

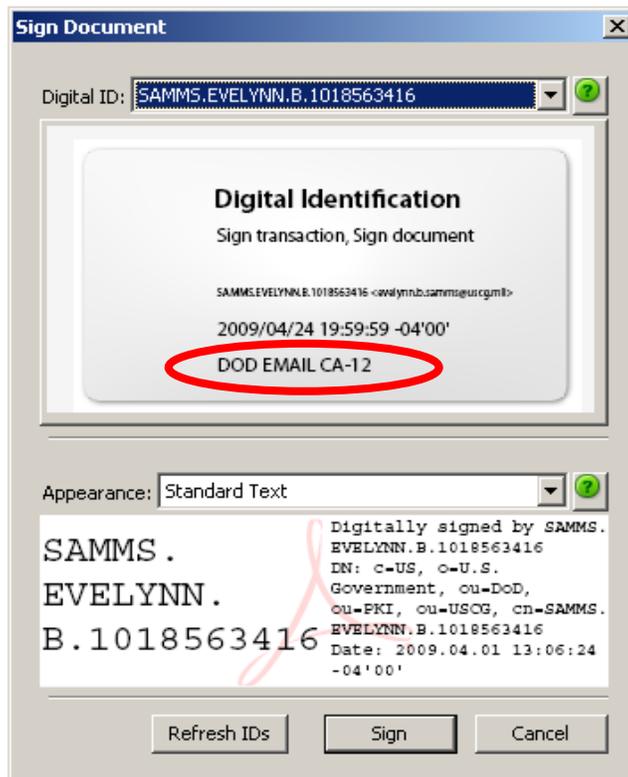
STEP-BY-STEP GUIDANCE FOR ELECTRONICALLY SIGNING AN OER

For use with ADOBE version 8.0

INTRODUCTION (For use with OER revision 02-09)

These instructions detail the procedures for submitting the revised CG-5310 and CG-5315 OER form series with Reported-on Officer and rating chain member's digital signatures. As described in the Coast Guard Personnel Manual, Supervisors complete OER Sections 2-6, Reporting Officers complete Sections 7-11, Reviewer's sign Section 12, and if applicable completes Reviewer comments (CG-5315 form series).

When digitally signing the document, the member may encounter different signature prompts. The rating chain may be prompted for the "DOD CA-#," or the "DOD Email CA-#, (example DOD CA-11, or DOD Email CA-12)" option. The "**DOD Email CA- #**" is the digital signature certificate (this should be used for all signing). Note: not everyone has the same number. Some may have 12, 15, 20 or another number. No matter the number the proper certificate is the one that states "DOD EMAIL CA- ##)



HOW TO SIGN AS THE SUPERVISOR

After the Supervisor completes his/her appropriate Sections (2-6) and digitally signs, s/he must then email it to the Reporting Officer. Again note that after digitally signing, sections 3 – 6 become **LOCKED**. However, unlike ADOBE 7.0, ADOBE version 8.0 allows the rating chain member to make edits after the form has been digitally signed.

If an edit is necessary, the rating chain member must clear his/her digital signature, which will unlock the appropriate fields. Then edits can be made. **Only the member who digitally signed that specific section can clear their signature.**

11. REPORTING OFFICER AUTHENTICATION		
a. NAME AND SIGNATURE	 SAMPSON, YNN. B. 101856341 6	digitally signed by name: b. GRADE c. EMPLID
		Clear Signature
		Validate Signature
12. REVIEWER AUTHENTICATION		
b. NAME AND SIGNATURE		
		View Signed Version
		Compare Signed Version to Current Version
		Show Signature Properties...

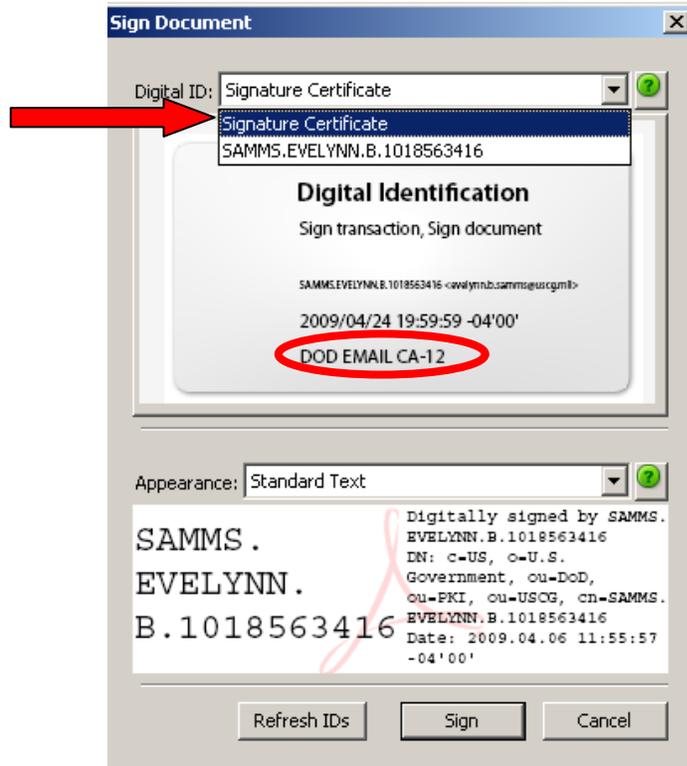
STEP-BY-STEP GUIDANCE:

1. After completing the applicable section, the Supervisor must type in his/her first and last name. To digitally sign click on the signature tab in Section 6.a, this is indicated by an arrow.

6. SUPERVISOR AUTHENTICATION	
a. NAME AND SIGNATURE	
A. Coastie	

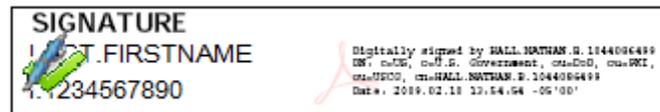
After the Supervisor clicks on the signature field, the Dialog box: “SIGN DOCUMENT” will open.

This box shows the members digital ID credentials. In the pull down menu “DIGITAL ID” ensure that you choose the option: SIGNATURE CERTIFICATE. The “DOD Email CA- #” (this should be used for all signing) will be displayed in the box below.



Note: not everyone has the same number. Some may have 12, 15, 20 or another number. No matter the number the proper certificate is the one that states “DOD EMAIL CA- ##”.

2. Click “Sign.”
3. After the form has been digitally signed you will see the following:



4. Fill in the remaining blocks of OER Section 6, with the applicable information. (Grade, EMPLID, Title, and date) and save the document. [**Note due to the addition of digital signatures the Name/Signature block now holds only 17 characters vice the 19 characters on the older form.]
5. The OER is now ready to be emailed to the Reporting Officer.

HOW TO SIGN AS THE REPORTING OFFICER

The Reporting Officer (RO) completes his/her appropriate sections. Once complete, the OER is digitally signed and emailed to the Reviewer.

- The Reporting Officer completes OER Sections 7 – 10. If an edit is necessary, the Reporting Officer must clear his/her digital signature, which will unlock the appropriate fields. Once cleared, edits can be made. **Only members who digitally signed that specific section can clear his/her signature.** When ready to digitally sign the OER in Section 11, complete Steps 1-5 listed in the “HOW TO SIGN AS SUPERVISOR” section to digitally sign the OER.

11. REPORTING OFFICER AUTHENTICATION					(YYYY/MM/DD)
a. NAME AND SIGNATURE	b. GRADE	c. EMPLID	d. TITLE OF POSITION	e. DATE	
E. B. Samms 	O3	1234567	OER Quality Reviewer	2009 /01 /27	

- Save the OER to your hard drive, and email the OER to the Reviewer.

HOW TO SIGN AS THE REVIEWER

- The Reviewer checks all comments and marks of performance and conduct to ensure accuracy.
- The Reviewer completes OER Section 12 and shall complete steps 1-5 listed in the “HOW TO SIGN AS SUPERVISOR” section to digitally sign the OER.
- In the event that the Reviewer Comments (CG-5315 form) are mandatory, mark block 12.a with an “x”. Reviewer Comments will be completed separately. Complete and apply digital signature as directed in steps 3-7 (How to sign as Supervisor). Refer to the Coast Guard Personnel Manual Article 10.A.4.c.11.g for more information on Reviewer comments.

12. REVIEWER AUTHENTICATION						<input checked="" type="checkbox"/> COMMENTS ATTACHED: (Required when the Reporting Officer is not a CG Officer or CG SES or when Reported-on Officer is unable to review OER.)
b. NAME AND SIGNATURE	c. GRADE	d. EMPLID	e. TITLE OF POSITION	f. DATE		
E. B. Samms 	O3	1234567	OER Quality Reviewer	2009 /01 /27		

GUIDELINES FOR JUNIOR OFFICER SIGNATURES ON CG-5310 “A” AND “B”

The Commandant directed that all junior officers (CWO2 thru LCDR) review and sign their Officer Evaluation Report (OER) prior to its submission to CGPC. Once the OER has been completed and all rating chain members have digitally signed, the Reported-On Officer (ROO) shall review the OER prior to submission to CGPC.

- ROO OER review will occur after the Reviewer has signed the OER. After review, the member is required to sign the OER in Section 1.b.

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. I acknowledge I have reviewed this report.	
a. NAME (Last)	(Initials)	b. Reported-on Officer Signature	c. DATE OF RANK / /
			d. DATE REPORTED / /

2. This may be done digitally following steps 1-5 under “HOW TO SIGN AS SUPERVISOR.” If the ROO does not have CAC card access, handwritten signatures will be accepted.
3. The Reported-On Officer’s signature means that the ROO has reviewed the OER. After the ROO signs the OER, it shall be forwarded to CGPC. (See submission paragraph below)
4. An OER that is not signed by the ROO does not necessarily make the OER invalid. Examples include but are not limited to medical disability of the ROO, incarceration or discharge of the ROO, impending promotion board, or other exigent circumstances. **PCS OF A MEMBER DOES NOT MEET EXIGENT CIRCUMSTANCES.** Rating chains shall contact OPM-3 if circumstances are questionable prior to submission.
5. When the ROO cannot review the OER, the Reviewer shall check the block in Section 12.a of the OER (as shown in paragraph 10 above) and complete the Reviewer comments on form CG 5315 “A” or “B” with an explanation of why the ROO could not review the OER. The Comparison scale shall not be filled in on the CG-5315 for this situation. In cases where Reviewer comments are mandatory (per ARTICLE 10.A.2.F.2.B of the Personnel Manual) and ROO OER review cannot take place, there shall be two separate reviewer comments forms completed- one to complete the comparison scale and one with a subsequent date to indicate an attempt was made to have the ROO review but failed.

HOW TO COMPLETE CG-5315 FORM (REVIEWER COMMENTS)

1. When completing form CG-5315 (Reviewer Comments) please note that after digitally signing this form, the form becomes **LOCKED**. There can be no further revisions or updates made. Reviewers should save an unsigned copy of the document to their personal drive.

For completion the Reviewer may comment on the ROO’s performance, qualities, potential, or value to the Coast Guard. Comments are required if the Reporting Officer is not a Coast Guard Officer, member of the Coast Guard Executive Service (SES), or a USPHS flag officer serving as the Director of Health and Safety (CG-11). Additionally if the ROO cannot review the OER, this form must be completed to indicate an attempt was made to have the ROO review.

The Reviewer adds comments, and complete steps 1-7 listed in the “HOW TO SIGN AS SUPERVISOR” section to digitally sign the Reviewer Comments form.

Last Name and Initials Period End Date
 SAMMS E.B. 2009/02/10

U.S. Dept. of Homeland Security CG-5315A (Rev. 02-09)

REVIEWER COMMENTS

(Optional except when the Reporting Officer is not a CG officer or CG SES or when Reported-on Officer is unable to review OER.)

CG PERSMAN Article 10.A.2.f.2.b, states comments and a comparison/rating scale mark are required if the Reporting Officer is not a Coast Guard Officer, member of the Coast Guard Executive Service (SES), or a USPHS flag officer serving with the Coast Guard, Commandant (CG-11).

If done optionally, the comparison scale is not completed.

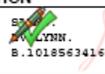
Additionally if the ROO cannot review the OER, this form must be completed to indicate an attempt was made to have the ROO review.

****Please note the modified date block. This change was made to ensure uniformity in all forms.**

COMPARISON SCALE (FOR GRADES W2 THROUGH O2): Mark only when Reporting Officer is not a CG officer of CG SES.

UNSATISFACTORY	A QUALIFIED OFFICER	ONE OF THE MANY COMPETENT PROFESSIONALS WHO FORM THE MAJORITY OF THIS GRADE	AN EXCEPTIONAL OFFICER	A DISTINGUISHED OFFICER
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

REVIEWER AUTHENTICATION

NAME AND SIGNATURE E. B. Samms	 <small>digitally signed by: E. B. Samms DN: cn=E. B. Samms, o=USCG, ou=CGPC, email=esamms@uscg.mil</small>	GRADE O3	EMPLID 1234567	TITLE OF POSITION OER Quality Reviewer	DATE 2009 1 27
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****The comparison scale is not to be completed unless the Reviewer comments are mandatory.**

SUBMISSION

****FOR SUBMISSION PLEASE FOLLOW YOUR LOCAL UNIT POLICY****

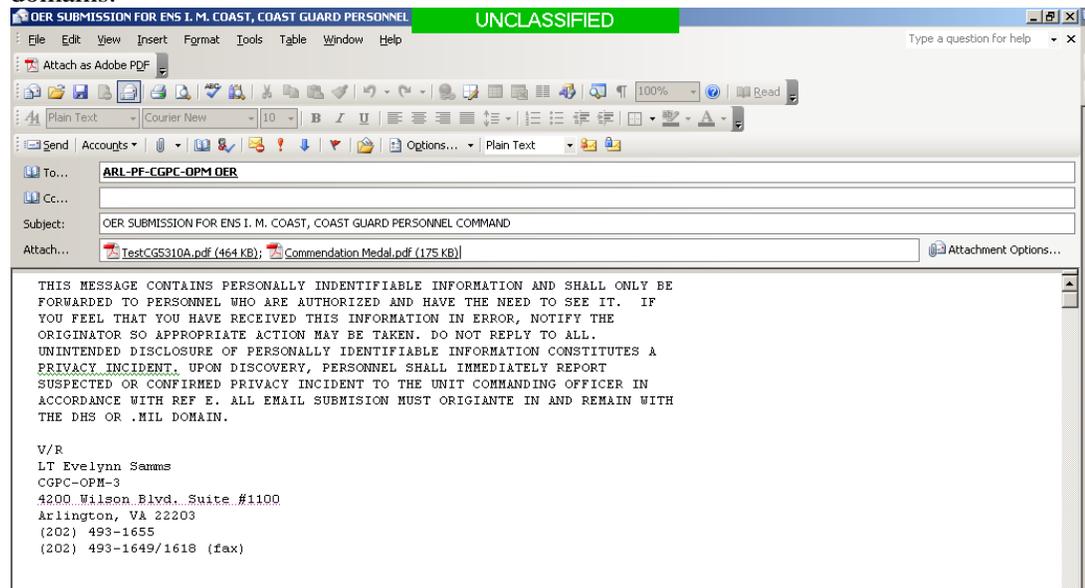
Once the OER has been signed by the ROO and rating chain, Commands shall submit it to CGPC.

Procedures for submitting digitally signed OERs to CGPC (opm-3) or CGPC (RPM) are as follows:

- a. ADPL: the global address listing to forward emails is ARL-PF-CGPC-OPM OER. The actual email address is ARL-PF-CGPC-OPMOER@USCG.MIL. The sender shall use a digital signature with the email.
- b. IDPL: the global address listing to forward emails is ARL-PF-CGPC-RPM-OER. The actual email address is ARL-PF-CGPC-RPMOER@USCG.MIL. The sender shall use a digital signature with the email.
- c. On the subject line include the officer's name and rank. Do not include any personally identifiable information such as emplids.
- d. OERs that are digitally signed and contain attachments, i.e. Awards, punitive letters etc. will require a separate PDF file for the attachment(s).
- e. A CG-5315 (Reviewer Comments) form will also require a separate PDF file.

f. When emailing multiple OERs the sender will use only the unit name on the subject line. an email with attached OERs should not exceed 10mb. Do not mix ADPL and IDPL OERs together.

g. At the bottom of the email include the following verbiage: “This message contains personally identifiable information and shall only be forwarded to personnel who are authorized and have the need to see it. If you feel that you have received this information in error, notify the originator so appropriate action may be taken. Do not reply to all.” Unintended disclosure of personally identifiable information constitutes a privacy incident. Upon discovery, personnel shall immediately report suspected or confirmed privacy incidents to the unit commanding officer in accordance with COMDTINST M5260.3. All email submissions must originate in and remain within the DHS or mil domains.”



h. Upon receipt of the OER, CGPC (opm-3) or CGPC (rpm) will send back an email confirming receipt within a few days. Receipt of the OER does not imply that the OER has been validated. **Reported-on Officers should compare their copy (as reviewed with rating chain) to the validated OER they receive back from CGPC to note any corrections. The validated OER is the official OER entered into a service record.

Please refer to ALCOAST 199/08 for further guidance on submitting OERs via email.

If you encounter problems or questions please contact OPM-3 via email or (202) 493-1656.

SPECIAL OR DEROGATORY OERS

***Prior to drafting a Special or Derogatory, Commands shall contact OPM-3 or RPM.**

For guidance on Special OERs please refer to Coast Guard Personnel Manual Article 10.A.3.c. For Derogatory OERs, Coast Guard Personnel Manual Article 10.A.4.h.

Signature Icon Reference

* AFTER SIGNING IF YOU HAVE QUESTIONS ABOUT DIGITAL SIGNATURE ICONS PLEASE CONTACT OPM-3*

	Definition	Reason / Resolution
	Document Not Modified Signature Valid	The document has not been altered since digitally signed. Digital Signature is currently valid.
	Document Modified Signature Valid	The revision of this document covered by this signature has not been altered. Subsequent modifications have been made.
	Document Not Modified Identity Not Verified / Unknown	Certificate Validation may not be available for the certificate used to sign the Form. Check Network Connectivity to Validation Source (OCSP). Check Validation Software (Tumbleweed)
	Identity Not Validated	Signing certificate not yet validated. Certificate Expired.
	Document Modified Not Validated / Unknown	The revision of this document covered by this signature has not been altered. Subsequent modifications have been made.
	Document Not Modified* Document Modified* Certificate Revoked	The certificate used to sign this document has been Revoked. (This may be due to CAC re-issuance) * Document modification status is available when double-clicking digital signature. See Verification Section. NOTE: For archived documents, a determination of when the certificate was issued, valid and revoked will need to be investigated to establish signature validity. Adobe does not provide this User Interface functionality as of version 9.