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ALCGPSC 150/16

SUBJ: UPDATED OFFICER EVALUATION SYSTEM (OES) PROCEDURES MANUAL AND NEW OFFICER EVALUATION REPORT (OER) FORMS

A. Officer Evaluation System Procedures Manual, PSCINST M1611.1 (series)

B. ALCGPSC 128/16

1. This message announces an update to Reference (a) and places the new Officer Evaluation Reports, Form CG-5310A, Form CG-5310B, Form CG-5310C and Comments Form, CG-5315, into service effective 01Jan2017.

2. The revised OES Procedures Manual, PSCINST M1611.1C describes the preparation, processing and use of the new OER forms. As noted in reference (b), the new OER forms are the result of six months of work by the OER Change Action Team. This team, chartered by the Assistant Commandant for Human Resources, CG-1, assessed the current OES and made recommendations to improve effectiveness and function.

3. A detailed summary of changes to the OES Procedures Manual, PSCINST M1611.1C, can be found on PSC-OPM-3's website and CG Portal page listed in paragraph #6. Major changes include the following new Chapters:

- a. Rating chain roles and responsibilities
- b. Mid-term counseling
- c. Reserve Specific Information
- d. Regular OERs

4. Three separate forms are implemented; a condensed two-page OER form for W2, W3, and O2-O5 (CG-5310A); O6s will also use the condensed two-page form that retains the former O6 rating scale (CG-5310C); and a one-page OER form for W4 and O1 (CG-5310B). Any evaluations completed with an end of period on or after 1 Jan 2017 shall utilize these new OER forms.

5. To help prepare the officer workforce to use the new forms in January and to get educated on the changes, PSC-OPM, in partnership with FORCECOM's Performance Technology Center, developed a short informational video that can be viewed at <https://www.uscg.mil/oer>. This video shows an overview of OES policy and procedure changes, and a tutorial of the new OER forms. It is located on PSC-OPM-3's website and CG Portal page. All officers and rating chain members are encouraged to watch this video, ideally as a group with a follow on discussion.

6. The Program Manager for the OES is PSC-OPM-3, and their website is: <https://www.uscg.mil/oer>. You can also find information on PSC-OPM-3's CG Portal page, <https://cg.portal.uscg.mil/units/psc/psc-opm/opm-3/SitePages/Home.aspx>. I highly encourage all commands to review the revised Manual and visit PSC-OPM-3's website or CG Portal page for additional information and to access the informational video.

7. For procedural or form questions for active duty officers, contact PSC-OPM-3 at ARL-PF-CGPSC-OPM@uscg.mil. For procedural or form questions for inactive duty officers, contact PSC-RPM-1 at ARL-PF-CGPSC-RPMOER@uscg.mil.

8. Released by: RDML M. T. Bell Jr., Commander, Personnel Service Center. The Service Center for Our Most Important Resource - Our People.

9. Internet release is authorized.