

**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.