U.S. Department of
Homeland Security

United States
Coast Guard

COAST GUARD
OFFICER SPECIALTY MANAGEMENT
SYSTEM MANUAL

COMDTINST M5300.3A

June 2020

U.S. Department of
Homeland Security

United States
Coast Guard

Commander
United States Coast Guard
Personnel Service Center

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COMMANDANT INSTRUCTION M5300.3A

Subj: COAST GUARD OFFICER SPECIALTY MANAGEMENT SYSTEM MANUAL

Ref: (a) Competency Management System Manual, COMDTINST M5300.2 (series)
        (b) Coast Guard Personnel Allowance List (PAL) Manual, COMDTINST M5312.14 (series)
        (c) Coast Guard Individual Development Plan (IDP), COMDTINST 5357.1 (series)
        (d) Correcting Military Records, COMDTINST 1070.1 (series)
        (e) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)

1. PURPOSE. This Manual establishes policy and doctrine, and outlines specific practices
   and procedures for the Coast Guard's Officer Specialty Management System (OSMS).

2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge,
   deputy/assistant commandants, and chiefs of headquarters staff elements shall comply
   with the provisions of this Manual. Internet release is authorized.

3. DIRECTIVES AFFECTED. Coast Guard Officer Specialty Management System Manual,
   COMDTINST M5300.3, is hereby cancelled.

4. DISCUSSION.

   a. In 2001, Commandant (CG-1) initiated an effort to replace the OBCs with OSCs.
      This new OSMS developed a framework of specialties and subspecialties, each
      distinguished with a unique OSC, to identify each position's need as well as officer
      capabilities. The Coast Guard Personnel Service Center, Officer Personnel
      Management Division (CG PSC-OPM-3) is the program office assigned management
      and oversight responsibility of OSMS.

b. OSMS applies to commissioned officers and their corresponding officer positions, both active and Reserve. Chief Warrant Officers (CWOs) are managed separately, and are not included in OSMS. CWOs who become Lieutenants under the CWO to Lieutenant Program have the opportunity to earn OSCs, and should apply for applicable OSCs upon their promotion to Lieutenant. Reference (a) describes and prescribes the doctrine for the Competency Management System (CMS) and is not changed by this release.

c. Generally speaking when this Manual refers to "specialty" it includes "subspecialty" as well in content. If policy set forth in this Manual only concerns one or the other, the terms Specialty and Subspecialty are used with capital letters. Likewise, a Specialty Manager (SM) is the term used for those who manage either a Specialty or Subspecialty.

d. For the purposes of this Manual, those responsibilities and authorities vested with Assistant Commandants apply to Commander, Force Readiness Command (FORCECOM) and the Director of Operational Logistics (DOL).

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

6. MAJOR CHANGES.

a. This Manual coincides with the release of OSMS 2.0, a recent update to the program. The revised OSMS Manual updated how Officer Specialty Requirements are written, and standardized the use of the AJM/levels model.

b. Modifies the authority to create and change both specialties and subspecialties.

c. Removes the chapters on the Employee Summary Sheet (ESS) and Specialty Considered Selection (SCS).

d. All enclosures were removed and posted to the OSMS CG Portal page.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Manual is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).

b. This Manual will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning policy,   and compliance with all other applicable environmental mandates.

8. DISTRIBUTION. No paper distribution will be made of this Manual. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: http://www.dcms.uscg.mil/directives/, and CG Portal: https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx.

9. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been thoroughly reviewed during the Directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

10. FORMS/REPORTS. The forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: http://cglink.uscg.mil/ac978a2e.

11. REQUEST FOR CHANGES. Units and individuals may recommend changes to this Manual by contacting Coast Guard Personnel Service Center (PSC-OPM-3). Coast Guard Personnel Service Center (PSC) is the delegated authority to update this Manual as needed with concurrence from applicable Headquarters Directorates.

G. T. PRESTIDGE /s/
CAPT, U.S. Coast Guard
Commander, Personnel Service Center

RECORD OF CHANGES			
CHANGE NUMBER	**DATE OF CHANGE**	**DATE ENTERED**	**BY WHOM ENTERED**

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CHAPTER 1.   OFFICER SPECIALTY MANAGEMENT SYSTEM (OSMS) OVERVIEW

A. <u>Purpose of the Officer Specialty Management System</u>

1. OSMS serves two primary officer workforce management functions: quantifying demand and measuring supply. Before OSMS, officer workforce decisions were hindered by unreliable data that prevented an accurate determination if there was a sufficient supply of specialists to meet billet demands. OSMS provides the means for our human resource database system to accurately capture demand and supply so that the service can optimize personnel management decisions in our officer corps. Data provided by OSMS also has the potential to support numerous workforce and personnel management decisions. Such actions or decisions may include, but are not limited to: personnel assignments, Specialty Considered Selection (formerly known as Enhanced Status Quo (ESQ)), and workforce forecasting.

    a. Billets (demand side): OSMS quantifies the demands for the officer workforce. Through this, Program Managers (PM) can identify Specialty or Subspecialty *knowledge*, *skills*, and *abilities* (KSAs) required to best fulfill the needs of each position. Those billets with like KSAs are combined into specialties. Once labeled and quantified, workforce planners and managers have a tangible mission and slate to fill.

    b. Personnel Identification (supply side): OSMS provides a means for workforce planners and managers to identify and track the supply of qualified officers by specialty. The goal is to maintain a sufficient supply of qualified officers in certain excesses to ensure each demand is met at all times. Workforce modelers can measure attrition rates and time-in-service profiles for the various specialties and adjust accession plans to accommodate individual differences amongst specialties.

2. The foundation of specialties is the inclusion of Competencies per reference (a). Competencies, along with formal training, higher education, and professional certifications/licenses, are a building block for specialties. Obtainment of a specialty designation is accomplished by completion of certain tasks associated with the specialty.

3. Each Specialty (e.g. CG-AVI10) must have an appropriate opportunity for positions of the next higher paygrade. A billet structure which affords upward mobility via the promotion system is paramount. The pyramid for an individual specialty should, as close as possible, mirror the overall officer pyramid for paygrades O-3 to O-6. Subspecialties (e.g. CG-AVI11) do not necessarily mirror the overall Specialty structure.

4. OSMS also serves as a career planning tool for junior officers. Officer Specialty Requirements (OSR) describe various officer career fields and their nature of work, as well as the pathway to enter such career fields. In essence, managers of specialties can advertise their career field and increase their likelihood of obtaining motivated officers pursuing professional, career enhancing goals.

5. In addition to career planning, OSMS benefits professional development by formally setting criteria for obtaining higher skill levels. Specialty Managers can establish milestones, through utilization of AJM/levels, to reach the pinnacle of professionalism within their specialty.

6. In addition to the above, the Commandant may employ the SCS promotion tool. This tool was designed to meet Service needs with regard to specialty management while preserving the tenets of the best-qualified promotion system.   See reference (e) for SCS specific policy.

7. OSMS applies to both the Active Duty Promotion List (ADPL) and the Inactive Duty Promotion List (IDPL).

B. System Overview

1. OSMS contains three organizational layers:

    a. Communities – Operations and Mission Support.

    b. Specialties – within a Community.

    c. Subspecialties – within a Specialty.

2. Specialty versus Subspecialty. Some Specialties have no associated Subspecialties, (e.g. Finance) while others have many and may include Subspecialties owned by different Assistant Commandants or Directorates. By design, a Subspecialty is a more focused area of the general Specialty with narrower and more defined requirements. A benefit to the general Specialty is that it can serve the demand side by identifying billets which can be successfully filled by officers with one of the Subspecialty designations. PSC-OPM-3 maintains, via their OSMS CG Portal page, the most current list of approved Specialties and Subspecialties.

3. Specialty Managers (SM) provide the requirements for their specialties via an Officer Specialty Requirement (OSR), Form CGHQ-5318, or the CGHQ-5320. Both forms are commonly referred to as an OSR. After completing the requirements within a Specialty/Subspecialty, an officer can request assignment of an Officer Specialty Code (OSC) for entry into their official military record. Likewise, failure to maintain requirements within a specialty can result in an officer losing their OSC. Integrity of OSMS is important since the data may be used in personnel management decisions.

4. PSC-OPM-3 is the Program Manager for OSMS, and manages the assignment and deletion of OSCs from officers' records. PSC-RPM-1 assists with the management of assigning/deleting OSCs for IDPL officers.

5. Billet key stakeholders (Area Commanders, Program Managers, etc.) are responsible for assigning appropriate OSCs to their billets via Commandants (CG-833) and (CG-1B1). Procedures for doing such are covered in References (a) and (b). Billets which are labeled with a general community label (CG-CMO10-Operations, CG-CMS10, Support), signify a generality, and for the most part any OSC within that particular community will fulfill the billet requirements.

C. OSMS in Officer Personnel Management Decisions

1. OSMS provides many benefits for managing the officer corps, it gives workforce planners and managers a means to measure demands, supplies, and network flows. Furthermore, it aids in workforce management, training needs, career counseling, assignments, evaluations, and promotions.

Figure 1-1 OSMS

2. Workforce Management: CG-126 develops multiple products on an annual basis to ensure the Coast Guard has sufficient officers at each paygrade and within each specialty to meet current and forecasted needs. The Officer Accession Plan (OAP) provides CG Recruiting Command and the Academy with recruitment and graduation goals for cadets and officer candidates of varying educational and technical backgrounds. In addition, the Officer Corps Management Plan (OCMP) provides tailored guidance for promotion and continuation decisions to advance and retain the skillsets the Coast Guard requires at the more senior paygrades.

3. Training: OSMS supports better decision making with respect to accurately modeling training quotas needed to meet demand and keep a sufficient flow of officers into pipeline training.

4. Career Counseling: Reference (c) defines the use of the Individual Development Plans (IDP). The applicable OSR(s) can assist supervisors and junior officers in the development of the IDP and provides additional officer career path guidance. The OSR contains requirements for continued progression within a chosen specialty and can easily be incorporated into the IDP. OSMS provides our officer corps with pathways to professional development.

5. Assignments: OSMS is designed to support the goal within officer personnel management to assign the right officer, with the right skills, to the right job. The

assignment of Specialties, Subspecialties, and competencies to a billet is a means for the billet key stakeholder(s) to communicate a need for certain skills to the Assignment Officers (AO) who in turn can query the service's personnel management database to find those officers meeting the requirements. In addition, OSMS allows us to measure our ability to meet billet demands with the right stock of specialists. The goal is to supply sufficient numbers of qualified officers for the assignment process. While OSMS is one of many tools used to support the assignment process, it is not intended to restrict the assignment process or limit opportunities for officers.

6. Evaluations: Specialty designations can be a key part of performance evaluations and should be a topic of discussions at the beginning and end of each performance period. In the evaluation process, supervisors should take into consideration each member's demonstrated mastery of their designated specialties. They should monitor subordinates' pursuit of additional tasks related to their designated specialties and their position.

7. Promotions: The SCS promotion tool provides the service the ability to balance the best-qualified promotion system with specialty needs. See reference (e) for specific SCS policy.

CHAPTER 2. PROGRAM ROLES AND RESPONSIBILITIES

A. OSMS Roles and Responsibilities

1. Table 2-1summarizes OSMS roles and responsibilities.

Office/Entity	Roles and Responsibilities
COMDT (CG-1)	• Approves the creation, disestablishment, or modification of Specialties and Subspecialties.
COMDT (CG-1B1)	• Assigns OSCs to billets when prompted by the appropriate billet key stakeholder, Program Managers, Field Unit, OPM, etc.
COMDT (CG-126)	• Provides workforce modeling support as appropriate to PSC-OPM and PMs/SMs in the management of the OSMS. • Builds the OCMP and recommends the quantity of specialty needs for use with SCS. • Builds the OAP addressing officer needs amongst the various specialties. • Examines the need for the creation or disestablishment of any specialty. • Evaluates impacts of proposed billet changes to specialty workforce pyramids. • Conducts ongoing analysis to measure "health" of officer specialties, recommend interventions.
COMDT (CG-6)	• Provides necessary support through its management of Direct Access (DA). • Provides support with OSMS forms.
COMDT (DCMS-55)	• Supports use of the Employee Summary Sheet (ESS) with CGBI.
PSC	• Reviews appeals from officers per Chapter 4 of this Manual.
PSC-OPM	• Provides overall management of OSMS.
PSC-RPM	• Oversees management of OSMS for the IDPL.

PSC-OPM-3	• Program Manager for OSMS (ADPL and IDPL), responsible for maintaining this Manual and all associated OSMS forms.
	• Maintains a centralized OSMS CG Portal page that contains at a minimum:
	    o List of Specialties and Subspecialties,
	    o OSRs,
	    o SMs,
	    o Links to all OSMS forms and this Manual.
	• Coordinates the vetting of all requests to modify an officer's OSC for both ADPL and IDPL.

Office/Entity	Roles and Responsibilities
	• Is final approval authority for all changes to an officer's OSC. • Updates an officer's OSC via DA. • Notifies the appropriate AOs and SMs when an officer's OSC has been deleted/revoked. • Informs officers of any pending action to remove/revoke their OSC following periodic review by SMs, AOs, or other administrative means. • Ensures the integrity of OSMS information.
Assignment Officers (PSC-OPM-2 and PSC-RPM-2 (IDPL))	• Conduct periodic review of officers assigned within their accounts to ensure continued compliance to OSRs. Inform PSC-OPM-3 of any officers who no longer meet OSR requirements. • Provide PSC-OPM-3 a list of officers eligible for an OSC via an approved bulk upload, as allowed. • Remain informed of OSRs to ensure appropriate career counseling.
Career Management (PSC-OPM-4)	• Remains knowledgeable of OSRs to ensure appropriate career counseling.
PSC-RPM-1	• Assists PSC-OPM-3 with applications from IDPL officers to change OSCs. • Assists PSC-OPM-3 with updating an officer's OSC via DA. • Informs IDPL officers of any pending action to remove their OSC following periodic review by SMs, AOs, or other administrative means. • Ensures the integrity of OSMS information for the IDPL.
Billet Key Stakeholder(s)	• Determine appropriate OSC for billets and work with COMDT (CG-1B1) to assign OSC to the PAL.
Program Managers	• Provide guidance to SMs regarding program direction.
Specialty Managers	• Establish OSRs and manage the specialties for positions within their programs. Each Assistant Commandant shall set their own requirements for approval level of OSRs (e.g. delegated to the PM or Office Chief). • Conduct analyses of required KSAs to ensure they are compatible with current program missions. • Review and validate OSRs. Provide PSC-OPM-3 the most current, approved OSR on file. • Participate in the vetting of OSC applications with PSC-OPM-3.

Office/Entity	Roles and Responsibilities
	• Provide PSC-OPM-3 a list of officers eligible for an OSC via an approved bulk upload as allowed. • Conduct periodic review of officers assigned within their specialties to ensure continued compliance to OSRs. Inform PSC-OPM-3 of any officers who no longer meet OSR requirements.
Commanding Officers and Office Chiefs	• Review OSC Application(s), form CGHQ-5319A/CGHQ-5319B, submitted by officers desiring to add an OSC. Ensure completion of all requirements within the respective OSR before forwarding to PSC-OPM-3. • Contact PSC-OPM-3 regarding administrative or disciplinary action which may impact an officer's OSC. • Provide feedback, concerns about OSRs to SMs (copy PSC-OPM-3) via the chain of command. • Provide feedback, concerns about billet OSC billet labels to SMs (copy PSC-OPM-3) via the chain of command.
Individual Officers	• Review OSRs for potential career fields and interests. • Submit OSC Application Form(s), CGHQ-5319A/CGHQ5319B, to earn an OSC. • Frequently review applicable OSRs for compliance.

Table 2-1 OSMS Administration, Processes, Roles, & Responsibilities

CHAPTER 3. OFFICER SPECIALTY/SUBSPECIALTY REQUIREMENTS (OSR), CGHQ-5318 AND CGHQ-5320

A. <u>Purpose</u>

1. OSRs represent the requirements (competencies, education, training, experience, and certification/licensing) necessary to earn a specific OSC. These requirements are established by the SM and reflect the tasks necessary to demonstrate proficiency in areas of KSAs. The OSR is also the official means to set forth the requirements for achieving Apprentice, Journeyman, and Master (AJM) with respect to Specialties, and levels with respect to Subspecialties. The monikers AJM and levels are the same in principle, a degree of progression within a given OSC. The use of AJM or levels is mandated across all OSCs by the OSMS Program Manager. AJM/levels are a natural fit for OSCs, but not universal in their application across OSMS as a whole. When correctly applied AJM/levels can capture initial qualification within a specialty through advanced ability within that particular specialty. Often times, there is a large gap between being "new" within a specialty and an "expert" within that specialty, AJM/levels is the means to capture those differences in skill(s) mastery.

2. The scope and the detail of the OSRs are unique to each specialty. While SMs should consult with PSC-OPM-3 about the content of their OSRs, the responsibility for development and currency of the OSRs rests with the individual SMs. OSRs should be as specific as possible with respect to requirements. The more ambiguous the requirements within the OSR are stated, the less effective the OSR becomes to the user and the specialty. Likewise, the more stringent the OSR becomes with requirements, the less practical application it has. Crafting an OSR requires balancing needs and desires; it is part art and part science. Each specialty will have various needs for all of its billets, but a majority of the billets require certain fundamental KSAs to safely and effectively fill the job. Design the OSRs around the majority of the needs, yet account for those certain KSAs which the specialty cannot afford failure even if they only represent a minority of the jobs. For example, if 30% of jobs within a given specialty require a certain license per Federal law, then the OSR should require that license.
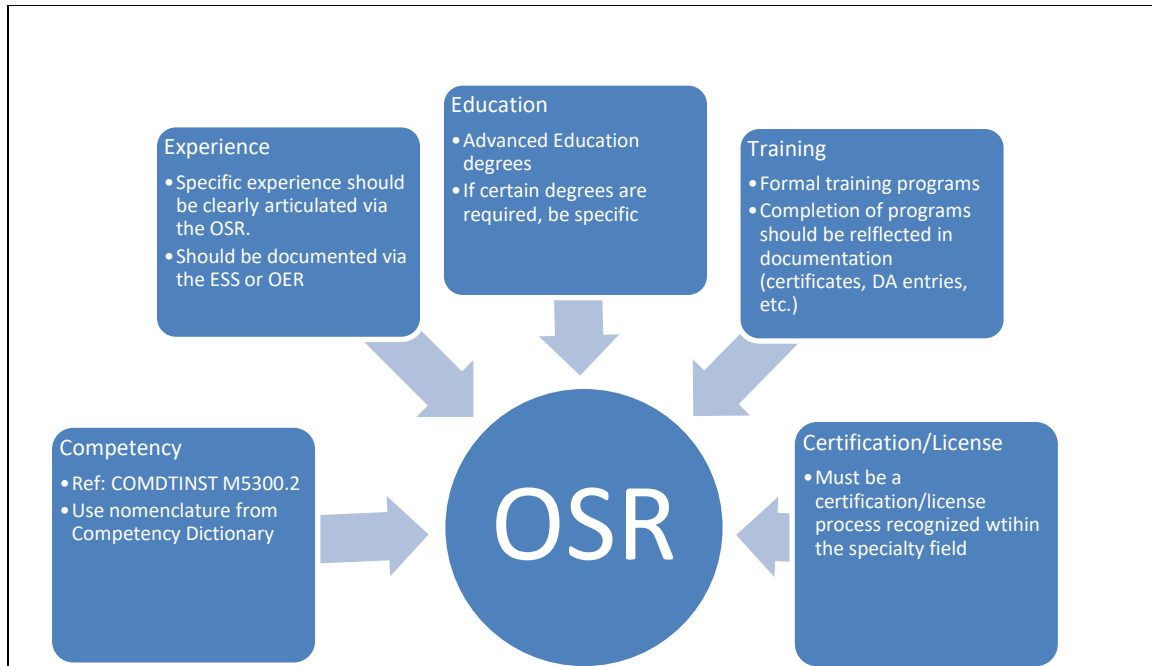
Figure 3-1 Building the OSR

B. Approval Authority

1. Each Assistant Commandant shall designate appropriate approval authority for modifying OSRs. This designation need not be formal. This authority shall be no lower than the Office Chief (O-6/GS-15) where the SM resides. Assistant Commandants and Directorates shall ensure that OSR submissions and modifications are reviewed by other Assistant Commandants and Directorates that are affected, and that the impacts of OSR modifications are evaluated prior to approval. For those Specialties with Subspecialties residing in other Assistant Commandants or Directorates (e.g. Prevention – Ashore (Commandant (CG-7)) and Waterways Operations and Management (Commandant (CG-5)), it is recommended that the two Assistant Commandants or Directorates establish a mutual understanding and list of business rules for developing OSRs. The Assistant Commandant responsible for a Subspecialty decides the approving authority for their OSR regardless of the overarching Specialty (i.e. in the aforementioned example, Commandant (CG-5) decides who approves the Waterways Operations and Management OSR). The Assistant Commandant responsible for the overarching general Specialty does not establish ownership of the Subspecialty OSR. The Officer Specialty Requirement (OSR), Form CGHQ-5318, is the means for publishing Specialty requirements, and the Officer Specialty Requirement (OSR), Form CGHQ-5320, is the means for publishing Subspecialty requirements.

2. SMs should review their OSRs on an annual basis and forward updated versions to PSC-OPM-3 for review, validation, and official posting. The PSC-OPM-3 validation process is to ensure consistency in content and messaging to the field so that the reader sees similar language from one OSR to another.

3. PSC-OPM-3 maintains a central repository of all OSRs via their OSMS CG Portal Page. PSC-OPM-3 is the final approval authority for OSRs.

C. Developing Officer Specialty Requirements

1. SMs have the responsibility for establishing OSRs for their OSC. SMs should consult with Commandant (CG-126) and PSC-PSC-OPM-3 before submitting proposals to update, modify, or create new specialty requirements via an OSR. The following process is established as a baseline to ensure consistency among the specialties:

    a. Determine the underlying KSAs required of the specialty. An online database, created by the Department of Labor, O*Net, can be used as a starting point for this determination. O*Net has detailed descriptions of the world of work for a wide variety of occupations. The O*Net can be found on the Internet at http://online.onetcenter.org.

    b. Determine existing measures of KSAs. This is typically a listing of current competencies (see the competency dictionary: https://cg.portal.uscg.mil/units/ppc/PD/guides/Documents/SPO/PersonProfile/CompetencyDictionary.xls), educational degrees, training courses available, and certifications/licenses respected within the specialty's field of work.

    c. Create a linkage between KSAs and measures. This ensures that the underlying KSAs have appropriate measures and can be addressed with the appropriate competencies, education, training and certifications/licenses. Several KSA areas may have multiple measures of proficiency.

    d. When an SM changes an OSR they must address the impacts to those officers who currently hold the respective OSC. Are those officers required to meet the new requirements or are they grandfathered? If so, what is the required timeframe?   It is critical that SMs clearly list the impacts in the OSR for those officers previously assigned. Any substantial changes to an OSR will be communicated via the SM and Program Manager. The SM/Program Manager will also address impacts on previously designated specialists.

D. Interpreting the Officer Specialty Requirements

1. While the SM drafts the OSR, the primary user of the OSR is the officer in the field. The OSR must be crafted so that the officer, their chain of command, and PSC-OPM-3/PSC-RPM-1 can understand the requirements. To ensure this SM must use standard terminology which appears in the ESS under the "Education," "Training," "Competencies," and "Certifications & Licenses" fields.

2. Unless otherwise stated, the OSR lists minimum requirements which must be met for earning the specialty code. For example, the OSR may contain a list of three competencies an officer must earn, or wording that specifies an officer must have "two of the following five." The structure and design of the OSR cannot address each of the specialties' needs; as such, SM(s) may use free text to explain the requirements.

3. A SM may list 'experience in lieu of' for some requirements. This is a means for the specialty to accept officers with notable field experiences to compensate for other criteria mentioned (e.g. education). These should be the exception and not the norm.

4. In addition, SMs may discuss the ability to waive some requirements within the OSR. Caution should be used in listing criteria within the OSR which may be waived as it creates a higher probability of SM involvement during processing of the OSC applications from the field.

E. <u>Specialty Apprentice, Journeyman, Master (AJM) model and Subspecialty levels model</u>

1. AJM/levels model expectations- To promote and help standardization, this updated policy is more prescriptive in the formulation of the OSRs as we require an AJM or levels experience model for each specialty.

   a. Specialties, AJM Model. For all Specialties, each OSC should define a career path to O-5/O-6 under the AJM model.

      i. Apprentice: Tailored for junior officers up to O-3. Typically Apprentice is met around the two year mark within specialty. This is the point a member has a skillset, clearly identifiable, to be an Apprentice within the craft. For example; completion of flight training, Transition course, and a Co-Pilot competency is envisioned as the Apprentice level for Aviation.

      ii. Journeyman: Tailored for members at the rank of O-4. Typically met around the five year mark within Specialty. A percentage of "senior" LTs could also be J level, but it should not be the majority of LTs. Usually informs O-5 personnel/workforce actions.

      iii. Master: Tailored to O-5s. Typically met with experience in an O-5 specialty coded billet. Usually informs O-6 personnel/workforce actions.

   b. Subspecialties levels model. For all Subspecialties, each OSC should be able to define a career path to at least senior O-3 or the O-4 level. This is to recognize that not all Subspecialties will have an equivalent "Master" level (level IV). Some Subspecialties may not have enough, or any for that matter, billets at the O-4/O-5+ level. Instead, they would move on to the overarching Specialty. This is most commonly seen within the Prevention and Response. Also, level I is not required, some Subspecialties may choose to start at level II. However, there must be at least levels II & III. If impossible to have levels II & III, then the skill set will be addressed as a competency instead of an OSC.

      i. Level I: level I is a low level of subspecialty experience/knowledge, but still recognition as a start within a particular OSC. The officer may have education or training alone, or experience within the general nexus, but not necessarily within the OSC. For example; those who have completed a PG program, but have yet to have been billeted in the Subspecialty OSC. This level would also include those with an

outside degree directly linked to the OSC, for example an International Affairs degree for CG-SEI14 International Affairs. Or those that have a nexus to subspecialty but may not be "in" that subspecialty per se.

ii. Level II: Some Subspecialties may not use level I so they will begin at level II. Typically 12 months to 24 months within the Subspecialty or doing the Subspecialty work. All items for a member to be considered entry level into the subspecialty. level II should be earned and applied for within the first Subspecialty tour. Additional competencies, experience, education, training above that of level I.

iii. Level III: Around the four year mark within Subspecialty. Additional competencies, experience, education, training above those required of level II.

iv. Level IV: Near the end of a second tour, at least one of which must have been billeted as Subspecialty. The "expert" within a Subspecialty. Additional competencies, experience, education, training above level III.

2. When a member applies for a particular AJM/level, the DA Person Profile (reflected via the ESS) will be populated to display that OSC. Officers may still wish to document obtaining such OSCs via their OER (e.g. list obtainment under the Professional Competence performance dimension). The OSR (Form CGHQ-5318 or CGHQ-5320) serves as official promulgation of these levels of expertise. Figure 3-2 shows how an officer can document obtaining higher levels of professionalism within their specialty when the AJM/levels model is applied.
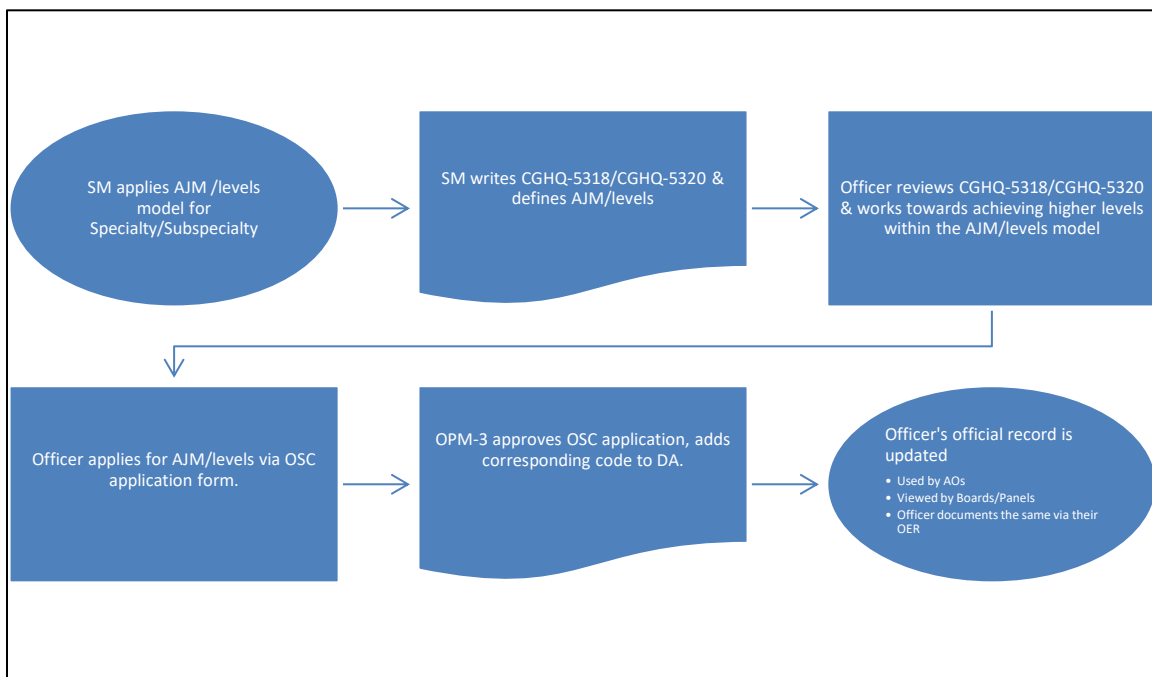
Figure 3-2 Documenting Achievements in the AJM/levels Model

F. Completing the Officer Specialty Requirement (OSR)

1. The OSR is used by SMs to establish the requirements to obtain and hold an OSC for the given Specialty or Subspecialty, respectively. The form is available on CG Portal via References > Forms > Coast Guard Headquarters. Although the CGHQ-5318 is specifically for Specialties and the CGHQ-5320 for Subspecialties both versions are known and referred to as an OSR.

2. OSRs are required to be approved by the respective Office Chief within each Assistant Commandant. Assistant Commandants must ensure that OSR submissions and modifications are reviewed by other offices which may be affected, and that the impacts of OSR modifications are fully evaluated prior to final approval.

3. For all Subspecialties, the OSR will also be reviewed and endorsed by the overarching specialty. For example, the OSR for Vessel Inspections CG-OAP11 will be reviewed and endorsed by the Office Chief of CG-OAP10, the "owning" Specialty.

4. SMs should review their OSRs on an annual basis to ensure thoroughness and compliance with current applicable policy, regulations, and laws if applicable.

5. PSC-OPM-3 is responsible for final validation of OSRs. Prior to validating and posting OSRs in a central repository, PSC-OPM-3 shares the OSRs with other SMs. Circulating the OSRs with all the SMs promotes learning amongst the SMs on how to craft requirements, employ AJM, etc, and also provides an opportunity to address any concerns from other offices. PSC-OPM-3 will allow 10-business days for comments and then consolidate the same and return them to the originating SM of the OSR. After the Assistant Commandant's office responsible for the OSR receives the feedback from PSC-OPM-3, they shall amend the OSR if needed, and approve. The OSR is then submitted to PSC-OPM-3 for publishing. The OSR is not official for the field's use until it has been signed and published by PSC-OPM-3. Figure 3-3 describes the validation process.

6. When an SM changes an OSR they must address the impacts to those officers who currently hold the respective OSC. It is critical that SMs clearly list the impacts in the OSR on those officers previously assigned. For example, if a competency is added to the requirements, be sure to note what is expected from officers currently in the specialty who do not possess that competency (e.g. "Widget Operator – required for all new specialists, optional for currently assigned specialists" or "Widget Operator – required for all new specialists, mandatory by 31Dec14 for all currently assigned specialists"). The Program Manager must track the status of those already in specialty whom do not meet the new requirement(s); with particular emphasis on not creating two groups of specialists, one group whom meets currents requirements and another group who have the OSC but who have not obtained or maintained the same requirements. The creation of two groups of specialists negatively impacts program decisions based on that OSC, including but not limited to: assignment, SCS, bonus computations and any supply/demand decisions. Impacts to the current OSC holder should be closely discussed with SMs, Program Manager, impacted stakeholder offices, and with PSC-OPM-2/3/4.

New or updated OSR drafted by SM. → SM sends OSR to PSC-OPM-3 for validation process. → PSC-OPM-3 circulates proposed OSR to all SMs.

SMs review, learn, and comment back to PSC-OPM-3 if desired. → (after 10-business days) PSC-OPM-3 consolidates comments and sends to SM. → Originating SM reviews comments, resolves concerns, answers questions, etc.

Designated authority signs OSR and sends to PSC-OPM-3. → PSC-OPM-3 reviews, signs and posts OSR for official use.
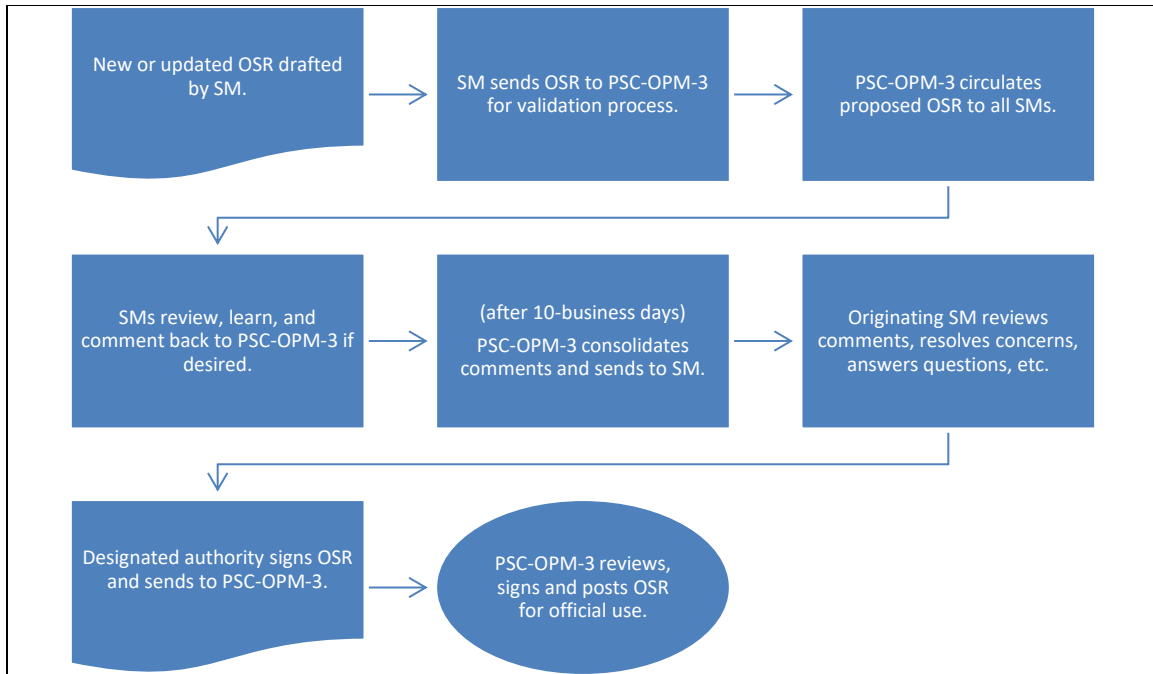
Figure 3-3 Validating the OSR

CHAPTER 4.   OFFICER SPECIALTY CODE (OSC)

A. Establishing and Modifying Officer Specialties and Subspecialties

1. The most current list of OSCs can found on PSC-OPM-3's OSMS page on CG Portal.

2. There is a consistent methodology used in the assignment of the OSC nomenclature. Table 4-1 describes how the terminology is established.

Standard Specialty: **CG letter letter letter number number letter (fourth letter indicates A, J, or M).** **EX:CGAVI10A (Aviation Apprentice)**	
The **three letters** following CG are the abbreviated term for the specialty's name (e.g. LGL = Legal)	A **two digit sequential number** starting at "10" for each Specialty, followed by A, J, or M for Apprentice, Journeyman, or Master.
Standard Subspecialty: **CG letter letter letter number number number (third number indicates level).** **EX:CGAVI112 (Fixed Wing Aviation level II)**	
The **three letters** following CG are the abbreviated term for the specialty's name (e.g. LGL = Legal)	The first listed Subspecialty would have the number "11" assigned, the next "12" and so forth. If a Specialty has more than nine Subspecialties, then the next Subspecialty would have the number "20" assigned. The third number is the level which the member has achieved.

Table 4-1 OSC Terminology

3. Commandant (CG-1) approves changes to Specialties or Subspecialties. Such actions are normally the result of changes in policy or law, new missions, duties, responsibilities or, simply new insights or a better understanding of the existing work environment and population of officers performing particular types of work.

4. If making Specialty or Subspecialty change recommendations, provide the following information via a memo to Commandant (CG-1) and through any impacted offices (e.g. a program office that may lose or gain billet positions due to the change) including CG-126 and PSC-OPM-3.

   a. The number of officers and billets impacted by the change (i.e. those officers who need to be re-designated as a result of the change).

   b. Provide a crosswalk for officers and billets to move between previous OSCs and the requested OSCs. The request must address how PSC-OPM-3 is to update impacted officers' OSCs. Reference (b) describes the process for updating billets.

   c. The new OSR to be implemented must be an enclosure to the memo.

5. A sample memo for requesting such a change is available via the OSMS CG Portal page or by contacting the OSMS Program Manager.

B. OSC "Proficiencies" in Direct Access

1. Good: Signifies the OSC is in good standing. The requirements are met by the member.

2. Lapsed: Signifies the OSC is no longer applicable. The requirements were met at one point in time, but the OSC has expired. This is most likely due to a currency requirement the program had in the respective OSR. For example, if an Aviator is outside of aviation (not filling Aviation related roles/billets) for a certain period of time, if and when triggered, the member's proficiency for AVI related OSC will be updated to Lapsed.

3. Revoked: Signifies the OSC is no longer applicable for a reason other than expiration. This indicates the person is no longer considered that particular specialist, nor assignable to those OSC coded billets. This could be for a variety of reasons; however, most often it is due to medical, performance, or security clearance. If a member once again meets requirements and is endorsed for the OSC they can re-apply for the OSC. At that point the proficiency will be updated to Good (with appropriate AJM/level).

C. Applying for, or Deleting an OSC – Member Initiated

1. Corrections or updates to OSCs must be submitted to PSC-OPM-3 for processing and approval. PSC-OPM-3 coordinates the processing of applications with the appropriate SM(s) and PSC-RPM-1 if appropriate, and is the only office authorized to modify an officer's OSC. If officers have not received a response to their application at 60-days, they should contact PSC-OPM-3. Local Servicing Personnel Offices (SPO) are not authorized to assign or delete an OSC to an officer's record.

2. To apply for an OSC, an officer must submit either an Officer Specialty Code Application Form CGHQ-5319A (for Specialties), or the CGHQ-5319B (for Subspecialties). If the request is denied, the officer will be notified and may appeal the determination to the PSC Commander with a memo through their rating chain. A sample memo is available from PSC-OPM-3. PSC's review process is internally established and may range from simple review by the PSC CO to convening a panel of officers to review the application and make a recommendation. If denied by PSC, the officer may pursue a correction to their military record via an appeal to a Personnel Records Review Board (PRRB) or file a Board for Correction of Military Records (BCMR) action as outlined in Reference (d).
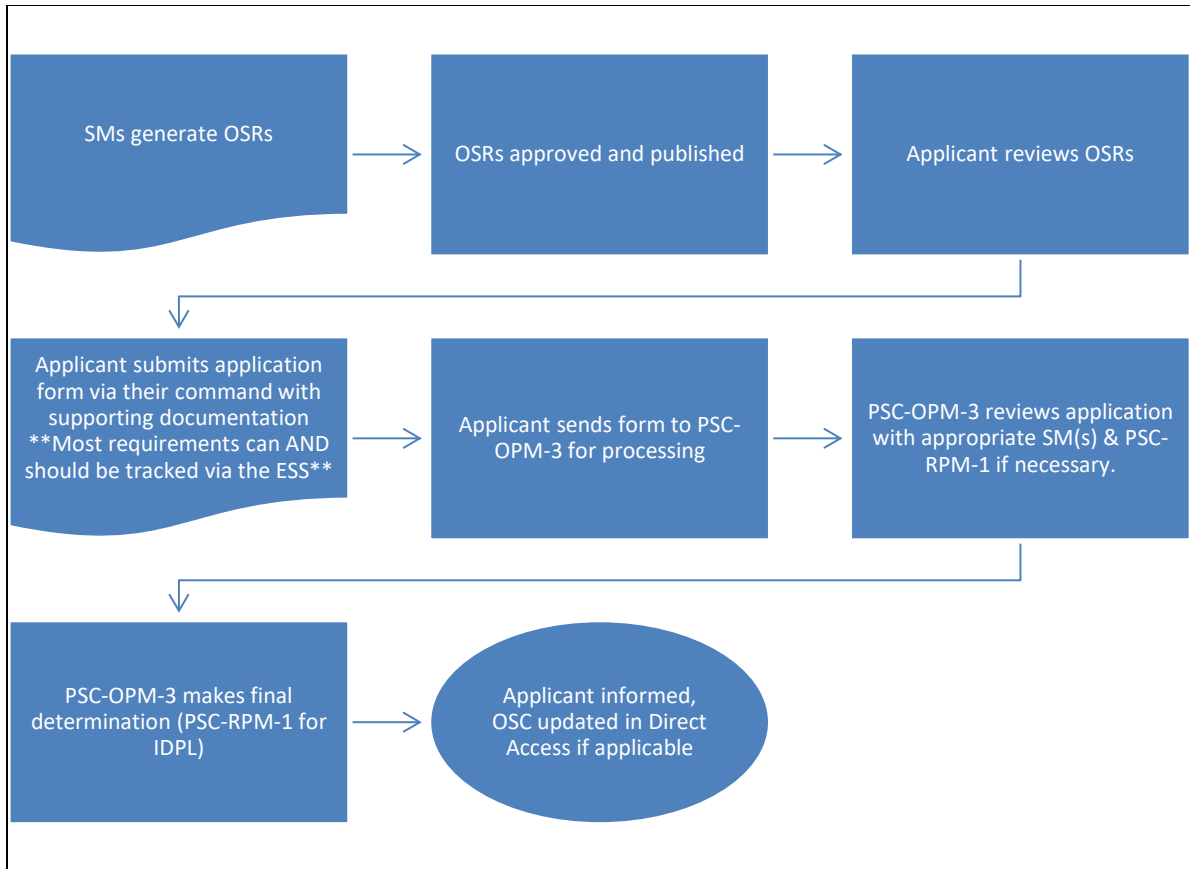
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│   │Applicant submits │      │                  │      │PSC-OPM-3 reviews │    │
│   │application form  │      │Applicant sends   │      │application with  │    │
│   │via their command │ ───> │form to PSC-OPM-3 │ ───> │appropriate SM(s) │    │
│   │with supporting   │      │for processing    │      │& PSC-RPM-1 if    │    │
│   │documentation     │      │                  │      │necessary.        │    │
│   │**Most reqs can   │      │                  │      │                  │    │
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│   │tracked via ESS** │      │                  │      │                  │    │
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│   │PSC-OPM-3 makes   │         │Applicant informed,│                          │
│   │final determination│ ───>   │OSC updated in     │                          │
│   │(PSC-RPM-1 for IDPL)│        │Direct Access if   │                          │
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Figure 4-1 OSC Application Process

3. Figure 4-1 shows the process for how an OSC is changed when an officer initiates. It begins with the development of the OSRs by the SMs. Each individual officer is responsible for reviewing the appropriate OSRs. If an officer has questions regarding the contents of the OSR, they should direct those questions to PSC-OPM-3 who will engage the appropriate SM if needed for clarity. Upon determining that they meet the requirements for a given specialty, the officer initiates the process via the Form CGHQ-5319A, Officer Specialty Application or CGHQ-5319B officer Subspecialty Application from by providing their designated command approving authority the necessary documentation. Only those applications favorably endorsed by the command are forwarded to PSC-OPM-3 for approval. The Commanding Officer or their designee should only return those applications that clearly do not meet the requirements of the OSR, or lack the verification (e.g. missing certificates, no record of competencies). If there is any doubt or uncertainty, contact PSC-OPM-3 for additional guidance before returning the application to the officer.

4. If a member finds an OSC in their record that should not be there, they shall contact PSC-OPM-3 to have it deleted. Only OSCs that are entered in error will be removed. OSCs will ***not*** be removed simply because a member no longer wishes to be in that particular Specialty/Subspecialty.

D. Adding an OSC - Bulk Upload Approvals

1. In addition to an individual officer applying for or deleting an OSC, PSC-OPM-3/PSC-RPM-1 can accept bulk upload approvals from AOs, SMs, or Field Units under certain conditions (e.g. graduates from flight school, commission of DCOs, etc). PSC-OPM-3 or PSC-RPM-1 enters such OSCs per established guidelines and notifies the individual officers or the Command of the changes.

2. Bulk uploads are used to create efficiency for members, SMs, and for PSC-OPM-3. By submitting requests, the submitting entity (AOs, SMs, Units) attest that all requirements have been met by the members contained within the memo, in accordance with the current OSR.

E. Periodic Review and/or other Administrative Actions

1. SMs and AOs may conduct periodic reviews of those officers under their purview to ensure accuracy and compliance with OSRs. The length of time between reviews may vary. AOs should conduct reviews during the assignment and screening processes, or unit visits. PSC-OPM-4 may conduct reviews during career counseling sessions. There is no mandate for SMs to conduct a review within a certain timeframe since some specialties are extremely large and insufficient staffing is available. There is no requirement to document these reviews. To access a list of officers assigned an OSC follow the steps in Figure 4-2.

$\rightarrow$ Go to CG Portal
$\rightarrow$ Select Business Intelligence
$\rightarrow$ Select Unit
$\rightarrow$ Change Unit to "Commandant"
$\rightarrow$ Select "Training" tab
$\rightarrow$ Select "Competency by Name"
$\rightarrow$ Scroll down to "OSC competency"
$\rightarrow$ Select appropriate OSC

Figure 4-2 OSC Query Path

2. If a SM or an AO discovers an officer no longer meets the requirements of a given specialty, notify PSC-OPM-3. For example, if a member is relieved for cause or relieved from primary duties, the SM or OPM-2 can recommend to PSC-OPM-3 the subject OSC be revoked. In very rare instances OSCs could be removed completely from DA; however, this is not common practice and usually would only be done when an OSC was fraudulently earned. If the OSC was rightly earned by the member meeting the OSR, the proficiency will be changed to revoked. This is for member and Service legacy purposes. Deleted OSCs will circumvent any record that the OSC was earned, this will affect the members DD-214 when separation from Service occurs. When triggered for a revocation/removal, PSC-OPM-3 confirms non-compliance with the published/approved OSR, consults with PSC-RPM-1 for IDPL officers, and notifies the officer of pending revocation/removal of the subject OSC. Final authority to remove/revoke an officer's OSC rests with the PSC-OPM-3 Branch Chief (outside of an

appeal--which rest with the PSC CO). After a determination is made, PSC-OPM-3 takes appropriate action and informs the member and command.

3. After receiving notification, the officer has 30-days to reply to PSC-OPM-3 or PSC-RPM-1 documenting that they meet the requirements of the OSR for the specialty in question (see Figure 4-3).

4. Outside of the 30 day reply window, if an officer disagrees with PSC-OPM-3 final action, they may appeal to PSC CO with a memo via their rating chain. A sample memo is available through PSC-PSC-OPM-3 via an email request to: HQS-SMB-CGPSC-OPMOSMS@uscg.mil. PSC's review process is internally established and may range from simple review by the PSC CO to convening a panel of officers to review the application and make a recommendation. If denied by the PSC CO, the officer may pursue a correction to their military record via an appeal to a PRRB or file a BCMR action as outlined in Reference (d).
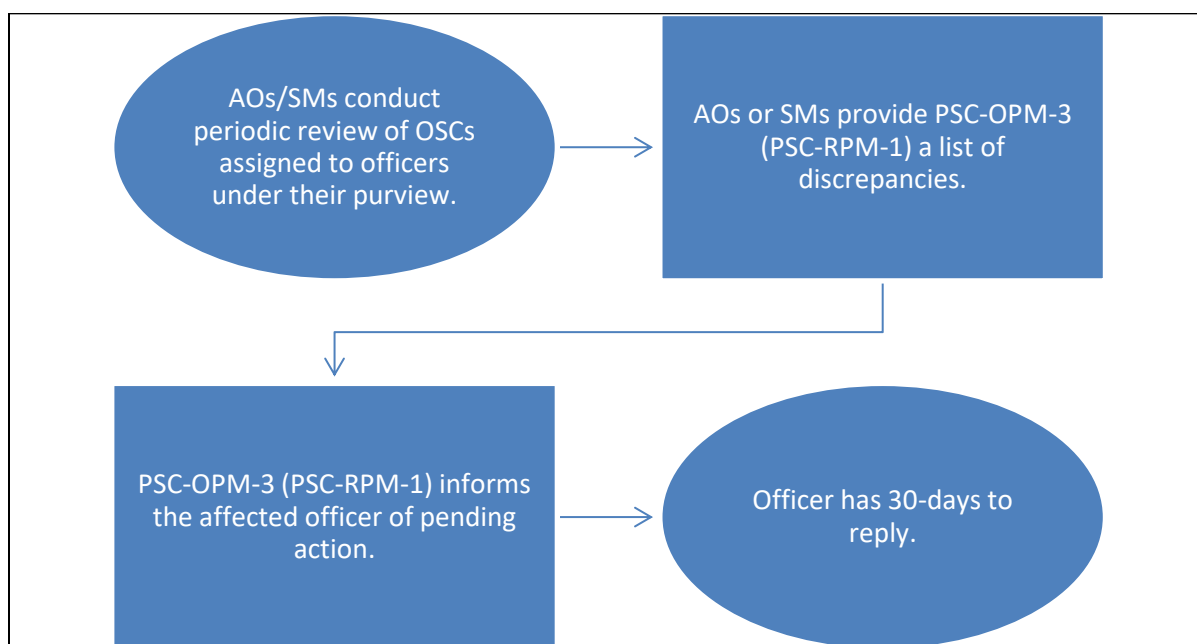

Figure 4-3 Periodic Review

F. Command Initiated Action

1. Commanding Officers may recommend removal/revocation of an officer's specialty code as a result of certain administrative or disciplinary actions (NJP, Court Martial, Admin Investigations, etc.) where they believe the officer's conduct or performance does not meet the spirit of the specialty. Commanding Officers should consult with PSC-OPM-3 (or PSC-RPM-1 for IDPL officers) when considering such actions. As stated earlier, it will be in very rare instances where OSCs will be removed completely from DA. It normally will only be done when an OSC was fraudulently earned. If the OSC was rightly earned, by the member meeting the OSR, the proficiency will be changed to revoked. This is for the member and Service legacy purposes. Deleted OSCs will circumvent any record that the OSC was earned, this will affect the members DD-214 when separation from Service occurs.

2. Such requests from commands shall be sent to PSC-OPM-3 via a Command endorsed memo thru the appropriate SM. PSC-OPM-3 can provide a sample memo format with an email request to: HQS-SMB-CGPSC-OPMOSMS@uscg.mil.

3. After a review and determination is made, PSC-OPM-3 takes appropriate action and informs the member and command. Final authority to remove/revoke an officer's OSC rests with PSC-OPM-3 Branch Chief (outside of an appeal--which rests with the PSC CO).

4. If an officer disagrees with the PSC-OPM-3 final action, they may appeal to PSC CO with a memo via their rating chain. A sample memo is available through PSC-OPM-3 via an email request to: HQS-SMB-CGPSC-OPMOSMS@uscg.mil. PSC's review process is internally established and may range from simple review by the PSC CO to convening a panel of officers to review the application and make a recommendation. If denied by the PSC CO, the officer may pursue a correction to their military record via an appeal to a PRRB or file a BCMR action as outlined in Reference (d).

5. A list of certain conduct or performance as grounds for removal/revocation of an officer's OSC is not required. Absence of such parameters does not negate grounds for removal/revocation; however, the basis for the removal must be significant enough that the service would be at risk with the officer serving in their specialty (e.g. an officer found guilty at Court Martial for misuse of government funds continuing to be a CG-FIN10 specialist).
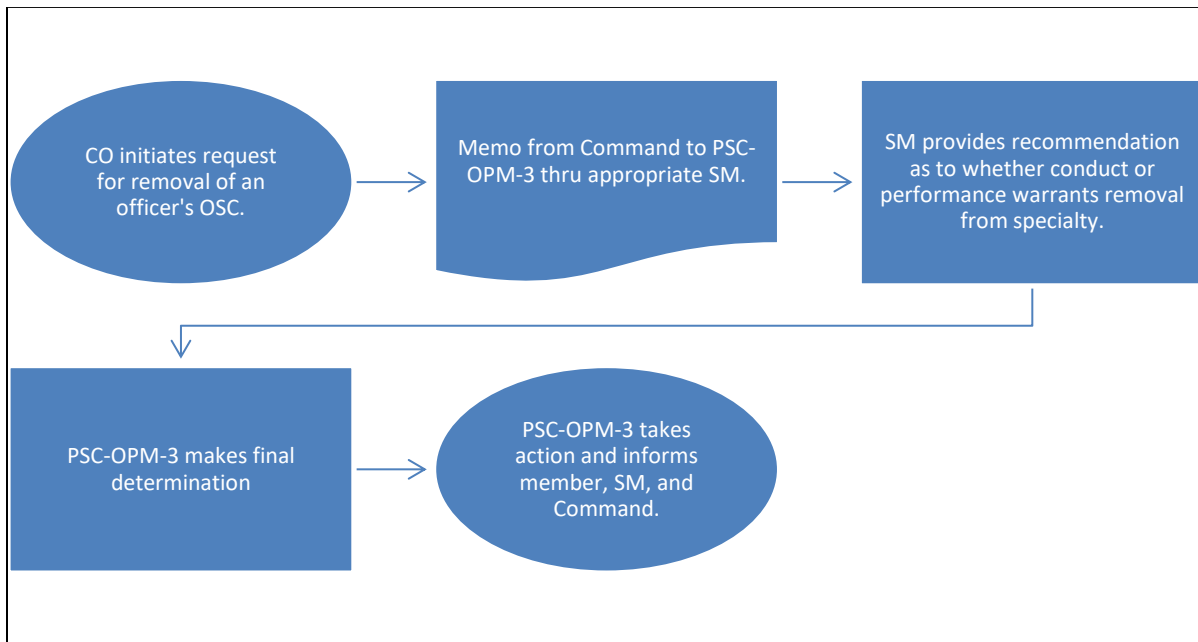

Figure 4-4 Command Initiated

G. Validation Via the Officer Evaluation System

1. Commanding Officers are the first level of review to ensure the integrity of OSMS. During review of an officer's OER, the Commanding Officer should ensure that members

of the rating chain verify the officer's OSC(s) are accurate as reflected on the officer's ESS.

2. Any discrepancies noted during this review should be addressed by the Reported-On Officer or command using either procedures in Paragraph 4.C. as needed.

H. Completing the Officer Specialty Code Application (OSC), Form CGHQ–5319A or CGHQ-5319B Addition Form

1. An accurate record of each OSC an officer possesses is critical. Primary responsibility rests with the individual officer to ensure accuracy. Officers are encouraged to submit their ESS to their rating chain during their OER submission. This review is one part of a multi-part process to ensure the integrity of the system. Due to the large volume of OSC applications PSC-OPM-3 anticipates receiving as a selection board approaches it is imperative officers are proactive in ensuring their record is accurate prior to the beginning of the promotion year in which they are a candidate for selection. PSC-OPM-3 resources may not be able to include a late submission in an officer's record and may impose a hard date in which applications for an upcoming board will not be accepted.

2. The Officer Specialty Code Application, Form CGHQ-5319A is used by officers to request addition of a Specialty to their military record. The form is available via the CG Portal via References > Forms or VIA the OSMS CG Portal page. The officer shall carefully review the respective OSR and confirm they meet the requirements.

3. The Officer Subspecialty Code Application, Form CGHQ-5319B is used by officers to request addition of a Subspecialty to their military record. The form is available via the CG Portal via References > Forms or VIA the OSMS CG Portal page. The officer shall carefully review the respective OSR and confirm they meet the requirements.

4. Each individual officer is responsible for both reviewing their ESS for assigned OSC(s) and submitting the appropriate application and supporting documentation (if needed) to change their OSC.

5. Upon completion of the application;

   a. The officer forwards the form to their Command for review and endorsement. The officer should provide their Command the OSR in question and all supporting documentation. The officer's ESS is considered a snapshot of official entries and may be used to verify licenses, competencies, etc.

   b. Forms CGHQ-5319As/CGHQ-5319Bs which are favorably endorsed by the Command are forwarded to PSC-OPM-3 for further processing. Commanding Officers may delegate the "Command Approval" to a subordinate provided such delegation is formally established either via a unit organization manual, assignment to duties, designation memo, etc. That delegation should remain at the Office Chief, Executive Officer, Deputy, CO of Military Personnel (O-4 and above), or Department Head (O-4 and above).

6. After receiving a favorable command endorsement, the officer submits the Officer Specialty Code Application to PSC-OPM-3 for processing. PSC-OPM-3 will process the application and work with the appropriate SM as needed to ensure compliance with an OSR. Final

decision authority to award an OSC rests with PSC-OPM-3 (or PSC-RPM-1 for IDPL officers).

I. Specialty Experience Indicator (SEI): Specialty Experience Indicator, CG-SEI10, is the "home" for a number of Subspecialties. Per the OSMS structure, Subspecialties lie within a Specialty, and Specialties lie within a Community. The SEI Subspecialties did not fit into any other established Specialty so CG-SEI10 was created as the overarching Specialty to house them. All of the Subspecialties contained within CG-SEI10 are important for officers to pursue and for the CG to track; however, no personnel will be assigned nor any billets labeled with CG-SEI10. Officers should pursue the SEI Subspecialties, and billets should be labeled with the appropriate SEI Subspecialties, as applicable.

APPENDIX A   KEY TERMS AND DEFINITIONS

Table A-1 Key Terms and Definitions contains a list of the key terms and definitions.

Term	Definition
Apprentice, Journeyman, and Master (AJM)	AJM are the three tiers of expertise for each Specialty. SMs set forth the criteria to achieve AJM in their respective OSR.
Apprentice	This tier of expertise is typically entry level and is characterized by an individual with the required qualifications for the specialty, but is still mastering how to apply those skills.
Certification	An endorsement by a recognized authority, government or private firm confirming that specific standards of knowledge or performance have been met in a particular subject area (e.g., Department of Homeland Security (DHS) Program Management Level 3 Certification).
Community	A collection of specialties which share missions, skills, and/or organizational constructs.
Competency	A collection of tasks with the associated KSAs, and wherewithal (tools, methods, information, doctrine, procedures, materials, etc.) needed to perform the tasks to a predetermined, measurable, performance standard. The tasks are usually related as parts of a larger process in support of or contributing to the goals of the organization, unit or work group.
Journeyman	This tier of expertise is typically mid-level and is characterized by an individual beyond the Apprentice level who has acquired additional KSAs.
Levels	Levels are the available four tiers of expertise for each Subspecialty. SMs set forth the criteria to achieve levels in their respective OSR.
License	A legal document issued by a government, state, or local authority giving permission to recipients to perform certain acts or to carry on a certain business (e.g., a Third Mate's license).
Master	This is the highest tier of expertise characterized by obtaining those additional qualifications typically via a formal means or process (certification boards, professional licenses, PhDs, etc.).
Officer Specialty	An area of expertise defined by a unique set of KSAs which have a well-supported billet structure capable of sustaining a viable population of career specialists with requisite competencies, education, training, and certifications/licenses. An officer specialty may contain subspecialties which could be narrower in scope, or possess similar KSAs but have sufficient differences to warrant their own definition.

Term	Definition
Officer Specialty Code Application Form	An Officer Specialty Application, Form CGHQ-5319A/CGHQ-5319B submitted by an officer to request assignment of a currently approved Specialty or Subspecialty to their official military record.
Officer Specialty Code (OSC)	An alphanumeric code used in the Coast Guard's Human Resources personnel management database system to identify an officer specialty or subspecialty. For example, CGAVI10A identifies the "Aviation" Apprentice Specialty, and CGAVI113 identifies the Subspecialty, "Fixed-Wing Aviation." level III. All Specialties are identified with the number 10, while Subspecialties are identified with numbers 11 and so on, depending on how many Subspecialties are assigned to the primary Specialty. OSCs are assigned to billets as well to categorize job requirements. Presence of an OSC in an officer's record does not dictate assignments to a billet of the same category, nor does lack of an OSC prevent assignments.
Officer Specialty Requirements (OSRs)	The list of competencies, education, training, and the certifications/licenses requirements required to earn a specific OSC, set by SMs. The OSR is the cornerstone document of the OSC. It serves as both a framework for preparing the workforce to meet the demands of the billets, as well as a career planning tool for junior officers. All OSRs are maintained in a central repository by PSC-OPM-3 and are available via OSMS CG Portal page. OSRs are reviewed at least annually for accuracy by SMs.
Officer Subspecialty	A focused area of expertise within a Specialty defined by a narrower set of KSAs which have a structure capable of sustaining a viable population of career specialists with requisite competencies, education, training, and certifications/licenses.
Specialty Manager (SM)	The individual designated by, and accountable to the Program Office for the detailed management of a Coast Guard specialty/subspecialty. An SM is expected to be a subject matter expert in their field who maintains awareness of: • the demands of the jobs, • growing trends and needs within the field of work, and • changes to policies/regulations/laws which impact the specialty.
Specialist	An officer who possesses in-depth knowledge and skills in a Specialty or Subspecialty acquired through competencies, education, training, and certifications/licenses.

Table A-1 Key Terms and Definitions