

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Personnel Service Center

US Coast Guard Stop 7200
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Washington, D.C. 20593-7200
Staff symbol: PSC
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PSCINST 1301.1B

NOV 23 2016

PERSONNEL SERVICE CENTER INSTRUCTION 1301.1B

Subj: ESTABLISHMENT OF COMMANDING OFFICER, STAFF ENLISTED
PERSONNEL

Ref: (a) Coast Guard Regulations, COMDTINST M5000.3 (series)
(b) Military Justice Manual, COMDTINST M5810.1 (series)
(c) Administrative Investigations Manual, COMDTINST M5830.1 (series)
(d) Enlisted Accessions, Evaluations and Advancements, COMDTINST M1000.2
(series)

1. PURPOSE. This Instruction establishes the position of Commanding Officer, Staff Enlisted Personnel designating that position as a collateral duty assigned to the Deputy Commander, PSC, and outlines the duties vested in that position.
2. ACTION. All PSC personnel shall be familiar with and act in accordance with this Instruction.
3. DIRECTIVES AFFECTED. PSCINST 1301.1A is cancelled.
4. DISCUSSION.
 - a. Authority.
 - (1) Reference (a) allows Commanding Officers of Headquarters units to designate a staff officer on a collateral duty basis to serve as Commanding Officer of Enlisted Personnel for their units. The Personnel Service Center, who reports to the Assistance Commandant for Human Resources (CG-1), is a Headquarters unit. Therefore, Commander, PSC, is authorized to designate a Commanding Officer of Enlisted Personnel.

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b. Designation.

- (1) Based on the authority in reference (a), the position of Commanding Officer (CO), Staff Enlisted Personnel is hereby created at PSC.
- (2) The duties of CO, Staff Enlisted Personnel shall be a collateral duty of the Deputy Commander, PSC.
- (3) In the absence of the CO, Staff Enlisted Personnel, Command shall devolve in order of seniority among PSC staff officers present for duty, or to any other officer as directed by Commander, PSC, or by the CO, Staff Enlisted Personnel.
- (4) The CO, Staff Enlisted Personnel may designate the Chief, Human Resources and Administration Section, or any other appropriate PSC staff officer, to fulfill the administrative duties of "Executive Officer." However unless specifically authorized in writing, such officer shall not succeed to Command in the absence of the CO, Staff Enlisted Personnel.

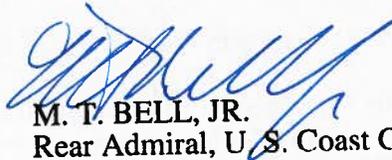
c. Duties. The CO, Staff Enlisted Personnel shall have all the authority and responsibility of a Commanding Officer in accordance with Chapter 4 of reference (a). This shall include all enlisted members assigned to the PSC staff and subordinate divisions (i.e., OPM, EPM, RPM, PSD, and BOPS), except the Command Master Chief. Among the duties in reference (a), the CO, Staff Enlisted Personnel specifically:

- (1) Shall maintain good order and discipline with his or her Command.
 - (a) Notwithstanding other delegations that may be made by Commander, PSC, as the "principal assistant" for military justice, the CO, Staff Enlisted Personnel has independent authority to impose non-judicial punishment (NJP) upon enlisted members of his or her command. When exercising this independent authority to impose non-judicial punishment, appeals of that punishment may be acted upon by Commander, PSC, in accordance with reference (b).
 - (b) Reference (b) designates the CO, Staff Enlisted Personnel at PSC as a special court-martial convening authority. The CO, Staff Enlisted Personnel shall forward charges he or she believes warrant referral to general court-martial to Commander, PSC, for consideration.
 - (c) The CO, Staff Enlisted Personnel may also employ any other permissible administrative or non-punitive measures in furtherance of good order and discipline, and may delegate those authorities in accordance with applicable directives.
- (2) May convene an investigation in accordance with references (b) or (c).
- (3) Shall fulfill for his or her Command, all administrative duties and responsibilities required of a Commanding Officer. In accordance with reference (d), the CO, Staff Enlisted Personnel shall personally or by appropriate delegation:

- (a) Ensure the proper management of the Enlisted Employee Review System at PSC including the designation of the appropriate rating chain of each enlisted member. PSC Division Chiefs shall act as approving officials for enlisted members of their staffs. Appeals of evaluations approved by Division Chiefs shall be forwarded thru the CO, Staff Enlisted Personnel, to Commander, PSC, for action.
 - (b) Control the advancement of enlisted members of the PSC staff including, but not limited to, withholding or canceling advancements, reducing in rate, and/or recommending removal from eligibility lists.
 - (c) Initiate an administrative separation or determine a member is ineligible to re-enlist.
 - (d) Determine whether conduct amounts to an alcohol or drug incident.
 - (e) Endorse administrative correspondence.
5. **DISCLAIMER**. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance to Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS**.
- a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Manual contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
 - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Manual, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Manual.
7. **DISTRIBUTION**. No paper distribution will be made of this Instruction. An electronic version will be location on the following website: <http://www.uscg.mil/psc/hra/pscinst.asp>

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8. RECORDS MANAGEMENT CONSIDERATIONS. The development of 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., National Archives and Records Administration (NARA) requirements, and the 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.
9. FORMS/REPORTS. None
10. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commander, Coast Guard Personnel Service Center; Mail Stop 7200, 2703 Martin Luther King Jr. Ave SE, Washington, D.C. 20593-7200.



M. T. BELL, JR.
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