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)*
Reserve Program Administrator (RPA)	CG-NAP14

3. Specialty/Subspecialty Description

Reserve Program Administrators (RPA) are reserve officers on full-time active duty to organize, administer, recruit, instruct, or train members of the Reserve Component (RC) in accordance with 10 U.S.C. §10211. RPAs optimize efficiency for mobilization and augmentation planning to enhance readiness, facilitate reserve resources, and serve as effective advocates and providers to meet the needs of the RC.

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
Reserve Force Readiness System *See notes	X	☐	☐	☐
502892, Contingency Staffing (on-line course)	☐	X	☐	☐
610189, Reserve Mobilization/Demobilization (on-line course)	☐	X	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

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

Must successfully complete at least 2 years in a billet coded CG-NAP14 and receive permanent designation as determined by a "fully qualified" board per Officer Accessions, Evaluations and Promotions, COMDDTINST M1000.3 (series), art. 1.B.3.

* The RFRS competency may be achieved through successful attendance at a CG-131 sponsored RFRS training session or through completion of the RFRS LMS course 502465.

OFFICER SPECIALTY REQUIREMENTS (OSR)

Reference: COMDTINST M5300.3 (series)

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
Any Masters Degree (e.g. MPA, MBA, MPM, OPS Research, QSM, HR)	☐	☐	☒	☐
Certification as Certified Defense Financial Manager (CDFM)	☐	☐	☐	☒
Certification as Certified Government Financial Manager (CGFM)	☐	☐	☐	☒
Joint Professional Military Education (JPME-I)	☒	☐	☒	☐
Joint Professional Military Education (JPME-II)	☒	☐	☒	☐
Certification as Project Management Professional	☐	☐	☐	☒
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

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 -

relieved for cause or relieved from primary duties in subject matter billet; or member requests removal of RPA under article 1.B.3.i of COMDTINST M1000.3(series). OSC will lapse if member has not served in a NAP-14 coded billet within the past 7 years.

Must remain current in, or must complete refresher training, or additional items as applicable, in the following	Competency	Training	Education	License
Reserve Force Readiness System	☒	☐	☐	☐
502892, Contingency Staffing (on-line course)	☐	☒	☐	☐
610189, Reserve Mobilization/Demobilization (on-line course)	☐	☒	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

Notes:

OFFICER SPECIALTY REQUIREMENTS (OSR)

Reference: COMDTINST M5300.3 (series)

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...)*

OFFICER SPECIALTY REQUIREMENTS (OSR)

Reference: COMDTINST M5300.3 (series)

10. Additional Info:

RPA Officer Specialty Manager: CG-1312 (CDR Alexander Foos)
RPA Advanced Education Program Manager: CG-1311 (LCDR Joseph Foley)

RPA Program Guidance contained in COMDTINST M1000.3(series)

11. Specialty Manager *(SM)* / Sponsor Program	12. SM Phone Number	13. SM Email Address
Alexander C. Foos, CDR (CG-1312)	202-475-5430	Alexander.C.Foos@uscg.mil

SECTION V Appropriate Approval Authority

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

P. K. Aboagye, CAPT, Chief, Office of Reserve Affairs (CG-131)

15. Signature	16. Date
Digitally signed by ABOAGYE.PATRICK.K.1013499604 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USCG, cn=ABOAGYE.PATRICK.K.1013499604 Date: 2015.09.29 09:44:31 -04'00'	09/29/2015

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 2015.10.01 10:33:22 -04'00'	10/01/2015