

# CG-5310(Series) OER Job Aid – Reviewer

U.S. DEPARTMENT OF HOMELAND SECURITY  
U.S. COAST GUARD  
CG-5310A (Rev. 02-09)

**OFFICER EVALUATION REPORT (OER)** Validation:  Review

I understand my signature below does not constitute agreement or disagreement. I acknowledge I have reviewed this report.

1. ADMINISTRATIVE DATA  
 a. NAME (Last) (First) (Middle) **L. Swanson** Officer Signature  
 c. DATE OF RANK / /  
 e. DATE REPORTED / /  
 UNIT / /  
 g. GRADE / /  
 h. ATU - OFFAC - / /  
 i. DAYS NOT OBSERVED LV OTHER / /

PERIOD OF REPORT (YYYYMMDD)  
 / / TO / /  
 k. OCCASION FOR REPORT (Mark only one)  
 Annual  Direct report/Change of Position/Other  Detachment of Officer  Promotion  Reception Report  Special  Commend / /  
 l. DATE SUBMITTED / /

2. DESCRIPTION OF DUTIES: List primary duty and summarize all duties and responsibilities (provide Reserve time if applicable).  
 PRIMARY DUTY:  
 \_\_\_\_\_

Page 3 of CG-5310A (Rev. 02-09)

3. REPORTING OFFICER COMMENTS: Supplement or amplify Supervisor's evaluation.  Concur  Do not concur  RO is Supervisor

4. PERSONAL AND PROFESSIONAL QUALITIES: Measure selected qualities which illustrate the individual's character.

QUALITY	1	2	3	4	5	6	7	8	9	10
<b>1. INITIATIVE:</b> Seeks to take sound decisions and make independent judgments. Plans and executes work assignments. Seeks to improve work methods and procedures.	<input type="radio"/>									
<b>2. JUDGMENT:</b> Applies sound judgment in making decisions. Considers all relevant facts and circumstances. Seeks to improve work methods and procedures.	<input type="radio"/>									
<b>3. PROFESSIONALISM:</b> Displays a high level of professional conduct. Seeks to improve work methods and procedures.	<input type="radio"/>									
<b>4. LEADERSHIP ABILITY:</b> Exhibits leadership ability. Seeks to improve work methods and procedures.	<input type="radio"/>									

5. COMMENTS  
 \_\_\_\_\_

6. COMPARISON SCALE (FOR GRADES W2 TO O2): Compare this officer with others of the same grade whom you have known in your career.  
 UNSATISFACTORY  A QUALIFIED OFFICER  ONE OF THE MANY COMPETENT PROFESSIONALS WHO FORM THE MAJORITY OF THIS GRADE  AN EXCEPTIONAL OFFICER  A DISTINGUISHED OFFICER

7. POTENTIAL: Describe ability to assume greater leadership roles and responsibilities (e.g. command, special assignment, promotion, and special skills).  
 \_\_\_\_\_

8. REPORTING OFFICER AUTHENTICATION  
 a. NAME AND SIGNATURE **Swanson** b. GRADE / / c. EMPID / / d. TITLE OF POSITION / / e. DATE / /

9. REVIEWER AUTHENTICATION  
 a. NAME AND SIGNATURE **Swanson** b. GRADE / / c. EMPID / / d. TITLE OF POSITION / / e. DATE / /

10. 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.)  
 \_\_\_\_\_

11. COMPARISON SCALE (FOR GRADES W2 THROUGH O2): Mark only when Reporting Officer is not a CG officer or CG SES.  
 UNSATISFACTORY  A QUALIFIED OFFICER  ONE OF THE MANY COMPETENT PROFESSIONALS WHO FORM THE MAJORITY OF THIS GRADE  AN EXCEPTIONAL OFFICER  A DISTINGUISHED OFFICER

12. REVIEWER AUTHENTICATION  
 a. NAME AND SIGNATURE **Swanson** b. GRADE / / c. EMPID / / d. TITLE OF POSITION / / e. DATE / /

U.S. Dept. of Homeland Security CG-5315A (Rev. 02-09)

**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.)  
 \_\_\_\_\_

**Reviewer Completes Section 12 (and CG-5315 Reviewer Comments Sheet if required or desired) and ensures all others have fulfilled their responsibilities**

## Block 12

- ❖ If Reviewer Comments (CG-5315) are attached, ensure block 12a has been checked. CG-5315 is required when the Reporting Officer (RO) is not a CG Officer, CG SES, or UPHS flag officer serving as Director of Health and Safety. CG-5315 is optional if the Reviewer wants to further comment on the officers performance or explain or reconcile discrepancies or conflicts reflected in the completed report (if optional do not mark comparison scale).
- ❖ A Reviewer signature verifies that the OER has been completed properly per COMDTINST M1000.3(series).
- ❖ A typed name must accompany either a hand written or computer signature.

## CG-5315(Series) Reviewer Comments Sheet

- ❖ PSCINST M1611.1(series)(Article 3.B.2) lists conditions for optional and required Reviewer Comments sheet.
- ❖ Signature date preceding the end of period is prohibited.
- ❖ Ensure block 12a is checked.
- ❖ Limited to one page.
- ❖ Complete the comparison scale only if RO is not a CG Commissioned Officer, member of the CG SES or the USPHS Flag Officer serving as Director, Health and Safety.
- ❖ Optional Reviewer Comments are not authorized if the Reviewer is also the Reporting Officer.