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FM COMCOGARD PSC ARLINGTON VA  
TO ALCGPSC  
BT

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SUBJ: 2015 Inactive Duty Promotion List (IDPL) Officer  
Evaluation System (OES) Guidance

A. Coast Guard Officer Accessions, Evaluations, and  
Promotions, COMDTINST M1000.3A

B. Coast Guard Officer Evaluations System Procedures Manual,  
PSCINST M1611.1A

C. COMCOGARD PSC ARLINGTON VA 262040Z MAR 15

1. Per REF A, Officer Evaluation Reports (OER) provides pertinent information to CG decision makers in a variety of ways, to include promotion, assignment, career development, performance feedback, accessions, etc. Outside of the regular submission schedule, other occasions may occur specific to IDPL officers, where additional OERs may be required to ensure a comprehensive performance overview. Due to significant and repeated inquiries about OES matters, the following information provides guidance and clarification for future OER submissions.

2. Biennial OERs: In accordance with REF A, IDPL Officers on a biennial submission schedule are required to submit OERs every even numbered year.

a. OER submissions during odd numbered years are submitted only if there is an occasion for a report (detachment, retirement, ADOS, IRR, separation, etc.).

b. As outlined in Article 5.A.3.e.(3)(b) of REF A, Reported-on officers who are on a biennial submission schedule and are in or above zone for promotion on the IDPL during an odd numbered calendar year shall complete a Special OER.

c. Commanders being considered for retention and going before the Promotion Year 2016 (PY16) CDR Retention Board are not required to submit a Special OER. This instruction is specific to the PY16 CDR Retention Board and may change for future promotion years.

3. Concurrent OERs: In accordance with REF A, IDPL officers on short-term Active Duty for Operational Support (ADOS), away from their permanent drilling unit, for a period of at least 30 but no greater than 180 days, are required to submit a Concurrent OER. This OER may be a one page or three page form and should cover only the period of the specific set of orders.

a. Officers assigned to the IRR in a drill for points only status, shall complete a Concurrent OER. This OER will not count for continuity. CG PSC-RPM-1 will complete a

Continuity OER for continuity purposes.

4. Long-term ADOS: In accordance with REF A, IDPL officers on long-term ADOS lasting 181 days or greater shall follow the Active Duty Promotion List (ADPL) submission schedules. This applies to long-term contingency and non-contingency ADOS orders.

a. Officers who complete multiple short-term ADOS orders with fewer than 31 days break between subsequent sets of orders and cumulatively total more than 180 days (and no intervening ADT/IDT orders performed at a different unit than the ADOS unit), shall follow the ADPL submission schedules.

b. IDPL Officers on Involuntary Active Duty at another unit other than the permanent SELRES drilling unit, for 31 days or more, shall follow the OER submission criteria for PCS transfer even though the member is not removed from their SELRES assignment. For the duration of the involuntary mobilization, ADPL submission schedules apply.

c. Extensions to the period of report for IDPL officers on the ADPL submission schedules may occur, without a waiver, if the OER submission will be completed within the next 182 days.

5. In accordance with REF B, in block number two of the OER form CG-5310 information pertaining to IDT, ADT, and RMP scheduled/completed drills are no longer used and required. The mention of ADOS time, should be included if the ADOS was completed away from the permanent drilling unit.

6. To avoid delays, all IDPL OERs shall be sent to CG PSC-RPM-1 at arl-pf-cgpsc-rpmoer(at)uscg.mil no later than 45 days after the end of the period of report.

7. In accordance with REF C, CG PSC-RPM-1 ensures OERs are validated and sent to CG PSC-psd-mr, Military Records for imaging into an officer's record, but does not verify the record is imaged.

a. It is highly recommended that officers review and confirm their Electronically-Imaged Professional Development Record (EI-PDR).

To obtain a copy of an EI-PDR, please submit a CG memo request to CG PSC-psd-mr, Military Records. Follow the instructions listed at: <http://www.uscg.mil/psc/adm/adm3/>.

b. All documents to be entered into an EI-PDR must be verified, scanned, and e-mailed by the Servicing Personnel Office (SPO) to the PSC Military Records branch. Members should provide all documents to their servicing SPO to ensure proper action is taken to review and forward documents to CG PSC-psd-mr.

8. For additional Reserve OER questions, send an email to arl-pf-cgpsc-rpmoer(at)uscg.mil, or visit the CG PSC-RPM-1

website at: <http://www.uscg.mil/psc/rpm/rpm1/oer/>.

9. CAPT D.A. Stringer, Reserve Personnel Management, sends.

10. Internet release authorized.

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