



PSCINST 1600.1

SEP - 4 2014

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 1600.1

Subj: COAST GUARD PERSONNEL SERVICE CENTER COLLATERAL DUTIES

1. PURPOSE. The purpose of this instruction is to ensure the efficient management of the unit and to carry out short and long term duties to meet mission requirements.
2. ACTION. Personnel Service Center (PSC) personnel will be assigned as necessary to perform duties collateral to their primary responsibilities. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. PROCEDURES. The following procedures will be followed for the assignment to and relief of collateral duty positions:
 - a. Short Term Collateral Duties. The following short-term collateral duties shall be assigned as required by the Deputy Commander. The names of personnel assigned to these collateral duties are not required to be listed in this instruction:
 - (1) Combined Federal Campaign Coordinator(s)
 - (2) Coast Guard Mutual Assistance Campaign Coordinator(s)
 - (3) Savings Bond Campaign Coordinator(s)
 - (4) Keyworkers for any of the above listed campaigns
 - (5) Special Project Officer

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NON-STANDARD DISTRIBUTION: None

- b. Long Term Collateral Duties. Enclosure (1) details officers, chief petty officers, petty officers, and civilians to assume designated collateral duties and serve on various boards, committees, and teams.
- (1) Assignments listed in enclosure (1) shall be assumed by the indicated officer, chief petty officer, enlisted or civilian member as soon as possible but not later than at least seven days prior to the departure of the individual being relieved.
 - (2) The Deputy Commander is permitted to make necessary changes to the collateral duties assigned as may be necessary to accommodate transfers, lengthy TAD assignments, an extensive primary workload, etc.
 - (3) Most duties will be held by the assigned individual for the period of their assignment at PSC, unless otherwise indicated in enclosure (1), required by other directives, or relieved by proper authority.
- c. Designation and Relief Memoranda. Certain duties require separate designation memorandum, or a report of relief. These titles shall be marked with an asterisk (*) for those requiring a Designation Letter and a double asterisk (**) for those requiring a Letter of Relief. Each shall specifically address, as appropriate, the following issues:
- (1) The personnel, personal property, budget, backlog (both financial and inventory), and materiel/ inventory status and condition of the division, branch, or work group, as appropriate.
 - (2) An audit of all money or checking accounts associated with the duty with the individual assuming the duty serving as one of the auditors. Include in the memorandum of relief the date of the prior audit noting if all discrepancies were resolved.
 - (3) A complete inventory and, if required, page check of all associated classified material. Include in the memorandum of relief the date of the prior inventory noting if all discrepancies were resolved.
 - (4) Any specific requirements and relevant references to the assumption or performance of the duty.
 - (5) Attach as an enclosure, or include in the memorandum of relief, an updated list of information to be passed including, but not limited to:
 - (a) Updated description of duties from relevant reference(s);
 - (b) Updated list of relevant reference(s);
 - (c) A description of required reports, required format, and due date(s) and determine if this information is correctly indicated in the master reports file maintained by the yeoman;
 - (d) Key points of contact with office router(s), mailing address(es), phone number(s), and e-mail address(es);
 - (e) Key dates/events

5. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to not be applicable.
6. FORMS/REPORTS. None.



MEREDITH L. AUSTIN
Rear Admiral, U.S. Coast Guard
Commander, Personnel Service Center

Encl: (1) Assignment to Collateral Duties

ASSIGNMENT TO COLLATERAL DUTIES

<u>DUTY</u>	<u>ASSIGNED</u>	<u>DIVISION</u>	
Awards Board	CAPT Kelly (President)	Command	
	CAPT Flynn	EPM	
	CAPT Kenyon	OPM	
	CAPT Kovac	PSD	
	CAPT Stringer	RPM	
	MCPO Isherwood	CMC	
	Mr. Nubgaard	BOPS	
	YNC King	HR&A	
Awards Board Secretary			
Civilian Resource Coordinator	Ms. Witcher	BOPS	
Collateral Duty Alcohol Representative (CDAR) *	YNC King	HR&A	
	LT Tappan	EPM	
Command Duty Drivers (6 month rotation)	All SNs and E-4s		
Command Front Desk Duty (6 month rotation) ** For extended periods only	YN2 Derk	Command (Primary)	
	YN3 Waters	BOPS	
	YN3 Burlette	PSD	
	YN2 Chavis	OPM	
	YN1 Rubino	EPM	
	YN2 Grayer	RPM	
Command Security Officer * **	CWO Taylor (CSO)	HR&A	
	CWO Craig (PSO)	EPM	
Decedent Affairs Officer	LCDR Mitchell	HR&A	
ECT Coordinators ECT Division Reps	YN2 Derk	Command	
	LCDR Mitchell	HR&A/ CMD Back-up	
	LTJG Ward	HR&A	
	CWO Taylor	HR&A	
	Mrs. O'Neal	EPM	
	YNC Smith	EPM	
	Mr. Baldwin	OPM	
	YNC Dolan	RPM	
	YN2 Grayer	RPM	
	Ms. Underwood	PSD	
	YN1 Lopez	BOPS	
	Mr. Jones	BOPS	
	YN3 Waters	BOPS	
Educational Services Officer (ESO) * **	CWO Taylor (Primary)	HR&A	
	LTJG Ward (Alt)	HR&A	
Evacuation/Shelter in Place			
	• Senior Aboard Hub Official (SAHO)	CAPT Kelly	Command
	• Hub Safety Coordinator (HSC); Alt SAHO	LTJG Ward	HR&A
	• Alternate HSC	MCPO Isherwood	Command

DUTY	ASSIGNED	DIVISION
5 th Floor		
• Floor Warden	Senior Board Member ¹	
• Exit Warden	As Necessary	
7 th Floor		
• Floor Warden	MKCM Rector	RPM
• Floor Warden – alternate 1	YNCS Stiles	RPM
• Floor Warden – alternate 2	YNC Dolan	RPM
• Exit Warden	YN2 Rusalova	RPM
• Exit Warden	YN2 Grayer	RPM
• Exit Warden	YN3 Pereira	RPM
• Exit Warden – alternate 1	YNCS Greenlaw	RPM
• Exit Warden – alternate 2	YN1 Jones	RPM
• Exit Warden – alternate 3	YN3 Ormong	RPM
• Exit Warden – alternate 4	YNCM Killmon	RPM
9 th Floor		
• Floor Warden	YNCM Cruz	EPM
• Floor Warden – alternate 1	CWO Ward	EPM
• Floor Warden – alternate 2	YNCS Monreau	EPM
• Exit Warden	SK1 Burgess	PSD
• Exit Warden	FS1 Walker	EPM
• Exit Warden	YN1 Sylvester	PSD
• Exit Warden – alternate 1	YN2 Biddick	EPM
• Exit Warden – alternate 2	HS1 Valentin	PSD
• Exit Warden – alternate 3	YN1 Isaac	EPM
• Exit Warden – alternate 4	ASTC Ariola	EPM
11 th Floor		
• Floor Warden	MCPO Isherwood	CMC
• Floor Warden – alternate 1	CWO3 Taylor	HR&A
• Floor Warden – alternate 2	YNC Hann	OPM
• Exit Warden	YNC King	HR&A
• Exit Warden	YN1 Thompson	HR&A
• Exit Warden	YN1 Dusek	OPM
• Exit Warden – alternate 1	YN2 Adofo	HR&A
• Exit Warden – alternate 2	YN3 May	HR&A
• Exit Warden – alternate 3	YN3 Peters	HR&A
• Exit Warden – alternate 4	YN2 Santiago	HR&A
Financial Audit Board	SKC Sweetland CWO Wiley	BOPS BOPS
Formal Physical Disability Board (all PSC division and staff members)	President Military Member Recorder Medical Member	O-4 and above E-7 – O-3 E-6 – O-3 USPHS staff
Government Charge Card Travel Managers *	YNC King (Primary) CWO Taylor (Alt)	HR&A HR&A

¹ PSC divisions responsible for 5th floor activities must direct the appropriate actions for building evacuation.

Enclosure (1) to PSCINST 1600.1

DUTY	ASSIGNED	DIVISION
Leadership & Diversity Advisory Council Chair	LCDR Roebuck	RPM
LDAC Vice-Chair	LT Bennett	OPM
LDAC Secretary (1 year term)	YN1 Isaac	OPM
Leadership & Diversity Advisory Council (1 year term)	MCPO Isherwood	CMC
	CDR Naff	OPM
	CDR Batchelder	OPM
	LCDR Moyer	OPM
	LCDR Fine	OPM
	LT Espenship	RPM
	LT Meaders	RPM
	LT Clarke	RPM
	YN1 Jones	RPM
	HS1 Scott	RPM
	CDR Parrales	EPM
	CWO Ernestburg	EPM
	YNC Bell	EPM
	YN1 Isaac	EPM
	YN3 Waters	BOPS
	Mr. Nubgaard	BOPS
	LCDR Sportsman	PSD
	LT Arumae	PSD
	CWO Varner	PSD
	SK1 Burgess	PSD
	CWO Taylor	HR&A
	YN2 Adofo	HR&A
Mail Orderlies *	YN2 Derk	Command
	YN1 Lopez	BOPS
	YN3 Waters	BOPS
	SK1 Lozano	BOPS
	Ms. Frye	BOPS
	Ms. O'Neal	EPM
	YN1 Rubino	EPM
	YN3 Ryan	EPM
	YN1 Thompson	HR&A
	YN2 Santiago	HR&A
	YN2 Adofo	HR&A
	YN2 Waters	OPM
	YN2 Chavis	OPM
	YN3 McCraw	OPM
	YN3 Jankay	PSD
	YN3 Whitlock	PSD
	YN3 Burlette	PSD
	YN1 Jones	RPM
	YN2 Kanae	RPM
	YN2 Rusalova	RPM
	YN3 Aguiar	RPM
	YN3 Shaw	RPM
	YN3 Ornong	RPM

Enclosure (1) to PSCINST 1600.1

DUTY	ASSIGNED	DIVISION
Morale Officer/Committee Chairman * **	LT Meaders	RPM
Morale Deputy Chair *	LT Brown	EPM
Morale Treasurer	YN2 Waters	OPM
Morale Committee Secretary	YN3 Shaw	RPM
Morale Committee Members	CWO Wiley	BOPS
	YN3 Waters	BOPS
	YN3 May	OPM
	YN3 Burlette	PSD
	Mr. Stokes	PSD-fs
	YN3 Jankay	PSD-fs
	YN1 Jones	RPM
	YN2 Rusalova	RPM
	YN3 Davis	RPM
	YN3 Pereira	RPM
	YN3 Cornwell	RPM
	YN3 Tyner	RPM
	YN3 Dailey	RPM
	YN3 Ornog	RPM
	YN3 Lopez	RPM
	YN3 Aguiar	RPM
	Ms. Staggs	RPM
	CWO Randall	EPM
	CWO Caicedo	EPM
	ASTC Ariola	EPM
	YN1 Uhrina	EPM
	YN3 Ryan	EPM
Mutual Assistance Liaison (command review)	CWO Taylor	HR&A
Office Telecommuter Coordinator	LTJG Ward	HR&A
CAC/RAS (Telework) Custodians	Mr. Lehtinen	BOPS
	SKC Sweetland (Alt)	BOPS
	LTJG Ward	HR&A/Command
	CWO Taylor (Alt)	HR&A/Command
	Mr. Baldwin	OPM
	LCDR Fant (Alt)	OPM
	FS1 Walker	EPM
	CWO Monteiro	PSD
	YN2 Grayer	RPM
	Mr. Nunnery	RPM
ACO Authority for CAC/RAS	SKC Sweetland	BOPS-R
	CWO Wiley	BOPS-R

DUTY	ASSIGNED	DIVISION
Teleconference Coordinators	Mr. Lehtinen	BOPS
	Mr. Jones	BOPS
	YN1 Rubino	EPM
	Ms. O'neal	EPM
	YNC Knight	OPM
	Mr. Baldwin	OPM
	YN1 Sylvester	PSD
	YN3 Burlette	PSD
	YN2 Grayer	RPM
	Mr. Nunnery	RPM
Partnership in Education (PIE)	LT Milici	OPM
	CWO Nauta	OPM
	LCDR Marquardt	RPM
	LTJG Ward	HR&A
	YN2 Adofa	HR&A
	YN2 Biddick	EPM
	SKC Sweetland	BOPS-R
	SK1 Lozano	BOPS
	HS1 Cisneros	Medical
	LT Guyton	RPM
HS1 Scott	RPM	
Personnel Records Review Board *	As directed	
Privacy Act/FOIA Coordinator	LTJG Ward	HR&A
Privacy Act/FOIA PSC Representative	LCDR Mitchell	HR&A
Property Officer * **	CWO Wiley	BOPS
Property Custodians * **	SK1 Lozano	BOPS
	SK1 Herrera	PSD-fs Housing West
	YN2 Fuller	EPM
	YN2 Adofa	HR&A/Command
	YN2 Chavis	OPM
	YN3 Whitlock	PSD-DE
	SK1 Burgess	PSD-FS
	YN3 Waters	BOPS-MR
	CWO Monteiro	PSD-MU
	YN2 Grayer	RPM
PSC Executive Officer (XO) * **	LCDR Mitchell	HR&A
Safety Officer	LTJG Ward	HR&A
Unit Safety & OMSEP Coordinator	HS1 Cisneros	PSD
Unit Safety Committee	YN1 Dusek	OPM
	CWO Blair	EPM
	CWO Antuna	EPM
	YN3 Pereira	RPM
	SK1 Lozano	BOPS-R
	HS1 Sutherland	PSD
	YNC King	HR&A

Enclosure (1) to PSCINST 1600.1

<u>DUTY</u>	<u>ASSIGNED</u>	<u>DIVISION</u>
Unit Safety Coordinator (CGRC)	LT Couture	CGRC
Sexual Assault Victim Advocates	CDR Batchelder LT Moyseowicz LT Olson LT Brown LT Guyton YN2 Grayer	OPM OPM OPM EPM RPM RPM
Vice Chairman of NCR Civilian Advisory Board	Mr. Nubgaard	BOPS
Senior Leadership Team	RDML Austin CAPT Kelly MCPO Isherwood Mr. Nubgaard CAPT Flynn CAPT Kenyon CAPT Kovac CAPT Stringer CAPT LaBrec CAPT Lebruska CAPT Whitehouse LCDR Mitchell	Commander Deputy CMC BOPS EPM OPM PSD RPM CGRC PPC CSC HR&A
Sponsor Coordinator	YNC King	HR&A
Suicide Intervention Counselors (ASIST) * (Voluntary Program)	Mr. Evans	BOPS-MR
Time and Attendance Clerks	YNC Hann Mr. Jones	OPM (Primary) BOPS (Alt)
PSC Time and Attendance Emergency Approver	CWO Taylor	HR&A
Training Officer *	CWO Taylor YNC King	HR&A (Primary) HR&A (Alt)
Urinalysis Coordinator * Asst. Urinalysis Coordinators *	CWO Taylor YNC King LTJG Azevedo YNCS Kahoonei	HR&A HR&A PSD-SSB (Det) PSD-SSB (Det)
Urinalysis Observers *	YN2 Adofu YN2 Santiago YN1 Rubino YN2 Chavis YN2 Waters YN3 McCraw YN1 Dusek YN3 Burlette	HR&A (M) HR&A (F) EPM (M) OPM (M) OPM (F) OPM (M) OPM (M) OPM (M) PSD (F)

Enclosure (1) to PSCINST 1600.1

DUTY	ASSIGNED	DIVISION
Urinalysis Observers* (continued)	SK1 Burgess	PSD (M)
	YN2 Grayer	RPM (M)
	YN3 Cornwell	RPM (M)
	CWO Singleton	PSD-fs Housing West (M)
	CWO Saville	PSD-fs Housing West (M)
	CWO Alvarez	PSD-fs Housing (M)
	YNC Williams	PSD-SSB (Det) (M)
	YNC Maynard	PSD-SSB (Det) (M)
	SK1 Herrera	PSD-fs Housing West (M)
	YN3 Angulo	PSD-SSB (Det) (F)
YN3 Brennick	PSD-SSB (Det) (F)	
Unit Health Promotion Coordinator (UHPC) * Assistant UHPCs	LCDR Kelly	EPM
	LT Ott	OPM
	LTJG Ward	HR&A
	CWO Christian	EPM
	YN3 Cornwell	RPM
	CWO Monteiro	PSD
	CWO Wiley	BOPS
Wellness Committee	LCDR Fine	OPM
	YN1 Lopez	BOPS
	YN2 Fuller	EPM
	LT Rickenbaker	RPM
	HS1 Scott	RPM
Vehicle Officer **	YNC King	HR&A
Voting Officer	Mr. Jose Velazquez	PSD
Web Page Manager (Command) Web Page Assistants	Mr. Lehtinen	BOPS
	FS1 Walker	EPM
	YN1 Isaac	EPM
	YN1 Thompson	HR&A
	LT Olson	OPM
	YNC Hann	OPM
	Mr. Baldwin	OPM
	LTJG Azevedo	PSD-ssb
	Mr. Sisto	PSD-DE
	YN3 Burlette	PSD-fs
	Mr. Canfield	PSD-fs Housing
	YN2 Grayer	RPM
	SK1 Lozano	BOPS
	YN3 Waters	BOPS
	Ms. Rachidi	BOPS (MR)
	Ms. Curry	BOPS (GTCC)
Mr. Ruckert	BOPS (GTCC)	
Weight Program Manager	CWO Taylor	HR&A
	YNC King	HR&A