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CHANGES TO OFFICER AND ENLISTED PERFORMANCE EVALUATION FORMS

Late last summer, we undertook an effort to review our current officer and enlisted performance evaluation forms to ensure they were sufficiently linked to our 28 Leadership Competencies. A cross-directorate work group was convened to conduct a comprehensive review of the forms. Overall, the group found both evaluation systems to have significant overlap with the Leadership Competencies. However, they did find some linkages that could be improved and some minor formatting changes and wording edits throughout the forms unrelated to the Leadership Competencies. The Master Chief Petty Officer of the Coast Guard was involved in the review process associated with enlisted evaluations and supported all the recommendations which the Commandant subsequently approved. All the changes will be incorporated in time for the next officer and enlisted performance evaluation cycles.

Changes to the Officer Evaluation Report (OER) form are relatively minor. All the current performance dimensions remain the same. Changes include the addition and/or deletion of comments to some of the performance dimension definitions and performance standards. Dimensions affected include Planning and Preparedness, Adaptability, Developing Others, Judgment, Professional Presence, and Health and Well-Being. In addition, changes in the formatting of the OER form include the removal of block 1c (Reserve Status/Drills Conducted), adding "Primary Duty: _____" to block 2 (Description of Duties), replacing SSN with EMPLID for blocks 6, 11, and 12, and including "Concur," "Do not Concur," and "RO is Supervisor" bubbles within block 7. OER form changes are expected to go into effect on 1 October 2005. Officers submitting OER Reports for evaluation periods ending on or before 30 September 2005, should continue to use the existing forms.

Changes to the Enlisted forms [Enlisted Employee Reviews (EERs) for Non-rated, Petty Officer, and Chief (E7/8/9)] are more significant. Three new elements are being added to the Petty Officer form, and two new elements are being added to the Master, Senior, and Chief Petty Officer form. The Judgment and Initiative performance elements from the OER form are being added to both the Petty Officer and Chief (E7/8/9) forms. The Professional Development performance element from the Chief (E7/8/9) form is also being added to the Petty Officer form. The Organization element and the Monitoring Work element on the CPO (E7/8/9) form are being merged into one element (Monitoring Work) to eliminate redundancies. In addition to the new performance elements, as with the OERs, there are scattered editorial changes throughout all three enlisted forms that better link the remaining performance elements to the 28 Leadership Competencies. All three forms will now refer to our Core Values of "Honor, Respect, and Devotion to Duty" under the Conduct dimension. Because changes to the Non-rated EER are minimal, any Non-rated EERs that are prepared on or after 1 October 2005, will use the updated Non-rated EER. Due to the staggered submission of Petty Officer EERs, updated EERs for E4's will go into effect on 1 October 2005, updated

EERs for E5's will go into effect on 1 November 2005, and updated EERs for E6's will go into effect on 1 December 2005. The updated CPO (E7/8/9) EER will become effective for all E7s and E9s on 1 October 2005 and the EER for E8s will become effective on 1 December 2005. Any Petty Officer or Chief (E7/8/9) enlisted evaluations (EERs) submitted for evaluation periods that end before the effective dates of these updated forms should utilize existing forms.

An ALCOAST will soon be issued to officially announce the above changes. Enlisted members and supervisors will be able to view updated EER Worksheets prior to 1 October on PSC's website. CGPC-opm will be transmitting a follow-on ALCGOFF message that discusses the OER changes in more detail.

These upcoming changes in our military performance evaluation forms will provide better alignment and greater reinforcement of our Coast Guard Leadership Competencies. Although it took significant work to effect these changes, implementing them is much less painful since our enlisted evaluation system is electronic and our officer evaluation forms are accessed electronically. We will continue to look for ways to improve our evaluation systems.

Regards,

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