

OSMS EMPLOYEE SUMMARY SHEET INFORMATION REQUIREMENT

Basic Identifying Information:

Members should correct what they can in Direct Access (DA) on their own. For other areas, members should contact their servicing personnel office (SPO) immediately in the event of incorrect basic identifying information such as name, date of birth, active duty base date, pay base date, or date of initial entry on military service.

Position History: Information may not accurately reflect assignments due to unit level assignment details, position name changes, or administrative variances. In most instances corrections cannot be made as it is based on historical data tied to re-organization efforts. In limited instances where a correction can be addressed, it will be accomplished through PSC-OPM.

Education: College/University Degrees, College/University Major, School, Date acquired, GPA. Members should contact their SPO in the event of incorrect or missing data.

Training Course: Actual "Formal" training course. Training course must have a Training Course Number (TCN). Members should contact their SPO in the event of incorrect or missing data.

Test: ASVAB, ACT SAT, AFQT, LSAT, GRE, etc. Members should contact their SPO in the event of incorrect or missing data.

Competencies: Complete listing of current competency codes and definitions are found in the Competency dictionary. Members should contact their SPO in the event of incorrect or missing data.

[Competency Dictionary](#)

Specialties: The Officer Specialty Code (OSC) and Officer Billet Code (OBC) functions of DA are in the process of being updated with the new OSCs. PSC(OPM) is not authorizing any updates to historical OBC data or the new OSC system at this time. Once PSC(OPM) has completed coding officers with the new OSC data, PSC(OPM) will disseminate an ALCOAST informing personnel of any actions to be taking to ensure their electronic records are correct. Until then, PSC(OPM) has informed personnel to refrain from updating OBC/OSC data in DA.

<https://cgportal.uscg.mil/lotus/myquickr/psc-opm-3-osms>

Boards & Memberships: USCG, Homeland Security, DoD boards, panels and memberships, i.e. LCDR Officer Promotion Board Member, CWO selection Board, Senior Service School Assignment Panel, Industrial Engineering Selection Panel Member, etc. Memberships are those that pertain to the USCG and/or your specialty, i.e. CGOA, CWOA, ABA, AMA Members should contact their SPO in the event of incorrect or missing data.

Certifications & Licenses: Medical, Legal, FAA/DoD issued Pilot Licenses, etc. JAG Designations, Contracting Officers, etc. Changes/Updates to Certificates and Licenses must be submitted to PSC-OPM through Program Managers.

Note: For individuals concerned about missing data for promotion, boards, panels, etc, lack of OBC/OSC data in a member's records will not affect their selection for upcoming boards, panels, promotion, assignments, etc. These items will still be made via complete records review. Local Servicing Personnel Offices (SPO) are not authorized to assign OSCs to member records.