



PSCNOTE 1601
SEP 15 2016
CANCELLED: SEP 15 2017

PERSONNEL SERVICE CENTER NOTICE 1601

Subj: COMMAND ASSIGNMENT LIST

Ref: (a) USCG Regulations, COMDTINST M5000.3B, Chapter 4-1-17

1. PURPOSE. The purpose of this instruction is to ensure the efficient management of the Personnel Service Center in the performance of short and long term duties to meet mission requirements.
2. ACTION. Personnel Service Center (PSC) personnel will be assigned as necessary to perform duties collateral to their primary responsibilities. Internet release is authorized.
3. DIRECTIVES AFFECTED. PSCINST 1600.1A is cancelled.
4. DISCUSSION.
 - a. All unit personnel are assigned duties as set forth in the enclosure.
 - b. Enclosure (1) describes additional duties to individual members most qualified or trained for specific functions. Reports of relief shall be submitted when required by ref (a) or other applicable directive(s).
 - c. The PSC HR&A Division Chief shall ensure that all collateral duties are filled by qualified personnel, and shall review/update this notice annually.
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 for Coast Guard personnel and is

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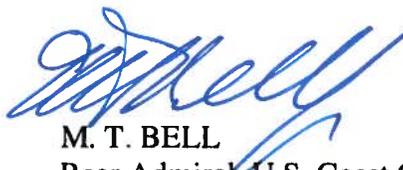
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NON-STANDARD DISTRIBUTION: Personnel Service Center

not intended to nor does it impose legally-binding requirements on any party outside Coast Guard.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined during the development of this notice and have been determined to be not applicable.
7. DISTRIBUTION. No paper distribution will be made of this notice. An electronic version will be located in P:\HR&A\PSC Instructions.
8. PROCEDURES. The following procedures will be followed for the assignment to and relief of collateral duty positions:
 - a. Relief Letters: Certain duties (marked by *) require separate designation letters and/or a relief letter. When required, relief letters must specifically address, as appropriate, the following issues:
 - (1) The personnel, personal property, budget, backlog (both financial and inventory), and material/inventory status and condition of the Department, Division, or work group, as is appropriate.
 - (2) An audit of all money or checking accounts associated with the duty must be completed. The individual assuming the duty shall serve as one of the auditors. Include in the letter of relief the date of the prior audit noting if all discrepancies were resolved.
 - (3) A complete inventory and, if required, page check of all associated classified material. Include in the relief letter the date of the prior inventory noting if all discrepancies were resolved.
 - (4) A report of the results of the review of the most current inspection(s) relating to the duty (i.e., FORCECOM compliance, security evaluation, etc).
 - (5) Any specific requirements required by reference (a) and relevant references to the assumption or performance of the duty.
9. RECORDS MANAGEMENT CONSIDERATIONS. This instruction has been evaluated for potential records management impacts and 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.
10. FORMS/REPORTS. None.

11. REQUEST FOR CHANGES. For changes to this Notice, contact the PSC HR&A Division Chief.



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

Encl: (1) Assignment to Collateral Duties

ASSIGNMENT TO COLLATERAL DUTIES

<u>DUTY</u>	<u>ASSIGNED</u>	<u>DIVISION</u>
Awards Board	CAPT Sibley (President)	Command
	CAPT Fosse	EPM
	CAPT Glander	OPM
	CAPT Virkaitis	PSD
	CAPT Hanley	RPM
	MCPO Wong	CMC
	Mr. Thompson	BOPS
Awards Board Secretary	YNC Thompson	HR&A
Civilian Resource Coordinator	Ms. Witcher	BOPS
Collateral Duty Alcohol Representative (CDAR) *	FS1 Turner	EPM
	YNC Uhrina	EPM
Command Security Officer *	CWO Leibowitz (CSO)	HR&A
	CWO Conellie (ACSO)	EPM
Educational Services Officer (ESO) *	CWO Leibowitz (Primary)	HR&A
	LT Ward (Alt)	HR&A
Financial Audit Board	SKC Sweetland	BOPS
Formal Physical Disability Board (all PSC division and staff members)	President	O-4 and above
	Military Member	E-7 – O-3
	Recorder	E-6 – O-3
	Medical Member	USPHS staff
Funds Manager	Mr. Bippert	BOPS
	Ms. Witcher	BOPS
Government Charge Card Travel Managers *	YNC Thompson (Primary)	HR&A
	CWO Leibowitz (Alt)	HR&A
Key Custodian *	SK2 Teeter	BOPS
Telework Manager	LT Ward	HR&A
Telework Access Coordinator/Approver	SKC Sweetland	BOPS
Personnel Records Review Board *	As directed	
Privacy Act/FOIA Coordinator	LT Ward	HR&A
Property Officer *	SKC Sweetland	BOPS
Property Custodians *	YN3 Ruth	BOPS
	Mr. Phillip Taylor	BOPS-MR
	YN2 Adofo	BOPS-C-HR&A
	YN1 Windt	EPM
	YN2 Waters	OPM

Enclosure (1) to PSCNOTE 1601

	YN2 Aguiar YN3 Hass SK1 Smith CWO Monteiro	RPM PSD-DE PSD-FS PSD-MU
Safety Officer	LT Ward	HR&A
Sponsor Coordinator	YNC Thompson	HR&A
Training Officer *	CWO Leibowitz YNC Thompson	HR&A (Primary) HR&A (Alt)
Urinalysis Coordinator *	CWO Leibowitz	HR&A
Asst. Urinalysis Coordinators *	YNC Thompson YNCS Payne	HR&A PSD-SSB (Det)
Urinalysis Observers *	All E-6 and below	
Voting Officer	CWO Monteiro YN3 Dunham	PSD-MU PSD-SS
Web Page Manager	Mr. Lehtinen	BOPS
Weight Program Coordinator	YNC Thompson CWO Leibowitz	HR&A HR&A

Performance Development Coaches (PDCs) (ERATS)

Yeoman:

YNCS Wozniak	PSD-FS
YNCM Monreau	PSD-FS
YNCS Payne	PSD-SS
YNC Thompson	HR&A
CWO Leibowitz	HR&A
YNCS Padilla	RPM
YNCM Snyder	RPM
YNC White	RPM
YNC Isaac	EPM
YNI Windt	EPM
YNCM Samonte	EPM
CWO Hann	OPM
LT Strittmatter	OPM
CWO Bell	OPM
YN2 Waters	OPM

Storekeeper:

SKC Sweetland	BOPS-C
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Health Service Technician:

HSC Valentin	PSD-DE
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Leadership & Diversity Advisory Council (LDAC)

LCDR Soriano – President	RPM
YNC White - Vice Chair	RPM
YNC Isaac – Secretary	EPM
LCDR Chew	PSD-DE
CWO Daly	PSD-DE
YN1 Steele	PSD-DE
LCDR Sportsman	PSD-FS
SK1 Smith	PSD-FS

Morale Committee

CWO Deliz - Morale Officer *	PSD-FS
YN3 Lesko – Treasurer*	RPM
YN2 Treadwell	Command
YN3 Ruth	HR&A
YN1 Steele	PSD-DE
YN3 Hass	PSD-DE
CWO Lowe	PSD-FS
YNCM Monreau	PSD-FS
YN3 Cardenas	PSD-FS
YN3 Zimmer	RPM
YN2 Rusalova	RPM
CWO Wiley	EPM

Partnership in Education (PIE)

LT Ward – Coordinator
HSC Valentine
YN1 Steele
HS1 Sutherland
HS1 Ludacka
YN3 Colon
CWO Cole
YN3 Treloar
LCDR Marquadt
YN3 Gonzalez
CWO Malvesti

Victim Advocates *

LT Tappan

* (Designation Letter Needed)