

PERSONNEL ADMINISTRATION TASK LIST

Work ID	Work Title	Major Accomplishment	Work Frequency	Finished Workload (Hours per Week)
YN.ACC01.T01	Obtain new accession documentation	Member in CG Component	Annually	0.04
YN.ACC01.T02	Assist new accession complete documentation	Member in CG Component	Annually	0.03
YN.ADM01.T01	Submit PPC customer care trouble ticket	Record of personal data	Annually	0.02
YN.ADM01.T07	Generate a Personnel Data Information File (PDIF)	Record of personal data	Monthly	0.13
YN.ADM01.T08	Counsel personnel	Record of personal data	Monthly	0.15
YN.ADM01.T10	Effect transactions used to stop pay and allowances following the death of a member	Record of personal data	Annually	0.00
YN.ADM01.T11	Prepare a Transcript of Sea Service (TOSS)	Record of personal data	Annually	0.01
YN.ADM01.T12	Effect requests for employment verification from outside the Coast Guard	Record of personal data	Annually	0.00
YN.ADM01.T13	Effect notifications/transactions for assignment/termination of Government quarters	Record of personal data	Annually	0.10
YN.ADM01.T14	Assist member obtain an official passport	Record of personal data	Monthly	0.08
YN.ADM01.T15	Prepare administrative remarks	Record of personal data	Monthly	0.12
YN.ADM01.T16	Assist members with Board of Correction Military Records requests (BCMR)	Record of personal data	Monthly	0.02
YN.ADM01.T17	Assist members with personnel records review board requests	Record of personal data	Monthly	0.04
YN.ADM02.T01	Prepare general correspondence	Unit correspondence management	Monthly	4.43
YN.ADM02.T02	Submit correspondence for clearance	Unit correspondence management	Monthly	5.19
YN.ADM02.T03	Endorse thru correspondence	Unit correspondence management	Monthly	2.68
YN.ADM02.T04	Control incoming and outgoing correspondence	Unit correspondence management	Monthly	4.75
YN.ADM02.T05	Conserve correspondence material costs	Unit correspondence management	Monthly	5.96
YN.ADM02.T06	Maintain unit correspondence files	Unit correspondence management	Monthly	4.27
YN.ADM02.T07	Prepare recognition correspondence	Unit correspondence management	Monthly	2.95
YN.ADM03.T01	Draft a directive	Unit directives management	Monthly	1.94
YN.ADM03.T02	Draft a message	Unit directives management	Monthly	0.81
YN.ADM03.T03	Clear a directive	Unit directives management	Monthly	3.85
YN.ADM03.T04	File directives	Unit directives management	Monthly	3.49
YN.ADM03.T05	Enter directive changes	Unit directives management	Monthly	0.95
YN.ADM03.T06	Cancel a message	Unit directives management	Monthly	0.39
YN.ADM04.T01	Effect command administration compliance	Administrative and personnel programs compliance	Monthly	1.74
YN.ADM04.T03	Effect unit discipline administration compliance	Administrative and personnel programs compliance	Monthly	0.03
YN.ADM04.T05	Effect urinalysis testing procedures compliance	Administrative and personnel programs compliance	Monthly	0.06
YN.ADM04.T10	Effect unit travel administration compliance	Administrative and personnel programs compliance	Monthly	0.16
YN.ADM04.T11	Effect unit weight standards program compliance	Administrative and personnel programs compliance	Monthly	0.17
YN.ADM04.T12	Effect aviation incentive pay administration compliance	Administrative and personnel programs compliance	Monthly	0.00
YN.ADM04.T13	Effect military personnel administration compliance	Administrative and personnel programs compliance	Monthly	0.37
YN.ADM04.T14	Effect Direct Access administration compliance	Administrative and personnel programs compliance	Monthly	0.68
YN.ADM05.T01	Coordinate the assignment of personnel to collateral duties	Collateral duty coordination	Monthly	1.50
YN.ADM05.T02	Track collateral duties	Collateral duty coordination	Monthly	0.50
YN.ADM07.T01	Oversee the Mandatory Training (MT) program	Unit training and development	Monthly	1.56
YN.ADM07.T02	Maintain the division training/qualification program	Unit training and development	Monthly	2.92
YN.ADM08.T01	Coordinate division tools and equipment availability	Division operations	Monthly	2.52
YN.ADM08.T02	Coordinate unit/division supply/logistics support	Division operations	Monthly	2.86
YN.ADM08.T03	Coordinate unit/division infrastructure support	Division operations	Monthly	0.85
YN.ADM08.T04	Provide recommendations to the chain of command to meet unit/division mission	Division operations	Monthly	5.45
YN.ADV01.T01	Process HQ-directed enlisted member advancement	Enlisted advancement	Annually	0.00
YN.ADV01.T02	Process Commanding Officer enlisted member advancement	Enlisted advancement	Annually	0.02
YN.ADV01.T03	Process enlisted service-wide exam (SWE), striker or supplemental advancement	Enlisted advancement	Annually	0.00
YN.ADV01.T04	Process non-rated advancement	Enlisted advancement	Annually	0.01
YN.ADV01.T05	Process advancement of a member with a designator to E-4	Enlisted advancement	Annually	0.00
YN.ADV01.T06	Process advancement after reduction	Enlisted advancement	Annually	0.00
YN.ADV02.T01	Process removal of designator	Enlisted reduction	Annually	0.00
YN.ADV02.T02	Process reduction in rate	Enlisted reduction	Annually	0.00
YN.ADV03.T01	Process change in rating	Enlisted change in rating	Annually	0.00
YN.ADV03.T02	Process change in rating due to rated member graduating "A" school	Enlisted change in rating	Annually	0.00
YN.ADV03.T03	Process resumption of enlisted status upon termination of temporary officer	Enlisted change in rating	Annually	0.00
YN.ADV04.T01	Process CWO application	CWO selection	Annually	0.00

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Work ID	Work Title	Major Accomplishment	Work Frequency	Finished Workload (Hours per Week)
YN.ADV04.T02	Process CWO selection	CWO selection	Annually	0.00
YN.ADV04.T03	Process reserve CWO application	CWO selection	Annually	0.00
YN.ADV04.T04	Process reserve CWO selection	CWO selection	Annually	0.00
YN.ADV05.T01	Process officer promotion	Officer promotion	Annually	0.01
YN.ADV05.T02	Process change in rating due to enlisted member attending OCS	Officer promotion	Annually	0.00
YN.ASI01.T03	Initiate additional obligated service process for member	Determination that member meets transfer requirements	Annually	0.08
YN.ASI03.T02	Transfer audit information	Completion of pre-departure tasks	Annually	6.74
YN.ASI02.T02	Initiate PCS/TEMDUINS to "A" school entitlements process for member	Initiation of pre-departure tasks	Annually	0.01
YN.ASI02.T03	Apply for BAH rate protection for member	Initiation of pre-departure tasks	Annually	0.13
YN.ASI02.T04	Apply for advanced pay and allowances	Initiation of pre-departure tasks	Annually	0.01
YN.ASI02.T05	Apply for advanced travel	Initiation of pre-departure tasks	Annually	0.01
YN.ASI07.T01	Determine if member meets additional overseas PCS requirements	PCS transfer of AD personnel overseas	Annually	0.01
YN.ASI07.T03	Verify additional pre-departure tasks for overseas complete	PCS transfer of AD personnel overseas	Annually	0.01
YN.ASI07.T04	Verify additional pre-departure tasks for PATFORSWA complete	PCS transfer of AD personnel overseas	Annually	0.00
YN.ASI07.T05	Complete non self-service e-resume	PCS transfer of AD personnel overseas	Annually	0.13
YN.ASI09.T01	Assist member request new assignment	PCS assignment of E-2 thru E-6 selected reserve personnel	Monthly	1.52
YN.ASI09.T02	Assist reserve junior enlisted on waiting lists	PCS assignment of E-2 thru E-6 selected reserve personnel	Monthly	1.93
YN.ASI12.T01	Document actions for involuntary transfer - Reserve	Involuntary transfer/recall of SELRES	Annually	0.00
YN.ASI12.T02	Determine if member has met contractual obligations	Involuntary transfer/recall of SELRES	Annually	0.00
YN.ASI12.T03	Submit request for change in status	Involuntary transfer/recall of SELRES	Annually	0.00
YN.ASI14.T08	Report reporting ADOS	Reserve orders	Annually	0.00
YN.ASI10.T01	Transfer PCS personnel - SELRES to IRR	PCS transfer of SELRES to IRR, ISL, ASL	Annually	0.00
YN.ASI14.T10	Report departing from ADOS	Reserve orders	Annually	0.00
YN.ASI12.T04	Transfer PCS personnel - SELRES recall	Involuntary transfer/recall of SELRES	Annually	0.96
YN.ASI14.T14	Record new orders extending active duty period	Reserve orders	Annually	0.00
YN.ASI14.T19	Process transition of AD member to reserves	Reserve orders	Annually	0.00
YN.ASI15.T01	Review travel authorization	Member departs on TDY	Annually	0.10
YN.ASI15.T02	Complete group travel orders	Member departs on TDY	Annually	0.00
YN.ASI15.T03	Complete travel order	Member departs on TDY	Annually	0.11
YN.ASI15.T04	Apply for advanced travel	Member departs on TDY	Annually	0.00
YN.ASI15.T05	Initiate PCS/TEMDUINS to "A" school entitlements process for member	Member departs on TDY	Annually	0.01
YN.ASI15.T07	Process FSA paperwork	Member departs on TDY	Annually	0.02
YN.ASI16.T01	Receive TDY member	Member reports TDY	Annually	0.03
YN.ASI16.T02	Report member failing to report	Member reports TDY	Annually	0.00
YN.ASI17.T01	Review orders	Member returns from TDY	Annually	0.08
YN.ASI17.T02	Complete travel claim	Member returns from TDY	Annually	0.08
YN.ASI17.T03	Complete TDY completion documentation	Member returns from TDY	Annually	0.10
YN.ASI17.T04	Complete "A" School completion documentation	Member returns from TDY	Annually	0.00
YN.ASI18.T01	Verify account information accuracy	Travel claim payment authorization	Annually	0.06
YN.ASI18.T02	Verify authorization/amendments	Travel claim payment authorization	Annually	0.06
YN.ASI18.T03	Verify itinerary	Travel claim payment authorization	Annually	0.05
YN.ASI18.T04	Verify local travel	Travel claim payment authorization	Annually	0.04
YN.ASI18.T05	Verify government lodging	Travel claim payment authorization	Annually	0.05
YN.ASI18.T06	Verify necessary authorized expenses	Travel claim payment authorization	Annually	0.06
YN.ASI18.T07	Verify use of CTO	Travel claim payment authorization	Annually	0.06
YN.ASI18.T08	Verify accuracy of payment	Travel claim payment authorization	Annually	0.06
YN.ASI18.T09	Verify electronic claim entries	Travel claim payment authorization	Annually	0.05
YN.ASI18.T10	Verify use of IBA	Travel claim payment authorization	Annually	0.04
YN.ASI18.T11	Finalize authorization	Travel claim payment authorization	Annually	0.04
YN.ASI18.T12	Respond to audit	Travel claim payment authorization	Annually	0.01
YN.ASI19.T01	Assist retired reserve on recall	Retired reserve recall for mobilization	Annually	0.00
YN.ASI20.T03	Assist member at mobilization site	Reserve mobilization	Annually	0.00
YN.CAR01.T01	Run 6/10 anniversary query	Career intentions	Annually	0.04
YN.CAR01.T02	Counsel member on separation from Service	Career intentions	Monthly	0.07

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Work ID	Work Title	Major Accomplishment	Work Frequency	Finished Workload (Hours per Week)
YN.CAR01.T03	Counsel member on retention in Service	Career intentions	Monthly	0.05
YN.CAR01.T04	Coordinate predischage interview	Career intentions	Annually	0.02
YN.CAR01.T05	Prepare documentation if member is not eligible	Career intentions	Annually	0.00
YN.CAR02.T01	Coordinate follow-up predischage interview	Continuation of active duty status	Annually	0.02
YN.CAR02.T02	Coordinate completion of initial documentation	Continuation of active duty status	Annually	0.02
YN.CAR03.T01	Assist member in filing appeal	Appeal of enlistment decision	Annually	0.00
YN.CAR03.T02	Assist command in processing appeal	Appeal of enlistment decision	Annually	0.00
YN.CAR06.T03	Complete reenlistment documentation	Member reenlistment	Annually	0.01
YN.CAR07.T03	Complete extension/re-extension of enlistment documentation	Member extension/re-extension of enlistment	Annually	0.01
YN.COL01.T02	Serve as Debit Card Coordinator	Unit financial security support	Monthly	1.38
YN.COL01.T03	Serve as GTCC Coordinator	Unit financial security support	Monthly	2.40
YN.COL01.T04	Serve as Travel Approving Official (TAO)	Unit financial security support	Monthly	3.87
YN.COL02.T01	Serve as Captain's Mast Recorder	Unit administration support	Monthly	0.37
YN.COL02.T13	Serve as CG Mutual Assistance Officer	Unit administration support	Monthly	2.78
YN.COL02.T14	Serve as Assistant Transportation Officer	Unit administration support	Monthly	2.43
YN.COL03.T02	Serve as Casualty Assistance Calls Officer (CACO)	CG-mandated programs support	Monthly	1.86
YN.COL03.T06	Serve as Weight Program Observer	CG-mandated programs support	Monthly	1.14
YN.COL03.T07	Serve as Urinalysis Coordinator	CG-mandated programs support	Monthly	1.39
YN.COL03.T08	Serve as Urinalysis Observer	CG-mandated programs support	Monthly	0.89
YN.COL03.T11	Serve as Combined Federal Campaign (CFC) Coordinator	CG-mandated programs support	Monthly	3.73
YN.COL09.T01	Aviation Incentive Pay Administrator	Unit financial security support	Monthly	4.37
YN.COL09.T03	Directives Coordinator	CG-mandated programs support	Monthly	1.61
YN.COL09.T08	Payment Authorizing Officer (PAO)	Unit financial security support	Monthly	4.52
YN.COL09.T09	Performance Incentive Pay Officer (PIPO)	Unit financial security support	Monthly	2.02
YN.COL09.T10	Savings Bond Coordinator	Unit financial security support	Monthly	0.26
YN.COL09.T11	Transportation Officer	Unit administration support	Monthly	2.81
YN.COL09.T13	TPax Approving Official	Unit financial security support	Monthly	2.85
YN.DIS01.T01	Process post-NJP documentation	CM/NJP status	Annually	0.01
YN.DIS01.T02	Process post-Summary Courts Martial documentation	CM/NJP status	Annually	0.00
YN.DIS01.T03	Process post-Special or General CM documentation	CM/NJP status	Annually	0.00
YN.DIS03.T01	Assist in initial action	UA < 24 hrs status	Annually	0.00
YN.DIS03.T02	Assist in disciplinary action	UA < 24 hrs status	Annually	0.00
YN.DIS04.T01	Assist in initial action when a member fails to report for normal duty	UA > 24 hrs status	Annually	0.00
YN.DIS04.T02	Assist in initial action when a member fails to report PCS	UA > 24 hrs status	Annually	0.00
YN.DIS04.T03	Assist in initial action when a member fails to report TDY to unit	UA > 24 hrs status	Annually	0.00
YN.DIS04.T04	Assist in initial action when a member enters UA while TDY	UA > 24 hrs status	Annually	0.00
YN.DIS05.T01	Draft notification letters	UA for 10 days status	Annually	0.00
YN.DIS05.T02	Send notification letters	UA for 10 days status	Annually	0.00
YN.DIS07.T01	Process documentation declaring a member a Deserter	Desertion status	Annually	0.00
YN.DIS07.T02	Notifv next of kin	Desertion status	Annually	0.00
YN.DIS07.T03	Transfer deserter's records/personal effects	Desertion status	Annually	0.00
YN.DIS07.T04	Notifv PSC (epm) of mental irresponsibility	Desertion status	Annually	0.00
YN.DIS08.T01	Report pending criminal charges	Return of absentee/deserter status	Annually	0.00
YN.DIS08.T02	Report facility adequacy	Return of absentee/deserter status	Annually	0.00
YN.DIS08.T03	Report return of absentee	Return of absentee/deserter status	Annually	0.00
YN.DIS08.T04	Notifv proper authorities	Return of absentee/deserter status	Annually	0.00
YN.DIS09.T01	Notifv the commanding officer of the parent organization	Return of absentee/deserter from another branch of the Armed	Annually	0.00
YN.DIS09.T02	Forward a statement	Return of absentee/deserter from another branch of the Armed	Annually	0.00
YN.DIS10.T01	Complete notifications	Civil arrest/conviction status	Annually	0.00
YN.DIS10.T02	Process initial transaction	Civil arrest/conviction status	Annually	0.00
YN.EVA01.T01	Provide Command with OER procedure guidance	Officer evaluation	Monthly	1.91
YN.EVA01.T02	Maintain OER tracking system	Officer evaluation	Monthly	1.59
YN.EVA02.T01	Initiate EERS tracking system	Enlisted evaluation	Monthly	0.85
YN.EVA02.T02	Process EERW	Enlisted evaluation	Annually	0.01

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Work ID	Work Title	Major Accomplishment	Work Frequency	Finished Workload (Hours per Week)
YN.EVA02.T03	Process EER	Enlisted evaluation	Annually	0.37
YN.EVA02.T04	Process EER appeal	Enlisted evaluation	Annually	0.02
YN.EXP01.T01	Authorize access as competencies user	Record of competencies	Annually	0.00
YN.EXP01.T02	Verify a member received a competency for completing a school on orders issued by	Record of competencies	Annually	0.00
YN.EXP01.T03	Record a competency received by a member who completes school on orders issued by	Record of competencies	Annually	0.01
YN.EXP01.T04	Record a competency assigned to a member by the CO	Record of competencies	Annually	0.01
YN.EXP01.T05	Maintain member's competency record	Record of competencies	Monthly	0.16
YN.EXP01.T06	Maintain member's competency records	Record of competencies	Monthly	0.16
YN.EXP02.T01	Complete individual's record of small arms training documentation	Record of small arms qualifications	Annually	0.01
YN.EXP02.T02	Complete individual's record of small arms competency documentation	Record of small arms qualifications	Annually	0.01
YN.EXP02.T03	Maintain member's competency record	Record of small arms qualifications	Monthly	0.34
YN.EXP02.T04	Maintain members' competency records	Record of small arms qualifications	Monthly	0.21
YN.EXP03.T01	Report completion of formal training for member	Record of formal training	Annually	0.01
YN.EXP03.T02	Report completion of formal training course for members	Record of formal training	Annually	0.01
YN.EXP03.T03	Maintain member's formal training history	Record of formal training	Annually	0.05
YN.EXP03.T04	Update multiple members' training history	Record of formal training	Monthly	0.62
YN.EXP03.T05	Run training queries	Record of formal training	Monthly	0.16
YN.EXP04.T01	Prepare off-duty educational accomplishment documentation	Record of off-duty education	Annually	0.01
YN.EXP04.T02	Prepare professional development documentation	Record of off-duty education	Annually	0.01
YN.EXP04.T03	Record member's off-duty educational accomplishments	Record of off-duty education	Annually	0.00
YN.EXP05.T01	Report a change in language competency	Record of language proficiency	Annually	0.00
YN.EXP05.T02	Verify member's language skill	Record of language proficiency	Annually	0.00
YN.EXP05.T03	Complete foreign language test results transaction	Record of language proficiency	Annually	0.00
YN.EXP06.T01	Prepare insignia documentation	Record of honors/awards	Annually	0.03
YN.EXP06.T02	Prepare award documentation	Record of honors/awards	Annually	0.06
YN.EXP06.T03	Manage unit supply of award elements	Record of honors/awards	Monthly	1.57
YN.EXP06.T04	Process award documentation	Record of honors/awards	Annually	0.04
YN.EXP06.T05	Prepare for award presentation	Record of honors/awards	Annually	0.03
YN.EXP06.T06	Distribute copies of award	Record of honors/awards	Annually	0.03
YN.EXP06.T07	Assist member ensure accuracy of award data	Record of honors/awards	Monthly	1.36
YN.EXP06.T08	Maintain member's honors and awards record (including insignia)	Record of honors/awards	Annually	0.01
YN.EXP06.T09	Maintain members' honors and awards record	Record of honors/awards	Annually	0.01
YN.EXP06.T10	Maintain Good Conduct Award	Record of honors/awards	Annually	0.02
YN.EXP06.T11	Update honor/award code	Record of honors/awards	Annually	0.03
YN.EXP07.T01	Maintain member's licenses and certifications	Record of licenses, certifications and memberships	Annually	0.01
YN.EXP07.T02	Maintain member's memberships	Record of licenses, certifications and memberships	Annually	0.01
YN.EXP07.T03	Generate competency/qualification report	Record of licenses, certifications and memberships	Annually	0.01
YN.EXP07.T04	Generate Personnel Data Information File (PDF) report	Record of licenses, certifications and memberships	Annually	0.01
YN.EXP08.T01	Report a retest of an enlisted battery test	Record of test results	Annually	0.00
YN.EXP08.T02	Enter member's test results	Record of test results	Annually	0.00
YN.EXP09.T01	Record course completion	Record of non-Coast Guard Institute correspondence course	Annually	0.00
YN.EXP09.T02	Delete correspondence/distance learning transaction	Record of non-Coast Guard Institute correspondence course	Annually	0.00
YN.EXP09.T03	Correct correspondence/distance learning transaction	Record of non-Coast Guard Institute correspondence course	Annually	0.00
YN.FIN01.T01	Counsel member on all aspects of the LES	Member self-service assistance	Monthly	0.16
YN.FIN01.T02	Assist member to effect allotment or bond transaction	Member self-service assistance	Monthly	0.05
YN.FIN01.T03	Assist member to effect payment option election transaction	Member self-service assistance	Monthly	0.03
YN.FIN10.T01	Effect state tax withholding rate changes	State and federal tax withholding rate	Annually	0.01
YN.FIN10.T02	Effect federal tax withholding rate changes	State and federal tax withholding rate	Annually	0.00
YN.LVE01.T01	Counsel member in regards to leave process	Leave transactions	Monthly	0.20
YN.LVE01.T02	Verify member's leave balance	Leave transactions	Monthly	0.14
YN.LVE01.T03	Ensure leave is authorized	Leave transactions	Monthly	0.22
YN.LVE01.T04	Process leave transaction	Leave transactions	Monthly	0.35
YN.LVE01.T05	Effect permissive travel authorization for administrative absence	Leave transactions	Annually	0.00
YN.LVE01.T06	Effect request to have leave carried over	Leave transactions	Annually	0.00

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Work ID	Work Title	Major Accomplishment	Work Frequency	Finished Workload (Hours per Week)
PS.07	File and audit LES	Administrative and personnel programs compliance	Monthly	0.35
YN.P&A01.T01	Provide administrative expertise	Unit Administration Expertise	Monthly	0.56
YN.P&A01.T02	Provide expertise on MILPERS evaluations	Unit Administration Expertise	Monthly	0.29
YN.SEP01.T01	Review separation orders by department	Separation orders review	Monthly	0.12
YN.SEP01.T02	View member's separation summary	Separation orders review	Monthly	0.03
YN.SEP02.T01	Draft urgent e-mail	Immediate separation of a member	Annually	0.00
YN.SEP03.T01	Draft urgent E-mail	Priority separation of a member	Annually	0.01
YN.SEP04.T01	Coordinate submission of pre-separation counseling documentation	Routine separation of a member documentation	Annually	0.02
YN.SEP04.T02	Coordinate follow-up pre-discharge interview	Routine separation of a member documentation	Annually	0.02
YN.SEP04.T03	Coordinate submission of pre-separation documentation	Routine separation of a member documentation	Annually	0.03
YN.SEP05.T01	Complete discharge SOI	Statement of Intent (SOI)	Annually	0.01
YN.SEP05.T02	Complete release from active duty/SELRES deactivation SOI	Statement of Intent (SOI)	Annually	0.00
YN.SEP05.T03	Complete retirement SOI	Statement of Intent (SOI)	Annually	0.00
YN.SEP05.T04	Complete SOI leave tab	Statement of Intent (SOI)	Annually	0.03
YN.SEP05.T05	Complete SOI transmittal	Statement of Intent (SOI)	Annually	0.02
YN.SEP09.T01	Complete DD-214W	DD-214 worksheet	Annually	0.03
YN.SEP09.T02	Assist member complete DD-214W	DD-214 worksheet	Annually	0.03
YN.SEP11.T01	Complete separation checklist	Separation of a member	Annually	0.01
YN.SEP11.T02	Complete additional RELAD checklist	Separation of a member	Annually	0.01
YN.SEP11.T03	Complete additional retirement checklist	Separation of a member	Annually	0.01
YN.SEP11.T04	Complete additional reserve demobilization checklist	Separation of a member	Annually	0.00
YN.SEP11.T05	Complete additional retired reserve demobilization checklist	Separation of a member	Annually	0.00
YN.COL02.T07	Serve as Sponsor Coordinator	Collateral duty coordination	Monthly	1.11
YN.COL02.T05	Serve as Per Diem/Cost of Living Allowance Survey Team Member	Collateral duty coordination	Monthly	2.14
YN.COL06.T09	Serve as Unit Training Petty Officer	Collateral duty coordination	Monthly	2.16
PS.04	Prepare Remission Waiver Package	Administrative and personnel programs compliance	Annually	0.26
PS.10	Process admin reports	Administrative and personnel programs compliance	Monthly	0.52
YN.COL04.T01	Serve as Site Security Manager (DEERS)	Unit safety/security support	Monthly	13.88
YN.COL02.T10	Serve as (DEERS) Verifying Official	Unit administration support	Monthly	15.18
YN.ADM01.T09	Effect transactions for the issuance of a Common Access Card (CAC)	Record of personal data	Annually	28.74
PS.11	Reset CAC pins	RAPIDS	Daily5	0.96
YN.ADM04.T08	Effect unit educational services program administration compliance	Administrative and personnel programs compliance	Monthly	0.13
YN.ADM07.T03	Oversee the educational services program	Unit training and development	Monthly	14.50
YN.COL02.T02	Serve as Collateral Duty Educational Services Officer/Education Counselor	Collateral duty coordination	Monthly	1.70
Active Duty Member				
YN.ADM01.T02	Maintain personnel data records	Record of personal data	Annually	0.06
YN.ADM01.T03	Manage personal data	Record of personal data	Annually	0.03
YN.ADM01.T04	Manage a member's physical characteristics data	Record of personal data	Annually	0.02
YN.ADM01.T05	Manage SGL/BAH/dependency data	Record of personal data	Annually	0.03
YN.ADM01.T06	Verify personal information	Record of personal data	Annually	0.03
YN.ASI01.T01	Initiate PCS process	Determination that member meets transfer requirements	Annually	0.01
YN.ASI01.T02	Determine if member meets PCS requirements	Determination that member meets transfer requirements	Yearly	0.01
YN.ASI01.T05	Send Coast Guard sponsor notification	Determination that member meets transfer requirements	Yearly	0.01
YN.ASI02.T01	Initiate PCS entitlements process for member	Initiation of pre-departure tasks	Yearly	0.02
YN.ASI03.T01	Verify pre-departure tasks complete	Completion of pre-departure tasks	Annually	0.01
YN.ASI03.T03	Transfer personnel records/accounts	Completion of pre-departure tasks	Annually	0.01
YN.ASI04.T05	Complete PCS departing endorsement	PCS orders	Annually	0.01
YN.ASI06.T01	Complete PCS reporting process	PCS receipt of AD personnel	Annually	0.01
Reserve Member				
YN.ADM01.T02	Maintain personnel data records	Record of personal data	Annually	0.01
YN.ADM01.T03	Manage personal data	Record of personal data	Annually	0.01
YN.ADM01.T04	Manage a member's physical characteristics data	Record of personal data	Annually	0.00
YN.ADM01.T05	Manage SGL/dependency data	Record of personal data	Annually	0.00
YN.ADM01.T06	Verify personal information	Record of personal data	Annually	0.00
YN.ASI08.T01	Initiate PCS orders process	PCS transfer of junior reserve officer and senior enlisted	Annually	0.01
YN.ASI08.T03	Complete PCS departing endorsement	PCS transfer of junior reserve officer and senior enlisted	Annually	0.01

PERSONNEL ADMINISTRATION TASK LIST

Work ID	Work Title	Major Accomplishment	Work Frequency	Finished Workload (Hours per Week)
YN.ASI08.T05	Transfer PCS personnel	PCS transfer of junior reserve officer and senior enlisted	Annually	0.01
YN.ASI11.T01	Receive records	PCS receipt of SELRES personnel	Annually	0.00
YN.ASI11.T02	Receive PCS personnel	PCS receipt of SELRES personnel	Annually	0.01
YN.ASI14.T07	Report reporting ADT/ADOT	Reserve orders	Annually	0.17
YN.ASI14.T09	Report departing from ADT/ADOT	Reserve orders	Annually	0.10