U.S. Department of Homeland Security
United States Coast Guard

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United States Coast Guard
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PSCINST 1000.1A
DEC 21 2016

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 1000.1A

Subj: ADMINISTRATIVE ASSIGNMENT AND TEMPORARY DUTY (A&T) GUIDANCE

Ref:
(a) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
(b) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
(c) Military Justice Manual, COMDTINST M5810.1 (series)
(d) Discipline and Conduct, COMDTINST M1600.2 (series)
(e) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
(f) Joint Travel Regulations
(g) Coast Guard Supplement to the Joint Federal Travel Regulations (JFTR), COMDTINST M4600.17 (series)
(h) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
(i) Physical Disability Evaluation System, COMDTINST M1850.2 (series)
(j) ALCOAST 492/11, Interim Changes to the Physical Disability Evaluation System
(k) Medical Manual, COMDTINST M6000.1(series)

1. PURPOSE. This Instruction provides guidance to all Coast Guard commands and Coast Guard Personnel Service Center (PSC) assignment officers on personnel involved in the Administratively Assigned and Temporary Duty Program (A&T) at Coast Guard Bases, Training Centers (TRACENs), Sectors or other designated units.

2. ACTION. Commanding Officers (COs), Base Personnel Support Department (PSD) Heads, TRACEN Personnel Support Branch Heads, Sector Logistics Department Heads when designated in writing, and PSC assignment officers shall familiarize themselves with this Instruction and ensure it is adhered to by any command considering placing their personnel Administratively Assigned (ADASSIGN) or Temporary Duty (TDY) to another unit. For the purpose of this Instruction, all CG units (e.g., TRACEN, Sector, Base, etc.) in receipt of an ADASSIGN or TDY member are hereby referred to as an "A&T unit."

3. DIRECTIVES AFFECTED. PSCINST 1000.1 is cancelled.

4. DISCUSSION. Sector Commanders, Commanding Officers, and Officers-In-Charge of all afloat and shore units are vested with absolute responsibility to govern the safety, efficiency, and well-being of their command per reference (a). This includes management and administration of their assigned military personnel, per references (b) through (e). The majority of military personnel issues should be managed within the member's assigned command. In accordance with Section 1.A.8 of reference (b), units must carefully consider

the member's situation, how to best manage the member, and mission requirements before a decision is made to transfer the member, either temporarily TDY or permanently ADASSIGN, outside their permanent command. Per reference (f), TDY should not exceed 180 days otherwise ADASSIGN should be pursued.

5. POLICY. The difference between ADASSIGN and TDY is defined in section 1.A.8 of reference (b). The following information supplements reference (b).

   a. Who should be sent ADASSIGN or TDY. As a general rule, members assigned afloat who are medically not fit for duty and pending medical board or have a severe disciplinary problem the chain of command cannot manage, should be sent TDY to the A&T unit or ADASSIGN to a support allowance position at the A&T unit. However, if a member's needs cannot be met in the local area of their permanent duty station (50 mile radius, per 32 CFR § 100.6(e)(2)), the Command will coordinate an ADASSIGN or TDY to the most appropriate A&T unit. Members ADASSIGN to any unit, including their permanent duty station will vacate their position.

   b. Who should not be sent ADASSIGN or TDY. As a general rule, members assigned to shore units should be: managed by the unit; ADASSIGN to a support allowance billet at their own unit; or sent ADASSIGN or TDY to the unit's parent command. However in some exceptional cases, the A&T unit may accept an ADASSIGN or TDY from shore units when:

      (1) Medical treatment is not available within the member's local area, 50 or less miles or a two hour round trip commute as defined by the Defense Table of Official Distances in references (f) and (g)); or

      (2) Required in unique disciplinary cases (i.e., cases of alleged sexual harassment or sexual assault of another member at the permanent duty station); or

      (3) Other special or exceptional circumstances that warrant ADASSIGN or TDY. These situations will be handled on a case-by-case basis after discussions between the PSC assignment officers/Central Assignment Coordinator, permanent duty station, receiving A&T unit CO, and the respective servicing legal office.

   c. HIPAA Training Requirements. Oversight of transient, ADASSIGN, and TDY members frequently involves discussion regarding Protected Health Information. All Coast Guard personnel working with Protected Health Information as prescribed in reference (k), are required to complete designated Health Insurance Portability and Accountability Act (HIPAA) initial and annual refresher training per COMDT (CG-11) direction and be designated in writing by the A&T unit CO. See enclosure (4) for a sample designation memo.

6. DEFINITIONS. For purposes of this Instruction, the following definitions apply:

a. A&T Unit: Administratively Assigned and Temporary Duty unit. The CG unit in receipt of a member. The A&T unit could be the chain of command from the permanent unit, a Base, Sector, TRACEN or other command.

b. ADASSIGN: The permanent administrative assignment of a member to a Support and Allowance Billet until reassigned due to fit for full duty (FFFD) or separated from the service.

c. Permanent Duty Station: The unit seeking to assign a member ADASSIGN or TDY to the parent unit or an A&T unit.

d. Personnel Head: The head of the Base Personnel Support Department, TRACEN Personnel Support Branch, Sector Logistics Department Head (provided Military CO designation in writing by District Commander), or other A&T unit equivalent.

e. TDY: Temporary duty of a member for an administrative, medical or disciplinary non-permanent assignment away from their permanent duty station, not to exceed 180 days.

f. Temporary Duty Division: The division under the Base Personnel Support Department, TRACEN Personnel Support Branch, Sector Logistics Department or other unit equivalent, responsible for the administration of all TDY personnel (non-permanent party) including transient, ADASSIGN, and TDY members.

g. Transient: Member present on a short-term TDY basis for the purpose of awaiting return or reporting to their permanent duty station.

7. PROCEDURES.

a. ADASSIGN/TDY Personnel Assignment Worksheet. Prior to any movement of a member, the member's permanent duty station shall complete the ADASSIGN/TDY Personnel Assignment Worksheet (Enclosure 1) to describe the member's situation, history, actions taken to-date, and the requested support. This worksheet must be received by the A&T unit Personnel/Logistics Head or designee who will coordinate the request with the permanent duty station POC and PSC-OPM/EPM as needed. Sub-units must clear their intentions through their parent unit, e.g., COs and Officers-In-Charge of units under a Sector must obtain approval from the Sector Logistics Department Head. The permanent duty station is responsible for **full disclosure** of the member's situation and to ensure the member has adequate funds and uniforms prior to arrival at the A&T unit. The permanent duty station must provide a POC for medical (current Medical Administrator) or discipline (CGIS, servicing CG legal office) as appropriate. Members shall not be left behind or "dumped" to an A&T unit without full notification.

b. Command Cadre. PSC has identified command cadre positions as critical. Members in command cadre positions shall be ADASSIGN to a support allowance position at the nearest A&T unit that can support the member. Such requests should be submitted via the receiving command to the associated assignment officer or Central Assignment Coordinator for approval.

c. ADASSIGN Members: Units considering sending a member ADASSIGN to an A&T unit shall contact the Personnel Head or designee, along with PSC-EPM-2/OPM-2). In addition to the ADASSIGN/TDY Personnel Assignment Worksheet, the permanent duty station shall have the member complete all requirements on the PCS Departing Worksheet (CG-2000) and ensure transfer EER or OER and weigh-in is completed and documented in Direct Access prior to departure. Prior to ADASSIGN, the following must occur:

(1) Support Allowance Positions. If a member meets the conditions for an ADASSIGN, the member will receive orders to a support allowance position created at the A&T Unit. PSC-EPM-2/OPM-2 assignment officers will initiate the request for ADASSIGN billet from CG-833 at the A&T unit for the expected duration (i.e., Temporary Limited Duty, Medical Evaluation Board, or disciplinary proceedings). The assignment officers issue orders to the new billet, and will add the billet to an ADASSIGN tracker or line on the rotating slate for monitoring. Support allowance billets at Bases shall be created within the Temporary Duty Division (px) for both officers and enlisted members. A&T unit CO/XO/Personnel Heads should not accept members prior to the creation of support allowance positions and the proper issuance of transfer orders.

(2) Receiving A&T Unit Approval Requirements. For members being considered for ADASSIGN, departing command will contact the proposed receiving Command to provide assignment expectations, duration, and the status of any pending discharge package, discipline status or medical board, as may be applicable. This is to clarify and ensure the A&T unit is aware of all items stated on the ADASSIGN/TDY Personnel Assignment Questionnaire. The assignment officers will provide all additional extenuating circumstances when requesting permission to assign the member to the unit.

d. TDY Members. Units considering sending a member to an A&T unit on a temporary duty basis shall contact the Personnel Head or designee directly. The final decision to accept a member TDY rests with the A&T unit CO; this authority may be delegated as appropriate to the XO or Personnel Head. The A&T unit should not accept members without completed TDY orders which include no-cost orders. The permanent duty station is responsible for funding all associated TDY costs. In accordance with Chapter 4 of reference (f), members transferred outside of the local area of their permanent duty station are entitled to per diem funded by the permanent duty station; government quarters and messing should be utilized to the maximum extent possible. In accordance reference (h), any TDY in excess of 180 days shall be approved by COMDT (CG-1332).

e. Medical Treatment. For continuity of care, medical treatment should normally be performed at the member's permanent duty station, if available within the local area as defined by Section 2800 of references (f) and (g). When circumstances do not permit local treatment and a different location is determined to dispatch treatment, POCs from permanent duty station, A&T unit, and HSWL shall coordinate primary care, travel, berthing arrangements, and funding responsibilities prior to commencement of any travel.

PSC-BOPS/PSD does not directly provide funds for treatment travel. Members may be eligible for enrollment in and use of Navy Safe Harbor program and facilities.

f. Discipline. Permanent duty station commands requesting TDY assignment of members to an A&T unit due to misconduct, restriction, investigation, pending court-martial, or awaiting a discharge board, remain responsible for completion of any relevant requirements related to these proceedings, unless the A&T unit upon consultation with all servicing legal offices agrees to assume these responsibilities. The permanent duty station must make a full disclosure of the pending status of the matter or investigation, particularly where it is anticipated a TDY may become an ADASSIGN as these cases are accompanied by significant oversight requirements. Permanent duty station commands and A&T units shall coordinate a discipline-based ADASSIGN with both the sending and receiving servicing legal office(s) before finalizing the ADASSIGN. This ensures the appropriate convening authority exerts primary jurisdiction over the member and the alleged offense(s) throughout the disposition lifecycle of the matter and provides notice to the prospective staff judge advocate and trial team.

g. Work, Tracking, and Berthing Assignment. The A&T unit POC designated to oversee the Temporary Duty Division is responsible for coordinating all work assignments for ADASSIGN/TDY members and to ensure berthing is arranged, if necessary. This shall include proper administrative management for all ADASSIGN/TDY members, weigh-ins, completion of scheduled Employee Evaluation Reviews, General Mandated Training, etc. The designated A&T unit POC should consider having ADASSIGN/TDY members perform day work where support is needed within the limitations of their duty status and to best utilize the member's rating/specialty. The A&T unit will contact PSC when an ADASSIGN/TDY member's status changes and member is designated Fit For Full Duty. It is recommended the A&T unit at a minimum hold a weekly or bi-weekly update meeting to monitor all ADASSIGN/TDY members and provide member status update(s) to the permanent duty station, if needed. In addition to any permanent duty station command directive, the A&T unit may issue the member a memorandum (Enclosure 2) explaining other special instructions, e.g., daily work routine, leave procedures, duty status updates, local or command restrictions, etc.

h. Member Responsibilities during ADASSIGN/TDY. Member may be required to complete a Check In/Out Sheet (Enclosure 3) after reporting to the A&T unit to ensure familiarity with local services. Generally, members are responsible for the following:

(1) In accordance with Chapter 2 of reference (a), report to duty and ensure authorized and documented absences are submitted for approval.

(2) If otherwise not required to be present in court or medical facility, complete assigned duties.

(3) Keep the A&T unit POC informed of progress, status, and any unexpected changes.

(4) Maintain readiness standards (MT-A, MT-B, weigh-ins, etc.) for assignment, retirement, and separation by informing the A&T unit POC they are in receipt of such orders.

(5) For medical ADASSIGN in accordance with references (i) and (j), schedule and have at a minimum monthly contact with a CG Medical Officer or assigned Independent Duty HS as appropriate.

8. ENVIRONMENTAL ASPECTS AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined not to be applicable.

9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

10. REQUEST FOR CHANGES. Any request for changes can be routed to CG-PSC-BOPS-C.

M. T. BELL, JR.
Rear Admiral, U. S. Coast Guard
Commander, Personnel Service Center

Enclosure: (1) ADASSIGN/TDY Personnel Assignment Worksheet
(2) ADASSIGN/TDY Assignment and Responsibilities Memo
(3) A&T Program Check-in/Check-out Sheet
(4) Command Medical Information Representative memo template

_____ (YYYY-xxx) Unit tracking number (Form Rev: 09/2016)	**ADASSIGN/TDY PERSONNEL ASSIGNMENT WORKSHEET** **(Unit Name)**

Member's Name (Rank First MI Last)		Permanent Duty Station/Unit/Division:	
Home Address:		Telephone Numbers Work: Home:	
PDS POC:		PDS POC Number:	
Date Requested Assigned:	Anticipated Departure Date:	DOB (Date of Birth):	Gender:

Duty Status**	☐ TDY/Transient	☐ ADASSIGN	☐ Other

**CGFIXIT ticket will need to be submitted for Profile transfer if request for TDY is over 30 days or ADASSIGNED.

Reason for ADASSIGN/TDY assignment (medical, disciplinary, training, etc.):

Special instructions (date/place to return to unit, disciplinary action, medical treatment to be monitored, etc.):

Additional Comments:

Are there any pending disciplinary/legal proceedings, i.e. investigations, NJP, court martial, discharge or other administrative actions? ☐ **YES** ☐ **NO**

If YES, please specify and indicate the status. Copies must be sent to the A&T unit POC. The permanent duty station is responsible for completing any pending proceedings and/or paperwork:

Are there any ongoing communications with CGIS or legal that need to continue or require follow-up? ☐ **YES** ☐ **NO**

If YES, describe and provide POC(s):

Are there any recent negative page 7s on member or is member on performance probation? ☐ **YES** ☐ **NO**

If YES, describe and provide scanned copies to the A&T unit POC:

If member has recently been issued an alcohol incident, what is the status of the ☐ **YES** ☐ **NO**

screening, CDAR follow up and any ongoing CDAR or alcohol incident issue(s) pending (i.e., required AA Meetings)?	
If YES, describe and provide all incident and screening documentation required by the CG Health Promotion Manual to the A&T unit POC (Note: CDAR to CDAR contact required):	
Is the member financially stable?	☐ YES ☐ NO
If NO, describe and provide any indebtedness documentation to the A&T unit POC (Note: Member needs to be able to purchase meals at the Base Galley or other dining option):	
Does member have any history of violence or sexual harassment/assaults?	☐ YES ☐ NO
If YES, describe:	
Are there any medical issues (see HIPPA statement below)?	☐ YES ☐ NO
If YES, describe and provide details such as recurring appointments, etc.:	
What is the command's ultimate goal for this member (i.e., discharge, IMB, TLD, TDY ashore until cutter RTHP, etc.).?	☐ YES ☐ NO
Describe:	
Does the member have a full sea bag?	☐ YES ☐ NO
If NO, describe. Note: Members arriving without a sufficient number of uniforms will be returned at member or permanent duty station/parent unit expense. Members should also bring proper civilian attire and have the ability to purchase toiletries, food, clothing, etc. for the duration of their stay:	

Requested By:	**Date:**
Approved By:	**Date:**
A&T Unit POC Received By:	**Date:**

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U.S. Department of Homeland Security
United States Coast Guard

Commanding Officer
United States Coast Guard
Unit

Unit Address
Unit Address
Staff Symbol: (insert Dept letter)
Phone: (XXX) XXX-XXXX
Fax: (XXX) XXX-XXXX
Email: First.M.Last@uscg.mil

1336
DD Mmm YYYY

MEMORANDUM

From: A. B. Sea, CDR
CG Base XXX (p)

To: Last, First RANK
CG Unit XXXX

Subj: DUTIES AND RESPONSIBILITIES WHILE ASSIGNED TO XXX

Ref: (a) Core Work Hours and Alternate Work Schedule, XXXINST XXXX.XX

1. As a member of XXX, Temporary Duty Branch, you will adhere to the following policies.

   a. **Work Day:** Per reference (a), you are to report to your assigned place of duty Monday through Friday 0730-1600 unless otherwise directed by your TDY supervisor. Submit enclosure (2) of reference (a) for alternate work hours. Any changes to work schedule must be approved by your work center TDY supervisor, Chief Petty Officer (*for enlisted*) or Department/Division Head (*for officers*), and must be followed up in writing to the A&T unit POC.

   b. **Leave Procedures:** While assigned to XXX your leave request must be routed through your immediate work supervisor, the watch list coordinator (when applicable) and then the A&T unit POC. This process should be conducted prior to Direct Access Absence Requests being entered. In an effort to expedite a request, you should plan ahead and initiate your request fourteen (14) days in advance for proper routing and consideration. For members assigned TDY to XXX, your Permanent Duty Station **must** approve all requests that exceed three (3) days.

   c. **Legal Assistance:** You must advise your TDY supervisor of any required meetings or appointments you have regarding any legal matters related to your ADASSIGN/TDY. You will show up **on time** to all scheduled appointments.

   d. **Medical Treatment:** You must notify your ADASSIGN/TDY supervisor and the A&T unit POC of duty status and all medical or Work-Life related appointments as well as changes to duty status or appointments immediately via email. Your Coast Guard primary care providers at the clinic are the only ones who can determine a duty status, not a provider outside the Coast Guard. At a minimum:

      (1) You will provide documentation of any scheduled appointments prior to departing your work center.

      (2) You will show up **on time** to all scheduled appointments.

(3) You will inform the XXX Medical Clinic Patient Affairs petty officer of any non-clinic appointments or specialty referrals.

(4) You **must** check-in with XXX Medical Clinic Patient Affairs petty officer when there are new updates or changes to your duty status. This includes outside provider recommendations, notes and all follow-up care.

(5) It is your responsibly to provide XXX Medical Clinic with documentation from any outside specialty providers.

e. **Berthing (if applicable)**: You must check in with XXX, UPH Manager to determine your need and eligibility for assignment to unaccompanied quarters. A service fee may be required.

2. (additional local details, if needed).

3. This constitutes a lawful order. Violation of any of the provisions of this order may be punishable under Article 92 of the Uniform Code of Military Justice.

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Copy: File
CG XXX (P&A)
Permanent duty station

USCG UNIT XXXXX – ADMINISTRATIVE ASSIGN & TEMPORARY DUTY (A&T) PROGRAM CHECK-IN / CHECK-OUT SHEET

Name:	**Rate/Rank:**	**EMPLID:**
Cell Number:	**Address:**	
E-mail address(es):	**Report Date:**	**Est Depart Date:**
Permanent Unit:	**Cutter Personnel Only:**	**Do you have a passport** (circle)? Yes-Blue Yes-Red No
Reason for Assignment: (circle one)	**A&T Unit Duty Assignment:**	
PCS/TDY Enroute Medical	**TDY Supervisor:**	
Administrative Discipline	**TDY Supervisor ext:**	

A&T unit_____ Phone Numbers are (###) ###-####. Dial last ___ digits from a unit phone to reach Unit extension.

Report to the following locations and obtain initials from the individuals indicated and return to A&T unit POC: (###) ###-####		**Location**	**Check In**	**Check Out**
CGPAAS Command Representative	**Rank Name**	**Bldg/floor**		
Chaplain	**Rank Name**	**Bldg/floor**		
HSWL Medical Clinic (required for TDY personnel w/ medical reason only; complete immediately after reporting to A&T unit POC) *****Needs Medical Officer signature*****	**Clinic ####** **Rank Name**	**Bldg/floor**		
HSWL Work Life Staff:	**Name**	**Bldg/floor**		
Transition Manager	**Name**	**Bldg/floor**		
Command Master Chief:	**Rank Name**	**Bldg/floor**		

NOTE: You have 3 working days to complete the check-in/out process. Failure to complete the check-in/out process within the time allotted constitutes a violation of a direct order and administrative action will be taken. Return this document to the A&T unit POC upon completion of the check in/out process.

Primary points of contact (POCs):
RANK XXXX XXXXX (###)###-####
RANK XXXXX (###)###-####
RANK XXXX (###)###-####

Useful A&T unit numbers:
Admin (###)###-####
Gym (###)###-####
OOD (###)###-####

For ADMIN Staff only

	Admin YN name (print clearly)	**Date**
For A&T personnel that are transferring: Admin staff return this sheet to A&T Program Manager when complete.		
For Separations (when required): Return ID Card and Seabag with Uniforms. (Notify CMAA)		

U.S. Department of Homeland Security
United States Coast Guard

Commanding Officer
United States Coast Guard
Base XXXX

Address
City, State, Zip code
Staff symbol: (c)
Phone:
Fax:
E-mail:

1850

MEMORANDUM

From: X.X. Coastie, CAPT
CG UNIT XXXXX

To: I. M. Coastie, MED4

Subj: COMMAND MEDICAL INFORMATION REPRESENTATIVE

Ref: (a) Medical Manual, COMDTINST M6000.1(series)
(b) The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, COMDTINST M5260.3(series)

1. In accordance with references (a) and (b), the following personnel are authorized to receive Protected Health Information (PHI).

a. CDR X.X. XXXX

b. LCDR X.X. XXXX

c. CWO4 X.X. XXXX

d. CMC X.X. XXXX

e. YNCS X.X. XXXX

f. YN1 X.X. XXXX

2. This authorization is required due to their oversight of Base XXX Administrative and Temporarily Assigned (A&T) Personnel program meetings, and will ensure compliance with the Health Insurance Portability and Accountability Act (HIPAA).

3. CMC XXXX may be included in any discussions or correspondence pertaining to fitness for duty determinations and overall healthcare to all unit members.

4. These members have been directed to complete the core HIPAA training course and then annually thereafter during their birth month.

5. This designation will remain in effect while assigned to unit XXXX, until it is no longer needed, or it is rescinded by me.

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Copy: Unit files
Member