

PSSU OPERATIONAL LEVEL FUNCTIONS (PREDECISIONAL)

Function	Jobs	Policy
Weight Program Management * Data entry is a Depot Level function for the SPO	Coordinate the compliance with weight/physical fitness standards	Weight/Physical Fitness Standards for Coast Guard Military Personnel, COMDTINST 1020.8; Coast Guard Health Promotion Manual, COMDTINST M6200.1A; Personnel Manual, COMDTINST M1000.6A
	Coordinate the creation of personal health/wellness plans	
	Provide opportunities for personnel to maintain proper fitness levels	
	Promote opportunities for improving overall wellness	
	Designate a Unit Health Promotion Coordinator (UHPC)	
Training Officer support (Training Management Tool (TMT), CG-directed)	Record drills and training	Enlisted Professional Military Education (E-PME) Manual, COMDTINST M1510.2; Cutter Training and Qualification Manual, COMDTINST M3502.41; Coast Guard Organization Manual, COMDTINST M5400.7 (series); United States Coast Guard Regulations, COMDTINST M5000.3B
	Maintain training records	
	File required training reports	
	Record Enlisted Professional Military Education (E-PME) Performance requirements	
	Maintain the Record of E-PME Performance Requirements	
	Coordinate the unit Performance Qualification System (PQS) program	
	Coordinate oral qualification boards	
	Prepare letters of designation	
	Request training quotas	
	Assign training quotas	
	Facilitate Training of AOR TO's	
	Assign priorities for training	
	Process Training Requests (AOR * Unit)	
	Facilitate Training Boards (AOR & Unit)	
Administrative Investigations	Conduct Investigations	Administrative Investigations Manual, COMDTINST M5830.1A
Military justice support (NJP, court-martial, etc.)	Review CG-4910	Military Justice Manual, COMDTINST M5810.1D; Personnel Manual, COMDTINST M1000.6A; United States Coast Guard Regulations, COMDTINST M5000.3B
	Decide to investigate or dismiss the matter	
	Advise member of offense	
	Appoint a mast representative	
	Designate a Preliminary Inquiry Officer (PIO)	
	Review PIO report	
	Decide to dismiss or refer matter to the Commanding Officer	
	Brief the accused	
	Coordinate Non-Judicial Punishment (NJP) or courts-martial proceedings	
	CG-3307 submission terminating good conduct eligibility	
	Submission of Employee Enlisted review (EER) / special OER	
	Coordinate the documentation of Non-Judicial Punishment (NJP) proceedings	
	Coordinate the enforcement of punishment	
	Coordinate the maintenance of the unit punishment log	

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Asbestos Control Coordinator		Asbestos Exposure Control Manual (COMDINST M6260.16(series)) Chap. 2-D
Budget Review Board		
Civilian Personnel Time & Attendance Coordinator		Civilian Personnel Time and Attendance Manual
Classified Material Control Officer (CMCO)		Information Security Program (COMDTINST 5510.21) Chap. 1-C
Color Guard Coordinator		
Contracting Officer		Contracting Officer Warrant Program (COMDTINST 4200.48 (series))
FPD System Administrator		Electronic Transmission of Financial Data (COMDTINST 7300.7 (series)) Chap. 6-B
Freedom of Information Act (FOIA) Officer		Privacy and Freedom of Information Acts Manual (COMDTINST 5260.2 (series)) Chap. 12-F-1
Funds Certifying Officer (FCO)		Electronic Transmission of Financial Data (COMDTINST 7300.7 (series))
GBL Custodian		Transportation of Freight (COMDTINST 4610.5 (series)) Chap. 18
Hazardous Waste Manager		Hazardous Waste Management Manual (COMDTINST M16478.1 (series)) Chap. 2.A.1
Health Benefits Advisor (HBA)		Coast Guard Regulations (COMDTINST 5000.3 (series)) Chap. 1-B-18
Mail Clerk		Postal Manual (COMDTINST 5110.1 (series)) Chap. 5-B-1
Master at Arms (MAA)		Coast Guard Regulations (COMDTINST 5000.3 (series)) Chap. 7-5-10
Morale Fund Custodian		CG Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series)
Morale Officer		CG Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series) Chap. 2-F
Partnership in Education (PIE) Coordinator		Cg Partnership in Education 2000 (COMDTINST 5350.22)
Public Affairs Officers (PAO)		Public Affairs Manual (COMDTINST 5728.2 (series)) Chap. 1-D-5-A
Recruiting Liaison		Personnel Manual (COMDTINST M1000.6 (series)) Chap. 1-B-8
Sponsor Program Coordinator		
Telecommuting Coordinator		
Training Board Member		Training and Education Program (COMDTINST M1500.10 (series)) Chap. 5-A-1.b
Travelers Check Agent		Certifying and Distribution Manual (COMDTINST M7210.1 (series)) Chap. 5-B-1-E
Unit Recall List Coordinator		SOP
Voting Officer		Personnel Manual (COMDTINST M1000.6 (series)) Chap. 16-B
Webmaster, CG Central Manager		Policy on Coast Guard Use of Internet/Worldwide Web (COMDTINST 5230.56 (series))

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Reserve Management	Coordinate the preparation of Active Duty for Training (ADT) orders Coordinate the preparation of Active Duty for Other than Training (ADOT) orders Coordination with recruiters within AOR to ID/fill reserve billets Act As ADT orders issuing authority	Reserve Policy Manual COMDTINST M1001.28A and the Pay, Policy and Procedures Manual (3PM) PSCINST M1000.2A
Other duties as promulgated by DCMS		ISC Collateral Duty RACI matrix.