

New O6 OER, Form CG-5310C

Highlights:

- Two-page, condensed form
- OER Guidance header emphasizing the importance of the OER and the gravity of rating chain member responsibilities in fulfilling their roles
- New policy mandates mid-term counseling; the OER captures that it took place
- Primary Duty and PAL Position block: including both of these job duty descriptions provides users of the OER a clearer picture of the member's primary duty
- Access dimension descriptions via a button that expands respective evaluation area on a different page
- Updated Workplace Climate dimension
- Supervisor may comment on any dimension, but must provide supporting comment to justify marks of 1, 2, 3, and 7. Well crafted comments may apply to more than one dimension
- Supervisor marks the Reported-on Officer in all dimensions
- Bubbled mark indicating the Reporting Officer provided their comparison scale history to the Reviewer
- Reviewer has option to “concur” or opportunity to comment regarding “performance and/or potential which is significantly different than the Supervisor or Reporting Officer”. This no longer takes place on a separate form, but a truncated space on the OER form itself
- Reported-on Officer signature is required prior to submitting the OER to PSC

When will the new form be in place?

- Planned for the 2017 OER rating cycle starting 01Jan2017
- ALCGPSC 128-16, Officer and Enlisted Evaluation Status Update has additional information

What was the reason for the change?

- Result of a six month OER Work Group
- Approved by CG-1 and briefed to CCG

How will PSC ensure the field is trained?

- An informational video on OPM-3's CG Portal and www.uscg.mil/oer released December 2016 with an overview of OES policy and procedure changes and a walk thru of the new OER forms
- Senior level briefs highlighting changes
- The OES and OER changes will be included in the 2017 OPM roadshows
- PSC OES Procedures Manual, PSCINST M1611.IC, will be the primary manual for completing the evaluation

An OER example with specific highlights continues on the next page...

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DEPARTMENT OF HOMELAND SECURITY U.S. Coast Guard OFFICER EVALUATION REPORT (O6)						Validation 																																																																								
OER GUIDANCE The Officer Evaluation Report is the single most significant document in the management of an officer's career. It is the performance used to determine an officer's potential for promotion, retention, advanced education, command screening																																																																														
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c. PERIOD OF REPORT 01Jun2015 to 31May2016		d. OCCASION FOR REPORT Annual		e. GRADE O3		f. EMPLID 1234567																																																																								
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i. MID-TERM COUNSELING DOCUMENTATION Mandated. See PSCINST M1611.1(series) for guidance.			j. DATE COUNSELED 08Nov2015		k. COUNSELOR NAME A. M. Supervisor		l. ROO SIGNATURE 																																																																							
2. DESCRIPTION OF DUTIES: List primary duty and summarize all duties and responsibilities.																																																																														
a. PRIMARY DUTY: OER REVIEWER				b. PAL POSITION TITLE: EVALS BR-DUTY																																																																										
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3. EVALUATION: Provide sufficient justification to support marks assigned in action/result statement. Avoid acronyms, do not use prohibited comments.																																																																														
3a. PERFORMANCE OF DUTIES: Measures an officer's ability to manage and get things done and to communicate in a position																																																																														
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b. RATING SCALE: Considering the performance information in the report, I rate this Captain:																																																																														
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c. REPORTING OFFICER COMMENTS: Supplement or amplify Supervisor's evaluation. Describe ability to assume greater leadership roles/responsibilities (e.g. command, special assignment, and special skills)																																																																														
6. REVIEWER AUTHENTICATION: a. <input checked="" type="radio"/> Concur <input type="radio"/> Comments regarding performance and/or potential significantly different than Supervisor or RO																																																																														
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a. SIGNATURE:		b. DATE 07Jul2016		Active duty click here - email form to PSC-OPM-3		Reserve click here - email form to PSC-RPM-1																																																																								

The new form is designed with buttons, dropdown menus, and calendar functions to make filling in the OER more user friendly

Performance dimension criteria is accessed by the 'Open' button that will expand a respective evaluation area on a different page

Primary Duty and PAL Position Title do NOT have to match

Mid-term counseling: Block 1.J is the date the counseling took place. This does not have to match the date that Block 1.I is signed
 - There isn't an expectation for an OER to be started when the mid-term counseling takes place
 - If this mid-term counseling does not occur, it is required to be documented on Comments Form, CG-5315
 - Mid-term counseling is waived for all 2017 annual OERs and for the first semi-annual OERs (LTJG OERs in January and ENS OERs in March)

Overall 24% reduction in text

The O6 rating scale did not change, as it still currently serves its purpose

If "comments regarding performance..." is selected, a box with 5 lines of text will appear directly below

Email buttons to submit the OER to OPM or RPM. The OER submission procedures are determined by the unit