



Commander
 United States Coast Guard
 Personnel Service Center

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PSCINST 1600.1

JAN 14 2011

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 1600.1

Subj: COAST GUARD PERSONNEL SERVICE CENTER COLLATERAL DUTIES

1. PURPOSE. The purpose of this instruction is to ensure the efficient management of the unit and to carry out short and long term duties to meet mission requirements.
2. ACTION. PSC personnel will be assigned as necessary to perform duties collateral to their primary responsibilities. Internet release authorized.
3. DIRECTIVES AFFECTED. None.
4. PROCEDURES. The following procedures will be followed for the assignment to and relief of collateral duty positions:
 - a. Short Term Collateral Duties. The following short-term collateral duties shall be assigned as required by the Deputy Commander:
 - (1) Combined Federal Campaign Coordinator(s)
 - (2) Coast Guard Mutual Assistance Campaign Coordinator(s)
 - (3) Savings Bond Campaign Coordinator(s)
 - (4) Special Project Officer
 - b. Long Term Collateral Duties. Enclosure (1) details officers, chief petty officers, petty officers, and civilians to assume designated collateral duties and serve on various boards, committees, and teams.

DISTRIBUTION – SDL No. 158

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NON-STANDARD DISTRIBUTION: None

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- (1) Assignments listed in enclosure (1) shall be assumed by the indicated officer, chief petty officer, enlisted or civilian member as soon as possible but not later than at least seven days prior to the departure of the individual being relieved.
 - (2) The Deputy Commander is permitted to make necessary changes to the collateral duties assigned as may be necessary to accommodate transfers, lengthy TAD assignments, an extensive primary workload, etc.
 - (3) Most duties will be held by the assigned individual for the period of their assignment at PSC, unless otherwise indicated in enclosure (1), required by other directives, or relieved by proper authority.
- c. Designation and Relief Memoranda. Certain duties require separate designation memorandum, or a report of relief. Each shall specifically address, as appropriate, the following issues:
- (1) The personnel, personal property, budget, backlog (both financial and inventory), and materiel/ inventory status and condition of the division, branch, or work group, as appropriate.
 - (2) An audit of all money or checking accounts associated with the duty with the individual assuming the duty serving as one of the auditors. Include in the memorandum of relief the date of the prior audit noting if all discrepancies were resolved.
 - (3) A complete inventory and, if required, page check of all associated classified material. Include in the memorandum of relief the date of the prior inventory noting if all discrepancies were resolved.
 - (4) Any specific requirements and relevant references to the assumption or performance of the duty.
 - (5) Attach as an enclosure, or include in the memorandum of relief, an updated list of information to be passed including, but not limited to:
 - (a) Updated description of duties from relevant reference(s);
 - (b) Updated list of relevant reference(s);
 - (c) A description of required reports, required format, and due date(s) and determine if this information is correctly indicated in the master reports file maintained by the yeoman;
 - (d) Key points of contact with office router(s), mailing address(es), phone number(s), and e-mail address(es);
 - (e) Key dates/events

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5. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined not applicable.
6. FORMS/REPORTS. None



D. R. MAY

Encl: (1) Assignment to Collateral Duties

ASSIGNMENT TO COLLATERAL DUTIES

| <u>DUTY</u> | <u>COGNIZANT OFFICIAL/DIVISION/STAFF</u> | |
|--|--|----------------------|
| Awards Board | CAPT Sinnett (President) | Command |
| | CAPT Thompson | BOPS |
| | CAPT Mathers | EPM |
| | CAPT Rodriguez | OPM |
| | CAPT O'Keefe | PSD |
| | CAPT Nye | RPM |
| | MCPO Goodhue | CMC |
| Awards Board Secretary | CWO Turner | HR&A |
| Civilian Resource Coordinator | LCDR Mack | HR&A |
| | Mr. Nubgaard | BOPS |
| Collateral Duty Alcohol Representative (CDAR) | LT Will | OPM |
| | Chief Morere | BOPS |
| Command Duty Drivers (6 month rotation) | All SNs and E-4s | |
| Command Security Officer | CWO Turner (CSO) | CSO |
| | CWO Whitlock (PSO) | PSO |
| Decedent Affairs Officer | LT LiBrando | HR&A |
| Direct Access/Image Now Configuration Control Board Representatives to Mr. Ventucci-CG-63 | Mr. Lehtinen | Command |
| | CWO Garofalo | EPM |
| | CWO Piontek | EPM |
| | LT Morrison | EPM |
| | CWO Ramirez | OPM |
| | LCDR Bates | OPM |
| | LT Vera | OPM |
| | LT Remusat | RPM |
| | CWO Meek | RPM |
| | YNCS Ormond | RPM |
| | Mr. Evans | PSD |
| ECT Coordinators | Ms. Dena Mourtos | Command |
| | YN1 Dolan | Command |
| ECT Division Reps | LCDR Mack | HR&A/ Cmd Back-up |
| | LT LiBrando | HR&A |
| | YN2 Mercado | HR&A |
| | Mrs. O'Neal | EPM |
| ECT Division Reps con't | YNC Dean | EPM |
| | Mr. Baldwin | OPM |

Enclosure (1) to PSCINST 1600.1

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| ECT Division Reps con't | YNC Dean Mr. Baldwin YN1 Crist YN2 Ortiz YN2 Zak Ms. Underwood | EPM OPM OPM RPM RPM PSD |
| Educational Services Officer (ESO) | CWO Turner (Primary) LT LiBrando (Alt) | ESO AESO |
| Evacuation/Shelter in Place | | |
| <ul style="list-style-type: none"> • Senior Aboard Hub Official (SAHO) • Hub Safety Coordinator (HSC); Alt SAHO • Alternate HSC | CAPT Sinnett LT LiBrando MCPO Goodhue | Deputy HR&A CMC |
| 5 th Floor | | |
| <ul style="list-style-type: none"> • Floor Warden • Exit Warden | Senior Board Member ¹ As Necessary | |
| 7 th Floor | | |
| <ul style="list-style-type: none"> • Floor Warden • Floor Warden – alternate 1 • Floor Warden – alternate 2 • Exit Warden • Exit Warden • Exit Warden • Exit Warden – alternate 1 • Exit Warden – alternate 2 • Exit Warden – alternate 3 • Exit Warden – alternate 4 | MECM Johnson LT Heffelfinger YNCS Ormond YNC Coffey YN2 Zak YN2 Foster YNCS Bartsch YN1 Sidoti YN2 Benson YNCM Hackler | RPM RPM RPM RPM RPM RPM RPM RPM RPM RPM |
| 9 th Floor | | |
| <ul style="list-style-type: none"> • Floor Warden • Floor Warden – alternate 1 • Floor Warden – alternate 2 • Exit Warden • Exit Warden • Exit Warden • Exit Warden – alternate 1 • Exit Warden – alternate 2 • Exit Warden – alternate 3 • Exit Warden – alternate 4 | YNCM Cruz YNCS Killmon CWO Thompson YNCS Fernandez FS1 Walker YN1 Sylvester YN2 Anderson HS1 Roberts YN1 Isaac ET1 Braver | EPM EPM PSD PSD EPM PSD PSD PSD EPM EPM |
| 11 th Floor | | |
| <ul style="list-style-type: none"> • Floor Warden | MCPO Goodhue | CMC |

¹ PSC divisions responsible for 5th floor activities must direct the appropriate actions for building evacuation.

Enclosure (1) to PSCINST 1600.1

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| <ul style="list-style-type: none"> • Exit Warden • Exit Warden • Exit Warden • Exit Warden – alternate 1 • Exit Warden – alternate 2 • Exit Warden – alternate 3 • Exit Warden – alternate 4 | <p>YNC Cain YN1 Pearson YN1 Crist YN1 Dolan YN3 Torres YN3 Guy YN3 Santiago</p> | <p>HR&A LSC OPM Cadre HR&A HR&A HR&A</p> |
| Financial Audit Board | <p>CWO Alvarez SKC Morere</p> | <p>BOPS BOPS</p> |
| Formal Physical Disability Board Member (all PSC division and staff members) | <p>President Military Member Recorder Medical Member</p> | <p>O-4 and above E-7 – O-3 E-7 – O-3 USPHS staff</p> |
| Government Charge Card Travel Managers | <p>CWO Turner (Primary) YNC Cain (Alt)</p> | <p>HR&A HR&A</p> |
| HRC Chairperson (1 year term) HRC Vice-Chairperson (1 year term) HRC Secretary (1 year term) HRC Treasurer (1 year term) | <p>LT Meaders LT Vera YN2 Bates CWO Alvarez</p> | <p>RPM OPM PSD BOPS</p> |
| Human Relations Council (HRC) Members (1 year term) | <p>Mr. Wilkins CWO Varner LCDR Batchelder LCDR Walsh LT Worst YN2 McEwan LT Hahn CWO Linklater CWO Haggerty LT Simmons LT McKnight LT Webster YN2 Ortiz YN3 Torres Ms. Staggs LCDR Mack YN3 Coleman</p> | <p>PSD PSD OPM OPM OPM OPM EPM EPM EPM RPM RPM RPM RPM HR&A RPM HR&A BOPS</p> |
| Leadership Diversity Officer | <p>YN2 Ortiz (Primary) YN3 Coleman</p> | <p>RPM BOPS</p> |
| Morale Officer/Committee Chairman | <p>LT Morrison LTJG Pieper</p> | <p>EPM RPM</p> |
| Morale Custodian | <p>YNC Dean</p> | <p>OPM</p> |

Enclosure (1) to PSCINST 1600.1

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| Morale Custodian | YNC Dean | OPM |
| Morale Committee Members (1 year term) | YN3 Coleman CWO Brown YN1 Crist YN2 Mercado YN2 Harper YN2 Ortiz | BOPS EPM OPM HR&A PSD RPM |
| Mutual Assistance Liaison (command review) | CWO Turner | HR&A |
| Office Telecommuter Coordinator | LT LiBrando | HR&A |
| Partnership in Education (PIE) | LT LiBrando | HR&A |
| Personnel Records Review Board | As directed | |
| Privacy Act/FOIA Coordinator | LT LiBrando | HR&A |
| Privacy Act/FOIA PSC Rep. | LCDR Mack | HR&A |
| Property Officer | CWO Alvarez | BOPS |
| Property Custodians | SK1 Ingram YN3 Coleman YNC Dean YN3 Guy YN2 Hence YN3 Lehman Mr. Evans YN2 Bates YN2 Zak | BOPS BOPS EPM HR&A/CADRE OPM PSD-DE PSD-MR PSD-FS RPM |
| PSC Executive Officer (XO) | LCDR Mack | HR&A |
| Sexual Assault Responder (SARPR) | YN1 Sims | RPM |
| Senior Civilian Advisor (PSC Civilian Advisory Board Council Rep) | Mr. Nubgaard | BOPS |
| Senior Leadership Team | RDML May CAPT Sinnett MCPO Goodhue CAPT Thompson CAPT Mathers CAPT Rodriguez CAPT O'Keefe CAPT Nye | Commander Deputy CMC BOPS EPM OPM PSD RPM |

Enclosure (1) to PSCINST 1600.1

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| | CAPT Mathieu | CGRC |
| | CAPT Phillips | PPC |
| | CAPT McKenna | CSC |
| Sponsor Coordinator | LCDR Mack | HR&A |
| | YNC Cain | HR&A |
| Suicide Intervention Counselors (ASIST) (Voluntary Program) | CWO Washburn | PSD-FS |
| | CWO Turner | HR&A |
| | Mr. Evans | PSD-MR |
| Time and Attendance Clerks | | |
| | Mr. Jones | BOPS |
| | YNC Cain | HR&A |
| | Mr. Eagerton | EPM |
| | YNC Canty | OPM |
| | Ms. Underwood | PSD |
| | Ms. Hargrove | PSD-MR |
| | Mr. Jones | BOPS |
| PSC Time and Attendance Emergency Approver | CWO Turner | HR&A |
| Training Officer | CWO Turner | HR&A |
| Unit Leadership & Professional Development Program (ULDP) Coordinator (1 year term) | LCDR Matadobra | EPM |
| Assistant ULDP Coordinator (1 year term) | CWO Washburn | PSD |
| PSC Leadership Advisory Council | LCDR Matadobra (lead) | EPM |
| | Open to all PSC Members | |
| Urinalysis Coordinator | CWO Turner | HR&A |
| Asst. Urinalysis Coordinators | YNC Cain | HR&A |
| | LT Zolnierrek | PSD-SSB (Det) |
| | YNCS James | PSD-SSB (Det) |
| Urinalysis Observers | YN1 Ingram | BOPS (F) |
| | YN2 Anderson | EPM (F) |
| | YN2 Rubino | EPM (M) |
| | YN2 Mercado | HR&A (F) |
| | YN2 Braxton | OPM (F) |
| | YN2 Longtin | OPM (F) |
| | YN2 Harper | PSD (F) |
| | SK1 Burgess | PSD (M) |
| | YN2 Vilella | RPM (M) |
| | YN2 Foster | RPM (M) |

Enclosure (1) to PSCINST 1600.1

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| | YN2 Grayer | RPM (M) |
| | YN2 Ortiz | RPM (M) |
| | YN2 Libstaff | RPM (M) |
| | YN2 Rector | RPM (F) |
| Urinalysis Observers con't | YN2 Grant | RPM (F) |
| | CWO DeLong | PSD-SSB (Det) |
| | CWO Saville | PSD-SSB (Det) |
| Unit Health Promotion Coordinator (UHPC) | MKC Claflin | EPM |
| Assistant Unit Health Promotion Coordinator (UHPC) | LCDR Matadobra | EPM |
| Vehicle Officer | YNC Cain | HR&A |
| Victim Support Person (SARP Program) | CWO Satterfield | EPM |
| Voting Officer | CWO Thompson | PSD |
| Web Page Manager (Command) | Mr. Lehtinen | BOPS |
| Web Page Assistant | CWO Pepper | EPM |
| | CWO Winstein | EPM |
| | YN2 Mercado | HR&A |
| | LT LiBrando | HR&A |
| | LT Vera | OPM |
| | LCDR Hehr | OPM |
| | Mr. Baldwin | OPM |
| | Mr. Sisto | PSD |
| | YN2 Bates | PSD |
| | YN2 Zak | RPM |
| | YN2 Libstaff | RPM |
| | CWO Satterfield | EPM |
| | Mr. Ruckert | BOPS |
| | Ms. Curry | BOPS |
| Weight Program Manager | CWO Turner | HR&A |