

**PSC - COMMUNITY SERVICES COMMAND  
(PSC CSC)**

1. **Mission:** Develop and promulgate policy, establish objectives and standards, and prescribe systems and procedures necessary for effective management and operation of both a centralized Coast Guard Exchange System (CGES) and a decentralized Morale, Well-being and Recreation (MWR) program.
2. **Functions:** In order to fulfill this mission the Commanding Officer, Community Services Command shall:
  - a. Manage and oversee Coast Guard CGES/MWR program non-pay compensation programs and oversee NAFI operations, Coast Guard-wide.
  - b. Develop and promulgate APF and NAF POLICY, establish objectives and standards, and prescribe systems and procedures necessary for effective management and operation of the Coast Guard Exchange System (CGES), Morale, Well-being and Recreation (MWR) program, Cadet Activity Fund, Academy Athletic Association, and any other CG Nonappropriated Fund Instrumentality.
  - c. Develop and promulgate NAF personnel policy, establish objectives and standards, and prescribe systems and procedures necessary for effective management and operation of the Coast Guard Exchange System (CGES), Morale, Well-being and Recreation (MWR) program, Cadet Activity Fund, Academy Athletic Association, and any other CG Nonappropriated Fund Instrumentality.
  - d. Conduct CGES business operations. Develop and implement a retail business strategy with management goals that achieve CGES profit objectives and support MWR funding requirements.
  - e. Develop and direct retail business Plans that are consistent with program goals and strategies, and follow sound business practices. Establish and monitor measures of efficiency and effectiveness for the Coast Guard Exchange System, Morale, Well-being and Recreation program and other NAFIs. Perform financial and operational analyses of CGES, MWR operations and other NAFIs to identify opportunities for improvement.
  - f. Manage and direct the NonAppropriated Fund Instrumentality Audit and Internal Control Program to ensure compliance with acceptable standards and to minimize the risk exposure of program assets.
  - g. Maintain Trust Fund financial accounts as directed by the Trust Fund Board, prepare supporting monthly financial statements, and annual budgets excluding the Extraordinary Expense (XXF) Fund. Prepare

position papers and other documentation for CGES, MWR-related and other NAFI Trust Fund agenda items.

- h. Determine appropriated and nonappropriated fund resource requirements and prepare the supporting documentation for CGES and the MWR program resource issues. Coordinate with all other NAFIs on resource issues.
  - i. Direct and assist field operations with implementation of industry practices and sound administrative procedures for CG NAFI programs.
  - j. Develop and direct the implementation of CGES merchandising, marketing and buying programs consistent with market trends and customer buying habits.
  - k. Manage the NAF Cash Management and Investment Program, the Employee Benefit Program, NAF employee payroll and personnel support systems, the NAF Consolidated Insurance Program, and the NAF Capital Improvement Program.
  - l. Distribute CGES profits generated for MWR program to field elements based upon established policy.
  - m. Serve as CG point of contact for all NAFI issues.
  - n. Establish and participate in cooperative efforts with industry and related DOD/OGA non-pay compensation programs to promote and enhance CG NAF programs.. Focal point for responding to QFRs for CG NAF programs.
  - o. Represent the Coast Guard in forums external to the organization on matters dealing with CGES, MWR and other NAFI issues.
  - p. Exercise command and control oversight of depot level regional MWR Directors providing local MWR support and cognizant authority responsibilities over other field MWR programs.
  - q. Provide technical control over detached entities that provide CSC associated services; including providing performance standards, metrics and accountability standards.
3. **Technical Control:** The Commandant (CG-DCMS) through COMDT (CG-1) exercises technical control over the Commanding Officer, Community Services Command through the Commander, Personnel Service Center.