

**PSC HR AND ADMINISTRATIVE SUPPORT STAFF
(PSC HR&A)**

1. **Mission:** The Human Resources section provides a wide range of personnel related administrative services for all PSC (including detached billets) military and civilian staff.
2. **Functions:** Under the general direction and supervision of the Deputy Commander, Personnel Service Center, the Chief, PSC HR and Administrative Support Staff shall:
 - a. Preserve communications link with CG-122 (and other HQ program managers as necessary) to maintain awareness of HQ PM guidance, input, and stance on issues, and facilitate HQ representation of PSC issues.
 - b. Serve as administration officer for the PSC.
 - c. Oversee administrative procedures supporting Privacy Act compliance and Freedom of Information Act (FOIA) inquiries and appeals.
 - d. Monitor the central airline/e-ticket receipt procedures for PSC.
 - e. Administer the PSC awards program; i.e., serve as administrative support to the PSC Awards Board, track Coast Guard Headquarters' generated solicitation awards for PSC staff and units, prepare appropriate award certificates for PSC military staff.
 - f. Maintain the system of directories for directives issued by the PSC.
 - g. Prepare responses to requests for information from Commandant (CG-0946) under the Department of Homeland Security Board for the Correction of Military Records.
 - h. Administer check in and check out process to ensure members are receiving the proper entitlements and are familiar with applicable benefits, rules and regulations, all personnel are required to complete a check-in and check-out sheet upon arrival and departure from PSC.
 - i. Assume collateral and watch standing duties and accomplish special projects as assigned.
 - j. Coordinate the application and issue of Common Access Cards for PSC.
 - k. Oversee/direct the CWO Appointment process for PSC staff and divisions.
 - l. Prepare responses to inquiries by members of Congress.

- m. Review for completeness, prepare endorsements as appropriate, and track personnel action correspondence; e.g., separations, retirements, medical boards, requests for unofficial overseas travel.
- n. Provide assistance for Direct Access self service actions for PSC and PSC units; e.g., allotments savings bonds, tax withholdings, emergency contacts, survivor benefits elections, TSP, UTS, evaluations, e-Resumes, etc.
- o. Facilitate designation of Collateral Duty Addictions Representative (CDAR).
- p. Prepare correspondence, or refer to a more appropriate entity, as required by Commandant (CG-00).
- q. Serve as personnel directives-related librarian.
- r. Track enlisted evaluations/Employee Reviews as required.
- s. Manage Evergreen Submissions.
- t. Review, endorse, process enlisted evaluation/marks appeals.
- u. Manage emergency travel funding & TONOs.
- v. Monitor and manage Government Travel Account (GTA) for PSC including monthly account reconciliation.
- w. Coordinate Household Good (HHG) claims procedures.
- x. Serve as Honor Guard Coordinator.
- y. Serve as Moral Well-Being and Recreation (MWR) Officer and Assistant MWR Officer.
- z. Maintain the Unit Punishment Log.
- aa. Monitor officer promotions and enlisted advancements.
- bb. Develop standard operating procedures (SOP) as necessary.
- cc. Monitor TAD travel orders from the Direct Access Airport and inform members.
- dd. Act as the primary advisor on the logistical aspects of telecommuting.
- ee. Administer urinalysis program.

- ff. Serve as UTS Approving Official and oversee travel claim audit procedures.
- gg. Coordinate the Voting Program.
- hh. Administer Welcome Aboard Program.
- ii. Administer weight program.
- jj. Perform classified material control officer duties.
- kk. Perform security officer duties.
- ll. Coordinate fire watch, unit building evacuation team and assembly area management.
- mm. Serve as Secretary, PSC Awards Board.
- nn. Coordinate responses to requests for concurrent or sequential clearance.
- oo. Coordinate unit enlisted evaluation, unit enlisted advancement eligibility, and OER rating chain designation process.
- pp. Coordinate unit enlisted advancement eligibility processes.
- qq. Coordinate unit sponsor program.
- rr. Maintain unit personnel database and roster.
- ss. Coordinate assignment of unit collateral duties.
- tt. Coordinate/manage the Unit Leadership Development Program for PSC & Subordinate units.
- uu. Manages the onsite training programs for PSC staff to include professional development and GMT.
- vv. Request school quotas for PSC staff members.
- ww. Provides the full range of educational services to the staff, which includes requesting Tuition Assistance and proctoring of exams.