



Commander
 United States Coast Guard
 Personnel Service Center

Stop 7200
 4200 Wilson Blvd., Suite 700
 Arlington, VA 20598-7200
 Staff Symbol: PSC-bops
 Phone: (202) 493-1951
 Fax: (202) 493-1776

PSCINST 1000.1

MAR 16 2010

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 1000.1

Subj: PERSONNEL SERVICES AND SUPPORT UNIT (PSSU) TEMPORARY DUTY AND ADMINISTRATIVE ASSIGNMENT GUIDANCE

- Ref: (a) United States Coast Guard Regulations 1992, COMDTINST M5000.3B
 (b) Coast Guard Personnel Manual, COMDTINST M1000.6A
 (c) Military Justice Manual, COMDTINST M5810.1D
 (d) Joint Federal Travel Regulations, Vol. 1
 (e) Personnel and Pay Procedures Manual, PPCINST M1000.2A

1. PURPOSE. This instruction provides guidance to PSSUs and CG PSC Assignment Officers (AOs) on Temporary Duty (TDY) and Administrative Assignment (ADASSIGN) of personnel from other commands to the PSSU TAD Branch.
2. ACTION. PSSU Commanding Officers (COs) and CG PSC AOs shall familiarize themselves with this instruction and ensure it is adhered to by any command considering assigning their personnel to a PSSU.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. Commanding Officers and Officers-In-Charge of all afloat and shore units are vested with absolute responsibility to govern the safety, efficiency, and well-being of their command per reference (a). This includes wide management and administration of their assigned military personnel, per references (b) and (c). The majority of military personnel issues should be managed within the member's assigned command. Units must carefully consider the member's situation and how to best manage the member and mission requirements before a decision is made to transfer the member, either temporarily or permanently, outside their permanent command.
5. POLICY.
 - a. Who should be ADASSIGNED or sent TDY to a PSSU TAD Branch. As a general rule, any member who is assigned to a cutter, medically not fit for duty or has a severe disciplinary

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problem that the command cannot manage, and whose duty station is within 50 miles of a PSSU should be ADASSIGNED to a support allowance position in the PSSU TAD Branch or sent TDY to the PSSU TAD Branch. However, if a member's needs cannot be met in the local area of their duty station (i.e., 50 miles), the AO will coordinate the ADASSIGN of the member to the nearest PSSU TAD Branch if feasible.

- b. Who should not be ADASSIGNED or sent TDY to a PSSU TAD Branch. As a general rule, personnel assigned to shore units should be ADASSIGNED to a support allowance billet at their own unit and not to a PSSU. However, in some exceptional cases, the PSSU may accept ADASSIGNED or TDY personnel from shore units in cases where medical treatment is not available within the member's local commuting area (50 miles) or when required in unique disciplinary cases (i.e., cases of alleged sexual harassment of another member at the unit). These situations will be handled on a case-by-case basis between the AO, the PSSU CO, and the member's CO.
- c. TDY/ADASSIGN Decision Matrix. Enclosure (1) provides a matrix to assist in the determination of the proper assignment of personnel.

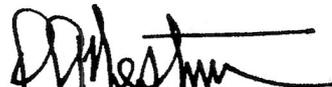
6. PROCEDURES.

- a. Contact Requirements. AOs will contact the respective PSSU Commanding Officer prior to issuing orders for an ADASSIGN to ensure that departing unit has engaged the PSSU CO to provide awareness of member's assignment to the PSSU TAD Branch and the status of any pending discharge package or medical board, as may be applicable.
- b. Support Allowance Positions. AOs will initiate the request to COMDT (CG-833) for the necessary support allowance positions for all ADASSIGNED members. Support allowance positions will only be created in the PSSU TAD Branch for assignment to the PSSU. Once created, AOs will assign members accordingly. PSSU COs should not accept members prior to the creation of support allowance positions and the proper issuance of transfer orders.
- c. TDY Members. Units considering transfer of an assigned military member to a PSSU on a temporary basis shall contact the PSSU directly. The final decision to accept a member's temporary assignment rests with the PSSU CO. Sub-units must clear their intentions through their parent unit, including COs and Officers-In-Charge of units under a Sector Command, who in turn must clear their intentions through the Logistics Division Chief of their parent Sector. PSSU COs should not accept members without completed TDY orders, even when they are no-cost orders. Members transferred outside of the local area of their permanent duty station are entitled to per diem in accordance with Section U4100 of reference (d); government quarters and messing should be utilized to the maximum extent possible. Lastly, in accordance with section 2145 of reference (d) and section 2-B-19 reference (e) and TDY period in excess of 180 days shall be approved by COMDT (CG-1222).
- d. PSSU Pre-TDY Assignment/ADASSIGN Questionnaire. Enclosure (2) must be completed by the member's unit to describe the member's situation, history, actions taken

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to-date, and the requested support. This questionnaire must be received by the PSSU prior to any transfer. In addition, the member's unit is responsible for full disclosure of the member's situation and to ensure the member has adequate funds and uniforms prior to assignment to the PSSU. The unit will incur all TDY costs in accordance with references (d) and (e).

- e. Medical Treatment. For continuity of care, medical treatment should normally be performed at the member's homeport if available within 50 miles of their permanent duty station. When circumstances do not permit local treatment and a PSSU is determined to be the treatment location, units must coordinate primary care responsibilities and berthing arrangements between the Health Safety and Work-Life Field Office medical clinic and the PSSU (ps) Branch Chief.
 - f. Discipline. Commands requesting assignment of members to a PSSU for misconduct, such as awaiting discharge, restriction to base, alleged sexual harassment, etc., must complete and submit all paperwork for processing via their chain of command in advance of member's acceptance to a PSSU. This includes, but is not limited to: Request for discharge, letter of restriction, pre-trial confinement letter, or Temporary Limited Duty (TLD) determination.
 - g. Work and Berthing Assignment. The PSSU (ps) Branch Chief is responsible for coordinating all work assignments for reassigned members and to ensure berthing is arranged, if necessary. The PSSU should consider having TDY and ADASSIGNED members perform day-work at other local DCMS and operational units, within the limitations of their duty status to minimize commuting costs and best utilize the member's rating/specialty.
7. ENVIRONMENTAL ASPECTS AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined not to be applicable.

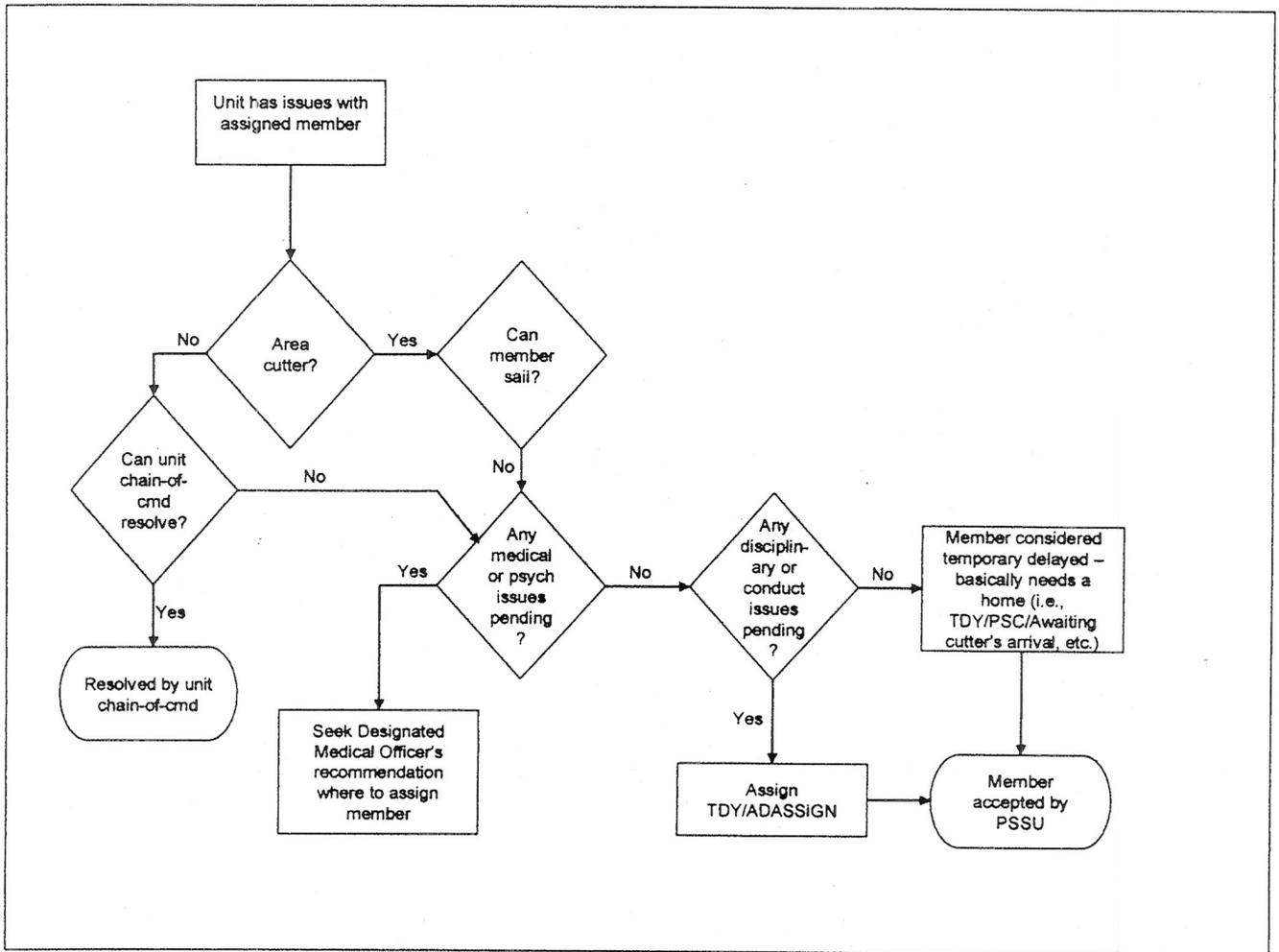


D. A. NEPTUN

2 Enclosures

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TDY/ADASSIGN DECISION MATRIX



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PSSU PRE-TDY/ADASSIGN QUESTIONNAIRE

DIRECTIONS: In an effort to reduce burdens to the PSSU, the member's permanent unit, and to the member, it is required and important that the following information be provided prior to TDY assignment to a PSSU. Please provide answers to **ALL** of the questions additional information as requested.

Name _____

Rate/Rank _____ EMPLID _____ Gender _____ Age _____

1. REASON FOR REQUESTING MEMBER BE ASSIGNED TO THE PSSU (WHY THE PSSU AND NOT A LOCAL SECTOR, OR HOMEPORT COMMAND WITH ADEQUATE FACILITIES)? _____

2. WILL MEMBER HAND-CARRY ORDERS/PDR/HEALTH RECORD? Y N
If NO, describe where located. _____

3. IS THERE ANY PENDING NJP, COURT MARTIAL, DISCHARGE, OR PERFORMANCE PROBATION PAPERWORK PENDING? Y N
If YES, describe what is it in regards to and what is the status of the package? Copies must be sent to the PSSU (ps) Branch Chief and positive progress towards separation must be maintained or the member will be returned. _____

4. ARE THERE ANY RECENT NEGATIVE PAGE 7s ON MEMBER? Y N
If YES, describe and provide scanned copies to the PSSU (ps) Branch Chief if member IS not hand-carrying PDR. _____

5. IS THERE AN ONGOING CDAR OR ALCOHOL INCIDENT ISSUE (I.E., REQUIRED AA MEETINGS) PENDING? Y N
If YES, describe and provide all incident and screening documentation required by the CG PERSMAN and CG Health Promotion Manual to the PSSU (ps) Branch Chief. (Note: CDAR to CDAR contact required). _____

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6. IS THE MEMBER FINANCIALLY STABLE? Y N

If NO, describe and provide any indebted documentation to the PSSU (ps) Branch Chief. (Note: Member is required to purchase meals at the BSU Galley (approx. \$9/day)).

7. DOES MEMBER HAVE ANY HISTORY OF VIOLENCE OR SEXUAL ASSUALTS? Y N

If YES, describe. _____

8. ARE THERE ANY ONGOING COMMUNICATIONS WITH CGIS OR LEGAL THAT NEEDS TO CONTINUE OR REQUIRE FOLLOW-UP? Y N

If YES, describe and provide POC(s). _____

9. ARE THERE ANY MEDICAL ISSUES (SEE ^{HIPAA} HIPPA STATEMENT ON NEXT PAGE)? Y N

If YES, describe and provide details such as recurring appointments, etc. Note: See HIPPA Statement on next page). _____

10. WHAT IS THE COMMAND'S ULTIMATE GOAL FOR THIS MEMBER (I.E., DISCHARGE, IMB, TDY ASHORE UNTIL CUTTER RTHP, ETC.?)

Describe.

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11. DOES THE MEMBER HAVE A FULL SEA BAG OR AT LEAST ENOUGH TO SATISFY BRIG REQUIREMENTS (IF REQUIRED)?

Y N

If NO, describe. Note: Members arriving without a sufficient number of uniforms will be returned. Members should also bring proper civilian attire and have the ability to purchase toiletries, food, clothing, etc. for the duration of their stay. _____

DATE

SIGNATURE OF PERSON COMPLETING QUESTIONNAIRE

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