



SECJAXINST 1611.1E
19 OCT 2011

SECTOR JACKSONVILLE INSTRUCTION 1611.1E

Subj: OFFICER EVALUATION REPORTS (OER) AND RATING CHAIN

Ref: (a) Officer Accessions, Evaluations and Promotions, COMDTINST M1000.3 (series)
(b) Officer Evaluation System (OES), CCGD SEVENINST 1611.30 (series)
(c) CGPC-OPM Officer Evaluation Issues: <http://www.uscg.mil/opm/>
(d) Schedule of ADPL and IDPL Officer Personnel Boards and Panels, PSCINST 1401.5 (series)

1. PURPOSE. In accordance with chapter 5 of reference (a), this instruction provides information and guidelines necessary for the proper preparation and handling of Officer Evaluation Reports (OERs) and establishes rating chains and submission action dates.
2. ACTION. All commissioned officers shall comply with the contents of this instruction.
 - a. Enclosure (1) specifies OER submission action dates for each officer and warrant officer assigned to Sector Jacksonville and outlying units. Enclosure (2) establishes our positional OER rating chains in accordance with reference (b).
 - b. In accordance with reference (b), Commanding Officers and/or Sector Department Heads shall inform CCGD SEVEN (dm) of officers whose reporting periods are being changed due to PCS transfer of the Reported-On Officer or Reporting Officer, and when OERs will be late. CCGD SEVEN (dm) is the D7 OER Control Point Official for all OERs submitted to D7 for Reporting Officer/Review approval action. Additionally, CCGD SEVEN (dm) requires that all OERs approved by the Sector Commander or Deputy as Reviewer go through them.
 - c. Each Active Duty and Reserve Officer should take a keen interest in Officer Evaluation issues as offered by CGPC-OPM in reference (c). Officers need to be aware of their upcoming promotion boards, reference (d) and submit OERs accordingly. Qualifications, certifications and professional and academic achievements can be directly communicated to a promotion board by an officer through the submission of the officer educational record, CG-4082, Record of Professional Development, to their individual HQ PDR at CGPC-ADM3.
3. DIRECTIVES AFFECTED. Sector Jacksonville Instruction 1611.1D is hereby canceled.
4. PROCEDURES. Reported-On Officer OER input to supervisor. Pursuant to the submission schedule listed in enclosure (1), each officer shall provide the following:

a. OER Forms: Obtain appropriate forms at <http://www.uscg.mil/forms/oer.asp>.

- * CWO2, CWO3, CWO4, ENS, and LTJG.....CG-5310A
- * LT, LCDR.....CG-5310B
- * CDRCG-5310C
- * CAPTCG-5310D

b. Complete these blocks on the OER: Blocks 1, 2, 6, 11, 12 and 13 of the OER form. *Note: Supervisor's of LTJGs and Ensigns are required to use the Officer Support Form CG-5308 (OSF); additionally, Reserve Officers are required to include the following in Block 2: "IDT Drills Scheduled/Attended XX/XX; ADT: XX Days; ADSW: XX Days."* BLOCK 10 INPUT: Reported on officers should not provide recommended numerical marks or opinions as to future promotion, suitability for assignment, or potential. They are invited to address their personal preferences for schools and assignments.

c. For Blocks 3, 4, 5 & 8: Submit no more than six pages of bullets highlighting your performance during the period. Bullets/input should be specific accomplishments with corresponding impact and result on a member, the unit, D7 or the Coast Guard as a whole. Bullets are needed for every dimension. The quality of the bullets is priority over the quantity. For actions that fit into more than one dimension category, default to the dimension that has less input.

d. Create OER, save your OER to your documents (with your name on it), and then forward through your rating chain electronically as outlined in enclosure (2). Keep in mind that Adobe OER forms frequently get corrupted or blank out and all data could be lost. It is a good idea to back up all OER text in a word file.

e. Deliverable format: OER documentation should include the following: draft OER, previous OER and supporting documentation. This information may be routed hard copy in lieu of electronically with the exception of the draft OER.

f. "PIT FALLS" of good OER Input: Many Officers tend to give too much input. Provide concise meaningful input. (Remember, quality is priority over quantity). Provide three (3) or so hard-hitting bullets per performance dimension. With that, the OER can be easily written.

- (1) Bullets should be action/performance related. The rating chain needs to know the role you played in projects/operations in order to give an officer credit. The rating chain doesn't need adjectives to write an officer's OER. We need performance action with resultant impacts. Write bullets so the supervisor will remember the event/action. Often, bullets can be so lengthy that they become vague, and the rating chain is left wondering what was accomplished. Many "good" things do not make it into OERs because the supervisor did not understand what the person was talking about.

- (2) Performance bullets **MUST** correlate to the performance dimension an officer puts it under. Make sure that bullet fits and makes sense for the category/dimension where it was placed. Read the **definition** of each performance dimension. Do not claim something accomplished under more than one category. The only time this should be done is if it was a LARGE enough event, and only if it fits under both dimensions (i.e. a SAR case might be listed under both Professional Competence and Speaking if the officer led the SAR Case and completed PAO duties in a news interview).
- (3) Officers that do not provide input for a particular performance dimension can expect a 4 (or lower) for that dimension.
- (4) All too often, OER input is late. Please don't fall into this trap. The OER Eval block specifically states "Evals were on time" for a "4." This includes YOUR input. The above is all geared at preventing your rating chain from hunting for performance input.

g. Submission of OERs to Coast Guard District Seven (dm): D7 (dm) will perform an administrative review and will track all OERs forwarded to D7 Program Managers for Reviewer action. Upon completion of normal processing at unit level, the reviewer shall forward the OER back to the supervisor who will council the ROO and have the ROO digitally sign the OER. Once signed the supervisor will forward the OER to the Command Yeoman and Deputy who will verify signatures and forward to D7 (dm) for final review.

5. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATION. Environmental considerations were examined in the development of this instruction and have been determined not applicable.

6. FORMS/REPORTS. Obtain forms at <http://www.uscg.mil/forms/oer.asp>.

C. A. BLOMME /s/

Encl: (1) Officer Evaluation Report - Submission Action Dates
(2) CG Sector Jacksonville - OER Rating Chain

OFFICER EVALUATION REPORT – SUBMISSION ACTION DATES

See Section 5.A.3 of ref (a) for submission details.

Reserve Officers should review 5.A.3 of ref (a) to calculate their submission schedule.

End OER Report Date	Reported on Officer	Date to Submit to Supervisor	Date to Forward to Reporting Officer	Date to Forward to Reviewer	Date to Reach CGPPC OPM or RPM
31 JAN	LTJG	10 JAN	10 FEB	BY 02 MAR	17 MAR
31 MAR	CDR	10 MAR	10 APR	BY 30 APR	15 MAY
31 MAR	ENS	10 MAR	10 APR	BY 30 APR	15 MAY
30 APR	CAPT	10 APR	10 MAY	BY 30 MAY	14 JUN
30 APR	LCDR	10 APR	10 MAY	BY 30 MAY	14 JUN
30 APR	CWO4	10 APR	10 MAY	BY 30 MAY	14 JUN
31 MAY	LT	10 MAY	10 JUN	BY 30 JUN	15 JUL
30 JUN	CWO2	10 JUN	10 JUL	BY 30 JUL	14 AUG
30 JUN	LTJG IN/ABOVE ZONE	10 JUN	10 JUL	BY 30 JUL	14 AUG
31 JUL	LTJG NOT IN/ABOVE ZONE	10 JUL	10 AUG	BY 30 AUG	14 SEP
31 JUL	CWO3	10 JUL	10 AUG	BY 30 AUG	14 SEP
30 SEP	ENS	10 SEP	10 OCT	BY 02 NOV	15 NOV

SECTOR JACKSONVILLE – OER RATING CHAIN

<u>REPORTED ON</u>	<u>SUPERVISOR</u>	<u>REPORTING</u>	<u>REVIEWER</u>
COMDT Directives regarding timelines of submissions	Must receive NLT 21 days before end of marking period	Must receive NLT 10 days after end of marking period	Must receive NLT 30 days after end of marking period
COMMAND CADRE			
Sector Commander	CCGD SEVEN (dcs)	CCGD SEVEN (d)	CGD SEVEN (d)
Deputy Sector Commander	Sector Commander	Sector Commander	CGD SEVEN (dcs)
Senior Reserve Officer	Deputy Sector Commander	Sector Commander	CGD SEVEN (sro)
Logistics Department Head	Deputy Sector Commander	Sector Commander	CGD SEVEN (dm)
Response Department Head	Deputy Sector Commander	Sector Commander	CGD SEVEN (dr)
Prevention Department Head	Deputy Sector Commander	Sector Commander	CGD SEVEN (dp)
Contingency Planning/Readiness Chief	Deputy Sector Commander	Sector Commander	CGD SEVEN (dx)
COMMAND CENTER/INTEL			
LT – SCC Chief	Deputy Sector Commander	Sector Commander	CGD SEVEN (drmc)
LT – Intelligence Staff Chief	Deputy Sector Commander	Sector Commander	CGD SEVEN (di)
LT – Intelligence Staff	Intelligence Staff Chief	Deputy Sector Commander	Sector Commander
LOGISTICS DEPT			
CWO – Eng Support Div Chief	Logistics Department Head	Deputy Sector Commander	Sector Commander
CWO – Finance/Supply Div Chief	Logistics Department Head	Deputy Sector Commander	Sector Commander
PLANNING AND READINESS			
LT – Preparedness Specialist	Cont. Planning/Readiness Chief	Deputy Sector Commander	Sector Commander
LT/LTJG/ENS – Preparedness Specialist	LT – Preparedness Specialist	Cont. Planning/Readiness Chief	Deputy Sector Commander
PREVENTION DEPT			
LCDR – Inspect Invest Div Chief	Prevention Department Head	Deputy Sector Commander	Sector Commander
LCDR – WWM Div Chief	Prevention Department Head	Deputy Sector Commander	Sector Commander
LT – Domestic Inspect Chief	Inspect Invest Div Chief	Prevention Department Head	Deputy Sector Commander
LT – MOL Supervisor	Inspect Invest Div Chief	Prevention Department Head	Deputy Sector Commander
LT – Invest Branch Chief	Inspect Invest Div Chief	Prevention Department Head	Deputy Sector Commander
LT – Port State Ctrl Chief	Inspect Invest Div Chief	Prevention Department Head	Deputy Sector Commander
LT/ENS/CWO – Port State Ctrl	Port State Ctrl Chief	Inspect Invest Div Chief	Prevention Department Head
LTJG/ENS/CWO – Invest.	Investigations Branch Chief	Inspect Invest Div Chief	Prevention Department Head
LTJG/ENS/CWO – Asst. WWM	Waterways Mgmt Div Chief	Inspect Invest Div Chief	Prevention Department Head
CO, CGC Maria Bray	Waterways Mgmt Div Chief	Prevention Department Head	Sector Commander
RESPONSE DEPT			
LT – Enforcement Div Chief	Response Department Head	Deputy Sector Commander	Sector Commander
LT – Incident Mgmt Div Chief	Response Department Head	Deputy Sector Commander	Sector Commander
LT/LTJG/ENS – Enforcement Management	Enforcement Div Chief	Response Department Head	Deputy Sector Commander
LTJG/ENS – Incident Mgmt	Incident Mgmt Div Chief	Response Department Head	Deputy Sector Commander
CO, CGC Kingfisher/Shrike	Response Department Head	Deputy Sector Commander	Sector Commander
CO, Sta Canaveral/Mayport	Response Department Head	Deputy Sector Commander	Sector Commander
MSD CANAVERAL			
LT – MSD Supervisor	Prevention Department Head	Deputy Sector Commander	Sector Commander
CWOs	MSD Supervisor	Prevention Department Head	Deputy Sector Commander

Enclosure (2) to SECJAXINST 1611.1E

REPORTED ON

SUPERVISOR

REPORTING

REVIEWER

COMDT Directives regarding timelines of submissions	Must receive NLT 21 days before end of marking period	Must receive NLT 10 days after end of marking period	Must receive NLT 30 days after end of marking period
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RESERVE OFFICERS

Reserve Dept Heads O3 and above	Active Duty Dept Head	Senior Reserve Officer	Deputy Sector Commander
Reserve Division Officers O3 and below	Applicable Reserve Dept Head	Senior Reserve Officer	Deputy Sector Commander
Reserve Officers O3 and below	Applicable Reserve Div Officer	Applicable Reserve Dept Head	Senior Reserve Officer

Reserve Officer	Cycle
O3 – O5	Biennial
O1 – O2	Annual
W2 - W4	Biennial