DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard

OFFICER SPECIALTY REQUIREMENTS (OSR)

Reference: COMDTINST M5300.3 (series)

SECTION I General Information

1. Specialty/Subspecialty Title (*Ex. Fixed Wing Aviation)*	2. Code (*Ex. CG-AVI11)*
Human Resources/HR Management	CG-HRM11

3. Specialty/Subspecialty Description

Human Resource Managers are officers who oversee, supervise, and lead the management of the personnel needs of the Coast Guard. This includes meeting the HR mission:

1) Meet the the people needs of the U. S. Coast Guard.
2) Meet the Needs of Coast Guard people

Officers in this sub-specialty perform the management and leadership functions involving enlisted, warrant, and/or officer personnel policies and procedures. These policies include assignments, evaluations, advancements, promotions, Leadership development, Diversity and inclusion, and separations.

4. Change Justification

☐ Annual Review ☒ Annual Review w/changes ☐ Required *(change in policy, law, etc.)*
☐ Other *(briefly state reason):*

SECTION II Initial (*Apprentice*) Specialty/Subspecialty Requirements

Enter items needed for specialty designation *(Use block 10 for additional space or another CGHQ-5318 form)*

5. Required items:	Competency	Training	Education	License
Completion of he HRM-Intro and one other competency in the Specialty	☒	☐	☐	☐
Qualification Standards (SQS) Booklet	☐	☐	☐	☐
-or-	☐	☐	☐	☐
Undergraduate degree Human Resource Management or related field	☐	☐	☒	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

Notes: *(Required experience, in lieu of considerations...)*

HR related degrees include: Human Resource Management, I/O psychology, Recruiting, Talent Management, Organizational Design or Management, Leadership, or other programs approved by Specialty Manager.

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Enter items desired for career broadening/specialization. *(Use block 10 for additional space or another CGHQ-5318 form)*

6. Desired items	Competency	Training	Education	License
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

Notes:

SECTION III Requirements to Maintain Specialty Designation

7. Designation Duration *(Ex. OSC expires 7 years after date last used, usually detachment from OSC coded billet)*

☐ No requirements to maintain designation

☒ Subject to deletion if -

CDR and above must meet Journeyman or Master level requirements to maintain designation.

Must remain current in, or must complete refresher training, or additional items as applicable, in the following	Competency	Training	Education	License
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

Notes:

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SECTION IV Requirements to Advance: Journeyman/Master Levels (AJM)

☐ AJM IS NOT applicable for this specialty *(skip Section IV)*

☒ AJM IS applicable for this specialty *(Section II contains Apprentice requirements that must be met)*

Enter items needed for AJM designation *(Use block 10 for additional space or another CGHQ-5318 form)*

8. Journeyman *(in addition to block 5 items)* All items listed are required unless annotated with an *: Required for CDR and above.	Competency	Training	Education	License
	☐	☐	☐	☐
HR-STRAT, HR Strategy, HR Intro, Plus 2 others from SQS	☒	☐	☐	☐
-or-	☐	☐	☐	☐
Masters level degree in Human Resources Field	☐	☐	☒	☐
-or-	☐	☐	☐	☐
Professional Certification	☐	☐	☐	☒
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

Notes: *(Required experience, in lieu of considerations...)*

There are 3 routes to obtain journeyman proficiency. Any one of the three routes meets the requirements of this section.

1) Competency option: Obtain HRSTRAT, HRM_INTRO, and 2 additional HR related competencies

2) Education Option: Obtain a Master's level degree in an HR related field of study

3) Certification Option: Obtain Certification in Human Resources. This may include certificate programs, industry standards such as Human Resources Certification Institutes's (HRCI) Professional of Human Resources (PHR) or HRCI's Strategic Professional of Human Resources (SPHR).

9. Master *(in addition to block 8 items)* All items listed are required unless annotated with an * :	Competency	Training	Education	License
*Professional Certification with continuing education requirement	☐	☐	☐	☒
-or-	☐	☐	☐	☐
*Doctoral education in HR related field	☐	☐	☒	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

Notes: *(Required experience, in lieu of considerations...)*

There are 2 routes to obtain the Master level proficiency in HRM.

1) Professional Certification: Certification must contain a professional maintenance requirement. Accepted Certification is PHR/SPHR offered by HRCI or Society of Human Resource Managers' (SHRM) Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP).

2) Education: a Doctoral degree in HR related program (see list above) will fulfill this requirement.

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10. Additional Info:

11. Specialty Manager *(SM)* / Sponsor Program	12. SM Phone Number	13. SM Email Address
Thomas Olenchock, CDR / CG-1B1	202.475.5015	thomas.a.olenchock@uscg.mil

SECTION V Appropriate Approval Authority

14. Competent Authority as established by Assistant Commandant/Directorate *(Printed Name/Title/Grade)*

Stephen Wehrenberg / Director, HR Strategy and Capability / GS-15

15. Signature	16. Date
WEHRENBERG.STEPHEN.B.1067156591 Digitally signed by WEHRENBERG.STEPHEN.B.1067156591 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USCG, cn=WEHRENBERG.STEPHEN.B.1067156591 Reason: I am approving this document Date: 2015.09.14 07:52:48 -04'00'	09/14/2015

SECTION VI OPM-3 Review and Validation
Official once published by OPM-3

17. OPM-3 *(Printed Name/Title/Grade)*

CDR Beth Naff, CG PSC-OPM-3 Branch Chief

18. Signature	19. Date
Beth Naff NAFF.BETH.A.1025993248 2015.12.01 14:13:49 -05'00'	12/1/2015