commanding Officer to schedule a decommissioning date.
- (3) The Decommissioning Officer, appointed by the District or Area Commander and the cutter's Commanding Officer, serves as a Coast Guard single point of contact for the ceremony. The Decommissioning Officer is responsible for the planning and execution of the decommissioning ceremony, in coordination with the shipyard and previously stated offices.
- (4) The Coast Guard may bear the expenses necessary to conduct a decommissioning ceremony, and these expenses will be charged to the Unit's operational funds. However, receptions or social events held incidental to the ceremony are typically hosted by the decommissioning community and are not the responsibility of the Coast Guard unless the reception is a sanctioned ORRF event in which case ORRF funds should be used, if available. The complexities associated with the decommissioning require constant communication and coordination between the PCO, the Project Officer, the ship builder (as appropriate), the decommissioning community, the servicing legal offices for the project and the chain of command through all phases of planning and execution.

- (5) Appropriate processes associated with the planning and execution of the decommissioning ceremony is outlined in Chapter 6 of this Manual.

NOTE. The above guidance is not intended to be all inclusive. All personnel involved with the planning and execution of each ceremony and the associated events should be mindful that these ceremonies are time honored military traditions in the life of the cutter. The ceremony and surrounding events should focus on these traditions and provide support for the cutter's crew and its mission. It is incumbent upon each individual and office associated with the ceremony to ensure each event is highly choreographed in advance, sufficiently funded, legally sound, and appropriate for the solemnity of each occasion (see reference (c)).

7. FORMS/REPORTS. None.

Vice Admiral John P. Currier /s/
Chief of Staff, United States Coast Guard

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CHAPTER 1. SPONSORSHIP SELECTION & SUPPORT

A. General.

1. Commandant (CG-092) is the authority for the selection of the Sponsor for a new cutter construction or conversion. Commandant (CG-092) is responsible for initiating and compiling Sponsor nominations. The Commandant shall make the final Sponsor selection.
2. If the cutter is named for an individual, the Office of Public Affairs (CG-0922) and the Project Officer coordinate with the Coast Guard Historian's Office (CG-09224) to research the spouse, widow, or nearest direct lineal female descendent(s) of the namesake. If the cutter is not to be named for an individual, the Coast Guard Office of Public Affairs (CG-0922) will solicit input in collaboration with the Office of Congressional Affairs (CG-0921) and the Project Officer to identify candidates with an association to the heritage of the namesake (either geographical or cultural) or to the background and/or mission of the cutter.
3. The Office of Governmental and Public Affairs (CG-092) sends a letter of invitation with the Commandant's signature to the prospective Sponsor. The letter will provide a brief synopsis of the cutter's name, why it was chosen, the cutter's ultimate mission and a brief overview of the ceremonial events associated with the life of the cutter. This letter introduces the Sponsor's primary point of contact throughout the cutter construction and delivery process. If the Sponsor is part of the White House or administration, their point of contact will be a member of the Commandant's staff. If the Sponsor is congressional, their main point of contact will be a representative from the Office of Congressional Affairs (CG-0921). If the Sponsor is outside the aforementioned areas, Commandant (CG-092) will appoint the Sponsor's main point of contact (see reference (d)). It is the responsibility of the Sponsor's Coast Guard point of contact to ensure the Sponsor remains fully informed of the cutter's progress throughout the construction process and establishes a partnership with the Sponsor throughout the life of the cutter.
4. For first-in-class cutters or cutters of national significance, the Sponsor will be invited, through a letter from the Commandant, to identify up to three persons to assist her in the execution of her ceremonial duties (see reference (e)). The Sponsor's invitees will usually be the maid(s)/matron(s) of honor. For all non-first-in-class cutters, Commandant (CG-092) will determine if maid(s)/matron(s) of honor are appropriate. Maids and matrons of honor participate in the christening and commissioning ceremonies as appropriate.
5. The Coast Guard point of contact for the Sponsor will contact the Sponsor to request biographical data and photographs of the Sponsor and the maid(s)/matron(s) of honor three months prior to the event. If a suitable photograph is unavailable, the Sponsor's point of contact will arrange for a professional photo to be taken at a local Coast Guard facility or photo lab, and coordinate the necessary funding. The Sponsor's point of contact will forward biographical information to the Commandant's staff and Protocol Officer, the Office of Public Affairs (CG-0922), the Office of Congressional Affairs (CG-0921), the ship builder, and the PCO in support of future cutter ceremonies, press releases, and supporting documentation.
6. The Coast Guard point of contact for the Sponsor will serve as the Sponsor's and maid(s)/matron(s) of honor's primary liaison in the planning and coordination of the keel laying, christening and commissioning ceremonies. The ship builder will coordinate with the Sponsor and maids/matrons of honor as necessary to successfully execute each event

7. Upon notification of the cutter's Sponsor, the Prospective Commanding Officer (PCO) will contact her to establish a relationship with the Pre-Commissioning Crew. The PCO and crew will serve as the Sponsor's guide and escort throughout all ceremonial events. Subsequent Commanding Officers will maintain the relationship with the Sponsor and maid(s)/matron(s) of honor throughout the cutter's service life.

B. Planning Timeline. If the Sponsor will be in attendance at the keel laying ceremony, the following must be completed by the designated staff prior to the keel laying. If the Sponsor will participate in the christening ceremony and not the keel laying, the following should be completed prior to the christening.

1. 6 Months Prior.

In conjunction with the Coast Guard Historian, research the family tree if cutter is named after a person.

2. 5 Months Prior.

- a. Compile Sponsor nominations.
- b. Invite Sponsor via formal letter from the Commandant.
- c. If initial Sponsor declines, invite next proposed Sponsor.

3. 3 Months Prior.

- a. Confirm Sponsor participation.
- b. Conduct initial Sponsor meeting to discuss roles and responsibilities.
- c. Obtain biographies and formal picture of Sponsor and maid(s)/matron(s) of honor.

4. 2 Months Prior.

- a. Confirm transportation requirements.
- b. Coordinate Sponsor's speech and de-conflict with other presentations.

5. 1 Month Prior.

Conduct final preparation meeting with Sponsor.

CHAPTER 2. CREST DEVELOPMENT

A. General.

1. With support from Commandant (CG-7), Project Officer and District and Area Commanders, the Prospective Commanding Officer (PCO) is responsible for the funding, design, development, and production of the cutter's crest. Direct liaison with the Coast Guard Historian's Office (CG-09224) and the Army's Institute of Heraldry (the approved crest developer in accordance with reference (f)) is authorized to assist in the design or procurement of drawings and molds. Unique in design for each cutter, the crest will include a Coast Guard look, represent the cutter's identity throughout its service life, and help foster unity and esprit de corps for the crew. The crest design and production process is time intensive. The crest design should be initiated by the PCO immediately after reporting with official PCO orders to ensure the highest quality product is delivered in time to support, ideally, the cutter's keel laying and, at a minimum, the christening. When circumstances prevent the issuance of PCO orders prior to the christening ceremony, Commandant (CG-9) appointed Project Officer shall begin the initial stages of design and development of the unit crest.
2. Requests for approval of cutter emblems will be submitted by the PCO to the District Commander and Area Commanders Public Affairs Office as appropriate, along with a replica of the emblem design in full color. The replica of the emblem design shall be an 8" x 10" photograph, drawing or other copy marked to indicate colors if not a color replica.
3. The PCO will contact the authorized crest designer to initiate the project and establish production timelines and design parameters. Funding for this effort is provided by Acquisition, Construction, and Improvement (AC&I) funds. The PCO will then collect input from the District and Area Commanders, the Coast Guard Historian's Office (CG-09224), Coast Guard Imagery Branch (CG-09221) and Commandant (CG-9) appointed Project Officer on the namesake's history. Input will also be collected on previous cutters with the same name. Upon the completion and production of the cutter's crest, it is the responsibility of the PCO to forward a copy of the final crest to the Coast Guard Historian to be retained in the cutter's historical records.
4. If the PCO has not been selected at least one year before the cutter's planned christening date, Commandant (CG-9) appointed Project Officer, in conjunction with Commandant (CG-7), shall ensure that AC&I funds are budgeted and set aside for crest development at least one year before the christening ceremony. The Project Officer, in conjunction with Commandant (CG-7), shall also coordinate with the PCO immediately upon receipt of PCO orders to initiate crest development as per reference (f).

- B. Planning Timeline. The timeline below is based on either a keel laying or christening event. If a keel laying ceremony is planned, the crest should be completed two months prior to the keel laying event. If the crest is only needed for the christening ceremony program and no keel laying ceremony is planned, the crest should be completed no later than two months prior to the christening event. If needed, adjust timeline appropriately for small cutters.

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1. 1 Year Prior.

Budget and funding identified by the Commandant (CG-7) for crest development.

2. 6 Months Prior.

- a. Commandant (CG-7)/ Project Officer / PCO / District and/or Area Commanders meet to discuss design.
- b. Commandant (CG-7)/ Project Officer / PCO / District and/or Area Commanders meet with Army Heraldry to place order.

3. 4 Months Prior.

- a. Initial designs provided by Army Heraldry to Coast Guard for review.
- b. Design changes submitted to Army Heraldry by Coast Guard.

4. 3 Months Prior.

Final designs reviewed and approved.

5. 2 Months Prior.

Design paid for and finalized. All materials received by the Coast Guard.

CHAPTER 3. KEEL LAYING CEREMONIES

A. General.

1. Commandant (CG-9) is the sole authority for the first-in-class keel laying ceremonies or for a cutter of unique national significance. Costs of significant or first-in-class keel laying ceremonies are borne by the ship builder as part of the construction costs of the cutter and are part of the ship building contract. Allowable costs include: martial music, local transportation to and from the ceremony site, printed (but not engraved) invitations, programs, modest platform construction/decoration and a speaker's shelter for inclement weather. Costs associated with flowers are prohibited because flowers are not considered directly linked to the ceremony. Flowers given to participants or family members in a traditional ceremony or used as decorations at a reception following a traditional ceremony are not authorized with appropriated funds.
2. Commandant (CG-9) designated Project Officer is the primary point of contact in communicating with the ship builder, Coast Guard Headquarters staff, Sponsor, Department of Homeland Security (DHS) and Coast Guard distinguished visitors (DV). The Project Officer, in conjunction with the Contracting Officer, is responsible for ensuring these costs are controlled and fully distinguishable from non-allowable costs, which are not in any way chargeable against the ship construction contract. No entertainment costs related to receptions or social functions incidental to the keel laying ceremony may be charged, either directly or indirectly, to ship building funds or to any Coast Guard appropriation. Under limited circumstances, the Commandant may determine that an event is for official reception and representation purposes and authorize expenditures from the Official Reception and Representation Fund (ORRF). Morale, Wellness and Recreational (MWR) funds may not be used for representational purposes.
3. The Project Officer will coordinate with the ship builder and Sponsor (if applicable) to identify potential dates for the keel laying ceremony that best support the cutter's construction schedule. Upon determination, the Project Officer will coordinate with the Commandant's staff, the Protocol Officer, the Office of Public Affairs (CG-0922), and the Office of Congressional Affairs (CG-0921) for concurrence and final approval.
4. The Project Officer will develop, maintain, and coordinate all government and Coast Guard invitation lists based on input from and collaboration with the Commandant's staff, the Protocol Officer, the Office of Public Affairs (CG-0922), and the Office of Congressional Affairs (CG-0921). Upon final approval, the Project Officer will submit the government and Coast Guard lists to the ship builder who will then consolidate all invitation lists and generate the invitations.
5. At the discretion of the Commandant, Invitational Travel Orders (ITOs) may be issued to fund the travel expenses of the speaker, Sponsor, or other eligible individuals who perform an official function (not to include the maid(s)/matron(s) of honor). There is no authority to fund the travel expenses of children, other family members, or participants who play no official role in the ceremony.
6. It is the Project Officer's responsibility to coordinate travel itineraries and develop and execute detailed transportation plans for each DV as required. While it is the responsibility of the ship builder to develop the schedule of events and transportation/logistics plan, the ship builder will work with the Project Officer to ensure information is disseminated appropriately to the

speakers, DVs and the Prospective Commanding Officer (PCO).

7. The Project Officer and ship builder will closely and meticulously coordinate all aspects of the selection of participants and attendees, invitation process, logistics planning, and publicity surrounding the event. It is imperative the Project Officer maintain close and frequent communication with the Commandant's staff, the Protocol Officer, the Office of Public Affairs (CG-0922), and the Office of Congressional Affairs (CG-0921) to ensure that the event is dignified and that the proper procedures, traditions and protocols are closely adhered to.
8. The ship builder is responsible for the compilation of the master invitation database, the subsequent generation of invitations, and RSVP tracking. Appropriated funds may not be used for return postage on RSVPs in accordance with reference (g). The ship builder will develop invitations and submit a draft copy of the invitation to the Project Officer for approval prior to printing. The Project Officer will forward the biographical information and photographs of the Sponsor to the ship builder for inclusion in the ceremony program. It is the responsibility of the ship builder to design, develop, and produce the printed ceremony program and coordinate final approval with the Project Officer prior to printing. Although the ship builder will fund and produce the ceremony program, the Project Officer shall ensure the program is compact and not excessive. The ship builder and the Project Officer will also coordinate platform seating for the official party. Seating arrangements shall follow the order of precedence, as prescribed by Coast Guard protocol directives, with the exception of the keel authenticator, who is typically treated as the second most senior participant.
9. Uniform and civilian attire of the day will be determined and designated by the Project Officer, via direction from the Commandant's Protocol Officer or the ceremony's ranking officer. The Project Officer will coordinate invitations with the ship builder, and invitations will include attire designations that reflect climatic conditions.
10. The Sponsor, if named, should be invited to attend the ceremony. It is the responsibility of the Sponsor's designated point of contact to ensure the Sponsor receives all necessary information including critical points of contact or any changes to the cutter's ceremony date or location. The Sponsor's designated point of contact will provide the Sponsor with information concerning transportation and the ITO reimbursement processes (if the Commandant authorizes travel). The Project Officer will also assist the Sponsor with travel and lodging plans, including timely processing of ITOs and assist with preparing and submitting travel claim forms for reimbursement. If the Sponsor is a member of Congress or the spouse of a member of Congress, contact with that individual should be coordinated through the Office of Congressional Affairs (CG-0921).
11. The Project Officer will collaborate with Commandant (CG-092) to identify principal speakers for the event, and will submit the proposal to the Commandant for consideration. Once a speaker has been determined, Commandant (CG-092) will inform the Project Officer. The Project Officer will contact the speaker's office and keep the speaker apprised of any changes that would affect his/her participation in the ceremony. If the speaker is a member of Congress, all contact with that individual will be coordinated through the Office of Congressional Affairs (CG-0921) (see reference (d)). The Project Officer will also be responsible for coordinating the speakers' transportation and lodging requirements.

12. The following applies to transportation and lodging requirements (see reference (h)):
 - a. If the speaker is a military or government official, he/she may not receive ship builder funded lodging or transportation (other than ground transportation to and from the ceremony site to facilitate the flow of ceremony execution.);
 - b. If the speaker is a government official outside of the Department of Homeland Security (DHS) (i.e. White House staff, Cabinet Member, or with another executive department), the Project Officer will request ITOs;
 - c. If the speaker is an active duty flag officer or senior Coast Guard leader, his/her respective office will arrange and fund the travel to and from the ceremony and reimburse the speaker for lodging expenses;
 - d. If the speaker is a member of Congress, his/her staff will arrange the member's own transportation or will coordinate travel requirements with the Office of Congressional Affairs (CG-0921) for military transportation; and
 - e. If the speaker is any other citizen, the ship builder will typically provide transportation. If the ship builder does not provide transportation, the Project Officer may request an ITO from the Commandant's office.
13. Pre- and/or post-ceremony activities are not required, but traditionally the ship builder will host these events. Attendance by Coast Guard personnel is authorized if these activities are designated as official, determined to be mission critical, approved in advance by the Commandant or his/her designee, and the function and related benefits are not lavish, excessive, or extravagant.
14. Customary gifts or mementos commemorating the event may be presented to the ship builder, Sponsor, keel authenticators, speakers, and/or platform participants. All Coast Guard personnel, all support contractor employees, and all other persons or entities acting on behalf of the Coast Guard, are prohibited from soliciting any gift from any non-federal source for the Coast Guard or for any Coast Guard personnel. All Coast Guard personnel are prohibited from assisting any non-federal entity (e.g. Coast Guard Foundation, Navy League, any company, etc.) in soliciting any gift from any non-federal source for the Coast Guard or for any Coast Guard personnel. All unsolicited gift offers from any non-federal source for the Coast Guard must be in writing and forwarded to the appropriate Coast Guard gift acceptance authority. All Coast Guard personnel who receive any unsolicited personal gift or personal gift offer from any non-federal source must contact their Servicing Legal Office (SLO) for gift acceptance guidance. The pre-commissioning contractor has no authority to bind the government to expend appropriated funds and shall not take any action to make any such commitment on behalf of the government. The contractor may recommend what needs to be procured in support of the commissioning. All procurement with appropriated funds shall be accomplished by a warranted contracting officer.
15. All public affairs and media aspects of the ceremony, including arranging equipment logistics, access and control requirements for Coast Guard, local and national press, are the responsibility of the ship builder and are to be coordinated with and approved by the Project Officer and the Office of Public Affairs (CG-0922). News releases, media kits, recorded media (CDs or DVDs), and other collateral materials will be approved by the Office of Public Affairs (CG-0922) and the

Project Officer. It is the responsibility of the Office of Public Affairs (CG-0922) to determine their participation in this and all ceremonial milestones and to develop their own public affairs plan. As always, close coordination among the Commandant's staff, the Protocol Officer, the Office of Public Affairs (CG-0922), the Office of Congressional Affairs (CG-0921), the ship builder and the Project Officer is imperative. The Office of Strategic Planning and Communications (CG-925) will support public affairs initiatives as needed.

16. The Project Officer will develop a comprehensive information package and forward it to the ship builder. The comprehensive information shall include historical data on the cutter's namesake; Sponsor, speaker, and PCO biographies; and the preliminary schedule information. The Project Officer will forward copies of any and all collateral materials including official ceremony documentation and mementos to the Coast Guard Historian's Office (CG-09224).

B. Planning Timeline. For first-in-class keel laying ceremonies, the following timeline applies. For non-significant keel laying ceremonies, the Unit and Project Officer should determine the level of the event based on Coast Guard tradition.

1. 5 Months Prior.

Begin soliciting government and Coast Guard invitation lists and engage the following offices (modify as needed dependent on the event size):

- a. Office of Congressional Affairs (CG-0921).
- b. Office of Public Affairs (CG-0922).
- c. Commandant (CG-7).
- d. Program/Project Office.
- e. PCO and Crew.
- f. Sponsor.
- g. Cutter Namesake's Family (if applicable).
- h. Local/Area Districts.
- i. Other Coast Guard Headquarters Units close to effort.

2. 3 Months Prior.

Confirm Sponsor participation at event if first-in-class cutter or determined by the Office of Governmental and Public Affairs (CG-092).

3. 2 Months Prior.
 - a. Confirm speakers.
 - b. Confirm program.
 - c. Coordinate with shipyard, ship builder and appropriate Coast Guard entities on all event details.
 - d. Coordinate remarks and script.
4. 1 Month Prior.
 - a. Confirm media invitation list.
 - b. Prepare media advisory and press release.
 - c. Arrange for photographer and videographer.
5. Following Event.
 - a. Distribute press release immediately following event.
 - b. Prepare after action report.
 - c. Provide all necessary footage, documents, and documentation to the Coast Guard Historian's Office (CG-09224).

CHAPTER 4. CHRISTENING CEREMONIES

A. General.

1. As with keel laying ceremonies, the costs of christening ceremonies are borne by the ship builder as part of the construction costs of the cutter to the extent allowable and are outlined in the contract requirements of the ship building contract. Allowable costs for the ceremony include martial music, local transportation to and from the ceremony site, printed (not engraved) invitations, programs, modest platform construction/decoration, two bottles of christening champagne with decorative ribbons and suspension, a simple decorative packing case without metal container and a speaker's shelter for inclement weather. Costs associated with flowers are prohibited because flowers are not considered directly linked to the ceremony. Flowers given to participants or family members in a traditional ceremony or used as decorations at a reception following a traditional ceremony are not authorized with appropriated funds. Invitations and programs shall be similar to Change of Command invitations and programs. As the host of the activities, the ship builder is responsible for the compilation of the master invitation database, and the subsequent generation of invitations and RSVP tracking.
2. Commandant (CG-9) designated Project Officer is responsible for ensuring these costs are controlled and fully distinguishable from non-allowable costs which are funded exclusively by the ship builder. No entertainment costs related to receptions or social functions incidental to the christening ceremony may be charged, either directly or indirectly, to ship building funds or to any Coast Guard appropriation. Under limited circumstances, the Commandant may determine that an event is for official reception and representation purposes and authorize expenditures from the Official Reception and Representation Fund (ORRF). Morale, Wellness and Recreational (MWR) funds may not be used for representational purposes.
3. The Project Officer coordinates with the Sponsor and the ship builder to identify potential dates that best support the cutter construction and launch schedule. When a potential date is agreed upon, the Project Officer will seek concurrence and approval from the Commandant's staff, the Office of Public Affairs (CG-0922), the Office of Congressional Affairs (CG-0921), the district where the cutter will be home ported, and the host district. The ship builder may not change the date under any condition, without the written approval of the Project Officer and the subsequent concurrence by the Commandant's office.
4. At the discretion of the Commandant, Invitational Travel Orders (ITO) may be issued to fund the travel expenses of the speaker, Sponsor, maid(s)/matron(s) of honor, or other eligible individuals who perform an official function. There is no authority to fund the travel expenses of children, other family members, or participants who play no official role in the ceremony.
5. The Project Officer will develop, maintain and coordinate government and Coast Guard invitation lists, in collaboration with the following:
 - a. The Commandant's staff;
 - b. The Protocol Officer;
 - c. The Office of Public Affairs (CG-0922);

- d. The Office of Congressional Affairs (CG-0921);
 - e. Commandant (CG-9);
 - f. The Acquisition Directorate Program Office (CG-93);
 - g. Prospective Commanding Officer (PCO);
 - h. Appropriate District and Area Commanders;
 - i. The family of the cutter's namesake (when applicable);
 - j. The Sponsor; and
 - k. The Office of Community Relations (CG-09223).
6. The Project Officer will submit the government and Coast Guard invitation lists to the ship builder who then consolidates all invitation lists and generates the invitations. The Project Officer will work closely with the ship builder to track RSVP status and inform the Office of Public Affairs (CG-0922) of distinguished visitor (DV) guests. In addition, the Project Officer will notify the Office of Congressional Affairs (CG-0921) regarding congressional participation.
7. The Project Officer will coordinate travel itineraries and develop and execute detailed transportation plans for each DV as required. While it is the responsibility of the ship builder to develop the schedule of events and transportation/logistics plan, the ship builder will work with the Project Officer to ensure that information is disseminated to speakers, DVs and the PCO. The Project Officer will determine and designate uniform and civilian attire of the day. Uniform guidelines, via direction from the Commandant's Protocol Officer, are dependent on climatic conditions and coordinated with the ship builder.
8. The christening ceremony represents a unique media and public relations opportunity. Every effort must be made to positively and accurately highlight the time-honored traditions of the ceremony. At christening ceremonies, it is traditional to honor the Sponsor and the namesake's heritage, depict the cutter's capabilities and the crew's future contributions to our homeland security, and foster support for the Coast Guard's mission. The ship builder is responsible for coordinating media activities associated with the christening ceremony. However, involvement by Office of Public Affairs (CG-0922) and the Office of Strategic Planning and Communications (CG-925) at all levels is essential to the success of the event. The Project Officer shall send in advance copies of all news releases and press kits to the Office of Community Relations (CG-09223), Area External/Public Affairs Officers and to district Public Affairs Officers (see reference (d)).
9. In addition, the Project Officer will develop a comprehensive information package, including historical data on the cutter's namesake, Sponsor, speaker, PCO biographies, and preliminary schedule for distribution to each DV and the ship builder. After the christening, the Project Officer will forward copies of all collateral materials, including official ceremony documentation and mementos to the Coast Guard Historian's Office (CG-09224) for retention in their files.

10. Ceremony invitations should be developed by the ship builder. Invitations for pre- and post-ceremony events should also include the uniform of the day for military personnel and the civilian equivalent. The ship builder shall submit a draft copy of the invitation to the Project Officer, for concurrence prior to printing.
11. The participation of Sponsors and maid(s)/matron(s) of honor in the christening ceremony require extensive communication and coordination with both the ship builder and the Sponsor's designated Coast Guard point of contact. It is the responsibility of the ship builder and the Sponsor's designated Coast Guard point of contact to ensure the Sponsor receives all necessary information. Air travel and lodging are funded through ITOs and are coordinated via the Project Officer. The ship builder and the Sponsor's designated Coast Guard point of contact will provide the Sponsor with information concerning transportation and the ITO reimbursement processes (if the Commandant authorizes travel), assist with travel and lodging plans including timely processing of ITOs, and will assist with preparing and submitting travel claim forms for reimbursement. If the Sponsor is a member of Congress or the spouse of a member of Congress, contact with that individual should be coordinated through the Office of Congressional Affairs (CG-0921).
12. The Project Officer will collaborate with Commandant (CG-092) to identify potential principal speakers for the event and will submit recommendations to the Commandant for consideration. Speakers may include a ship builder representative, senior-level Coast Guard personnel, a Congressional representative and, if appropriate, the Sponsor. When the Commandant has chosen a principal speaker, the Office of Public Affairs (CG-0922) will extend an informal invitation to the proposed speaker on behalf of the Commandant to ascertain interest and availability (see reference (e)). If the chosen speaker is a member of Congress, the Office of Congressional Affairs (CG-0921) will extend the invitation.
13. Upon notification of informal acceptance, the Office of Public Affairs (CG-0922) will prepare a formal letter of invitation for the Commandant's signature and coordinate with the invitee's office to ensure receipt of invitation. The Office of Public Affairs (CG-0922) will notify the Project Officer, who will notify the Coast Guard Historian's Office (CG-09224), the Coast Guard's Congressional Affairs Office (CG-0921), the Project Officer, the PCO and the ship builder of speaker confirmation. The Project Officer and the ship builder should collaborate to ensure that the traditions and customs of the ceremony are preserved while balancing the need for specific speakers. Once a speaker has been determined, the Project Officer will contact the speaker's office and keep the speaker apprised of any changes that would affect his/her participation in the ceremony.
14. The Project Officer will also coordinate the speakers' transportation and lodging requirements. The following applies to transportation and lodging requirements (see reference (h)):
 - a. If the speaker is a military or government official, he/she may not receive ship builder funded lodging or transportation (other than ground transportation to and from the ceremony site to facilitate flow of ceremony execution);
 - b. If the speaker is a government official outside of the Department of Homeland Security (i.e. White House staff, Cabinet Member, or with another executive department), the Project Officer will request ITOs;

- c. If the speaker is an active duty officer, his/her office arranges and funds the travel to and from the ceremony and reimburses the speaker for lodging expenses;
 - d. If the speaker is a member of Congress, his/her staff will arrange the member's own transportation or will coordinate travel requirements with the Office of Congressional Affairs (CG-0921) for military transportation; and
 - e. If the speaker is any other citizen, the ship builder typically provides transportation. If the ship builder does not provide transportation the Project Officer may request an ITO from the Commandant's office.
15. The ship builder and the Project Officer are jointly responsible for the design and execution of the christening ceremony. It is the responsibility of the ship builder to design, develop, and produce the printed ceremony program. The ship builder shall provide a copy to the Project Officer for concurrence prior to printing. Although the ship builder will fund the ceremony program, the Project Officer will ensure the program maintains sound stewardship of government resources. The ship builder and the Project Officer will determine proposed platform seating for the official party. The Sponsor is typically treated as the second most senior participant. The Project Officer must approve the final platform seating plan. The ship builder and the Sponsor's designated Coast Guard point of contact will communicate with the Sponsor, and maid(s) and matron(s) to ensure they participate in the christening ceremony.
16. Any pre- and/or post-ceremony events, while not required, are traditionally the responsibility of the ship builder to host. Attendance by Coast Guard personnel is authorized if these activities are designated as official, determined to be mission critical, approved in advance by the Commandant or his/her designee, and the function and related benefits are not lavish, excessive, or extravagant.
17. Gifts or mementos commemorating the event are customary, but not required. Gifts may include a letter of congratulations to the Sponsor from the Commandant or mementos presented to the speakers and/or platform participants. Gifts presented from the ship builder to participants are not allowable costs under the contract and will not be charged either directly or indirectly to any contract as outlined in the contract requirements and in accordance with reference (d). All Coast Guard personnel, all support contractor employees, and all other persons or entities acting on behalf of the Coast Guard, are prohibited from soliciting any gift from any non-federal source for the Coast Guard or for any Coast Guard personnel. All Coast Guard personnel are prohibited from assisting any non-federal entity (e.g. Coast Guard Foundation, Navy League, any company, etc.) in soliciting any gift from any non-federal source for the Coast Guard or for any Coast Guard personnel. All unsolicited gift offers from any non-federal source for the Coast Guard must be in writing and forwarded to the appropriate Coast Guard gift acceptance authority. All Coast Guard personnel who receive any unsolicited personal gift or personal gift offer from any non-federal source must contact their SLO for gift acceptance guidance. The pre-commissioning contractor has no authority to bind the government to expend appropriated funds and shall not take any action to make any such commitment on behalf of the government. The contractor may recommend what needs to be procured in support of the commissioning. All procurement with appropriated funds shall be accomplished by a warranted contracting officer.

18. At the conclusion of the ceremony, the Project Officer will forward copies of all the official ceremony documentation and mementos to the Coast Guard Historian's Office (CG-09224).

B. Planning Timeline. The following outlines Coast Guard roles and responsibilities for christening ceremonies. These items should be coordinated early and in conjunction with industry planning teams.

1. 6 Months Prior.

- a. Coast Guard determines event date in conjunction with Sponsor's schedule.
- b. Clearly define roles/responsibilities.
- c. Research namesake and contact existing family members for participation and inclusion on invitation list.

2. 5 Months Prior.

Begin soliciting government and Coast Guard invitation lists and engage the following offices (modify as needed dependent on the event size):

- a. Office of Congressional Affairs (CG-0921).
- b. Office of Public Affairs (CG-0922).
- c. Commandant (CG-7).
- d. Program/Project Office.
- e. PCO and Crew.
- f. Sponsor.
- g. Cutter Namesake's Family (if applicable).
- h. Local/Area Districts.
- i. Other Coast Guard Headquarters Units close to effort.

3. 4 Months Prior.

- a. Confirm date of event with all schedules.
- b. Coordinate USCG pomp and circumstance (band/music, chaplain, color guard). Coordination is dependent on date being finalized.
- c. Invite and confirm principal speaker for event, coordinate with the Office of Governmental and Public Affairs (CG-092).

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4. 3 Months Prior.
 - a. Meet with Sponsor.
 - b. Confirm speakers.
 - c. Begin weekly phone conferences with all parties planning event.
5. 2 Months Prior.
 - a. Invitations mailed out via industry.
 - b. Confirm program.
 - c. Coordinate remarks and script.
6. 1 Month Prior.
 - a. Confirm media invitation list.
 - b. Prepare media advisory and press release.
 - c. Arrange for photographer and videographer.
7. Following Event.
 - a. Distribute press release immediately following event.
 - b. Prepare after action report.
 - c. Provide all necessary footage, documents, and documentation to the Coast Guard Historian's office (CG-09224).

CHAPTER 5. COMMISSIONING CEREMONIES

a. General.

1. The Prospective Commanding Officer (PCO) or FORCECOM will designate a Project Officer who is responsible for planning the commissioning ceremony in conjunction with the PCO. The Coast Guard funds allowable costs of commissioning ceremonies in accordance with reference (g). One year in advance of the Commissioning Ceremony, the PCO must ensure Acquisition, Construction, and Improvement (AC&I) funding for allowable commissioning costs is included in the District and Area commander's budget in the cutter's jurisdiction.
2. Allowable costs include martial music, local transportation to and from the ceremony site, flowers, printed (but not engraved) invitations, programs, platform assembly/disassembly, seating, public address system and related items. The PCO and respective Contracting Officer are responsible for ensuring these costs are controlled and fully distinguishable from non-allowable costs. No entertainment costs such as those related to receptions or social functions incidental to the commissioning ceremony may be charged either directly or indirectly to ship building funds or to any Coast Guard appropriation. Under limited circumstances, the Commandant may determine that an event is for official reception and representation purposes and authorize expenditures from the Official Reception and Representation Fund (ORRF). Morale, Wellness and Recreational (MWR) funds may not be used for representational purposes.
3. At the discretion of the Commandant, Invitational Travel Orders (ITOs) may be issued to fund the travel expenses of the speaker, Sponsor, maid(s)/matron(s) of honor, or other eligible individuals who perform an official function. There is no authority to fund the travel expenses of children, other family members, or participants who play no official role in the ceremony.
4. The Commandant has sole authority to approve the site and date of the commissioning. Upon receipt of inquiries from local waterfront communities, the Project Officer will identify candidate sites to host the commissioning ceremony. When a suitable site has been established, the Project Officer will coordinate with Commandant (CG-092), the District and Area Commanders, the ship builder, the Sponsor, and the local community to establish a projected ceremony date that does not interfere with other events and that best supports the cutter's completion and crew certification schedule.
5. The PCO will send a letter to the Commandant, via the Project Officer, recommending the commissioning site and date. Approval of this letter should optimally be done one year prior to the commissioning ceremony to allow the community ample time to prepare for and support the event. Upon the Commandant's approval of the proposed site and date, Commandant (CG-092) will notify the Project Officer who will then notify the PCO, District and Area Commanders, the Sponsor, the maid(s)/matron(s) of honor, and the commissioning community of the approved site and date.
6. The PCO and Project Officer will serve as the Commandant's primary liaisons with the designated commissioning community throughout all planning and preparation activities.
7. The PCO and Project Officer will be responsible for the development and production of invitations for the commissioning ceremony. Ceremony invitations shall include the, date, time, place, RSVP, and uniform of the day. Invitations for pre- and post-ceremony receptions should

also include uniform of the day for military personnel and civilian equivalent. Uniform of the day will be directed by the Commandant, via his/her Protocol Officer, and civilian attire should be the equivalent. Invitations will be similar to invitations for a Change of Command (see reference (e)).

8. With the support of the PCO, the Project Officer will develop and maintain an invitational database. The Project Officer will compile invitation listings based on input from the Commandant's staff and the Protocol Officer, the Office of Public Affairs (CG-0922), the Office of Congressional Affairs (CG-0921), and other Project Officers and Program Offices. The PCO will also collect input from the ship builder, the Program Management Response Office (PMRO), the crew, the commissioning community, associations from previous cutters of the same name, and others as deemed appropriate by the PCO.
9. The PCO and Project Officer will track Distinguished Visitors (DV) status and advise the Commandant and Office of Congressional Affairs (CG-0921) of DV and congressional participation.
10. It will be the responsibility of the PCO and the Sponsor's designated Coast Guard point of contact to establish and maintain communications with the Sponsor and the maid(s)/matron(s) of honor. If there is a high-level Sponsor, a member of the Commandant's staff will be designated to communicate directly with the Sponsor concerning all issues related to her. If the Sponsor is a member of Congress or the spouse of a member of Congress, contact with that individual should be coordinated through the Office of Congressional Affairs (CG-0921). Upon notification of the ceremony date, the PCO, with assistance from the Project Officer, will contact the Sponsor and maid(s)/matron(s) of honor notifying them of ceremony details, transportation schedule and ITO reimbursement processes.
11. Approximately six months prior to the ceremony, the PCO will work in conjunction with the Project Officer and Commandant (CG-092) to identify potential principal speakers for the event and will submit at least three nominations to the Commandant for consideration. The Commandant has sole authority to approve and invite principal speakers. Once the Commandant has chosen a principal speaker, Commandant (CG-092) will extend an informal invitation to the proposed speaker on behalf of the Commandant to ascertain his/her interest and availability. Upon notification of informal acceptance, the Office of Public Affairs (CG-0922) will prepare a formal letter of invitation for the Commandant's signature and will coordinate with the invitee's office to ensure receipt of invitation. The Office of Public Affairs (CG-0922) will notify the Coast Guard Historian's Office (CG-09224), the Office of Congressional Affairs (CG-0921), the Project Officer, the PCO and the District and Area commanders of speaker confirmation.
12. The following applies to transportation and lodging requirements (see reference (h)):
 - a. If the speaker is a military or government official, he/she may not receive ship builder funded lodging or transportation (other than ground transportation to and from the ceremony site to facilitate flow of ceremony execution.);
 - b. If the speaker is a government official outside of the Department of Homeland Security (i.e. White House staff, Cabinet Member, or with another executive department), the Project Officer will request ITOs;

- c. If the speaker is an active duty officer, his/her office arranges and funds the travel to and from the ceremony and reimburses the speaker for lodging expenses;
 - d. If the speaker is a member of Congress, his/her staff will arrange the member's own transportation or will coordinate travel requirements with the Office of Congressional Affairs (CG-0921) for military transportation; and
 - e. If the speaker is a civilian, the Project Officer may request an ITO.
13. The PCO and his designated Project Officer are responsible for the design and execution of the commissioning ceremony including the design, development and production of the printed ceremony program booklets. Commissioning ceremony programs are similar to Coast Guard Change of Command programs. The PCO collects congratulatory letters and photographs from senior Coast Guard leadership for inclusion in the program. Congratulatory letters from the President, the Secretary of the Department of Homeland Security (DHS), the Commandant, the Master Chief Petty Officer of the Coast Guard, the Project Officer, and the cutter builder are suggested. The PCO collects biographies and photographs from the Sponsor and the maid(s)/matron(s) of honor and also acquires photographs from multiple offices that chronicle the cutter's building process.
 14. The Project Officer will determine the proposed platform seating where the Sponsor is typically treated as the second most senior participant. The Project Officer approves the final platform seating plan.
 15. Any pre- and/or post-ceremony activities, while not required, are traditionally offered by the commissioning community. Attendance by Coast Guard personnel is authorized if these activities are designated as official, determined to be mission critical, approved in advance by the Commandant or his/her designee, and the function and related benefits are not lavish, excessive, or extravagant.
 16. While not required, it is customary that the PCO is presented with gifts or mementos at activities incidental to the commissioning ceremony. All Coast Guard personnel, all support contractor employees, and all other persons or entities acting on behalf of the Coast Guard, are prohibited from soliciting any gift from any non-federal source for the Coast Guard or for any Coast Guard personnel. All Coast Guard personnel are prohibited from assisting any non-federal entity (e.g. Coast Guard Foundation, Navy League, any company, etc.) in soliciting any gift from any non-federal source for the Coast Guard or for any Coast Guard personnel. All unsolicited gift offers from any non-federal source for the Coast Guard must be in writing and forwarded to the appropriate Coast Guard gift acceptance authority. All Coast Guard personnel who receive any unsolicited personal gift or personal gift offer from any non-federal source must contact their Servicing Legal Office (SLO) for gift acceptance guidance. The pre-commissioning contractor has no authority to bind the government to expend appropriated funds and shall not take any action to make any such commitment on behalf of the government. The contractor may recommend what needs to be procured in support of the commissioning. All procurement with appropriated funds shall be accomplished by a warranted contracting officer.
 17. The commissioning ceremony represents a unique media and public affairs opportunity (see reference (d)). The PCO, working in conjunction with the Office of Public Affairs (CG-0922), Project Officer and local public affairs offices, is responsible for the planning, execution, and

funding of all public affairs and media activities associated with a cutter commissioning. Every effort should be made to highlight positively and accurately the time-honored traditions of the ceremony, honor the cutter's namesake, depict the cutter's capabilities, honor the crew's future contributions to our great nation, and foster support and understanding for the Coast Guard's mission. Local area recruiters should also be engaged to maximize and leverage this event's publicity. Advance copies of news releases should be supplied to the District and the Office of Public Affairs (CG-0922) to permit simultaneous release. The Office of Public Affairs' (CG-0922) involvement is governed by reference (a), section 3.D.8.

18. Commissioning ceremonies may either be conducted at regional Coast Guard facilities or at private sector waterfront communities. It is the responsibility of the PCO to ensure security issues are taken into consideration when assessing and evaluating candidate sites to host the commissioning ceremony. Prior to selection, the PCO must verify that the proposed host site has the capacity and the capability to fulfill all security requirements necessary to safeguard the security of the DVs, guests, and the cutter itself. The District or Area Commander, working with the PCO, the Project Officer, the host community and the servicing legal office are responsible for the planning, execution and funding of all activities associated with physical and personnel security for a commissioning ceremony.
19. At the conclusion of the commissioning ceremony, the PCO and the Project Officer forward copies of all official ceremony documentation and mementos to the Coast Guard Historian's Office (CG-09224).

B. Planning Timeline. The following outlines Coast Guard commissioning ceremony responsibilities to be coordinated early and in conjunction with industry planning teams. If needed, adjust timeline accordingly for smaller cutters.

1. 1 Year Prior.
 - a. Coast Guard determines event date in conjunction with Sponsor's schedule.
 - b. Coast Guard determines event location.
 - c. Initiate coordination with the commissioning community.
 - d. Initiate support contracts (if necessary).
 - e. Clearly define roles/responsibilities.
 - f. Research namesake and contact existing family members for participation and inclusion on invitation list.
 - g. Establish a budget for the event consistent with the requirements outlined in Chapter 6 in this Manual, including any appropriate uses of project AC&I funds.

2. 5 Months Prior.

Begin soliciting government and Coast Guard invitation lists and engage the following (modify as needed dependent on the event size):

- a. Office of Congressional Affairs (CG-0921)
- b. Office of Public Affairs (CG-0922)
- c. Commandant (CG-7)
- d. Program/Project Office
- e. PCO and Crew
- f. Sponsor
- g. Cutter Namesake's Family (if applicable)
- h. Local/Area Districts
- i. Other Coast Guard Headquarters Units close to effort

3. 4 Months Prior.

- a. Date of event confirmed with all schedules.
- b. Coordinate USCG pomp and circumstance (band/music, chaplain, color guard). Coordination is dependent on date being finalized.
- c. Invite and confirm principal speaker for event, coordinate with the Office of Governmental and Public Affairs (CG-092).

4. 3 Months Prior.

- a. Meet with Sponsor.
- b. Confirm speakers.
- c. Begin weekly phone conferences with all parties planning event.

5. 2 Months Prior.

- a. Confirm program.
- b. Coordinate remarks and script.
- c. Invitations mailed out via industry (no later than two months prior)

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6. 1 Month Prior.

- a. Confirm media invitation list.
- b. Prepare media advisory and press release.
- c. Arrange for photographer and videographer.

7. Following Event.

- a. Distribute press release immediately following event.
- b. Prepare after action report.
- c. Provide all necessary footage, documents, and documentation to the Coast Guard Historian's office (CG-09224).

CHAPTER 6: DECOMMISSIONING CEREMONIES**A. General.**

1. Costs of decommissioning ceremonies are borne by the District or Area Commander from funds made available for the operation and maintenance of the cutter involved. Allowable costs are the same as those of a commissioning ceremony, outlined in reference (g), allowable costs include music, local transportation to and from the ceremony site, printed (but not engraved) invitations, printed programs, and the cost of work and services necessary to decommission the cutter, such as assembly and disassembly of the speakers' platform, seating arrangements, the public address system and related items. Costs associated with flowers are prohibited because flowers are not considered directly linked to the ceremony. Flowers given to participants or family members in a traditional ceremony or used as decorations at a reception following a traditional ceremony are not authorized with appropriated funds. Printed invitations and programs are similar to Change of Command invitations and programs. In addition, Invitational Travel Orders (ITOs) may be issued, as authorized in reference (d), to fund the air travel and lodging expenses of speakers, the Sponsor, maid(s)/matron(s) of honor, and other eligible individuals who perform an official function in connection with the decommissioning ceremony. There is no authority to fund the travel expenses of children, other family members, or participants who play no official role in the ceremony.
2. The District or Area Commander is responsible for ensuring that these costs are controlled and fully distinguishable from non-allowable costs and ensuring that funding for allowable decommissioning costs is budgeted for and set aside at least one year in advance of the ceremony. Should the decommissioning ceremony warrant funds beyond what is available from the District or Area offices, a request may be made to Office of Financial Policy & Systems (CG-84) for additional funds. Sole discretion for disbursing these funds rests with the Commandant. No entertainment costs related to receptions or social functions incidental to the decommissioning ceremony may be charged, either directly or indirectly to any Coast Guard appropriation. Under limited circumstances, the Commandant may determine that an event is for official reception and representation purposes and authorize expenditures from the Official Reception and Representation Fund (ORRF). Morale, Wellness and Recreational (MWR) funds may not be used for representational purposes.
3. The Commandant's staff, the cutter's Administrative Control and the last Commanding Officer should determine the date of the decommissioning ceremony. It is the responsibility of the Decommissioning Commanding Officer (DCO) to communicate with the cutter's original Sponsor and maid(s)/matron(s) of honor, to notify them of the date, time, and place of the decommissioning ceremony, and to explore their potential participation in the event. The Coast Guard Historian's Office (CG-09224) can assist in providing historical data on the cutter's Sponsor and maid(s)/matron(s) of honor.
4. The DCO is responsible for developing and producing invitations for the decommissioning ceremony (see reference (e)). Ceremony invitations should include, the date, time, place, point of contact for RSVP tracking, and uniform of the day. The uniform of the day is determined by the District or Area Commanders and the DCO. Civilian attire should be equivalent to the uniform of the day or based on climatic conditions and local customs.

5. The DCO is responsible for identifying and inviting a principal speaker, if desired. The DCO is responsible for the design, development, and production of the official decommissioning program. The DCO is also responsible for the design and execution of the decommissioning ceremony and should consult the Commandant's staff, the Protocol Officer, the Office of Congressional Affairs (CG-0921), and the Office of Public Affairs (CG-0922) for assistance with platform seating order of precedence. The Sponsor is typically treated as the second most senior participant.
 6. All Coast Guard personnel, all support contractor employees, and all other persons or entities acting on behalf of the Coast Guard, are prohibited from soliciting any gift from any non-federal source for the Coast Guard or for any Coast Guard personnel. All Coast Guard personnel are prohibited from assisting any non-federal entity (e.g. Coast Guard Foundation, Navy League, any company, etc.) in soliciting any gift from any non-federal source for the Coast Guard or for any Coast Guard personnel. All unsolicited gift offers from any non-federal source for the Coast Guard must be in writing and forwarded to the appropriate Coast Guard gift acceptance authority. All Coast Guard personnel who receive any unsolicited personal gift or personal gift offer from any non-federal source must contact their SLO for gift acceptance guidance.
 7. At the conclusion of the ceremony, the DCO forwards copies of all official ceremony documentation and mementos to the Coast Guard Historian's Office (CG-09224).
- B. Planning Timeline. The cutter's last Commanding Officer, the Decommissioning Officer and the District/Area Commanders, or their designated project officers are in charge of the decommissioning ceremony in accordance with reference (i).
1. 1 Year Prior.
 - a. Coast Guard determines event date in conjunction with Sponsor's schedule.
 - b. Clearly define roles/responsibilities.
 - c. Research namesake and contact existing family members for participation and inclusion on invitation list.
 2. 5 Months Prior.

Begin soliciting government and Coast Guard invitation lists and contact the following people (modify as needed dependent on the event size):

 - a. Office of Congressional Affairs (CG-0921)
 - b. Office of Public Affairs (CG-0922)
 - c. Commandant (CG-7)
 - d. Program/Project Office
 - e. PCO and Crew
 - f. Sponsor
 - g. Cutter Namesake's Family (if applicable)

- h. Local/Area Districts
 - i. Other Coast Guard Headquarters Units near to effort
3. 4 Months Prior.
 - a. Date of event confirmed with all schedules.
 - b. Coordinate USCG pomp and circumstance (band/music, chaplain, color guard). Coordination is dependent on date being finalized.
 - c. Invite and confirm principal speaker for event, coordinate with the Office of Governmental and Public Affairs (CG-092).
 4. 3 Months Prior.
 - a. Meet with Sponsor.
 - b. Invitations mailed out.
 - c. Confirm speakers.
 - d. Begin weekly phone conferences with all parties planning event.
 5. 2 Months Prior.
 - a. Confirm program.
 - b. Coordinate remarks and script.
 6. 1 Month Prior.
 - a. Confirm media invitation list.
 - b. Prepare media advisory and press release (see reference (d)).
 - c. Arrange for photographer and videographer.
 7. Following Event.
 - a. Distribute press release immediately following event.
 - b. Prepare after action report.
 - c. Provide all necessary footage, documents, and documentation to the Coast Guard Historian's Office (CG-09224).

CHAPTER 7. ROLES & RESPONSIBILITIES DEFINED

Roles & Responsibilities. A definition list of the responsible parties outlined in this document:

1. Project Officer. This person is designated to coordinate with all parties involved with each event. This person is designated by the Assistant Commandant for Acquisition for keel laying ceremonies and christening ceremonies and by the Prospective Commanding Officer (PCO) or the Force Readiness Command (FORCECOM) for the commissioning ceremony. This Project Officer can be a uniformed, civilian government employee, or support contractor working on behalf of the government. This person or their designated representative determines how communication will flow, communicates directly with appropriate Coast Guard Headquarters staff, confirms roles and responsibilities, ensures fiscal stewardship, confirms Coast Guard traditions are being followed and keeps the event timeline on track.
2. Project Resident Officer. This person is the Commanding Officer of the Project Resident Office (PRO) and collaborates closely with the Project Officer. The PRO is located at or near where the cutter is being built.
3. Prospective Commanding Officer (PCO). Once receiving final orders, the PCO is continuously kept updated on the cutter's progress, etc. The PCO works with the Project Officer to execute cutter commissioning ceremonies.
4. Commissioning & Decommissioning Community. The commissioning community includes organizations that provide donations to support a commissioning event.
5. Maid and Matron Of Honor. Maid(s), or Matron(s), of honor are chosen to support the Sponsor in carrying out Sponsor duties during the cutter's life.
6. Decommissioning Commanding Officer (DCO). The DCO is typically the cutter's Commanding Officer at the time of its decommissioning and is charged with planning and execution of the decommissioning ceremony.

CHAPTER 8. CUTTER EVENTS FUNDING MATRIXFunding Matrix.

Table 1

Function	Activity	Responsibility	Funds Used	Not Allowable	Comments
Crest Development	Crest design and development	Coast Guard	AC&I Funds	---	---
Keel Laying	Ceremony	Ship Builder	Ship Construction Contract	Flowers and entertainment costs	---
	Travel expenses for speaker, Sponsor, or other eligible persons who perform an official function (Reference J)	Coast Guard ITOs	AC&I Funds	Maids/Matron of honor and children, other family members, or participants who play no official role in the ceremony. Gifts from the shipbuilder. Return postage on RSVPs.	Reference additional transportation and lodging requirements depending on speaker's work affiliation.
Christening	Ceremony	Ship Builder	Ship Construction Contract	Flowers and entertainment costs	---
	Travel expenses for speaker, Sponsor, maid(s)/matron(s) of honor, or other eligible persons who perform an official function (Reference J)	Coast Guard ITOs	Project AC&I Funds	Children, other family members, or participants who play no official role in the ceremony. Gifts from the shipbuilder.	Reference additional transportation and lodging requirements depending on speaker's work affiliation.

Function	Activity	Responsibility	Funds Used	Not Allowable	Comments
Commissioning	Ceremony	Coast Guard	Project AC&I Funds	Entertainment costs	---
	Receptions and Social Events	Coast Guard	ORFF	---	---
	Travel expenses for speaker, Sponsor, maid(s)/matron(s) on honor or other eligible persons who perform an official function (Reference J)	Coast Guard ITOs	Project AC&I Funds	Children, other family members, or participants who play no official role in the ceremony.	Reference additional transportation and lodging requirements depending on speaker's work affiliation.
Decommissioning	Ceremony	Coast Guard	Unit's Operational Funds	---	---
	Receptions and Social Events	Coast Guard	ORFF	---	---
	Travel expenses for speaker, Sponsor, maid(s)/matron(s) on honor or other eligible persons who perform an official function (Reference J)	Coast Guard ITOs	Unit's Operational Funds	Children, other family members, or participants who play no official role in the ceremony.	Reference additional transportation and lodging requirements depending on speaker's work affiliation.