

# CG-5319A Cheat Sheet

- All signatures should be completed electronically
- Completed electronic form should be emailed ([ARL-PF-CGPSC-OPMOSMS@uscg.mil](mailto:ARL-PF-CGPSC-OPMOSMS@uscg.mil))
- Whether approved or not, 5319A will be returned, retain form for legacy purposes
- Typical turn around for the process is usually within two weeks, providing all OSR reqs have been met. Please do not reach out to OPM-3 unless more than 30 days have elapsed since submission

Member action  
 Command action  
 OPM-3 action

DEPARTMENT OF HOMELAND SECURITY U.S. Coast Guard OFFICER SPECIALTY CODE APPLICATION - ADDITION Reference: COMDTINST M5300.3 (series)			
<b>Section I Applicant Information</b>			
Name – First, MI, Last	Rank	Employee ID	Date
Email Address	Applicant's Signature		
<b>Section II Request to Add an Officer Specialty Code (OSC) (One application needed per each OSC addition)</b>			
Note: Applicant must document meeting all requirements established by the OSR. Link to CGBI <a href="http://ogbl.osc.uscg.mil/2.0/contentpanes/personal_files/summary_sheet.htm">http://ogbl.osc.uscg.mil/2.0/contentpanes/personal_files/summary_sheet.htm</a> Link to OSRs <a href="http://www.uscg.mil/pc/ogm/Opms3/opm-3OSMS.asp">http://www.uscg.mil/pc/ogm/Opms3/opm-3OSMS.asp</a>			
Specialty	Description of Change (Justifying comments if lacking requirements stated in OSR)		
Ex. CG-AV110	Completed all requirements with the OSR for CG-AV110 – Aviation (also use below space and/or Command Comments block to address any concerns, waivers, etc)		
<input type="checkbox"/> AJM Not Applicable per Section IV of OSR (CGHQ-6318)	<input type="checkbox"/> Apprentice (A)	<input type="checkbox"/> Journeyman (J)	<input type="checkbox"/> Master (M)
<b>Section III Command Endorsement (Only forward those favorably endorsed)</b>			
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 (if needed)			
<b>After completing above information, electronically submit to OPM-3: <a href="mailto:ARL-PF-CGPSC-OPMOSMS@uscg.mil">ARL-PF-CGPSC-OPMOSMS@uscg.mil</a> Supporting Documentation verifying OSC requirements <b>MUST</b> accompany Officer Specialty Application</b>			
<b>Section IV Specialty Manager Review and Recommendation</b>			
Specialty Manager Name – First, MI, Last	Rank	OSC Account	
Specialty Manager Recommendation <input type="checkbox"/> Concur <input type="checkbox"/> Non-concur	Signature	Date	
Comments			
<b>Section V CG PSC-OPM-3 Final Review and Disposition</b>			
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			
<small>Privacy Act Statement</small>			
<small>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.</small>			
<small>Once approved OPM-3 will update Direct Access with the new OSC.</small>			
			<small>Reset Page 1 of 1</small>

- Member fills out Section I and II.  
 - Signature should be done **electronically**.  
 - Afterwards, 5319A is submitted for Command endorsement  
 - Section II is for member's notes Address any items not displayed VIA the ESS (**most** reqs should be displayed there)  
 - If AJM is applicable select the level which you are applying for, otherwise select Not Applicable

Section III-Command endorsement.  
 - Per policy CO/XO, or O-6/GS-15 delegated by a Flag. **Electronic signature** requested

5319A is routed from the member or Command to OPM-3. If SM review is needed OPM will route to them, otherwise OPM-3 will review/endorse/return to member

OPM-3 will review 5319A along with member record (ESS) and subject matter OSR. Determination will be made, if approved OSC will be added to DA