



PSCINST 11101.1A

OCT 06 2014

PERSONNEL SERVICE CENTER INSTRUCTION 11101.1A

Subj: COAST GUARD HOUSING PROGRAM EFFECTIVENESS REVIEW AND SITE VISITS

Ref: (a) Coast Guard Housing Manual, COMDTINST M11101.13 (series)

1. PURPOSE. This instruction establishes procedures for assessing, reviewing, and measuring the effectiveness, compliance, and consistency of Coast Guard Housing Program execution.
2. ACTION. Coast Guard Personnel Service Center, Personnel Services Division (CG PSC-PSD) serves as the Technical Authority responsible for providing execution guidance and oversight on the management of the Coast Guard Housing Program to the Area Housing Authorities (AHA). AHAs shall ensure Area Housing Officers (AHO), Local Housing Authorities (LHA), and Local Housing Officers (LHO) within their area of responsibility comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. Coast Guard Housing Program Effectiveness Review and Site Visits, PSCINST 11101.1, is hereby cancelled.
4. DISCUSSION.
  - a. Functional Areas. CG PSC-PSD Field Support Branch (fs) provides guidance, support, and ensures compliance and consistency with the management execution of housing program policies and directives. Functional areas of the Coast Guard Housing Program include but are not limited to:
    - the administrative and maintenance management of Coast Guard owned housing;
    - the administrative management of leased housing;
    - the administrative management of Unaccompanied Personnel Housing (UPH); and
    - the annual Basic Allowance for Housing (BAH) data collection;

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Tasks and Objectives have been identified which impact the outcome of housing program activities within each functional area. The effectiveness of these functional areas will be measured using annual effectiveness reports completed throughout each fiscal year.

- b. Policy. Annual effectiveness reports will be completed using information and data gathered by these three assessment methods:
    - (1) Routine Daily Contact: Those tasks with outcomes that can be measured for effectiveness through daily contact with AHOs or members of their staff. These measures are reported to the AHAs through monthly utilization and discrepancy reports prepared by CG PSC-PSD-fs.
    - (2) Self Assessment: Those tasks with outcomes based on specific objectives that can be measured for effectiveness through cyclical web-based assessments completed by the AHOs.
    - (3) Site Visits: On a triennial basis, members of the CG PSC-PSD-fs housing staff will conduct an on-site assessment visit at an AHO office, and/or at a field unit site with AHO participation, to review, evaluate and discuss housing program effectiveness appropriate with the results of routine daily contact and self assessment surveys. The on-site assessment visits will be collaborative in nature with a focus on assisting and increasing Coast Guard Housing Program effectiveness and standardization.
  - c. Schedule. A schedule of self assessments and site visits will be published as a PSCNOTE and provided to AHAs on or about 31 August for the following fiscal year. Units will be notified by memo of pending site visits to include a sample of the on-site checklist and proposed attendees. Command in-briefs and/or out-briefs are recommended but will be done at the discretion of the host commands.
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. This instruction has been updated for the current Personnel Service Center Commander's signature and all required paragraphs in accordance with the Coast Guard Directives System, COMDTINST M5215.6 (series) are now included. No major content changes were made.
  7. 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 (CE) #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.”
8. **DISTRIBUTION**. No paper distribution will be made of this Instruction. An electronic version will be located on the following PSC web site:  
<http://www.uscg.mil/PSC/hra/pscinst.asp>.
9. **RECORDS MANAGEMENT CONSIDERATIONS**. This 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.
10. **FORMS/REPORTS**. Annual effectiveness reports will be completed by CG PSC-PSD-fs and provided to AHAs, the Director of Operational Logistics (DOL), Commander, Force Readiness Command (FORCECOM) and Commandant (CG-13) following the scheduled functional area assessment. Upon the completion of a site visit, CG PSC-PSD-fs will prepare a trip report which will be provided to PSC with a copy to the cognizant AHA, the DOL, FORCECOM and CG-13. Housing program tasks and objectives, by functional area, can be found at the PSC-PSD-fs Housing Portal located at: <https://cglink.uscg.mil/96a53cb5>.
11. **REQUEST FOR CHANGES**. Units and individuals may recommend changes via the chain of command to: [ARL-SG-CGPSC-PSD-FS@uscg.mil](mailto:ARL-SG-CGPSC-PSD-FS@uscg.mil).



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