

**REGULAR OER SUBMISSION SCHEDULE**  
**(Submissions required no later than the dates indicated below)**

<u>Reported-On Officer (ROO)</u>	<u>End of Reporting Period</u>	<u>ROO Input Due to Supervisor</u>	<u>OER due to Reporting Officer</u>	<u>OER Due to Reviewer</u>	<u>OER due to opm-3 Route Form due to HR&amp;A</u>
CAPT (O-6)	30 Apr	10 Apr	10 May	30 May	10 Jun
CDR (O-5)	31 Mar	10 Mar	10 Apr	30 Apr	10 May
LCDR (O-4)	30 Apr	10 Apr	10 May	30 May	10 Jun
LT (O-3)	31 May	10 May	10 Jun	30 Jun	10 Jul
LTJG (O-2)	31 Jan 31 Jul	10 Jan 10 Jul	10 Feb 10 Aug	02 Mar 30 Aug	10 Mar 10 Sep
ENS (O-1)	31 Mar 30 Sep	10 Mar 10 Sep	10 Apr 10 Oct	30 Apr 30 Oct	10 May 10 Nov
CWO4	30 Apr	10 Apr	10 May	30 May	10 Jun
CWO3	31 Jul	10 Jul	10 Aug	30 Aug	10 Sep
CWO2	30 Jun	10 Jun	10 Jul	30 Jul	10 Aug



## OER ROUTING FORM

(Example)

End of Reporting Period: 31 March

OER Reason: Regular Annual

Reported-On Officer (ROO): CDR SAM JONES

Any upcoming board or panels? YES NO (circle one) Date: \_\_\_\_\_

Supervisor: CAPT ROBINSON

Reporting Officer: CAPT SMITH

Reviewer Name: CAPT GARCIA

### REQUIRED ACTION DUE DATES

Who	Action	Date Due	Date Complete	Initial
Reported-On Officer (ROO)	fwd input to Supervisor	10 Mar	3/14	SJ
Supervisor	OER fwd to Reporting Officer	10 Apr	4/10	BR
Reporting Officer(RO)	OER fwd to Reviewer	30 Apr	5/3 *	HS
Reviewer	1. Provide copy of OER to RO/ROO 2. Fwd original & 1 copy of OER to OPM-3 3. Fwd completed OER Routing Form to Admin Asst	10 May	5/8	RG
Administrative Assistant	Update OER Tracking Document	12 May	5/10	NR

#### COMMENTS:

\*OER delayed due to extended absence due to illness - HS

Instructions: In accordance with CG PSCINST 1611.1, this form shall be attached as the cover sheet to a red OER folder to route OER documents through the OER rating chain within CG PSC.

1. OERs shall be hand-carried between members of the rating chain or electronically forwarded for PSC units.
2. ROO prepares OER input as directed by PERSMAN & supervisor, prepares top section of routing form, and forwards to supervisor by due date.
3. Supervisor performs OER responsibilities and forwards OER to Reporting Officer by due date.
4. Reporting Officer performs OER responsibilities and forwards OER to Reviewing Officer by due date.
5. Reviewer performs OER responsibilities, signs OER, provides copy to RO/ROO, forwards original & 1 copy of OER to opm-3 and forwards the completed OER Routing Form to HR&A.
6. HR&A updates OER tracking document and retains the Routing Form.



## OER ROUTING FORM

End of Reporting Period: \_\_\_\_\_

OER Reason: \_\_\_\_\_

Reported-On Officer (ROO): \_\_\_\_\_

Any upcoming board or panels? YES NO (circle one) Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reporting Officer: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

### REQUIRED ACTION DUE DATES

Who	Action	Date Due	Date Complete	Initial
Reported-On Officer (ROO)	fwd input to Supervisor			
Supervisor	OER fwd to Reporting Officer			
Reporting Officer(RO)	OER fwd to Reviewer			
Reviewer	1. Provide copy of OER to RO/ROO 2. Fwd original & 1 copy of OER to OPM-3 3. Fwd completed OER Routing Form to Admin Asst			
Administrative Assistant	Update OER Tracking Document			

**COMMENTS:**

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Instructions: In accordance with CG PSCINST 1611.1 (series), this form shall be attached as the cover sheet to a red OER folder to route OER documents through the OER rating chain within CG PSC.

6. OERs shall be hand-carried between members of the rating chain or electronically forwarded for PSC units.
7. ROO prepares OER input as directed by PERSMAN & supervisor, prepares top section of routing form, and forwards to supervisor by due date.
8. Supervisor performs OER responsibilities and forwards OER to Reporting Officer by due date.
9. Reporting Officer performs OER responsibilities and forwards OER to Reviewing Officer by due date.
10. Reviewer performs OER responsibilities, signs OER, provides copy to RO/ROO, forwards original & 1 copy of OER to opm-3 and forwards the completed OER Routing Form to HR&A.
6. HR&A updates OER tracking document and retains the Routing Form.

## COAST GUARD PERSONNEL SERVICE CENTER OER RATING CHAIN AND TRACKING DOCUMENT

COMDTINST M1000.3:

Article 5.A.2.e.(e)

The following personnel can be both Supervisor and Reporting Officer for their immediate subordinates: [1] Any officer, LT or above, who serves as a Commanding Officer, [2] Any civilian member of the Senior Executive Service (SES), or [3] Any O-5 or above (includes non-Coast Guard officers provided the officer meets the criteria stipulated in Article 5.A.2.e.(1)(i))

Article 5.A.2.e.(f)

Only a Coast Guard flag officer or Coast Guard SES may serve as both the Reporting Officer and Reveiwer on the same OER

Article 5.A.2.e.(g)

Reporting Officers for captains shall be a Coast Guard flag officer or SES

ROO LAST NAME	FIRST NAME	RANK	OFFICE	SUPERVISOR	REPORTING OFFICER	REVIEWER
<b>CAPTAIN (O6), ANNUAL PERIOD ENDING 30 APRIL</b>						
KELLY	WILLIAM	CAPT	CMD	RDML AUSTIN	RDML AUSTIN	RADM CALLAHAN
FLYNN	PAUL	CAPT	EPM	CAPT KELLY	RDML AUSTIN	RDML AUSTIN
KENYON	JACK	CAPT	OPM	CAPT KELLY	RDML AUSTIN	RDML AUSTIN
JOHNSTON	MICHAEL	CAPT	OPM-A	CAPT KENYON	RDML AUSTIN	RDML AUSTIN
STRINGER	DIRK	CAPT	RPM	CAPT KELLY	RDML AUSTIN	RDML AUSTIN
KOVAC	AMY	CAPT	PSD	CAPT KELLY	RDML AUSTIN	RDML AUSTIN
LABREC	RONALD	CAPT	CGRC	CAPT KELLY	RDML AUSTIN	RDML AUSTIN
WHITEHOUSE	ROBERT	CAPT	CSC	CAPT KELLY	RDML AUSTIN	RDML AUSTIN
LEBRUSKA	STUART	CAPT	PPC	CAPT KELLY	RDML AUSTIN	RDML AUSTIN
<b>USPHS OFFICERS, ANNUAL PERIOD ENDING 30 SEPTEMBER</b>						
ROMAN	KIMBERLY	CAPT	PSD-MED	CAPT KOVAC	RADM DOLLYMORE	
OSBORN	MARK	CDR	PSD-MED	CAPT ROMAN	RADM DOLLYMORE	
AHLUWALIA	JASPAL	LCDR	PSD-MED	CDR OSBORN	RADM DOLLYMORE	
<b>COMMANDER (O5), ANNUAL PERIOD ENDING 31 MARCH</b>						
SANDY	BERNARD	CDR	BASE ALAMEDA	BASE XO	BASE CO	CAPT KELLY
ASH	CARRIE	CDR	BASE BOSTON	BASE XO	BASE CO	CAPT KELLY

SCHAFFER	DARYL	CDR	BASE KODIAK	BASE XO	BASE CO	CAPT KELLY
GADSDEN	TYRON	CDR	BASE NEW ORLEANS	BASE XO	BASE CO	CAPT KELLY
KRAUSE	MICHAEL	CDR	BASE PORTSMOUTH	BASE XO	BASE CO	CAPT KELLY
LIGHT	ANDREW	CDR	BASE SEATTLE	BASE XO	BASE CO	CAPT KELLY
SMITH	CHARLES GLYNN	CDR	CGRC-D	CAPT LABREC	CAPT LABREC	CAPT KELLY
PERCIAK	MATTHEW	CDR	CSC	CAPT WHITEHOUSE	CAPT WHITEHOUSE	CAPT KELLY
PARRALES	LUIS	CDR	EPM-1	CAPT FLYNN	CAPT FLYNN	CAPT KELLY
BURDIAN	STEPHAN	CDR	EPM-2	CAPT FLYNN	CAPT FLYNN	CAPT KELLY
MONTORO	DONALD	CDR	OPM-1	CAPT JOHNSTON	CAPT JOHNSTON	CAPT KENYON
GRABOSKI	MARK	CDR	OPM-2	CDR CLARKE	CDR CLARKE	CAPT JOHNSTON
MCCLAIN	LEON	CDR	OPM-2	CDR CLARKE	CDR CLARKE	CAPT JOHNSTON
CLARKE	KURT	CDR	OPM-2	CAPT JOHNSTON	CAPT JOHNSTON	CAPT KENYON
NAFF	BETH	CDR	OPM-3	CAPT JOHNSTON	CAPT JOHNSTON	CAPT KENYON
BATCHELDER	MICHAEL	CDR	OPM-4	CAPT JOHNSTON	CAPT JOHNSTON	CAPT KENYON
MASTERS	DERRICK	CDR	PSD-DE	CAPT KOVAC	CAPT KOVAC	CAPT KELLY
MCCONNELL	JOSEPH	CDR	PSD-FS	CAPT KOVAC	CAPT KOVAC	CAPT KELLY
LEVERICH	JACQUELINE	CDR	PSD-SS	CAPT KOVAC	CAPT KOVAC	CAPT KELLY
SHEFFIELD	ANDREW	CDR	RPM-A	CAPT STRINGER	CAPT STRINGER	CAPT KELLY
PICKRELL	KRISTIAN	CDR	LSC-PSC	CAPT KELLY	CAPT ANDERSEN	RDML AUSTIN

#### LIEUTENANT COMMANDER (O4), ANNUAL PERIOD ENDING 30 APRIL

KROLMAN	WALTER	LCDR	BASE CLEVELAND	BASE XO	BASE CO	LCDR CHONTOW
HOUT	WESLEY	LCDR	BASE KETCHIKAN	BASE XO	BASE CO	LCDR CHONTOW
SHULER	ALLY	LCDR	BASE NCR	BASE XO	BASE CO	LCDR CHONTOW
	TBD	LCDR	BASE HONOLULU	BASE XO	BASE CO	LCDR CHONTOW
CHONTOW	CHRISTINE	LCDR	BOPS	MR. NUBGAARD	CAPT KELLY	RDML AUSTIN
KELLY	BRAD	LCDR	EPM-2	CDR BURDIAN	CDR BURDIAN	CAPT FLYNN
MITCHELL	MARCUS	LCDR	HR&A	CAPT KELLY	CAPT KELLY	RDML AUSTIN
MOYER	MATTHEW	LCDR	OPM-1	CDR MONTORO	CDR MONTORO	CAPT JOHNSTON
OTT	CORRINA	LCDR	OPM-1	CDR MONTORO	CDR MONTORO	CAPT JOHNSTON
MARGITA	TIMOTHY	LCDR	OPM-2	CDR CLARKE	CDR CLARKE	CAPT JOHNSTON
FANT	PETER	LCDR	OPM-2	CDR CLARKE	CDR CLARKE	CAPT JOHNSTON
COURTNEY	MICHAEL	LCDR	OPM-2	CDR CLARKE	CDR CLARKE	CAPT JOHNSTON
MCCORMACK	JAMES	LCDR	OPM-2	CDR CLARKE	CDR CLARKE	CAPT JOHNSTON

SPECTOR	BENJAMIN	LCDR	OPM-2	CDR CLARKE	CDR CLARKE	CAPT JOHNSTON
FINE	MATTHEW	LCDR	OPM-2	CDR CLARKE	CDR CLARKE	CAPT JOHNSTON
MURPHY	ANDRE	LCDR	OPM-2	CDR CLARKE	CDR CLARKE	CAPT JOHNSTON
MENZE	JEANNIE	LCDR	OPM-2	CDR CLARKE	CDR CLARKE	CAPT JOHNSTON
BONNER	MICHA	LCDR	OPM-2	CDR CLARKE	CDR CLARKE	CAPT JOHNSTON
PRICE	HAROLD	LCDR	PSD-DE	CDR MASTERS	CDR MASTERS	CAPT KOVAC
SPORTSMAN	WILLIAM	LCDR	PSD-FS	CDR MCCONNELL	CDR MCCONNELL	CAPT KOVAC
MARQUARDT	BRANDI	LCDR	RPM-1	CDR SHEFFIELD	CDR SHEFFIELD	CAPT STRINGER
ROEBUCK	MONIQUE	LCDR	RPM-2	CDR SHEFFIELD	CDR SHEFFIELD	CAPT STRINGER
GOMEZ	DAVID	LCDR	PPC	MR. EARLING	CAPT LEBRUSKA	CAPT KELLY

### LIEUTENANT (O3), ANNUAL PERIOD ENDING 31 MAY

PEREZ	KALEB	LT	BASE MIAMI	BASE XO	BASE CO	LCDR CHONTOW
ROTT	DAVID	LT	BASE LA/LB	BASE XO	BASE CO	LCDR CHONTOW
WURSTER	MICHAEL	LT	EPM-1	CDR PARALLES	CDR PARALLES	CAPT FLYNN
BROWN	MARGARET	LT	EPM-2	CDR BURDIAN	CDR BURDIAN	CAPT FLYNN
CRAIGHEAD	ROBERT	LT	EPM-2	CDR BURDIAN	CDR BURDIAN	CAPT FLYNN
MADJESKA	ANDREW	LT	EPM-2	CDR BURDIAN	CDR BURDIAN	CAPT FLYNN
TAPPAN	MICHAEL	LT	EPM-2	CDR BURDIAN	CDR BURDIAN	CAPT FLYNN
CREECH	STEVEN	LT	OPM-1	CDR MONTORO	CDR MONTORO	CAPT JOHNSTON
MILICI	LAUREN	LT	OPM-1	LCDR MOYER	CDR MONTORO	CAPT JOHNSTON
OLSEN	CHELSEY	LT	OPM-3	CDR NAFF	CDR NAFF	CAPT JOHNSTON
BENNETT	CHARLES	LT	OPM-3	CDR NAFF	CDR NAFF	CAPT JOHNSTON
MOYSEOWICZ	MICHAEL	LT	OPM-4	CDR BATCHELDER	CDR BATCHELDER	CAPT JOHNSTON
WEBER	BRYAN	LT	PSD-MU	MR. BREWTON	CAPT KOVAC	CAPT KELLY
ARUMAE	SEAN	LT	PSD-FS	LCDR SPORTSMAN	CDR MCCONNELL	CAPT KOVAC
CARLSON	STONIE	LT	PSD-SS	CDR LEVERICH	CDR LEVERICH	CAPT KOVAC
WATSON	ERIC	LT	RPM-1	LCDR MARQUARDT	CDR SHEFFIELD	CAPT STRINGER
RICKENBAKER	BARON	LT	RPM-1	LCDR MARQUARDT	CDR SHEFFIELD	CAPT STRINGER
CLARKE	KIA	LT	RPM-1	LCDR MARQUARDT	CDR SHEFFIELD	CAPT STRINGER
CORVIGNO	BRANDI	LT	RPM-2	LCDR ROEBUCK	CDR SHEFFIELD	CAPT STRINGER
ESPENSHIP	ROBERT	LT	RPM-2	LCDR ROEBUCK	CDR SHEFFIELD	CAPT STRINGER
MEADERS	ERIC	LT	RPM-2	LCDR ROEBUCK	CDR SHEFFIELD	CAPT STRINGER
SWEENEY	DANIEL	LT	RPM-2	LCDR ROEBUCK	CDR SHEFFIELD	CAPT STRINGER

ROSS	JAROD	LT	RPM-3	CDR SHEFFIELD	CDR SHEFFIELD	CAPT STRINGER
GUYTON	DIANA	LT	RPM-3	CDR SHEFFIELD	CDR SHEFFIELD	CAPT STRINGER

### LIEUTENANT JUNIOR GRADE (O2), SEMI-ANNUAL PERIOD ENDING 31 JANUARY OR 31 JULY

WARD	KATHERINE	LTJG	HR&A	LCDR MITCHELL	CAPT KELLY	RDML AUSTIN
HOWES	KATHARINE	LTJG	PSD-SS	CDR LEVERICH	CDR LEVERICH	CAPT KOVAC
AZEVEDO	ZACHARY	LTJG	PSD-SS	CDR LEVERICH	CDR LEVERICH	CAPT KOVAC

### ENSIGN (O1) - SEMI-ANNUAL PERIOD ENDING 31 MARCH OR 30 SEPTEMBER

### CHIEF WARRANT OFFICER (W4), ANNUAL PERIOD ENDING 30 APRIL

MOORE	SCOTT	CWO4	EPM-2	LT MADJESKA	CDR BURDIAN	CAPT FLYNN
ELLIS	JOHN	CWO4	EPM-2	LT MADJESKA	CDR BURDIAN	CAPT FLYNN
SCHUSTER	DAVID	CWO4	EPM-2	LT TAPPAN	CDR BURDIAN	CAPT FLYNN
CONNELIE	THOMAS	CWO4	EPM-2	LT BROWN	CDR BURDIAN	CAPT FLYNN
ANTUNAROSARIO	MARTIN	CWO4	EPM-2	LT TAPPAN	CDR BURDIAN	CAPT FLYNN
O'DONNELL	TIMOTHY	CWO2	EPM-2	LT CRAIGHEAD	CDR BURDIAN	CAPT FLYNN
TENNYSON	SHIRLEY	CWO4	EPM-2	LT TAPPAN	CDR BURDIAN	CAPT FLYNN
FRANCHEBOIS	JONATHAN	CWO4	EPM-2	LCDR KELLY	CDR BURDIAN	CAPT FLYNN
CERINO	AMY	CWO4	OPM-2	CDR CLARKE	CDR CLARKE	CAPT JOHNSTON
SAVILLE	RANDY	CWO4	PSD-FS	MR. CANFIELD	CDR MCCONNELL	CAPT KOVAC
LUMBAG	RHONDA	CWO4	PSD-M&A	CAPT KOVAC	CAPT KOVAC	CAPT KELLY
MOULTON	CHRISTOPHER	CWO4	PSD-MU	LT WEBER	MR. BREWTON	CAPT KOVAC
LAWSON	LAWRENCE	CWO4	PSD-MU	MR. ENNIS	MR. BREWTON	CAPT KOVAC
FORD	MICHAEL	CWO4	PSD-DE	LCDR PRICE	CDR MASTERS	CAPT KOVAC

### CHIEF WARRANT OFFICER (W3), ANNUAL PERIOD ENDING 31 JULY

GRUBB	DARREN	CWO3	BASE E-CITY	BASE XO	BASE CO	LCDR CHONTOW
ERNESTBURG	WILLIAM	CWO3	EPM-2	LT BROWN	CDR BURDIAN	CAPT FLYNN
CRAIG	THOMAS	CWO3	EPM-2	LT BROWN	CDR BURDIAN	CAPT FLYNN
SINNER	THOMAS	CWO3	EPM-2	LT BROWN	CDR BURDIAN	CAPT FLYNN
WARD	RICHARD	CWO3	EPM-2	LT BROWN	CDR BURDIAN	CAPT FLYNN
CAICEDO	JOHN	CWO3	EPM-2	LT TAPPAN	CDR BURDIAN	CAPT FLYNN

LEMELIN	TIMOTHY	CWO3	EPM-2	LT TAPPAN	CDR BURDIAN	CAPT FLYNN
DIGNAN	JAMES	CWO3	EPM-2	LT CRAIGHEAD	CDR BURDIAN	CAPT FLYNN
LAUTENSCHLAGER	KURT	CWO3	EPM-2	LT MADJESKA	CDR BURDIAN	CAPT FLYNN
SLOWIK	DONALD	CWO3	EPM-2	LT MADJESKA	CDR BURDIAN	CAPT FLYNN
SEAMAN	TIMOTHY	CWO3	EPM-2	LT MADJESKA	CDR BURDIAN	CAPT FLYNN
TAYLOR	RONALD	CWO3	HR&A	LCDR MITCHELL	CAPT KELLY	RDML AUSTIN
NAUTA	CATHERINE	CWO3	OPM-1	LCDR OTT	CDR MONTORO	CAPT JOHNSTON
PITT	KENDRA	CWO3	OPM-3	CDR NAFF	CDR NAFF	CAPT JOHNSTON
PALLAIS	KENNETH	CWO3	OPM-2	CDR CLARKE	CDR CLARKE	CAPT JOHNSTON
COOPER	BRYAN	CWO3	RPM-1	LCDR MARQUARDT	CDR SHEFFIELD	CAPT STRINGER
THOMPSON-YANCEY	LUCILLE	CWO3	RPM-2	LCDR ROEBUCK	CDR SHEFFIELD	CAPT STRINGER
ALVAREZ	OMAR	CWO3	PSD-FS	MR. CANFIELD	CDR MCCONNELL	CAPT KOVAC
WARD	SHAWNA	CWO3	PSD-FS	LCDR SPORTSMAN	CDR MCCONNELL	CAPT KOVAC
VARNER	ANTONIO	CWO3	PSD-FS	LCDR SPORTSMAN	CDR MCCONNELL	CAPT KOVAC
SINGLETON	TODD	CWO3	PSD-FS	MR. CANFIELD	CDR MCCONNELL	CAPT KOVAC
WILEY	DONALD	CWO3	BOPS	MRS. WITCHER	MR. NUBGAARD	CAPT KELLY

#### CHIEF WARRANT OFFICER (W2), ANNUAL PERIOD ENDING 30 JUNE

MONEDA	NERISSA	CWO2	DD-SEASIDE / BOPS	LCDR CHONTOW	MR. NUMBAARD	CAPT KELLY
BROWN	QUINCY	CWO2	EPM-2	LT CRAIGHEAD	CDR BURDIAN	CAPT FLYNN
KREIDER	MICHAEL	CWO2	EPM-2	LT TAPPAN	CDR BURDIAN	CAPT FLYNN
WENCIKER	JEFFREY	CWO2	EPM-2	LT BROWN	CDR BURDIAN	CAPT FLYNN
MALVESTI	TERRILL	CWO2	EPM-2	LCDR KELLY	CDR BURDIAN	CAPT FLYNN
WALDT	TIMOTHY	CWO2	EPM-2	LCDR KELLY	CDR BURDIAN	CAPT FLYNN
BELMAS	BYRON	CWO2	EPM-2	LT MADJESKA	CDR BURDIAN	CAPT FLYNN
BLAIR	RONALD	CWO2	EPM-2	LT BROWN	CDR BURDIAN	CAPT FLYNN
CHRISTIAN	IAN	CWO2	EPM-2	LCDR KELLY	CDR BURDIAN	CAPT FLYNN
RANDALL	TRACY	CWO2	EPM-2	LCDR KELLY	CDR BURDIAN	CAPT FLYNN
STRITTMATTER	LUKE	CWO2	OPM-1	LCDR MOYER	CDR MONTORO	CAPT JOHNSTON
LOFTUS	ELI	CWO2	PSD-MU	LCDR SPORTSMAN	CDR MCCONNELL	CAPT KOVAC
MONTEIRO	NICHOLAS	CWO2	PSD-MU	MR. ENNIS	MR. BREWTON	CAPT KOVAC
GANDY	MARY	CWO2	PSD-DE	LCDR PRICE	CDR MASTERS	CAPT KOVAC