

CG-5310(Series) OER Job Aid - Supervisor

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5310A (Rev. 02-09)		OFFICER EVALUATION REPORT (OER)		Validation:
1. ADMINISTRATIVE DATA		I. UNDERSTAND MY SIGNATURE BELOW DOES NOT CONSTITUTE AGREEMENT OR DISAGREEMENT.		(YYYYMMDD)
2. NAME (Last)		3. REPORTING OFFICER SIGNATURE		4. DATE OF RANK
5. UNIT		6. EMPLOY		7. GRADE
8. PERIOD OF REPORT (YYYYMMDD)		9. OCCASION FOR REPORT (Mark only one)		10. EXCEPTION REPORT
11. TO / /		12. FROM / /		13. DATE NOT OBSERVED
14. DESCRIPTION OF DUTIES: List primary duty and summarize all duties and responsibilities (provide Reserve time if applicable).		15. PRIMARY DUTY:		16. DATE SUBMITTED
17. ATTACHMENTS:		18. PERFORMANCE OF DUTIES: Measures an officer's ability to manage and to get things done.		19. N/A
20. PLANNING AND ORGANIZING		21. COMMUNICATION SKILLS		22. N/A
23. LEADERSHIP SKILLS		24. SUPERVISOR AUTHENTICATION		25. N/A
26. NAME AND SIGNATURE		27. GRADE		28. EMPLOY
29. TITLE OF POSITION		30. DATE		31. N/A

Supervisor completes sections 2, 3, 4, 5, & 6 and ensures ROO did their section correctly.

Block 2:

❖ Primary Duty must match the Personnel Allowance List (PAL)!

This is the single most common OER error. Get the correct primary duty from the member's ESS, or via DA or PAL.

❖ If the ROO transferred on PCS orders during the period of report the Primary Duty line can state both primary duty titles assigned during the period of report. Example: "DECK WATCH OFFICER (01FEB-30APR)/ENFORCEMENT DIV (01MAY-30JUN).

❖ If the Reported-On Officer performs duties other than those assigned, still use PAL primary duty title assigned. Start next block with "Actual duty assigned."

❖ Do not attach awards (only attach Punitive Letters, Reprimand, Admonition, Court Memorandums as applicable to period of report.

Blocks 3, 4, & 5:

❖ Use N/O when it is inadequate to render judgment. Reason must be briefly stated in Section 2 or respective comments block.

❖ For each performance dimension, the Supervisor must compare the officer's performance and qualities against the standards. This is not a comparison to other officers or to the same officer in a previous reporting period. Do not use restricted comments.

❖ End of period date must be listed on the header of all subsequent pages. If date is not populating, tab through section 1 data fields.

Block 6:

❖ If needed, the Supervisor (only) is allowed to sign the OER prior to the end of the period of report; no earlier than 21 days.

❖ Non-CG Supervisors leave emplid blank.