

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
Specialty Manager Recommendation <input type="checkbox"/> Concur <input type="checkbox"/> Non-concur	Specialty Manager Signature	Date

Comments

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

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

OPM-3 Reviewing Official's Comments

Privacy Act Statement

In accordance with 14 USC Section 57 and 93, the following information is provided to you when supplying personal information to the U.S. Coast Guard. **Authority** - 14 USC Section 57 and 93. **Principal Purpose(s)** - Used to review and verify member's primary and secondary Officer Specialty Code(s). **Routine Uses** - Same. **Disclosure** - Disclosure of this information is voluntary, but failure to provide it could adversely affect job assignments.

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