



United States Coast Guard
U.S. Department of Homeland Security



Officer Specialty Management System



OSMS Benefits

- Allows for the creation, assignment, and deletion of Officer Specialty Codes (OSCs) for both our active and reserve commissioned officer corps. All commissioned officers may apply for OSCs, including the PCTS and RPA corps, however, OSMS is primarily designed to support the ADPL and IDPL workforces
- Benefits
 - OSMS provides the means for our HR data management system to measure, track, and codify specialists in our workforces.
 - OSMS improves workforce modeling to better support program needs with the proper numbers of accessions, pipeline training, advanced education and other needs.
 - OSMS provides improved career counseling for our junior officers with sanctioned pathways towards specialties.
 - OSMS compliments the focus on professionalism within our specialties – it can emphasize and establish higher levels of achievement within our career fields with the use of the Apprentice, Journeyman, and Master (AJM) tool.



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OSMS Acronyms

- OSMS – Officer Specialty Management System
- OSC – Officer Specialty Code
- OSR – Officer Specialty Requirement
- SM – Specialty Manager



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Applicable Reference Material

- COMDTINST M5300.3, OSMS Manual
- Officer Specialty Requirements (OSR), Form CGHQ-5318
- Officer Specialty Code Application, Form CG-5319 – Deletion
- Officer Specialty Code Application, Form CG-5319A – Addition
- Program Manager: PSC-OPM-3, POC: Brandon Chittum,
brandon.f.chittum@uscg.mil 703-872-6467
- Webpage for all references:
<http://www.uscg.mil/PSC/opm/Opm3/opm-3OSMS.asp>



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Officer Specialty Codes

- 14 Specialties
- 43 Subspecialties
- (*new*) 2 Communities: Mission Execution and Mission Support
- Will appear in an officer's official record (entered into DA and viewable on the ESS)
- Officers in the pay grades of O-4 through O-6, and certain DCOs, CWO-LTs may have already had 1 or more (OSC) entered into records via DA
 - All members should review their records, and apply for additional codes or delete codes, as applicable
 - These officers are considered 'grandfathered' into specialty.
- The same process for applying/deleting, as described in the Manual, should be utilized for officers who meet stated requirements for an OSC, as set forth by the Officer Specialty Requirements CGHQ-5318 (OSR).



OSMS Processes

- SMs set requirements for their specialties w/the OSR. They list: *competencies, education, training, and licenses/certifications* needed to obtain and maintain an OSC. PSC-OPM-3 is the central repository for all approved OSRs and announces changes to the field when they occur.
- Individual officers review OSRs and apply for specialty codes via an application (or deletion) form (CG-5319A or CG-5319). COs review the applications and forward them to PSC-OPM-3 (ARL-PF-CGPSC-OPMOSMS@uscg.mil) for approval. The Employee Summary Sheet (ESS) is an important tool in this process. OSCs are listed as “Specialties” on the ESS.
- PSC-OPM-3/RPM-2 review the applications, consult w/SMs if needed & assign/delete specialty codes in DA. The officer will receive the application back from PSC-OPM-3/RPM-2 indicating the results. (Ch. 4-B of M5300.3)
- Officers’ assigned codes are periodically reviewed by COs, PSC, & SMs to ensure compliance & accuracy. (Ch. 4-D of M5300.3)
- COs may initiate action to remove an officer’s OSC. Approval for such action is w/the PSC Flag Officer (Ch.4-E of M5300.3)
- Officer s may appeal decisions from PSC-OPM and RPM to the PSC Flag Officer.



Adding OSC(s) Member initiated

- Member reviews OSRs to determine if they are eligible to add an OSC to their record.
- Member routes application form (CG-5319A) to their CO w/supporting documents.
- CO forwards favorably endorsed/recommended applications to PSC-OPM-3.
- PSC-OPM-3 works with SMs to validate applications. PSC-OPM-3 is approving authority.
 - If approved OSC is added to member's record via DA
 - If denied, member is notified. They may appeal decision to PSC Flag.



Add an OSC

- Section I: Self explanatory. If missing signature, form will be returned
- Section II: Use approved OSC per the OSMS webpage or Appendix B of the Manual. *Submit one application per OSC to be added.* Briefly state the justification for the change. If more space is needed, state “see attached documents”, and continue on a separate MS Word document.
- Section III: Self explanatory. Use the comments section if needed otherwise leave blank.

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 of the specialty(ies). Link to CGBI 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 (Justifying comments if lacking requirements stated in OSR)		
Ex. CG-C4I12	Completed all requirements w/in the OSR for C4IT – Electrical Engineering specialty		
Section III Command Endorsement (Only forward those favorably endorsed)			
Command Approval Name – First, MI, Last	Rank	Signature	Date
Command Comments (if needed)			
After completing above information, electronically submit to OPM-3: ARL-PF-CGPSC-OPMOSMS@uscg.mil Supporting Documentation verifying OSC requirements MUST accompany Officer Specialty.			



Add an OSC Cont...

- Sections IV: For SMs use - **not the member submitting application.** Use approved OSC account. Can be found via the OSMS webpage or Appendix B of the OSMS Manual.
- Use the comments section if desired. Applications are returned to the officer after final action. Any comments listed are available to the applicant.
- Section V: Self explanatory Final approval for addition of an OSC rests with the OPM-3 Branch Chief

<p>After completing above information, electronically submit to OPM-3: ARL-PF-CGPSC-OPMOSMS@uscg.mil Supporting Documentation verifying OSC requirements MUST accompany Officer Specialty Application</p>		
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		
<p>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. Principle 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.</p>		
<p>Once approved OPM-3 will update Direct Access with the new OSC. CG-5319A (2/12)</p>		<input type="button" value="Reset"/> Page 1 of 1



Delete An OSC

Member initiated

- Member reviews OSRs to determine if they can delete an OSC from their record.
- Member routes deletion form (CG-5319) to their CO w/supporting documents.
- CO forwards favorable endorsed applications to PSC-OPM-3.
- PSC-OPM-3 works with SMs to validate applications. PSC-OPM-3 is the final approval authority.
 - **Important to note. Once the OSC is deleted there will be no record of the OSC in DA.**
 - The approved application sent back to the member will indicate whether the OSC can be listed on a DD-214 upon separation.



...Delete An OSC

Periodic Review

- AOs & SMs will periodically review officers assigned OSCs w/in their purview for currency
- If their program has set forth criteria in their OSR which has not been met (last time afloat, in the cockpit, etc.), then can notify PSC-OPM-3
- PSC-OPM-3 will verify the OSR and notify the officer of pending action to delete their OSC
- The officer will have a timeframe to respond
- We encourage the annual OER cycle as a means to verify applicable OSCs for officers by requiring submission of their ESS with their OSF



...Delete An OSC

Command Initiated

- A command may recommend to PSC removal of an officer's OSC as a result of certain actions deemed inappropriate (an investigation, NJP, Court-Martial, civil convictions, etc.)
- The command routes the recommendation to PSC via the SM.
- The PSC Flag Officer has final authority.



Delete an OSC

- Section I: Self explanatory. If missing signature, form will be returned
- Section II: Use approved OSC per the OSMS webpage or Appendix B of the Manual. **Submit one application per OSC to be deleted.** Briefly state the justification for the change. If more space is needed, state “see attached documents”, and continue on a separate MS Word document.
- Section III: Self explanatory. Use the comments section if needed otherwise leave blank.

DEPARTMENT OF HOMELAND SECURITY U.S. Coast Guard OFFICER SPECIALTY CODE APPLICATION - DELETION 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 Delete an Officer Specialty Code (OSC) (One application needed per each OSC deletion)			
Note: No historical record will remain after deleting an OSC from their record. Link to CGBI http://cobi.osc.uscg.mil/2.0/contentpanes/personal_files/summary_sheet.cfm Link to OSR: http://www.uscg.mil/psc/opm/Opm3/opm-3OSMS.asp			
Specialty	Justification of Change		
Ex. CG-LGL 10	Law license has expired; no longer meet the requirements of the Law program's OSR.		
Section III Command Endorsement (Only forward those favorably endorsed)			
Command Approval Name – First, MI, Last	Rank	Signature	Date
Command Comments (if needed)			
After completing above information, electronically submit to OPM-3: ARL-PF-CGPSC-OPMOSMS@uscg.mil Supporting Documentation verifying OSC requirements MUST accompany Officer Specialty Application			



Delete an OSC Cont...

- Section IV: **For SM use - not the member submitting application** . Use approved OSC account. Can be found via the OSMS webpage or Appendix B of the OSMS Manual.
- Use the comments section if desired. Applications are returned to the officer after final action. Any comments listed are available to the applicant.
- Section V: Self explanatory Final approval for deletion of an OSC rests with the OPM-3 Branch Chief

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 Deleted from 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. Principle 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 by deleting the OSC. CG-5319 (2/12)		Reset Page 1 of 1



Officer Specialty Requirements

- Foundation for OSCs.
- Set forth criteria to earn an OSC.
 - Lists competency, education, training, licenses/certification requirements.
 - Defines recurrency requirements if applicable.
 - May establish Apprentice, Journeyman, Master (AJM) criteria.
- Owned & updated by SM. Assistant Commandants establish *who* may sign their OSRs.
- Validated and posted by OPM-3 for field's use.
- Issues concerning an OSR should be addressed to the OSMS Program Manager not the specific SM.
- OPM-3 is currently working on another generation of the form itself. Please email the OSMS contact directly, with any feedback for a better design for the subsequent version of the form.



OSR Notes

- Form CGHQ-5318
- All items are “required” unless mitigating circumstances are listed (i.e.. “recommended but not required”, or “must complete 2 of 5 competencies listed...”)
 - Officers should pay close attention to the verbiage used. If there is no amplifying data with the task listed, the item is **REQUIRED**.
- Must be updated by SM every 15-months.
- Not official unless validated by OPM-3.
- Accessed from OPM-3/OSMS webpage



Appeal OPM-3 Decision

- If a member disagrees with an OPM-3 decision regarding OSC they may appeal
 - Sample memo is supplied via the OSMS webpage
 - PSC Flag will decide the method for handling the appeal, (could convene a board or review the case themselves and rule)

**** Sample text to Appeal OSC determination ****

MEMORANDUM

From: **A. B. Jones, LT**

To: **CG PSC**

Thru: (rating chain members – limit endorsements to one page each)

Subj: REQUEST TO APPEAL DECISION REGARDING DETERMINATION OF OFFICER SPECIALTY CODE

Ref: (a) Officer Specialty Management System Manual, COMDTINST M5300.3 (series)

1. *(Explain your request and OPM-3's decision regarding your request.)*

2. *(Explain your basis for appeal and why you believe the decision was made in error. Be sure to cite any governing documents supporting your position. Be sure to enclose any required documentation supporting your appeal.)*

3. I understand that PSC's review process for my appeal is internal and that I have no rights to appear in person, nor am I owed any reason(s) for denial of the appeal other than notification of the denial.

#

Enclosures: *(if needed)*

Copy: *(appropriate Specialty Manager)*