



COMDTINST M16114.4A
9 MAR 1987

COMMANDANT INSTRUCTION M16114.4A

Subj: Boat Management Manual

1. PURPOSE. This manual sets requirements for the management of Coast Guard boat resources, except reserve program boats. Reserve Training Manual, COMDTINST M1500.12 (series) governs reserve boat management.
2. DISCUSSION. Boats are the primary means of carrying out assigned missions at many Coast Guard units. At others, they are an important secondary resource. In any case, boats are a vital and expensive resource requiring sound management to obtain the most value from limited funds. This change retains the principle that as much management discretion as possible should be retained by district commanders.
3. ACTION. District and group commanders and unit commanding officers/officers-in-charge shall ensure that the provisions of this manual are followed in the management of Coast Guard boats. Headquarters units are exempt from most provisions set forth in this manual with exception of the requirement to maintain boat records on standard and self propelled non-standard boats.
4. REPORTS. The following reports are required by this directive.
 - a. Boat Record (RCS G-OSR-2067, CG-2580). See Chapter 5 for instructions. 4.
 - b. Annual Boat Replacement Report, (RCS-G-OSR-2129), See Chapter 3 for instructions.
 - c. New Boat Evaluation Report, (RCS-G-OSR-2133), See Chapter 3 for instructions.

/s/ CLYDE E. ROBBINS
Chief, Office of Operations

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Chapter 1. - INTRODUCTION TO BOAT MANAGEMENT

A. Boat Management.

1. Purpose. This manual instruction sets requirements for the management of Coast Guard boats. Reserve boats are exempt from the requirements of this manual, but are addressed in Reserve Training Manual, COMDTINST M1500.12 (series). This manual also brings together references to pertinent Coast Guard publications and reports that unit boat managers will use in performance of their duties.
2. Definitions.
 - a. BOAT: Any type of Coast Guard vessel not included under "CUTTER". In general, Coast Guard boats are unnamed vessels under 65' in length.
 - b. BOAT ALLOWANCE: The authority for permanent assignment of a boat of a specific type to an OPFAC unit: a boat "billet".
 - c. BOAT OUTFIT: Equipment and spare parts required for operation and maintenance of a specific type boat. Boat outfit items for each type of standard boat are listed in Boat Outfit List, SICPINST M4441 (series), or BOSS Manuals, SICPINST M4441 (series). Boat outfit lists for non-standard boats are published by each district commander.
 - d. CUTTER: Every type of Coast Guard vessel with assigned personnel allowance and installed habitability features for the extended support of a permanently assigned crew.
 - e. NON-STANDARD BOAT: Any Coast Guard boat other than those listed in the Naval Engineering Manual as standard boats.
 - f. STANDARD BOAT: Those boats specified by the Commandant, as listed in Naval Engineering Manual, COMDTINST M9000.6 (series). In general, they belong to a class either built by the Coast Guard or centrally procured by the Commandant for service-wide use. They may undergo alterations only when authorized by Commandant (G-ENE) in BoatAlts.

B. Related Publications and Reports.

1. Publications. The following publications are used in boat management:
 - a. Boat Outfit and System Support Manual(BOSS), SICPINST M4441 (series). Replaces CALMS and Boat Outfit Lists. At present only the 41'UTB and the 30'SRB BOSS manuals have been published, but similar manuals are under development for other standard boats.
 - b. Boat Outfit List, SICPINST M4441 (series). Equipment and spare parts documentation for standard boats other than 41'UTB and the 30' SRB. These are being replaced by BOSS books. Headquarters published Boat Outfit Lists are no longer in effect for nonstandard boats.

1. B. 1. c. Boats of the Coast Guard, COMDTINST M16114.1 (series). Contains a basic drawing, photograph, and specifications for Coast Guard standard boats and some common non-standard boats.
 - d. CALMS (Combined Allowance for Logistics, Maintenance and Support). Used for some standard boats (55' ANB, 32' PWB), but being phased out as BOSS manuals are prepared for each class of standard boat.
 - e. Comptroller Manual, Volume III, COMDTINST M4400.13 (series). Establishes requirements and procedures for boat surveys and disposal.
 - f. Naval Engineering Manual, COMDTINST M9000.6 (series). Contains procedures and requirements for BoatAlts, surveys, machinery and hull inspection, maintenance, and repair.
 - g. Operating Facilities of the Coast Guard (OPFAC), COMDTINST M5440.2 (series). The official listing of authorized operating facilities of the Coast Guard; indicates the missions assigned to each unit and promulgates the authorized boat and aircraft allowance for each facility.
 - h. Type Manuals. At present there are type manuals for the 41' UTB (COMDTINST M16114.2), and the 44' MLB (COMDTINST M16114.3). Manuals are being developed for the 30' SRB, and the 32' PWB. These manuals are basic operator's guides for crew and coxswain.
2. Reports. The following reports concerning boat management are required by other directives. The requiring directive is noted for each report.
 - a. Boat Inspection Report. Required by Naval Engineering Manual, COMDTINST M9000.6 (series). Use form CG 3022.
 - b. Boat PMS Feedback Report (RCS G-ENE-3091). Required by Naval Engineering Manual. Use form CG-5123.
 - c. Quarterly Abstract of Operations Boat Report (RCS G-OP-2002). Required by Instructions for Abstract of Operations Reports, COMDTINST 3123.7 (series). Use form CG 3273B. Allows Headquarters to gather boat activity data for use in facility planning and management, program cost allocation, program management, and as a boat inventory control system.
 - d. Report of Excess Personal Property. Required by Comptroller Manual, Volume III, Part IX. Use form SF 120. See chapter 3 of this manual for additional information.
 - e. Report of Survey. Required by Comptroller Manual, Volume III, part IX. Use form CG 5269. See chapter 3 of this manual for additional information.

C. Responsibilities.

1. Commandant (G-OSR) will:
 - a. Establish boat allowances for all units.
 - b. Recommend changes to Ships Inventory Control Point (SICP) publications concerning Coast Guard boats.
 - c. Plan, program, and budget for the acquisition and/or replacement of standard boats as needed to meet servicewide mission requirements.
 - d. Direct boat transfers between districts.
 - e. Collect, review, and disseminate pertinent information concerning non-Standard boat performance, mission compatibility, and costs as required by Chapter 2 of this manual.
2. Commandant (G-NSR) will plan, program and budget for the acquisition and/or replacement of TANBs as needed to meet servicewide mission requirements.
3. Area commanders shall:
 - a. Assume responsibility for management of all shipboard boats on cutters WMEC and larger.
 - b. Ensure that boat management directives and policies conform to applicable Commandant directives.
 - c. Assign and reassign boats as necessary to keep boat allowances filled to best advantage. Dispose of excess boats in accordance with appropriate directives. Continually review operational requirements and boat utilization to ensure the most cost effective allocation of boat resources.
 - d. Ensure boat MSB and RHIB outfit lists are maintained IAW the Allowance Equipage List (AEL) established by SICP. Any recommendations for changes should be forwarded to SICP.
 - e. Ensure that no unauthorized alterations are made to ships boats.
 - f. Control funds to be allotted for the repair and maintenance of boats and advise the appropriate manager at Headquarters when changes in the amounts of these funds are required.
 - g. Maintain boat records as required by this manual.

4. District commanders shall:
 - a. Assume responsibility for management of all boats attached to units under their control.
 - b. Ensure that local boat management directives and policies conform to applicable Commandant directives.
 - c. Assign and reassign boats as necessary to keep boat allowances filled to best advantage. Dispose of excess boats in accordance with appropriate directives. Continually review operational requirements and boat utilization to ensure the most cost effective allocation of boat resources. Make timely recommendations for changes to boat allowances.
 - d. Acquire replacements for non-standard boats as necessary to fill allowances at district units.
 - e. Establish boat outfit lists for the district's non-standard boats. Lists will include, as a minimum, those items necessary for the safety of the boat and crew.
 - f. Ensure that no unauthorized alterations are made to standard boats.
 - g. Control funds allotted for the repair and maintenance of boats and advise the appropriate manager at Headquarters when changes in the amounts of these funds are required.
 - h. Transfer standard boats within district to meet temporary operational requirements. Temporary transfers shall not exceed six months. Permanent transfer will be authorized only by Commandant (G-OSR).
 - i. When directed by Commandant (G-OSR) to transfer a standard boat, ensure the boat is in proper operating condition and has all BOATALTS completed prior to transfer, and is accompanied upon transfer by a complete boat outfit. Ensure that boat inspection report (Form G-3022) and the boat record (Form CG-2580) accompany each boat on permanent transfer.
 - j. Maintain boat records as required by this manual.
 - k. Provide feedback to Commandant (G-OSR-2) on experiences with new types of non-standard boats as required by Chapter 2 of this manual.
5. Commanding officers of Headquarters units shall comply with the above provisions for district commanders as applicable.

6. Group commanders shall:
 - a. Ensure local boat management directives and policies conform to district and Commandant directives and policies.
 - b. Ensure group units have only the number and type of boats necessary to carry out assigned missions.
7. Units with boats attached shall:
 - a. Manage boat inventories as required by this and other applicable Coast Guard directives.
 - b. Continually review operational requirements to determine whether assigned boats match requirements. Report discrepancies by letter to district commander via the chain of command.

CHAPTER 2. BOAT ALLOWANCES

A. Discussion.

1. Purpose. Boat allowances are established to provide units with the resources needed to carry out assigned missions. Allowances for each unit are listed in COMDTINST M5440.2 (series), Operating Facilities of the U.S. Coast Guard. As missions vary among units, so do the required types and numbers of boats. Boats are expensive resources acquired with limit funds. Controls in the form of boat allowances are necessary to ensure that limited resources are distributed equitably. It is also recognized that allowances need to be flexible to provide for changes in a unit's mission or to take advantage of advances in boat building technology.
2. Authority. Boat allowances are established, changed, or deleted by Commandant (G-OSR).

B. Allowance Changes.

1. Procedures. District commanders shall request boat allowance changes from Commandant (G-OSR) by letter.
2. Documentation. The letter request for a boat allowance change must contain full justification. Any request for an increase or upgrade in allowance must address the following specific items:
 - a. mission requirements that cannot be met with present allowance;
 - b. impact on unit staffing;
 - c. expected annual operating hours;
 - d. availability of moorage/storage/fuel facilities;
 - e. availability of maintenance personnel and funds;
 - f. availability of procurement funds, if request is for non-standard boat;
 - g. impact on unit missions if request denied;
 - h. availability of hulls within the district to fill the allowance.
3. Standard Boat Allowances. The total servicewide number of most standard boat allowances is fixed. An allowance given to one unit must be taken from another unit. Requests for an addition of a standard boat allowance must therefore be given careful consideration. An allowance for a standard boat may be approved, given proper justification, but assignment of the actual boat will be subject to availability.
4. Non-Standard boat allowances. District commanders must have flexibility in selecting non-standard boats. Usually, there will be no need to request an allowance change when the purchase of a new boat merely results in a change in boat type designator, for example, SKM to UTM. An allowance.

- B. 4. (cont'd) change will be necessary when the total number of non-standard boats at a unit is affected. Non-standard boat allowance changes must be justified using the same procedures followed for standard boats.

CHAPTER 3. BOAT REPLACEMENT

- A. Authorization. District commanders are authorized to procure non-standard boats (with complete outfit) to fill allowance vacancies. All boats procured shall conform to American Boat and Yacht Council (ABYC) standards and appropriate federal safety regulations. Commandant (G-OSR-2) will plan for and fund standard boat replacement.
- B. Funding. The OG-30 allotment for each district will include boat replacement funds to allow for local purchase of non-standard boats and their motors, trailers, and initial outfit.
- C. Boat Replacement Report (RCS-G-OSR-2129) In order to provide for allocations most responsive to actual boat replacement needs and within bounds of available funds, a Boat Replacement Report, in letter form, will be submitted annually to Commandant (G-OSR-2) by district commanders and commanding officers of Headquarters units prior to 1 January. The report will break down the boat fund utilization for the fiscal year just completed, and project procurement for the current and following two fiscal years. A separate listing for each of the four fiscal years is required. The information will be provided in the format of the following examples:

EXAMPLE:

FY 87 OG-30 BOAT REPLACEMENT EXPENDITURES

UNIT TYPE BOAT MANUFACTURER QUANTITY UNIT COST TOTAL

FY 88 PROPOSED BOAT REPLACEMENT EXPENDITURES

(express all costs in current values)

UNIT TYPE BOAT EST. UNIT COST QUANTITY EST. TOTAL COST

3.D. Numbering. All boats purchased by district commanders shall be numbered according to the length of the boat in WHOLE FEET. A boat 14'2" long is numbered 14xxxx, as is a boat 14'11" long. The following blocks of numbers are assigned to each district to be used for the last four digits in all boat numbers:

District	Numbers
1	0500-0999
2	1000-1499
5	2000-2499
7	2500-3499
8	3500-3999
9	4000-4499
11	4500-4999
13	5500-5999
14	6000-6499
17	6500-6999
56 Atlantic Strike Team	7000-7049 *
57 Gulf Strike Team	7050-7099 *
58 Pacific Strike Team	7100-7149 *
60 Academy	8000-8049 *
75 Reserve TRACEN	8050-8099 *
77 TRACEN Cape May	8100-8149 *
80 CG Yard	8150-8199 *
81 R&D Center	8200-8210 *
98 NMLBS	8211-8250 *
All Reserve Boats	9000-9999 *

* Note: It may be necessary to renumber existing boats to conform to this numbering system. If so, notify (G-OSR-2) by letter upon completion of the change.

E. Number Plates. District commanders are responsible for obtaining and installing boat number plates for non-standard boats. See Chapter 5 for requirements.

F. New Boat Evaluation Report (RCS-G-OSR-2133). Experiences with non-standard boat types new to a district need to be shared with other districts in order to highlight good boats and prevent waste of funds on inadequate boats. Commandant (G-OSR-2) will collect the necessary information and disseminate to other boat managers as requested.

1. Within six months of acquiring a make, model, or type of non-standard boat new to the district the operating unit shall submit a letter evaluation in the format of Enclosure (1). The letter will be forwarded through the chain-of-command to Commandant (G-OSR-2).
2. Boat managers shopping for non-standard boats may wish to contact Commandant (G-OSR-2) for available information on boats. Information on exceptionally good or bad boats will be published by Commandant (G-OSR-2) as appropriate (On Scene, Commandant Notice, Safety Notice).

CHAPTER 4. DISPOSAL OF BOATS

- A. Board of Survey. Whenever a boat is damaged, lost, stolen or is to be disposed of for any reason, a Board of Survey must be convened and the findings recorded on a Report of Survey, form CG 5269. Commandant Instructions M4400.13 (series) and M9000.6 (series) give complete instructions on Boards of Survey for boats. The following points are emphasized:
1. A Board of Survey will be convened whenever a boat is damaged, lost, stolen, is beyond economical repair, excess to the district's needs, being considered for transfer to recreational use, or when a recreational boat is no longer usable or is in excess.
 2. Commandant (G-FLP) will serve as the final approving authority for all Reports of Survey on standard boats where a recommendation of destruction, disposal as excess personal property, or repair and transfer to another district is made. In making his recommendation, the district commander is reminded that in most cases, only those boats in disposal condition codes 9, X, or S may be destroyed. District commanders and commanding officers of Headquarters units will serve as the final approving authority on all surveys of non-standard boats. The Boat Record and one copy of the Report of Survey will be forwarded to Commandant (G-OSR-1) after action of final approving authority.
 3. It is important that all Reports of Survey include the boat type, number, manufacturer, year built, and acquisition cost. In addition, a statement of the condition code in accordance with COMDTINST M4400.13 (series) is required.
- B. Report of Excess Personal Property. The Report of Excess Personal Property (SF-120) is used when a boat is excess to the needs of the district but is still in sufficiently good condition to be of use. All non-standard boats excess to the district's needs and having a disposal condition code of other than 9, X, or S shall be reported to Commandant (G-FLP) on a Report of Excess Personal Property. A properly executed Report of Survey must accompany the SF-120.

CHAPTER 5. BOAT RECORD

- A. Report/Forms. The Boat Record (RCS-G-OSR-2067, Form CG-2580) is a booklet containing separate sections on boat identification, BoatAlt accomplishment, and remarks on hull and machinery history. The first two pages, containing boat identification data and BoatAlt history, have been printed separately as Form CG 2580A and are used to update technical data due to alterations to the boat. Both are available from Coast Guard Supply Center, Brooklyn, N.Y.
- B. Establishing Boat Records. The Coast Guard unit which builds or accepts a boat from other than Coast Guard sources shall, upon acceptance or completion of the boat:
 - 1. Enter in the book all required data.
 - 2. Complete two copies of the Boat Record (CG 2580A). Send one copy to Commandant (G-OSR) and one copy to District commander (o) of the district to which the boat is first assigned.
- C. Boat Transfers. When a boat is transferred from one unit to another the boat record and all associated correspondence and records should be forwarded to the receiving unit. The Boat Transfer Reports in the back of the Boat Record (CG-2580) should be used to notify the district commander (osr) and Commandant (G-OSR-2) of the transfer through the chain of command. If the boat is being transferred between districts, district commander copies of form CG-2580A should be sent to the receiving district.
- D. Boat Modifications. When a significant change is made in a boat due to installation of new machinery or other major modification, prepare three copies of form CG 2580A. Insert one copy in the Boat Record, (CG 2580), send one copy to district commander (o), and one copy to Commandant (G-OSR-2).
- E. Disposal. When a boat is disposed of, destroyed, or lost, the specific method of disposal (including name and address of recipient as appropriate) and date of disposal must be entered in the Boat Record book, and the book should be sent to Commandant (G-OSR-2) via the district commander (o). Unit and district files should not be forwarded along with the Boat Record unless they are of historical significance.

CHAPTER 6. BOAT NUMBER PLATES

- A. OBTAINING PLATES. When a boat is accepted for the Coast Guard, a boat number plate shall be obtained as follows:
 - 1. District commanders and commanding officers of Headquarters units shall procure boat plates for non-standard boats, and for those standard boats not built by the COast Guard Yard.
 - 2. All boats built at the Coast Guard Yard have boat number plates already installed.
 - 3. If a boat number plate is lost or accidentally destroyed, replacements shall be procured by the appropriate district commander.
- B. FORMAT. The format for the boat number plate shall be as illustrated below. No deviation from this format is permitted. However, boat number plates procured prior to 24 January 1975 will remain valid.

GC	00000	TYPE
CAPACITY (CREW AND PASSENGERS)		17
MAX. LOAD PASSENGERS AND GEAR		24,100
BUILT (Builder's Name and Year)		

- C. LOCATION. Boat number plates are to be fastened as follows:
 - 1. In any boat with a steering wheel, the boat plate shall be affixed in the immediate vicinity of the steering wheel to starboard, or;
 - 2. In a boat with permanent thwarts, the boat plate shall be fastened to the top of the after thwart on the starboard side, or;
 - 3. In a boat without permanent thwarts, the boat plate shall be fastened to the inside of the transom as near the centerline as practicable, and so placed as to be clearly visible.
- D. DISPOSAL. When a boat is disposed of, the boat plate shall be positively destroyed. Boat number plates are never to be issued to boats other than to those to which originally assigned.

CHAPTER 7. RECREATIONAL BOATS

A. REQUIREMENTS.

1. There are many boats of various types throughout the Coast Guard which have been procured with non-appropriated funds or otherwise acquired for recreational and morale purposes. These boats must comply with equipment and numbering requirements as set forth in the "Federal Boating Act of 1971", as codified in Title 46, United States Code. The Code states in part that "An undocumented vessel equipped with propulsion machinery of any type shall have a number issued by the proper issuing authority in the state in which the vessel is principally used." State requirements may be obtained by contacting the local marine enforcement agency, i.e., county sheriff, conservation agency, etc.
2. This requirement does not pertain to operational Coast Guard boats, numbered under this manual, which may be assigned to isolated units primarily for recreational purposes. It does, however, apply to former operational boats that have been surveyed and found to be in excess and have subsequently been turned over to a unit for use exclusively for morale purposes. These boats should have their boat plates removed and destroyed and must be marked and equipped as outlined above.

- B. OPERATIONAL USE. The usefulness of recreational boats for certain operational purposes is recognized. However, it is the Commandant's policy to limit the operational use of these boats to only those emergency situations when no other boat is available.

Encl. (1) to COMDTINST M16114.4A

16114
Date

From: Commanding Officer/Officer-in-Charge _____
To: Commandant (G-OSR-1)
Via: (1) Commander, U.S. Coast Guard Group _____
(2) Commander, _____ Coast Guard District (osr)

Subj: NEW BOAT EVALUATION REPORT

Ref: (a) COMDTINST M16114.4A

1. Enclosure (1) is submitted as required by reference (a).

/S/

Encl: (1) New Boat Evaluation Report

NEW BOAT EVALUATION REPORT (RCS-G-OSR-2133)

1. CG Boat Plate Data:

CG Nr. _____ Type _____

Capacity (Crew and Passengers) _____

Max Load (Passengers and Gear) _____

Built (Builders name and Year) _____

2. General Characteristics

MAKE _____ MODEL _____

DATE RECEIVED _____ TOTAL COST _____

LENGTH _____ BEAM _____ DRAFT _____ HORSEPOWER _____

PROPULSION _____ FUEL CAPACITY _____ MAX SPEED _____

TOTAL OF HOURS TO DATE _____ COMMS/NAV EQUIPMENT _____

ADDITIONAL COMMENTS _____

2. Comments On Quality Of Construction, Fastenings, Hull Material, Layout

3. Operational Capabilities/Limitations: Sea Conditions, Surf, Wind, Towing,

Personnel Recovery. _____

4. Major Outfit Items. _____

5. Modifications Made at Unit To Original Boat. _____

6. Overall Suitability For Coast Guard Service. _____

7. Additional Comments, Recommendations. _____
