

How do I update my ESS and/or my record? Competencies, training courses, etc.

All corrections to your record ... competencies, training courses, education... (basically anything other than adding or deleting an Officer Specialty Code (OSC)), can and *should* be accomplished through your servicing SPO or Unit Training Officer. PSC-opm-3 and PSC-rpm-1 are the only entities that are able to make modifications to OSCs in your record.

Should I still worry about updating my competencies if OSMS exists?

Yes. Competencies are a requirement for many of the officer specialty codes (OSC). An officer should always document competencies as they earn them. Your [CGBI Employee Summary Sheet \(ESS\)](#) is a vital reference tool to see what competencies you have recorded.

How do I add an officer specialty code (OSC) to my record?

First, ensure your [record](#) reflects you have met the [Officer Specialty Requirements](#). After verifying you have met the requirements for a particular OSC, you simply apply for that OSC using the addition application form [CG-5319A](#). All references and forms can be found on the Officer Specialty Management System webpage: www.uscg.mil/osms.

What do I need to provide along with my command endorsed CG-5319A officer specialty code (OSC) application form?

All the items outlined within the respective [Officer Specialty Requirements](#) form for a particular specialty/sub-specialty **can AND should** be tracked on your [CGBI Employee Summary Sheet \(ESS\)](#). If there is a required item that can't be updated to your ESS through Direct Access or TMT by your SPO or Unit Training Officer, attach that documentation along with your application, (e.g., training certificate, OER excerpt, etc). Otherwise, your email submission to the OSMS inbox should just include your command endorsed 5319A and your up-to-date ESS.

How long does it take to turn around the applications?

Per the Officer Specialty Management System Manual, [COMDTINST M5300.3](#), the maximum turnaround time is 60 days. However, in most instances the turnaround is two weeks or less. Approval may be longer if you don't exactly meet the specialty requirements and consultation of the Specialty Manager (SM) is required (PSC coordinates consultation with the SM).

Do I (or can I) have a primary officer specialty code?

Not at this time. OSCs are a means to show your qualification, experiences, skill sets... no particular OSC is more "important" than another.

Why do I have to apply for my Officer Specialty Codes (OSCs)?

Officer and officer billet specialty information is vital to workforce planners and officer personnel managers to make informed decisions and recommendations- such as accession formulation, pipeline training, resource decisions, retention bonuses, etc. Meeting officer specialty demand (labeled billets) with officer specialty supply (labeled officers) will ultimately assist effective mission execution.

At present, this system is not automated, but rather requires intervention to assign codes. Specialty Managers (SMs), that reside in HQ programs and set officer specialty requirements, can actively manage their accounts and request bulk uploads. If you are assigned a code for which you haven't applied, this is likely how the assignment was made. As the system matures, automation will be more likely.

Can I submit more than one Officer Specialty Code (OSC) per application?

Per policy only **one** OSC is permitted per 5319A, but you can and should apply for all OSCs for which you have met the requirements.

I think my experience qualifies me for a specialty, but I don't quite meet all the requirements and can't go back in time to get the required training - can I still get the Officer Specialty Code (OSC)?

Yes – apply for the OSCs for which you feel you qualify based on your 'legacy' experience. Explain in your application why you feel you meet the requirements, and include documentation and enhanced command endorsement as necessary. PSC-opm-3 or PSC-rpm-1 will reach back to the Specialty Manager as needed to process your application and request a waiver to any current requirements. For example, if you spent a tour working in SAR prior to the current requirements, apply and articulate that past work. Submit OERs, legacy qualification letters, etc to show your experience.

This waiver adjudication is only to capture prior work – if you can meet the current requirements (i.e., you are still actively engaged within the specialty and it is possible) you must do so.

Can I earn an Officer Specialty Code (OSC) as a Chief Warrant Officer?

The Officer Specialty Management System (OSMS) does not apply to Chief Warrant Officers at this time. Coast Guard Chief Warrant Officers are already identified as "specialists". This may change as OSMS matures.

Do you need a certain number of specialties by a given rank?

- **ABSOLUTELY NOT!** This is a vital point to emphasize- there is no mandate to attain a certain number of Officer Specialty Codes (OSCs) by rank. The Coast Guard needs to know what resources it has – especially in the realm of workforce talent. It is difficult to determine what we don't know... in other words, how many officers have all of the OSCs for which they qualify, assigned? How many are missing OSCs? As a gauge of participation only – and only for use in managing the system - there are conservative target OSCs per rank. ***This information is used internally to PSC as a gauge of system participation only.***

I have additional information/comments that do not fit on the 5319A, what do I do?

Add those additional comments to the body of your email with the submission of your application form.

If you are requesting a waiver for a particular requirement, some Specialty Managers want to see a Command endorsed memo outlining considerations and/or the Command essentially “vouching” that you should be considered a “specialist”.

How do I delete a code from my record?

The process is the same for approving and deleting an Officer Specialty Code. Submit the Command endorsed appropriate form (CG-5319 for deletion, CG-5319A for addition) to the Officer Specialty Management System inbox: ARL-PF-CGPSC-OPMOSMS@uscg.mil

Codes will not be deleted just because you never again want to serve in a given specialty.

I don't want to serve further tours in given specialty - can I get the code deleted?

This is not the correct way to avoid further assignment to a particular field. Deletions are meant to correct errors, remove codes as needed due to performance, etc. The Coast Guard investment of your specialty expertise will be documented.

If I want a waiver to an Officer Specialty Requirement should I contact the Specialty Manager?

Individual questions should always be directed to the PSC-opm-3 (or PSC-rpm-1) Officer Specialty Management System Program Manager. Remaining as the sole touch point allows PSC-opm-3 and PSC-rpm-1 to see trends, address common concerns, and also mitigates the workload on the individual Specialty Managers, for whom this effort is a collateral duty.

What if I don't agree with how a specialty is defined?

Those concerns should be addressed to PSC-opm-3 or PSC-rpm-1 via a Command sponsored memo. This memo will be shared with the respective Specialty Manager to generate discussion.

I'm a reservist and can't meet the Officer Specialty Requirements (OSR); is it possible to get the code?

If there is a need for a modification to the OSR (to make it more inclusive or obtainable for the Reserve force) address that directly to PSC-opm-3 or PSC-rpm-1. If the expressed concern is a common trend within the unit, submit a Command sponsored memo outlining the concerns. On an individual basis, reach out to the Officer Specialty Management System (OSMS) Program Manager.

Will Officer Specialty Management System (OSMS) be used in making assignments? If so, how?

Assignment Officers are currently using OSMS to assist in the assignment process. OSMS provides visibility on officer specialty talent. OSMS is not the sole determinant in making an assignment, nor is it intended to be in the future – however it provides information that helps make informed decisions and best meet the needs of the Service, unit and individual officer.

If I don't have the Officer Specialty Code (OSC) of the job I want, can I still ask for it and will I be competitive?

A particular OSC will not be an exclusive factor in filling a position – now or in the future. However, OSC information (and match) provides useful information to assist Assignment Officers in matching the right officer, to the right job, at the right time.

Why should I update my Officer Specialty Codes (OSCs) outside of promotion and assignment season?

Many entities use OSC data at all times. Having your record reflect your talent enables accurate and complete system data – which is critical for workforce planners and personnel managers. Additionally, you will be considered in the pool for short-notice opportunities should the need arise.

How far in advance of my promotion selection board should I be applying for a new Officer Specialty Code (OSC)?

Don't think of promotion selection boards, or assignment seasons as the triggers for updating or applying for OSCs. Instead, apply as soon as you have met the

requirements for a particular OSC. OSC data is used in many applications day in and day out. Additionally, it can take some time to ensure your record accurately reflects that you meet the particular Officer Specialty Requirements; and additional time to route your application for command endorsement and allow for PSC processing. Don't wait until the last minute to apply!

I don't have the correct Officer Specialty Code (OSC) assigned to my billet; is this a problem?

YES! Accurate officer specialty code assignments to billets are equally as important as officers being assigned OSCs accurately. The billet codes provide the "demand" signal for officer specialty information.

To find out the officer specialty code assigned to your billet: get your position number from your [CGBI Employee Summary Sheet \(ESS\)](#). [Go to CGBI toolbox \(upper right of screen\), select ePAL](#) and input your position number into the Quick Launch field.

Work with your command if you believe your billet has the wrong officer specialty code assigned. Form CG-5311 is used to change the billet officer specialty code through CG-1B, Office of Strategy and HR Capability.

How do specialty codes align with career guides and career management?

Officer Specialty Codes (OSCs) are a consideration when viewing or using officer career guides. OSC attainment should be targeted by certain progression points within a career. For example, in the Prevention field, the Ops Ashore career guide states that a "Chief, Prevention Dept at a sector shall be a Lieutenant Commander that has obtained the experience outlined in the CG-OAP10 specialty code". Meeting these types of career milestones is important to making you most competitive for desired assignments. Check out your specialty career guide for more information, or seek help through your chain of command, program, or mentoring network; or PSC-opm-4 Career Counselors.

What is the difference between Officer Specialty Management System (OSMS) and Enhanced Status Quo (ESQ)?

The 2010 CG Authorization Act gave the CG the ability to promote with regard to officer specialty, to a small extent, to meet Service Need – commonly referred to as "ESQ". This authority has been incorporated into statute. As the OSMS continues to mature and provide an accurate and complete reflection of the officer corps, ESQ may be used in the future to help promote the health of a targeted Specialty. Officer Specialty Management System is not Enhanced Status Quo. OSMS will support use of ESQ, should it ever be directed.