

**PSC - OFFICER PERSONNEL MANAGEMENT DIVISION
(PSC-OPM)**

1. **Functions:** Under the general direction and supervision of the Deputy Commander, Personnel Service Center, the Chief, Officer Personnel Management Division shall:
 - a. Execute appointments in the regular Service, including other accessions and retired recalls.
 - b. Review and maintain active records of complements and allowances; administer policies for assignments, and rotations of assignments for officers and effect those actions in accordance with statues and regulations.
 - c. Manage the active duty promotion list and similar lists for all other officers on active duty; plan and execute all promotion actions and associated boards.
 - d. Initiate review, and take appropriate action on officer advanced training boards and panels, and special boards and panels.
 - e. Administer the current leave regulations for officers; act for the Commandant, as authorized, on officer requests for leaves of absence which require Commandant approval; authorize delay (to count as leave) for officers en route new duty stations when such action is appropriate.
 - f. Provide support to BCMR, PRRB and other entities external to the Division on issues relating to officer personnel.
 - g. Maintain assignment and billet requirements to sustain the proposed training level.
 - h. Monitor and ensure the proper usage of the officer general detail (training and support allowance).
 - i. Provide feedback on effectiveness of the officer evaluation system.
 - j. Serve as alternate Formal Physical Evaluation Board (FPEB) President.
 - k. Schedule and effect separations and retirements for service, age, and disability. OPM will issue retirement certificates and orders.
 - l. Initiate and execute personnel actions relative to resignations, discharges, releases to inactive duty, and retirements.

**PSC - OPM - BOARDS, PROMOTIONS AND SEPARATIONS BRANCH
(PSC-OPM-1)**

1. **Functions:** Under the general direction and supervision of the Chief, Officer Personnel Management Division, the Chief, Boards, Promotions and Separations Branch shall:
 - a. Conduct special board and panels as authorized by law or regulations to review the performance or professional attributes of commissioned and warrant officers for conformance with Service standards.
 - b. Initiate and execute personnel actions relative to accession, attrition and status of commissioned and warrant officers such as temporary and permanent appointments and promotions, extensions, integration, recalls to active status, frocking, revocations, and reversions within the limits of the laws and regulations.
 - c. Tender officer appointments for active duty commissioned and warrant officers, including appointments under special accession programs (e.g., Reserve and retired recalls, Permanent Commissioned Teaching Staff (PCTS), Reserve Program Administrators (RPA), Care for Newborn Children appointments and interservice transfers).
 - d. Schedule and effect separations (i.e., resignations, discharges and releases to inactive duty) and retirements (i.e., voluntary, mandatory, age and disability related). Process officer separation requests and issue separation orders. Make highest grade held determinations. Coordinate separation actions with the Pay and Personnel Center, and Personnel Reporting Units.
 - e. Conduct boards to select members for all authorized commissioned and warrant officer postgraduate and undergraduate training programs. Administer postgraduate and advanced training program (including Senior Service Schools and CAPSTONE).
 - f. Maintain comprehensive manual and automated status files and records. Input appropriate personnel transactions to update the status of officers in PMIS/JUMPS records.
 - g. Provide input and make recommendations concerning the implementation or improvement of officer work force policies and planning decisions to Headquarters personnel policy staffs.
 - h. Conduct annual count of officers, review five year officer corps management plan and review grade distribution calculation.
 - i. Prepare various officer status reports (e.g., Monthly Officer Separation Report and Monthly Summary of Officers report).

- j. Maintain the active duty officer promotion list and other lists for all other officers on active duty (e.g., PCTS, RPA, U.S. Public Health Service). Publish annual updates to the Register of Officers.
- k. Issue appointment and promotion certificates.
- l. Provide input to the Personnel Records Review Board and the Board for Correction of Military Records affecting commissioned and warrant officers, and execute decisions by those boards.

**PSC - OPM - OFFICER ASSIGNMENT BRANCH
(PSC-OPM-2)**

1. **Functions:** Under the general direction and supervision of the Chief, Officer Personnel Management Division, the Chief, Officer Assignment Branch shall:
 - a. Transfer commissioned and warrant officers by rank and specialty to meet workforce requirements, established allowances, and training requirements; issue orders and related correspondence.
 - b. Implement transfer and rotation policies.
 - c. Maintain liaison with cognizant program managers and commands regarding assignments and transfers within specialties.
 - d. Coordinate and support command screening, senior service school, and assignment panels
 - e. Provide board membership for advanced training selection including postgraduate schools, senior service schools, flight training, and industry training.
 - f. Review and provide assignment impact of policy waivers regarding individual retirement, resignations, or other officer personnel actions.
 - g. Provide individual career counseling and assignment panel consultation by combining officer record analysis, program manager input, and assignment experience.
 - h. Provide general and program specific presentations of the officer personnel system and assignment process as requested by unit, district, or area staffs.
 - i. Coordinate career counseling and assignment panels with Academy, OCS and other officer accession programs.
 - j. Coordinate with other services, agencies, and countries for the assignment of exchange and liaison billets.
 - k. Provide personnel management for Public Health Service (PHS) officers detailed to the Coast Guard; serve as agency contact point between the Public Health Service and the Coast Guard for assignment issues.
 - l. Provide appropriate career counseling to establish individual and corps-wide esprit de corps and cohesiveness.
 - m. Coordinate the transfer of each officer entering or completing advanced or post graduate training.

- n. Conduct quality review of all commissioned officer and warrant officer OERs.

**PSC - OPM - OFFICER EVALUATIONS BRANCH
(PSC-OPM-3)**

1. **Functions:** Under the general direction and supervision of the Chief, Officer Personnel Management Division, the Chief, Officer Evaluations Branch shall:
 - a. Maintain and administer the integrity of the Officer Evaluation System(OES).
 - b. Enter Officer Evaluation Reports (OER) into the Direct Access database.
 - c. Provide Level II quality review of OERs identified for correction by opm-2.
 - d. Provide Level I quality review of OERs that are time critical.
 - e. Respond to all OES inquiries from the field including waiver requests.
 - f. Collect historical data for analysis and process improvement.
 - g. Maintain, enhance and modify the Direct Access data.
 - h. Conduct board/panel preparations for candidate performance records
 - i. Improve OES procedures through training and other informative methods
 - j. Produce quarterly newsletter.
 - k. Provide exportable training options.
 - l. Provide feedback regarding the health and status of the Officer Evaluation System
 - m. Publish OES annual report to the field

**PSC - OPM - OFFICER CAREER MANAGEMENT BRANCH
(PSC-OPM-4)**

1. **Functions:** Under the general direction and supervision of the Chief, Officer Personnel Management Division, the Chief, Officer Career Management Branch shall:
 - a. Provide individual career management counseling to officers of all grades in all specialties.
 - b. Conduct officer career management analysis to identify trends or changing conditions.
 - c. Maintain liaison with assignment officers and cognizant program and officer specialty managers regarding requirements and expectations for each officer specialty, sub-specialty, and career path.
 - d. Collaborate with Commandant (CG-13) on maintenance of the Officer Career Guidebook and publish appropriate career management job aids.
 - e. Provide general and program specific presentations on the officer career management process and all aspects of the officer personnel system and as requested.
 - f. Provide advice and guidance for officers not selected for promotion or postgraduate school and those who become troubled.
 - g. Provide career management advice and outreach to underrepresented groups within the officer corps and provide assistance to those seeking career guidance.
 - h. Develop and coordinate activities to promote career management at officer accession points.