

**PSC - RESERVE PERSONNEL MANAGEMENT DIVISION  
(PSC-RPM)**

1. **Functions:** Under the general direction and supervision of the Deputy Commander, Personnel Service Center, the Chief of the Reserve Personnel Management Division shall:
  - a. Execute appointments in the Ready Reserve, including other accessions and retired recalls.
  - b. As the Coast Guard's sole centralized manager for the Selected Reserve, Implement work force management initiatives as may be authorized by COMDT (CG-131) including reviewing Service requirements impacting reserve personnel, making recommendations as necessary, and maintaining historical statistics on reserve personnel.
  - c. Centrally manage reserve personnel in the Individual Ready Reserve (IRR) and the Standby Reserve (ASL/ISL). Management includes maintaining personnel records, transfers, annual readiness screening, and all other administration.
  - d. Administer policies for all permanent and temporary reserve assignments, review established allowances and requirements, and effect assignment actions in accordance with statutes and regulations.
  - e. Review and provide assignment impact of policy waivers regarding individual retirement, resignations, or other reserve officer personnel actions.
  - f. Provide individual career counseling and assignment panel consultation by combining officer record analysis, program manager input, and assignment experience.
  - g. Schedule and effect separations and retirements for service, age, and disability.
  - h. Initiate and execute personnel actions relative to resignations, discharges, releases from inactive duty, and retirements.
  - i. Manage the Inactive Duty Promotion List (IDPL) and similar lists for reserve officers; plan and execute all promotion actions and associated boards.
  - j. Initiate review, and take appropriate action on reserve officer advanced training boards and panels, and special boards and panels.
  - k. Provide support to BCMR, PRRB and other entities external to the Division on issues relating to reserve officer and enlisted personnel.

- l. Provide feedback on effectiveness of the reserve officer evaluation system.
- m. Administer an enlisted personnel program which includes assignment and advancement actions for all reserve enlisted personnel and release of reserve enlisted personnel to EAD.
- n. Analyze authorized enlisted positions and onboard strength and develop assignment plans to minimize excesses and deficiencies of personnel and make an equitable distribution of available personnel.
- o. Monitor the administration of the Service-wide Examination program for advancement or changes of rating of enlisted personnel in cooperation with CG PPC. Maintain a sharp watch to ensure the advancement system is providing an effective means of advancing the best. Make appropriate policy recommendations to COMDT (CG-131).
- p. Monitor the enlisted separations processes to ensure they are being managed as efficiently and effectively as possible.
- q. Work with COMDT (CG-131) to maintain historical statistics on enlisted personnel. Furnish such information to components in the Coast Guard and to other agencies as able.
- r. Serve on appropriate working groups (with headquarters staffs and program managers) as appropriate to review the training requirements and enlisted incentive pay programs for enlisted personnel and make recommendations as necessary.
- s. Oversee a program to enhance officer and enlisted career planning and management, including visits by field unit representatives and travel to units subject to available resources.
- t. Execute the temporary assignment (ADSW) program in accordance with guidance from the Office of Reserve Affairs and as directed by FORCECOM.

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

1. **Functions:** Under the general direction and supervision of the Chief of the Reserve Personnel Management Division, the Chief, Reserve Personnel Management Division, shall:
  - a. Maintain the inactive duty officer promotion list and other lists for all other officers on inactive duty. Publish annual updates to the Register of Reserve Officers.
  - b. Conduct promotion, continuation and appointment boards as required. Set board schedules. Identify eligible officers and publish the eligibility zones to the Service at large. Issue selection lists and related correspondence.
  - c. Issue appointment and promotion certificates.
  - d. Initiate review, and take appropriate action on special officer boards and panels, including reserve commissioning boards, war and staff panels including the RPA Designation Board. Administer postgraduate and advanced training programs (including JMIC, SRCOC).
  - e. 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.
  - f. 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.
  - g. Schedule and effect separations and retirements for service, age, and disability. Process officers separation requests and issue separation orders. Make highest grade held determinations. Coordinate separation actions with PPC and SPOs.
  - h. In partnership with PSC-opm, initiate and execute personnel actions relative to accession, attrition and status of commissioned and warrant officers such as appointments and promotions, extensions, integration, recalls to active status, frocking, revocations, and reversions within the limits of the laws and regulations.
  - i. Administer retired recall members.
  - j. Administer Physician Assistant (PA) loan repayment program.
  - k. Process special pay (bonuses) for PAs assigned to Port Security Units.

- l. Administer the 50 point annual screening process (Mobilization Disposition Board) for reserve officers.
- m. Administer the inter-service transfer of reserve officers.
- n. Administer the Reserve Key Federal Employee program.
- o. Review and maintain active records of complements and allowances; administer policies for assignments, and rotations of assignments for reserve officers and effect those actions in accordance with statutes and regulations.
- p. Administer, and maintain the integrity of, the reserve Officer Evaluation System (OES). This includes data entry, quality review, validation and resolution of all OES inquiries from the field including waiver requests.
- q. Collect historical reserve OES data for analysis and process improvement.
- r. Improve reserve Officer Evaluation System procedures through training and other informative methods. Provide PSC feedback regarding the health and status of the reserve Officer Evaluation System.
- s. Review all proposed changes to Coast Guard publications pertinent to reservists.
- t. Provide input and make recommendations concerning the improvement of officer work force policies and planning decisions to Headquarters personnel policy staffs.
- u. Review all requests for frocking in accordance with applicable directives. Initiate frocking requests when deemed appropriate for the transfer scenario.

**PSC - RPM - EVALUATIONS AND TRAINING BRANCH  
(PSC-RPM-2)**

1. **Functions:** Under the general direction and supervision of the Chief of the Reserve Personnel Management Division, the Chief, Reserve Personnel Management Division shall:
  - a. In partner with PPC, monitor the administration of the Service-wide Examination program for or changes of rating of reserve enlisted personnel. Maintain a sharp watch to ensure the advancement system is providing an effective means of advancing the best personnel. As necessary, make appropriate policy recommendations to COMDT.
  - b. Determine monthly service needs for advancement of reserve enlisted personnel and develop cut-offs for eligibility for advancement.
  - c. In partner with CG-131, monitor and resolve all incapacitation issues involving reservists. Issue extensions and monitor status of reservists under a Notice Of Eligibility (NOE) for disability benefits, resolve disability pay issues.
  - d. Prepare final action on medical boards for enlisted members. Schedule and effect reserve enlisted separations and retirements for disability. Issue disability retirement/separation orders.
  - e. Monitor PPC's administration of the Enlisted Performance Evaluation System as it affects the reserve corps.
  - f. Process highest rate held decisions for all enlisted reservists.
  - g. Direct final action on reserve Administrative Discharge Boards, Reenlistment Boards and Reduction in Rate Boards. Process all requests for change in rate, removal of designator and restoration in rate.
  - h. Coordinate the efficient movement of personnel from recruit training to Class "A" School training. Manage this flow to maximize the use of training resources.
  - i. Provide input on the annual Class "A" School training needs (quantity) along with the Headquarters program managers and Coast Guard training centers.
  - j. Provide input to on the annual convening schedule for Class "A" Schools, along with Headquarters' program managers and Coast Guard training centers. Maintain all requests for Class "A" School training. Maintain Class "A" School waiting list.

- k. Review all requests for frocking in accordance with applicable directives. Initiate frocking requests when deemed appropriate for the transfer scenario.
- l. Prepare Personnel Records Review Board (PRRB) decision documents in response to requests from reserve enlisted members. Prepare Coast Guard advisory opinions on cases submitted by reserve enlisted members to the Board for Correction of Military Records (BCMR).
- m. Provide input to COMDT on concurrent clearances and proposed changes to instructions including the Personnel Manual and Reserve Policy Manual.
- n. Centrally manage all IRR/ASL/ISL Personnel, including maintaining personnel records, transfer management, annual readiness screening, and all other administration.
- o. Administer the Time in Service (TIS) over 30 year waiver authority.
- p. Administer the Reserve HIV program.
- q. Administer the Reserve weight standards program.
- r. Administer Montgomery G.I. Bill eligibility issues.

**PSC - RPM - ASSIGNMENTS BRANCH  
(PSC-RPM-3)**

1. **Functions:** Under the general direction and supervision of the Chief of the Reserve Personnel Management Division, the Chief, Reserve Personnel Management Division shall:
  - a. Transfer reserve commissioned officer 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 for reserve commissioned officers and warrant officers.
  - c. Maintain liaison with appropriate program managers and commands regarding assignments and transfers within specialties.
  - d. Coordinate and support command screening, senior service school, and assignment panels.
  - e. Review and provide assignment impact of policy waivers regarding individual retirement, resignations, or other officer personnel actions.
  - f. Provide individual career counseling and assignment panel consultation by combining officer record analysis, program manager input, and assignment experience.
  - g. Provide general and program specific presentations of the officer personnel system and assignment process as requested by unit, district, or area staffs, subject to available resources.
  - h. Coordinate career counseling and assignment panels with reserve officer accession programs.
  - i. Provide appropriate career management information and counseling to establish individual and corps-wide esprit for both the Ready Reserve and Reserve Program Administrator Corps.
  - j. Support CGRC's selection process for the Ready Reserve Direct Commission program.
  - k. Control assignment of all enlisted members by rate and qualifications, including non-rated members, to meet staffing requirements, established allowances and training needs; direct preparation of and issue permanent change of station orders and related correspondence.
  - l. Maintain close partnership with the Diversity Staff. Develop assignment opportunity plans for senior enlisted minorities and women that will aid

them in successfully competing for advancement (senior and master chief and warrant officer) and the most responsible enlisted positions.

- m. Manage the Reserve Command Master Chief selection process.
- n. Review service record and panel assignments for Gold Badge, Silver Badge assignments, transfers due to discrimination, collocations, humanitarian assignments, and removals for cause.
- o. Provide input on requests for retirement, early release, waivers, and discharges.
- p. Analyze and act on effects of advancements, Warrant Officer and ROCI appointments.
- q. Receive visitors for counseling, conduct telephonic career counseling, and visit field units (as resources permit), to discuss personnel policies, procedures, and career management.
- r. Maintain liaison with cognizant program managers and commands regarding assignments and transfers within specialties.
- s. Provide input on all requests for extension of enlistments and early release under various programs.
- t. Review all requests for frocking in accordance with applicable directives. Initiate frocking requests when deemed appropriate for the transfer scenario.
- u. Within parameters defined by the Integrated Accession Plan, identify billets to be filled by the Recruiting Command through the Selected Reserve Direct Commission program.
- v. Within parameters defined by the Integrated Accession Plan, identify billets to be filled with entry level Selected Reserve personnel enlisted by the Recruiting Command.
- w. Identify and assign reservists to temporary assignments based on validated requirements from FORCECOM. Track billets vacated by temporary assignments and provide FORCECOM with information impacting ResFor readiness.