

INSTRUCTIONS FOR COMPLETING FORM CG-847

Check one box for classification of change:

- A Administrative** - Spelling, grammar, formatting, etc.
- S Substantive** - Issues that ought to be addressed to promote consistency, clarity, or completeness.
- C Critical** - Issues that require correction or additional information due to existing inaccuracies, ambiguity, or conflicts (*regulations, directives*). This includes safety of flight or operational limitations. Notification will be sent directly to CG-711 Program Manager upon signature of Operations Officer (Block 21).

1. Enter the Date of the submission.
 2. Enter the Unit you are assigned to.
 3. Enter the complete Publication Number and Name (*i.e., CGTO 1H-65D-1, 65D Model Helicopter Flight Manual.*)
 4. Enter Page Numbers of changes required.
 5. Check "yes" or "no" to indicate if this request is the result of a mishap.
 6. If "yes" is checked in Block 5, then enter the mishap report number. Attach the report by clicking the "Add Attachments" button and selecting the form (*Only PDF format is allowed*).
 7. Select "yes" or "no" for supporting documentation attached. If "yes", click on the "Add Attachments" button and browse to marked up file location, select to attach (*Only PDF format is allowed*).
 8. Describe the nature of your requested change. Use the most current edition for the manual that is published and create markups in the PDF of the document. Use specific locations by page number, paragraph, illustration number, etc.
 9. Explain the rationale for the recommendation. Include the impacts to operations and/or safety as the rationale for requesting the change.
- 10-14. Complete Blocks 10, 11, 13, and 14. **IMPORTANT NOTE:** the information in Blocks 13 and 14 will be used to generate an email notification to the local Standardization Officer. By electronically signing Block 12, this will submit the request and generate an email notification to the local Standardization Officer.
- Review all information and ensure attachments are included before signing Block 12.

These instructions do not fully function as intended yet. Please forward a copy of this form to your local Standardization Officer via email.

LOCAL STANDARDIZATION OFFICER

- Complete Blocks 16 and 17 with the Local Operations Officer information. By electronically signing Block 15, this will submit your updates and generate an email notification to the Local Operations Officer.
- Review the recommendation and make any additional comments or attachments to the form before signing in Block 15. Include in the comments whether you agree or disagree with the recommendation and why.

These instructions do not fully function as intended yet. Please forward a copy of this form to your local Operations Officer via email.

LOCAL OPERATIONS OFFICER

- Select either "Agree with Recommendation," "Concur with Intent," or "Do not Concur." If "Concur with Intent" or "Do not Concur" are selected, then comments must be added below for reasoning. Add any additional comments or attachments to clarify the intent if required. **NOTE:** If "yes" is selected in Block 5 and a Mishap Report Number is included, then this form must be forwarded to the Local Commanding Officer for review.
- Operations Officer or Commanding Officer: Complete Blocks 18, 19, 20, 22, and 23. Submit by Email to D08-SMB-ATCMOBILE-PublicationsDivision. In addition, if **C** is checked for Classification, notification will be sent to the Platform Manager.

STANDARDIZATION TEAM

- Select either "Agree with Recommendation," "Concur with Intent," or "Do not Concur." If "Concur with Intent" or "Do not Concur" are selected, then comments must be added below for reasoning. Add any additional comments or attachments to clarify the intent if required.
- Complete Blocks 24, 25, 26, 28, and 29. Electronically sign in Block 27 and send a copy of this form to your Platform Manager at CG-711 via Email.



CG-711 PLATFORM MANAGER

- Select either "Forwarded to," "Agree with Recommendation," "Concur with Intent," or "Do not Concur." If "Concur with Intent" or "Do not Concur" are selected, then comments must be added below for reasoning. If "Forwarded to" is selected, fill in Commands that notification is being sent to. **NOTE:** If Block 5 is checked "yes," then CG-1131, CG-41, and ALC Technical Services and Engineering must be notified.
- Complete Blocks 30, 31, and 32. By electronically signing in Block 33, this will officially approve (*or disapprove*) the recommendation and submit the data for storage within the database.
- Additional notifications with the link to the form can be sent at any time.
- Review the form for accuracy and correctness. Add any additional instructions if required. Determine any other interested parties who need to be aware of the recommendation (*CG-1131, CG-41, ALC Technical Services, etc*).

It is the Platform Manager's responsibility to forward the form to all additional commands and the Operational Publications Division (Email: D08-SMB-ATCMOBILE-PublicationsDivision). OPD oversees the Change Management Program for CG-711.

REFERENCE INFORMATION

- A. Submitted recommendations may be searched by number (*generated at time of Originator initiating a recommendation*), or by key words. Please note the recommendation number when reviewing the submissions.
- B. All submitted forms will be retained in archive, whether they have been approved or not.
- C. ATC Mobile Operational Publications Division can assist with any questions pertaining to this form or the process of change management. All suggestions for improvement are welcome.
- D. This form shall be used to recommend changes to Coast Guard Operational Publications only.

PRIVACY ACT STATEMENT

AUTHORITY: 14 U.S.C. §§ 102, 504, and 521

PURPOSE: The Recommendation for Change of Aviation Operational Publication form is used by U.S. Coast Guard (USCG) personnel to request a change to internal aviation policies or procedures that impact the USCG aviation community.

ROUTINE USES: Authorized officials will use information to adjudicate requests for changes to internal USCG aviation policies and procedures.

DISCLOSURE: Voluntary. However, failure to provide the requested information may delay a final decision or result in denial of your request.

