



Commander
Seventh Coast Guard District

909 SE 1st Avenue
Miami, FL 33131-3050
Staff Symbol: dm
Phone: (305) 415-6701

CGD SEVENINST 1611.3R

MAR 1 1 2009

SEVENTH DISTRICT INSTRUCTION 1611.3R

Subj.: OFFICER EVALUATION SYSTEM (OES)

Ref: (a) Coast Guard Personnel Manual, COMDTINST M1000.6A, Chap. 10.A
(b) ALCGOFF 024/09

1. PURPOSE. This instruction provides the OES rating chain for officers assigned to the staff of Commander, Seventh Coast Guard District and for other officers and units reporting directly to CGD SEVEN. Reference (a) provides guidelines for preparing, routing and processing officer evaluations.
2. ACTION.
 - a. All officers shall assign a high priority to ensuring that they fully meet their OES responsibilities in a timely manner in accordance with the OER Rating Chain Schedule outlined in enclosure (3).
 - b. Unit rating chains shall be published and kept current to reflect changes as they occur. Commanding officers, division chiefs, and special staff components shall review their respective rating chains annually by 1 October and make whatever corrections are deemed necessary.
 - c. Sector Commanders, Commanding Officers, Division Chiefs, and Special Staff Components shall inform CGD SEVEN (dm) of officers whose reporting periods will be outside the Regular OER Submission Schedule as listed in 10.A.3 of reference (a).
 - d. When mailing or routing, the Reported-on-Officer, Supervisor, Reporting Officer, and Reviewer shall ensure that all reports are clearly marked "OFFICER EVALUATION REPORTS; FOR OFFICIAL USE ONLY." In nearly all instances, OERs shall be routed

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Available on D7 Intranet Portal

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NON-STANDARD DISTRIBUTION:

via electronic mail with digital signatures. When transmitting an OER via e-mail, the following verbiage shall be included in the text block of the e-mail:

"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."

When transmitting an OER via e-mail, the subject line shall contain the Reported-On Officer's name and rank only, and shall not contain any personally identifiable information.

3. DIRECTIVES AFFECTED. CGD SEVENINST 1611.3Q is canceled.
4. DISCUSSION.
 - a. The purpose of the Officer Evaluation System (OES) is to provide information for important personnel management decisions, set and evaluate performance and character standards, prescribe organizational values and to provide a means of feedback to officers on their performance. Reference (a) provides detailed guidance concerning the overall (OES). The latest version of the OER forms are located here: <http://www.uscg.mil/forms/oer.asp>.
 - b. Enclosure (1) is the District staff and field unit OER rating chains. Reserve Officers shall follow the same rating chain as their Active Duty counterparts, unless otherwise indicated in enclosure (1). The District Commander is the Reporting Officer for all Captains (O-6), except USPHS officers. Enclosure (2) is the OER Routing Sheet which may be utilized for internal routing of the OER to track submission progress. Reference (a) directs the Seventh Coast Guard District to perform an administrative review of **all** OERs originating within the Seventh District.

ADPL OER Processing: Upon completion of normal processing for ADPL OERs, the Reviewer, as indicated by the OER Rating Chain (enclosure (1)), shall submit the original digitally signed .PDF file of the OER to CGD SEVEN (dm) at e-mail address for logging, administrative review, and electronic mailing to Commander, Coast Guard Personnel Command (CGPC-opm-3). In the case of OERs for Reported-On Officers in pay-grades W2 – O4, which required Reported-On Officer Digital Signature, the OER shall be routed to the Supervisor by the Reviewing Official for counseling and digital signature by the Reported-On Officer. After obtaining digital signature from the Reported-On Officer, the Supervisor shall forward the final, complete, digitally signed OER to CGD SEVEN (dm) at e-mail address D07-DG-DISTRICT7OER@USCG.MIL for logging, administrative review, and electronic mailing to Commander, Coast Guard Personnel Command (CGPC-opm-3). Appropriate Divisions and units are encouraged to retain a copy of OERs for officers on their staff, therefore a copy of the final, submitted OER shall be electronically

mailed to the Supervisor and Reporting Officer after submission to Commander, Coast Guard Personnel Command (CGPC-opm-3) by CGD SEVEN (dm).

- c. IDPL OER Processing: Upon completion of normal processing for OERs, the Reviewer, as indicated by the OER Rating Chain (enclosure (1)), shall submit the original digitally signed .PDF file of the OER to CGD SEVEN (dm) at e-mail address D07-DG-DISTRICT7OER@USCG.MIL for logging, administrative review, and electronic mailing to Commander, Coast Guard Personnel Command (CGPC-rpm-3). In the case of IDPL OERs for Reported-On Officers in pay-grades W2 – O4, which required Reported-On Officer Digital Signature, the OER shall be routed to the Supervisor by the Reviewing Official for counseling and digital signature by the Reported-On Officer. After obtaining digital signature from the Reported-On Officer, the Supervisor shall forward the final, complete, digitally signed OER to CGD SEVEN (dm) at e-mail address D07-DG-DISTRICT7OER@USCG.MIL for logging, administrative review, and electronic mailing to Commander, Coast Guard Personnel Command (CGPC-rpm-3). Appropriate Divisions and units are encouraged to retain a copy of OERs for officers on their staff, therefore a copy of the final, submitted OER shall be electronically mailed to the Supervisor and Reporting Officer after submission to Commander, Coast Guard Personnel Command (CGPC-rpm-3) by CGD SEVEN (dm).
- d. Digital signatures are not mandatory, however are strongly encouraged whenever possible for paperwork reduction, environmental protection and to eliminate costly shipping charges. Rating chain may still complete the form, print and handwrite signatures. If using this process for any OER's, the original, signed OER must be sent via FEDEX or USPS mail to CGD SEVEN (dm) for logging, administrative review, and electronic mailing to Commander, Coast Guard Personnel Command. Appropriate Divisions and units are encouraged to retain a copy of OERs for officers on their staff, therefore a copy of the final, submitted OER shall be electronically mailed to the Supervisor and Reporting Officer after submission to Commander, Coast Guard Personnel Command by CGD SEVEN (dm).
- e. All Reported-On officers in pay grades W2 – O4 must review their OER prior to submission to Commander (CGPC-opm-3) or Commander (CGPC-rpm) prior to it leaving the unit or immediately following signature of the rating chain, if that chain is external to the Reported-On officer's assigned command. The Reported-On Officer signature indicates the Reported-On Officer has reviewed the completed OER, and ensures accuracy of block 1 of the OER form. It does not mean the Reported-On Officer agrees or disagrees with the OER. Reference (a) details the appropriate process to follow if the Reported-On Officer does not concur with the OER. Only in extraordinary circumstances will the Reported-On Officer signature NOT be required. Examples include but are not limited to medical disability of the Reported-On Officer, incarceration or discharge of the Reported-On Officer, or impending promotion board. Transfer of a Reported-On Officer is not an exigent circumstance. W4 continuity OERs per reference (a) shall be signed by the Reported-On Officer.

- f. OER preparation is an inherent leadership and management responsibility. Members of Rating Chains are expected to discharge their responsibilities in a timely manner. I cannot over emphasize the importance of timely preparation, routing and approval of OERs. Unreasonable delays create additional work on the CGD SEVEN (dm) staff, may inadvertently negatively impact the reported on officer, and ultimately reflect poorly on the leadership of the rating chain.
- g. The Reported-On-Officer's responsibility is to prepare OER Section 1, Administrative Data, and Section 13, Return Address (found on page 4 of OER form), and forward the OER submittal package to the Supervisor not later than 21 days before the end of the reporting period. The Reported-On Officer's OER submittal package is acknowledged as the primary means to communicate noteworthy accomplishments during the Reporting Period.
- h. The Supervisor's responsibility is to ensure that the Reported-On-Officer fully meets his/her responsibility to initiate the process and provide an appropriate submission. The Supervisor shall initiate an OER if the Reported-On-Officer does not do so in a timely fashion. The Supervisor completes OER Sections 2-6 and forwards the submission to the Reporting Officer in sufficient time to enable the Reporting Officer to meet the 30-day requirement (discussed below).
- i. The Reporting Officer's responsibility is to ensure the Supervisor fully meets his/her responsibilities for administration of the OES, including completion of OER Sections 2-6. Reporting Officers are expected to hold designated Supervisors accountable for timely and accurate evaluations. The Reporting Officer shall return a report for correction or reconsideration, if the Supervisor's submission is found inconsistent with actual performance and/or unsubstantiated by narrative comments. The Reporting Officer may not direct that an evaluation mark or comment be changed unless the comment is prohibited. The Reporting Officer shall initiate an OER if the Supervisor does not initiate in a timely manner. The Reporting Officer completes OER sections 7-11 and forwards the OER to the Reviewer not later than 30 days after the end of the reporting period.
- j. The Reviewing Officer's responsibility is to ensure the OER reflects a reasonably consistent picture of the Reported-on Officer's performance and potential. The Reviewing Officer ensures the Supervisor and the Reporting Officer have adequately executed their responsibilities under the OES. The Reviewing Officer adds comments as necessary, using form CG-5315 (series) that further address the performance and/or potential of the Reported-on Officer. The Reviewer shall return an OER to the Reporting Officer to correct errors, omissions, or inconsistencies between the numerical evaluation and written comments. However, the Reviewer may not direct in what manner an evaluation mark or comment be changed (unless the comment is prohibited under Article 10.A.4.f). The Reviewing Officer counsels Reporting Officers whose evaluation habits deviate significantly from the prescribed procedures. The Reviewing Officer expedites the reviewed report in a reasonable time to permit the OER Administrator, D7 (dma) to ensure

the OER is received by Commander (CGPC-opm-3) or Commander (CGPC-rpm) 45 days after the end of the reporting period.

- k. Social security numbers are no longer used in Block 1.b. of the OERs; EMPLID numbers are used in their place as unique identifiers for the Reported-on-Officer, Supervisor, Reporting Officer, and Reviewer.
 - l. The use of Digital Signature is highly encouraged for all OERs with the Seventh Coast Guard District, except those units who have limited or no CAC card availability (cutters underway or members serving at DOD installations) where the form may still be signed manually. Complete instructions for preparing and processing OER forms with Digital Signatures are included as enclosure (4).
 - m. To facilitate timely completion of quality reports that adequately reflect the performance of the Reported-On-Officer, the following guidelines shall be followed:
 - (1) Reported-On-Officers for whom the District Commander is a member of the Rating Chain shall submit a package of no more than five (5) pages containing:
 - (a) A summary of professional goals, in terms of future assignments and professional opportunities.
 - (b) Coherent and succinct examples that detail and illustrate performance and results for each of the 18 performance dimensions in sections, (b) Performance of Duties; (c) Communication Skills; (d) Leadership Skills; and (e) Personal and Professional Qualities. Submissions should contain specific and detailed information (including concrete examples where possible) and avoid mere repetition of OER performance dimension language and other generalities.
 - (2) All other Reported-On-Officers shall communicate with their rating chain for specific guidance as to the information to be included in their OER submittal package.
 - (3) Reported-On-Officers should not provide recommended numerical marks or opinions as to future promotion. They are invited to address their personal preferences for schools and assignments.
 - (4) Supervisors should complete their assigned sections of the OER and provide no more than one (1) additional page of comments for consideration by the Reporting Officer and Reviewer.
5. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.

6. FORMS/REPORTS. None

A handwritten signature in black ink, appearing to read 'W. D. Lee', written in a cursive style.

W. D. LEE, CAPT
Chief of Staff

- Encl.:
1. Seventh District Staff OER Rating Chains
 2. Seventh District OER Routing Slip
 3. OER Rating Chain Submission Responsibilities
 4. Step by Step Guide to Process and Route Digitally Signed OERs

SEVENTH DISTRICT OER RATING CHAINS *

REPORTED ON	SUPERVISOR	REPORTING	REVIEWER
COMDT Directives regarding timeliness 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
DISTRICT COMMANDER (d)			
dcs (CAPT)	d	d	LANTAREA (A)
dsr (CAPT) - Reserve (sro)	dcs	d	d
da (LT)	dcs	d	d
de (LCDR)	dcs	d	d
dch (CDR)	dcs	d	d
dl (CAPT)	dcs	d	d
Principal Asst (CDR)	dl	dl	dcs
Response Law (LCDR)	Princ Asst	dl	dcs
Prevention Law (LCDR)	Princ Asst	dl	dcs
Mbr, Response Law (LT)	Ch, Response Law	Princ Asst	dl
Mbr, Prevention Law (LT)	Ch, Prevention Law	Princ Asst	dl
dm (CAPT)	dcs	d	d
dm-1 (CDR)	dm	dm	dcs
dmp (LT)	dm-1	dm	dcs
dmf (LCDR)	dm-1	dm	dcs
dmt (LCDR)	dm-1	dm	dcs
dmt-1 (CWO)	dmt	dm-1	dm
dms (CWO)	dmt	dm-1	dm
dmq (LT)	dm-1	dm	dcs
dma (CWO)	dm-1	dm	dcs
DISTRICT STAFF RESERVE (CAPT)			
All Other Reserve (CAPT)	dcs	d	d
RESPONSE DIVISION (dr)			
dr (CAPT)	dcs	d	d
drm (CAPT)	dr	d	d
drm-1 (LCDR)	drm	drm	dr
drm-2 (LCDR)	drm	drm	dr
drmc (LCDR)	drm	drm	dr
Command Ctr Staff (LT/LTJG)	drmc	drm	dr
dre (CAPT)	dr	d	d
dre-1 (CDR)	dre	dr	dcs
dre-1 Staff (LCDR & below)	dre-1	dre	dr
dre-2 (CDR)	dre	dr	dcs
dre-2 Staff (LCDR & below)	dre-2	dre	dr
dre-3 (CDR)	dre	dr	dcs
dre-3 Staff (LCDR & below)	dre-3	dre	dr
dri (CDR)	dr	dr	dcs
dri Staff (LCDR & below)	dri	dri	dr
PREVENTION (dp)			
dp (CAPT)	dcs	d	d
dpi (CDR)	dp	dp	dcs

REPORTED ON	SUPERVISOR	REPORTING	REVIEWER
dpi Staff (LCDR & below)	dpi	dpi	dp
dpw (CDR)	dp	dp	dcS
dpw Staff (LCDR & below)	dpw	dpw	dp
dpa (CDR)	dp	dp	dcS
dpa Staff (CWO)	dpa	dpa	dp
PLANNING & FORCE READINESS DIVISION (dx)			
dx (CAPT)	dcS	d	d
dxo (LCDR)	dx	dx	dcS
dxo Staff (LT & below)	dxo	dxo	dx
dxC (LCDR)	dx	dx	dcS
dxC Staff (LT & below)	dxC	dxC	dx
dxr (CDR)	dx	dx	dcS
dxr Staff (LT & below)	dxr	dxr	dx
CG LIAISON			
JIATF South (CAPT)	dr	d	d
Nassau (LCDR)	DCM	dr	dcS
Port-au-Prince (LCDR)	Ambassador	dre	dr
Cuba (LCDR)	Chief of Missions	dr	dcS
Santo Domingo (LCDR)	MAAG	SEC CO	dr
OPBAT			
Director (CDR)	Ambassador	dr	dcS
Deputy Dir (LT)	OPBAT Dir	dre	dr
Staff (LTJG & below)	Deputy Dir	OPBAT Dir	dre
CGD SEVEN TACLET			
OinC (LCDR)	dre-1	dre	dr
XO (LT)	OinC	dre-1	dre
Ops (CWO)	XO	OinC	dre-1
SE REGIONAL FISHERIES TRNG CTR			
CO (LT)	dre-1	dre	dr
XO (LTJG)	CO	CO	dre-1

REPORTED ON	SUPERVISOR	REPORTING	REVIEWER
AIR STATIONS			
Borinquen CO	SEC CO	d	d
XO	CO	CO	SEC CO
Dept Head	XO	CO	SEC CO
All Other CO	dr	d	d
XO	CO	CO	dcs
Dept Head	XO	CO	drm
Savannah CO	drm	dr	dcs
SECTORS			
SEC CO	dcs	d	d
SEC SRO (06)	SEC CO	d	d
SEC SRO (05)	SEC Deputy	SEC CO	sro
Deputy (06)	SEC CO	d	d
Deputy (05)	SEC CO	SEC CO	dcs
Prevention Dept Head	SEC Deputy	SEC CO	dp
Response Dept Head	SEC Deputy	SEC CO	dr
Logistics Dept Head	SEC Deputy	SEC CO	dm
MSU SAVANNAH			
CO	SEC CO	dp	d
XO	MSU CO	MSU CO	SEC CO
WPBs			
CO	SEC Response	SEC CO	dre
XO	CO	CO	SEC Response
CPBs			
CO	SEC Response	SEC CO	dre
XO	CO	CO	SEC Response
BUOY TENDERS			
OAK	dpw	dp	dcs
CO	CO	CO	dpw
XO			
WLM/WLICs	SEC Prevention	SEC Deputy	SEC CO
CO			
Maritime Force Protection Unit			
CO	dre	dr	dcs
XO	CO	CO	dre
Dept Heads	XO	CO	dre
Sea Dragon			
CO	MFPU OPS	MFPU CO	dre
Sea Dog			
CO	MFPU OPS	MFPU CO	dre

* All O5 Commanding Officer billets filled by an O6 shall have d as Reviewer.

UNIT OER REVIEW CHECKLIST

Member's Name _____

GENERAL

Correct form used (version 10/06)

CWO-LTJG.....CG5310A

LT-LCDR.....CG5310B

CDR.....CG5310C

CAPT.....CG5310D

All caps on primary duty only, no underlining or bold.

OER software will default to desired font and size.

(Courier no smaller than 10point/12 pitch; or Times New Roman 12 point)

Acronyms which are uncommon must be clearly defined in section 2.

Correct OPFAC for unit.

Correct reporting date and rank date (proper format)

Correct rating chain (does it match instruction).

Correct occasion for report (annual, detachment, etc.)

Period of report (ensure no gap in reporting period).

(Commences day after last OER or commissioning date if first OER. Promotion OER ends on the day prior to promotion. Elapsed time between PCS or TDY units shall be accounted for in the next period of report and noted in section 1.h. as days not observed.)

Correct Primary Duty (Can be found in Unit PAL *direct access*).

Description of duties (primary, collateral, special projects, key Process, # people supervised, funds managed, etc...)

Attachments enclosed (personal award or punitive letter)

Comments support marks given

Ensure ranks use "O" not zero

Supervisor, Reporting Officer, & Review signature block:

(Last name w/initials; signature (blue ink); emplid; title; date)

Unit Evaluation Administrator signature _____ date _____

Enclosure (3) to CGD SEVENINST 1611.3R

OER RATING CHAIN SUBMISSION RESPONSIBILITIES

* In zone/above zone promotion board eligible candidates due 30 JUNE

END REPORTING PERIOD	REPORTED ON OFFICER	DATE SUBMIT TO SUPERVISOR	DATE FWD TO REPORTING OFFICER (RO)	DATE TO REVIEWER	OPM DEADLINE	LATE NOTICE FROM OPM
30 APRIL	CAPT	09 APRIL	10 MAY	30 MAY	14 JUNE	19 JUNE
31 MARCH	CDR	10 MARCH	10 APRIL	30 APRIL	15 MAY	20 MAY
30 APRIL	LCDR	09 APRIL	10 MAY	30 MAY	14 JUNE	19 JUNE
31 MAY	LT	10 MAY	10 JUNE	30 JUNE	15 JULY	20 JULY
31 JANUARY	LTJG	10 JANUARY	10 FEBRUARY	28 FEBRUARY	15 MARCH	20 MARCH
31 JULY *	(<u>DDPL</u> - <u>JULY</u>)	10 JULY	10 AUGUST	31 AUGUST	15 SEPTEMBER	20 SEPT
31 MAR	ENS	10 MARCH	10 APRIL	30 APRIL	15 MAY	20 MAY
30 SEPTEMBER	(<u>DDPL</u> - <u>MARCH</u>)	09 SEPTEMBER	10 OCTOBER	31 OCTOBER	14 NOVEMBER	19 NOVEMBER
30 JUNE	CWO2	09 JUNE	10 JULY	30 JULY	14 AUGUST	19 AUGUST
31 JULY	CWO3	10 JULY	10 AUGUST	30 AUGUST	15 SEPTEMBER	20 SEPTEMBER
30 APRIL	CWO4	10 APRIL	10 MAY	31 MAY	15 JUNE	20 JUNE

RATING CHAIN:

REPORTED-ON OFFICER (ROO) – Subject of the OER

SUPERVISOR – Interfaces with ROO frequently, provides majority of direction.

REPORTING OFFICER (RO) – Supervisor's Supervisor

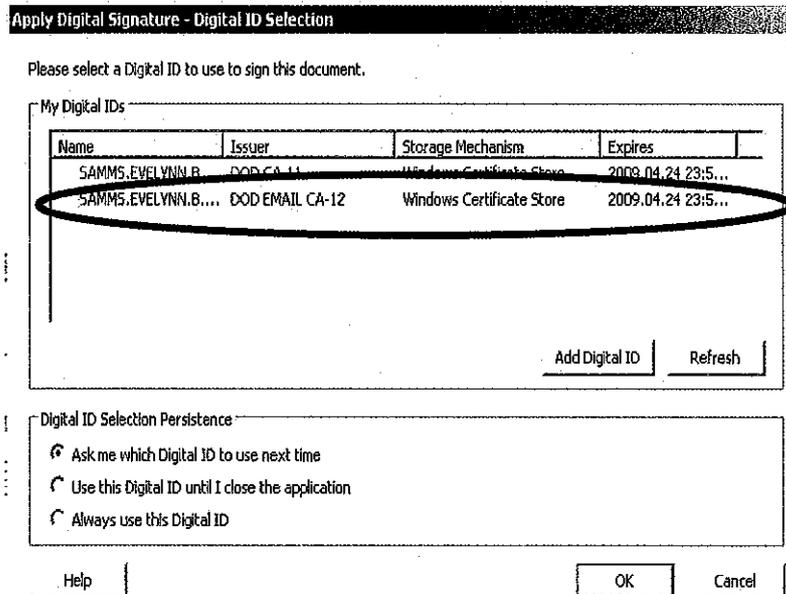
REVIEWER – RO's Supervisor; ensures OER is a reasonably consistent picture of the officer's performance.

STEP-BY-STEP GUIDANCE FOR ELECTRONICALLY SIGNING AN OER

INTRODUCTION (For use with Revision 11-08)

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). Once the rating chain member has digitally signed their appropriate sections, that section becomes LOCKED, preventing any further edits. Therefore, it is **HIGHLY** recommended that rating chain members save a version of the OER prior to digitally signing.

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)." 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- ##)



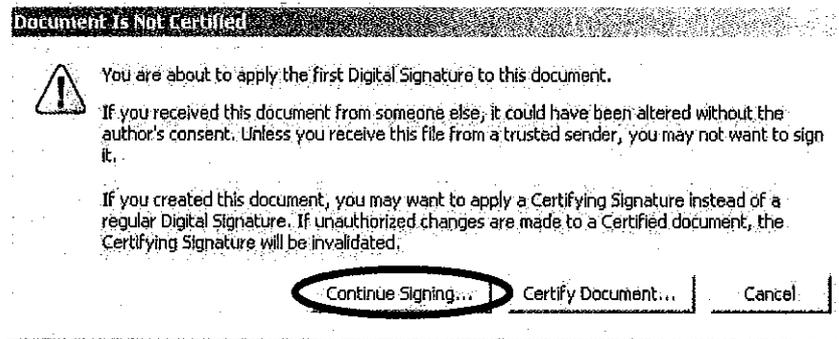
There is a pending tech bulletin (from TISCOM) that will resolve this selection process ensuring that only the digital signature option is available. It will also provide identity management corrections removing the question marks by the names of the signers.

HOW TO SIGN AS THE SUPERVISOR

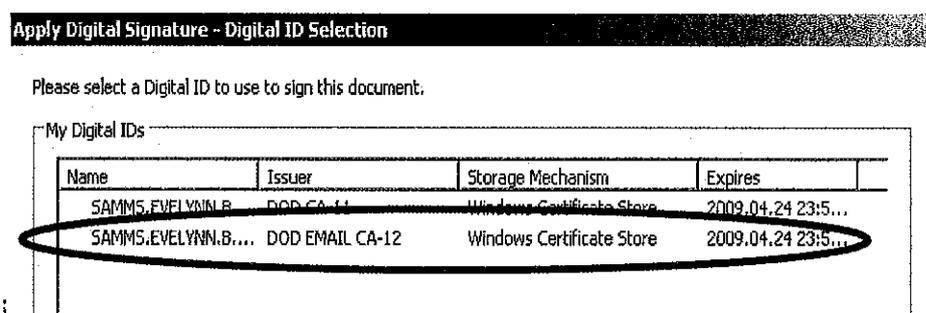
After the Supervisor completes their appropriate Sections (2-6) and digitally signs, they must then email it to the Reporting Officer. Again note that after digitally signing, the applicable sections become **LOCKED**. There can be no further revisions or updates made to these sections. Rating chain members should save an unsigned copy of the document to their workstation.

STEP-BY-STEP GUIDANCE:

1. The Supervisor must type in their first and last name. Click on the signature tab in Section 6.a, you will then see the following dialog box: DOCUMENT IS NOT CERTIFIED: YOU ARE ABOUT TO APPLY THE FIRST DIGITAL SIGNATURE TO THIS DOCUMENT. IF YOU RECEIVED THIS DOCUMENT FROM SOMEONE ELSE, IT COULD HAVE BEEN ALTERED WITHOUT THE AUTHOR'S CONSENT. UNLESS YOU RECEIVE THIS FILE FROM A TRUSTED SENDER, YOU MAY NOT WANT TO SIGN IT.
2. Click "Continue Signing"



3. You will see the dialog box APPLY DIGITAL SIGNATURE – DIGITAL ID SIGNATURE
 - If prompted, select the "DOD EMAIL CA- ##" option.



4. You will see the dialog box APPLY SIGNATURE TO DOCUMENT

- SIGNATURE DETAILS. “Signing as (YOUR NAME AND DIGITAL CERTIFICATE ID ARE ALREADY ENTERED)” **Note, this will automatically appear on the screen.
- REASON FOR SIGNING DOCUMENT: (SELECT OR EDIT)
 - LEAVE AS “None”

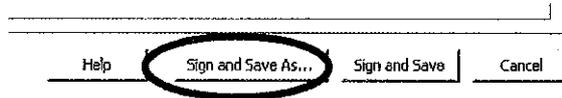
Apply Signature to Document

To complete the signing process, you must apply the Digital Signature to the document by saving the document. In case you need to later make changes to the original, it is recommended that you create a new signed copy of the document by clicking Sign and Save As.

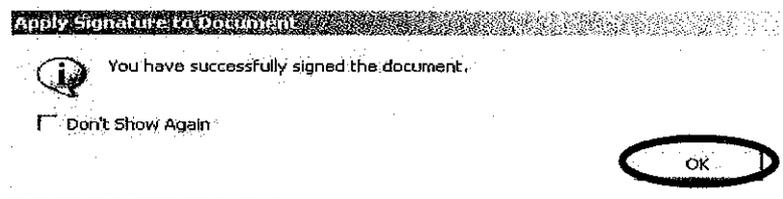
- OPTIONS:
 - SIGNATURE APPEARANCE: LEAVE AS “Standard Text”
 - LOCATION: LEAVE BLANK
 - YOUR CONTACT INFORMATION: LEAVE BLANK

****Highly recommended to save an UNSIGNED copy to your personal drive. Once the OER is signed you will be unable to make edits to those sections.**

5. Click “Sign and Save As” (name of ROO OER) and save to your desktop.



6. You will then see the dialog box APPLY SIGNATURE TO DOCUMENT. “You have successfully signed the document.”
7. Click OK.



8. 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.]
9. The OER is now ready to be emailed to the Reporting Officer.

HOW TO SIGN AS THE REPORTING OFFICER

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

10. The Reporting Officer completes OER Sections 7 – 10. Again, **SAVE A COPY OF THE COMPLETED OER TO YOUR PERSONAL DRIVE IN CASE OF FUTURE EDITS.** When ready to digitally sign the OER in Section 11, complete Steps 1-7 listed in the “HOW TO SIGN AS SUPERVISOR” section to digitally sign the OER. *Note that you will not see the dialog box titled “DOCUMENT IS NOT CERTIFIED,” this is only for the first signature (Supervisor).

11. REPORTING OFFICER AUTHENTICATION					(YYYYMMDD)
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	

11. Save the OER, and email the OER to the Reviewer.

HOW TO SIGN AS THE REVIEWER

12. The Reviewer checks all comments and marks of performance and conduct to ensure accuracy.
13. The Reviewer completes OER Section 12 and shall complete steps 1-7 listed in the “HOW TO SIGN AS SUPERVISOR” section to digitally sign the OER.
14. In the event that the Reviewer Comments (CG-5315 form) are mandatory mark block 12a 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		X 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. EMPID	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.

1. 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. 11-08)		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.		(YYYY/MM/DD)
a. NAME (Last)	(Initials)	b. Reported-on Officer Signature	c. DATE OF RANK	d. DATE REPORTED

2. This may be done digitally following steps 2-7 under “HOW TO SIGN AS SUPERVISOR.” If the ROO does not have CAC card access, handwritten signatures will be accepted. *Note that you will not see the dialog box titled “DOCUMENT IS NOT CERTIFIED,” this is only for the first signature (Supervisor).
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.
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 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. If 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 2009 / 1 / 27

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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 <input type="radio"/>	A QUALIFIED OFFICER <input type="radio"/>	<input type="radio"/>	ONE OF THE MANY COMPETENT PROFESSIONALS WHO FORM THE MAJORITY OF THIS GRADE <input type="radio"/>	<input checked="" type="radio"/>	AN EXCEPTIONAL OFFICER <input type="radio"/>	A DISTINGUISHED OFFICER <input type="radio"/>
REVIEWER AUTHENTICATION						
NAME AND SIGNATURE E. B. Samms		GRADE O3	EMPLID 1234567	TITLE OF POSITION OER Quality Reviewer	DATE 2009 / 1 / 27	<input type="button" value="Reset"/>

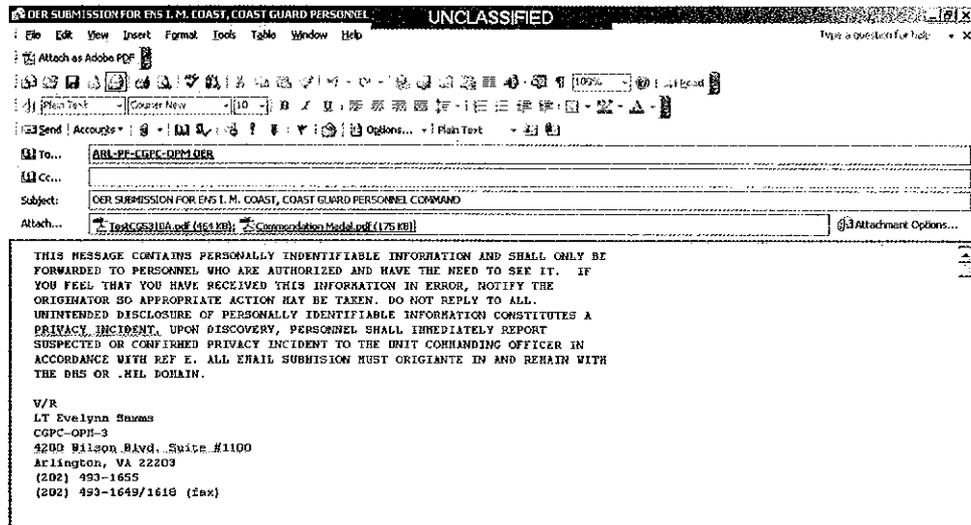
****The comparison scale is not to be completed unless the Reviewer comments are mandatory.**

SUBMISSION

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 emplsids.
- 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.