

DEPARTMENT OF HOMELAND SECURITY  
U.S. Coast Guard  
**OFFICER SPECIALTY CODE APPLICATION - ADDITION**

*Reference: COMDTINST M5300.3 (series)*

**Section I Applicant Information**

Name – First, MI, Last	Rank	Employee ID	Date
Email Address	Applicant's Signature		

**Section II Request to Add an Officer Specialty Code (OSC)**

*(One application needed per each OSC addition)*

**Note:** Applicant must document meeting all requirements established by the OSR.

Link to CGBI [http://cgbi.osc.uscg.mil/2.0/contentpanes/personal\\_files/summary\\_sheet.cfm](http://cgbi.osc.uscg.mil/2.0/contentpanes/personal_files/summary_sheet.cfm)

Link to OSRs <http://www.uscg.mil/psc/opm/Opm3/opm-3OSMS.asp>

Specialty	Description of Change <i>(Justifying comments if lacking requirements stated in OSR)</i>
Ex. CG-AVI10	Completed all requirements w/in the OSR for CG-AVI10 – Aviation <i>(also use below space and/or Command Comments block to address any concerns, waivers, etc)</i>

AJM Not Applicable per Section IV of OSR *(CGHQ-5318)*

Apprentice (A)

Journeyman (J)

Master (M)

**Section III Command Endorsement (Only forward those favorably endorsed)**

Command endorsement signifies that the Command recommends member to be considered a “specialist” within the particular specialty/sub-specialty, and that the member should be considered to assignment of billets labeled with the particular OSC.

Command Approval Name – First, MI, Last	Rank	Signature	Date
Command Comments <i>(if needed)</i>			

**After completing above information, electronically submit to OPM-3: [ARL-PF-CGPSC-OPMOSMS@uscg.mil](mailto:ARL-PF-CGPSC-OPMOSMS@uscg.mil)**

**Supporting Documentation verifying OSC requirements *MUST* accompany Officer Specialty Application**

**Section IV Specialty Manager Review and Recommendation**

Specialty Manager Name – First, MI, Last	Rank	OSC Account
Specialty Manager Recommendation <input type="checkbox"/> Concur <input type="checkbox"/> Non-concur	Signature	Date
Comments		

**Section V CG PSC-OPM-3 Final Review and Disposition**

OPM-3 Reviewing Official's Name – First, MI, Last	Signature	Date
OPM-3 Reviewing Official's Final Disposition <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	OSC Added to Applicant's Record	
OPM-3 Reviewing Official's Comments		

**Privacy Act Statement**

In accordance with 14 USC Section 57 and 93, the following information is provided to you when supplying personal information to the U.S. Coast Guard. **Authority** - 14 USC Section 57 and 93. **Principal Purpose(s)** - Used to review and verify member's primary and secondary Officer Specialty Code(s). **Routine Uses** - Same. **Disclosure** - Disclosure of this information is voluntary, but failure to provide it could adversely affect job assignments.

**Once approved OPM-3 will update Direct Access with the new OSC.**