
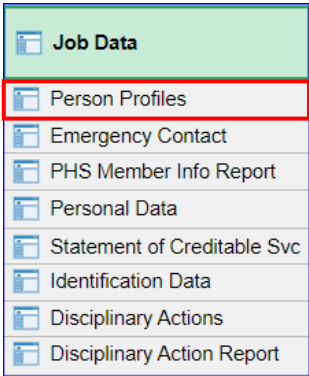


# Viewing an Officer Specialty Code

**Introduction** This guide provides the procedures for viewing an Officer Specialty Code in Direct Access (DA).

**Information** Only PSC has the roles to add, delete, or correct Officer Specialty Codes.

**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Click on the <b>Core HR</b> Tile.</p> 
<p><b>1.5</b></p>	<p>Select the <b>Person Profiles</b> option.</p> 

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## Viewing an Officer Specialty Code, Continued

Procedures,  
continued

Step	Action																																										
2	<p>Enter the <b>Empl ID</b> and click <b>Search</b>. The Correct History Box is auto-checked.</p> <div data-bbox="336 495 1078 1037" style="border: 1px solid black; padding: 5px;"> <p><b>Person Profiles</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><input type="button" value="Find an Existing Value"/></p> <p><b>Search Criteria</b></p> <p>Empl ID <input type="text" value="begins with"/> <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Profile Type <input type="text" value="begins with"/> <input type="button" value="Q"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Alternate Character Name <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p> </div>																																										
3	<p>Select an <b>Officer Specialty Code</b> link from the Competency row to view it.</p> <div data-bbox="336 1093 1283 1861" style="border: 1px solid black; padding: 5px;"> <p><b>Person Profile</b> Empl ID 1234567 <a href="#">Christian Wolff</a> Profile Type PERSON Person *Profile Status <input type="text" value="Active"/> *Description <input type="text" value="Christian Wolff"/></p> <p><input type="button" value="Print"/> <input type="button" value="Comments"/> Profile Actions <input type="text" value="[Select Action]"/></p> <p><input type="button" value="Competencies"/> <input type="button" value="Qualifications"/> <input type="button" value="Education"/> <input type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/></p> <p><b>Competencies</b></p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGBUSFM</td> <td><a href="#">Business Financial Mgt</a></td> <td>10/19/2010</td> <td>Approved/Official</td> <td>Tier 1</td> <td><input type="button" value="trash"/></td> </tr> <tr> <td>ENG-LMGT</td> <td><a href="#">Logistics Mgmt</a></td> <td>07/06/2018</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="trash"/></td> </tr> <tr> <td>PERJR</td> <td><a href="#">Senior Enlisted Service Academ</a></td> <td>07/01/1997</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="trash"/></td> </tr> </tbody> </table> <p><input type="button" value="+"/> <a href="#">Add New Competencies</a></p> <p><b>Officer Specialty Code</b></p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th></th> </tr> </thead> <tbody> <tr> <td>CG-FIN10</td> <td><a href="#">Finance (OSC)</a></td> <td>07/30/2012</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="trash"/></td> </tr> <tr> <td>CGFIN10J</td> <td><a href="#">Finance - Journeyman</a></td> <td>10/31/2019</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="trash"/></td> </tr> </tbody> </table> <p><input type="button" value="Profile Content"/> <input type="button" value="+"/> <a href="#">Add New</a></p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/></p> </div>	ID	Competency	Effective Date	Evaluation Type	Proficiency		CGBUSFM	<a href="#">Business Financial Mgt</a>	10/19/2010	Approved/Official	Tier 1	<input type="button" value="trash"/>	ENG-LMGT	<a href="#">Logistics Mgmt</a>	07/06/2018	Approved/Official	Good	<input type="button" value="trash"/>	PERJR	<a href="#">Senior Enlisted Service Academ</a>	07/01/1997	Approved/Official	Good	<input type="button" value="trash"/>	ID	Competency	Effective Date	Evaluation Type	Proficiency		CG-FIN10	<a href="#">Finance (OSC)</a>	07/30/2012	Approved/Official	Good	<input type="button" value="trash"/>	CGFIN10J	<a href="#">Finance - Journeyman</a>	10/31/2019	Approved/Official	Good	<input type="button" value="trash"/>
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Procedures,  
continued

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4	<p>The View Officer Specialty Code window will display. Click <b>Cancel</b> or the <b>X</b> to return to the Person Profile main page.</p> 