



PSSUCLEVEINST 1601.2

APR -9 2010

PERSONNEL SERVICES AND SUPPORT UNIT CLEVELAND INSTRUCTION 1601.2

Subj: DUTY WATCH STANDING

1. **PURPOSE.** This instruction establishes official watch standing policies and procedures for all enlisted members, E-6 and below, assigned to Personnel Services and Support Unit (PSSU) Cleveland.
2. **ACTION.** All personnel assigned to PSSU Cleveland are hereby required to read and comply with the policies set forth in this directive.
3. **DIRECTIVES AFFECTED.** None.
4. **DISCUSSION.**
 - a. PSSU Funeral Honors Petty Officer (FHPO) is a collateral duty assigned to PSSU Cleveland staff petty officers. The FHPO Supervisor shall be the Decedent Affairs Officer (DAO). The Watch Coordinator will be the YN1 and shall prepare the monthly schedule. An FHPO shall be assigned to ensure quick response to situations requiring immediate attention after normal working hours, and to coordinate Military Funeral Honors (MFH) as mandated per ALCOAST 177/01 and CG PERSMAN chapter 11.
 - b. It is the responsibility of the FHPO, as the direct command representative to engage with other Coast Guard units to ensure timely processing of Military Funeral Honors requests.
5. **POLICY.** The following policies are hereby established.
 - a. All E4 - E6 personnel are subject to assignment as FHPO.

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- b. The FHPO will carry a duty phone, which will remain on and with them at all times, unless properly relieved or directed by higher authority. The duty book shall be used to document and record any event or call received during the watch.
- c. The FHPO will normally remain in the office until 1600 and is required to be within a two hour recall to the command at all times. This is further defined as remaining in areas where good cellular phone signals are constant.
- d. The duty period for the FHPO commences on Tuesday at 0900 and runs until 0900 the following Tuesday. The duty schedule will reflect both weekday and weekend duty. During the duty week, the FHPO will not be allowed to take leave or a regular day off if they participate in a compressed work schedule, without having a qualified substitute approved by the Watch Coordinator or DAO.
- e. FHPO relief should be coordinated between off going and oncoming FHPOs.
- f. It is the responsibility of the oncoming FHPO to ensure the duty phone is in good working order. Batteries are to be charged as needed to maintain constant connectivity.
- g. The FHPO should not normally participate in Color Guard functions or duties without prior approval of the DAO.
- h. The FHPO shall be available during normal workday for duties.
- i. When in doubt of process or procedures after hours, duty personnel will contact the DAO at the number provided in the duty book.
- j. The Watch Coordinator reports directly to the DAO and will provide the duty book for DAO review/validation at the end of each month.
- k. The Watch Coordinator is responsible for training all incoming personnel. Incoming personnel will be qualified within 30 days of reporting. Training will consist of a complete understanding of this instruction, completion of a standard qualification checklist, and an oral review board with the DAO and the Watch Coordinator.
- l. The duty schedule will be developed by the Watch Coordinator, approved by the DAO. The schedule will be posted by the SPO fax machine and maintained in the electronic duty folder. Personnel wishing to take regular leave must notify the Watch Coordinator prior to posting the schedule (20th of each month). Once the schedule is posted, the responsibility rests with the duty member to ensure the watch is covered. The DAO must approve any change to the posted watch list.
- m. Ninth District Command Center will be provided a copy of the monthly duty schedule by the Watch Coordinator and notified of any approved changes.

6. **PROCEDURE.**

- a. It is the responsibility of the FHPO to carry out the functions of this instruction. Additional duties may be assigned on an as needed basis.
- b. For all emergency situations not covered in this directive, the FHPO will notify the appropriate staff element listed on the recall list. When in doubt, do not hesitate to contact the XO for guidance.
- c. The FHPO will contact the Executive Officer when notified there is:
 - (1) Serious injury or fatality to any Coast Guard personnel within the D9 AOR.
 - (2) Physical threat to Coast Guard personnel or unit,
 - (3) Change in FPCON,
 - (4) Damage to Coast Guard owned property,
 - (5) Communication from the Ninth District Command Center requiring command action.
- d. Process all requests from funeral directors for Military Funeral Honors (MFH) in accordance with ALCOAST 177/01 and PERSMAN chapter 11, which can be found in the FHPO book.

7. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.


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