

OER Check List

The following are areas that require checking when completing/reviewing DUINS OERs:

- Form Number:** Currently CG-5310A/B
- Form Revision:** 02-09 which now has *Reported-on Officer Signature* block
- Form A/B:** CWO – LTJG: CG-5310A
LT – LCDR: CG-5310B
- 1.b (REPORTED-ON OFFICER SIGNATURE):** *Leave Blank*
- 1.h (ATU-OPFAC):** 98-70098
- 1.i (DAYS NOT OBSERVED):** Generally should be 0
- 1.j (PERIOD OF REPORT):** First date must follow last OER ending period
Second date usually 01/31 for biannual or 06/30 for bi/annual
- 1.k (OCCASION FOR REPORT):** Annual/Semiannual ~or~
Detachment of Officer
- 2. (PRIMARY DUTY):** DUINS
- 2. (description):** DUINS: ~college~
DUINS TITLE: ~our program name, i.e. “Information Technology”~
DEGREE: ~type & major, i.e. “Master of Science in Information
Technology”~
- All Blocks:** N/O
- 3.COMMENTS:** Course Name, Grade, Credits
Cumulative GPA: (scale if other than 4)
Degree Earned, Date Earned (if detachment)
~Nothing else~
-note- if too large to fit in block, continue in next block on following page
- 6. SUPERVISOR AUTHENTICATION, 11. REPORTING OFFICER AUTHENTICATION, 12. REVIEWER AUTHENTICATION:**
~ Students leave blank ~
Ensure proper signatures for each program
- 13. RETURN ADDRESS:** Complete address for mailing verification copy.