DEPARTMENT OF HOMELAND SECURITY

U.S. Coast Guard

OFFICER SPECIALTY REQUIREMENTS (OSR)

Reference: COMDTINST M5300.3 (series)

SECTION I General Information

1. Specialty/Subspecialty Title (*Ex. Fixed Wing Aviation)*	2. Code (*Ex. CG-AVI11)*
Recruiting	CG-HRM12

3. Specialty/Subspecialty Description

Officers serving in this sub-specialty manage all phases of officer and enlisted recruiting, both Active Duty and Reserve. Recruiting positions are primarily located at the CG Recruiting Command and the CG Academy.

4. Change Justification

☒ Annual Review ☐ Annual Review w/changes ☐ Required *(change in policy, law, etc.)*

☐ Other *(briefly state reason):*

SECTION II Initial (*Apprentice*) Specialty/Subspecialty Requirements

Enter items needed for specialty designation *(Use block 10 for additional space or another CGHQ-5318 form)*

5. Required items:	Competency	Training	Education	License
PERJF, Recruiter	×			
BA or BS in: Management, Business, Marketing, HR Management			×	
230250, Recruiter Course		×		

Notes: *(Required experience, in lieu of considerations...)*

Experience in lieu of Block 5 Required Items:
Prior tour in Coast Guard recruiting at the CG Recruiting Command or CG Academy Admissions.

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Enter items desired for career broadening/specialization. *(Use block 10 for additional space or another CGHQ-5318 form)*

6. Desired items	Competency	Training	Education	License
Complete tour in CG recruiting at CGRC or CG Academy Admissions.	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
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	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

Notes:

SECTION III Requirements to Maintain Specialty Designation

7. Designation Duration *(Ex. OSC expires 7 years after date last used, usually detachment from OSC coded billet)*

☒ No requirements to maintain designation

☐ Subject to deletion if -

Must remain current in, or must complete refresher training, or additional items as applicable, in the following	Competency	Training	Education	License
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

Notes:

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SECTION IV Requirements to Advance: Journeyman/Master Levels (AJM)

☒ AJM IS NOT applicable for this specialty *(skip Section IV)*

☐ AJM IS applicable for this specialty *(Section II contains Apprentice requirements that must be met)*

Enter items needed for AJM designation *(Use block 10 for additional space or another CGHQ-5318 form)*

8. Journeyman *(in addition to block 5 items)* All items listed are required unless annotated with an *:	Competency	Training	Education	License
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

Notes: *(Required experience, in lieu of considerations...)*

9. Master *(in addition to block 8 items)* All items listed are required unless annotated with an * :	Competency	Training	Education	License
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

Notes: *(Required experience, in lieu of considerations...)*

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10. Additional Info:

Program Manager (PM): CG-133
Officer Specialty Manager (OSM): CG-133
Advanced Education Program (AEP): CG-133

11. Specialty Manager *(SM)* / Sponsor Program	12. SM Phone Number	13. SM Email Address
Christen Wehrenberg	(202)475-5224	christen.m.wehrenberg@uscg.mil

SECTION V Appropriate Approval Authority

14. Competent Authority as established by Assistant Commandant/Directorate *(Printed Name/Title/Grade)*

CAPT Jason A. Merriweather, Chief, Office of Military Personnel, COMDT (CG-133)

15. Signature	16. Date
MERRIWEATHER.JASON.A.1040880620 Digitally signed by MERRIWEATHER.JASON.A.1040880620 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USCG, cn=MERRIWEATHER.JASON.A.1040880620 Date: 2015.12.16 15:39:04 -05'00'	03 Dec 2015

SECTION VI OPM-3 Review and Validation
Official once published by OPM-3

17. OPM-3 *(Printed Name/Title/Grade)*

CDR Beth Naff, CG PSC-OPM-3 Branch Chief

18. Signature	19. Date
NAFF.BETH.A.1025993248 Digitally signed by NAFF.BETH.A.1025993248 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USCG, cn=NAFF.BETH.A.1025993248 Date: 2015.12.28 10:40:54 -05'00'	28 Dec 2015