

Unit Use – how to determine Officer Specialty Code billet/body match

1. Open CGBI <http://cgbi.osc.uscg.mil/2.0/unit.cfm>

- Select cubes/reports tab (A)
- Scroll down, Select competencies cube (B)
- Click Launch cube (C)

The screenshot shows the CGBI Business Intelligence interface. At the top, there are navigation tabs: Enterprise, Unit, Personal, and Cubes/Reports. A red arrow labeled 'A' points to the 'Cubes/Reports' tab. Below the tabs, there is a search area with 'type:' set to 'All', 'data sources:' set to 'All', and 'sort:' set to 'Name A-Z'. A list of cubes is displayed on the left, with a red arrow labeled 'B' pointing to the 'Competencies' cube. On the right, the 'Competencies' cube is selected, showing a 2.0 out of 5 stars rating and a description: 'Displays information on Competencies by CG personnel. Competencies information launch this cube >'. A red arrow labeled 'C' points to the 'launch this cube >' link. Below the description, there are links for 'create bookmark >', 'get assistance >', 'get related content >', and 'add to My Cubes/Reports >'. A statistics section shows 'contains 8 measures view >', 'launched 0 times in the last week', 'created in September 2004', 'last modified in December 2014', and 'data refreshed daily'. A 'Recent reviews' section shows a review by Brittany Poley dated July 22, 2014, with a 2.0 star rating and the text 'Useful, but big learning curve'. A Rubik's cube icon is also visible on the right. At the bottom, it says 'Data as of January 06, 2015'.

2. Select competencies (D) click on competencies

The screenshot shows the CGBI CubeReport View in a Windows Internet Explorer browser. The browser address bar shows the URL: http://cgbi.osc.uscg.mil/2.0/contentpanes/cube_report_files/launch/product.cfm. The page title is 'Competencies'. Under the 'Additional options:' section, there are three links: 'Competencies', 'Competencies Forecast', and 'Competency Trend'. A red arrow labeled 'D' points to the 'Competencies' link. The left sidebar shows the 'Cubes /' menu.

3. To sort by a specific OSC by Unit

- On left side, expand All Competencies folder (E)
- Then expand OSC subfolder (F)
- Then expand the particular folder you are looking for, either Mission Operations or Mission Support folder (G) for illustrative purposes both folders have been expanded. OSCs are broken down first by the general specialty than the subspecialty.

4. For this example we've pulled information for "Mission Operations"

- To display Mission Operations info drag (H) to the X axis of the screen (←)

- Find your unit specific info. (For example purposes only, we use CG Air Station Cape Cod). This may take several selections to get “down” to your unit. For this example; First click; “Commandant”, then “Commandant (CG-09) (008651)”, “CGLANTAREA (0005122)”, “CGD ONE (000341), “CG AIRSTA CAPE COD (000568)”.

disclosure of this information may result in both criminal and civil penalties.
 Get more information.

CG AIRSTA CAPE COD (000568) All Positions All Employees All ATU\Opfacs All Department

Position Required as values	Response - Aviation	Mission Operations (CG-CMO)
CG AIRSTA CAPE COD (000568)	34	34
CG AIRSTA CAPE COD (000568)	34	34

Zero suppression rows and columns. Suppression options applied: zero values, division by zero, missing values, overflow values

*****Note***** Alternatively, you can find your unit via the ATU/OPFAC dropdown folder (I) and drag it to the Y-axis (J)

IBM Cognos PowerPlay Studio - Competencies

This cube was last refreshed on Tuesday, January 6, 2015

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 Get more information.

All Departments All Positions All Employees All ATU\Opfacs All Department Types All CG Regions Mission Operations (CG-C

Position Required as values	Prevention - Afloat	Prevention - Ashore	Response - Afloat	Response - Ashore	Response - Aviation	Mission Operations (CG-CMO)
COMMANDANT	145	1,155	583	1,659	938	4,480
All Department	145	1,155	583	1,659	938	4,480

Zero suppression rows and columns. Suppression options applied: zero values, division by zero, missing values, overflow values

- To access the data (more info on both officers and billets, and to manipulate in Excel) select “drill through” data represented (don’t worry if your table shows zeros at the moment):

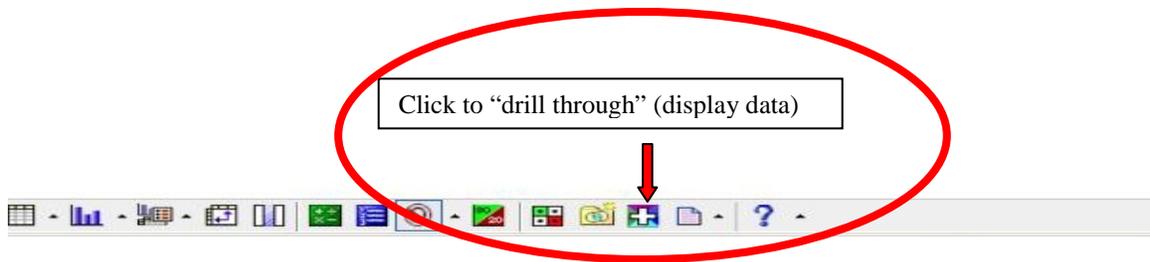
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CG AIRSTA CAPE COD (000568) All Positions All Employees All ATU(Opfacs All Department T

Position Required as values	Response - Aviation	Mission Operations (CG-CMO)
CG AIRSTA CAPE COD (000568)	34	34
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Zero suppression rows and columns. Suppression options applied: zero values, division by zero, missing values, overflow values



Click on the plus sign (“+”) at bottom of screen mid-center.
 Open or Save the Excel file.

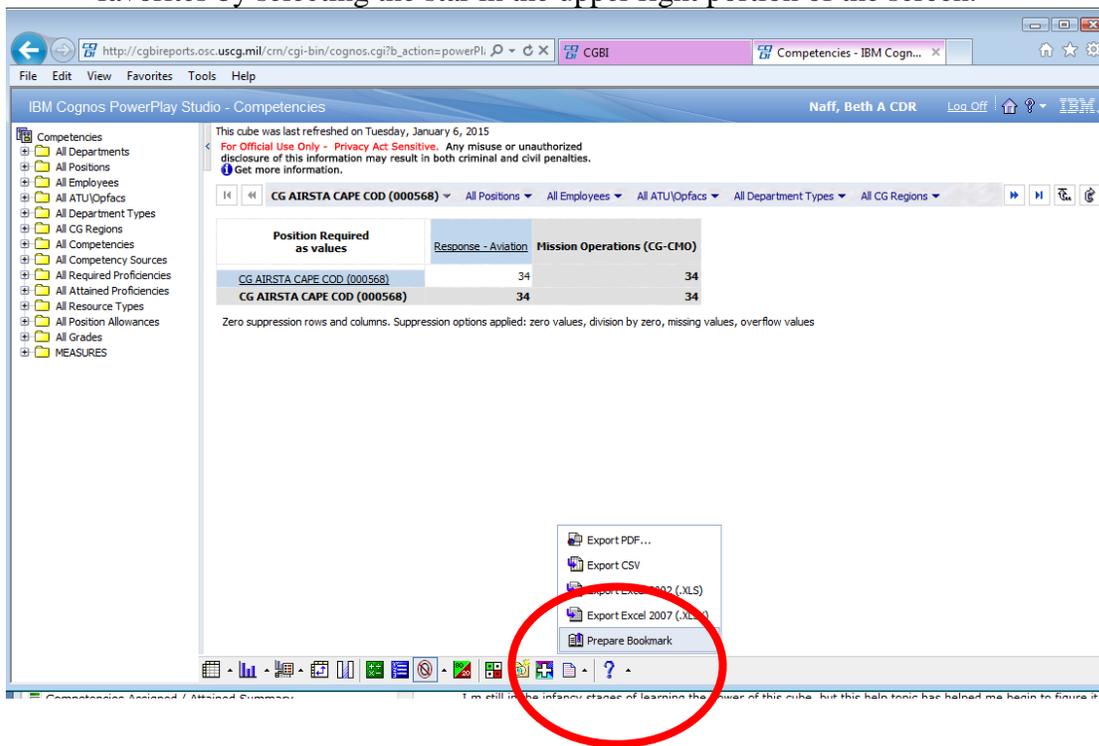
- In Excel: to aid in viewing the data, hide columns. Select all columns you wish to hide, right click and select “hide”. Here I-P, R-S, and V-X columns are hidden. **Be aware there is significant PII in this information – safeguard it appropriately!**

	A	B	C	D	E	F	G	H	Q	T	U
1	For Official Use Only - Privacy Act Sensitive										
2	Any misuse or unauthorized disclosure of this information may result in both criminal and civil penalties.										
3	Department	Source	Position Title	Position Number	EMPLID	Rank	First Name	Last Name	Competency Code	Qualified	Required
4	CG AIRSTA CAPE COD (000568)	Active	EXECUTIVE OFFICER	00012737		CAPT	DAVID	EHLERS	CG-AV12	Yes	No
5	CG AIRSTA CAPE COD (000568)	Active	EXECUTIVE OFFICER	00012737		CAPT	DAVID	EHLERS	CG-AV10	Yes	No
6	CG AIRSTA CAPE COD (000568)	Active	EXECUTIVE OFFICER	00012737		CAPT	DAVID	EHLERS	CG-AV11	Yes	Yes
7	CG AIRSTA CAPE COD (000568)	Active	COMMANDING OFFICER	00010403		CAPT	STEPHEN	TORPEY	CG-AV12	Yes	No
8	CG AIRSTA CAPE COD (000568)	Active	COMMANDING OFFICER	00010403		CAPT	STEPHEN	TORPEY	CG-AV11	No	Yes
9	CG AIRSTA CAPE COD (000568)	Active	COMMANDING OFFICER	00010403		CAPT	STEPHEN	TORPEY	CG-AV10	Yes	No
10	CG AIRSTA CAPE COD (000568)	Active	AERO ENG OFFICER	00010400		CDR	PAUL	BROOKS	CG-AV10	Yes	No
11	CG AIRSTA CAPE COD (000568)	Active	AERO ENG OFFICER	00010400		CDR	PAUL	BROOKS	CG-AV11	Yes	No
12	CG AIRSTA CAPE COD (000568)	Active	OPERATIONS OFFICER	00012738		CDR	WESLEY	HESTER	CG-AV11	Yes	Yes
13	CG AIRSTA CAPE COD (000568)	Active	OPERATIONS OFFICER	00012738		CDR	WESLEY	HESTER	CG-AV10	Yes	No
14	CG AIRSTA CAPE COD (000568)	Active	ASST OPS OFFICER ROTARY	00010398		LCDR	MATTHEW	BRECKEL	CG-AV10	Yes	No
15	CG AIRSTA CAPE COD (000568)	Active	ASST OPS OFFICER ROTARY	00010398		LCDR	MATTHEW	BRECKEL	CG-AV11	No	Yes
16	CG AIRSTA CAPE COD (000568)	Active	ASST OPS OFFICER ROTARY	00010398		LCDR	MATTHEW	BRECKEL	CG-AV12	Yes	No

- Determine your unit officer specialty gaps. Keep in mind the gap will come from a billet/personnel mismatch. The Column labeled “Required” means the position

or billet requires the labeled Officer Specialty Code (OSC). The column labeled “Qualified” means that the person has the OSC in Direct Access (as shown on their ESS in CGBI). Your unit gaps are where “Required” is a “Yes” and “Qualified” is a “No”. You can filter these columns to better see this info. To do this, select row 3 which has the column header names, then select “Sort & Filter” on the far right side of the Home menu toolbar display, then select Filter. Use the drop down box to filter the applicable columns.

9. It is equally as important that your respective billets are labeled correctly. Take this opportunity to ensure billets are properly labeled with the correct OSC. In instances where they are incorrectly labeled, submit a CG-5311 to CG-1B1.
10. You can save this cube manipulation to your favorites to re-run in the future; it will provide updated information. First select the paper symbol at the bottom middle of the webpage, then select Prepare Bookmark. Now you can save to favorites by selecting the star in the upper right portion of the screen.



 Help your officers attain the specialty assignments they need to lessen your unit gaps. Dependent on Officer Specialty Requirements (OSRs), sometimes attainment of an Officer Specialty Code (OSC) won't be possible until well into or at the end of a tour.

How to apply for an OSC:

1. Review CGHQ5318, Officer Specialty Requirements (OSR)
2. Ensure DA/CGBI (ESS) reflects all requirements are indeed met
3. Officer completes application form (CG-5319A)
4. Route application (with ESS) for signature (first O6, GS15, or unit CO) (digital signatures preferred)
5. Submit to opm3 at ARL-PF-CGPSC-OPMOSMS@uscg.mil

Please help mature Officer Specialty Management System fidelity! OSMS assists in many workforce management actions such as accessions, assignments, workforce health planning, resource decisions. Your part in making the data in this system more accurate will help the Coast Guard better meet its 'people needs' to accomplish our missions!

Questions?

Contact: PSC-OPM-3

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