

U.S. Department of
Homeland Security

United States
Coast Guard



The Coast Guard Directives System



COMDTINST M5215.6H
August 2016



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COMMANDANT INSTRUCTION M5215.6H

Subj: THE COAST GUARD DIRECTIVES SYSTEM

- Ref:
- (a) Discipline and Conduct, COMDTINST M1600.2 (series)
 - (b) Safeguarding Sensitive But Unclassified (For Official Use Only) Information, Department of Homeland Security Management Directive System MD Number 11042.1
 - (c) Classified Information Management Program, COMDTINST M5510.23 (series)
 - (d) National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series)
 - (e) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)
 - (f) U.S. Coast Guard Security and Information Assurance Manual, COMDTINST M5500.13 (series) [To obtain a copy of this reference contact Commandant (CG-65) at 202-475-3637.]
 - (g) Standard Subject Identification Codes (SSIC), SECNAV M-5210.2 (series)
 - (h) The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series)
 - (i) U.S. Coast Guard Postal Manual, COMDTINST M5110.1 (series)
 - (j) Plain Writing Act of 2010, Public Law 111-274
 - (k) United States Coast Guard Printing and Binding Regulations, COMDTINST M5600.6 (series)
 - (l) U.S. Coast Guard Heraldry, COMDTINST M5200.14 (series)
 - (m) Electronic Signatures and Management of Electronically Signed Records, COMDTINST 5200.5 (series)
 - (n) Coast Guard Implementation of the Rehabilitation Act, Section 508, COMDTINST 5230.60 (series)
 - (o) Use and Management of the Coast Guard Internet and Intranet Websites, Content, and Access, COMDTINST 5230.62 (series)
 - (p) Telecommunication Manual, COMDTINST M2000.3 (series)
 - (q) Delegation of Authority Manual, HQINST M5402.3 (series)
 - (r) Coast Guard Organizational Manual, COMDTINST M5400.7 (series)

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NON-STANDARD DISTRIBUTION:

COMDTINST M5215.6H

1. PURPOSE. This Manual establishes policies, procedures, and standards for the administration of the Coast Guard Directives System for both Headquarters and the field.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Manual. Internet release is authorized.
3. DIRECTIVES AFFECTED. The Coast Guard Directives System, COMDTINST M5215.6G, is hereby cancelled.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES. Major changes in this update include: addition to the mandatory “Must Clears” are Commandant (CG-1214), Commandant (CG-2) and Commandant (CG-47); removes Doctrine (CG-0951) from Must Clears, all organizational doctrine DCMS-D and DCO-D will provide guidance; clarifies the Concurrent Clearance submission timeline; clarifies which paragraphs are required at all times; and updates the ALCOAST definition and process. It changes the title from ALCOAST to ALCOAST Commandant Notice (ACN). Adds the requirement of the use of Plain Language - (The law requires that federal agencies use "clear Government communication that the public can understand and use.")
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Manual contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
 - 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 Manual 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 this 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 Manual.

7. **DISTRIBUTION.** No paper distribution will be made of this Manual. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.

NOTE: If paper copies are required please complete Certificate of Need for Printing, DHS Form 500-07, which can be found at http://www.uscg.mil/directives/Printing_Graphics.asp.

8. **RECORDS MANAGEMENT CONSIDERATIONS.** This Manual has been evaluated for potential records management impacts. The development of this Manual 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. **FORMS/REPORTS.** The forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CG Portal <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.
10. **REQUEST FOR CHANGES.** Units and individuals may recommend changes via the chain of command to: hqs-smb-directives@uscg.mil.

THOMAS P. MICHELLI /s/
U.S. Coast Guard
Chief Information Officer

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CHAPTER 1. REGULATIONS AND POLICIES

- A. General Definition. In accordance with the DHS Directive System, DHS Directive 112-01, a directive is “a document that briefly and broadly articulates DHS policies, missions, programs, or activities of a continuing nature that are required or authorized by statute, rulemaking, the President, or the Secretary to initiate, govern or regulate actions or conduct by DHS Components, officers, and employees.”
- B. Statutory and Regulatory Guidance.
1. 14 U.S.C. Chapter 17, Sec. 632. Section 632 states that Functions and Powers vested in the Commandant and 33 CFR Chapter 1, Part 1, Section 1.05-1 Delegation of Rulemaking Authority are the basic authorities for issuing rules, orders, and instructions.
 2. 44 U.S.C. 2902. This section states that “accurate and complete documentation of the policies and transactions of the Federal Government” is one of the goals of records management in federal agencies.
- C. Requirements of a Directive. Any of the following actions require issuing a directive:
1. Establishes policy;
 2. Establishes or changes organizational structure;
 3. Delegates authority;
 4. Assigns responsibility;
 5. Establishes a form or report; or,
 6. Revises, supplements, or cancels a directive.

D. Types of Directives.

Directives must undergo a review every four years to consider cancelling, updating, revising or consolidating, as appropriate by submitting a Directives and Publications review Sheet (Enclosure 12) or a Directives Control Sheet, CGHQ-5356 to Commandant (CG-612). (See Appendix A for Headquarters use).

1. Letter of Promulgation (LOP). LOPs transmit policy, and remain in effect for the life of the directive. The LOP also lists any reporting or form requirements that the directive imposes.
2. Commandant Instruction (CI). A Commandant Instruction is a directive prescribing authority or containing information with continuing reference value or that requires continuing action. An instruction has no requirement for a table of contents and consists of less than 25 pages (includes Enclosures). It remains in effect until it is replaced or cancelled by the originator or a higher authority. Originators must review instructions every four years and validate them through their directives control point, hereafter referred to as the Directives Coordinator (DC). A Sample Unit Instruction can be found in Enclosure (1).
3. Commandant Notice (CN). A Commandant Notice is a directive of a one-time or brief nature and has the same force and effect as an instruction. All notices have self-cancelling provisions. Issue an instruction for information expected to remain effective for longer than one year. Use a Notice for one (1) year special announcements of morale and subjects short in nature instead of ALCOAST Commandant Notices (ACNs). See Enclosure (2) for a sample Notice.
4. Commandant Change Notice (CCN). Commandant Change Notice is a permanent change to an existing directive. CCNs remain in effect until after cancellation of the directive. See Chapter 8 of this Manual for more information. See Enclosure (3) for a sample Commandant Change Notice.

OPTIONAL: If an ACN will be released to announce the promulgation of a Commandant Change Notice, submit the ACN with the CCN package through concurrent clearance simultaneously for publication.

5. Commandant Instruction Manual (CIM). A Commandant Instruction Manual is a permanent directive over 25 pages with enclosures. Manuals require a table of contents and must be organized by chapters and sections. When a manual imposes reporting requirements, they will appear in the prescribing LOP. Manuals must be reviewed every

four years for content, and when the contents are no longer applicable the information is cancelled by the originator or a higher authority.

6. ALCOAST Commandant Notices (ACNs). An administrative-type Directive (ALCOAST) is a Commandant Notice that communicates an urgent policy change or update through the notifications on Portal and expires in one year from release date. Requires Commandant (CG-612) review and approval. (For more information <https://cg.portal.uscg.mil/library/generalmessages/SitePages/ALCOAST%20Release%20Policy.aspx>). ACNs are Policy Promulgation, Policy Changes/Updates, Equal Opportunity Notices, White House Notifications, Flag Half Mast Notifications, and Appropriations. After release of the ACN, it must be followed up with either a Commandant Change Notice or revision to the affected directive (see Appendix A, Paragraph C.1.c). An ACN is self cancelling after one year and cannot be referenced after that year has ended. (Refer to Appendix A, Paragraph C.1 for ACNs). See Enclosure (4) for a sample ACN. It is recommended to submit a CCN along with the ACN (or shortly after but before the year is out) to make this change permanent.
7. Operation Order (OPORD). An Operation Order is a directive issued by a commander to a subordinate commander effecting the coordinated execution of an operation. (Complete plans include deployment/employment phases, as appropriate.)
8. Punitive General Order or Regulation. Punitive General Orders or Regulations are directives or changes to a directive that make specific conduct punishable as a crime.
 - a. Article 92 of the Uniform Code of Military Justice (UCMJ) makes it a criminal offense to violate or fail to obey a lawful general order or regulation. This statute allows the Coast Guard to make specified conduct a crime by properly issuing an order or regulation. Most orders and regulations are not intended to criminalize conduct. In addition, some orders and regulations that are meant to criminalize conduct cannot be enforced, because they fail to meet the test for a punitive general order or regulation.
 - b. There are two aspects to the test for an order or regulation that can be enforced as a lawful general order or regulation under Article 92: (1) it must be general; and, (2) it must be punitive.
 - (1) General Order. A general order or regulation is one that is applicable throughout the Coast Guard or a particular command, and is issued under the authority of the President, the Secretary of Homeland Security, the Commandant, a flag officer in command, an officer authorized to convene general court-martial, and others

enumerated in the Manual for Court-Martial (MCM), United States (2012 Edition), Part IV, 16c (1) (a).

- (2) Punitive Order. Punitive orders or regulations direct individual conduct, and apply to all command personnel or groups of personnel. The terms of punitive orders or regulations clearly state that violations or disobedience is punishable as a crime. Though not legally required, they should contain explicit statements to this effect. Article 2.A.2g. in Reference (a) is an example of a punitive regulation. An order or regulation that merely establishes standards or guidelines to be applied or implemented by subordinate commanders is not a punitive regulation.

9. Classified Directives. Refer to Reference (b) and DCMS-3 for proper markings.

- E. For Official Use Only (FOUO). FOUO is a protective marking. All FOUO documents should be identified with a Department of Homeland Security cover page. An example of this cover page can be found in Enclosure (5). If a directive has been designated as FOUO, it means the sponsor of the directive has determined that some, or the entire directive consisted of sensitive information that, if requested through the FOIA and/or Privacy Act (PA), could be withheld by applying one or more FOIA and/or PA exemptions. Processing a FOIA or PA request for FOUO directives is the same as for directives without a sensitivity designator. FOUO directives require particular scrutiny to ensure no sensitive information eligible for protection by a FOIA/PA exemption(s) are not inadvertently released. If the directive is marked as FOUO, it is then an unclassified official document and is not placed on the Coast Guard internet site. Each page of the directive must have the marking “For Official Use Only” as indicated in Reference (c) and the footer marking must read “FOR OFFICIAL USE ONLY (FOUO) Public Availability to be Determined under 5 U.S.C. § 552.” See Enclosure (5) for an example of how FOUO documents should be formatted.

F. Types of Non-Directives. The items listed below can be authoritative but are not a directive.

1. Commandant Publication (COMDTPUB). A Commandant Publication is a type of non-directive issuance. The authorized abbreviation “COMDTPUB” and the letter “P” as a prefix to the Standard Subject Identification Code (SSIC) identify them. This category includes Navigation and Vessel Inspection Circulars (NVICs) that provide detailed guidance on the enforcement or compliance with a certain Federal regulation or Coast Guard policy.
2. Coast Guard Publications (CG Pubs). A Coast Guard Publication is a form of organizational doctrine. Coast Guard organizational Doctrine publications provide

enduring guidance for all Coast Guardsmen by describing fundamental philosophical principles that affect the entire Coast Guard organization in its support of national objectives. This series of publications communicates unity of effort and guides professional judgment across the full spectrum of Coast Guard activities. Each organizational doctrine publication in the series describes a complete Business Line, and thus influences how forces are organized and trained, as well as how systems and equipments are procured and maintained.

Current CG Pubs

Publication #	Title	Owner
CG Pub 1	Doctrine for the U.S. Coast Guard	CCG
CG Pub 2-0	Intelligence.	DCO
CG Pub 3-0	Operations	DCO
CG Pub 3-28	Incident Management and Crisis Response	DCO
CG Pub 7-0	Capability Management.	DCO
CG Pub MS-0	Mission Support	DCMS

List Derived

from:

http://www.uscg.mil/doctrine/listing_CGPub.asp

Figure 1-1

Note: For all organizational doctrine that meets a validated need, DCMS-D and DCO-D will designate an owner and provide a publication number. Contact FORCECOM TTP Division (FC-P) for the numbering of Tactics, Techniques, and Procedures (TTP).

3. Coast Guard Tactics, Techniques, and Procedures (CG TTP). Coast Guard Tactics, Techniques, and Procedures are documents used for giving guidance in their respective categories as defined by the Department of Defense Dictionary of Military and Associated Terms, Joint Publication 1-02. Tactics are the employment and ordered arrangement of forces in relation to each other. Techniques are non-prescriptive ways or methods used to perform missions, functions, or tasks. Procedures are standard, detailed steps that prescribe how to perform specific tasks:
 - a. Operational Tactics, Techniques, and Procedures (TTP);
 - b. Support TTP;

- c. Maintenance Procedure Cards;
 - d. Coast Guard Technical Orders (CGTO);
 - e. Flight Manuals;
 - f. Tactical Publications, Users' Manuals, Process Guides, and Desk Guides;
 - g. Division Standard Operating Procedures; and,
 - h. Coast Guard Interim Publications (CGIP).
4. Operation Plan in Concept Format (CONPLAN). An Operation Plan in Concept Form is an abbreviated format that otherwise would require considerable expansion or alteration to convert into an OPLAN or OPORD.
5. Support Plan. A Support Plan is an operation plan prepared by a support commander (or subordinate commander) to satisfy the requests or requirement of the supported commander's plan.
6. Standard Operating Procedures (SOPs). SOPs and Process Guides are a set of instructions covering those features of current operations that lend themselves to a definite or standardized procedure without loss of effectiveness. An office or command develops an SOP or Process Guide to ensure correct adherence to internal procedures. Unless otherwise instructed, employees should follow the SOP or Process Guide. The format is at the discretion of the originator.
- G. Originating Authority. An originating authority is the official by whose authority and under whose title a directive is issued. Those authorized to issue directives are:
- 1. The Commandant;
 - 2. FORCECOM, Area, district and sector commanders; and,
 - 3. Commanding officers and officers-in-charge.
- H. Signing Authority. Field units must follow local delegation of signature authority guidelines. Headquarters signing authority is detailed in Appendix A, Section L of this Manual.

- I. Environmental Considerations. All directives must contain an Environmental Considerations section. Though the content differs between directives depending on the type of directive, it also varies based on the applicability of particular environmental mandates, and the potential of the directive to either benefit or impact negatively on the environment. Contact the Office of Environmental Management, Commandant (CG-47) for Headquarters directives or your servicing environmental staff for field-initiated directives in the earliest stages of your policy development to obtain information and guidance on completing the Environmental Considerations section. Commandant (CG-612) does not allow publishing of directives without the environmental consideration section.
1. All USCG proposed new or revised directives may have the potential for positive or negative impacts on the environment. New and revised directives must be in compliance with all applicable environmental laws, regulations, and Executive Orders. Directives may need to include environmental information that will address Coast Guard environmental stewardship requirements and opportunities. Additionally, directives may also need to include cross references to other applicable Coast Guard environmental directives. The environmental considerations section should be an integrated cross-programmatic analysis of a broad spectrum of environmental issues, resources, or interactions that may impact on, or be affected by your directive. Environmental factors for consideration in this section of your directive may include, but are not limited to, environmental compliance, pollution prevention (P2), affects to air and water quality, noise affects, affects to natural resources including protected species, and affects to historic and cultural resources. This section should state how your directive may impact the environment and whether appropriate environmental information has been included in your directive to minimize environmental impacts and improve Coast Guard environmental stewardship.
 2. Compliance with the National Environmental Policy Act (NEPA) is triggered by all new or revised policy. Please see Reference (d) to ensure that your directive is in compliance with NEPA. If your directive has no potential for significant impacts to the environment, then a Coast Guard categorical exclusion (found in Figure 2-1 of Reference (d)) is likely to apply. Documentation of the applicable categorical exclusion may or may not be required depending on the guidance found in Reference (d) for an applicable categorical exclusion. If your policy has the potential for significant impacts to the environment, then a more in-depth environmental analysis and documentation such as an environmental assessment or an environmental impact statement under NEPA may be necessary and must be completed prior to finalization of your directive. If you need assistance on determining the appropriate level of NEPA analysis for your directive, please contact the Office of Environmental Management, Commandant (CG-47) for Headquarters-initiated policy or contact your servicing environmental staff for field-initiated directives. Among other information, the environmental considerations

section must state the type of NEPA analysis and documentation (if documentation is required) that has been completed for your directive. Once you have stated what NEPA analysis was completed for your directive, address any other environmental factors your directive considered. If no other environmental factors were addressed by your directive, explain why in this section.

3. If you believe that the appropriate level of NEPA analysis for your directive is a Coast Guard categorical exclusion contained in Figure 2-1 of Reference (d). The suggested text to address the NEPA portion of the environmental considerations section is given below (remember that this is suggested language only and can still vary from directive to directive):

“ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CATEX) [*# - insert the correct CE number found in Reference (d) Figure 2-1*)] from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
 - 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 Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.”
4. If the categorical exclusion used for your directive requires official Coast Guard documentation in the form of a Categorical Exclusion Determination and Environmental Checklist, complete these documents before finalizing your directive, state that they have been completed in this section, and place the documents in the directive files.
 5. If you believe that a categorical exclusion does not apply to your directive and that a higher level of NEPA analysis, contact your servicing environmental office for additional guidance as soon as possible and prior to finalizing your directive.

- J. Records Disposition. Directives, Publications, and TTPs are the Coast Guard's formal written communication on policy and procedure. The originator's official file copies with background materials are the permanent record copy and must be maintained within the office until superseded or canceled. See Chapter 10 of this Manual for more information. According to the provisions of Reference (e), these are permanent records and must be sent to a Federal Records Center (FRC) five years after they are superseded or cancelled, and transferred to NARA after 20 years. For further assistance on this, contact your unit Records Coordinator. If the directive, publication, or TTP is still in effect, the originating office must keep a copy of the case file. See Chapter 11 of this Manual for further information on Records Management Considerations.
- K. Records Management Considerations. A Records Management Considerations section is required for all directives and will contain different content from directive to directive depending on the type of directive being proposed and the potential of the directive to require the creation or maintenance of records. Contact the Office of Information Management, (CG-611) for Headquarters directives or your District Records Coordinator for field-initiated directives in the earliest stages of your policy development to obtain information and guidance on completing the Records Management Considerations section. No directive will be published without a Records Management Considerations section. See Chapter 11 of this Manual for further information on Records Management Considerations.

CHAPTER 2. DIRECTIVES COORDINATORS (DCs)

- A. General. DCs ensure compliance with guidelines for those directives issued under their area of responsibility. This function is vital to every office that originates Coast Guard directives. No directive can pass the DCs review until it is print-ready. Due to the “need to know” principle for classified material, DCs will not review or handle classified directives. Instead, the originator with the proper security clearance will handle all aspects of review. The originator is also responsible for ensuring that the final directive is printed at an accredited facility and distributed by authorized means, as prescribed in References (b), (c), and (f).
- B. Directives Control Point (DCP). The directives control point in the Coast Guard is Commandant (CG-612).
- C. Responsibilities. DCs are assigned at each Headquarters directorate and Coast Guard unit. See Enclosure (6) for a sample DCs appointment memorandum. All DCs must comply with the following:
1. Evaluate the operation of the Directives System within the organization, analyze the organization's current directives and recommend improvements (i.e., changes, consolidations, cancellations, etc.) on a continuing basis.
 2. Determine that each directive is current, necessary, complete, and does not duplicate or conflict with other directives.
 3. Assist in assigning an SSIC per Reference (g).
 4. Review each directive prior to entering into the concurrent clearance process to ensure:
 - a. Correct use of SSIC numbers and references;
 - b. Adherence to editorial standards in Reference (h);
 - c. Compliance with security requirements;
 - d. Proper clearance and signatures; and,
 - e. Proposed distribution of each directive to ensure appropriate dissemination.
 5. Know how to access the U. S. Coast Guard Directives System via CG Portal Intranet Website (<https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>) under the

USCG Directives Tab which serves as the master library of unclassified Coast Guard Directives. This eliminates the need to maintain a paper library of the directives.

6. All newly activated or commissioned organizations must complete a Change of Mailing, Freight, and Billing Address, Form CG-4183, per your official Operating Facility Change Order (OFCO).
7. Evaluate each directive for potential postal management impacts to ensure compliance with Reference (i) and:
 - a. Validate that mailing addresses contained in each directive have been verified through the US Postal Service Address Management System at <https://tools.usps.com/go/ZipLookupAction!input.action?mode=0&refresh=true> (Contact Commandant (CG-61) Postal Management Division for assistance).
 - b. Ensure that any policy directing the use of USPS Extra Services (e.g. Registered or Certified Mail, Return Receipts, Delivery Confirmation, etc.) is only authorized when required by law or directive.
 - c. Where it makes sense and is practical, develop policies and procedures in each directive requiring documents to be sent by U.S. mail or via commercial carrier (FedEx, UPS), to allow for the electronic transmission of documents in accordance with Reference (f).

CHAPTER 3. HOW TO FORMULATE A DIRECTIVE

- A. Introduction. The goal of the Directives System is to enable users to find information on a particular subject immediately and without delay. Directives must state information and instructions as clearly and logically as possible, using plain language.
- B. Plan Before Writing.
1. Know your objectives.
 2. Know your audience and include only information that is essential to the reader.
- C. Organize Logically.
1. There are many ways to organize material: by the steps of a process; by function; by category; by order of importance; etc. Use one or more of these methods, depending on the scope of the directive.
 2. Consider the information in relation to the purpose of the directive when planning its organization. Consider what situations will most frequently require reference to the directive. Organize information in a way that will benefit the person seeking guidance. For instance, the purpose of this Manual is to prescribe the Directives System and set forth policies and standards for its administration. Chapter 1 of this Manual describes the categories of directives and other material issued through the system and states responsibilities of those who administer it. Later chapters state policies and procedures for various functions that relate to the Directives System.
 3. In deciding where to place specific information, consider its relative importance within the overall organization. For example, in planning where to define terms, consider their use in the directive.
 4. Determine whether the directive indicates legal ramifications or prohibitions. If necessary, consult the appropriate legal office before this determination is made and including such language is included in the directive.
- D. Prepare An Outline.
1. Organize material into chapters if the directive has twenty-five (25) or more pages. Additionally, a directive of this length requires a table of contents be included.

2. Use descriptive titles to help your reader locate specific information quickly. General or vague titles are of little help in locating information.
3. Subheadings should be used sparingly, so that no more than six levels are used. Multiple higher level headings can be used to achieve the same outcome. See Enclosure (7) for paragraph guidelines.
4. List conditions, steps, and exceptions separately.
5. In the PURPOSE and ACTION paragraphs, clearly state who is responsible for what. See Chapter 5, Paragraph B.

E. Write Clearly. Review References (h) and (j) for guidance.

1. Consider your audience. Write for the reader.
2. Use short paragraphs. State the main idea in the first sentence.
3. Use short declarative sentences. Avoid complex sentence structure. Avoid overusing conjunctions (e.g., and) to connect ideas. State the idea in separate sentences.
4. Use short, concrete, specific words. Rely on verbs and limit sentences to 15-20 words.
5. Use the active voice. It is more direct than the passive voice and shows accountability.

EXAMPLE: “The Commandant issued the directive on 1 September 2003” vice “The directive was issued by the Commandant on 1 September 2003.”

6. Use a brief example to illustrate a point, if this will be helpful. Indent an example. Designate it clearly by using the term **EXAMPLE**.
7. Ask: “Will this be clear to someone unfamiliar with the subject?”
8. Avoid gender-related wording. Refer to Reference (h) for guidance on avoiding gender bias in writing.
9. Reference (j) requires federal agencies to use “clear Government communication that the public can understand and use.” To comply with the Plain Language Act, use the words must/must not, to indicate requirement." And minimize the use of “shall.”

NOTE: Various USCG publications and Navy pubs cite using “will” as “to indicate futurity, never any degree of requirement.” Also, most USCG directives use “may” to both cite permission (e.g., "COs may use their discretion to...") and cite possibility (e.g., "If left unattended, a fire may result."). Some uses are clear, others are not. To reduce confusion, recommend minimizing use of “may.” Most directives (including this one) also use "will" to both cite requirement (e.g., "COs will follow the guidelines in...") and a normal course of action (e.g., “The SPO will then forward the package via the chain of command.”). Some uses are clear, others not. Recommend minimizing use of “will.” See <http://www.plainlanguage.gov/plLaw/law/index.cfm> for further plain language guidelines.

CHAPTER 4. IDENTIFYING DIRECTIVES

A. Originator's Abbreviation.

1. The authorized abbreviation of the originator's title identifies each directive issued through the Directives System. For example, the abbreviation of Commandant is COMDT. Use Commandant in Directives and COMDT in ACNs.

EXAMPLE: Commandant (CG-612) or COMDT (CG-612)

2. Refer to Enclosure (2) of the Standard Distribution List (SDL), COMDTNOTE 5605, for a listing of long and short titles of directive originators.

B. Standard Subject Identification Codes (SSICs).

1. The Coast Guard uses the Navy Standard Subject Identification Codes to number all directives issued through the Directives System. Supplementing the Navy codes is a 16000 (series) covering Coast Guard missions which is located at <http://www.uscg.mil/records/>.
2. Refer to Reference (g) for identification codes.

C. Identification.

1. Commandant Instruction. The authorized abbreviation CI identifies each instruction. The originator assigns the appropriate SSIC number and places a decimal point after it. Commandant (CG-612) (hqs-smb-directives@uscg.mil) will assign a point number for Commandant Instructions.
2. Commandant Notice. The authorized abbreviation CN identifies each notice. The originator assigns the appropriate SSIC number. Because of their brief duration, notices are not assigned point numbers, but are identified by SSIC number and date.
3. Commandant Change Notice. The authorized abbreviation CCN identifies each change notice. The originator will assign the same SSIC number as the affected directive.
4. Commandant Instruction Manual. The authorized abbreviation CIM, as a prefix to the SSIC number, identifies a manual. The originator assigns the appropriate SSIC number and Commandant (CG-612) (hqs-smb-directives@uscg.mil) will assign a point number for Commandant Instruction Manuals.

5. Non-Directive Materials. The originator assigns the appropriate SSIC number. Commandant (CG-612) (hqs-smb-directives@uscg.mil) will assign a point number for Commandant Publications. Non-directives are numbered in the same sequence as directives (see note below for exceptions). Once a number is selected for non-directive material, it is used until the document is cancelled. A volume number, issue number, or a capital letter after the consecutive number will identify the unique issue of the non-directive material.

EXAMPLE: If the third document under SSIC 1650 is non-directive material and it is reissued, its identification is COMDTPUB P1650.3A.

NOTE: For all organizational doctrine that meets a validated need, DCMS-D and DCO-D will designate an owner and provide a publication number. Contact FORCECOM TTP Division (FC-P) for the numbering of Tactics, Techniques, and Procedures (TTP).

- D. Security Classification Identification. The originator shows that an instruction or notice is classified by prefixing the SSIC with the letter C for confidential, S for secret, TS for top secret, SSI for sensitive security information, and SBU for sensitive but unclassified. Each originator numbers classified instructions in the same sequence as unclassified instructions and ensures that accountability is maintained regardless of the overall classification of a directive. Assign an unclassified title or subject whenever possible, followed by the letters cited above (C, S, TS, SSI, or SBU) in parentheses. See Enclosure (8) for an example of a classified instruction.
- E. Citing Directives and Forms. Do not cite or refer to drafts or unofficial directives information and do not impose action based on such documents. When a document refers to, or cites a directive more than once, the full title and identification number followed by (series) of the directive must appear in reference line of the document even if it is the first issuance of said directive. If a directive is only referred to once it does not need to be a part of the reference listing. When referring to a form, use the full title followed by the identification number. Use this formatting every time you refer to a directive or form in a directive:

EXAMPLE: The Coast Guard Directives System, COMDTINST M5215.6 (series)

EXAMPLE: Digest, Form CG-4229

CHAPTER 5. FORMAT OF DIRECTIVES

- A. Identification of Directives. Manuals must have a cover page prepared in accordance with Enclosure (9) of this Manual and Reference (k). All directives and publications printed at Coast Guard expense must have printed thereon the words, "U.S. Department of Homeland Security," and/or the Department insignia, and "U.S. Coast Guard," the directive number and the date of issuance at the bottom of the page. Specific guidance for cover format may be found in Reference (l).
- B. Letter of Promulgation (LOP). The signed LOP authorizes the document as an official U. S. Coast Guard Directive. This applies to new or updated directives. Follow the required paragraph order set forth in this Chapter, as well as Enclosures (1), (2), (3), (5), (7) and (8) when creating a directive.

1. Heading.

- a. Full Identification. The first line of the directive shows its identification.
- b. Signature Date. The date the signing authority signs the directive must fall below the header on the right hand margin. All dates should be in official Coast Guard format (DD MONTH YYYY). For example, 22 FEBRUARY 2012.
- c. Cancellation Date. In a notice, the first line close to the right margin, originators type the word CANCELLED followed by the appropriate cancellation date. See Enclosure (2) for more information. This does not apply to instructions, manuals, and/or change notices.
- d. Subject. The subject line is a concise statement of the directive's subject, and should match the directive title. Type the subject in capital letters. The subject line is the title of the directive and should match the cover exactly. When changing a directive use CH-1, CH-2, CH-3, etc. as the start of the subject title. See Chapter 8 of this Manual.
- e. References. To cite References:

With the exception to the Standard Distribution List (SDL), COMDTNOTE 5605, and the Directives, Publications, and Reports Index (DPRI), COMDTNOTE 5600, do not reference notices in directives as they are expired one year from the date of the signature. Keep references to a minimum. If not all addressees hold a specific reference, use the abbreviation NOTAL immediately after the reference. See Enclosure (8). List references in the order they are mentioned in the text. Do not

list references that are not referred in the body of text. Do not refer to drafts or unofficial directives information or impose actions based on such documents. See Chapter 4, Paragraph E for proper citing of directives. References must be referred to in order. When you refer to a reference in the body of a directive it must be formatted as follows: Reference (letter).

EXAMPLE: As per Reference (a)...

NOTE: If a reference will only be used one time in the text of the directive, it can be called out in the body of the text vice listing it in the LOP.

2. Paragraph Sequence.

- a. Purpose. The first paragraph is a brief summary of the purpose of the directive and indicates the intended user. Also used in a notice that is issued with the sole purpose of cancelling another directive.
- b. Action. The ACTION paragraph follows the PURPOSE paragraph in all directives. This paragraph assigns responsibility or delegates authority through the chain of command to the appropriate commander/commanding officer designated to ensure compliance with a directive. The Commandant assigns this responsibility to the following:
 - (1) All Coast Guard unit commanders,
 - (2) Commanding officers,
 - (3) Officers in charge,
 - (4) Deputy/assistant commandants, and,
 - (5) Chiefs of headquarters staff elements.

NOTE: Identifying the commands listed above would be appropriate for directives that task large numbers of units.

- (a) When tasking specific units, clearly state the delegation of responsibility to them by naming the units in this paragraph. Tasking of units below the sector/group level will generally be done by their parent commands. Headquarters may task facilities with coordination of the appropriate Facility Manager. Specific exemptions require following Tasking Considerations in Chapter 7 of this manual. Certain time-critical situations might require tasking via email, but follow up immediately with an

appropriate directive. Do not issue tasking via draft or unofficial documents.

- (b) To indicate directive availability on the Internet, include as the last sentence in the ACTION paragraph **Internet release authorized OR Internet release is not authorized**. If this statement is omitted, the instruction will not be released on the Internet.
- (c) See Chapter 7, Paragraph B, Tasking Considerations, for further guidance.
- c. Directives Affected. This paragraph states what affects a directive has on previous or existing directives. In a Notice with the sole purpose of cancelling another directive, the cancellation will be located in the PURPOSE paragraph.
- d. Discussion or Background. Optional. However, is most often used in instructions or manuals to provide a foundation for information that follows. If your directive has both a Discussion and a Background paragraph place one below the Records Management Considerations paragraph with the remaining paragraphs.
- e. Disclaimer. This paragraph provides a disclaimer as to who this guidance affects. See Enclosure (7) for the required wording of this paragraph. Legal will provide other wording if deemed necessary.
- f. Major Changes. List all major changes of significance.
- g. Impact Assessment. This paragraph confirms completion of a resource impact assessment. See Appendix A, Paragraph G of this Manual for further guidance.
- h. Environmental Aspect and Impact Considerations. This paragraph is required in all instructions, manuals, and notices. See Chapter 1, Paragraph I of this Manual for an explanation of impact considerations and required wording for the paragraph when not applicable.
- i. Distribution. This paragraph describes directive distribution throughout the Coast Guard. See Chapter 6, Paragraph J.2 for the required wording for this paragraph.
- j. Procedure. This optional paragraph normally states specifics of task performance. Must be used in the Commandant Change Notice (See Enclosure (3)).
- k. Records Management Considerations. This paragraph is required in all instructions, manuals, directive change notices, and notices. See Chapter 11 of this Manual for an

explanation of impact considerations and required wording for the paragraph when not applicable.

- l. Remaining Paragraphs. The remaining paragraphs function to detail policy, procedures, tasking, etc. No set order is prescribed for other paragraphs; however, they must precede the Forms/Reports and Request For Changes paragraphs.
- m. Forms/Reports. Gives information about possible forms and reports the directive may require, as well as where requisite forms may be obtained. If no forms or reports are required, state "None". If there are six (6) or more forms required, list the forms in the table of contents of a manual as a List of Forms or in the Forms/Reports paragraph of an instruction. **DO NOT** issue directives carrying forms labeled as prescribed format, suggested form, sample form, or for local reproduction without prior approval by Commandant (CG-612).
- n. Request For Changes. The last paragraph in the LOP of the directive. Inform the reader how to submit recommended changes (provide an organizational email address, FAX number, and/or the complete command mailing address).

C. Table of Contents.

1. All directives over twenty-five (25) pages require a table of contents.
2. List every chapter and section in the table of contents. List titled paragraphs and subparagraphs as appropriate.
3. List all figures, tables, appendices, enclosures, and indices.

D. Paragraph Titles/Section Numbers. Be consistent in using titles. If one subparagraph is titled, all other subparagraphs at the same level in that section must have titles. Underline each title or use bold face type. Insert a period at the end of each paragraph title, however, do not underline the period. All manuals begin with chapters, and directives of less than twenty-five (25) pages begin with paragraphs. Additionally, paragraphs must at least come in pairs. If there is an "A" there must also be a "B" and if there is a "1" there must also be a "2". If there is only one subparagraph move it to be a part of the main paragraph or create a new partner paragraph for it. See Enclosure (7) for details. It is no longer necessary to carry over section and paragraph numbers on subsequent pages.

E. Tables, Graphs, or Figures. When including tables, graphs, or figures in a directive, place them closest to their first reference in the text. Number them sequentially in each chapter, preceded by the chapter number and a dash (e.g., Table 3-1, Graph 3-1, or Figure 3-1, which

means they are the first account of table, graph, or figure in Chapter 3). Also, provide separate text captions for tables, graphs or figures. Refer to Chapter 6, Paragraph B.6.b of this Manual for additional information. For a sample refer to Table A-1 in the Appendix of this Manual.

- F. Appendices. Use appendices to publish related but distinctly separate material after the chapters of a manual.

EXAMPLE: Appendix A – Headquarters Only

- G. Enclosures. Use enclosures to provide supplementary information and be sure they are called out in order in the text of the directive.

1. Numbering Tables, Exhibits, and Figures. If an enclosure contains a table, exhibit, or figure, label each with an enclosure number, dash (-), and letter (e.g., 1-A, 2-A, 3-A, etc. or 1.A, 2.A, 3.A, etc. is also acceptable). An enclosure cannot be a link. Label each enclosure as “Enclosure (#) to COMDTINST M####.#X”. Refer to Chapter 6, Paragraph F.2 of this Manual for continuation pages.

EXAMPLE: Enclosure (1) to COMDTINST M5215.6H

2. Use of Links within Enclosures. Links can be used in an enclosure, but not as the enclosure itself.
- H. Distribution Grid. Fill in the complete proposed distribution on the grid block of the LOP before circulation for review. This will provide an opportunity for all reviewers to evaluate the list of intended users/recipients of directives. See Chapter 6, Paragraph J for guidance.
- I. Reproduction. Directives are reproduced on both sides of the page reading from top to bottom (head to head). Only reproduce if printing is necessary. Complete a Certificate of Need for Printing, DHS Form 500-07 when printing.
(http://www.uscg.mil/directives/Printing_Graphics.asp).
- J. Exceptions to Format. All requests to create directives that deviate from the formatting requirements outlined in Chapter 6 of this Manual must be submitted for approval to Commandant (CG-612) through the DC. The request will be submitted in memo format entitled Format Waiver. This waiver must be a written justification and a statement that the requested format will meet the Section 508 compliancy requirements of the Rehabilitation Act of 1973, amended 1998.

NOTE: Revisions to existing directives already granted a format waiver do not require a new waiver. However, do not deviate from the original format, and provide a copy of the previous waiver.

NOTE: If you receive a format waiver, use the heading described in Chapter 6, paragraph F.2 for continuation pages, and page numbering per Chapter 6 paragraph K of this manual.

1. Bullets. Bullets are the exception to the format outlined in Chapter 6 of this Manual and must be approved in the Format Waiver. If authorized to use bullets, there can be no more than 5 consecutive bullets in a single paragraph. After the fifth bullet a new section, paragraph, or subparagraph must begin.

EXAMPLE:

1. How to format bullets:

- Bullet one
- Bullet two
- Bullet three
- Bullet four
- Bullet five

2. This will be the beginning of the next paragraph.

2. Information Mapping (Info Mapping). To ensure Coast Guard compliance with the Paper Reduction Act of 1995, limit the use of info mapping, it increases page count. The most common types of information that might have a need for these types of directive format are: Procedure, Process, Principle, Concept, Fact, and Structure. As a result, info mapping will only be approved on a case by case basis. An example of a directive in this format is the Auxiliary Aviation Training Manual, COMDTINST M16798.5 (series).

- K. Signature Block. The signature block is positioned on the fifth line below the last paragraph of the LOP (four blank lines). All lines should begin at the center of the page. There are two types of signature blocks – without grade of signing authority and with grade of signing authority.

NOTE: Per Reference (m), directives can use an electronic signature.

1. Without Grade of Signing Authority. The first line should be the name of the signer in all capital letters. The second line should be the signing authority's long title, as prescribed in Enclosure (2) of the Standard Distribution List (SDL), COMDTNOTE 5605. Use this format for ALCOASTs.

Example for HQS: A.B. LASTNAME
Assistant Commandant for Human Resources

Example outside of HQS: A.B. LASTNAME
Commander, First Coast Guard District

2. With Grade of Signing Authority. The first line should be the name of the signer in all capital letters. The second line should state his/her military grade, followed by U.S. Coast Guard and the third line should contain the signing authority's long title, as prescribed in Enclosure (2) of the Standard Distribution List (SDL), COMDTNOTE 5605. Use this format for Instructions, Manuals, and Notices.

Example for HQS: A.B. LASTNAME
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Human Resources

Example outside of HQS: A.B. LASTNAME
Commander, U.S. Coast Guard
First Coast Guard District

CHAPTER 6. FORMATTING INSTRUCTIONS

- A. Formatting a Coast Guard Directive. Read and follow the directions in this Chapter in order to properly format Directives. When formatting images, tables, enclosures, figures, etc, write all directives to a DVD or CD-ROM. See Appendix A, Section P of this Manual. Examples of format edits: Commandant in front of office symbols (Commandant (CG-612) or Chief, Directives & Publications Division, CG-612). Maintain consistency when referencing the subject directive: in this Instruction, Manual, Enclosure, Chapter, or Paragraph.

EXAMPLE: See Chapter #, Paragraph X of this Manual.

- B. Document Preparation and Section 508 Guidelines. All Directives must comply with Section 508 of the Rehabilitation Act of 1973, amended 1998. Commandant (CG-612) does not place non-compliant directives in their Websites. It is the responsibility of the sponsoring office to ensure that directives are Section 508 compliant before final signature. See Enclosure (10) of this Manual on how to edit a document for Section 508 compliancy prior to converting to Adobe Acrobat PDF.

1. Design the physical size of a directive to fit onto an 8½ x 11 sheet of paper (for both text format and non-text images) for printing purposes.
2. Use Times New Roman 12 point font for the main body of text.
3. Use Styles in MS Word to format your directive's text. See Paragraph 6.c below for more information. A style is a set of formatting characteristics that you can apply to text in your directive to quickly change its appearance. Use the MS Word HELP menu for further information on styles.

NOTE: If you intend to create a CG Directive using any other software application, you must obtain prior approval from Commandant (CG-612). Rule-of-Thumb: Keep MS Excel files simple. Limit the complexity of tables. Complex MS Excel files are difficult to make Section 508 compliant.

4. Always retain a copy of the MS Word version of the directive for future editing purposes.
5. All directives are dated the same day it is signed. The date is typed under the short title at the top of the page and the signature block is typed with /s/ after the name to indicate it was signed. Only add this after the directive has actually been signed.

EXAMPLE: J.C. SMITH /s/
Assistant Commandant for Human Resources

6. Follow the recommended guideline practices for creating more accessible documents:
<http://www.access-board.gov/sec508/guide/index.htm>.
- a. Use high contrasting foreground and background colors. The best colors to use are a black foreground with a white background. Avoid using colors that do not have a high contrast.

EXAMPLE: Do not use a light blue foreground with a blue-green background.

- b. Provide separate text captions for figures, images, pictures and graphs. The text captions should appear either directly above or below the item. The text caption should not be drawn as part of a picture, but should be in the document's text. The caption should briefly and accurately describe the item.

NOTE: When using MS Word, be sure to apply the appropriate style to the caption's text (examples: Figure, Table or Graph). Also, add alternate text (Alt Text) to an image using the Web tab of the illustrations properties dialog box. See Enclosure (10) for details on how to add Alt Text. Keep in mind that a scanned image of a text page in itself is NOT Section 508 compliant, and therefore all of the text in the scanned text page must be added in the Alt Text. A scanned image of a text page is not Section 508 compliant. Add Alt Text for scanned text pages.

- c. Always use Styles to format your document's text. This is very important. Using styles allows you to define the document's structure such as headings, sections, and sub-sections. This makes it easier for screen reading software to accurately traverse the document.

EXAMPLE: Use the style Heading 1 for your document's main header instead of formatting the paragraph as Bold with a font size of 16.

- d. Check the spelling of every document's text. It helps screen reading software to properly perform.

C. Formats. A format is defined as the structure or layout of an item. This applies to text, graphics, spreadsheets, drawings, images, photos, or any other type of format style. Strive to create written directives in text format (.doc format).

D. Columns. Directives should be in single column format.

- E. Margins. The left justified margin should be no less than 1 inch, the right unjustified margin should be no less than 1 inch, and the top and bottom margins should be 1 inch.
- F. Identification.
1. First Page of the Letter of Promulgation (LOP). Type the identification in the upper right hand corner, which includes, street address, city, state with zip code, staff symbol, telephone number, and fax number. For HQ units, include mail stop and the plus four of the ZIP code (which is the same as the mail stop).
 2. Continuation Pages. Type the directive identification number (example: COMDTINST M5215.6H) in the top outside margin on each page of the directive (except the first page of the Letter of Promulgation). The identification should be located on the top right for odd-numbered pages and the top left for even. This pertains to landscape as well as portrait orientation. All enclosures, appendices, and exhibits must be properly identified. In those cases where an enclosure, appendix, or exhibit is simply a reprint of another agency or organization's issuance, identification on the first page or cover will suffice.
 3. Page Replacement. Place the change number on the outside bottom corner of each replacement page. See Chapter 8 of this Manual.
- G. Heading in the LOP.
1. Type the full identification of the directive on the first line.
 2. Type the subject in all capital letters on the second line down from the identification.
 3. Type references beginning on the second line down from the subject.
- EXAMPLE:** Ref: (a) The Coast Guard Directive System, COMDTINST M5215.6 (series)
- H. Text. See Enclosure (7) for guidelines on the text format.
- I. Enclosures.
1. In Manuals list the enclosures at the end of the Table of Contents. Type the full word in all capital letters – ENCLOSURES beginning at the left margin on the second line

below the signature. Type the number of the enclosure in parentheses, followed by the title of the enclosure.

2. In Instructions, which do not contain a table of contents, list the enclosures at the end of the Letter of Promulgation. Type the abbreviation Enclosure: beginning at the left margin on the second line below the signature. Type the number of the enclosure in parentheses, followed by the title of the enclosure. If necessary move the last paragraph of the instruction to the next page to ensure that the signature block and/or the enclosure listing do not fall on their own page.

EXAMPLE: Enclosure: (1) Listing of Directives

3. In the enclosure itself, identify the enclosure on the top outside margin of each page and text should show on the same page unless the enclosure is from an external source as per Paragraph F.2 above.
4. Follow the same method for continuation pages, as described above in Paragraph F.2.

EXAMPLE: Enclosure (1) to COMDTINST M5215.6G

J. Distribution.

1. Distribution Grid. The distribution grid must be on the bottom of the first page of the Letter of Promulgation on every directive. Following the preprinted words Distribution – SDL No. at the top left of the grid, type the standard distribution list number. In addition, fill in the distribution grid to indicate addressees. Indicate how many directives each unit is to receive before submission for review. If printing hard copies for units, enter the number of copies they will receive in the corresponding grid box. If the unit is required to comply with the content, but it will not receive a hard copy, enter an X into the corresponding box. Use the Standard Distribution List, COMDTNOTE 5605 to determine the current SDL number as well as ensuring you selected the correct units. See the LOP distribution grid of this Manual for an example. When the non-standard distribution is more than two lines of type, put only the notation See page xx on the first page and type all non-standard distribution on the signature page (following the signature and any enclosure information). See appropriate DCs for help in completing the grid. When requesting allowance changes in the distribution of a directive, submit a Request for Allowance Change, Form CG-5323, for each change to an allowance. Then forward the completed form to Commandant (CG-612) via your chain of command.
2. Distribution Paragraph. In the case of no paper distribution, the following paragraph must be used to explain how the directive will be distributed:

DISTRIBUTION. No paper distribution will be made of this **CHOOSE ONE: Notice, Change Notice, Instruction, or Manual.** An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.

NOTE: If paper copies are required please complete Certificate of Need for Printing, DHS Form 500-07, which can be found at http://www.uscg.mil/directives/Printing_Graphics.asp. This form is required in the concurrent clearance packet signed by your Directive signature authority.

K. Page Numbering.

1. Number pages with Arabic numerals (2, 3, 4, etc.). Center the number ½ inch from the bottom of the page.
2. Number Table of Contents pages with lower case Roman numerals (i, ii, iii, iv, etc.). Center the numerals ½ inch from the bottom of the page.
3. When a directive has chapters, number the pages as follows: Chapter 1: 1-1, 1-2, 1-3; Chapter 2: 2-1, 2-2, 2-3; etc.
4. Begin a new sequence of numbers for each enclosure. Do not continue numbering from the directive itself and do not number the first page of the enclosure.
5. If an Index is used, number pages as follows: I-1, I-2, I-3, etc.
6. Number every page of a FOUO directive, including blank pages labeled with the phrase “Intentionally Left Blank.”

L. Date. The sponsoring Directorate must date a directive with the exact date that it is signed in CG format, but only after it has been signed. (Use the date it is/was actually signed.)

M. Blank Pages. Unless a document is classified, it is not necessary to mark blank pages with these words: This page intentionally left blank. These pages may be left entirely unmarked.

N. Quick Reference: Common Errors. Please see Enclosure (11) for a list of the most common errors found within directives. Additionally, see <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx> for a list of Frequently Asked Questions (FAQs).

CHAPTER 7. CLEARING AND ISSUING DIRECTIVES AND NON-DIRECTIVES

A. General Responsibilities of Originators. An originator is the individual or element actually writing and coordinating the clearance of a document, and must:

1. Be familiar with this Manual. Consult your DCs to resolve questions.
2. Write the PURPOSE paragraph, considering the target audience and the tasks being required by the directive. Select the directorates and offices that may have a substantial interest in clearing material. Ensure early coordination to prevent delays in processing a directive. Refer to Paragraph B below for a discussion of tasking considerations.
3. Ensure that material is approved by an individual authorized to sign by direction before it goes to other directorates or offices for clearance.
4. Ensure that security requirements are met. Consult References (b) and (f).
5. When submitting material to the signing authority, clearly and concisely indicate the following, as appropriate, using a Digest, Form CG-4229, or Concurrent Clearance, Form CG-4590:
 - a. Compile all non-concurrence and critical comments not fully resolved, and the reason(s).
 - b. State any special reason(s) for requesting signature by the authority to whom submitted, if signature at that level is not the norm.
 - c. List reviewers presumed to have no interest due to lack of response within the time allotted.
6. Provide and tab all background material, and enclose all staff review notes and comments when material is submitted to the signing authority.
7. Reroute material as necessary to assure continued concurrence by all interested staff components after making substantive changes. When imposed deadlines or other critical time factors prevent a reroute, the omissions must be clearly presented to the signing authority.

NOTE: Do not distribute unsigned, undated advance copies; they are unofficial (draft copies) and do not require any action on the part of the recipient. This explicitly includes placing them on the intranet/internet.

8. Originators at Headquarters must comply with the specific guidelines and procedures set forth in Appendix A.

B. Tasking Considerations. Tasking is defined as an assignment of work to be accomplished. Commands below the sector level (e.g., stations, Aids-to-Navigation Teams (ANT), Patrol Boats (PBs), and some Aids to Navigation (ATON) cutters) are not typically staffed to handle a significant administrative workload and should generally not be directly tasked by anyone other than their immediate operational commander. It may be appropriate to send informational copies of some directives to these units. When possible, the larger parent commands for these units will be assigned responsibility for ensuring required task(s) are completed. The sector may either complete the task (e.g., training, reports, and data collection) or direct its subordinate units to assume responsibility for completing tasks imposed by directives. Originators must avoid arbitrarily using the phrase: “unit commanding officers must...” in the ACTION paragraph since this statement automatically requires all commands to comply. See Chapter 5, Paragraph B.2.b for placement in Commandant Directives. The ACTION paragraph must read as follows:

ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this **Commandant Change Notice, Notice, Instruction, or Manual**. Internet release **is OR is not** authorized.

1. Commandant may task to areas, headquarters units, districts, and sectors. In a few cases, Commandant may task below the sector when only that level, with the coordination of the applicable Facility Managers, can accomplish the task, or for specific exemptions. Exemptions include:
 - a. Supervisory personnel duties, such as employee evaluations, notifying employees of qualifications, providing employee guidance, and counseling.
 - b. Promotion boards.
 - c. Voluntary requirements, such as award nominations.
 - d. Unit specific operational evaluations and training qualification requirements, such as Preventive Maintenance System (PMS), Personnel Qualification System (PQS) and Boat Crew Training and Qualifications Programs.
 - e. Any tasking that increases operational evaluation, training or qualifications requirements mandated by the Commandant's Vessel Safety Board.

- f. Administrative changes necessary to maintain current manuals, such as inserting page changes.
2. When tasking affects units below the group level, groups may forward the appropriate directive, with the tasking highlighted, to units under their command.

C. Clearing Directives.

1. Definition. Clearance is the coordination process by which interested organizational elements review directives and non-directive publications issued by the originator. Originators should provide early, informal consultation with key reviews of proposed major policy provisions before formal concurrent clearance. This permits items of contention to be raised and discussed fully before the formal collection of comments.

NOTE: All Department of Homeland Security Management Directives for clearances are coordinated through CCG.

2. When to Clear. Originators must initiate the clearance process as early as possible. An official in the originating office who is authorized to sign by direction must approve proposed material and tasking. The material then goes to other interested organizational elements for clearance.
3. How to Clear. The originator selects the method of clearance to be used. These methods are:
 - a. Concurrent Clearance. Clearances may still be obtained via hard copy; however, it is recommended that electronic clearance be used. This method reduces the review cycle by compressing many reviews into the same period. Electronic Clearance is when the originator sends out their directive to be reviewed by all interested directorates simultaneously. Sequential Clearance may still be required once the Concurrent Clearance has been completed. This will only be done for remedial purposes to resolve content conflicts.
 - b. Sequential Clearance. Route the original and file copy to the first coordinator, who passes them to the next coordinator, if any, or to the signer.
 - c. Electronic Clearance. Units may obtain clearance by e-mail but must maintain all official paper/electronic files along with the required signature(s). E-mail clearance is contingent on the discretion of the commanding officer.

- d. Legal Review. Following review by interested organizational elements, and prior to final Initiating Office action, the Initiating Office must consult the servicing legal office to ensure the directive is consistent with applicable law and regulations.

D. Concurrent Clearance Procedures. The following procedures cover all concurrent clearing responsibilities.

NOTE: If concurrent clearance procedures are used, sequential procedures are not required.

1. Originating Office Action.

- a. If reasonably certain that changes and comments will be minor, prepare material in camera-ready form.
- b. Prepare a Concurrent Clearance, Form CG-4590, showing all information required on the form. Allow a minimum of fifteen (15) business days for review. A copy of the clearance must be attached to each routed draft copy.

NOTE: If the concurrent clearance is routed after 1200, count fifteen (15) business days from the next full business day.

2. Reviewing Office Actions. Coordinate quickly, within hours or less in urgent cases. Non-concurrence requires a written explanation.

- a. The reviewer will complete the Concurrent Clearance, Form CG-4590, indicating concurrence, non-concurrence, or concurrence with comments by initials in the appropriate spaces on the form. Comments may be written on the form (if space permits), noted on the draft, or attached separately. In the latter case, the form must be annotated to indicate the existence of other comments.
- b. Response must be made by the deadline for review, or an extension specifically requested from the reviewer. The originator will assume concurrence if no response, a request for extension, or a notation of no interest has been received by the deadline.
- c. If the reviewer's concurrence is not required, indicate no comment in the spaces normally used to indicate concurrence, and return the material promptly to the originator.

3. Final Originating Office Action.

- a. After resolving differences, prepare the material for submission to the approval authority.
- b. Prepare a Concurrent Clearance, Form CG-4590, or a Digest, Form CG-4229, summarizing the reviews. Attach copies of the concurrent clearances from each reviewing official.
- c. Clear the material through the DC to assure compliance with this Manual. The abbreviation DC and the initials of the person having this responsibility must be shown in a space on the clearance sheet.

E. Sequential Clearance Procedures.

1. Originating Office Actions.

- a. Consult with the applicable DC during the drafting stage when there is a question regarding format and adherence to standards.
- b. Prepare the directive in camera ready form, and single-space for signature.
- c. Indicate staff components from which clearance is desired by inserting the corresponding staff symbols on the Routing Slip, Form CGHQ-6046.
- d. Assemble the material, including background items and references, and attach a routing slip showing staff symbols in the same sequence as the clearance sheet. If required by your unit, prepare a Digest, Form CG-4229. It should summarize the problems or elements involved and explain the actions taken or recommended.
- e. Clear through the DC of the initiating office to assure compliance with standards before routing for clearance. The abbreviation DC and the initials of the person having these responsibilities must be shown in a space on the clearance sheet.

2. Reviewing Office Actions.

- a. Initialing and dating in the space provided on the clearance copy indicates concurrence. If appropriate, a note may be added to the initials in that space to show that a memorandum is attached, with comments. If the reviewer does not concur, the space should not be initialed or dated, and a memorandum stating the reasons for non-concurrence should be prepared and returned to the initiating office with the

draft. Informal contact should be made to avoid the need for a memorandum whenever practical.

- b. The material routed for clearance may be returned to the originator at any stage. Generally, the incorporation of changes requires rerouting, but minor changes of an editorial nature may be made without rerouting.
 - c. If any changes are needed, or when policy related issues or unresolved comments are attached (regardless of whether or not concurrence is indicated), make sure that the routing slip directs the material back to the originator before it goes to the signing authority.
 - d. If the reviewer's concurrence is not required, indicate no comment in the appropriate space on the official file copy and forward promptly.
3. Final Originating Office Action. After review and concurrence, the material is routed to the signing authority.
- a. Clearance initials must appear on the material in its final signature package.
 - b. The initial block must never be trimmed from an earlier copy and attached to the final. Clearance blocks cannot be stapled, glued or taped.
 - c. When retyping has occurred to make editorial corrections only, mark see prior clearance, retyped for editorial corrections on the file copy, and attach the earlier draft.

F. Reviewing Official Responsibilities.

1. The Reviewer. The reviewer should use informal methods to recommend changes or corrections whenever practical. These methods, however, are not a substitute for a formal response when requested by the initiating office. The reviewer is obligated to make a prompt response indicating either:
 - a. Concurrence (approval);
 - b. Concurrence with comments (reservations);
 - c. Non-concurrence (disagreement) with attached comments; or,
 - d. Concurrence not required, when review by that official is unnecessary.

NOTE: The reviewing official should also review the clearance routing designated by the originator to determine if review by other staff components is required. Arrangements for additional coordination must be made with the originator.

2. Concurrence by Reviewers. Concurrence by reviewers indicates that the material is:
 - a. Legal, correct, and complete.
 - b. Consistent with approved regulations, instructions and policies, or is an approved change thereto and will be incorporated into the directives for which they are responsible.

G. Issuing Directives.

1. Standard Distribution List. The Standard Distribution List (SDL), COMDTNOTE 5605, provides official address and distribution symbols for the U.S. Coast Guard and is accessible on the U.S. Coast Guard Directives System Intranet. When a directive is issued, it must carry the sequential number shown on the cover of the current SDL. This number must appear after the space marked DISTRIBUTION SDL No. on the SDL grid on the LOP.
2. Avoiding Duplication. Originators will coordinate proposed directives, include information essential to all addressees, and ensure that distribution is accurate and complete. Originators will distribute directives to those who need to know and need to act. Where geographic or resource limitations require additional response, subordinate commands will forward the Commandant directive with the tasking highlighted to units required to take action. Commandant directives should be written in clear language and in sufficient detail and clarity to eliminate the necessity of subordinate units reissuing amplifying directives. Consequently, subordinate units must not reissue a directive disseminating Commandant Policy.
3. Providing Directives to Headquarters. Area, district, and sectors must provide one copy to the program manager for the topic covered in their directive.

CHAPTER 8. REVIEWING, CHANGING AND CANCELLING DIRECTIVES

- A. Reviewing Directives. A Review Cover Sheet is required to document all reviews and validations of directives. Refer to Chapter 1, Paragraph D for review directives schedules. See Enclosure (12) for an example of this sheet.
- B. Changing Directives. All changes to a directive are submitted via a Commandant Change Notice. Follow the guidelines in this Chapter when preparing changes. Include a summary of changes in the letter of promulgation. When changing a directive use CH-1, CH-2, CH-3, etc. as the start of the subject title. Refer to Chapter 5 for the correct format of instructions or instruction manuals. See Enclosure (3) for Commandant Change Notices and Appendix A, Section Q for electronic submission requirements for changes.
1. Revision. Reissue the directive whenever cumulative changes result in the replacement of 50% or more of the directive pages or the sponsor desires to reissue. Assign each revision the same SSIC number, consecutive number and other identification as the manual or instruction that is superseded. A capital letter follows the consecutive number.
 2. Page Replacement. Changes to an instruction are issued as page replacements. For easy identification of significant changes, either place a vertical line in the non-binding margin to mark the changed section **or use boldface type** in the text of the change. Do not carry vertical lines or boldface type over to the next issuance. When replacing a chapter in its entirety, boldface or vertical lines are not required to indicate change.
 - a. Assign each group of changes a consecutive change number: CH-1, CH-2, CH-3, etc. Use only one (series) of consecutive change numbers to identify changes to a directive, whether the changes are to the basic manual/instruction or to an enclosure. For a Commandant Change Notice, follow Enclosure (3) for submission requirements for changes.
 - b. Assign to a page replacement the same SSIC number, consecutive number, page number, and other identification as the page it supersedes.
 - c. Show the change (CH-1, CH-2, CH-3, etc.) in the lower non-binding margin of each page replaced. If one side of the page has changed, both sides have to read Change-1 (CH-1).
 3. Pen Change. Pen and ink changes are not permitted.

C. Changing Manuals.

1. Loose-Leaf Binder Format. Change a manual in the form of a loose-leaf binder in the same manner as any other instruction.
2. Permanent Binding. A manual in permanent binding does not easily lend itself to change by page replacement. Permanent binding will be used for one-time issue directives only.

NOTE: Only replace pages when printing is necessary. When printing a Certificate of Need for Printing, DHS Form 500-07 (http://www.uscg.mil/directives/Printing_Graphics.asp) must be completed.

- D. Record of Changes. All manuals have a Record of Changes page, which appears after the signature page. List each change made to the manual on this page.
- E. Cancelling Directives (by an Instruction or Notice). A directive may be cancelled by another directive issued by the same originator or higher authority. The statement of cancellation must appear in the DIRECTIVES AFFECTED paragraph, which is the third paragraph of the cancelling LOP. In a notice, issued only to cancel another directive, the statement of cancellation must appear in the PURPOSE paragraph. Cancellations of Commandant Directives will be shown in the Directives, Publication, and Reports Index (DPRI), COMDTNOTE 5600, the Cancellation Section of the U. S. Coast Guard Directives System Websites.

CHAPTER 9. NON-DIRECTIVE MATERIAL/PRINTING PROCEDURES FOR DIRECTIVE AND NON-DIRECTIVE MATERIALS

- A. **Definition.** Non-directives are written communications that are informational. They are issued through the Directives System and follow many aspects of this System, including use of the Standard Subject Identification Code (SSIC) numbering and controlled distribution. Non-directive materials include newsletters, journals, periodicals, pamphlets, posters, brochures, bulletins, publications, and technical reports. Non-directives posted on the Intranet or Internet must comply with References (n) and (o).

EXEMPTION: The Directives System does not apply to Tactics, Techniques, and Procedures (TTP), which are developed and issued by FORCECOM TTP Division (FC-P). For information on TTP development, see Tactics, Techniques, and Procedures (TTP) Development System and Standards, CGTTP 1-01 (series) which can be found at <https://cg.portal.uscg.mil/communities/hp/HPCenter/TTP/Default.aspx>.

NOTE: The Coast Guard Office of Strategic Analysis was established on 4 May 2009. Information and guidance on preparation and publishing of doctrine material can be found on the Office of Strategic Analysis official website at <http://www.uscg.mil/doctrine/>.

1. Some non-directive materials are called periodicals, which are publications produced semi-annually or more often. They do not include laws, regulations, opinions, decisions, official notices, circulars, administrative reports, memoranda, statistical reports, or information that is exclusively for the use of the issuing office. While not directive in nature, periodicals must be strictly monitored and controlled to ensure they comply with law, rules and regulations. If printing of the periodical is intended, the request must also have an approved Certificate of Need for Printing, DHS Form 500-07 (http://www.uscg.mil/directives/Printing_Graphics.asp), attached.
2. Technical reports are publications consisting primarily of scientific, engineering, or statistical data or analyses of such data. They do not establish policy. These reports should be numbered sequentially, and include the letters CG, the office symbol, the year in which prepared, and the number of the report.
3. Organizational doctrine (CG Pubs) will be approved via the chain-of-command. Prior to the development of a new organizational doctrine, originators should contact DCMS-D or DCO-D to validate the need for the organizational doctrine. For all organizational doctrine that meets a validated need, DCMS-D and DCO-D will designate an owner and provide a publication number. As part of the concurrent clearance process, DCO and DCMS must approve all organizational doctrine that impacts operations and support

respectively. See Chapter 7 for more information on the process for clearing and issuing directives and non-directives.

- B. Development/Approval of Periodical Type Publications. The process required for developing non-directive material will be approved via the chain-of-command. Originators must make every effort to consolidate periodicals. They must not submit requests for approval of new periodicals until every effort has been made to incorporate the information into an established issuance. In addition, the following responsibilities apply.
1. Commanding Officers will ensure that the need for proposed periodicals is confirmed, that materials are not duplicative, and that they are technically accurate and in compliance with current policies. Requests for periodicals must note whether the periodical will be distributed at Government expense or sold, and must identify the following:
 - a. The need for and purpose of the periodical;
 - b. Proposed format;
 - c. Proposed quantity;
 - d. Estimated cost;
 - e. Intended audience and manner of distribution;
 - f. Anticipated lifetime; and,
 - g. Compliance with Government Printing Office (GPO) regulations.
 2. Commandant (CG-612) serves as the central control point for the resolution of any questions.
- C. Format for Non-Directives. In your preparation of non-directives, include these required prescribed publishing standards as well:
1. Use of the Coast Guard SDL grid to show distribution of non-directive material.
 2. A foreword or preface, instead of a LOP, requires a signature(s) on the published document.

3. Concurrence by the originating authority before publication does not require a signature(s) on the published document.
4. Multiple ink colors may not be used unless approved in accordance with Government Printing and Binding Regulations published by the Congressional Joint Committee on Printing (JCP). Refer to Reference (k) for additional guidance on multiple ink colors.

D. Economy in Printing for Directive and Non-Directive Material.

1. Policy. Coast Guard's printing must be accomplished economically. The lack of planning is not a valid justification for expedited processing affecting printing resources.
2. Responsibilities. When printing will be required, consider all factors significantly affecting cost. The prime consideration in every case should be: Is the printing necessary? If the printing is needed, take the following actions:
 - a. Certificate of Need for Printing. Obtain an approved Certificate of Need for Printing, DHS Form 500-07 (http://www.uscg.mil/directives/Printing_Graphics.asp).
 - b. Copy Preparation. Minimize the number of pages, and avoid nonstandard paper sizes. Always furnish a camera copy, which is printed on one side of the paper only.
 - c. Presswork. Minimize the number of copies. Select inexpensive paper stock. Print on both sides.
 - d. Aesthetics. Avoid artwork, illustrations and printing in two or more colors, unless such use serves a specific functional need. Illustrations must be certified functional and related entirely to the transaction of public business. To use colors, send a written justification to Commandant (CG-612) for endorsement.
 - e. Binding. Request holes are punched for the standard three-ring binder. Permanent binding does not lend itself to change by page replacement. Permanent binding will be used only for one-time issue directives. Three-ring binders are available through the supply system; larger binders are available for thick manuals under the General Service Administration's (GSA) Schedule. For additional information, consult the GSA Catalog.
 - f. Scheduling. Normally, posting of directives on the web is made within 10 workdays; however, larger or more complicated directives may take longer.

CHAPTER 10. MAINTAINING, SUPPLYING, AND DISPOSING OF DIRECTIVES**A. Library of Current Directives.**

1. Originator. Originators and DCs maintain a master set of all current directives and notices pertinent to their office.
2. Addressees. For Commandant Directives, the U. S. Coast Guard Directives System located on the CG Portal and the USCG internet:
<https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx> and
<http://www.uscg.mil/DIRECTIVES/>
serves as the master library of unclassified Coast Guard Directives. For Non-Commandant Directives, follow local policy.

B. Access. Access to directives should be customer focused and consistent with existing security regulations.**C. Cancelled Directives.** Generally, cancelled directives, other than official file copies, are not retained. If they are retained for reference value by the user they should be annotated as cancelled with the date and reason cancelled.**D. Official Directives Case Files.**

1. The originating office, including Area and District Commanders, and Commanding Officers of Headquarters Units, must maintain separate official case files, identified by SSIC/directive number, for all types of directives issued by their office. The files will be included on the office File Plan, Form CG-6022, using the appropriate SSIC series identifier from Reference (e). For example, Commandant (CG-1) Military Personnel directives would be maintained as SSIC 1000 General Military Personnel Records, Item 1.
2. Original directives case files have a permanent retention value and offices will maintain them in accordance with Reference (e). As there is currently no approved electronic record keeping system for permanent records, maintain a complete case file by printing all electronic files/documents, significant background materials, and emails. Each official case file must include:
 - a. The official clearance copy of the transmittal directive, with clearance initials, names, and appropriate signatures or other authorization.
 - b. The official clearance of any change or cancellation to the LOP.

- c. The signed original of the directive and any change or cancellation.
 - d. A printed or processed copy of the directive and any changes or cancellation.
 - e. Pertinent or significant documents, such as those containing concurrence, non-concurrence, approvals and significant comments, and background materials, including printed copies of any electronic information.
3. Original directives case files will be cutoff (closed) when the directive is cancelled (replaced by a revised directive). Remove from case file the electronic media (e.g. CD ROM, DVD, zip disk, etc.) and negatives, ensuring all information is printed and filed (but not duplicated) in the case file. The originating office will maintain the closed original directives case file for four years and then transfer the entire case file to the closest National Archives and Records Administration (NARA) Federal Records Center (FRC). These permanent records will be transferred into the National Archives when they are 20 years old. For further assistance on this, contact your unit's or Headquarters Records Coordinator.

E. Supplying/Distribution of Directives.

1. Reproducing and Distributing Directives. Commandant (CG-612) oversees policy and regulations governing reproduction and distribution of directives.
2. Supplying Additional Directives. Originating sponsors must stock directives they issue and supply additional copies upon request from the field.

NOTE: Reproduce directives only when printing is necessary. When printing a Certificate of Need for Printing, DHS Form 500-07 (http://www.uscg.mil/directives/Printing_Graphics.asp) must be completed.

F. Mailing Labels/Address Block.

1. In most cases, labels will be provided with the printing requisition for all non-standard distributions. For example: Under SDL symbol A:a the USCGC BOUTWELL is to receive five (5) copies of a directive, while other units like USCGC DALLAS within the symbol will receive three (3) copies. Prepare mailing labels for all units under SDL symbol A:a. The top line of the address must include the unit's SDL symbol and the total number of copies the unit will receive.

EXAMPLE: A:a (5 copies) A:a (3 copies)

USCGC BOUTWELL USCGC DALLAS

2. Strict specifications for alignment and format must be followed when mailing labels are produced by Automatic Data Processing (ADP) equipment.
 - a. Printing must begin one inch from the left edge of the paper, and 1/10 of an inch from the top edge of the paper.
 - b. Addresses must be limited to five lines, with a maximum of 29 characters per line, including blank spaces.
 - c. Each set of labels must have a blank lead-in sheet so that test runs can be made before actual label running begins. Should the ADP paper tear on the perforation before all labels are completed, a blank lead-in sheet must follow the torn sheet.
3. All mailing labels must bear the originator's routing symbol or other identifier so that material undeliverable as addressed can be returned to the proper originator for correction. The Standard Distribution List (SDL) for labels can be accessed via the CG Portal at <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
4. For addressing To and From formats and requirements, refer to Chapter 5 of Reference (i).

G. Special Mailing Lists (SMLs).

1. Special Mailing Lists are used to distribute certain types of material to agencies and individuals outside the Coast Guard.
2. A SML may be established by memorandum request to Commandant (CG-612). A minimum of 25 addressees is required.

NOTE: When printing a Certificate of Need for Printing, DHS Form 500-07 (http://www.uscg.mil/directives/Printing_Graphics.asp) must be completed.

CHAPTER 11. RECORDS MANAGEMENT CONSIDERATIONS

- A. Records Management Considerations. Records Management is the responsibility of all Government and contract employees; all employees create records and their proper management is required by law (Federal Records Act, 44 U.S.C. 3101 et seq.). The objective of this section is to make Coast Guard Program Managers aware of the ramifications of their directives' information requirements and allow them to incorporate an appropriate records management approach, such as additions or changes to the records retention schedule. In developing policy or guidance directives, Headquarters Program Managers (PM) or Originators will:
1. Determine whether their policy or guidance directive involves any aspects or activities that could directly or indirectly cause or result in an impact on the record keeping practices currently approved.
 2. Review current SSIC/records descriptions in Reference (e), Section II, and compile a list of SSIC/items that are relevant to the program or subject of the directive.
 3. Evaluate the information management/record keeping requirements resulting from new missions, programs, changes in policy, or automation initiatives when updating or revising a directive. If a current SSIC/records description does not exist, or does not adequately describe the record, draft a new description and disposition instructions to add to Reference (e).
- B. Application. The Records Management Considerations section is applicable to guidance and policy directives that deal with operational, budgetary, regulatory, planning, personnel or support related matters. Effective records management ensures accurate and timely access to the policies, processes, decisions, and essential transactions of the Coast Guard. Reference (e) describes specific Coast Guard policy and procedures to manage records and provides the approved records disposition schedules.
1. Records belong to the organization, not to the individual. Records include all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government or because of the informational value of the data in the records (44 U.S.C. 3301).

2. Records Schedules or disposition schedule is the only authority to maintain and dispose of records. The Records Schedule derives its authority from:
 - a. Request for Records Disposition Authority, Form SF-115, that has been signed/approved by the National Archives and Records Administration (NARA) to authorize the disposition of Federal records;
 - b. A General Records Schedule (GRS) issued by NARA (<http://www.archives.gov/records-mgmt/grs/>); and,
 - c. A printed agency manual or directive containing the records descriptions and disposition instructions approved by NARA; i.e., Reference (e), Section II.
3. Office files will be organized by approved SSICs from Reference (e). Each folder/file will be labeled with a SSIC. A significant and ever increasing portion of the Coast Guard's records are created, used and/or stored electronically; the requirement to assign an SSIC to the folder and manage the information applies to any record regardless of its original numbering format and medium.

EXAMPLE: Vessel of Opportunity Decontamination Certification Procedures, CGTTP 3-72.1, for records purposes would be filed under the SSIC 16450 – 16499 Marine Environmental Protection series.

- C. Directives Criteria. Directives which include creating, receiving, or maintaining information in connection with the transaction of public business and preserving it as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government must include a Records Management Considerations paragraph. This will include the current SSIC and disposal instructions for the information, and address new missions, changes in organization and/or implementing process changes that affect records.
 1. Types of directives involved include Manuals, Change Notices, Notices, or Instructions.
 2. Technical manuals, which include guidance on process procedures or maintenance requirements, should also be included, if documentation of the maintenance or training to perform maintenance is required.
 3. Manuals should consider requirements for the length of time and the office that will maintain the records.

4. Care must be taken to insure that any such recommendations or requirements are coordinated at Headquarters with the CG Records Officer, to ensure compliance with the Federal Records Act, 44 U.S.C. 3101 et seq. and NARA requirements.
 5. Records that are generated and/or maintained by contractors must be accurately and completely preserved. CG records containing documentation of the organization, functions, policies, decisions, procedures, and essential transactions that protect the legal and financial rights of the Government and persons directly affected by CG activities, must be maintained by contractors as required by the Federal Records Act, 44 U.S.C. §§ 3101 et seq., as implemented by 36 C.F.R., Parts 1220-1238.
 6. Every effort should be made to consider records retention requirements while specifying or designing new or upgraded assets in ways that, during their construction/manufacturing phase and over their operational life clearly define what must be documented and how long the documentation is retained. In other words, Records Management concepts should be designed in from a project's very earliest stages.
 7. Review the existing SSIC/Records categories in Reference (e) in the early stages of your policy development to assess whether a Records Management Consideration section is applicable to your directive. Contact the Office of Information Management, CG Records Officer, Commandant (CG-61) to obtain assistance.
- D. Records Considerations Section. No directive will be published without a records considerations section defining potential programmatic opportunities, or a brief statement that records aspects and impacts have been considered.
1. If Records Considerations Apply. If the directive has an impact on existing records process, include a short paragraph in the directive's letter of promulgation that Records Management considerations were assessed in the directive's development. Suggested paragraph text is:

RECORDS MANAGEMENT CONSIDERATIONS. This [**Manual, Commandant Change Notice, Notice, or Instruction**] has been thoroughly reviewed by the USCG, and the undersigned have determined this action requires further scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy has significant or substantial change to existing records management requirements, or inconsistencies with existing determinations relating to documentation requirements.

2. If Records Considerations Are Not Applicable. If the directive has no records impacts associated with it, include a short paragraph in the directive's letter of promulgation that Records Management considerations were assessed in the directive's development, and determined to be not applicable. Suggested paragraph text is:

RECORDS MANAGEMENT CONSIDERATIONS. This [**Manual, Commandant Change Notice, Notice, or 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., NARA requirements, and 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.

APPENDIX A. HEADQUARTERS ONLY

- A. Headquarters Specific Only. Information contained herein will be used as a supplement to the procedures and guidelines of this Manual. Office of Information Management Directives and Publications Division, (CG-612), is the control point for Headquarters.

NOTE: Directives Control Sheet, Form CGHQ-5356, can be filled out by a Directives Coordinator (DC) and submitted to Commandant (CG-612) to cancel a Commandant Directive or publication that is not being cancelled through the use of the DIRECTIVES AFFECTED paragraph.

- B. Headquarters Directives Coordinators (DCs) and Directives Control Point. Deputy/assistant commandants and special staff offices will appoint a DC and one alternate DC. See Enclosure (6) for a sample DCs appointment memorandum. Notify Commandant (CG-612), in writing, with the names, routing symbol and phone numbers of the assignees. Coordinators will be the primary point of contact between their office and Commandant (CG-612), and are better able to provide assistance within their component since they are more familiar with particular requirements and are the primary reviewers. They will:

1. Receive guidance from Commandant (CG-612). Ensure review through the chain of command, and transmit the completed package to the Directives Office.
2. Review and initial unclassified directives originated by their component before forwarding for clearance. They will check for compliance with editorial standards and proper clearance signatures. Clearance may be done by email, provided the proper signatures are obtained on the official paper copy. Consult Chapter 5 of Reference (f).
3. Ensure that the correct directive is used (e.g., COMDT Notices instead of a notice in ACN format, or instruction instead of a notice).
4. Ensure that directives are current, complete, and do not overlap or conflict with other directives.
5. Ensure the correct SSIC number is assigned. Commandant (CG-612) approves SSIC numbers and assigns numbers following the decimal point for new directives and publications.
6. Ensure the official case file for directives issued by the Assistant Commandant or special staff office is maintained. Ensure that originators of directives at Headquarters comply with Reference (e) for record retention. DCs are encouraged to keep electronic or optical case file copies of directives, where optical readers are available.

7. Ensure that directives are of publishable quality before submitting for clearance. Review the distribution grid and ensure that all of the units who are responsible for compliance with your directive are listed. If electronic distribution only, place an X in the grid square representing the unit required to comply with the directive. If printing, place the appropriate number representing the quantity of copies for distribution. Upon receipt in Commandant (CG-612), directives will receive a final review before going to print.
 8. DCs are encouraged to resolve non-concurrences at the lowest level possible. In the event consensus cannot be reached at the staff level, the issue will be forwarded up the chain of command for resolution.
 9. In the clearance process, DCs will also ensure that:
 - a. The originator has consulted with the Judge Advocate General (CG-LGL); the Office of Regulations and Administrative Law (CG-LGA); the Workforce Relations Division (CG-1214); the Office of Environmental Management (CG-47); and the Assistant Commandant for Intelligence (CG-2) to ensure the directive is consistent with applicable law and regulations. This should take place after review by interested organizational elements and prior to final Initiating Office action. The Assistant Commandant for Resources (CG-8) must also review if resources are to be expended.
 - b. The clearance copy sheet includes appropriate staff symbols on the official file copy. The last three spaces for clearance by the DCMS, VCG, and CCG respectively, will be used if DCMS or higher authority is signing the directive.
 10. Arrange for printing of extra copies through Commandant (CG-612), as necessary. Use the Certificate of Need for Printing, DHS Form 500-07 which can be found at http://www.uscg.mil/directives/Printing_Graphics.asp.
 11. Retain and preserve a complete electronic copy of the directive. The electronic copy must be identical to the version that accompanied the Executive Folder on an electronic media such as a CD or DVD when submitted to Commandant (CG-612) for processing. Under certain conditions, an e-mail attachment will be acceptable.
- C. Types of Directives Specific to Headquarters. In addition to the types of directives outlined in Chapter 1 of this Manual, only Headquarters issues the following:

NOTE: The following Coast Guard positions are authorized to release ACNs, concerning matters under their authority: Commandant; Vice Commandant; DCMS; all Headquarters

Flag and Senior Executive Service Positions; Force Readiness Commander; and, all designees acting in the capacity of the aforementioned positions.

1. ACNs. This type of urgent Commandant Notice is transmitted via CGPortal as administrative information. An ACN is used if your audience is the entire Coast Guard. It shall be used for Policy Promulgation, Policy Changes/Updates, Equal Opportunity Notices, White House Notifications, Flag Half Mast Notifications, and Appropriations. For additional messaging information see Reference (p).
 - a. ACNs not meeting the above definition will be returned to the originator for redistribution to the appropriate communications method.
 - b. ACNs must be prepared in CGPortal <https://cg.portal.uscg.mil/units/cg612/SitePages/ALCOAST%20Notices.aspx>. Commandant (CG-612) will automatically be notified to review the ACN prior to the signature authority. The sponsor must get signature from the signature authority. When it has been approved and signed by the signature authority, it will be returned to HQS-SMB-ALCOAST@USCG.MIL for release.
 - c. If an ACN is making an urgent policy change, it must reference the directive that will incorporate the new policy and include the following statement within the message: "THIS CHANGE WILL BE INCORPORATED IN THE NEXT PROMULGATION OF REF A". As an ACN is self cancelling after one year, it must be followed up with a Commandant Change Notice to the affected directive within one year, or sooner.
2. Headquarters Coordination of Joint Directives. A joint directive is an instruction issued by a CG originator in conjunction with other military service(s). It remains in effect until cancelled by the originator or higher authority. An example is a joint Army-Navy-Coast Guard directive. Coordination with other military services in the development of a joint service directive or the revision of an existing one is the responsibility of the originator. Commandant (CG-612) must be advised as soon as the determination to develop a joint directive is made. The DC will choose an appropriate Standard Subject Identification Code (SSIC) and contact Commandant (CG-612).

NOTE: Directives Control Sheet, Form CGHQ-5356, can be filled out by a DC. Costs are normally shared by the issuing agencies. In rare instances, the initiating agency covers all costs.

- D. Non-Directive Material. The process required for developing non-directive material will be approved via the chain of command. See Chapter 9 of this Manual for a complete discussion of non-directive materials. In addition, the following responsibilities apply:

1. Deputy Commandants, Assistant Commandants, Judge Advocate General, and chiefs of special staff offices must confirm the need for proposed periodicals, as well as their technical accuracy and compliance with current policies. Requests for periodicals must note whether the periodical will be distributed at Government expense or sold. They must be accompanied with a signed copy of Certificate of Need for Printing, DHS Form 500-07 (http://www.uscg.mil/directives/Printing_Graphics.asp).
 2. Commandant (CG-612) serves as the control point for the approval of periodicals, and will:
 - a. Assist originating offices in estimating costs and probable cost-effectiveness, determining need, and evaluating alternative media.
 - b. Monitor costs and assure that expenditures are kept within budget limits for periodicals.
 - c. Ensure that DHS and other Government requirements for periodicals are met.
 - d. Forward a copy of all properly coordinated and approved periodical requests to the Office of Management and Budget (OMB) via the Office of the Secretary of Homeland Security (DHS) for final approval.
 - e. Arrange for the printing and distribution of periodicals, when required.
 3. The originator must make every effort to consolidate periodicals. Requests for preliminary approval of new periodicals must not be submitted until every effort has been made to incorporate the information into an established issuance.
- E. Handling of Classified Directives at Headquarters. DCs must not review or handle classified directives unless properly cleared. The official in the originating office with the proper clearance handles all aspects of review and clearance, to include printing and distribution by an accredited facility. Transmission of classified directives via e-mail is restrictive. See References (b), (c), and (f) for additional guidance. Enclosure (8) provides a sample of a classified Commandant Instruction. Commandant (CG-612) will review classified directives in the presence of the DC.
- F. Issuance of Other Agency Directives. If the Department of Homeland Security (DHS) or another agency's directive is considered applicable to the Coast Guard, it must be issued as a Commandant Directive. If the issuance is acceptable as written by the other agency, a transmittal instruction forwarding the issuance is prepared. Otherwise the issuance is rewritten with only essential information in proper directives format and is disseminated along with Coast Guard amplifying instructions.

G. Impact Assessment. An impact assessment statement is required on all Commandant directives assigning new tasking or updating an existing tasking imposed on the field. The office imposing the tasking must prepare the statement. It is a process for evaluating the expected effect or impact of a new or revised tasking for operational commands generated by a revised or new program, policy or law. The objective is to define how much and in what way a new task will change the workload at a field unit, and who at that unit will be the most affected. This will result in a better understanding of expectations by both the originator and the facility advocate. This assessment should be circulated with the Concurrent Clearance, Form CG-4590. During the clearance process, FMs will evaluate and comment on the ability of their facilities to complete the new task(s) (see Paragraph I below). The two required categories are personnel resources required and training. In some cases, funding may also need to be addressed. No directive assigning tasking will be published without an Impact Assessment. See sample format at the end of Paragraph G.3 of this Appendix.

NOTE: While unit directives are not required to use the Impact Assessment paragraph, they can use it if deemed necessary.

1. Personnel Resources Required.

- a. What level person (by rank and/or position) is expected to perform the task?
- b. How many people at each unit/level will be required to accomplish the task (including alternates, if required)?
- c. How many hours are required for each person performing the task? The time includes not only the time required for preparation of the report or other documentation required, but also estimated time for the work leading to the report/documentation. For instance, the Command Drug and Alcohol Representative responsibilities include not only time to prepare the annual reports, but also time to prepare for counseling, documentation of cases, obtaining appointments for screening/follow-up, etc.

2. Training.

- a. How much training time will initially be required to educate the person(s) fulfilling the task? How much time for follow-on training?
- b. How much time will the responsible individual(s) spend training other members of the command? Has this time been included in Personnel Resources above?

- c. By what means will training be provided to the person(s) responsible for the task (resident training, correspondence course, on-the-job training, etc.)?
3. Funding. Funding is not always a consideration. Taskers, however, need to be aware of not imposing costly tasking if offsetting resources have not been identified. In general, tasking requiring expenditures in time only and will not have a funding aspect that requires further explanation. When tasking requires equipment purchase, significant travel, or other expenses, a funding section should be added to the impact assessment.
 - a. What funding level will be required to accomplish tasking?
 - b. Where will funding come from?
 - c. What will funding be used for?
 - d. Are these expenses one-time or recurring?

(SAMPLE)
IMPACT ASSESSMENT

1. PERSONNEL RESOURCES REQUIRED. This new task will require the designation of a Collateral Duty Officer (CDO) at the junior officer or senior petty officer level. Each CG operational command, other than those units below the group level, should assign such an officer. This responsibility will normally be assumed by the parent command of units below the group level. Annual reporting by the CDO will be required in March, citing those who have attended training and what training was provided. In addition to training, this new task is expected to require an average total of 3-5 days of work per year at a typical CG command. No new resources are being provided for this task. District commanders from their existing staffs will select district program coordinators. Workload for these coordinators is expected to require approximately 3 weeks of staff/training time per year.
 2. TRAINING REQUIRED. (Initial and Follow-on) Training for district program coordinators will be arranged and funded by the HQ program manager. The designated CDO at each command will require 2 days of off-site training provided by the district program coordinator. All personnel assigned to operational units will be required to receive 2 hours of training annually, either at their unit or at a local central site.
 3. FUNDING. Funding needed to complete this new task is expected to be insignificant and will be absorbed within existing funding bases. This is a one-time expense.
-

H. Digest.

1. Use the Digest, Form CG-4229, to summarize long documents, especially those forwarded up the chain for signature. If you need to provide a detailed description that exceeds the space on the digest, use a memo.
2. Since the Digest, Form CG-4229, is informal, you may single space between paragraphs to maximize the space. **DO NOT** modify the form to accommodate your needs. Here is some guidance on when to use the digest:
 - a. For long or complex documents, hit the high points of the document, realizing the signing official cannot necessarily read every document in its entirety.
 - b. For documents needing explanatory comments that cannot appear in the document being signed (i.e., a political spin). This gives the signer detailed insight.
3. Do not use a Digest, Form CG-4229, for documents that are short and self-explanatory.
4. At the bottom of the Digest, Form CG-4229, there is a space marked "Signer's Comments". The space is for the signing official to make notes.

- I. Who Must Clear. The originator selects the organizational elements to receive material for clearance. Directives must be cleared by the following offices: Directives and Publications Division (CG-612); the Judge Advocate General (CG-LGL); the Office of Regulations and Administrative Law (CG-LGA); the Workforce Relations Division (CG-1214); Office of Environmental Management (CG-47); Force Readiness Command (FORCECOM); Assistant Commandant for Intelligence (CG-2); and Assistant Commandant for Resources (CG-8) (if applicable); and, by Facility Management (FM) of those elements being tasked. See Portal for email addresses under the Directives Clearance Process link <https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx>

NOTE: Commandants (CG-LGA) only review directives. They do not need to review ACNs. DCO and DCMS must approve all organizational doctrine that impacts operations and support respectively.

- J. HQ Facility Managers. ACN originators must ensure that a tasking is not imposed on field units unless it is a matter of safety, health, or critical mission. Program Managers and DCs must ensure that all directives tasking the field are cleared through FMs. The following table represents the FMs at Headquarters and the field units under their purview:

HQFM	Field Units
DCMS	FORCECOM (H:f)
COMDT (CG-1)	Recruiting units (C:t), CG Officers Assigned to Other Agencies (D:l), Servicing Personnel Office (E:b)
COMDT (CG-13)	Reserve units (F:q, F:r) or directives affecting reserve personnel
COMDT (CG-2)	Intelligence Coordination Center (B:x) Cryptologic Group (E:v) Maritime Intelligence Fusion Center (C:j), Investigative Services (C:u)
COMDT (CG-43)	Civil Engineering Units (CEUs, C:g)
COMDT (CG-452)	Naval Engineering Support Units (NESUs, C:x)
COMDT (CG-DCO)	Marine Safety Offices (MSOs, C:e), Marine Safety Detachments (MSDs, E:n)
COMDT (CG-6)	C4IT Service Center (H:g)
COMDT (CG-711)	Air Stations or HITRON-10s(C:a, C:b, C:h)
COMDT (CG-731)	Aids to Navigation Teams (ANT, C:w), Stations (C:i), Groups (D:d)
COMDT (CG-7413)	Vessel Traffic Services (VTSs, C:l)
COMDT (CG-751)	All cutters except ATON cutters (All A: except those listed under G-OPN below.), ATON Cutters (A:m, A:n, A:o, A:p, A:q, A:s), Icebreakers (A:e)

Table A-1: HQ Facility Managers/Field Units

K. Sequential Clearance Process. Following the resolution of all comments and edits in the Concurrent Clearance process, the final draft of the directive must be routed through the sponsoring office’s immediate chain of command. The directive must be given a final clearance by Commandant (CG-612) prior to signature.

1. Hard Copies. If a directive will be signed, printed, and distributed in hard copy format, a final camera-ready package of the directive must be delivered to Commandant (CG-612). On the right side of the folder, place a final draft of the directive, printed one-sided, with all revisions incorporated or resolved. On the left side of the folder, include the following (if applicable):
 - a. All concurrent clearances;
 - b. The Concurrent Clearance, Form CG-4590;
 - c. Digest, Form CG-4229;
 - d. Impact Assessment (see Paragraph G above);

- e. Important emails or memos pertaining to the directive/non directive; and,
- f. Any routing sheet the sponsoring office uses for clearances.

Note: When printing is required use the Certificate of Need for Printing, DHS Form 500-07 which can be found at http://www.uscg.mil/directives/Printing_Graphics.asp.

- 2. Electronic Only. If the directive will be electronically signed and distributed, Commandant (CG-612) will review an electronic version of the directive. The final electronic draft, along with all applicable documents from Paragraphs K.1.a-f. above, must be submitted to HQS-SMB-Directives@uscg.mil for final clearance.

L. Headquarters Signing Authorities. For further details, see References (q) and (r).

- 1. The DCMS is the signing authority for directives that require the diversion of time or resources to special or unusual functions.
- 2. The Office of Public Affairs (CG-0922) may sign routine directives concerning noteworthy happenings or other special public events on radio or television.
- 3. Only the Commandant; Vice Commandant; DCMS; Headquarters Flag Officers and Senior Executive Services (SES); Force Readiness Commander; and designees acting in the capacity of the aforementioned positions are authorized to sign ACN messages, as per Vice Commandant (VCG) memo 5402 of 13 NOV 2012.

M. Final Posting and Printing. The Coast Guard has an automated Coast Guard Directives System (CGDS) that contains all current unclassified Commandant Instructions, Commandant Instruction Manuals, Commandant Change Notices and Notices (use the links below for navigation). Following signature, all directives must be submitted to Commandant (CG-612) for posting.

Internet: <http://www.uscg.mil/directives>

CG Portal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>

NOTE: Commandant Instructions posted on other web sites are not in compliance with Reference (o). Only directives accessible, as described above, are the official version.

- 1. Hard Copies. If the directive will be signed, printed, and distributed in hard copy format, the following materials should be submitted to Commandant (CG-612) for printing and posting on CGDS, if applicable:

- a. An original Printing and Binding Requisition to the Public Printer of the United States Standard Form 1, Form SF-1, and a copy of the approved Certificate of Need for Printing, DHS Form 500-07 (http://www.uscg.mil/directives/Printing_Graphics.asp);
 - b. Labels for non-standard distribution;
 - c. A photocopy of the signed and dated Letter of Promulgation (should be dated the day the directive was signed). This photocopy will be used to make the appropriate entry in the Directives Publications and Reports Index (DPRI), COMDTNOTE 5600;
 - d. A copy of the Digest, Form CG -4229 and the official sequential routing;
 - e. A completed Directives File Sequence, Form CGHQ-5215; and,
 - f. One electronic copy of the complete Directive on a CD in PDF and MS Word format for processing. If CD writing capabilities are not available, it can be emailed to HQS-SMB-Directives@uscg.mil (prior Commandant (CG-612) approval required for email) for processing. Follow Electronic Submission procedures. The electronic copy of the Directive must **EXACTLY** match the original signed Directive (as printed from the .pdf file).
2. Electronic Only. Directives are published electronically as the standard form of distribution via the CGDS on the CG Portal, and Coast Guard websites and are considered official in that electronic format without further publication. If it is determined that a limited hard copy distribution is required, the sponsoring office will be responsible for all costs associated with the printing and distribution of the directive. If the directive will be electronically signed and distributed, electronic versions of the materials in Paragraphs L.1.c-f above should be submitted to Commandant (CG-612) for posting on CGDS. Electronic materials can be emailed to HQS-SMB-Directives@uscg.mil.
- N. Headquarters Distribution. Commandant (CG-612) coordinates distribution with the Government Printing Office (GPO), which provides such services for Headquarters.
1. Initial Distribution. All distribution requirements must be reported to Commandant (CG-612) to ensure sufficient quantities of materials are printed for initial distribution. Initial distribution will be via most current version of CGDS websites. If the unit requires a hard copy of directives they will be required to submit a Request for Directives, Form CG-4428, to HQS-smb-Directives@uscg.mil.
 2. Subsequent Distribution. Requests for material shown in the Directives, Publications, and Reports Index (DPRI), COMDTNOTE 5600, as being stocked someplace other than

Headquarters must be submitted to the appropriate stock point. (See ordering instructions in the Directives, Publications and Reports Index (DPRI), COMDTNOTE 5600.) All other directives must be reprinted at the expense of the sponsoring directorate or special staff offices.

O. Procedures for Establishing Allowances.

1. Initial Allowances for New Units. Initial allowances for newly established units require the joint efforts of all personnel involved in the Directives System. For newly established units, the following procedures apply:
 - a. Upon email/fax receipt of the Change of Mailing, Billing, and Freight Address, Form CG-4183, Commandant (CG-612) will forward a request to the appropriate stock points for initial allowances. At the same time, a copy of the initial allowance list will be sent to the new unit, along with the latest Directives, Publications, and Reports Index (DPRI), COMDTNOTE 5600.
 - b. The originating office will obtain, or reprint for stock, and mail those directives to a new unit. The coordinator will notify Commandant (CG-612) of the date the directive is mailed or action is taken.
2. Adjust Distribution. DCs will adjust distribution records to ensure that new units receive those directives and periodicals needed. The newly established unit will do follow-up action on initial allowances with assistance from Commandant (CG-612).
3. Allowance Changes. The Request for Allowance Change Form, Form CG-5323, is forwarded to Commandant (CG-612) by the requesting unit. The following will occur in Headquarters:
 - a. Commandant (CG-612) forwards a copy of the Request for Allowance Change Form, Form CG-5323, to the originator via the DC for evaluation. The evaluation concludes with a determination to increase or decrease the allowance for units of a similar type or class. The sponsor will indicate recommended action; a justifying narrative is required if allowance is denied. The originator returns the form to Commandant (CG-612).
 - b. The entire allowance change process may not take longer than 20 workdays.

P. Electronic Submissions.

1. This Section requires the submission of Commandant Instructions onto an electronic media such as a DVD or CD, or email it to hqs-smb-directives@uscg.mil for processing by Commandant (CG-612).
2. All files must be easily accessible and readable by Commandant (CG-612). We encourage the use of applications available on Standard Workstation Support SWIII. If, however, a non-standard SWIII application is your only option, it will require approval from Commandant (CG-612) before proceeding. This alternative may be granted only when no other application on SWIII is acceptable. This is not meant as a restriction or deterrent not to use other software, but as an encouragement to maintain uniformity, standardization, and use of established applications on SWIII Coast Guard-wide. Under certain conditions an e-mail submission will be acceptable, but check with Commandant (CG-612) before sending. For creating the electronic version of Commandant Instructions, follow the guidelines described below:

- a. Place all files that make up an entire directive, on an electronic media accessible by SWIII such as DVD or CD.
- b. Create a directive in the **MS Word Document Format (doc)**. This applies to Change Notices, Notices, and Directives as well.

NOTE: An electronic MS Word or Adobe Acrobat file format must accompany your final directive. Other formats are not acceptable. If other file formatted versions exist, convert them to MS Word or Adobe Acrobat format before submitting to Commandant (CG-612).

- c. Convert all directives into **Adobe Acrobat Portable Document Format (PDF)** and create a **single PDF file**, which includes the **dated and signed** letter of promulgation. Ensure that /s/ appears after the signature authority's name, so it can be placed on the web. This applies to Change Notices, Notices, and Directives as well.
- d. The electronic media must contain all files needed to post and/or print the directive (this includes the letter of promulgation, introduction, table of contents, chapters, graphic files, appendices, enclosures, etc).
- e. When submitting the electronic copy of your Commandant Directive, include a list of the files contained on the electronic media using Directive File Sequence, Form CGHQ-5215; see Enclosure (13) for an example.

Q. Change Submissions. This Paragraph applies only to Commandant Change Notices submitted for processing by Commandant (CG-612). For change submission requirements, follow the guidelines described below:

1. Along with the normal electronic submission of the MS Word version, PDF version, and signed printed copy of the Commandant Change Notice, provide and submit an electronic PDF formatted file with change(s) incorporated in the directive. This requirement is necessary to place the complete and updated directive on the Intranet/Internet. It is not required to submit a printed hard copy of the directive with changes already incorporated in the directive.
2. There may be rare instances when a directive is excessively too large to incorporate the change(s) into the directive in order to create the PDF. If this is the case, contact Commandant (CG-612) for assistance.

SAMPLE UNIT INSTRUCTION



Commanding Officer
(Insert unit specific information here)

(Unit specific information goes here.....)
.....
.....)

(UNIT ABBREV)INST XXXX
DD MONTH YY

(FULL UNIT NAME SPELLED OUT) INSTRUCTION XXXX

Subj: *FULL TITLE OF THE INSTRUCTION*

Ref: (a) Full Title, COMDTINST MXXXX.XX (series)
(b) Full Title, COMDTINST XXXX.XX (series)

This template is an aid to units in writing an Instruction. Units are Responsible for Ensuring that directives comply with The Coast Guard Directives System, COMDTINST M5215.6 (series).

1. PURPOSE. This Instruction establishes the Coast Guard (*Unit name*) (*insert information on what is being established*).
2. ACTION. Use standard Action paragraph.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. Optional. This paragraph is used to provide a foundation for information that follows.
5. DISCLAIMER. Use standard Disclaimer paragraph.
6. MAJOR CHANGES. List all the major changes of significance.
7. IMPACT ASSESSMENT. Use standard Impact Assessment paragraph.

DISTRIBUTION – SDL No. 167 (current edition)

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B																										
C																										
D																										
E																										
F																										

NON-STANDARD DISTRIBUTION:

Enclosure (1) to COMDTINST 5215.6H

8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Use standard ENVIRONMENTAL paragraph.
9. DISTRUBUTION. Use standard Distribution paragraph.
10. RECORDS MANAGEMENT CONSIDERATIONS. Use standard Records paragraph.
11. REMAINING PARAGRAPHS. The remaining paragraphs function to detail policy, procedures, tasking, etc. No set order is prescribed for other paragraphs; however, they must precede the Forms/Reports and Request For Changes paragraphs.
12. FORMS/REPORTS. If you are using forms state where they can be found. If none, state "None".
13. REQUEST FOR CHANGES. Tell the reader who the sponsoring office is and where to submit recommended changes.

CO's NAME IN ALL CAPS
CO's Rank, U.S. Coast Guard
Unit Name

SAMPLE NOTICE

CGD11NOTE 5215
DD MMM YY

ELEVENTH DISTRICT NOTICE 5215

CANCELLED: DD(-1) MMM YY(+1)

Subj: ENTER THE TITLE OF DIRECTIVE

Ref: (a) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)

1. PURPOSE. This paragraph is always a synopsis of the material to be covered in the notice. Briefly explain why you are writing this directive and indicate the intended user.
2. ACTION. Use the standard Action paragraph found in Chapter 7 Paragraph B.
3. DIRECTIVES AFFECTED. State what directives were cancelled. If no directives will be cancelled, state None.
4. DISCUSSION. Use a discussion paragraph to give information of importance to the reader, such as the reason for the notice or amplifying data that provides the background.
5. DISCLAIMER. Use standard Disclaimer paragraph found in Enclosure (7).
6. IMPACT ASSESSMENT. (Must be used in all Commandant directives when assigning
7. tasking.) Unit directives can use this paragraph if deemed necessary. Use the Standard Impact Assessment paragraph in Appendix A Paragraph G.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Use the standard Environmental Aspect and Impact Considerations paragraph in Chapter 1 Paragraph I.
9. DISTRIBUTION. Use the standard Distribution paragraph in Chapter 6 Paragraph J.2.

DISTRIBUTION – SDL No. 167 (current edition)

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B																										
C																										
D																										
E																										
F																										

NON-STANDARD DISTRIBUTION:

10. PROCEDURES. Explain what is to be done and by whom in this paragraph. If it is necessary to have subparagraphs, remember you cannot have an a without a b or a 1 without a 2.
 - a. XXXXXX. If you have titles at this level they must be bolded or underlined and all subparagraphs at that level must be the same.
 - b. XXXXXXXXXX. Example of an underlined title vice a bolded one.
 - (1) XXXXXXXXXXXXXXXXXXXXXXXX.
 - (2) XXXXXXXXXXXXXXXXXXXXXXXX.
11. RECORDS MANAGEMENT CONSIDERATIONS. Use the standard Records Management Considerations paragraph in Chapter 11 Paragraph D.
12. REMAINING PARAGRAPHS. The remaining paragraphs function to detail policy, procedures, tasking, etc. No set order is prescribed for other paragraphs; however, they must precede the Forms/Reports and Request For Changes paragraphs.
13. FORMS/REPORTS. If you are using forms state where they can be found. If none, state "None".
14. REQUEST FOR CHANGES. Tell the reader who the sponsoring office is and where to submit recommended changes.

S. P. EXAMPLE /s/
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Human Resources

SAMPLE COMMANDANT CHANGE NOTICE



Commandant
United States Coast Guard

US Coast Guard Stop XXXX
2703 Martin Luther King JR Ave SE
Washington, DC 20593-XXXX
Staff Symbol: CG-XXXX
Phone: (XXX) XXX-XXXX
Fax: (XXX) XXX-XXXX
Email: first.m.last@uscg.mil

COMDTCHANGE NOTE XXXX
XX AUG 201X

COMMANDANT CHANGE NOTICE XXXX

Subj: CH-1 TO [TITLE OF INSTRUCTION, MANUAL, PUBLICATION, OR NVIC FOLLOWED BY THE SSIC NUMBER]

1. PURPOSE. This Commandant Change Notice publishes a change to [Title of Instruction, Manual or Publication or NVIC followed by the SSIC number].
2. ACTION. Use standard Action paragraph.
3. DIRECTIVES AFFECTED. With the addition of this Commandant Change Notice, [Title of Instruction, Manual or Publication or NVIC followed by the SSIC number], is updated.
4. DISCLAIMER. Use standard Disclaimer paragraph.
5. MAJOR CHANGES. List all the major changes of significance.
6. IMPACT ASSESSMENT. (Must be used in all Commandant directives when assigning
7. tasking.) Unit directives can use this paragraph if deemed necessary. Use standard Impact Assessment paragraph.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Use standard Environmental paragraph.
9. DISTRUBUTION. Use standard Distribution paragraph.

DISTRIBUTION – SDL No. 167 (current edition)

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B																										
C																										
D																										
E																										
F																										

NON-STANDARD DISTRIBUTION:

10. PROCEDURE. If maintain a paper library, remove and replace the following sections of [*Title of Instruction, Manual or Publication or NVIC followed by the SSIC number*]:

Remove
Page 1-2

Replace
Page 1-2

11. RECORDS MANAGEMENT CONSIDERATIONS. Use standard Records paragraph.
12. REMAINING PARAGRAPHS. The remaining paragraphs function to detail policy, procedures, tasking, etc. No set order is prescribed for other paragraphs; however, they must precede the Forms/Reports and Request For Changes paragraphs.
13. FORMS/REPORTS. If you are using forms state where they can be found. If none, state "None".
14. REQUEST FOR CHANGES. Tell the reader who the sponsoring office is and where to submit recommended changes.

S. P. EXAMPLE /s/
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Human Resources

SAMPLE ALCOAST COMMANDANT NOTICE (ACN)

Portal Input Page

ALCOAST COMMANDANT NOTICE - DRAFT

Major Subject Group:

SSIC - Second Level:

SSIC Third Level:

ALCOAST COMMANDANT NOTICE CANCEL DATE

Subj:

Attachments

Ref:

Purpose/Procedure

Paragraph must include:

1. Purpose - A brief summary of the Directive and its intended user. Directives affected - Title, SSIC # (Series).
2. Discussion/Background - Provide foundation for information, include any major changes within the directive.
3. Point of Contact: POC, COMDT (CG-XXX), ###-###-#### or global email.
4. ADM/SES Title sends

Internet Release Authorized
Leave blank if internet release is not authorized.

Date Created

Must Clear
CG-LGL: HQS-SMB-CG-LGL@uscg.mil
CG-1214: HQS-SMB-CG1214ALC@uscg.mil
CG-612: HQS-SMB-ALCOAST@uscg.mil

Additional Reviewers

Signatory

Sponsor

Completed Template

ALCOAST COMMANDANT NOTICE

CANCEL DATE

R XXXXXXXZ JUL 16

FM COMDT COGARD WASHINGTON DC //CG-xx//

TO ALCOAST

UNCLAS//NXXXXX//

ACN 000/16

SUBJ: SUBJECT TITLE

A. COMDT COGARD WASHINGTON DC XXXXXXXZ MMM YY/ALCOAST
XXX/YY

B. FULL TITLE, COMDTINST MXXXXX.XX (SERIES)

1. XX *Purpose, Directives Affected (if any)

2. XX. *Background/Discussion - provide foundation information, included any major changes.

3. Point of contact: POC, COMDT (CG-XXX), ###-###-#### or by global email.

4. ADM/SES, Title, sends. "Released by" if change in policy.

Internet release authorized or leave blank if not authorized

Department of Homeland Security

FOR OFFICIAL USE ONLY

THE ATTACHED MATERIALS CONTAIN DEPARTMENT OF HOMELAND SECURITY INFORMATION THAT IS "FOR OFFICIAL USE ONLY," OR OTHER TYPES OF SENSITIVE BUT UNCLASSIFIED INFORMATION REQUIRING PROTECTION AGAINST UNAUTHORIZED DISCLOSURE. THE ATTACHED MATERIALS WILL BE HANDLED AND SAFEGUARDED IN ACCORDANCE WITH DHS MANAGEMENT DIRECTIVES GOVERNING PROTECTION AND DISSEMINATION OF SUCH INFORMATION.

AT A MINIMUM, THE ATTACHED MATERIALS WILL BE DISSEMINATED ONLY ON A "NEED-TO-KNOW" BASIS AND WHEN UNATTENDED, WILL BE STORED IN A LOCKED CONTAINER OR AREA OFFERING SUFFICIENT PROTECTION AGAINST THEFT, COMPROMISE, INADVERTENT ACCESS AND UNAUTHORIZED DISCLOSURE.

Posting of this FOUO directive on the Coast Guard Directives System Intranet site was authorized by the sponsor. They determined it is suitable for all Intranet users IAW Use and Management of Coast Guard Internet and Intranet Web Sites, Content, and Access, COMDTINST 5230.62, paragraph 8.n(3).

FOR OFFICIAL USE ONLY (FOUO)
Public Availability to be Determined Under 5 U.S.C. § 552

SAMPLE FOUO



Commandant
United States Coast Guard

US Coast Guard Stop 7101
2703 Martin Luther King JR Ave SE
Washington, DC 20593-7101
Staff Symbol: CG-XXXX
Phone: (XXX)XXX-XXXX
Fax: (XXX)XXX-XXXX
Email: first.m.last@uscg.mil

FOR OFFICIAL USE ONLY
Public Availability to be Determined Under 5 U.S.C. § 552

COMDTINST #####.XX

COMMANDANT INSTRUCTION #####.XX

Subj: TEMPLATE FOR FOUO

Ref: (a) Some Manual (SM), COMDTINST M1234.1 (series)
(b) Another Instruction (AI), COMDINST 1234.5 (series)

1. PURPOSE. The purpose of this Instruction is to provide policy.
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 not authorized.
3. DIRECTIVES AFFECTED. This Instruction promulgates new policy.
4. BACKGROUND/DISCUSSION. Information you need to read Reference (a).
5. DISCLAIMER. Use the standard Disclaimer paragraph found in Enclosure (7) of this Manual.
6. MAJOR CHANGES. List all major changes of significance.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. See Chapter 1 Paragraph I of this Manual.
8. FOR OFFICIAL USE ONLY. This Instruction is FOR OFFICIAL USE ONLY (FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. §552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of IAW DHS/Coast Guard policy relating to FOUO information and is not to be released to the public

DISTRIBUTION – SDL No. 167

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	X	X		X	X	X	X	X	X	X		X	X	X	X	X		X		X	X					
B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	
D	X	X	X	X	X			X	X		X		X	X					X	X	X	X	X	X	X	X
E	X	X			X	X		X	X	X	X	X		X		X	X	X	X	X	X		X	X		
F																		X	X							
G			X	X	X																					
H	X	X		X	X	X	X	X																		

NON-STANDARD DISTRIBUTION:

or other personnel who do not have a valid need-to-know, without prior approval of an authorized Coast Guard Official.

9. DISTRUBUTION. This paragraph tells the reader how the directive will be distributed throughout the Coast Guard. See Chapter 6, Paragraph J.2 for the required wording for this paragraph.
10. PROCEDURE. Normally used to state specifics about how a task is to be performed and is optional.
11. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed by the U.S. Coast Guard , and the undersigned have determined this action requires further scheduling requirements, in accordance with the Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy has significant or substantial change to existing records management requirements, or inconsistencies with existing determinations relating to documentation requirements.
12. REMAINING PARAGRAPHS. The remaining paragraphs function to detail policy, procedures, tasking, etc. No set order is prescribed for other paragraphs; however, they must precede the Forms/Reports and Request For Changes paragraphs.
13. FORMS/REPORTS. If you are using forms state where they can be found. If none, state “None”.
14. REQUEST FOR CHANGES. Tell the reader who the sponsoring office is and where to submit recommended changes.

S. P. EXAMPLE /s/
Rear Admiral
United States Coast Guard
Director of Response Policy

Encl: (1) Some Enclosure
(2) Another Enclosure

SAMPLE DCs APPOINTMENT MEMO

U.S. Department of
Homeland Security

United States
Coast Guard



Commandant
United States Coast Guard

US Coast Guard Stop XXXX
2703 Martin Luther King JR Ave SE
Washington, DC 20593-XXXX
Staff Symbol: CG-XXXX
Phone: (XXX) XXX-XXXX
Fax: (XXX)XXX-XXXX
Email: first.m.last@uscg.mil

MEMORANDUM

5215
date

From: EXECUTIVE ASSISTANT/SSO
OFFICE SYMBOL
To: NAME, TITLE
OFFICE SYMBOL/UNIT

Reply to
Attn of:

Subj: APPOINTMENT OF DIRECTIVES COORDINATOR (DC) AND ASSISTANT
DIRECTIVES COORDINATOR DESIGNATION (ADC) FOR [*office symbol*]

Ref: (a) The Coast Guard Directives System, COMDTINST M5215.6 (series)

1. In compliance with requirements set forth in Reference (a), as authorized you are hereby appointed as the Directives Coordinator (DC) or Alternate Directives Coordinator (ADC) for [*office symbol*] and your respective directorate/unit. [*office symbol*] is the Directives Control Point for all directives. As such, you are responsible for:

a. Evaluating on a continuing basis the operation of the Directives System within the organization, analyzing the organization's current directives and recommending improvements (i.e.), changes, consolidations, cancellations, etc.

b. Determining that each directive is current, necessary, complete, and does not duplicate or conflict with other directives.

c. Assisting in assigning an SSIC per Standard Subject Identification Codes (SSIC), SECNAV M-5210.2 (series).

d. Reviewing each directive prior to entering into the concurrent clearance process to ensure:

(1) Correct use of SSIC numbers and references;

(2) Adherence to editorial standards in The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series);

(3) Compliance with security requirements;

(4) Proper clearance and signatures; and,

(5) Proposed distribution of each directive to ensure appropriate dissemination.

2. This appointment is effective for the tour of duty or until rescinded in writing, whichever comes first.

Enclosure (6) to COMDTINST 5215.6H

3. DCs and ADCs are required to complete training provided by COMDT (CG-612). You can find the training here:

<https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx>

4. Provide a copy of this memo to Commandant (CG-612), a copy for the PDR and retain the original.

#

Copy: COMDT (CG-612), Member

REQUIRED AND SUGGESTED PARAGRAPH GUIDELINES

THE PARAGRAPH TITLES LISTED BELOW ARE A COMBINATION OF REQUIRED AND SUGGESTED. AN ASTERISK (*) APPEARS BESIDE PARAGRAPHS THAT MUST APPEAR IN DIRECTIVES, ALONG WITH INFORMATION ABOUT THEIR PROPER USE. THE SECTIONS SHOULD APPEAR IN THE ORDER SPECIFIED BELOW.

1. PURPOSE. * Must be used in all directives. See Chapter 5 Paragraph B.2.a.
2. ACTION. * Must be used in all directives. See Chapter 7 Paragraph B.
3. DIRECTIVE(S) AFFECTED. * Must be used in all Commandant directives.
4. DISCUSSION or BACKGROUND. Optional. However, is most often used in instructions or manuals to provide a foundation for information that follows. Any related TTP directives will be referenced in this paragraph.
5. DISCLAIMER. * This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES. Normally used in updated instructions and manuals to impart new information affecting a program. (Paragraph required if changes are made.)
7. IMPACT ASSESSMENT. (Must be used in all Commandant directives when assigning new tasking.) Unit directives can use this paragraph if deemed necessary.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. * Must complete this paragraph. See Chapter 1 Paragraph I of this Manual for explanations of impact considerations.
9. FOR OFFICIAL USE ONLY. See Enclosure (5) for the required language for this paragraph. (Must be used only in FOUO directives.)
10. DISTRIBUTION. * Must be used in all directives. See Chapter 6 Paragraph J.
11. PROCEDURE. Normally used to state specifics about how a task is to be performed. (Must be used in the Commandant Change Notice.)

12. RECORDS MANAGEMENT CONSIDERATIONS. * Must complete this paragraph. See Chapter 11 of this Manual for explanations of impact considerations.
13. REMAINING PARAGRAPHS. Any paragraphs that do not fall into any other required paragraphs. This portion is generally used for instructions.
14. FORMS/REPORTS. * Must be used in all directives. If you are using forms state where they can be found. If none, state "None".
15. REQUEST FOR CHANGES. * Tell the reader who the sponsoring office is and where to submit recommended changes.

SAMPLE CLASSIFIED INSTRUCTION

SAMPLE

COMDTINST (C) XXXX.XE

CONFIDENTIAL

COMMANDANT INSTRUCTION (C) XXXX.XE

Subj: XXXXXXXXXXXXXXX XXXXXXXX (C)

Ref: (a) (Use NOTAL for those references not held by all addressees)

1. (U) PURPOSE. This Instruction prescribes procedures
2. (C) 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.
3. (C) DIRECTIVE(S) AFFECTED. Title of Directive, COMDTINST (C) XXXX.XD, is cancelled.
4. (C) DISCUSSION. XX

Note the CONFIDENTIAL Instruction marking. Due to the classification, you would then need to mark with a C in parentheses (C) at the end of the subject and the beginning of the SSIC number.

SAMPLE COVER PAGE

U.S. Department of
Homeland Security

**United States
Coast Guard**



Figure E9-1
Coast Guard Signature

The Coast Guard Directives System



Figure E9-2: Commandant (CG-61) Logo

COMDTINST M5215.6G
Month Year

PREPARING MICROSOFT WORD DOCUMENTS FOR SECTION 508 COMPLIANCE

In order to create a Section 508 compliant Adobe Acrobat document you need to ensure that the original document is Section 508 compliant prior to the conversion process by completing the following guidance when inserting a shape, picture, chart, Smart Art graphic, lines, or other objects. They all require alternative text which is used by web browsers to display text during image downloads for users who have graphics turned off and for users who rely on screen-reading software to convert graphics on the screen to spoken words.

The guidance below is based on adding Alternative Text to a Microsoft Office 2007 Word Document. For other programs, refer to the program help file for additional guidance.

Step 1: Right-click the picture you inserted and then click **Size**.

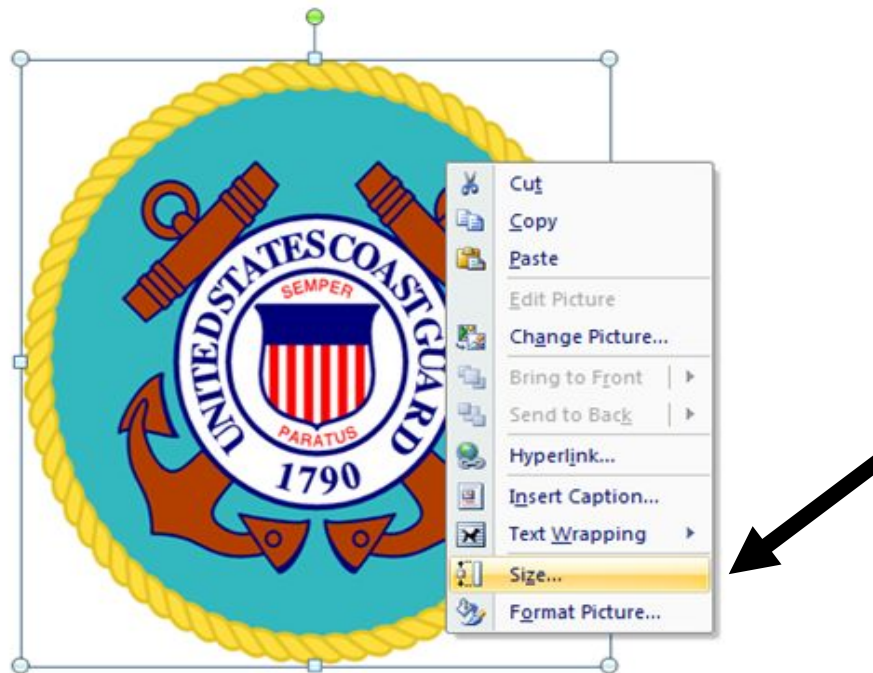


Figure E10-1: Format Picture

Step 2: Click the **Alt Text** tab.

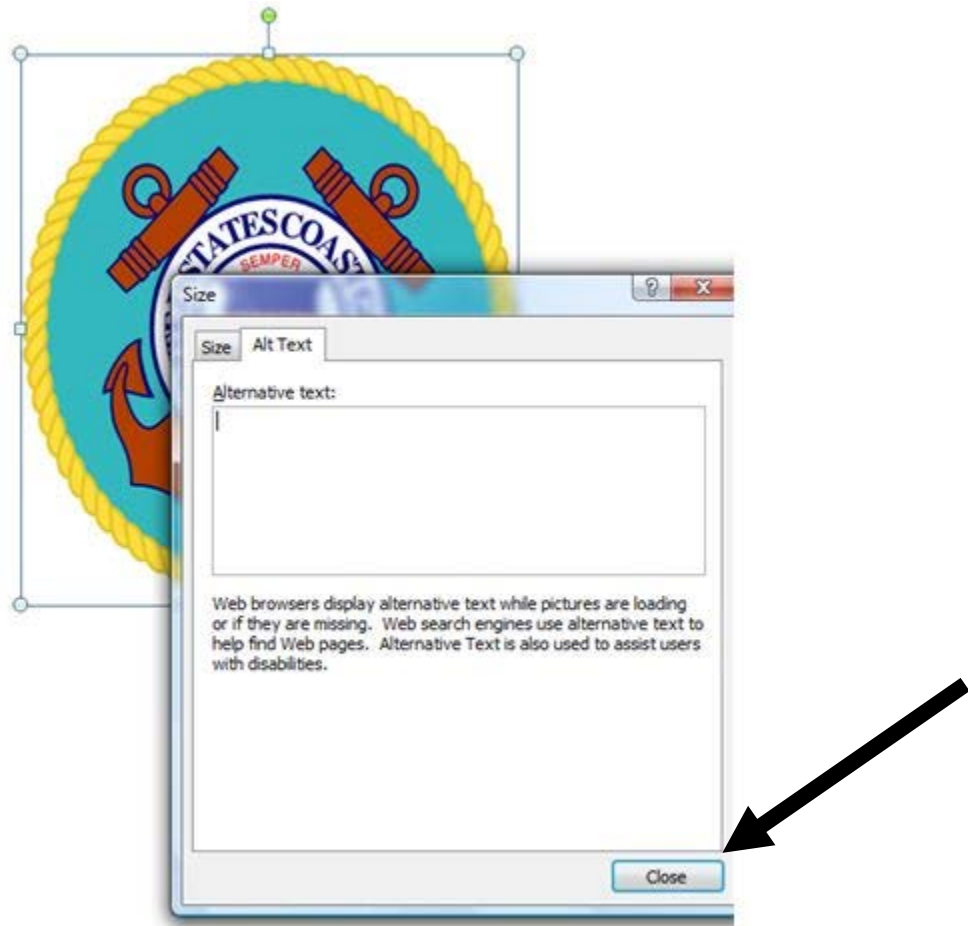


Figure E10-2: Alternative Text

Step 3: Type the text you want in the **Alternative text** box.

NOTE: The text can be up to 256 characters in Microsoft Word, however, some web browsers may display fewer characters and many screen readers, eg. JAWS for Windows

http://www.freedomscientific.com/fs_products/software_jaws.asp , limit the size of alternative text to approximately 125 characters. A best practice is to limit alternative text to no more than 80 characters.

For images containing a large amount of text themselves, they should be converted to text.

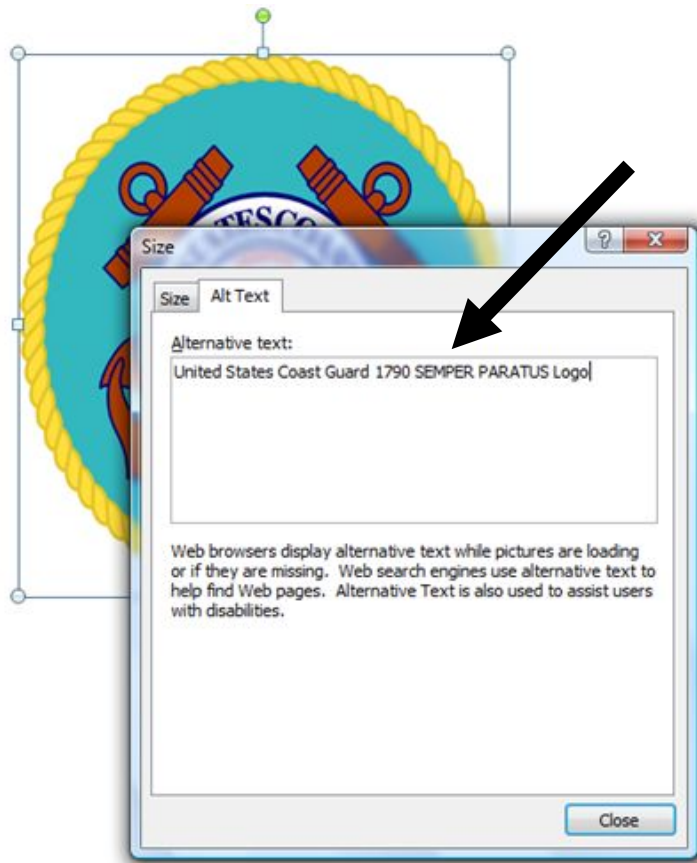


Figure E10-3: Alt Text Inserted

Step 4: Click close.

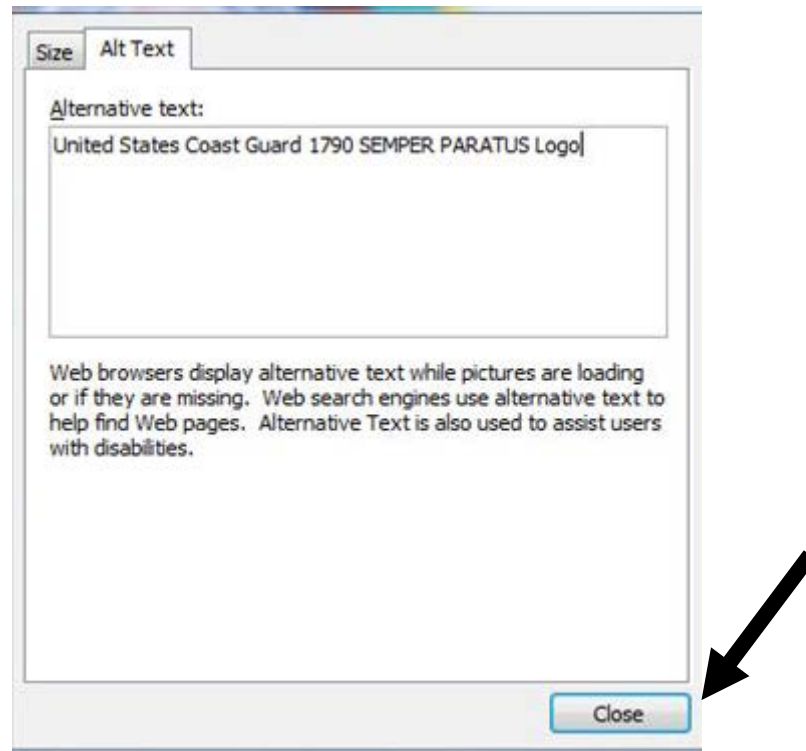


Figure E10-4: Close

NOTE: Word automatically uses the text of a WordArt object and or a shape as the alternative text description by default. No further editing is required.

QUICK REFERENCE: COMMON ERRORS

1. A manual is 25 pages or more including enclosures and has a table of contents. (Chapter 1 Paragraph D.5)
2. Since instructions do not have a table of contents, put the list of enclosures at the end of the LOP. The abbreviation Encl: should be typed at the left margin on the second line below the signature block. (Chapter 6 Paragraph I.1)
3. The font in the main body of the text should be Times New Roman 12 point font. (Chapter 6 Paragraph B.1)
4. Headers should appear at the top of pages (left on even, right on odd). (Chapter 6 Paragraph F.2)
5. Pages should be numbered correctly; first pages of enclosures should not be numbered, but are counted. (Chapter 6 Paragraph K.4)
6. Be consistent in using titles. If one subparagraph is titled, all other subparagraphs at the same level in that section must have titles. (Chapter 5 Paragraph D)
7. Letter of Promulgation must contain all necessary paragraphs in proper order. (Chapter 5 Paragraph B)
8. Use the correct SDL grid number and ensure that the grid filled out properly. (Chapter 6 Paragraph J.1)
9. Periods should appear at the end of titles (period should not be underlined). (Chapter 5 Paragraph D)
10. Subparagraphs must come in multiples. If there is only one subparagraph, move it up to be part of the paragraph above. Or create a new subparagraph. (Chapter 5 Paragraph D)
11. Capitalize Manual/Instruction when referring to the directive being reviewed.
12. When referring to the directive being reviewed capitalize the words chapter, enclosure, paragraph, and reference. Ex. See Chapter 1 Paragraph X of this Manual. (Chapter 6 Paragraph A)
13. Commandant(s) should appear in front of Headquarters office symbols. Ex. In an ACN: COMDTS (CG-5), (CG-6), and (CG-7). And in a directive: Commandant (CG-5). (Chapter 4 Paragraph A.1)
14. Use the term “must” when requiring action be taken instead of “shall”. (Chapter 3 Paragraph E.9)
15. Use the following format for referencing CG Forms. Forms must be referenced by their EXACT title every time you reference it in the text. Example: Directives File Sequence, Form CGHQ-5215. (Chapter 4 Paragraph E)
16. Ensure that all referenced directives are called out and in the order they are listed. (Chapter 5 Paragraph B.1.e)
17. Ensure that all enclosures are called out and in the order that they are listed. (Chapter 5 Paragraph G)
18. Signature and enclosures should not fall alone on their own page. If this happens, move the last paragraph or two of the LOP to the page with the signature. (Chapter 6 Paragraph I.2)

SAMPLE DIRECTIVES AND PUBLICATIONS REVIEW SHEET

U.S. Department of
Homeland Security

United States
Coast Guard



Commandant
United States Coast Guard

US Coast Guard Stop XXXX
2703 Martin Luther King JR Ave SE
Washington, DC 20593-XXXX
Staff Symbol: CG-XXXX
Phone: (XXX) XXX-XXXX
Fax: (XXX) XXX-XXXX
Email: first.m.last@uscg.mil

COMDT XXXX
XX AUG 2012

DIRECTIVES AND PUBLICATIONS REVIEW SHEET

Subj: *TITLE OF INSTRUCTION, MANUAL, PUBLICATION, OR NVIC FOLLOWED BY THE SSIC NUMBER*

Ref: (a) The Coast Guard Directives System, COMDTINST 5215.6 (series)

1. PURPOSE. This validation review of (*Title of Instruction, Manual or Publication or NVIC followed by the SSIC number*) was completed to determine whether this document is valid without changes and/or is out of date requiring changes or a complete revision.
 - a. _____ Valid. Next review will be completed in four years from the date of this review.
 - b. _____ Not valid. Requires updating with a Commandant Change Notice or complete revision via Reference (a). This update will be completed within one year from the date of this review.
2. ACTION. All Coast Guard shall comply with the provisions of this directives and publications review sheet.
3. PROCEDURES. The (*Title of Instruction, Manual, Publication, NVIC followed by the SSIC number*) will remain in effect until such time as changes, updates or cancellation are required, or when the 4-year review period as per Reference (a) comes due [*specify date four years from this Notice – i.e. 1 December 2015*].

S. P. EXAMPLE /s/
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Human Resources

Enclosures: [*as applicable or delete*]

SAMPLE DIRECTIVES FILE SEQUENCE, FORM CGHQ-5215

DEPARTMENT OF HOMELAND SECURITY U.S. Coast Guard DIRECTIVES FILE SEQUENCE												
TYPE: <input checked="" type="checkbox"/> Directive <input type="checkbox"/> Non-Directive												
<input type="checkbox"/> CI <input checked="" type="checkbox"/> CIM <input type="checkbox"/> CCN <input type="checkbox"/> CN <input type="checkbox"/> COMDTPUB <input type="checkbox"/> CG PUB <input type="checkbox"/> CG TTP <input type="checkbox"/> OTHER _____												
Directive/Non-Directive Number: <u>5215.6G</u>				Date Signed: <u>7/11/2013</u>								
Title/Name: (Enter EXACTLY as it appears on Subject line) <u>THE COAST GUARD DIRECTIVES SYSTEM</u>												
Sponsoring Directorate: <u>CG-6</u>				Responsible Office: <u>CG-612</u>								
** YOUR OFFICE IS THE STOCK POINT FOR THIS DIRECTIVE AND IS RESPONSIBLE FOR PROVIDING COPIES IF REQUESTED												
Point-of-Contact Name: <u>James Roppel</u>				Phone Number: <u>(202) 475-3531</u>								
ENTER EACH FILE NAME EXACTLY AS IT APPEARS ON THE CD (with its extension (e.g. .doc, .xls, .pdf))												
LIST FILES IN THE PRECISE ORDER TO PRINT THE SIGNED DIRECTIVE:												
1. <u>CIM_5215_6G.PDF</u>												
2. <u>CIM_5215_6G.doc</u>												
3. _____												
4. _____												
5. _____												
6. _____												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>INTERNET RELEASE AUTHORIZED:</td> <td>YES <input checked="" type="checkbox"/></td> <td>NO <input type="checkbox"/></td> </tr> <tr> <td>FOUO:</td> <td>YES <input type="checkbox"/></td> <td>NO <input checked="" type="checkbox"/></td> </tr> </table>							INTERNET RELEASE AUTHORIZED:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	FOUO:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
INTERNET RELEASE AUTHORIZED:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>										
FOUO:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>										
Archive: <u>CIM_5215_6F.PDF</u>												
CG-612 USE ONLY												
DB Entry Completed		Word File Uploaded		Properties/Bookmarks		Section 508 Compliant			Posted to			
YES <input type="checkbox"/> NO <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>			WWW <input type="checkbox"/>	CG Portal <input type="checkbox"/>	CG Web <input type="checkbox"/>	
Date:		Date:		Date:		Date:			Date:			
Ins:		Ins:		Ins:		Ins:			Ins:			
CGHQ-5215 (12/13)											Reset	