



PSSUCLEVEINST 5402.1
SEP 28 2009

PERSONNEL SERVICES AND SUPPORT UNIT CLEVELAND INSTRUCTION 5402.1

Subj: COLLATERAL DUTY EXECUTIVE OFFICER

Ref: (a) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
(b) Military Justice Manual, COMDTINST M5810.1 (series)
(c) PSSU Rating Chains, Enclosure (4) to PSSUCLEVEINST 1601.1

1. **PURPOSE.** To establish the roles and functions of a collateral duty Executive Officer (XO) of Personnel Services and Support Unit Cleveland (PSSU).
2. **ACTION.** This instruction applies to all military personnel assigned to PSSU, including those personnel assigned to PSSU in a detached duty status and personnel assigned in a temporary status. All PSSU command staff, Branch Chiefs and Detachment Supervisors shall ensure that the contents of this instruction are brought to the attention of each person in their respective organizations.
3. **DIRECTIVES AFFECTED.** None.
4. **BACKGROUND.** Units such as the PSSU typically have a full time position dedicated toward the duties of XO. Due to resource constraints, 13 PSSUs were established Coast Guard-wide in 2009 without XO positions. Programming initiatives to acquire a full time PSSU XO billet are pending.
5. **DISCUSSION.** Many Coast Guard organizational constructs (i.e. formal directives, information systems, customs etc.) require a person with *executive authority* other than the Commanding Officer. An Executive Officer is needed, if not required, for the good order and efficiency of the PSSU. Designating a member of the wardroom to serve as a collateral duty Executive Officer is a prudent action to follow while awaiting the arrival of a dedicated XO billet.
6. **GENERAL.** The following sub-paragraphs describe concept of operation and the roles, functions and authority of the member designated as PSSU XO (not an all inclusive listing):
 - a. The Commanding Officer will designate the collateral duty Executive Officer in writing as needed. Candidates may be any officer assigned to the PSSU, regardless of their seniority or grade.
 - b. The member designated as collateral duty XO is authorized the title "Executive Officer" in all internal and external correspondence.
 - c. Reference (a) describes the duties of an XO as:

"The executive officer is the direct representative of the commanding officer. All orders issued by the executive officer shall have the same force and effect as though issued by the commanding officer and shall be obeyed accordingly by all persons on board. In performance of duties, the executive officer shall conform to and affect the policies and orders of the commanding officer and shall keep the commanding officer informed of all significant matters pertaining to the command. The executive officer shall be primarily responsible for the organization, coordination of effort, performance of duty,

and good order and discipline of the entire command. While recognizing the right and duty of heads of departments and other officers to confer directly with the commanding officer on important matters relating to their duties, the executive officer must be responsible for keeping the commanding officer appropriately informed of such matters.'

The text applies to the PSSU XO as well.

- d. As described by paragraph 1-B-3 of reference (b), the XO is authorized and shall perform ministerial duties of the military justice system within the PSSU. This includes processing CG-4910 by appointing Preliminary Inquiry Officers and forwarding NJP packages or other recommendations to the Commanding Officer.
- e. The XO is *not* delegated dismissal authority over CG-4910 (discussed in paragraph 1-B-3-a of reference (b)). If the XO feels a dismissal of CG-4910 is warranted, he/she shall forward the CG-4910 and supporting material to the Commanding Officer with a recommendation of appropriate resolution.
- f. Personnel evaluations: Nothing in this instruction shall be construed as placing the designated XO into the rating chains of personnel. Rating chains are established by reference (c). However, the XO is authorized and expected to perform a review of evaluations in process to assure quality control, but he/she may not change or influence marks.
- g. Delegation of own normally assigned duties: The XO has full authority to task or delegate work. During surges of XO workload, the XO may delegate some of his/her normally assigned duties on an isolated basis. The XO is not authorized to delegate the duties of his/her own billet on a long-term or recurring basis without permission of the Commanding Officer.
- h. When serving as *Acting, Commanding Officer*, the XO:
 - (1) Has authority over personnel more senior in grade. The XO has full authority over all personnel assigned to PSSU regardless of their grade, per para. 5-1-9-a of reference (a).
 - (2) Does not have NJP authority, unless the XO is a commissioned officer formally detailed to the PSSU and meets other requirements established by reference (b).

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

8. **FORMS/REPORTS.** None.


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