Viewing an Officer Specialty Code
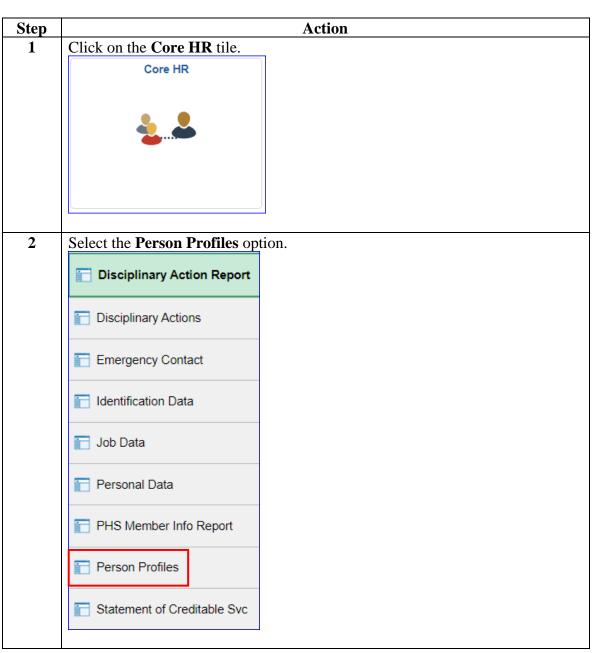
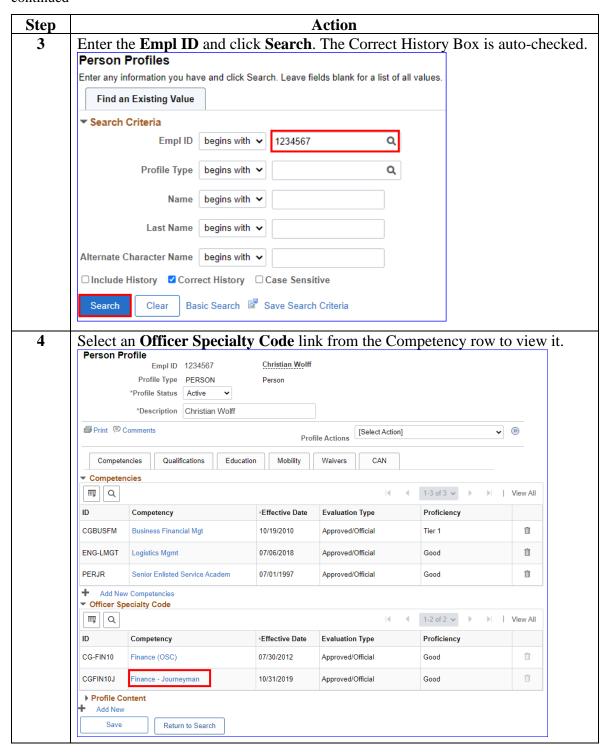|	
Introduction	This guide provides the procedures for viewing an Officer Specialty Code in Direct Access (DA).
Information	Only PSC has the roles to add, delete, or correct Officer Specialty Codes.
Procedures	See below.

Step	Action
1	Click on the **Core HR** tile.
2	Select the **Person Profiles** option.

Viewing an Officer Specialty Code, Continued

Procedures, continued

Step	Action
3	Enter the **Empl ID** and click **Search**. The Correct History Box is auto-checked. **Person Profiles** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▼ Search Criteria Empl ID [begins with ▾] [1234567 🔍] Profile Type [begins with ▾] [🔍] Name [begins with ▾] [ ] Last Name [begins with ▾] [ ] Alternate Character Name [begins with ▾] [ ] ☐ Include History ☑ Correct History ☐ Case Sensitive [Search] [Clear] Basic Search Save Search Criteria
4	Select an **Officer Specialty Code** link from the Competency row to view it. **Person Profile** Empl ID 1234567 Christian Wolff Profile Type PERSON Person *Profile Status [Active ▾] *Description [Christian Wolff] Print Comments Profile Actions [Select Action] ▾ » [Competencies] [Qualifications] [Education] [Mobility] [Waivers] [CAN] ▼ Competencies 1-3 of 3 ▾ View All 	ID	Competency	Effective Date	Evaluation Type	Proficiency	
CGBUSFM	Business Financial Mgt	10/19/2010	Approved/Official	Tier 1	🗑
ENG-LMGT	Logistics Mgmt	07/06/2018	Approved/Official	Good	🗑
PERJR	Senior Enlisted Service Academ	07/01/1997	Approved/Official	Good	🗑 | ➕ Add New Competencies ▼ Officer Specialty Code 1-2 of 2 ▾ View All | ID	Competency	Effective Date	Evaluation Type	Proficiency	
CG-FIN10	Finance (OSC)	07/30/2012	Approved/Official	Good	🗑
CGFIN10J	Finance - Journeyman	10/31/2019	Approved/Official	Good	🗑	 ▸ Profile Content ➕ Add New [Save] [Return to Search]

Viewing an Officer Specialty Code, Continued

Procedures, continued

Step	Action
5	The View Officer Specialty Code window will display. Click **Cancel** or the **X** to return to the Person Profile main page.