

**CGRC - ADMINISTRATIVE SERVICES DIVISION  
(CGRC-ADMIN)**

1. **Functions:** Under the general direction and supervision of the Executive Officer, Coast Guard Recruiting Command (CGRC), the Chief, Administrative Services Division shall:
  - a. Provide all necessary internal administrative support to CGRC.
  - b. Provide administrative support to meet the unique needs of a nationwide network of recruiting offices.
  - c. Provide SPO liaison for CGRC and all recruiters.
  - d. Coordinate travel arrangements for senior CGRC staff. Prepare orders and review travel claims.
  - e. Provide education services to recruiters and CGRC staff as appropriate.
  - f. Track the timely submission of enlisted and officer evaluations for CGRC and recruiting offices.
  - g. Process award recommendation for CGRC and recruiting office personnel as requested by supervisor. Ensure standards and formats meet the requirement of the Medals and Awards Manual.