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)*
Contingency Preparedness Specialist	CG-OAR18

3. Specialty/Subspecialty Description

Personnel assigned this Sub-specialty under Response Officer Ashore perform Contingency Planning duties and are actively engaged in the cycle of Coast Guard preparedness including the development, training, and updates of Contingency Plans. Officers should be well versed with Area Contingency Plans (ACP), Area Maritime Security Plans (AMSP), Continuity of Operation Plans (COOP), 9700/9800 (series) Operational Plans, Incident Command System planning, and the Joint Operation Planning Process (JOPP). Officers should also be knowledgeable and have experience testing contingency plans through exercise development, execution, after action reporting, and improvement planning.

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
MARECP, Contingency Planner	×			
L/K-146 (series), Homeland Security Exercise and Evaluation				
Program (HSEEP) (FEMA)		×		
IS-230 (series), Fundamentals of Emergency Management (FEMA)		×		
IS-235 (series), Emergency Planning (FEMA)		×		
IS-453 (series), Introduction to Homeland Security Planning (FEMA)		×		

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

Required experience: Complete a minimum of two (2) years in an OAR coded billet.

***Ensure all courses are displayed on the CGBI ESS or certificates attached to CG-5319A

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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
Participation in development and execution of multi-agency exercises	☐	☐	☐	☐
Certified Emergency Manager (CEM)	☐	☐	☐	☒
BS/MS or MPA, Emergency Management	☐	☐	☒	☐
BS/MS, Environmental Management	☐	☐	☒	☐
BS/MA, Management and Leadership	☐	☐	☒	☐
BS/MS, Homeland Security	☐	☐	☒	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

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 -

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 *:	Competency	Training	Education	License
500203, Team Leader Facilitator Course	☐	X	☐	☐
ICS Type 3 IC, PSC or OSC certification	X	☐	☐	☐
IS-240 (series) Leadership and Influence (FEMA)	☐	X	☐	☐
IS-241 (series) Decision Making and Problem Solving (FEMA)	☐	X	☐	☐
IS-242 (series) Effective Communication (FEMA)	☐	X	☐	☐
IS-454 (series) Fundamentals of Risk Management (FEMA)	☐	X	☐	☐
IS-547 (series) Introduction to Continuity of Operations (FEMA)	☐	X	☐	☐
IS-809 (series) Emergency Support Functions (ESF) #9 (FEMA)	☐	X	☐	☐
IS-810 (series) Emergency Support Functions (ESF) #10 (FEMA)	☐	X	☐	☐
IS-820 (series) Introduction to NRF Support Annexes (FEMA)	☐	X	☐	☐

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

Required experience: Complete a minimum of three (3) years in an operational Response - Ashore (OAR) coded billet with a minimum of twelve (12) months in an OAR-18 coded billet.

***Ensure all courses are displayed on the CGBI ESS or certificates are attached to CG-5319A

9. Master *(in addition to block 8 items)* All items listed are required unless annotated with an * :	Competency	Training	Education	License
MARMEP, Master Exercise Practitioner (FEMA)	X	☐	☐	☐
J3ST-US010, Defense Support of Civil Authorities (DSCA) Phase I(DOD)	☐	X	☐	☐
IS-293 (series) Mission Assignment Overview (FEMA)	☐	X	☐	☐
IS-775 (series) EOC Management and Operations (FEMA)	☐	X	☐	☐
IS-860 (series) The National Infrastructure Protection Plan (FEMA)	☐	X	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

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

Required experience: Five (5) years in Response - Ashore (OAR) coded billet with one (1) tour (minimum of 2 years) in an operational OAR-18 coded billet.

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10. Additional Info:

Program Manager (PM): CG-CPE
Officer Specialty Manager (OSM): CG-CPE
Advanced Education Program (AEP) Manager: CG-CPE

11. Specialty Manager *(SM)* / Sponsor Program	12. SM Phone Number	13. SM Email Address
LCDR Douglas R Lincoln(CG-CPE-1)	(202) 372-5147	Douglas.R.Lincoln@uscg.mil

SECTION V Appropriate Approval Authority

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

Daniel J. Deptula, CAPT, Chief, Office of Contingency Preparedness & Exercise Policy

15. Signature	16. Date
DEPTULA.DANIEL.J.1186133885 Digitally signed by DEPTULA.DANIEL.J.1186133885 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USCG, cn=DEPTULA.DANIEL.J.1186133885 Date: 2016.12.14 09:27:25 -05'00'	14 December 2016

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

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

CDR Katie R. Blanchard, Branch Chief, CG Personnel Service Center-opm-3

18. Signature	19. Date
BLANCHARD.KATIE.R.1035992312 Digitally signed by BLANCHARD.KATIE.R.1035992312 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USCG, cn=BLANCHARD.KATIE.R.1035992312 Date: 2017.01.23 15:33:28 -05'00'	01/23/2017