

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

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)**

Sub-Specialty: <i>Ex. CG-AV11</i>	Justifying comments if lacking OSR items
<input type="checkbox"/> Level I <input type="checkbox"/> Level II <input type="checkbox"/> Level III <input type="checkbox"/> Level IV	

**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 sub-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
Command Comments (if needed)			

**After completing above information, electronically submit to OPM-3: [HQS-SMB-CGPSC-OPMOSMS@uscg.mil](mailto: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 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**

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 within the particular subspecialty for a 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.***