



PSCINST 1611.1A

JAN 13 2015

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 1611.1A

Subj: PROCEDURES FOR COMPLETING OFFICER EVALUATION REPORTS (OER)

Ref: (a) OFFICER ACCESSIONS, EVALUATIONS, AND PROMOTIONS, COMDTINST M1000.3A, CH 5

1. PURPOSE. This Instruction establishes the officer evaluation rating chain and Officer Evaluation System (OES) administrative procedures for officers assigned to Coast Guard Personnel Service Center (PSC) and PSC field units¹.
2. ACTION. All officers assigned to PSC and PSC field unit Commanding Officers will review this directive to become aware of their rating chain and will comply with the OES administrative procedures described herein.
3. DIRECTIVES AFFECTED. CGPSCINST 1611.1 is cancelled.
4. DISCUSSION. As the manager for the Coast Guard's OES program, PSC must be a model of full compliance in meeting OES responsibilities, especially in the timeliness and accuracy of submitting regular and special OERs. Reported-on Officers and all members of the rating chain are expected to meet their OER responsibilities in accordance with reference (a). The local procedures established herein are designed to assist officers in meeting OER submission deadlines, and to monitor the status of pending and overdue OERs.
5. PROCEDURES AND RESPONSIBILITIES.
 - a. Enclosure (1) is a summary table of the OER submission schedule and process timeline for each officer grade. Use of the OER Routing Form, enclosure (2), and red pocket folders is mandatory for the handling and routing of OERs. OERs should be handled only by members of the rating chain until their delivery to PSC-OPM-3.

¹ PSC field unit officers whose rating chain includes PSC division/staff mbrs, Deputy Commander, PSC or Commander, PSC.

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Enclosure (3) is an example of a completed OER Routing Form. Enclosure (4) is the Personnel Service Center OER rating chain.

b. Chief, Human Resources and Administration (HR&A) must:

- (1) Coordinate procurement and distribution of an adequate supply of red pocket folders to PSC local divisions/staff;
- (2) Maintain the PSC OER Rating Chain/Tracking Document, enclosure (4);
- (3) Approximately 45 days prior to the end of each regular evaluation cycle, provide by e-mail a list of officers scheduled for a regular evaluation to the Reported-on Officer (ROO), Supervisor and Reporting Officer, with a copy to his or her Division and Branch Chief. The ROO must also be provided with an electronic version of enclosure (3), completed with the appropriate due dates for the evaluation cycle.
- (4) Notify the Commander, PSC of any exceptions to the submission of regular evaluations for the upcoming cycle;
- (5) Notify reviewers, applicable Division Chief, and Deputy Commander, PSC (cd) of pending OERs five days prior to required submission date to PSC-OPM-3;
- (6) Provide Division/Staff Chiefs and Deputy Commander, PSC a report of delinquent OER submissions five days after the submission deadline to PSC-OPM-3.
- (7) Update this instruction and its enclosures as necessary.

c. Rating Chain Members. In addition to the responsibilities described in reference (a), rating chain members must comply with the following procedures. Each member of the rating chain must communicate any problems anticipated with meeting established due dates to the next person in the rating chain.

- (1) Reported-on Officer (ROO). The ROO prepares Officer Support Form (OSF)/OER input as directed by his or her Supervisor, prepares the top section of the OER Routing Form, enclosure (1), attaches the form to front outside of a red folder, and forwards it to his or her Supervisor by the due date indicated on the routing form. The OSF is mandatory for O-1 and O-2 officers in accordance with reference (a).
- (2) Supervisor. The Supervisor reviews the ROO input, prepares sections 2 through 6 of the OER and forwards it to the Reporting Officer (RO) by the due date indicated on the OER Routing Form.
- (3) Reporting Officer (RO). The RO reviews the recommended evaluation, prepares sections 7 through 11, and forwards the OER to the Reviewer by the due date indicated on the OER Routing Form (except derogatory OERs – consult reference (a)).

(4) Reviewer. The Reviewer:

- (a) Completes section 12 of the OER and forwards it to PSC-OPM-3 (after counseling of, and signature by, the ROO as required);
- (b) Forwards the completed OER Routing Form to HR&A.
- d. Division and Staff Chiefs. Ensure dissemination of information to the rating chain concerning the OER process. Upon receipt of the list of officers scheduled for a regular evaluation from HR&A, the Division/Staff or Branch Chief, as appropriate, must notify HR&A of any exceptions to this list. In addition, the Division/Staff or Branch Chief must respond to other requests for information and provide input to HR&A concerning the status of OERs, and notify HR&A of any situations that will prevent the completion of an OER by the required due date.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

7. RECORDS MANAGEMENT CONSIDERATIONS: This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq, National Archives and Records Administration requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12(series). This policy does not have any significant or substantial change to existing records management requirements.

8. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance to Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

9. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be location on the following website: <http://www.uscg.mil/psc/hra/pscinst.asp>.

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10. **FORMS/REPORTS.** Forms for Coast Guard Officer Evaluations are found on the Coast Guard Forms Management web site: <http://www.uscg.mil/forms/oer.asp>; and PSC-OPM-3 website: <http://www.uscg.mil/psc/opm/Opm3/Digital-Signatures.asp>.
11. **REQUEST FOR CHANGES.** Units and individuals may recommend changes by writing via the chain of command to: Commander, Coast Guard Personnel Service Center; Mail Stop 7200, 4200 Wilson Blvd, Suite 1100; Arlington, VA 20598-7200.



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Commander, Personnel Service Center

- Enclosures:
- (1) Regular OER Submission Schedule
 - (2) OER Routing Form (example)
 - (3) OER Routing Form (blank)
 - (4) PSC OER Rating Chain/Tracking Document