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DEC 6 1976

From: Senior Coast Guard Officer, Philippines
To: Commander, Fourteenth Coast Guard District (dcs)
Subj: LORTAD, Manila; disposition of administrative
functions upon disestablishment of
Ref: (a) U.S.-R.P. Loran-A Support Agreement
(b) CCGD14 msg 232348Z NOV 76

1. It is presently anticipated that upon the expiration of reference (a), LORTAD will be disestablished 31 December 1977. In accordance with reference (b), the following recommendations are submitted regarding the disposition of LORTAD's administrative functions after that date:

a. Personnel, ID Cards. Dependent ID cards to be issued by Armed Forces Issuing Facilities at Clark Air Base or Subic Naval Base. ID cards for retirees in the Republic of the Philippines to be issued in accordance with CCGD14 Instruction 5512.5E. The only active ID cards required after 31 December 1977 will be for Merchant Marine Detail, Manila and will be issued in accordance with the above instruction. LORTAD issues 100 ID cards per annum.

b. Personnel, Regular Leave. Commandant reemphasize the requirements of ART 16-J PERSMAN and reissue COMDTINST 1050.8. Problems encountered may be resolved in the same manner as for personnel taking leave in foreign countries where the Coast Guard is not represented. Suggest that new COMDTINST 1050.8 indicate availability of MMD for emergency assistance only. No significant MMD workload increase anticipated.

c. Personnel, Emergency Leave. Commandant to direct member to report to Navy ATCO, Clark Air Base upon completion of their emergency leave for issuance of MTA and return travel. LORTAD processes 50 to 60 ALEM members per year.

d. Dependent Transportation. Commandant publish the provisions of OPNAVINST 4630.25A and DOD 4515.13R for guidance.

e. Personnel, Discharge of Philippine Nationals. Commandant issue 1910 series instruction establishing

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procedures. The member could be transferred to Base Honolulu for temporary duty pending further transfer to his home of record and separation. All administrative processing would be accomplished at Base Honolulu. Approximately one week prior to expiration of enlistment, Base Honolulu to collect member's ID card, issue temporary ID and arrange appropriate air transportation to Philippines. On arrival at home of record, member to endorse orders and submit travel claim to CCGD14. Money due at discharge and separation documents would then be mailed to ex-member.

f. Personnel, Physical Evaluation Boards. Conduct in Honolulu or at other location designated by CCGD14. Note that neither the Navy nor the Air Force conduct PER's in the Philippines for their own personnel. Two PER's were conducted by LORTAD in the last year, exclusive of one conducted in the case of LORTAD personnel.

g. Personnel, Overseas Marriages. Member required to request and receive permission to marry from Commander U. S. Naval Forces, Philippines in accordance with current directives.

h. Personnel, Dependent Assistance. As the only Coast Guard activity in country, MMD Manila could expect to be visited by dependents requesting assistance or advice for a wide range of problems, from advice on filing CHAMPUS claims to non-support by their sponsor and decedent affairs. Many of these problems can be resolved by a phone call and a referral to an appropriate local U. S. government agency. Some, such as non-support, require correspondence with the sponsor's or other commands. The work load increase for MMD will be an estimated 50 man hours per annum. MMD already provides liaison with the embassy on dependent visa petitions.

i. Assistance to Active Duty Personnel. Frequently, Coast Guard active duty personnel appear at the LORTAD office with various problems. The general nature of these problems is a misunderstanding of the member's leave or travel status which may cause an unauthorized absence, clerical or procedure error in leave or travel documents, and unforeseen occurrences which cause a bona fide emergency for the member. The necessity for this type of assistance will continue after departure of LORTAD and can be assumed by MMD. The work load for this assistance will be about 50 man hours per annum.

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j. Pay Records, MMD Manila. Transfer MMD pay records to CCGD14(f). Pay by check. Mail delivery time to APO address would be four to five days. Checks could be cashed at embassy bank. No MMD work load increase.

k. Travel claims for MMD personnel can be submitted to CCGD14(f) for payment. The U. S. Embassy finance section is agreeable to entering into a support agreement whereby MMD personnel could draw required GTR's and cash travel advances. The nature of MMD travel will require this type of local support:

2. The following recommendations are made concerning disposition of LORTAD property:

a. Classified Material. Due to limited quantity, all classified material on hand will be destroyed at this unit.

b. Vehicles. Turnover to nearest DOD holding activity.

c. Personal Property/Title B. Property of use to other Coast Guard units within the Fourteenth District be picked up by Coast Guard buoy tender from Guam on Aton trip to Subic Bay or mailed to CCGD14. Other property to be transferred to U. S. Embassy or DOD holding activity. All Loran-A spare parts to be turned over to Philippine Coast Guard.

3. The above recommendations are made under the assumption that MMD Manila will continue to be manned at its present level, i.e., 1 CDR and 1 YNC. The MMD officer spent approximately six months on TDY out of the Philippines during the last year. The prospect for the future is for more travel by the MMDO. With the only officer assigned absent 50% of the time, security considerations preclude the MMD from handling ID cards and GTRs. It is not considered advisable to formally assign functions to the MMD which could not be executed during absence of the only assigned officer.

4. The volume of additional work load which will be generated for MMD by the closing of LORTAD can be handled by the existing MMD staff. However, at times when the MMD officer is away on TDY the office is sometimes physically closed due to the fact that the YNC must visit the post office, the message center, answer calls of nature, attend mission briefings, etc. Over a period of time, it may be anticipated that the YNC will be sick, go on emergency leave, or have a personal emergency while the CDR is out of country

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and the office will be closed for a significant period of time. It is therefore recommended that an indigenous position be established on the MMD staff. One of the indigenous positions presently at LORTAD could be transferred to MMD. With this additional position, the MMD can be considered a full time office to provide CG support functions in the Philippines.

J. W. KLOTZ