



PSCINST 1600.1

OCT 18 2013

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.



D. R. CALLAHAN
Commander, Personnel Service Center

Encl: (1) Assignment to Collateral Duties

ASSIGNMENT TO COLLATERAL DUTIES

DUTY	ASSIGNED	DIVISION
Awards Board	CAPT Kelly (President)	Command
	CAPT Thompson	BOPS
	CAPT Flynn	EPM
	CAPT Ryan	OPM
	CAPT O'Keefe	PSD
	CAPT Brookings	RPM
	MCPO Isherwood	CMC
	Mr. Nubgaard	BOPS
Awards Board Secretary	YN2 Santiago	HR&A
	YN2 Derk	Command
Civilian Resource Coordinator	Ms. Witcher	BOPS
Collateral Duty Alcohol Representative (CDAR) *	SKC Morere	BOPS
Command Duty Drivers (6 month rotation)	All SNs and E-4s	
Command Front Desk Duty	YN2 Derk	Command (Primary)
	YN2 Santiago	HR&A
	YN3 Coleman	BOPS
	YN3 Burlette	PSD
	YN2 Longtin	OPM
	YN2 Rubino	EPM
	YN2 Foster	RPM
Command Security Officer * **	CWO Taylor (CSO)	HR&A
	CWO Swanson (PSO)	EPM
Decedent Affairs Officer	LCDR Mitchell	HR&A
Direct Access/Image Now Configuration Control Board Representatives to Mr. Ventucci-CG-63	Mr. Lehtinen	BOPS
	LCDR Fern	BOPS
	CWO Dignan	EPM
	LT Brass	EPM
	LT Wurster	EPM
	CWO Roldan	OPM
	CWO Nauta	OPM
	Ms. Mauger	OPM
	LCDR Malzone	OPM
	LT Bennett	OPM
	Mr. Chittum	OPM
	LT Webster	RPM
	CWO Meaders	RPM
	YNCS Stiles	RPM
LT Guyton	RPM	
ECT Coordinators	YN2 Derk	Command

DUTY	ASSIGNED	DIVISION
ECT Division Reps	LCDR Mitchell	HR&A/ Cmd Back-up
	LTJG Geyer	HR&A
	YN2 Mercado	HR&A
	Mrs. O'Neal	EPM
	YNC Smith	EPM
	Mr. Baldwin	OPM
	YN1 Crist	OPM
	YN2 Ortiz	RPM
	YN2 Grayer	RPM
	Ms. Underwood	PSD
	YN1 Calderon	BOPS
Mr. Jones	BOPS	
Educational Services Officer (ESO) * **	CWO Taylor (Primary)	HR&A
	LTJG Geyer (Alt)	HR&A
Evacuation/Shelter in Place		
• Senior Aboard Hub Official (SAHO)	CAPT Kelly	Command
• Hub Safety Coordinator (HSC); Alt SAHO	LTJG Geyer	HR&A
• Alternate HSC	MCPO Isherwood	Command
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 Waters	RPM
• Exit Warden	YN2 Grayer	RPM
• Exit Warden	YN2 Foster	RPM
• Exit Warden – alternate 1	YNCS Greenlaw	RPM
• Exit Warden – alternate 2	YN1 Jones	RPM
• Exit Warden – alternate 3	YN3 Rusalova	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	YN3 Biddick	EPM
• Exit Warden – alternate 2	HS1 Valentin	PSD
• Exit Warden – alternate 3	YN1 Isaac	EPM
• Exit Warden – alternate 4	YNC Smith	EPM

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
11 th Floor		
• Floor Warden	MCPO Isherwood	CMC
• Floor Warden – alternate 1	CWO3 Taylor	HR&A
• Floor Warden – alternate 2	YNC Knight	OPM
• Exit Warden	YNC Votinov	HR&A
• Exit Warden	YN1 Thompson	HR&A
• Exit Warden	YN1 Dusek	OPM
• Exit Warden – alternate 1	YN2 Mercado	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	CWO Alvarez SKC Morere	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-7 – O-3 USPHS staff
Government Charge Card Travel Managers *	YNC Votinov (Primary) CWO Taylor (Alt)	HR&A HR&A
Leadership & Diversity Advisory Council Chair	LCDR Roebuck	RPM
LDAC Vice-Chair	LT Bennett	OPM
LDAC Secretary (1 year term)	YN2 McEwan	OPM
LDAC Treasurer (1 year term)	LTJG Geyer	HR&A
Leadership & Diversity Officers	SKC Morere YN2 Ortiz YN3 Coleman	BOPS RPM BOPS
Leadership & Diversity Advisory Council (1 year term)	MCPO Isherwood LCDR Mitchell YNC Votinov LCDR Moyer LT Ott CWO Nauta LT Meaders LT Webster LTJG Sweeney Ms. Staggs YN1 Bell CWO Varner Mr. Wilkins	CMC HR&A HR&A OPM OPM OPM OPM RPM RPM RPM RPM RPM EPM PSD BOPS
Mail Orderlies *	YN2 Derk YN1 Calderon YN3 Coleman SK1 Feysa SK3 Hartsock	CMD BOPS BOPS BOPS BOPS

Enclosure (1) to PSCINST 1600.1

DUTY	ASSIGNED	DIVISION
Mail Orderlies * continued	Ms. O'Neal	EPM
	YNC Smith	EPM
	YN2 Rubino	EPM
	YN1 Thompson	HR&A
	YN2 Mercado	HR&A
	YN2 Santiago	HR&A
	YN3 Peters	LSC
	YN2 Benson	HR&A
	YN2 Braxton	OPM
	YN2 Longtin	OPM
	YN2 McEwan	OPM
	YN3 May	OPM
	YN3 Jankay	PSD
	YN3 Whitlock	PSD
	YN3 Burlette	PSD
	YN1 Sims	RPM
	YN2 Ortiz	RPM
	YN2 Foster	RPM
	YN3 Taggart	RPM
	YN3 Rusalova	RPM
Morale Officer/Committee Chairman * **	LT Webster	RPM
Morale Deputy Chair *	LT Brown	EPM
Morale Treasurer	YN1 Sims	RPM
Morale Committee Secretary	YN2 Ortiz	RPM
Morale Committee Members	YN3 Coleman	BOPS
	YN3 Farr	EPM
	YN2 Santiago	HR&A
	YN2 Mercado	HR&A
	YN2 Derk	HR&A
	YN1 Crist	OPM
	YN3 May	OPM
	YN3 Burlette	PSD
	YNCS Stiles	RPM
	HSC Claveau	RPM
	YN2 Woods	RPM
	YN2 Foster	RPM
	YN3 Spigner	RPM
	YN3 Shaw	RPM
	YN3 Rusalova	RPM
	YN3 Davis	RPM
YN3 Pereira	RPM	
Mutual Assistance Liaison (command review)	CWO Taylor	HR&A
Office Telecommuter Coordinator	LTJG Geyer	HR&A
Partnership in Education (PIE)	LTJG Geyer	HR&A
	LT Milici	OPM

Enclosure (1) to PSCINST 1600.1

DUTY	ASSIGNED	DIVISION
Personnel Records Review Board *	As directed	
Privacy Act/FOIA Coordinator	LTJG Geyer	HR&A
Privacy Act/FOIA PSC Representative	LCDR Mitchell	HR&A
Property Officer * **	CWO Alvarez	BOPS
Property Custodians * **	SK3 Hartsock SK1 Herrera YN2 Rubino YN2 Benson YN1 Dusek YN3 Whitlock SK1 Burgess YN3 Coleman CWO Petro YN2 Grayer	BOPS PSD-fs Housing West EPM HR&A/Command OPM PSD-DE PSD-FS BOPS-MR PSD-MU RPM
PSC Executive Officer (XO) * **	LCDR Mitchell	HR&A
Safety Officer	LTJG Geyer	HR&A
Unit Safety & OMSEP Coordinator	HS1 Cisneros	PSD
Unit Safety Committee	YN1 Dusek CWO Blair CWO Antuna YN3 Pereira SK1 Feysa HS1 Timms YNC Votinov	OPM EPM EPM RPM BOPS PSD HR&A
Unit Safety Coordinator (CGRC)	LT Couture	CGRC
Sexual Assault Victim Advocates	YN1 Sims LT Brown LT Olson HSC Claveau YN2 Grayer YN2 Ortiz	RPM EPM OPM RPM RPM RPM
Senior Civilian Advisor (PSC Civilian Advisory Board Council Rep)	Mr. Nubgaard	BOPS
Senior Leadership Team	RDML Callahan CAPT Kelly MCPO Isherwood CAPT Thompson CAPT Flynn CAPT Ryan CAPT O'Keefe CAPT Brookings CAPT LaBrec	Commander Deputy CMC BOPS EPM OPM PSD RPM CGRC

Enclosure (1) to PSCINST 1600.1

DUTY	ASSIGNED	DIVISION
Senior Leadership Team continued	CAPT Lebruska	PPC
	CAPT McKenna	CSC
	LCDR Mitchell	HR&A
Sponsor Coordinator	YNC Votinov	HR&A
Suicide Intervention Counselors (ASIST) * (Voluntary Program)	CWO Washburn	PSD-FS
	Mr. Evans	BOPS-MR
Time and Attendance Clerks	YNC Knight	OPM (Primary)
	Mr. Jones	BOPS (Alt)
PSC Time and Attendance Emergency Approver	CWO Taylor	HR&A
Training Officer *	CWO Taylor	HR&A (Primary)
	YN1 Thompson	HR&A (Alt)
Urinalysis Coordinator *	CWO Taylor	HR&A
Asst. Urinalysis Coordinators *	YNC Votinov	HR&A
	LT Lampert	PSD-SSB (Det)
	YNCS Kahoonei	PSD-SSB (Det)
Urinalysis Observers *	YN2 Mercado	HR&A (F)
	YN2 Santiago	HR&A (F)
	YN2 Rubino	EPM (M)
	YN2 Braxton	OPM (F)
	YN2 Longtin	OPM (F)
	YN2 McEwan	OPM (F)
	YN1 Dusek	OPM (M)
	YN3 Burlette	PSD (F)
	SK1 Burgess	PSD (M)
	YN2 Foster	RPM (M)
	YN2 Grayer	RPM (M)
	YN2 Woods	RPM (F)
	YN2 Ortiz	RPM (M)
	YN3 Drapela	RPM (M)
	YN3 Cornwell	RPM (M)
	YN2 Waters	RPM (F)
	CWO Singleton	PSD-fs Housing West (M)
	CWO Saville	PSD-fs Housing West (M)
	CWO Sondrini	PSD-fs Housing West (F)
	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
	CWO Alvarez	BOPS
	LT Ott	OPM
	CWO Brown	EPM

Enclosure (1) to PSCINST 1600.1

DUTY	ASSIGNED	DIVISION
Assistant UHPCs continued	YN3 Cornwell	RPM
	CWO Moteiro	PSD
	YN2 Benson	HR&A
Vehicle Officer **	YNC Votinov	HR&A
Voting Officer	Mr. Jose Velazquez	PSD
Web Page Manager (Command)	Mr. Lehtinen	BOPS
Web Page Assistants	YN3 Grazier	EPM
	YN1 Isaac	EPM
	YN2 Benson	HR&A
	LTJG Geyer	HR&A
	LT Olson	OPM
	Mr. Baldwin	OPM
	Mr. Sisto	PSD-DE
	YN3 Burlette	PSD-FS
	YN2 Zak	RPM
	YN2 Grayer	RPM
	YN1 Calderon	BOPS
	Mr. Lehtinen	BOPS
Ms. Curry	BOPS (GTCC)	
Mr. Ruckert	BOPS (GTCC)	
Weight Program Manager	CWO Taylor	HR&A
	YNC Votinov	HR&A