

**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.