

# Officer Specialty Management System – A Quick Guide

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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 703-872-6467
  - Webpage for all references: <http://www.uscg.mil/osms>
- Purpose: 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.
- How it works:
  - Specialty Managers establish requirements for their specialties via an OSR (CGHQ-5318) which lists the *competencies, education, training, licenses/certifications, and/or experience* needed to obtain and maintain an OSC. PSC-opm-3 maintains the central repository for all approved OSRs and announces changes to the field when they occur via record message traffic.
  - Individual officers review the various OSRs and apply for specialty codes via an application (or deletion) form (CG-5319A or CG-5319). Commanding officers review their applications and forward them to PSC-opm-3 ([ARL-PF-CGPSC-OPMOSMS@uscg.mil](mailto:ARL-PF-CGPSC-OPMOSMS@uscg.mil)) for approval. An officer's CGBI Employee Summary Sheet (ESS) is an important tool in this process since it lists many of the items in the OSR. OSCs are listed as "Specialties" on the ESS.
  - PSC-opm-3/rpm-2 review the applications, consult with Specialty Managers if needed and assign/delete specialty codes in Direct Access. The officer will receive a notification memo from PSC-opm-3/rpm-2 indicating the results. (Ch. 4-B of M5300.3)

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- Specialty Codes may be assigned via bulk uploads given certain conditions set by PSC-opm/rpm. This process alleviates individual applications from an officer. The officer is still notified of the assignment of the OSC by PSC-opm-3/rpm-2. (Ch. 4-C)
- Officers' assigned codes are periodically reviewed by commanding officers, PSC, and Specialty Managers to ensure compliance and accuracy. (Ch. 4-D of M5300.3)
- Commanding officers may initiate action to remove an officer's OSC. Approval for such action is with the PSC Flag Officer (Ch.4-E of M5300.3)
- Officers may appeal decisions from PSC-opm/rpm to the PSC Flag Officer.
- What OSMS does not do:
  - OSMS does not link or require assignments based on certain specialty codes. OSMS is merely a tool to support the assignment process.
  - OSMS is not the Enhanced Status Quo (ESQ) selection tool authorized in the 2010 Coast Guard Authorization Act. While authorized by Congress, policies and procedures detailing promotion with regard to specialty have not been published by the Assistant Commandant for Human Resources. OSMS is the system which will eventually allow for the use of promotion with regard to specialties, to help address shortages in certain specialties at certain paygrades.
- What should I be doing now with my officers regarding OSMS?
  - Review the OSMS Manual, particularly Chapter 4 to understand the processes to earn, assign, and update an officer's OSC(s) and discuss these with your wardroom. PSC-opm has a presentation to assist with training and is available to field questions and run a remote training webinar.
  - Emphasize the use of the ESS during review of OERs. The ESS is the summary of those competencies, education, training, and licenses/certifications being used in OSMS. The ESS also lists an officer's specialty codes – review them to better improve the integrity of the OSMS. Officers who have an OSC that is incorrect should take action to address it. Officers who qualify for an OSC should apply to be assigned the same.
  - Review your unit personnel allowance list (PAL) to ensure billets are accurately labeled with OSCs. Coordinate corrections with your resource chain of command or PSC-opm-3.
  - The OSMS relies on several layers of checks, including our commanding officers, to achieve a high-level of confidence in our data system. Be part of that process!
  - Questions about OSMS should be directed to PSC-opm-3, Mr. Brandon Chittum.