

# Completing Your DUINs OER

## Section 1:

UNIT = Name of Your Institution

Current Form is:  
 CG-5310A for CWO-LTJG  
 CG-5310B for LT-LCDR  
 Current Revision is: 02-09  
 which now has a Reported-on Officer Signature block

REPORTED-ON OFFICER  
 SIGNATURE = *Leave Blank*

ATU-OPFAC = 98-70098

|   |   |   |  |                      |                   |                 |
|---|---|---|--|----------------------|-------------------|-----------------|
| U.S. DEPARTMENT OF HOMELAND SECURITY<br>U.S. COAST GUARD<br>CG-5310A (Rev. 02-09) |   | <b>OFFICER EVALUATION REPORT (OER)</b>  |  |                      |                   | Validation:<br> |
| <b>1. ADMINISTRATIVE DATA</b>   |   | I understand my signature below does not constitute agreement or disagreement. I acknowledge I have reviewed this report. |  | (YYYY/MM/DD)         | (YYYY/MM/DD)      |                 |
| a. NAME (Last)  | (Initials)  | b. Reported-on Officer Signature  | c. DATE OF RANK  | d. DATE REPORTED     |                   |                 |
| COASTIE   | U. S.   |   | 2007/01/15   | 2007/01/16           |                   |                 |
| e. UNIT   | f. EMPLID   | g. GRADE  | h. ATU - OPFAC   | i. DAYS NOT OBSERVED |                   |                 |
| TRACEN CAPE MAY UNIVERSITY  | 1234567   | O2  | 98 70098   | LV 00 OTHER 00       |                   |                 |
| j. PERIOD OF REPORT (YYYY/MM/DD)  | k. OCCASION FOR REPORT (Mark only one)  |   | l. EXCEPTION REPORT  |                      | m. DATE SUBMITTED |                 |
| 2007/01/16 To 2007/06/30  | <input checked="" type="radio"/> Annual/Semiannual <input type="radio"/> Detachment/Change of Reporting Officer <input type="radio"/> Detachment of Officer <input type="radio"/> Promotion |   | <input type="radio"/> Special <input type="radio"/> Concurrent |                      | 2007/06/16        |                 |

OCCASION FOR REPORT =  
 Annual/Semiannual for normal reporting  
 Detachment of Officer for program completion

PERIOD OF REPORT =  
 First date **MUST FOLLOW** last OER ending period  
 Second date usually 01/31 for biannual or 06/30 for bi/annual

DAYS NOT OBSERVED usually = 00 for LV & OTHER  
 - First OER's may show leave and travel time from transfer

Note: If l.e (Date Reported) does not equal first date of 1.i. (Period of Report), it **MUST BE REFLECTED HERE**

## Section 2:

PRIMARY DUTY = **MUST HAVE DUINS**

|   |
|---|
| <b>2. DESCRIPTION OF DUTIES:</b> List primary duty and summarize all duties and responsibilities (provide Reserve time if applicable).<br>PRIMARY DUTY: DUINS<br>DUINS: Tracen Cape May University<br>DUINS TITLE: Naval Engineering Technology<br>DEGREE: Associates of Science, Mechanical Engineering Technology<br>ATTACHMENTS: |
|---|

*Must follow this format:*  
 DUINS: The name of your college  
 DUINS TITLE: The name of your CG program, i.e. "Information Technology" (\* see below)  
 DEGREE: Type of degree and name of major, i.e. "Masters of Science in Information Technology"

**Section 3:**

Must follow the format:  
Name of Course / Grade / Credits

COMMENTS:

| Fall 2005 Course   | Grade | Credits | Spring 2006 Course              | Grade                 | Credits |
|--|-------|---------|---------------------------------|-----------------------|---------|
| ENGR205 Solid Works  | A     | 3       | ENG270 Technical Report Writing | A                     | 3       |
| ENGR220 Mechanics of Materials   | A     | 5       | ENGR206 Advance Solid Works     | A                     | 3       |
| PHYS114 General Physics  | A     | 5       | ENGR260 Thermodynamics          | A                     | 5       |
| SPCHU Chu in Diverse Workplace   | A     | 3       |                                 |                       |         |
| Winter 2006 Course   |       |         | Grade Credits                   |                       |         |
| CHEM150 Gen Inorganic Chem II  | A     | 4       |                                 |                       |         |
| CHEM151 Gen Inorganic Chem II  | A     | 2.5     |                                 |                       |         |
| ENGR230 Dynamics   | A     | 5       |                                 |                       |         |
| MATH126 Calculus Third Quarter   | A     | 5       |                                 |                       |         |
| Cumulative GPA: 3.71   |       |         |                                 |                       |         |
| Degree Awarded: Associates of Science, Mechanical Engineering Technology |       |         |                                 | Date Awarded: 25May07 |         |

Always include Cumulative GPA

Only include Degree Awarded and Date Awarded at program completion (on the Detachment OER)

\*\* NOTE: You must include ALL courses taken in the period regardless of grade or standing (such as withdrawal, incomplete, etc.)

**All Sections:**

|                          |                                     |
|--------------------------|-------------------------------------|
| 7                        | NGO                                 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |

The "Not Observed" circle must be filled in for all marks.

**Sections 6, 11, 12 - Signatures:**

For Supervisor Authentication (6.a.), Reporting Officer Authentication (11.a), and Reviewer Authentication (12.a): Leave blank, CG-481 will complete

**Sections 13 – Return Address:**

Ensure filled out

\* **DUINs Titles:**

Advanced Computer and Electronics Technology  
Aeronautical Engineering - Avionics  
Aeronautical Engineering - MSIA  
Aeronautical Engineering - Structures  
Civil Engineering  
Civil Engineering (MBA)  
Computers, Communications and Electrical Engineering  
Industrial Management  
Information Technology  
Naval Engineering  
Naval Engineering Technology  
Ocean Engineering