



Commander  
United States Coast Guard  
Personnel Service Center

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PSCINST 1301.1  
NOV - 6 2009

**COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION**

**Subj: ESTABLISHMENT OF COMMANDING OFFICER, STAFF ENLISTED PERSONNEL**

- Ref:** (a) Coast Guard Regulations, COMDTINST M5000.3B  
 (b) Dep't of Homeland Security, Delegation No. 0170.1 (as amended 6 Feb 2009)  
 (c) Military Justice Manual, COMDTINST M5810.1D  
 (d) Administrative Investigations Manual, COMDTINST M5830.1A  
 (e) Personnel Manual, COMDTINST M1000.6A

1. **PURPOSE.** This instruction establishes at the Personnel Service Center (PSC) the position of Commanding Officer (CO), Staff Enlisted Personnel, designates that position as a collateral duty assigned to the Deputy Commander, PSC, and outlines the duties vested in that position.
2. **ACTION.** All PSC personnel shall be familiar with and act in accordance with this instruction.
3. **DIRECTIVES AFFECTED.** None.
4. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this Instruction and have been determined not to be applicable.
5. **FORMS/REPORTS.** None
6. **BACKGROUND.** Statutes and Service custom vest commanding officers with authority and responsibility, but at large units, commanders can become overwhelmed by these duties. The Personnel Service Center was created by the integration of several existing commands – Personnel Command, Recruiting Command, and Pay and Personnel Center – and the creation of new commands – the Health, Safety, and Work-Life Support Activity, the Community Services Command, and multiple Personnel Service and Support Units nation-wide. The breadth of geography and the numerous mission areas of these component divisions and commands creates particular challenges for Commander, PSC, in managing information flow and administrative

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workload. Delegation and diversification of certain command functions and responsibilities helps maintain the Commander's optimum span of control. Therefore, in accordance with references (a) and (b), this Instruction creates the position of CO, Staff Enlisted Personnel at PSC.

7. DISCUSSION.

a. Authority.

- (1) Reference (a) allows commanding officers of Headquarters units to designate a staff officer on a collateral duty basis to serve as commanding officer of enlisted personnel for their units. The Personnel Service Center, who reports to the Assistant Commandant for Human Resources (CG-1), is a Headquarters unit. Therefore, Commander, PSC, is authorized to designate a commanding officer of enlisted personnel.
- (2) In reference (b), the Secretary of Homeland Security has designated as a special court-martial convening authority the CO, Staff Enlisted Personnel at PSC.

b. Designation.

- (1) Based on the authority in reference (a), the position of Commanding Officer (CO), Staff Enlisted Personnel is hereby created at PSC.
- (2) The duties of CO, Staff Enlisted Personnel shall be a collateral duty of the Deputy Commander, PSC.
- (3) In the absence of the CO, Staff Enlisted Personnel, command shall devolve to the next senior PSC staff officer present for duty, or to any other officer as directed by Commander, PSC, or by the CO, Staff Enlisted Personnel.
- (4) The CO, Staff Enlisted Personnel may designate the Chief, Human Resources and Administration Division, or any other appropriate PSC staff officer, to fulfill the administrative duties of "executive officer." However, unless specifically authorized in writing, such officer shall not succeed to command in the absence of the CO, Staff Enlisted Personnel; rather sub-paragraph b.3 above controls succession to command, in order of seniority among PSC staff officers present or as otherwise directed by Commander, PSC, or CO, Staff Enlisted Personnel.

c. Duties. The CO, Staff Enlisted Personnel, shall have all the authority and responsibility of a commanding officer in accordance with chapter four of reference (a). This officer's command shall include all enlisted members assigned to the PSC staff and subordinate divisions (e.g., opm, epm, rpm, psd, bops), except the Command Master Chief. Among the duties in reference (a), the CO, Staff Enlisted Personnel specifically:

- (1) Shall maintain good order and discipline within his or her command.
  - (a) Notwithstanding other delegations that may be made by Commander, PSC, as the "principal assistant" for military justice, the CO, Staff Enlisted Personnel has independent

authority to impose non-judicial punishment (NJP) upon enlisted members of his or her command. When exercising this independent authority to impose nonjudicial punishment, appeals of that punishment may be acted upon by Commander, PSC, in accordance with reference (c).

- (b) Reference (b) designates the CO, Staff Enlisted Personnel at PSC as a special court-martial convening authority. Therefore, when circumstances dictate, the CO, Staff Enlisted Personnel may convene a summary<sup>1</sup> or special court-martial. The CO, Staff Enlisted Personnel shall forward charges he or she believes warrant referral to general court-martial to Commander, PSC, for consideration.
  - (c) The CO, Staff Enlisted Personnel may also employ any other permissible administrative or non-punitive measures in furtherance of good order and discipline, and may delegate those authorities in accordance with applicable directives.
- (2) May convene an investigation in accordance with references (c) or (d).
- (3) Shall fulfill, for his or her command, all administrative duties and responsibilities required of a commanding officer. For example, in accordance with reference (e), the CO, Staff Enlisted Personnel shall, personally or by appropriate delegation:
- (a) Ensure the proper management of the Enlisted Employee Review System at PSC, including the designation of the appropriate rating chain for each enlisted member of the command. In accordance with enclosure (1), PSC Division Chiefs act as approving officials for enlisted members of their staffs. Except as otherwise noted in enclosure (1), appeals of evaluations approved by Division Chiefs shall be forwarded via the CO, Staff Enlisted Personnel, to Commander, PSC, for action.
  - (b) Control the advancements of enlisted members of the PSC staff, including but not limited to, withholding or cancelling advancements, reducing in rate, and/or recommending removal from eligibility lists.
  - (c) Initiate, when appropriate, an administrative separation or determine a member is ineligible to re-enlist.
  - (d) Determine, when necessary, whether conduct amounts to an alcohol or drug incident.
  - (e) Endorse administrative correspondence.

  
D. A. NEPTUN

Enclosures: (1) CG-12 Decision Memo 1430 dated 19 Mar 2009

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<sup>1</sup> By operation of Article 24(a)(1), UCMJ, a special court-martial convening authority may also convene the lower forum of summary court-martial.