

## PSSU DEPOT LEVEL FUNCTIONS (PREDECISIONAL)

Branch	Division	Section	Jobs	Policy
<b>Housing</b>	Annual BAH Data Collection Process		Conduct and coordinate Military Housing Office (MHO) input for the annual BAH data collection process within AOR.	ALCOAST; CG Housing Manual, (COMDTINST M11101.13(series)); CG Pay Manual, (COMDTINST M7220.29 (series)); MLCPCINST 7220.1 dtd 20 Mar 07
	Housing Management Support (e.g., referrals & inspections of UPH, barracks, leased housing, CG-owned)	General	Liaison with PSC-PSD-FSB-Housing-DD Alameda/Norfolk on all Coast Guard Housing Issues.	CG Housing Manual, COMDTINST M11101.13E; Unaccompanied Personnel Housing (UPH) Design Guide, COMDTINST M11012.6; CG Leased Housing Procedural Guide, COMDTPUB 11101.1; CG Financial Resource Management Manual, COMDTINST M7100.3(series); MLCPC INST 11101.11 dtd 24 May 07; MLCPC Housing Policies and Guidelines
			Coordinate the incoming/outgoing personnel housing process	
			Provide guidance and support to LHO's/HR's to manage the housing program	
			Establish and maintain HSAs with LHAs. Use the Housing Support Agreement in Enclosure (2) of COMDTINST M11101.13E to define the delivery of housing services.	
			Sign Housing ISSA agreements approved by PSC-PSD-FSB-Housing-DD Alameda/Norfolk.	
			Monitor lease and ISSA allocations, and cost limitations for each leasing location without exceeding the mandatory limitations specified by Commandant (CG-1223)	
			Coordinate, develop, review and submit housing budgets for housing within AOR; oversee execution of spend plans for housing operations and maintenance (O&M) (AFC-30, 30M, 30E, and 43).	
			Request individual and blanket waivers for owned, leased, ISSA, and unaccompanied housing.	
			Provide training to Local Housing Officers (LHOs) and Housing Representatives (HRs).	
			Plan, execute, and maintain a housing referral program throughout AOR.	
			Monitor and maintain HMIS data entry for activity and accuracy, and submit housing reports to PSC-PSD-FSB-Housing-DD Alameda/Norfolk in accordance with Enclosure (1) of COMDTINST M11101.13E.	
			Exercise programmatic control over the Local Housing Officers (LHO) in AOR. The person on the staff of the LHA delegated to perform housing administration duties.	
			Coordinate the enforcement of housing policy/rules	
			Conduct housing inspections and programatic compliance throughout AOR.	
Evict non-compliant occupants/families				
	Leased/ISSA Housing	Coordinate, develop, review and submit budgets for leased housing program, and housing through Inter-Service Support Agreements (ISSAs). Administer AFC-01 Program Element for Leased Housing, ISSA, and Civilian Rental Collections. Coordinate the leased housing application process	CG Housing Manual, COMDTINST M11101.13 (series); CG Leased Housing Procedural Guide, COMDTPUB 11101.1; CG Financial Resource Management Manual, COMDT INST M7100.3(series)	
		Coordinate lease negotiations		
		Coordinate the preparation of special request leases		
	CG Owned/UPH	Develop long-range Housing/UPH improvement plans	CG Housing Manual, COMDT INST M11101.13 (series); CG Civil Engineering Manual, COMDT INST M11000.11 (series);	
	Personnel Support Team Coordinator		Coordinate Staffing IAW Para 3.b.(4) of App2 to Annex D to MLCA 9730-06 (excluding legal/EAP/CISM)	MLCA Contingency Support Plan 9730-06

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			Provide Housing Heavy Weather Planning (Evacuation and Temporary relocations).	MLCA Contingency Support Plan 9730-06
<b>Personnel Services Branch</b>	MWR	Regional MWR officer	Provide MWR support to locally assigned commands and staffs.	CG Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series); Nonappropriated Fund Instrumentalities (NAFI) Manual, COMDTINST M7010.5 (series)
			Manage MWR facilities, programs, events and activities.	
			Develop MWR related APF and NAF budgets.	
			Act as technical expert on MWR issues.	
			Develop MWR nonappropriated fund requirements (Distribution of per capita formula in AOR)	
			Manage MWR nonappropriated funds	
			Develop MWR appropriated fund requirements throughout AOR	
			Manage MWR appropriated funds	
			Assist units in AOR with expending MWR non-appropriated funds	
			Assist units in AOR with expending MWR appropriated funds	
			Provide guidance on the receipt of gifts	
			Conduct MWR field visits/audits as needed	
			Train/provide indoctrination to personnel in specific functions of MWR	
			Supervise MWR personnel	
		Advise the Morale Committee		
		Manage MWR programs		
		Oversee MWR events		
		Manage MWR activities	Manage MWR facilities (included pool and gym)	
		Manage MWR Activities. Oversee MWR Activities throughout the AOR.		
		Administer the MWR self-help program		
		Conduct the MWR User Survey		
		Coordinate purchase, custody, and issue of MWR equipment		
		Coordinate with BSU to maintain MWR		
		TAD/ADASSIGN Personnel Management	Support when active duty person needs to be temporarily or Administratively Assigned	Personnel Manual, COMDTINST M1000.6 (series)/ Red Cell SOP
		Mutual Assistance Program	Act as CGMA Regional Director Provide CGMA benefits/grants & loans for less than \$5K	United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series); Personnel
	Travel Support (e.g., TPAX, gov't travel cards, advances, orders)	Provide expertise in the preparation of travel orders Provide expertise in the processing of travel claims <b>GTCC Coordinator</b> <b>Passort Application Processing</b>	Personnel Manual, COMDTINST M1000.6 (series); Coast Guard Organization Manual, COMDTINST M5400.7 (series)	
	Household Goods Coordination	Oversee the processing of Permanent Change of Station (PCS) orders Oversee household goods shipment briefings with member Oversee transportation of household goods, unaccompanied baggage, privately owned vehicles and other items Provide HHG Coordination/Intake for DOD Transportation System. (Miami, Alameda and Kodiak are only full service Transportation Offices in CG)	Coast Guard Personal Property Transportation Manual, COMDTINST M4050.6	
	Regional Urinalysis Coordination	Distribute supplies Monitor quota management	Personnel Manual, COMDTINST M1000.6A	
	<b>Training &amp; Development</b>	Career Development Advisor Services Ensure members are aware of professional development opportunities Provide career/professional development advice Advise members on USCG programs relevant to advancement	Personnel Manual, COMDTINST M1000.6A; Training and Education Manual, COMDTINST M1500.10B; Coast Guard Organization Manual.	

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			Provide Individual Development Plan (IDP) Counseling	Organization Manual, COMDTINST M5400.7 (series)	
		Regional Educational Services Officer Services	Submit members' Tuition Assistance (TA) applications	Training and Education Manual, COMDTINST M1500.10B; Enlisted Performance Qualifications Manual, COMDTINST M1414.8C; Personnel Manual, COMDTINST M1000.6A; Coast Guard Organization Manual, COMDTINST M5400.7 (series); United States Coast Guard Regulations, COMDTINST M5000.3B	
			Ensure the security of testing materials		
			Maintain the End of Course Test (EOCT) library		
			Maintain tests		
			Proctor all requested tests		
			Administer Service Wide Examinations (SWE)		
			Identify members' educational goals		
			Facilitate members with meeting educational goals		
			Facilitate member participation in SkillSoft courses		
			Facilitate member participation in DANTES Independent Study courses		
			Administer the Coast Guard Institute correspondence course program		
			Inform members on the variety of Post Graduate School programs		
			Casualty and Decedent Affairs	CACO Support (i.e. training). <u>Provide</u> Military funeral honors coordination. <u>Oversee and</u> Maintain MFH Database Coordinate Burials At Sea	Decedent Affairs Manual
			Honor Guard Coordination		COMDTINST M5728.2B,
	ID cards issuance				
	TAD/Surge Staffing		DCMS Red Cell 0006		
		Pay and Allowances Processing	Coordinate the processing of active duty pay	U. S. Coast Guard Pay Manual, COMDTINST M7220.29A; Personnel Manual, COMDTINST M1000.6A	
			Coordinate the processing of Reservist pay		
			Coordinate the processing of special pay		
			Coordinate the processing of allowances		
			Coordinate the processing of allotments		
			Coordinate the processing of bonds		
			Coordinate the processing of taxes		
		Report Leave and Earnings Statement (LES) discrepancies			
		Military Member Status Processing (e.g., reenlistments, separations, PCS orders)	Coordinate the preparation of Permanent Change of Station (PCS) orders	Personnel Manual, COMDTINST M1000.6A; United States Coast Guard Regulations, COMDTINST M5000.3B	
			Coordinate administrative separation procedures		
			Administer enlisted/reenlistment oaths		
			Sign enlistment/reenlistment/extension contracts		
			Coordinate the completion of personnel requirements for the Release from Active Duty (RELAD) of members		
			Coordinate the completion of personnel requirements for the discharge of members		
			Coordinate the completion of personnel requirements for the retirement of members		
Coordinate the processing of enlisted advancements					

**SPO** (Depot level for any unit that does not have a SPO or a SPO in its chain of command. O level for Sector/Major Unit and below.)

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			Coordinate the processing of Warrant Officer appointments	
	Personnel Records Management		Coordinate the recording of educational accomplishments	Military Personnel Data Records (PDR) System, COMDTINST M1080.10G; Personnel Manual, COMDTINST M1000.6A
			Coordinate the recording of competencies and qualifications	
			Coordinate the recording of formal training	
			Coordinate the maintenance of general personnel data for assigned personnel	
			Coordinate the completion of performance and discipline documentation	
			Coordinate the input of data into E-Resumes	

Explanation of Text Colors

blue = came from 09 CRRT Function List

green = came from PSSU P&I Team generated function list

red = still need resolution