

**PERSONNEL SERVICE CENTER
(PSC)**

1. **Mission:** The Personnel Service Center (PSC) supports mission execution by recruiting, accessing, assigning and developing careers, maintaining well-being, compensating, separating and retiring all Coast Guard personnel.
2. **External Representation:**
 - a. Commander, PSC shall provide external Command representational support and serve as active members on committees, boards and societies as specified by applicable Commandant Instructions, to maintain professional participation in the best interests of the CG, its missions and its public image.
3. **Functions:** In order to fulfill this mission the Commander, Personnel Service Center shall:
 - a. Exercise command responsibilities toward the external environment including: Performance of PSC units. Represent the needs and desires of the PSC and PSC units to other commands, staffs, and HQs. Oversee and track the diversity of PSC and PSC units and the effects of practices on CG diversity. Integrate and coordinate PSC unit service delivery. - Prioritize field level HR requirements.
 - b. Integrate service delivery across those programs represented among PSC units and divisions.
 - c. Plan and execute the PSC budget. Maintain familiarity with, oversee and approve the budget of PSC Units. Provide input to budgeting cycles for applicable AFCs and NAF. Manage the PSC AFC-20, AFC-30, and AFC-56 budgets.
 - d. Define the human resources information resource management requirements related to personnel data, decision support systems, analytics, and performance analysis, and work with CG-6 to implement.
 - e. Monitor career management, separations and retirements.
 - f. Monitor new accessions (diversity, skill sets, age, health).
 - g. Monitor the execution of compensation and all non pay compensation benefit programs for all active, reserve, retired CG military personnel, and other eligible personnel.
 - h. Execute Health, Safety, and Work-Life policy. Monitor the delivery of all aspects of service-wide health care. Ensure effectiveness of and integration of health care, safety and work-life services.

- i. Ensure effective management and operation of both the Coast Guard Exchange System (CGES, the Morale, Well-being and Recreation (MWR) program, the Cadet Activities Fund, and any other Nonappropriated Fund Instrumentality that may be approved.
 - j. Recommend to CHCO the allocation of incentive pay and bonuses including: Special Duty Assignment Pay, Critical Skills Retention Bonus, and Selective Reenlistment Bonus Programs for active duty personnel.
 - k. Manage and execute activities related to: Personnel Records Review Board, Discharge Review Board, Administrative Separations Board, and Board Correction of Military Records.
 - l. Provide input to HQ requirements, develop and execute human resources performance measures.
 - m. Manage the assignment, advancement, and separation processes of Coast Guard military personnel.
 - n. Serve as President of the Physical Disabilities Appeals Board.
 - o. Serve as a member of the Chief Human Capital Officer Quality Management Board (QMB).
 - p. On behalf of the Commandant, take final action on Administrative Separation Boards, Physical Disability Evaluation Boards, High Year Tenure waivers, Boards of Determination, Boards of Review, and other personnel actions under the authority of service directives.
 - q. Serve as a member of the Coast Guard Trust Fund Board of Control.
4. **Technical Control:** The Commandant (CG-DCMS) through COMDT (CG-1) exercises technical control over the Commander, Personnel Service Center.

PSC DEPUTY

1. **Functions:** Under the general direction and supervision of the Commander, Personnel Service Center, the Deputy Commander, Personnel Service Center shall:
 - a. No functional statements are associated with this organization.

**PSC HR AND ADMINISTRATIVE SUPPORT STAFF
(PSC HR&A)**

1. **Mission:** The Human Resources section provides a wide range of personnel related administrative services for all PSC (including detached billets) military and civilian staff.
2. **Functions:** Under the general direction and supervision of the Deputy Commander, Personnel Service Center, the Chief, PSC HR and Administrative Support Staff shall:
 - a. Preserve communications link with CG-122 (and other HQ program managers as necessary) to maintain awareness of HQ PM guidance, input, and stance on issues, and facilitate HQ representation of PSC issues.
 - b. Serve as administration officer for the PSC.
 - c. Oversee administrative procedures supporting Privacy Act compliance and Freedom of Information Act (FOIA) inquiries and appeals.
 - d. Monitor the central airline/e-ticket receipt procedures for PSC.
 - e. Administer the PSC awards program; i.e., serve as administrative support to the PSC Awards Board, track Coast Guard Headquarters' generated solicitation awards for PSC staff and units, prepare appropriate award certificates for PSC military staff.
 - f. Maintain the system of directories for directives issued by the PSC.
 - g. Prepare responses to requests for information from Commandant (CG-0946) under the Department of Homeland Security Board for the Correction of Military Records.
 - h. Administer check in and check out process to ensure members are receiving the proper entitlements and are familiar with applicable benefits, rules and regulations, all personnel are required to complete a check-in and check-out sheet upon arrival and departure from PSC.
 - i. Assume collateral and watch standing duties and accomplish special projects as assigned.
 - j. Coordinate the application and issue of Common Access Cards for PSC.
 - k. Oversee/direct the CWO Appointment process for PSC staff and divisions.
 - l. Prepare responses to inquiries by members of Congress.

- m. Review for completeness, prepare endorsements as appropriate, and track personnel action correspondence; e.g., separations, retirements, medical boards, requests for unofficial overseas travel.
- n. Provide assistance for Direct Access self service actions for PSC and PSC units; e.g., allotments savings bonds, tax withholdings, emergency contacts, survivor benefits elections, TSP, UTS, evaluations, e-Resumes, etc.
- o. Facilitate designation of Collateral Duty Addictions Representative (CDAR).
- p. Prepare correspondence, or refer to a more appropriate entity, as required by Commandant (CG-00).
- q. Serve as personnel directives-related librarian.
- r. Track enlisted evaluations/Employee Reviews as required.
- s. Manage Evergreen Submissions.
- t. Review, endorse, process enlisted evaluation/marks appeals.
- u. Manage emergency travel funding & TONOs.
- v. Monitor and manage Government Travel Account (GTA) for PSC including monthly account reconciliation.
- w. Coordinate Household Good (HHG) claims procedures.
- x. Serve as Honor Guard Coordinator.
- y. Serve as Moral Well-Being and Recreation (MWR) Officer and Assistant MWR Officer.
- z. Maintain the Unit Punishment Log.
- aa. Monitor officer promotions and enlisted advancements.
- bb. Develop standard operating procedures (SOP) as necessary.
- cc. Monitor TAD travel orders from the Direct Access Airport and inform members.
- dd. Act as the primary advisor on the logistical aspects of telecommuting.
- ee. Administer urinalysis program.

- ff. Serve as UTS Approving Official and oversee travel claim audit procedures.
- gg. Coordinate the Voting Program.
- hh. Administer Welcome Aboard Program.
- ii. Administer weight program.
- jj. Perform classified material control officer duties.
- kk. Perform security officer duties.
- ll. Coordinate fire watch, unit building evacuation team and assembly area management.
- mm. Serve as Secretary, PSC Awards Board.
- nn. Coordinate responses to requests for concurrent or sequential clearance.
- oo. Coordinate unit enlisted evaluation, unit enlisted advancement eligibility, and OER rating chain designation process.
- pp. Coordinate unit enlisted advancement eligibility processes.
- qq. Coordinate unit sponsor program.
- rr. Maintain unit personnel database and roster.
- ss. Coordinate assignment of unit collateral duties.
- tt. Coordinate/manage the Unit Leadership Development Program for PSC & Subordinate units.
- uu. Manages the onsite training programs for PSC staff to include professional development and GMT.
- vv. Request school quotas for PSC staff members.
- ww. Provides the full range of educational services to the staff, which includes requesting Tuition Assistance and proctoring of exams.

**PSC STAFF - BUSINESS OPERATIONS STAFF
(PSC BOPS)**

1. **Functions:** Under the general direction and supervision of the Deputy Commander, Personnel Service Center, the Chief, Business Operations Staff shall:
 - a. Facilitate communications with HQ program managers to maintain awareness of HQ PM guidance, input, and stance on issues, and facilitate HQ representation of PSC issues.
 - b. Exercise staff leadership and oversight responsibilities including: Monitoring of the performance of BOS staff elements, Represent the needs and desires of the BOS and BOS staff elements to PSC, other PSC commands, staffs, and HQs, Integrate and coordinate BOS staff element service delivery, and Prioritize BOS staff element requirements.
 - c. Provide technical control over detached entities that provide HR/ personnel services that fall within the BOS roles and responsibilities; including providing performance standards and metrics and accountability.
 - d. Supervise PSC Detachments.
 - e. Ensure that Detachments provide PSC services across their respective regions subject to resource availability.
 - f. Ensure that Detachments maintain strong relationships with regional operational commanders and other logistics center Detachments.
 - g. Coordinate improvements and reengineering to PSC processes to ensure efficient, reliable outcomes, and compliance with applicable requirements and standards.

**PSC BOPS - IT / IRM REQUIREMENTS BRANCH
(PSC BOPS IT REQUIREMENTS)**

1. **Functions:** Under the general direction and supervision of the Chief, Business Operations Staff, the IT/IRM Support Branch shall:
 - a. Facilitate communications with CG-6 (and other HQ program managers as necessary) to maintain awareness of HQ PM guidance, input, and stance on issues, and facilitate HQ representation of PSC issues.
 - b. Liaison officer to consolidate/ articulate/ communicate IT requirements on behalf of PSC and PSC units.(PSC Sponsor's Rep)
 - c. Perform as the IT/ IRM Action Officer and staff for PSC, its divisions, and subordinate units.
 - d. Webmaster for PSC.
 - e. Build, submit, and defend IT Business Cases.
 - f. Coordinate IRM planning and support requirements with the appropriate C4IT service center.
 - g. Coordinate local IRM support and IT property disposal for divisions collocated with the Command element.
 - h. Coordinate PSC adherence to required FISMA and IT internal controls.

**PSC BOPS - CAPABILITY BRANCH
(PSC BOPS CAPABILITY)**

1. **Functions:** Under the general direction and supervision of the Chief, Business Operations Staff, the Capability Branch shall perform the following functions. The Capability staff element is responsible for identifying and providing capabilities, competencies, and capacity and developing standards for the staffing, training, equipping, sustaining, maintaining, and employing PSC forces to meet mission requirements
 - a. Preserve communications link with CG-7 (and other HQ program managers as necessary) to maintain awareness of HQ PM guidance, input, and stance on issues, and facilitate HQ representation of PSC issues.
 - b. Establish performance measures for PSC and subordinate units.
 - c. Provide business/ performance management analyst capability for PSC and PSC units. Develop process reengineering and resulting requirements. Interface with other organizations that need to have the information.
 - d. Measure execution of capability goals and report requirements are needed to make them more effective and aligned with DCMS.
 - e. Conduct analysis of current IT capabilities and make recommendations to improve.
 - f. Maintaining the dashboard for HR service delivery to the CG.
 - g. Re-leveling resources to optimize PSC service delivery across the CG.
 - h. Develop and draft the HR system requirements for PSC and PSC units (performance standards for the various HR systems elements: such as recruiting process, number of BCMRs, in general, how well things are running, etc)
 - i. Develop and implement a workable data quality/integrity QA program.
 - j. Perform executive secretary functions for the SDAP and SRB panels.
 - k. Support Data Calls for Congressionals, Flag Briefs, HQ, etc for all areas of PSC.
 - l. Facilitate Joint Data Interoperability and compatibility (eg JPRIG, DADSIWG, etc) to ensure ability to work with DoD.
 - m. Develop and maintaining PQS for PSC.

- n. Review (or develop, as necessary) manpower requirements for PSC staff and units.
- o. Evaluate draft accession plans and other workforce planning documents to determine PSC staffing needs, quantify consequences of staffing shortages.

**PSC BOPS - RESOURCE MANAGEMENT BRANCH
(PSC BOPS RESOURCES)**

1. **Functions:** Under the general direction and supervision of the Chief, Business Operations Staff, the Resource Management Branch shall:
 - a. Preserve communications link with CG-10, CG-8 (and other HQ program managers as necessary) to maintain awareness of HQ PM guidance, input, and stance on issues, and facilitate HQ representation of PSC issues.
 - b. Coordinate PSC resource requirements to DCMS, identifying out-year needs (Coordinate the preparation and submission of RPs PSC-wide—both people and projects) and current-year requirements
 - c. Developing or review spend plans for AFCs obligated by PSC and PSC units.
 - d. Coordinate adherence to required internal controls (as per CG-84 and CG-85 financial goals and objectives)
 - e. Monitor the budget execution for the following AFC (O1, 20 56, 57, 30, 34, 30M, 36, retiree pay) and NAF.
 - f. Provide subject matter expertise on financial and mission cycles (ie the ramp up time involved in advertising).
 - g. Provide subject matter expertise for, and coordinate the execution of the SARR process.
 - h. Coordinate contract planning and support requirements with the appropriate financial service center.
 - i. Point of Contact for all PSC military and civilian billet reprogramming proposals.
 - j. Review proposals for military/civilian billet changes to Personnel Allowance List (PAL).
 - k. Provide guidance and assistance to PSC divisions and commands in preparation and submission of billet change proposals.
 - l. POC for A76 (Fair Act) Inventory Review; liaison w/ CG-81C.
 - m. Track PSC vacancy rates/duration of vacancies/errors; advise commands; facilitate the entry of PARS staffing comments and PAL corrections.
 - n. Manage CG-833 Temporary Summer Hire and Student Civilian Resource Allocation.

- o. Manage the civilian performance awards, on the spot cash awards, and Quality Step Increase allocation.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (ALAMEDA)
(PSC BOPS PSSU ALAMEDA)**

1. **Functions:** Under the general direction and supervision of the Chief, Business Operations Staff, the Commanding Officer, PSC Detachment Alameda shall:
 - a. Provide regional depot level integration, coordination, planning, and execution support to commands, logistics center detachments and staffs in matters related to personnel (human resources/human capital) policy and administration.
 - b. Exercise administrative control of four branches: (1) Servicing Personnel Office (SPO) Branch: Oversee and manage the regional assigned SPOs. (2) Morale Well-Being and Recreation Branch. Oversee and manage the regional assigned MWR offices and coordinate MWR services within the region as required. (3) Housing Branch. Oversee and manage the regional assigned housing office. (4) Personnel Services Branch. Oversee and coordinate regional HR activities including, but not limited to ESO, CDA, CGMA, Decedent affairs, transportation, TAD staffing.
 - c. Serve as the regional point of contact for PSC service lines to serve as principal PSC representative local and regional operational commanders.
 - d. Coordinate suitable work environments for members administratively assigned to bases and other regional support facilities.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (ALAMEDA) -
HOUSING BRANCH
(PSC BOPS PSSU ALAMEDA HSG)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Alameda, the Chief, Housing Branch shall:
 - a. Provide guidance and support to manage the housing program.
 - b. Establish and determine Local Housing Authority (LHA) unit jurisdiction.
 - c. 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.
 - d. Sign ISSA agreements approved by PSC, PSD, Housing.
 - e. Monitor lease and ISSA allocations, and cost limitations for each leasing location without exceeding the mandatory limitations specified by Commandant (CG-1223).
 - f. Assist in development and oversight of AFC-30 and AFC-43 spend plans.
 - g. Request individual and blanket waivers.
 - h. Provide training to Local Housing Officers (LHOs).
 - i. Plan, execute, and maintain a housing referral program.
 - j. Monitor and maintain HMIS data entry for activity and accuracy, and submit housing reports to PSC, PSD, Housing in accordance with Enclosure (1) of COMDTINST M11101.13E.
 - k. Exercise OPCON over the Local Housing Officer (LHO) in their AOR. The person on the staff of the LHA delegated to perform housing administration duties.

**HOUSING BRANCH STAFF
(PSC BOPS PSSU ALAMEDA HSG-1)**

1. **Functions:** Under the general direction and supervision of the Chief, Housing Branch , the Housing Branch Staff shall:
 - a. No functional statements are associated with this organization.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (ALAMEDA) -
MORALE, WELL-BEING AND RECREATION BRANCH
(PSC BOPS PSSU ALAMEDA MWR)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Alameda, the Chief, Morale, Well-Being and Recreation Branch shall:
 - a. Provide MWR support to locally assigned commands and staffs.
 - b. Manage MWR facilities, programs, events and activities.
 - c. Promote MWR's mission readiness and retention responsibilities.
 - d. Develop MWR related APF and NAF budgets.
 - e. Act as technical expert on MWR issues.
 - f. Monitor field command MWR programs, conduct visits and audits as needed.
 - g. Coordinate purchase, custody, and issue of MWR equipment.
 - h. Maintain relations with adjacent communities and other commands on MWR matters.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (ALAMEDA) -
PERSONNEL SERVICES BRANCH
(PSC BOPS PSSU ALAMEDA PS)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Alameda, the Chief, Personnel Services Branch shall:
 - a. Execute and support duties related to ESO, CDA, CGMA, Decedent affairs, transportation, and TAD staffing for locally assigned commands and staffs.
 - b. Coordinate mission critical TDY assignments for operational units.
 - c. Act as ADT orders issuing authority.
 - d. Execute contingency staffing coordination, including select/direct tasking authority.
 - e. Coordination with recruiters within AOR to ID/fill reserve billets.
 - f. Coordinate Burials at Sea within AOR.
 - g. Provide Decedent Affairs Officer duties within AOR.
 - h. Provide CACO Support within AOR.
 - i. Provide HHG Coordination/Intake for DOD Transportation System.
 - j. Provide Housing Heavy Weather Planning (Evacuation and Temporary relocations).
 - k. Maintain Military Funeral Honors Database.
 - l. Oversee and coordinate all CG funeral actions in AOR.
 - m. Oversee ADASSIGN/TAD members.
 - n. Provide guidance/training in local AOR on responding to a death in the line of duty. Train/Support CACOs to respond to death.
 - o. Manage TDY members Inbound/Outbound PCS, Cutter members NFFD or pending discharge, legal actions

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (ALAMEDA) -
SERVICING PERSONNEL OFFICE BRANCH
(PSC BOPS PSSU ALAMEDA SPO)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Alameda, the Chief, Servicing Personnel Office Branch shall:
 - a. Carry out the responsibilities of a Servicing Personnel Office as required by the Pay and Personnel Procedures Manual (PSCINST M1000.2A) and other service directives.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (ALAMEDA) -
TEMPORARY ASSIGNED DUTY BRANCH
(PSC BOPS PSSU ALAMEDA PS TAD)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Alameda, the Chief, Temporary Assigned Duty Branch shall:
 - a. This branch is a holding place for those service members who are temporarily assigned to the PSSU from other units for any number of reasons including: while awaiting discharge processing, during NJP procedures, while undergoing medical or dental treatment, while undergoing hardship, etc.
 - b. The Branch typically will not have an assigned supervisor as the assignments are temporary. The PSSU CO will be responsible for the daily oversight of personnel assigned to the TAD Branch.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (ALAMEDA) -
TRANSPORTATION BRANCH
(PSC BOPS PSSU ALAMEDA TRNS)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Alameda, the Chief, Transportation Branch shall:
 - a. Carry out transportation related functions.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (BOSTON)
(PSC BOPS PSSU BOSTON)**

1. **Functions:** Under the general direction and supervision of the Chief, Business Operations Staff, the Commanding Officer, PSC Detachment Boston shall:
 - a. Provide regional depot level integration, coordination, planning, and execution support to commands, logistics center detachments and staffs in matters related to personnel (human resources/human capital) policy and administration.
 - b. Exercise administrative control of four branches: (1) Servicing Personnel Office (SPO) Branch: Oversee and manage the regional assigned SPOs. (2) Morale Well-Being and Recreation Branch. Oversee and manage the regional assigned MWR offices and coordinate MWR services within the region as required. (3) Housing Branch. Oversee and manage the regional assigned housing office. (4) Personnel Services Branch. Oversee and coordinate regional HR activities including, but not limited to ESO, CDA, CGMA, Decedent affairs, transportation, TAD staffing.
 - c. Serve as the regional point of contact for PSC service lines to serve as principal PSC representative local and regional operational commanders.
 - d. Coordinate suitable work environments for members administratively assigned to bases and other regional support facilities.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (BOSTON) -
HOUSING BRANCH
(PSC BOPS PSSU BOSTON HSG)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Boston, the Chief, Housing Branch shall:
 - a. Provide guidance and support to manage the housing program.
 - b. Establish and determine Local Housing Authority (LHA) unit jurisdiction.
 - c. 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.
 - d. Sign ISSA agreements approved by PSC, PSD, Housing.
 - e. Monitor lease and ISSA allocations, and cost limitations for each leasing location without exceeding the mandatory limitations specified by Commandant (CG-1223).
 - f. Assist in development and oversight of AFC-30 and AFC-43 spend plans.
 - g. Request individual and blanket waivers.
 - h. Provide training to Local Housing Officers (LHOs).
 - i. Plan, execute, and maintain a housing referral program.
 - j. Monitor and maintain HMIS data entry for activity and accuracy, and submit housing reports to PSC, PSD, Housing in accordance with Enclosure (1) of COMDTINST M11101.13E.
 - k. Exercise OPCON over the Local Housing Officer (LHO) in their AOR. The person on the staff of the LHA delegated to perform housing administration duties.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (BOSTON) -
MORALE, WELL-BEING AND RECREATION BRANCH
(PSC BOPS PSSU BOSTON MWR)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Boston, the Chief, Morale, Well-Being and Recreation Branch shall:
 - a. Provide MWR support to locally assigned commands and staffs.
 - b. Manage MWR facilities, programs, events and activities.
 - c. Promote MWR's mission readiness and retention responsibilities.
 - d. Develop MWR related APF and NAF budgets.
 - e. Act as technical expert on MWR issues.
 - f. Monitor field command MWR programs, conduct visits and audits as needed.
 - g. Coordinate purchase, custody, and issue of MWR equipment.
 - h. Maintain relations with adjacent communities and other commands on MWR matters.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (BOSTON) -
PERSONNEL SERVICES BRANCH
(PSC BOPS PSSU BOSTON PS)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Boston, the Chief, Personnel Services Branch shall:
 - a. Execute and support duties related to ESO, CDA, CGMA, Decedent affairs, transportation, and TAD staffing for locally assigned commands and staffs.
 - b. Coordinate mission critical TDY assignments for operational units.
 - c. Act as ADT orders issuing authority.
 - d. Execute contingency staffing coordination, including select/direct tasking authority.
 - e. Coordination with recruiters within AOR to ID/fill reserve billets.
 - f. Coordinate Burials at Sea within AOR.
 - g. Provide Decedent Affairs Officer duties within AOR.
 - h. Provide CACO Support within AOR.
 - i. Provide HHG Coordination/Intake for DOD Transportation System.
 - j. Provide Housing Heavy Weather Planning (Evacuation and Temporary relocations).
 - k. Maintain Military Funeral Honors Database.
 - l. Oversee and coordinate all CG funeral actions in AOR.
 - m. Oversee ADASSIGN/TAD members.
 - n. Provide guidance/training in local AOR on responding to a death in the line of duty. Train/Support CACOs to respond to death.
 - o. Manage TDY members Inbound/Outbound PCS, Cutter members NFFD or pending discharge, legal actions

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (BOSTON) -
SERVICING PERSONNEL OFFICE BRANCH
(PSC BOPS PSSU BOSTON SPO)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Boston, the Chief, Servicing Personnel Office Branch shall:
 - a. Carry out the responsibilities of a Servicing Personnel Office as required by the Pay and Personnel Procedures Manual (PSCINST M1000.2A) and other service directives.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (BOSTON) -
TEMPORARY ASSIGNED DUTY BRANCH
(PSC BOPS PSSU BOSTON PS TAD)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Boston, the Chief, Temporary Assigned Duty Branch shall:
 - a. This branch is a holding place for those service members who are temporarily assigned to the PSSU from other units for any number of reasons including: while awaiting discharge processing, during NJP procedures, while undergoing medical or dental treatment, while undergoing hardship, etc.
 - b. The Branch typically will not have an assigned supervisor as the assignments are temporary. The PSSU CO will be responsible for the daily oversight of personnel assigned to the TAD Branch.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (CLEVELAND)
(PSC BOPS PSSU CLEVELAND)**

1. **Functions:** Under the general direction and supervision of the Chief, Business Operations Staff, the Commanding Officer, PSC Detachment Cleveland shall:
 - a. Provide regional depot level integration, coordination, planning, and execution support to commands, logistics center detachments and staffs in matters related to personnel (human resources/human capital) policy and administration.
 - b. Exercise administrative control of four branches: (1) Servicing Personnel Office (SPO) Branch: Oversee and manage the regional assigned SPOs. (2) Morale Well-Being and Recreation Branch. Oversee and manage the regional assigned MWR offices and coordinate MWR services within the region as required. (3) Housing Branch. Oversee and manage the regional assigned housing office. (4) Personnel Services Branch. Oversee and coordinate regional HR activities including, but not limited to ESO, CDA, CGMA, Decedent affairs, transportation, TAD staffing.
 - c. Serve as the regional point of contact for PSC service lines to serve as principal PSC representative local and regional operational commanders.
 - d. Coordinate suitable work environments for members administratively assigned to bases and other regional support facilities.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (CLEVELAND) -
HOUSING BRANCH
(PSC BOPS PSSU CLEVELAND HSG)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Cleveland, the Chief, Housing Branch shall:
 - a. Provide guidance and support to manage the housing program.
 - b. Establish and determine Local Housing Authority (LHA) unit jurisdiction.
 - c. 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.
 - d. Sign ISSA agreements approved by PSC, PSD, Housing.
 - e. Monitor lease and ISSA allocations, and cost limitations for each leasing location without exceeding the mandatory limitations specified by Commandant (CG-1223).
 - f. Assist in development and oversight of AFC-30 and AFC-43 spend plans.
 - g. Request individual and blanket waivers.
 - h. Provide training to Local Housing Officers (LHOs).
 - i. Plan, execute, and maintain a housing referral program.
 - j. Monitor and maintain HMIS data entry for activity and accuracy, and submit housing reports to PSC, PSD, Housing in accordance with Enclosure (1) of COMDTINST M11101.13E.
 - k. Exercise OPCON over the Local Housing Officer (LHO) in their AOR. The person on the staff of the LHA delegated to perform housing administration duties.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (CLEVELAND) -
MORALE, WELL-BEING AND RECREATION BRANCH
(PSC BOPS PSSU CLEVELAND MWR)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Cleveland, the Chief, Morale, Well-Being and Recreation Branch shall:
 - a. Provide MWR support to locally assigned commands and staffs.
 - b. Manage MWR facilities, programs, events and activities.
 - c. Promote MWR's mission readiness and retention responsibilities.
 - d. Develop MWR related APF and NAF budgets.
 - e. Act as technical expert on MWR issues.
 - f. Monitor field command MWR programs, conduct visits and audits as needed.
 - g. Coordinate purchase, custody, and issue of MWR equipment.
 - h. Maintain relations with adjacent communities and other commands on MWR matters.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (CLEVELAND) -
PERSONNEL SERVICES BRANCH
(PSC BOPS PSSU CLEVELAND PS)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Cleveland, the Chief, Personnel Services Branch shall:
 - a. Execute and support duties related to ESO, CDA, CGMA, Decedent affairs, transportation, and TAD staffing for locally assigned commands and staffs.
 - b. Coordinate mission critical TDY assignments for operational units.
 - c. Act as ADT orders issuing authority.
 - d. Execute contingency staffing coordination, including select/direct tasking authority.
 - e. Coordination with recruiters within AOR to ID/fill reserve billets.
 - f. Coordinate Burials at Sea within AOR.
 - g. Provide Decedent Affairs Officer duties within AOR.
 - h. Provide CACO Support within AOR.
 - i. Provide HHG Coordination/Intake for DOD Transportation System.
 - j. Provide Housing Heavy Weather Planning (Evacuation and Temporary relocations).
 - k. Maintain Military Funeral Honors Database.
 - l. Oversee and coordinate all CG funeral actions in AOR.
 - m. Oversee ADASSIGN/TAD members.
 - n. Provide guidance/training in local AOR on responding to a death in the line of duty. Train/Support CACOs to respond to death.
 - o. Manage TDY members Inbound/Outbound PCS, Cutter members NFFD or pending discharge, legal actions

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (CLEVELAND) -
SERVICING PERSONNEL OFFICE BRANCH
(PSC BOPS PSSU CLEVELAND SPO)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Cleveland, the Chief, Servicing Personnel Office Branch shall:
 - a. Carry out the responsibilities of a Servicing Personnel Office as required by the Pay and Personnel Procedures Manual (PSCINST M1000.2A) and other service directives.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (CLEVELAND) -
TEMPORARY ASSIGNED DUTY BRANCH
(PSC BOPS PSSU CLEVELAND PS TAD)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Cleveland, the Chief, Temporary Assigned Duty Branch shall:
 - a. This branch is a holding place for those service members who are temporarily assigned to the PSSU from other units for any number of reasons including: while awaiting discharge processing, during NJP procedures, while undergoing medical or dental treatment, while undergoing hardship, etc.
 - b. The Branch typically will not have an assigned supervisor as the assignments are temporary. The PSSU CO will be responsible for the daily oversight of personnel assigned to the TAD Branch.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (HONOLULU)
(PSC BOPS PSSU HONOLULU)**

1. **Functions:** Under the general direction and supervision of the Chief, Business Operations Staff, the Commanding Officer, PSC Detachment Honolulu shall:
 - a. Provide regional depot level integration, coordination, planning, and execution support to commands, logistics center detachments and staffs in matters related to personnel (human resources/human capital) policy and administration.
 - b. Exercise administrative control of four branches: (1) Servicing Personnel Office (SPO) Branch: Oversee and manage the regional assigned SPOs. (2) Morale Well-Being and Recreation Branch. Oversee and manage the regional assigned MWR offices and coordinate MWR services within the region as required. (3) Housing Branch. Oversee and manage the regional assigned housing office. (4) Personnel Services Branch. Oversee and coordinate regional HR activities including, but not limited to ESO, CDA, CGMA, Decedent affairs, transportation, TAD staffing.
 - c. Serve as the regional point of contact for PSC service lines to serve as principal PSC representative local and regional operational commanders.
 - d. Coordinate suitable work environments for members administratively assigned to bases and other regional support facilities.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (HONOLULU)
HOUSING BRANCH
(PSC BOPS PSSU HONOLULU HSG)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Honolulu, the Chief, Housing Branch shall:
 - a. Provide guidance and support to manage the housing program.
 - b. Establish and determine Local Housing Authority (LHA) unit jurisdiction.
 - c. 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.
 - d. Sign ISSA agreements approved by PSC, PSD, Housing.
 - e. Monitor lease and ISSA allocations, and cost limitations for each leasing location without exceeding the mandatory limitations specified by Commandant (CG-1223).
 - f. Assist in development and oversight of AFC-30 and AFC-43 spend plans.
 - g. Request individual and blanket waivers.
 - h. Provide training to Local Housing Officers (LHOs).
 - i. Plan, execute, and maintain a housing referral program.
 - j. Monitor and maintain HMIS data entry for activity and accuracy, and submit housing reports to PSC, PSD, Housing in accordance with Enclosure (1) of COMDTINST M11101.13E.
 - k. Exercise OPCON over the Local Housing Officer (LHO) in their AOR. The person on the staff of the LHA delegated to perform housing administration duties.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (HONOLULU)
MORALE, WELL-BEING AND RECREATION BRANCH
(PSC BOPS PSSU HONOLULU MWR)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Honolulu, the Chief, Morale, Well-Being and Recreation Branch shall:
 - a. Provide MWR support to locally assigned commands and staffs.
 - b. Manage MWR facilities, programs, events and activities.
 - c. Promote MWR's mission readiness and retention responsibilities.
 - d. Develop MWR related APF and NAF budgets.
 - e. Act as technical expert on MWR issues.
 - f. Monitor field command MWR programs, conduct visits and audits as needed.
 - g. Coordinate purchase, custody, and issue of MWR equipment.
 - h. Maintain relations with adjacent communities and other commands on MWR matters.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (HONOLULU)
PERSONNEL SERVICES BRANCH
(PSC BOPS PSSU HONOLULU PS)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Honolulu, the Chief, Personnel Services Branch shall:
 - a. Execute and support duties related to ESO, CDA, CGMA, Decedent affairs, transportation, and TAD staffing for locally assigned commands and staffs.
 - b. Coordinate mission critical TDY assignments for operational units.
 - c. Act as ADT orders issuing authority.
 - d. Execute contingency staffing coordination, including select/direct tasking authority.
 - e. Coordination with recruiters within AOR to ID/fill reserve billets.
 - f. Coordinate Burials at Sea within AOR.
 - g. Provide Decedent Affairs Officer duties within AOR.
 - h. Provide CACO Support within AOR.
 - i. Provide HHG Coordination/Intake for DOD Transportation System.
 - j. Provide Housing Heavy Weather Planning (Evacuation and Temporary relocations).
 - k. Maintain Military Funeral Honors Database.
 - l. Oversee and coordinate all CG funeral actions in AOR.
 - m. Oversee ADASSIGN/TAD members.
 - n. Provide guidance/training in local AOR on responding to a death in the line of duty. Train/Support CACOs to respond to death.
 - o. Manage TDY members Inbound/Outbound PCS, Cutter members NFFD or pending discharge, legal actions

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (HONOLULU)
SERVICING PERSONNEL OFFICE BRANCH
(PSC BOPS PSSU HONOLULU SPO)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Honolulu, the Chief, Servicing Personnel Office Branch shall:
 - a. Carry out the responsibilities of a Servicing Personnel Office as required by the Pay and Personnel Procedures Manual (PSCINST M1000.2A) and other service directives.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (HONOLULU) -
TEMPORARY ASSIGNED DUTY BRANCH
(PSC BOPS PSSU HONOLULU PS TAD)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Honolulu, the Chief, Temporary Assigned Duty Branch shall:
 - a. This branch is a holding place for those service members who are temporarily assigned to the PSSU from other units for any number of reasons including: while awaiting discharge processing, during NJP procedures, while undergoing medical or dental treatment, while undergoing hardship, etc.
 - b. The Branch typically will not have an assigned supervisor as the assignments are temporary. The PSSU CO will be responsible for the daily oversight of personnel assigned to the TAD Branch.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (HQ)
(PSC BOPS PSSU HQ)**

1. **Functions:** Under the general direction and supervision of the Chief, Business Operations Staff, the Commanding Officer, PSC Detachment Headquarters shall:
 - a. Provide regional depot level integration, coordination, planning, and execution support to commands, logistics center detachments and staffs in matters related to personnel (human resources/human capital) policy and administration.
 - b. Exercise administrative control of four branches: (1) Servicing Personnel Office (SPO) Branch: Oversee and manage the regional assigned SPOs. (2) Morale Well-Being and Recreation Branch. Oversee and manage the regional assigned MWR offices and coordinate MWR services within the region as required. (3) Housing Branch. Oversee and manage the regional assigned housing office. (4) Personnel Services Branch. Oversee and coordinate regional HR activities including, but not limited to ESO, CDA, CGMA, Decedent affairs, transportation, TAD staffing.
 - c. Serve as the regional point of contact for PSC service lines to serve as principal PSC representative local and regional operational commanders.
 - d. Coordinate suitable work environments for members administratively assigned to bases and other regional support facilities.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (HQ) - HOUSING
BRANCH
(PSC BOPS PSSU HQ HSG)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Headquarters, the Chief, Housing Branch shall:
 - a. Provide guidance and support to manage the housing program.
 - b. Establish and determine Local Housing Authority (LHA) unit jurisdiction.
 - c. 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.
 - d. Sign ISSA agreements approved by PSC, PSD, Housing.
 - e. Monitor lease and ISSA allocations, and cost limitations for each leasing location without exceeding the mandatory limitations specified by Commandant (CG-1223).
 - f. Assist in development and oversight of AFC-30 and AFC-43 spend plans.
 - g. Request individual and blanket waivers.
 - h. Provide training to Local Housing Officers (LHOs).
 - i. Plan, execute, and maintain a housing referral program.
 - j. Monitor and maintain HMIS data entry for activity and accuracy, and submit housing reports to PSC, PSD, Housing in accordance with Enclosure (1) of COMDTINST M11101.13E.
 - k. Exercise OPCON over the Local Housing Officer (LHO) in their AOR. The person on the staff of the LHA delegated to perform housing administration duties.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (HQ) - MORALE,
WELL-BEING AND RECREATION BRANCH
(PSC BOPS PSSU HQ MWR)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Headquarters, the Chief, Morale, Well-Being and Recreation Branch shall:
 - a. Provide MWR support to locally assigned commands and staffs.
 - b. Manage MWR facilities, programs, events and activities.
 - c. Promote MWR's mission readiness and retention responsibilities.
 - d. Develop MWR related APF and NAF budgets.
 - e. Act as technical expert on MWR issues.
 - f. Monitor field command MWR programs, conduct visits and audits as needed.
 - g. Coordinate purchase, custody, and issue of MWR equipment.
 - h. Maintain relations with adjacent communities and other commands on MWR matters.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (HQ) PERSONNEL
SERVICES BRANCH
(PSC BOPS PSSU HQ PS)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Headquarters, the Chief, Personnel Services Branch shall:
 - a. Execute and support duties related to ESO, CDA, CGMA, Decedent affairs, transportation, and TAD staffing for locally assigned commands and staffs.
 - b. Coordinate mission critical TDY assignments for operational units.
 - c. Act as ADT orders issuing authority.
 - d. Execute contingency staffing coordination, including select/direct tasking authority.
 - e. Coordination with recruiters within AOR to ID/fill reserve billets.
 - f. Coordinate Burials at Sea within AOR.
 - g. Provide Decedent Affairs Officer duties within AOR.
 - h. Provide CACO Support within AOR.
 - i. Provide HHG Coordination/Intake for DOD Transportation System.
 - j. Provide Housing Heavy Weather Planning (Evacuation and Temporary relocations).
 - k. Maintain Military Funeral Honors Database.
 - l. Oversee and coordinate all CG funeral actions in AOR.
 - m. Oversee ADASSIGN/TAD members.
 - n. Provide guidance/training in local AOR on responding to a death in the line of duty. Train/Support CACOs to respond to death.
 - o. Manage TDY members Inbound/Outbound PCS, Cutter members NFFD or pending discharge, legal actions

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (HQ) SERVICING
PERSONNEL OFFICE BRANCH
(PSC BOPS PSSU HQ SPO)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Headquarters, the Chief, Servicing Personnel Office Branch shall:
 - a. Carry out the responsibilities of a Servicing Personnel Office as required by the Pay and Personnel Procedures Manual (PSCINST M1000.2A) and other service directives.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (HQ) -
TEMPORARY ASSIGNED DUTY BRANCH
(PSC BOPS PSSU HQ PS TAD)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Headquarters, the Chief, Temporary Assigned Duty Branch shall:
 - a. This branch is a holding place for those service members who are temporarily assigned to the PSSU from other units for any number of reasons including: while awaiting discharge processing, during NJP procedures, while undergoing medical or dental treatment, while undergoing hardship, etc.
 - b. The Branch typically will not have an assigned supervisor as the assignments are temporary. The PSSU CO will be responsible for the daily oversight of personnel assigned to the TAD Branch.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (KETCHIKAN)
(PSC BOPS PSSU KETCHIKAN)**

1. **Functions:** Under the general direction and supervision of the Chief, Business Operations Staff, the Commanding Officer, PSC Detachment Ketchikan shall:
 - a. No functional statements are associated with this organization.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (KETCHIKAN) -
HOUSING BRANCH
(PSC BOPS PSSU KETCHIKAN HSG)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Ketchikan, the Chief, Housing Branch shall:
 - a. Provide guidance and support to manage the housing program.
 - b. Establish and determine Local Housing Authority (LHA) unit jurisdiction.
 - c. 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.
 - d. Sign ISSA agreements approved by PSC, PSD, Housing.
 - e. Monitor lease and ISSA allocations, and cost limitations for each leasing location without exceeding the mandatory limitations specified by Commandant (CG-1223).
 - f. Assist in development and oversight of AFC-30 and AFC-43 spend plans.
 - g. Request individual and blanket waivers.
 - h. Provide training to Local Housing Officers (LHOs).
 - i. Plan, execute, and maintain a housing referral program.
 - j. Monitor and maintain HMIS data entry for activity and accuracy, and submit housing reports to PSC, PSD, Housing in accordance with Enclosure (1) of COMDTINST M11101.13E.
 - k. Exercise OPCON over the Local Housing Officer (LHO) in their AOR. The person on the staff of the LHA delegated to perform housing administration duties.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (KETCHIKAN) -
MORALE, WELL-BEING AND RECREATION BRANCH
(PSC BOPS PSSU KETCHIKAN MWR)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Ketchikan, the Chief, Morale, Well-Being and Recreation Branch shall:
 - a. Provide MWR support to locally assigned commands and staffs.
 - b. Manage MWR facilities, programs, events and activities.
 - c. Promote MWR's mission readiness and retention responsibilities.
 - d. Develop MWR related APF and NAF budgets.
 - e. Act as technical expert on MWR issues.
 - f. Monitor field command MWR programs, conduct visits and audits as needed.
 - g. Coordinate purchase, custody, and issue of MWR equipment.
 - h. Maintain relations with adjacent communities and other commands on MWR matters.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (KETCHIKAN) -
PERSONNEL SERVICES BRANCH
(PSC BOPS PSSU KETCHIKAN PS)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Ketchikan, the Chief, Personnel Services Branch shall:
 - a. Execute and support duties related to ESO, CDA, CGMA, Decedent affairs, transportation, and TAD staffing for locally assigned commands and staffs.
 - b. Coordinate mission critical TDY assignments for operational units.
 - c. Act as ADT orders issuing authority.
 - d. Execute contingency staffing coordination, including select/direct tasking authority.
 - e. Coordination with recruiters within AOR to ID/fill reserve billets.
 - f. Coordinate Burials at Sea within AOR.
 - g. Provide Decedent Affairs Officer duties within AOR.
 - h. Provide CACO Support within AOR.
 - i. Provide HHG Coordination/Intake for DOD Transportation System.
 - j. Provide Housing Heavy Weather Planning (Evacuation and Temporary relocations).
 - k. Maintain Military Funeral Honors Database.
 - l. Oversee and coordinate all CG funeral actions in AOR.
 - m. Oversee ADASSIGN/TAD members.
 - n. Provide guidance/training in local AOR on responding to a death in the line of duty. Train/Support CACOs to respond to death.
 - o. Manage TDY members Inbound/Outbound PCS, Cutter members NFFD or pending discharge, legal actions

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (KETCHIKAN) -
SERVICING PERSONNEL OFFICE BRANCH
(PSC BOPS PSSU KETCHIKAN SPO)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Ketchikan, the Chief, Servicing Personnel Office Branch shall:
 - a. Carry out the responsibilities of a Servicing Personnel Office as required by the Pay and Personnel Procedures Manual (PSCINST M1000.2A) and other service directives.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (KETCHIKAN) -
TEMPORARY ASSIGNED DUTY BRANCH
(PSC BOPS PSSU KETCHIKAN PS TAD)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Ketchikan, the Chief, Temporary Assigned Duty Branch shall:
 - a. This branch is a holding place for those service members who are temporarily assigned to the PSSU from other units for any number of reasons including: while awaiting discharge processing, during NJP procedures, while undergoing medical or dental treatment, while undergoing hardship, etc.
 - b. The Branch typically will not have an assigned supervisor as the assignments are temporary. The PSSU CO will be responsible for the daily oversight of personnel assigned to the TAD Branch.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (KODIAK)
(PSC BOPS PSSU KODIAK)**

1. **Functions:** Under the general direction and supervision of the Chief, Business Operations Staff, the Commanding Officer, PSC Detachment Kodiak shall:
 - a. No functional statements are associated with this organization.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (KODIAK) -
HOUSING BRANCH
(PSC BOPS PSSU KODIAK HSG)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Kodiak, the Chief, Housing Branch shall:
 - a. Provide guidance and support to manage the housing program.
 - b. Establish and determine Local Housing Authority (LHA) unit jurisdiction.
 - c. 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.
 - d. Sign ISSA agreements approved by PSC, PSD, Housing.
 - e. Monitor lease and ISSA allocations, and cost limitations for each leasing location without exceeding the mandatory limitations specified by Commandant (CG-1223).
 - f. Assist in development and oversight of AFC-30 and AFC-43 spend plans.
 - g. Request individual and blanket waivers.
 - h. Provide training to Local Housing Officers (LHOs).
 - i. Plan, execute, and maintain a housing referral program.
 - j. Monitor and maintain HMIS data entry for activity and accuracy, and submit housing reports to PSC, PSD, Housing in accordance with Enclosure (1) of COMDTINST M11101.13E.
 - k. Exercise OPCON over the Local Housing Officer (LHO) in their AOR. The person on the staff of the LHA delegated to perform housing administration duties.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (KODIAK) -
MORALE, WELL-BEING AND RECREATION BRANCH
(PSC BOPS PSSU KODIAK MWR)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Kodiak, the Chief, Morale, Well-Being and Recreation Branch shall:
 - a. Provide MWR support to locally assigned commands and staffs.
 - b. Manage MWR facilities, programs, events and activities.
 - c. Promote MWR's mission readiness and retention responsibilities.
 - d. Develop MWR related APF and NAF budgets.
 - e. Act as technical expert on MWR issues.
 - f. Monitor field command MWR programs, conduct visits and audits as needed.
 - g. Coordinate purchase, custody, and issue of MWR equipment.
 - h. Maintain relations with adjacent communities and other commands on MWR matters.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (KODIAK) -
PERSONNEL SERVICES BRANCH
(PSC BOPS PSSU KODIAK PS)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Kodiak, the Chief, Personnel Services Branch shall:
 - a. Execute and support duties related to ESO, CDA, CGMA, Decedent affairs, transportation, and TAD staffing for locally assigned commands and staffs.
 - b. Coordinate mission critical TDY assignments for operational units.
 - c. Act as ADT orders issuing authority.
 - d. Execute contingency staffing coordination, including select/direct tasking authority.
 - e. Coordination with recruiters within AOR to ID/fill reserve billets.
 - f. Coordinate Burials at Sea within AOR.
 - g. Provide Decedent Affairs Officer duties within AOR.
 - h. Provide CACO Support within AOR.
 - i. Provide HHG Coordination/Intake for DOD Transportation System.
 - j. Provide Housing Heavy Weather Planning (Evacuation and Temporary relocations).
 - k. Maintain Military Funeral Honors Database.
 - l. Oversee and coordinate all CG funeral actions in AOR.
 - m. Oversee ADASSIGN/TAD members.
 - n. Provide guidance/training in local AOR on responding to a death in the line of duty. Train/Support CACOs to respond to death.
 - o. Manage TDY members Inbound/Outbound PCS, Cutter members NFFD or pending discharge, legal actions

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (KODIAK) -
SERVICING PERSONNEL OFFICE BRANCH
(PSC BOPS PSSU KODIAK SPO)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Kodiak, the Chief, Servicing Personnel Office Branch shall:
 - a. Carry out the responsibilities of a Servicing Personnel Office as required by the Pay and Personnel Procedures Manual (PSCINST M1000.2A) and other service directives.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (KODIAK) -
TEMPORARY ASSIGNED DUTY BRANCH
(PSC BOPS PSSU KODIAK PS TAD)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Kodiak, the Chief, Temporary Assigned Duty Branch shall:
 - a. This branch is a holding place for those service members who are temporarily assigned to the PSSU from other units for any number of reasons including: while awaiting discharge processing, during NJP procedures, while undergoing medical or dental treatment, while undergoing hardship, etc.
 - b. The Branch typically will not have an assigned supervisor as the assignments are temporary. The PSSU CO will be responsible for the daily oversight of personnel assigned to the TAD Branch.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (MIAMI)
(PSC BOPS PSSU MIAMI)**

1. **Functions:** Under the general direction and supervision of the Chief, Business Operations Staff, the Commanding Officer, PSC Detachment Miami shall:
 - a. No functional statements are associated with this organization.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (MIAMI) -
HOUSING BRANCH
(PSC BOPS PSSU MIAMI HSG)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Miami, the Chief, Housing Branch shall:
 - a. Provide guidance and support to manage the housing program.
 - b. Establish and determine Local Housing Authority (LHA) unit jurisdiction.
 - c. 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.
 - d. Sign ISSA agreements approved by PSC, PSD, Housing.
 - e. Monitor lease and ISSA allocations, and cost limitations for each leasing location without exceeding the mandatory limitations specified by Commandant (CG-1223).
 - f. Assist in development and oversight of AFC-30 and AFC-43 spend plans.
 - g. Request individual and blanket waivers.
 - h. Provide training to Local Housing Officers (LHOs).
 - i. Plan, execute, and maintain a housing referral program.
 - j. Monitor and maintain HMIS data entry for activity and accuracy, and submit housing reports to PSC, PSD, Housing in accordance with Enclosure (1) of COMDTINST M11101.13E.
 - k. Exercise OPCON over the Local Housing Officer (LHO) in their AOR. The person on the staff of the LHA delegated to perform housing administration duties.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (MIAMI) -
MORALE, WELL-BEING AND RECREATION BRANCH
(PSC BOPS PSSU MIAMI MWR)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Miami, the Chief, Morale, Well-Being and Recreation Branch shall:
 - a. Provide MWR support to locally assigned commands and staffs.
 - b. Manage MWR facilities, programs, events and activities.
 - c. Promote MWR's mission readiness and retention responsibilities.
 - d. Develop MWR related APF and NAF budgets.
 - e. Act as technical expert on MWR issues.
 - f. Monitor field command MWR programs, conduct visits and audits as needed.
 - g. Coordinate purchase, custody, and issue of MWR equipment.
 - h. Maintain relations with adjacent communities and other commands on MWR matters.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (MIAMI) -
PERSONNEL SERVICES BRANCH
(PSC BOPS PSSU MIAMI PS)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Miami, the Chief, Personnel Services Branch shall:
 - a. Execute and support duties related to ESO, CDA, CGMA, Decedent affairs, transportation, and TAD staffing for locally assigned commands and staffs.
 - b. Coordinate mission critical TDY assignments for operational units.
 - c. Act as ADT orders issuing authority.
 - d. Execute contingency staffing coordination, including select/direct tasking authority.
 - e. Coordination with recruiters within AOR to ID/fill reserve billets.
 - f. Coordinate Burials at Sea within AOR.
 - g. Provide Decedent Affairs Officer duties within AOR.
 - h. Provide CACO Support within AOR.
 - i. Provide HHG Coordination/Intake for DOD Transportation System.
 - j. Provide Housing Heavy Weather Planning (Evacuation and Temporary relocations).
 - k. Maintain Military Funeral Honors Database.
 - l. Oversee and coordinate all CG funeral actions in AOR.
 - m. Oversee ADASSIGN/TAD members.
 - n. Provide guidance/training in local AOR on responding to a death in the line of duty. Train/Support CACOs to respond to death.
 - o. Manage TDY members Inbound/Outbound PCS, Cutter members NFFD or pending discharge, legal actions

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (MIAMI) -
SERVICING PERSONNEL OFFICE BRANCH
(PSC BOPS PSSU MIAMI SPO)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Miami, the Chief, Servicing Personnel Office Branch shall:
 - a. Carry out the responsibilities of a Servicing Personnel Office as required by the Pay and Personnel Procedures Manual (PSCINST M1000.2A) and other service directives.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (MIAMI) -
TEMPORARY ASSIGNED DUTY BRANCH
(PSC BOPS PSSU MIAMI PS TAD)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Miami, the Chief, Temporary Assigned Duty Branch shall:
 - a. This branch is a holding place for those service members who are temporarily assigned to the PSSU from other units for any number of reasons including: while awaiting discharge processing, during NJP procedures, while undergoing medical or dental treatment, while undergoing hardship, etc.
 - b. The Branch typically will not have an assigned supervisor as the assignments are temporary. The PSSU CO will be responsible for the daily oversight of personnel assigned to the TAD Branch.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (MIAMI) -
TRANSPORTATION BRANCH
(PSC BOPS PSSU MIAMI TRNS)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Miami, the Chief, Transportation Branch shall:
 - a. Carry out transportation related functions.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (NEW ORLEANS)
(PSC BOPS PSSU NEW ORLEANS)**

1. **Functions:** Under the general direction and supervision of the Chief, Business Operations Staff, the Commanding Officer, PSC Detachment New Orleans shall:
 - a. No functional statements are associated with this organization.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (NEW ORLEANS)
- HOUSING BRANCH
(PSC BOPS PSSU NEW ORLEANS HSG)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment New Orleans, the Chief, Housing Branch shall:
 - a. Provide guidance and support to manage the housing program.
 - b. Establish and determine Local Housing Authority (LHA) unit jurisdiction.
 - c. 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.
 - d. Sign ISSA agreements approved by PSC, PSD, Housing.
 - e. Monitor lease and ISSA allocations, and cost limitations for each leasing location without exceeding the mandatory limitations specified by Commandant (CG-1223).
 - f. Assist in development and oversight of AFC-30 and AFC-43 spend plans.
 - g. Request individual and blanket waivers.
 - h. Provide training to Local Housing Officers (LHOs).
 - i. Plan, execute, and maintain a housing referral program.
 - j. Monitor and maintain HMIS data entry for activity and accuracy, and submit housing reports to PSC, PSD, Housing in accordance with Enclosure (1) of COMDTINST M11101.13E.
 - k. Exercise OPCON over the Local Housing Officer (LHO) in their AOR. The person on the staff of the LHA delegated to perform housing administration duties.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (NEW ORLEANS)
- MORALE, WELL-BEING AND RECREATION BRANCH
(PSC BOPS PSSU NEW ORLEANS MWR)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment New Orleans, the Chief, Morale, Well-Being and Recreation Branch shall:
 - a. Provide MWR support to locally assigned commands and staffs.
 - b. Manage MWR facilities, programs, events and activities.
 - c. Promote MWR's mission readiness and retention responsibilities.
 - d. Develop MWR related APF and NAF budgets.
 - e. Act as technical expert on MWR issues.
 - f. Monitor field command MWR programs, conduct visits and audits as needed.
 - g. Coordinate purchase, custody, and issue of MWR equipment.
 - h. Maintain relations with adjacent communities and other commands on MWR matters.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (NEW ORLEANS)
- PERSONNEL SERVICES BRANCH
(PSC BOPS PSSU NEW ORLEANS PS)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment New Orleans, the Chief, Personnel Services Branch shall:
 - a. Execute and support duties related to ESO, CDA, CGMA, Decedent affairs, transportation, and TAD staffing for locally assigned commands and staffs.
 - b. Coordinate mission critical TDY assignments for operational units.
 - c. Act as ADT orders issuing authority.
 - d. Execute contingency staffing coordination, including select/direct tasking authority.
 - e. Coordination with recruiters within AOR to ID/fill reserve billets.
 - f. Coordinate Burials at Sea within AOR.
 - g. Provide Decedent Affairs Officer duties within AOR.
 - h. Provide CACO Support within AOR.
 - i. Provide HHG Coordination/Intake for DOD Transportation System.
 - j. Provide Housing Heavy Weather Planning (Evacuation and Temporary relocations).
 - k. Maintain Military Funeral Honors Database.
 - l. Oversee and coordinate all CG funeral actions in AOR.
 - m. Oversee ADASSIGN/TAD members.
 - n. Provide guidance/training in local AOR on responding to a death in the line of duty. Train/Support CACOs to respond to death.
 - o. Manage TDY members Inbound/Outbound PCS, Cutter members NFFD or pending discharge, legal actions

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (NEW ORLEANS)
- SERVICING PERSONNEL OFFICE BRANCH
(PSC BOPS PSSU NEW ORLEANS SPO)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment New Orleans, the Chief, Servicing Personnel Office Branch shall:
 - a. Carry out the responsibilities of a Servicing Personnel Office as required by the Pay and Personnel Procedures Manual (PSCINST M1000.2A) and other service directives.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (NEW ORLEANS)
- TEMPORARY ASSIGNED DUTY BRANCH
(PSC BOPS PSSU NEW ORLEANS PS TAD)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment New Orleans, the Chief, Temporary Assigned Duty Branch shall:
 - a. This branch is a holding place for those service members who are temporarily assigned to the PSSU from other units for any number of reasons including: while awaiting discharge processing, during NJP procedures, while undergoing medical or dental treatment, while undergoing hardship, etc.
 - b. The Branch typically will not have an assigned supervisor as the assignments are temporary. The PSSU CO will be responsible for the daily oversight of personnel assigned to the TAD Branch.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (PORTSMOUTH)
(PSC BOPS PSSU PORTSMOUTH)**

1. **Functions:** Under the general direction and supervision of the Chief, Business Operations Staff, the Commanding Officer, PSC Detachment Portsmouth shall:
 - a. No functional statements are associated with this organization.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (PORTSMOUTH) -
HOUSING BRANCH
(PSC BOPS PSSU PORTSMOUTH HSG)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Portsmouth, the Chief, Housing Branch shall:
 - a. Provide guidance and support to manage the housing program.
 - b. Establish and determine Local Housing Authority (LHA) unit jurisdiction.
 - c. 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.
 - d. Sign ISSA agreements approved by PSC, PSD, Housing.
 - e. Monitor lease and ISSA allocations, and cost limitations for each leasing location without exceeding the mandatory limitations specified by Commandant (CG-1223).
 - f. Assist in development and oversight of AFC-30 and AFC-43 spend plans.
 - g. Request individual and blanket waivers.
 - h. Provide training to Local Housing Officers (LHOs).
 - i. Plan, execute, and maintain a housing referral program.
 - j. Monitor and maintain HMIS data entry for activity and accuracy, and submit housing reports to PSC, PSD, Housing in accordance with Enclosure (1) of COMDTINST M11101.13E.
 - k. Exercise OPCON over the Local Housing Officer (LHO) in their AOR. The person on the staff of the LHA delegated to perform housing administration duties.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (PORTSMOUTH) -
MORALE, WELL-BEING AND RECREATION BRANCH
(PSC BOPS PSSU PORTSMOUTH MWR)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Portsmouth, the Chief, Morale, Well-Being and Recreation Branch shall:
 - a. Provide MWR support to locally assigned commands and staffs.
 - b. Manage MWR facilities, programs, events and activities.
 - c. Promote MWR's mission readiness and retention responsibilities.
 - d. Develop MWR related APF and NAF budgets.
 - e. Act as technical expert on MWR issues.
 - f. Monitor field command MWR programs, conduct visits and audits as needed.
 - g. Coordinate purchase, custody, and issue of MWR equipment.
 - h. Maintain relations with adjacent communities and other commands on MWR matters.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (PORTSMOUTH) -
PERSONNEL SERVICES BRANCH
(PSC BOPS PSSU PORTSMOUTH PS)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Portsmouth, the Chief, Personnel Services Branch shall:
 - a. Execute and support duties related to ESO, CDA, CGMA, Decedent affairs, transportation, and TAD staffing for locally assigned commands and staffs.
 - b. Coordinate mission critical TDY assignments for operational units.
 - c. Act as ADT orders issuing authority.
 - d. Execute contingency staffing coordination, including select/direct tasking authority.
 - e. Coordination with recruiters within AOR to ID/fill reserve billets.
 - f. Coordinate Burials at Sea within AOR.
 - g. Provide Decedent Affairs Officer duties within AOR.
 - h. Provide CACO Support within AOR.
 - i. Provide HHG Coordination/Intake for DOD Transportation System.
 - j. Provide Housing Heavy Weather Planning (Evacuation and Temporary relocations).
 - k. Maintain Military Funeral Honors Database.
 - l. Oversee and coordinate all CG funeral actions in AOR.
 - m. Oversee ADASSIGN/TAD members.
 - n. Provide guidance/training in local AOR on responding to a death in the line of duty. Train/Support CACOs to respond to death.
 - o. Manage TDY members Inbound/Outbound PCS, Cutter members NFFD or pending discharge, legal actions

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (PORTSMOUTH) -
SERVICING PERSONNEL OFFICE BRANCH
(PSC BOPS PSSU PORTSMOUTH SPO)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Portsmouth, the Chief, Servicing Personnel Office Branch shall:
 - a. Carry out the responsibilities of a Servicing Personnel Office as required by the Pay and Personnel Procedures Manual (PSCINST M1000.2A) and other service directives.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (PORTSMOUTH) -
TEMPORARY ASSIGNED DUTY BRANCH
(PSC BOPS PSSU PORTSMOUTH PS TAD)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Portsmouth, the Chief, Temporary Assigned Duty Branch shall:
 - a. This branch is a holding place for those service members who are temporarily assigned to the PSSU from other units for any number of reasons including: while awaiting discharge processing, during NJP procedures, while undergoing medical or dental treatment, while undergoing hardship, etc.
 - b. The Branch typically will not have an assigned supervisor as the assignments are temporary. The PSSU CO will be responsible for the daily oversight of personnel assigned to the TAD Branch.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (SAN PEDRO)
(PSC BOPS PSSU SAN PEDRO)**

1. **Functions:** Under the general direction and supervision of the Chief, Business Operations Staff, the Commanding Officer, PSC Detachment San Pedro shall:
 - a. No functional statements are associated with this organization.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (SAN PEDRO) -
HOUSING BRANCH
(PSC BOPS PSSU SAN PEDRO HSG)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment San Pedro, the Chief, Housing Branch shall:
 - a. Provide guidance and support to manage the housing program.
 - b. Establish and determine Local Housing Authority (LHA) unit jurisdiction.
 - c. 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.
 - d. Sign ISSA agreements approved by PSC, PSD, Housing.
 - e. Monitor lease and ISSA allocations, and cost limitations for each leasing location without exceeding the mandatory limitations specified by Commandant (CG-1223).
 - f. Assist in development and oversight of AFC-30 and AFC-43 spend plans.
 - g. Request individual and blanket waivers.
 - h. Provide training to Local Housing Officers (LHOs).
 - i. Plan, execute, and maintain a housing referral program.
 - j. Monitor and maintain HMIS data entry for activity and accuracy, and submit housing reports to PSC, PSD, Housing in accordance with Enclosure (1) of COMDTINST M11101.13E.
 - k. Exercise OPCON over the Local Housing Officer (LHO) in their AOR. The person on the staff of the LHA delegated to perform housing administration duties.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (SAN PEDRO) -
PERSONNEL SERVICES BRANCH
(PSC BOPS PSSU SAN PEDRO PS)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment San Pedro, the Chief, Personnel Services Branch shall:
 - a. Execute and support duties related to ESO, CDA, CGMA, Decedent affairs, transportation, and TAD staffing for locally assigned commands and staffs.
 - b. Coordinate mission critical TDY assignments for operational units.
 - c. Act as ADT orders issuing authority.
 - d. Execute contingency staffing coordination, including select/direct tasking authority.
 - e. Coordination with recruiters within AOR to ID/fill reserve billets.
 - f. Coordinate Burials at Sea within AOR.
 - g. Provide Decedent Affairs Officer duties within AOR.
 - h. Provide CACO Support within AOR.
 - i. Provide HHG Coordination/Intake for DOD Transportation System.
 - j. Provide Housing Heavy Weather Planning (Evacuation and Temporary relocations).
 - k. Maintain Military Funeral Honors Database.
 - l. Oversee and coordinate all CG funeral actions in AOR.
 - m. Oversee ADASSIGN/TAD members.
 - n. Provide guidance/training in local AOR on responding to a death in the line of duty. Train/Support CACOs to respond to death.
 - o. Manage TDY members Inbound/Outbound PCS, Cutter members NFFD or pending discharge, legal actions

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (SAN PEDRO) -
SERVICING PERSONNEL OFFICE BRANCH
(PSC BOPS PSSU SAN PEDRO SPO)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment San Pedro, the Chief, Servicing Personnel Office Branch shall:
 - a. Carry out the responsibilities of a Servicing Personnel Office as required by the Pay and Personnel Procedures Manual (PSCINST M1000.2A) and other service directives.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (SAN PEDRO) -
TEMPORARY ASSIGNED DUTY BRANCH
(PSC BOPS PSSU SAN PEDRO PS TAD)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment San Pedro, the Chief, Temporary Assigned Duty Branch shall:
 - a. This branch is a holding place for those service members who are temporarily assigned to the PSSU from other units for any number of reasons including: while awaiting discharge processing, during NJP procedures, while undergoing medical or dental treatment, while undergoing hardship, etc.
 - b. The Branch typically will not have an assigned supervisor as the assignments are temporary. The PSSU CO will be responsible for the daily oversight of personnel assigned to the TAD Branch.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (SEATTLE)
(PSC BOPS PSSU SEATTLE)**

1. **Functions:** Under the general direction and supervision of the Chief, Business Operations Staff, the Commanding Officer, PSC Detachment Seattle shall:
 - a. Provide regional depot level integration, coordination, planning, and execution support to commands, logistics center detachments and staffs in matters related to personnel (human resources/human capital) policy and administration.
 - b. Exercise administrative control of four branches: (1) Servicing Personnel Office (SPO) Branch: Oversee and manage the regional assigned SPOs. (2) Morale Well-Being and Recreation Branch. Oversee and manage the regional assigned MWR offices and coordinate MWR services within the region as required. (3) Housing Branch. Oversee and manage the regional assigned housing office. (4) Personnel Services Branch. Oversee and coordinate regional HR activities including, but not limited to ESO, CDA, CGMA, Decedent affairs, transportation, TAD staffing.
 - c. Serve as the regional point of contact for PSC service lines to serve as principal PSC representative local and regional operational commanders.
 - d. Coordinate suitable work environments for members administratively assigned to bases and other regional support facilities.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (SEATTLE) -
HOUSING BRANCH
(PSC BOPS PSSU SEATTLE HSG)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Seattle, the Chief, Housing Branch shall:
 - a. Provide guidance and support to manage the housing program.
 - b. Establish and determine Local Housing Authority (LHA) unit jurisdiction.
 - c. 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.
 - d. Sign ISSA agreements approved by PSC, PSD, Housing.
 - e. Monitor lease and ISSA allocations, and cost limitations for each leasing location without exceeding the mandatory limitations specified by Commandant (CG-1223).
 - f. Assist in development and oversight of AFC-30 and AFC-43 spend plans.
 - g. Request individual and blanket waivers.
 - h. Provide training to Local Housing Officers (LHOs).
 - i. Plan, execute, and maintain a housing referral program.
 - j. Monitor and maintain HMIS data entry for activity and accuracy, and submit housing reports to PSC, PSD, Housing in accordance with Enclosure (1) of COMDTINST M11101.13E.
 - k. Exercise OPCON over the Local Housing Officer (LHO) in their AOR. The person on the staff of the LHA delegated to perform housing administration duties.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (SEATTLE) -
MORALE, WELL-BEING AND RECREATION BRANCH
(PSC BOPS PSSU SEATTLE MWR)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Seattle, the Chief, Morale, Well-Being and Recreation Branch shall:
 - a. Provide MWR support to locally assigned commands and staffs.
 - b. Manage MWR facilities, programs, events and activities.
 - c. Promote MWR's mission readiness and retention responsibilities.
 - d. Develop MWR related APF and NAF budgets.
 - e. Act as technical expert on MWR issues.
 - f. Monitor field command MWR programs, conduct visits and audits as needed.
 - g. Coordinate purchase, custody, and issue of MWR equipment.
 - h. Maintain relations with adjacent communities and other commands on MWR matters.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (SEATTLE) -
PERSONNEL SERVICES BRANCH
(PSC BOPS PSSU SEATTLE PS)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Seattle, the Chief, Personnel Services Branch shall:
 - a. Execute and support duties related to ESO, CDA, CGMA, Decedent affairs, transportation, and TAD staffing for locally assigned commands and staffs.
 - b. Coordinate mission critical TDY assignments for operational units.
 - c. Act as ADT orders issuing authority.
 - d. Execute contingency staffing coordination, including select/direct tasking authority.
 - e. Coordination with recruiters within AOR to ID/fill reserve billets.
 - f. Coordinate Burials at Sea within AOR.
 - g. Provide Decedent Affairs Officer duties within AOR.
 - h. Provide CACO Support within AOR.
 - i. Provide HHG Coordination/Intake for DOD Transportation System.
 - j. Provide Housing Heavy Weather Planning (Evacuation and Temporary relocations).
 - k. Maintain Military Funeral Honors Database.
 - l. Oversee and coordinate all CG funeral actions in AOR.
 - m. Oversee ADASSIGN/TAD members.
 - n. Provide guidance/training in local AOR on responding to a death in the line of duty. Train/Support CACOs to respond to death.
 - o. Manage TDY members Inbound/Outbound PCS, Cutter members NFFD or pending discharge, legal actions

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (SEATTLE) -
SERVICING PERSONNEL OFFICE BRANCH
(PSC BOPS PSSU SEATTLE SPO)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Seattle, the Chief, Servicing Personnel Office Branch shall:
 - a. Carry out the responsibilities of a Servicing Personnel Office as required by the Pay and Personnel Procedures Manual (PSCINST M1000.2A) and other service directives.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (SEATTLE) -
TEMPORARY ASSIGNED DUTY BRANCH
(PSC BOPS PSSU SEATTLE PS TAD)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment Seattle, the Chief, Temporary Assigned Duty Branch shall:
 - a. This branch is a holding place for those service members who are temporarily assigned to the PSSU from other units for any number of reasons including: while awaiting discharge processing, during NJP procedures, while undergoing medical or dental treatment, while undergoing hardship, etc.
 - b. The Branch typically will not have an assigned supervisor as the assignments are temporary. The PSSU CO will be responsible for the daily oversight of personnel assigned to the TAD Branch.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (ST LOUIS)
(PSC BOPS PSSU ST LOUIS)**

1. **Functions:** Under the general direction and supervision of the Chief, Business Operations Staff, the Commanding Officer, PSC Detachment St Louis shall:
 - a. Provide regional depot level integration, coordination, planning, and execution support to commands, logistics center detachments and staffs in matters related to personnel (human resources/human capital) policy and administration.
 - b. Exercise administrative control of four branches: (1) Servicing Personnel Office (SPO) Branch: Oversee and manage the regional assigned SPOs. (2) Morale Well-Being and Recreation Branch. Oversee and manage the regional assigned MWR offices and coordinate MWR services within the region as required. (3) Housing Branch. Oversee and manage the regional assigned housing office. (4) Personnel Services Branch. Oversee and coordinate regional HR activities including, but not limited to ESO, CDA, CGMA, Decedent affairs, transportation, TAD staffing.
 - c. Serve as the regional point of contact for PSC service lines to serve as principal PSC representative local and regional operational commanders.
 - d. Coordinate suitable work environments for members administratively assigned to bases and other regional support facilities.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (ST LOUIS) -
HOUSING BRANCH
(PSC BOPS PSSU ST LOUIS HSG)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment St Louis, the Chief, Housing Branch shall:
 - a. Provide guidance and support to manage the housing program.
 - b. Establish and determine Local Housing Authority (LHA) unit jurisdiction.
 - c. 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.
 - d. Sign ISSA agreements approved by PSC, PSD, Housing.
 - e. Monitor lease and ISSA allocations, and cost limitations for each leasing location without exceeding the mandatory limitations specified by Commandant (CG-1223).
 - f. Assist in development and oversight of AFC-30 and AFC-43 spend plans.
 - g. Request individual and blanket waivers.
 - h. Provide training to Local Housing Officers (LHOs).
 - i. Plan, execute, and maintain a housing referral program.
 - j. Monitor and maintain HMIS data entry for activity and accuracy, and submit housing reports to PSC, PSD, Housing in accordance with Enclosure (1) of COMDTINST M11101.13E.
 - k. Exercise OPCON over the Local Housing Officer (LHO) in their AOR. The person on the staff of the LHA delegated to perform housing administration duties.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (ST LOUIS) -
PERSONNEL SERVICES BRANCH
(PSC BOPS PSSU ST LOUIS PS)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment St Louis, the Chief, Personnel Services Branch shall:
 - a. Execute and support duties related to ESO, CDA, CGMA, Decedent affairs, transportation, and TAD staffing for locally assigned commands and staffs.
 - b. Coordinate mission critical TDY assignments for operational units.
 - c. Act as ADT orders issuing authority.
 - d. Execute contingency staffing coordination, including select/direct tasking authority.
 - e. Coordination with recruiters within AOR to ID/fill reserve billets.
 - f. Coordinate Burials at Sea within AOR.
 - g. Provide Decedent Affairs Officer duties within AOR.
 - h. Provide CACO Support within AOR.
 - i. Provide HHG Coordination/Intake for DOD Transportation System.
 - j. Provide Housing Heavy Weather Planning (Evacuation and Temporary relocations).
 - k. Maintain Military Funeral Honors Database.
 - l. Oversee and coordinate all CG funeral actions in AOR.
 - m. Oversee ADASSIGN/TAD members.
 - n. Provide guidance/training in local AOR on responding to a death in the line of duty. Train/Support CACOs to respond to death.
 - o. Manage TDY members Inbound/Outbound PCS, Cutter members NFFD or pending discharge, legal actions

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (ST LOUIS) -
SERVICING PERSONNEL OFFICE BRANCH
(PSC BOPS PSSU ST LOUIS SPO)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment St Louis, the Chief, Servicing Personnel Office Branch shall:
 - a. Carry out the responsibilities of a Servicing Personnel Office as required by the Pay and Personnel Procedures Manual (PSCINST M1000.2A) and other service directives.

**PSC BOPS - PERSONNEL SERVICES AND SUPPORT UNIT (ST LOUIS) -
TEMPORARY ASSIGNED DUTY BRANCH
(PSC BOPS PSSU ST LOUIS PS TAD)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer, PSC Detachment St Louis, the Chief, Temporary Assigned Duty Branch shall:
 - a. This branch is a holding place for those service members who are temporarily assigned to the PSSU from other units for any number of reasons including: while awaiting discharge processing, during NJP procedures, while undergoing medical or dental treatment, while undergoing hardship, etc.
 - b. The Branch typically will not have an assigned supervisor as the assignments are temporary. The PSSU CO will be responsible for the daily oversight of personnel assigned to the TAD Branch.

**PSC - COMMUNITY SERVICES COMMAND
(PSC CSC)**

1. **Mission:** Develop and promulgate policy, establish objectives and standards, and prescribe systems and procedures necessary for effective management and operation of both a centralized Coast Guard Exchange System (CGES) and a decentralized Morale, Well-being and Recreation (MWR) program.
2. **Functions:** In order to fulfill this mission the Commanding Officer, Community Services Command shall:
 - a. Manage and oversee Coast Guard CGES/MWR program non-pay compensation programs and oversee NAFI operations, Coast Guard-wide.
 - b. Develop and promulgate APF and NAF POLICY, establish objectives and standards, and prescribe systems and procedures necessary for effective management and operation of the Coast Guard Exchange System (CGES), Morale, Well-being and Recreation (MWR) program, Cadet Activity Fund, Academy Athletic Association, and any other CG Nonappropriated Fund Instrumentality.
 - c. Develop and promulgate NAF personnel policy, establish objectives and standards, and prescribe systems and procedures necessary for effective management and operation of the Coast Guard Exchange System (CGES), Morale, Well-being and Recreation (MWR) program, Cadet Activity Fund, Academy Athletic Association, and any other CG Nonappropriated Fund Instrumentality.
 - d. Conduct CGES business operations. Develop and implement a retail business strategy with management goals that achieve CGES profit objectives and support MWR funding requirements.
 - e. Develop and direct retail business Plans that are consistent with program goals and strategies, and follow sound business practices. Establish and monitor measures of efficiency and effectiveness for the Coast Guard Exchange System, Morale, Well-being and Recreation program and other NAFIs. Perform financial and operational analyses of CGES, MWR operations and other NAFIs to identify opportunities for improvement.
 - f. Manage and direct the NonAppropriated Fund Instrumentality Audit and Internal Control Program to ensure compliance with acceptable standards and to minimize the risk exposure of program assets.
 - g. Maintain Trust Fund financial accounts as directed by the Trust Fund Board, prepare supporting monthly financial statements, and annual budgets excluding the Extraordinary Expense (XXF) Fund. Prepare

position papers and other documentation for CGES, MWR-related and other NAFI Trust Fund agenda items.

- h. Determine appropriated and nonappropriated fund resource requirements and prepare the supporting documentation for CGES and the MWR program resource issues. Coordinate with all other NAFIs on resource issues.
 - i. Direct and assist field operations with implementation of industry practices and sound administrative procedures for CG NAFI programs.
 - j. Develop and direct the implementation of CGES merchandising, marketing and buying programs consistent with market trends and customer buying habits.
 - k. Manage the NAF Cash Management and Investment Program, the Employee Benefit Program, NAF employee payroll and personnel support systems, the NAF Consolidated Insurance Program, and the NAF Capital Improvement Program.
 - l. Distribute CGES profits generated for MWR program to field elements based upon established policy.
 - m. Serve as CG point of contact for all NAFI issues.
 - n. Establish and participate in cooperative efforts with industry and related DOD/OGA non-pay compensation programs to promote and enhance CG NAF programs.. Focal point for responding to QFRs for CG NAF programs.
 - o. Represent the Coast Guard in forums external to the organization on matters dealing with CGES, MWR and other NAFI issues.
 - p. Exercise command and control oversight of depot level regional MWR Directors providing local MWR support and cognizant authority responsibilities over other field MWR programs.
 - q. Provide technical control over detached entities that provide CSC associated services; including providing performance standards, metrics and accountability standards.
3. **Technical Control:** The Commandant (CG-DCMS) through COMDT (CG-1) exercises technical control over the Commanding Officer, Community Services Command through the Commander, Personnel Service Center.

**PSC - ENLISTED PERSONNEL MANAGEMENT DIVISION
(PSC-EPM)**

1. **Functions:** Under the general direction and supervision of the Deputy Commander, Personnel Service Center, the Chief, Enlisted Personnel Management Division shall:
 - a. Administer an enlisted personnel program which includes assignment and advancement actions for all active duty enlisted personnel and assignment of Reserve enlisted personnel on extended active duty.
 - b. 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.
 - c. Administer assignment opportunity plans for senior minority and women enlisted members that will enable them to successfully compete for advancement (senior and master chief and warrant officer) and the most responsible enlisted positions.
 - d. 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-1221).
 - e. Monitor the enlisted separations processes to ensure they are being managed as efficiently and effectively as possible.
 - f. Work with COMDT (CG-12A) to maintain historical statistics on enlisted personnel. Furnish such information to components in the Coast Guard and to other agencies as able.
 - g. 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.
 - h. Oversee a program to enhance enlisted career planning and management, including visits by field unit representatives and travel to units subject to available resources.
 - i. Serve as permanent member on Personnel Records Review Boards (PRRB).

- j. Monitor usage of the enlisted general detail (training and support allowance), and make recommendations for distribution between ratings as appropriate.
- k. Monitor the administration of the Enlisted Performance Evaluation System. Coordinate the gathering of data with PPC in order to assess the effectiveness of the system. Make appropriate recommendations to Commandant (CG-1221).
- l. Serve as alternate FPEB President.
- m. Process all requests from enlisted members for administrative separations and early release under various programs.
- n. Schedule and effect enlisted separations and retirements for service, age, and disability. Issue separation orders.
- o. Process highest rate held boards for enlisted members undergoing discharge or retirement. Direct final action on Active Duty Administrative Discharge Boards, Reenlistment Boards, and Reduction-in-Rate Boards.
- p. Prepare final action on medical boards.
- q. Implement work force management initiatives as may be authorized by COMDT (CG-1221).

**PSC - EPM - ADVANCEMENTS AND SEPARATIONS BRANCH
(PSC-EPM-1)**

1. **Functions:** Under the general direction and supervision of the Chief, Enlisted Personnel Management Division, the Chief, Advancements and Separations Branch shall:
 - a. Monitor PPC's administration of the Service-wide examination program for advancement and change in rating. Coordinate collection of data necessary to ensure the process is free of discrimination and bias is advancing "the best" members of the Service. Coordinate the preparation of the monthly advancement authorization messages with PPC, and publish these messages. Process requests for appeals of PPC, denials of waivers of eligibility requirements.
 - b. Prepare PRRB decision documents in response to requests from enlisted members.
 - c. Prepare Coast Guard advisory opinions on cases submitted by enlisted members to the BCMR.
 - d. Determine monthly service needs for advancement of enlisted personnel and develop cut-offs for eligibility for advancement.
 - e. Monitor PPC's administration of the Enlisted Performance Evaluation System.
 - f. Provide input to COMDT (CG-1221) on proposed changes to the Personnel Manual
 - g. Process all requests for extension of enlistments, and early release under various programs. Administer any reduction in force program that may be authorized
 - h. Process requests for additional sick leave, appellate leave and advance leave for enlisted members.
 - i. Resolve legality of contracts for improperly prepared documents by field units
 - j. Process highest rate held board and Selective Early Retirement Boards (if applicable) for enlisted members undergoing discharge or retirement. Direct final action on Active Duty Administrative Discharge Boards, Reenlistment Boards and Reduction in Rate Boards.
 - k. Prepare final action on medical boards for enlisted members.
 - l. Process enlisted service retirements.

- m. Implement High Year Tenure (HYT) Policy in accordance with applicable directives. Announce all HYT candidates within one year of reaching their professional growth points (PGP). Issue separation orders six months in advance of the members separation date. Process all requests for HYT waivers.
- n. Process all requests for change in rate, removal of designator and restoration in rate.
- o. Process all requests for Temporary and Permanent Medical waiver/requests.
- p. Process all request for Organ Donations.
- q. Prepare annual AFC-20 budget requirements for planned retirements and separations.
- r. Prepare monthly Separation/Retirement Forecast Report.
- s. Consider requests from Reserve members to serve on extended active duty.
- t. Consider requests from Reserve members to integrate to Active Duty.

**PSC - EPM - ASSIGNMENTS BRANCH
(PSC-EPM-2)**

1. **Functions:** Under the general direction and supervision of the Chief, Enlisted Personnel Management Division, the Chief, Assignments Branch shall:
 - a. Control assignment of all enlisted members to active duty PAL billets 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.
 - b. 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.
 - c. Review service record and panel assignments for officers in charge (OIC), executive petty officers (XPOs), engineering petty officers (EPOs), recruiters, independent duty, transfers due to discrimination, collocations, humanitarian assignments, and removals for cause.
 - d. Provide input on requests for retirement, early release, waivers, and discharges.
 - e. Track impact of policies, and provide feedback/information on work force, training, sea-shore ratio, A-76, Military Employment Capability Plan (MECP), Selective Reenlistment Bonuses (SRBs), "A" School quotas, recruiting quotas, open rate list, etc.
 - f. Analyze and act on effects of advancements, Warrant Officer and Officer Candidate School appointments.
 - g. Receive visitors for counseling, conduct telephonic career counseling, and visit field units (as resources permit), to discuss personnel policies, procedures, and career management.
 - h. Assign non-rated personnel upon graduation recruit training.
 - i. Monitor assignment of women to units with limited berthing facilities. Continue efforts to maximize the opportunity for women to be assigned to sea duty, and continue to work toward all integration of women into the Service
 - j. Administer the enlisted AFC-20 budget; manage transfers within budget; evaluate base and make recommendations to COMDT (CG-1012) for necessary changes.

- k. Maintain liaison with cognizant program managers and commands regarding assignments and transfers within specialties.
- l. Provide input on all requests for extension of enlistments and early release under various programs.
- m. Coordinate the efficient movement of personnel from recruit training to Class "A" training. Manage this flow to maximize the use of training resources and maintain a pool of non-rated personnel to perform in the field while awaiting entry level training.
- n. Serve as a member of the A-School to provide input on the annual Class "A" School training needs (quantity) along with the Headquarters program managers and Coast Guard training centers.
- o. Provide input 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" training. Maintain Class "A" School waiting list. Issue TAD and PCS orders for training.
- p. Produce Class "A" School Utilization Reports on a monthly basis.
- q. Provide input to COMDT (CG-1221) on proposed changes to Chapter 4 of the Personnel Manual.
- r. Review all requests for frocking in accordance with applicable directives. Initiate frocking requests when deemed appropriate for the transfer scenario.

**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.

**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.

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- 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.

**PSC - PERSONNEL SERVICES DIVISION
(PSC PSD)**

1. **Functions:** Under the general direction and supervision of the Deputy Commander, Personnel Service Center, the Chief, Personnel Services Division shall:
 - a. Oversee and supervise the execution of HR field support and administration, housing duties, military record maintenance and review, disability evaluations, and TAD/ surge staffing needs.
 - b. Exercise administrative control of four branches.
 - c. Field Support Branch: Includes field admin and providing guidance, support and ensure compliance and consistency with housing program policies and directives.
 - d. Military Records Branch. Oversee and manage the upkeep of military records.
 - e. Disability Evaluation Branch. Oversee the execution of the Disability Evaluation System.
 - f. Surge Staffing Branch. Oversee the execution of TAD and surge staffing duties.
 - g. Maintain and execute the requirements of the PDR Instruction (COMDTISNT 1080); which includes electronic PDR management, imaging documents, quality control, internal controls, and management of documents.
 - h. Perform the duties of Service Line Manager of those programs supported by the four PSD divisions.

**PSC PSD MEDICAL REVIEW STAFF
(PSC PSD MED)**

1. **Functions:** Under the general direction and supervision of the Chief, Personnel Services Division, the Medical Review Staff shall:
 - a. Serve as President, Formal Physical Evaluation Board (FPEB) and perform functions assigned in the Physical Disability Evaluation System Manual (CIM1850.2 [series]) and the Personnel Manual (CI M6000.5 [series]).
 - b. Work closely the Chief, Physical Disability Evaluation Branch to ensure that the PDES process is performed efficiently and effectively.
 - c. Review and take appropriate action on waiver requests for physical conditions that exceed the standards set by the Medical Manual (CI M6000.1 [series]) from accession sources, field units and headquarters elements.
 - d. Serve as the Coast Guard representative to Department of Defense committees that consider accession and retention standards. Report to the Director of Health and Safety when appropriate.
 - e. Work with the Director of Health and Safety as requested to assist in the development of medical standards for retention or accession.
 - f. Provide medical representation for Central and Formal Physical Evaluation Boards.

**PSC PSD FIELD SUPPORT BRANCH
(PSC PSD FS)**

1. **Functions:** Under the general direction and supervision of the Chief, Personnel Services Division, the Chief, Field Support Branch shall:
 - a. Drug & Alcohol Program: Provide supplies to field units, ensure quotas are met, and act as POC for ensuring Urinalysis Coord. are given training.
 - b. Manage the DEERS/RAPIDS program.
 - c. Provide technical control and integration for the Coast Guard Educational Services Officer Program. Provide depot-level oversight and control for Regional ESOs and Sector ESOs in the execution of the program.
 - d. Manage the Coast Guard Travel and Transportation Program for military personnel. This includes, but is not limited to: (1) Arranging Transportation Officer training, (2) Travel entitlements determinations, (3) Approval processing of Premium Class Travel, (4) Household Goods (HHG) Shipment Entitlements determinations
 - e. Provide e-Travel data management and helpdesk support CG-wide. Coordinate and manage eTravel training delivery to field users.
 - f. Manage the Coast Guard Decedent Affairs Officer/ CACO Programs.
 - g. Administer the Emergency Leave Program.
 - h. Administer the Coast Guard's Voting Assistance Program.
 - i. Administer the urinalysis program.
 - j. Manage Administrative Discharge Boards.
 - k. Administer the weight program.
 - l. Administer the Leave & Liberty Program.
 - m. Coordinate the administration of Passports.
 - n. Execute the Coast Guard's Tattoo Policy program.
 - o. Execute the CG Corrections Program (Transfer of Personnel, Ensuring welfare of individual while confined)
 - p. Assist the Regional Directors in the administration of Coast Guard Mutual Assistance.

- q. Execute the following pay and benefits programs: (1) Decedent Condolence letters / Processing Survivor packets, (2) SGLI insurance proceeds processing and certification with OSGLI, (3) Concurrent receipt of VA disability and retired pay issues, (4) Authorization for Annuitant and Trustee payees, (5) BAH/CHA protection determinations, (6) Clothing Allowance determinations, (7) Waiver and remission determinations, (8) DOHA Appeals processing, (9) Transition Assistance TRICARE eligibility, (10) DEERS/RAPIDS project officer, (11) Common Access Card / Retiree & dependent ID card production issues, (12) Smart Card working group
- r. CAC PIN reset project officer. Coordinate the application and issue of Common Access Cards.
- s. Liaison with HQ Program Manager and Coast Guard Institute regarding ESO issues.
- t. Coordinate and review housing budgets, develop and oversee execution of spend plans for housing operation and maintenance (O&M) (AFC-30, 30M, 30E and 43), leased housing, and housing ISSAs
- u. Review and approve all ISSAs for execution by Area Housing Officers (AHOs)
- v. Authorize individual waivers delegated by Commandant (CG-1223)
- w. Coordinate annual surveys in the BAH data collection process
- x. Monitor HMIS data entry for activity and accuracy
- y. Provide oversight for damage claims to government housing
- z. Develop training course content for approval by Commandant (CG-1223)
- aa. Designate instructors and execute housing program training
- bb. Coordinate Environmental Risk Assessment (ERA)/Inspector training with field Owned Housing Maintenance Coordinators (OHMCs) and Training Quota Management Center (TQC);
- cc. Represent program interests in field planning, including PS and PP, and recommend priorities in the Shore Facilities Requirements List (SFRL).
- dd. Provide impact and analysis on proposed home port changes, unit changes, billet reprogramming, and other initiatives affecting housing;
- ee. Ensure that appropriate action is taken regarding environmental risk assessments (ERA), including disclosure notification for affected housing

units, submission of Shore Station Maintenance Reports (SSMRs), validation of Planned Obligations Priority (POP) board reports, and updating the ERA database;

- ff. Administer Housing Support Agreements (HSAs).

**PSC PSD MILITARY RECORDS BRANCH
(PSC PSD MR)**

1. **Functions:** Under the general direction and supervision of the Chief, Personnel Services Division, the Chief, Medical Review Team shall:
 - a. Maintain electronic copies of Military Imaged Personnel Data Records (IPDR) for all military members as required by CI M1080.10 (series). Maintain accountability and security for all IPDRs held.
 - b. Prepare IPDRs for selection boards and panels, the BCMR, and other appropriate entities, ensuring accuracy and completeness.
 - c. Reconstruct lost service records.
 - d. Prepare and issue replacement DD214s and corrections (DD215s).
 - e. Prepare and issue replacement discharge certificates.
 - f. Prepare and issue certifications of Coast Guard service for use in courts of law under the provisions of the Soldiers' and Sailors' Civil Relief Act of 1940, as amended (50USC581). Levy and control user fees (\$5.20) to recover the costs providing these documents.
 - g. Make corrections and/or changes to IPDRs in accordance with decisions of the BCMR and other appropriate entities.
 - h. Transfer records no longer required to be held to the National Personnel Records Center or other organization as required.
 - i. Respond to requests for service data on active and former members from state unemployment offices, the Social Security Administrations, attorneys, businesses and other appropriate entities.
 - j. Advise the division chief when changes are desired to Military Personnel Data Records System (CI M1080.10 [series]).
 - k. Provide locator services of current active duty personnel within the bounds set by the Privacy Act.

**PSC PSD DISABILITY EVALUATION BRANCH
(PSC PSD DE)**

1. **Functions:** Under the general direction and supervision of the Chief, Personnel Services Division, the Chief, Disability Evaluation Branch shall:
 - a. Implement the Coast Guard Physical Disability Evaluation System (PDES) as described in CI M1850.2(series).
 - b. Perform all duties required to manage assigned military and civilian personnel.
 - c. Capture and analyze meaningful data to assist in the management of the PDES.
 - d. Coordinate the capture and analysis of meaningful management information, discovery and implementation of process improvements and consideration of information resource management tools to improve branch performance.
 - e. CG expert on Physical Disability System.
 - f. Coordinate/implement/track TLD.
 - g. Coordinate Annual PDES Conference.
 - h. CG Representative on DOD/VA meetings and conferences.
 - i. Coordinate CG Combat Related Special Compensation program.

**PSC PSD SURGE STAFFING BRANCH
(PSC PSD SS)**

1. **Functions:** Under the general direction and supervision of the Chief, Personnel Services Division, the Chief, Surge Staffing Branch shall:
 - a. Supervise and coordinate TAD staffing needs for OPCOM, FORCECOM and DCMS to include cutter TAD support.
 - b. Advise OPCOM/FORCOM staffs regarding human resources management issues.
 - c. Serve as the clearinghouse for all active duty TDY, surge/contingency staffing requirements .
 - d. Provide guidance and assistance to the field commanders with respect to active duty TDY/Contingency staffing support process.
 - e. Coordinate & prepare national-level active duty TAD augmentation solicitations.