

**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.

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- 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.