

**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.