

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
**OFFICER SPECIALTY CODE APPLICATION
SPECIALTY**

Reference: COMDTINST M5300.3 (series)

Section I Applicant Information

Name - First, MI, Last	Rank	Employee ID	Date
Email Address	Applicant's Signature		

Section II Request to Add an Officer Specialty Code (OSC)

(One application needed per OSC)

Note: Applicant must document meeting all requirements. (Should be clear VIA Employee Summary Sheet)

Specialty: <i>Ex. CG-AVI10</i>	Justifying comments if lacking OSR items

Apprentice (A)
 Journeyman (J)
 Master (M)

Section III Command Endorsement (only forward those favorably endorsed)

Command endorsement signifies that the Command recommends member to be considered a "specialist" within the particular specialty, and that the member should be considered to assignment of billets labeled with the particular OSC.

Command Approval Name - First, MI, Last	Rank	Command Signature	Date
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Command Comments *(if needed)*

**After completing above information, electronically submit to OPM-3: HQS-SMB-CGPSC-OPMOSMS@uscg.mil
Supporting documentation verifying OSC requirements **MUST** accompany Officer Specialty Application**

Section IV Specialty Manager Review and Recommendation

Only applications that do not meet the subject OSR will be sent to the SM, by OPM-3

Specialty Manager Name - First, MI, Last	Rank	OSC Account
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Specialty Manager Recommendation <input type="checkbox"/> Concur <input type="checkbox"/> Non-concur	Specialty Manager Signature	Date
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Comments

Section V CG PSC-OPM-3 Final Review and Disposition

OPM-3 Reviewing Official's Name - First, MI, Last	OPM-3 Signature	Date
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OPM-3 Reviewing Official's Final Disposition <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	OSC Added to Applicant's Record
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OPM-3 Reviewing Official's Comments

Privacy Act Statement

Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of why DHS is requesting the information on this form. **AUTHORITY:** 14 U.S.C. §§ 312, 504. **PURPOSE:** U.S. Coast Guard (USCG) Officers use this to apply for a specific Officer Specialty Code and as a career planning tool. **ROUTINE USES:** Authorized USCG officials will use this information to determine if a USCG officer meets service criteria to be considered a specialist for a particular billet or job assignment. Any external disclosures of information within this record will be made in accordance with DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011). **CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:** Providing this information is voluntary. However, failure to provide this information may result in the applicant not being considered for a particular billet or job assignment.

***If approved OPM-3 will update Direct Access with the new OSC.
Disapproved forms WILL be returned to member.***