U.S. Department of Homeland Security

United States Coast Guard

Commander
United States Coast Guard
Personnel Service Center

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PSCINST 1611.1B
SEP 16 2015

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 1611.1B

Subj: PROCEDURES FOR COMPLETING OFFICER EVALUATION REPORTS (OER)

Ref: (a) OFFICER ACCESSIONS, EVALUATIONS, AND PROMOTIONS, COMDTINST M1000.3A, CH 5

1. PURPOSE. This Instruction establishes the officer evaluation rating chain and Officer Evaluation System (OES) administrative procedures for officers assigned to Coast Guard Personnel Service Center (PSC) and PSC field units[1].

2. ACTION. All officers assigned to PSC and PSC field unit Commanding Officers will review this directive to become aware of their rating chain and will comply with the OES administrative procedures described herein.

3. DIRECTIVES AFFECTED. Enclosure (4) to this manual was updated to reflect officer positions vice names. No other part of the instruction was altered. CGPSCINST 1611.1A is cancelled.

4. DISCUSSION. As the manager for the Coast Guard's OES program, PSC must be a model of full compliance in meeting OES responsibilities, especially in the timeliness and accuracy of submitting regular and special OERs. Reported-on Officers and all members of the rating chain are expected to meet their OER responsibilities in accordance with reference (a). The local procedures established herein are designed to assist officers in meeting OER submission deadlines, and to monitor the status of pending and overdue OERs.

5. PROCEDURES AND RESPONSIBILITIES.

   a. Enclosure (1) is a summary table of the OER submission schedule and process timeline for each officer grade. Use of the OER Routing Form, enclosure (2), and red pocket folders is mandatory for the handling and routing of OERs. OERs should be handled only by members of the rating chain until their delivery to PSC-OPM-3.

[1] PSC field unit officers whose rating chain includes PSC division/staff mbrs, Deputy Commander, PSC or Commander, PSC.

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NON-STANDARD DISTRIBUTION: HSWL, PSSUs

Enclosure (3) is an example of a completed OER Routing Form. Enclosure (4) is the Personnel Service Center OER rating chain.

b. Chief, Human Resources and Administration (HR&A) must:

(1) Coordinate procurement and distribution of an adequate supply of red pocket folders to PSC local divisions/staff;

(2) Maintain the PSC OER Rating Chain/Tracking Document, enclosure (4);

(3) Approximately 45 days prior to the end of each regular evaluation cycle, provide by e-mail a list of officers scheduled for a regular evaluation to the Reported-on Officer (ROO), Supervisor and Reporting Officer, with a copy to his or her Division and Branch Chief. The ROO must also be provided with an electronic version of enclosure (3), completed with the appropriate due dates for the evaluation cycle.

(4) Notify the Commander, PSC of any exceptions to the submission of regular evaluations for the upcoming cycle;

(5) Notify reviewers, applicable Division Chief, and Deputy Commander, PSC (cd) of pending OERs five days prior to required submission date to PSC-OPM-3;

(6) Provide Division/Staff Chiefs and Deputy Commander, PSC a report of delinquent OER submissions five days after the submission deadline to PSC-OPM-3.

(7) Update this instruction and its enclosures as necessary.

c. Rating Chain Members. In addition to the responsibilities described in reference (a), rating chain members must comply with the following procedures. Each member of the rating chain must communicate any problems anticipated with meeting established due dates to the next person in the rating chain.

(1) Reported-on Officer (ROO). The ROO prepares Officer Support Form (OSF)/OER input as directed by his or her Supervisor, prepares the top section of the OER Routing Form, enclosure (1), attaches the form to front outside of a red folder, and forwards it to his or her Supervisor by the due date indicated on the routing form. The OSF is mandatory for O-1 and O-2 officers in accordance with reference (a).

(2) Supervisor. The Supervisor reviews the ROO input, prepares sections 2 through 6 of the OER and forwards it to the Reporting Officer (RO) by the due date indicated on the OER Routing Form.

(3) Reporting Officer (RO). The RO reviews the recommended evaluation, prepares sections 7 through 11, and forwards the OER to the Reviewer by the due date indicated on the OER Routing Form (except derogatory OERs – consult reference (a)).

(4) Reviewer. The Reviewer:

(a) Completes section 12 of the OER and forwards it to PSC-OPM-3 (after counseling of, and signature by, the ROO as required);

(b) Forwards the completed OER Routing Form to HR&A.

d. Division and Staff Chiefs. Ensure dissemination of information to the rating chain concerning the OER process. Upon receipt of the list of officers scheduled for a regular evaluation from HR&A, the Division/Staff or Branch Chief, as appropriate, must notify HR&A of any exceptions to this list. In addition, the Division/Staff or Branch Chief must respond to other requests for information and provide input to HR&A concerning the status of OERs, and notify HR&A of any situations that will prevent the completion of an OER by the required due date.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).

b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

7. RECORDS MANAGEMENT CONSIDERATIONS: This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq, National Archives and Records Administration requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12(series). This policy does not have any significant or substantial change to existing records management requirements.

8. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance to Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

9. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be location on the following website: http://www.uscg.mil/psc/hra/pscinst.asp.

10. FORMS/REPORTS. Forms for Coast Guard Officer Evaluations are found on the Coast Guard Forms Management web site: http://www.uscg.mil/forms/oer.asp; and PSC-OPM-3 website: http://www.uscg.mil/psc/opm/Opm3/Digital-Signatures.asp.

11. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commander, Coast Guard Personnel Service Center; Mail Stop 7200, 4200 Wilson Blvd, Suite 1100; Arlington, VA 20598-7200.

W. G. KELLY
Commander, Personnel Service Center

Enclosures: (1) Regular OER Submission Schedule
(2) OER Routing Form (example)
(3) OER Routing Form (blank)
(4) PSC OER Rating Chain/Tracking Document

REGULAR OER SUBMISSION SCHEDULE
(Submissions required no later than the dates indicated below)

Reported-On Officer (ROO)	End of Reporting Period	ROO Input Due to Supervisor	OER due to Reporting Officer	OER Due to Reviewer	OER due to opm-3 Route Form due to HR&A
CAPT (O-6)	30 Apr	10 Apr	10 May	30 May	10 Jun
CDR (O-5)	31 Mar	10 Mar	10 Apr	30 Apr	10 May
LCDR (O-4)	30 Apr	10 Apr	10 May	30 May	10 Jun
LT (O-3)	31 May	10 May	10 Jun	30 Jun	10 Jul
LTJG (O-2)	31 Jan	10 Jan	10 Feb	02 Mar	10 Mar
	31 Jul	10 Jul	10 Aug	30 Aug	10 Sep
ENS (0-1)	31 Mar	10 Mar	10 Apr	30 Apr	10 May
	30 Sep	10 Sep	10 Oct	30 Oct	10 Nov
CWO4	30 Apr	10 Apr	10 May	30 May	10 Jun
CWO3	31 Jul	10 Jul	10 Aug	30 Aug	10 Sep
CWO2	30 Jun	10 Jun	10 Jul	30 Jul	10 Aug

OER ROUTING FORM
(Example)

End of Reporting Period: 31 March
OER Reason: Regular Annual
Reported-On Officer (ROO): CDR SAM JONES
Any upcoming board or panels? YES NO (circle one) Date: _____
Supervisor: CAPT ROBINSON
Reporting Officer: CAPT SMITH
Reviewer Name: CAPT GARCIA

REQUIRED ACTION DUE DATES

Who	Action	Date Due	Date Complete	Initial
Reported-On Officer (ROO)	fwd input to Supervisor	10 Mar	3/14	SJ
Supervisor	OER fwd to Reporting Officer	10 Apr	4/10	BR
Reporting Officer(RO)	OER fwd to Reviewer	30 Apr	5/3 *	HS
Reviewer	1. Provide copy of OER to RO/ROO 2. Fwd original & 1 copy of OER to OPM-3 3. Fwd completed OER Routing Form to Admin Asst	10 May	5/8	RG
Administrative Assistant	Update OER Tracking Document	12 May	5/10	NV

COMMENTS:
*OER delayed due to extended absence due to illness - HS

Instructions: In accordance with CG PSCINST 1611.1, this form shall be attached as the cover sheet to a red OER folder to route OER documents through the OER rating chain within CG PSC.

1. OERs shall be hand-carried between members of the rating chain or electronically forwarded for PSC units.
2. ROO prepares OER input as directed by PERSMAN & supervisor, prepares top section of routing form, and forwards to supervisor by due date.
3. Supervisor performs OER responsibilities and forwards OER to Reporting Officer by due date.
4. Reporting Officer performs OER responsibilities and forwards OER to Reviewing Officer by due date.
5. Reviewer performs OER responsibilities, signs OER, provides copy to RO/ROO, forwards original & 1 copy of OER to opm-3 and forwards the completed OER Routing Form to HR&A.
6. HR&A updates OER tracking document and retains the Routing Form.

OER ROUTING FORM

End of Reporting Period: _____
OER Reason: _____
Reported-On Officer (ROO):_____
Any upcoming board or panels? YES NO (circle one) Date: _____
Supervisor: _____
Reporting Officer: _____
Reviewer Name: _____

REQUIRED ACTION DUE DATES

Who	Action	Date Due	Date Complete	Initial
Reported-On Officer (ROO)	fwd input to Supervisor			
Supervisor	OER fwd to Reporting Officer			
Reporting Officer(RO)	OER fwd to Reviewer			
Reviewer	1. Provide copy of OER to RO/ROO 2. Fwd original & 1 copy of OER to OPM-3 3. Fwd completed OER Routing Form to Admin Asst			
Administrative Assistant	Update OER Tracking Document			

COMMENTS:

_____
_____
_____
_____

Instructions: In accordance with CG PSCINST 1611.1 (series), this form shall be attached as the cover sheet to a red OER folder to route OER documents through the OER rating chain within CG PSC.

6. OERs shall be hand-carried between members of the rating chain or electronically forwarded for PSC units.
7. ROO prepares OER input as directed by PERSMAN & supervisor, prepares top section of routing form, and forwards to supervisor by due date.
8. Supervisor performs OER responsibilities and forwards OER to Reporting Officer by due date.
9. Reporting Officer performs OER responsibilities and forwards OER to Reviewing Officer by due date.
10. Reviewer performs OER responsibilities, signs OER, provides copy to RO/ROO, forwards original & 1 copy of OER to opm-3 and forwards the completed OER Routing Form to HR&A.
6. HR&A updates OER tracking document and retains the Routing Form.

COAST GUARD PERSONNEL SERVICE Center OER Rating Chain and Tracking Document

COMDTINST M1000.3:
Article 5.A.2.e.(e)
The following personnel can be both Supervisor and Reporting Officer for their immediate subordinates: [1] Any officer, LT or above, who serves as a Commanding Officer, [2] Any civilian member of the Senior Executive Service (SES), or [3] Any O-5 or above (includes non-Coast Guard officers provided the officer meets the criteria stipulated in Article 5.A.2.e.(1)(i))

Article 5.A.2.e.(f)
Only a Coast Guard flag officer or Coast Guard SES may serve as both the Reporting Officer and Reviewer on the same OER

Article 5.A.2.e.(g)
Reporting Officers for captains shall be a Coast Guard flag officer or SES

Command Staff

RANK	POSITION	OFFICE	SUPERVISOR	REPORTING OFFICER	REVIEWER
CAPT	PSC Deputy	CMD	PSC CO	PSC CO	CG-1
CDR	PSC Legal	LSC-PSC	PSC Deputy	LSC	PSC CO

Business Operations Staff

RANK	POSITION	OFFICE	SUPERVISOR	REPORTING OFFICER	REVIEWER
CDR	BOPS Capability Chief	BOPS	BOPS Chief	PSC Deputy	PSC CO
CDR	Base Personnel Support Dept	BASE ALAMEDA	BASE XO	BASE CO	PSC Deputy
CDR	Base Personnel Support Dept	BASE BOSTON	BASE XO	BASE CO	PSC Deputy
CDR	Base Personnel Support Dept	BASE KODIAK	BASE XO	BASE CO	PSC Deputy
CDR	Base Personnel Support Dept	BASE NEW ORLEANS	BASE XO	BASE CO	PSC Deputy
CDR	Base Personnel Support Dept	BASE PORTSMOUTH	BASE XO	BASE CO	PSC Deputy
CDR	Base Personnel Support Dept	BASE SEATTLE	BASE XO	BASE CO	PSC Deputy
LCDR	Human Resources & Administration Chief	HR&A	BOPS Capability Chief	PSC Deputy	PSC CO
LCDR	Base Personnel Support Dept	BASE HONOLULU	BASE XO	BASE CO	PSC Deputy
LCDR	Base Personnel Support Dept	BASE KETCHIKAN	BASE XO	BASE CO	PSC Deputy
LCDR	Base Personnel Support Dept	BASE NCR	BASE XO	BASE CO	PSC Deputy
LCDR	Base Personnel Support Dept	BASE CAPE COD	BASE XO	BASE CO	PSC Deputy

RANK	POSITION	OFFICE	SUPERVISOR	REPORTING OFFICER	REVIEWER
LCDR	Base Personnel Support Dept	BASE MIAMI	BASE XO	BASE CO	PSC Deputy
LT	Personnel Services Department Head	BASE LA/LB	BASE XO	BASE CO	BOPS Capability Chief
LT	Personnel Services Department Head	BASE CLEVELAND	BASE XO	BASE CO	BOPS Capability Chief
LTJG	Human Resources & Administration	HR&A	HR&A Chief	BOPS Capability Chief	PSC Deputy
CWO2/3/4	Human Resources & Administration	HR&A	HR&A Chief	BOPS Capability Chief	PSC Deputy
CWO2/3/4	BOPS-Detached	DD-SEASIDE / BOPS	BOPS Capability Chief	BOPS Chief	PSC Deputy
CWO2/3/4	Personnel Support Department	BASE E-CITY	BASE XO	BASE CO	BOPS Capability Chief

Enlisted Personnel Management Division

RANK	POSITION	OFFICE	SUPERVISOR	REPORTING OFFICER	REVIEWER
CAPT	EPM	EPM	PSC Deputy	PSC CO	PSC CO
CDR	Advancements and Separations Branch Chief	EPM-1	EPM	EPM	PSC Deputy
CDR	Assignments Branch Chief	EPM-2	EPM	EPM	PSC Deputy
LCDR	CAC I	EPM-2	Assignments Branch Chief	Assignments Branch Chief	EPM
LT	Advancements Section Leader	EPM-1	Advancements and Separations Branch Chief	Advancements and Separations Branch Chief	EPM
LT	CAC II	EPM-2	Assignments Branch Chief	Assignments Branch Chief	EPM
LT	CAC III	EPM-2	Assignments Branch Chief	Assignments Branch Chief	EPM
LT	CAC IV	EPM-2	Assignments Branch Chief	Assignments Branch Chief	EPM
LT	CAC V	EPM-2	Assignments Branch Chief	Assignments Branch Chief	EPM
CWO2/3/4	CAC I Assignment Officer	EPM-2	CAC I	Assignments Branch Chief	EPM
CWO2/3/4	CAC II Assignment Officer	EPM-2	CAC II	Assignments Branch Chief	EPM
CWO2/3/4	CAC III Assignment Officer	EPM-2	CAC III	Assignments Branch Chief	EPM
CWO2/3/4	CAC IV Assignment Officer	EPM-2	CAC IV	Assignments Branch Chief	EPM
CWO2/3/4	CAC V Assignment Officer	EPM-2	CAC V	Assignments Branch Chief	EPM

Officer Personnel Management Division

RANK	POSITION	OFFICE	SUPERVISOR	REPORTING OFFICER	REVIEWER
CAPT	OPM	OPM	PSC Deputy	PSC CO	PSC CO
CAPT	OPM-A	OPM-A	OPM	PSC CO	PSC CO
CDR	Boards and Promotions Branch Chief	OPM-1	OPM-A	OPM-A	OPM
CDR	Officer Assignments Branch Chief	OPM-2	OPM-A	OPM-A	OPM
CDR	Evaluations Branch Chief	OPM-3	OPM-A	OPM-A	OPM
CDR	Officer Career Management Branch Chief	OPM-4	OPM-A	OPM-A	OPM
LCDR	Boards and Promotions Branch	OPM-1	Boards and Promotions Branch Chief	Boards and Promotions Branch Chief	OPM-A
LCDR	Assignment Officers	OPM-2	Officer Assignments Branch Chief	Officer Assignments Branch Chief	OPM-A
LT	Boards and Promotions Branch	OPM-1	Boards and Promotions Branch Chief	Boards and Promotions Branch Chief	OPM-A
LT	Evaluations Branch	OPM-3	Evaluations Branch Chief	Evaluations Branch Chief	OPM-A
LT	Officer Career Management Officer	OPM-4	Officer Career Management Branch Chief	Officer Career Management Branch Chief	OPM-A
CWO2/3/4	Boards and Promotions Branch	OPM-1	Boards and Promotions Branch Chief	Boards and Promotions Branch Chief	OPM-A
CWO2/3/4	Assignment Officers	OPM-2	Officer Assignments Branch Chief	Officer Assignments Branch Chief	OPM-A
CWO2/3/4	Evaluations Branch	OPM-3	Evaluations Branch Chief	Evaluations Branch Chief	OPM-A

Reserve Personnel Management Division

RANK	POSITION	OFFICE	SUPERVISOR	REPORTING OFFICER	REVIEWER
CAPT	RPM Division Chief	RPM	PSC Deputy	PSC CO	PSC CO
CDR	RPM Assistant Division Chief	RPM-A	RPM	RPM	PSC Deputy
LCDR	Reserve Component Category Management Branch Chief	RPM-1	RPM Assistant Division Chief	RPM Assistant Division Chief	RPM
LCDR	Assignments Branch Chief	RPM-2	RPM Assistant Division Chief	RPM Assistant Division Chief	RPM
LT	CAC Assignments West	RPM-2	Assignments Branch Chief	RPM Assistant Division Chief	RPM
LT	Boards & Panels Section Chief	RPM-1	Reserve Component Category Management Branch Chief	RPM Assistant Division Chief	RPM
LT	Status Section Chief	RPM-1	Reserve Component Category Management Branch Chief	RPM Assistant Division Chief	RPM
LT	CAC Assignments East	RPM-2	Assignments Branch Chief	RPM Assistant Division Chief	RPM
LT	CAC Assignments South	RPM-2	Assignments Branch Chief	RPM Assistant Division Chief	RPM
LT	Enlisted Assignments	RPM-2	Assignments Branch Chief	RPM Assistant Division Chief	RPM
LT	OES Manager Section Chief	RPM-1	Reserve Component Category Management Branch Chief	RPM Assistant Division Chief	RPM
LT	Reserve Personnel Services Branch Chief	RPM-3	RPM Assistant Division Chief	RPM Assistant Division Chief	RPM
CWO2/3/4	Enlisted Assignments	RPM-2	Assignments Branch Chief	RPM Assistant Division Chief	RPM
CWO2/3/4	Boards & Panels Assistant Coordinator	RPM-1	Reserve Component Category Management Branch Chief	RPM Assistant Division Chief	RPM

CWO2/3/4	Reserve Incap Benefits Section Chief	RPM-3	Reserve Personnel Services Branch Chief	RPM Assistant Division Chief	RPM

Personnel Services Division

RANK	POSITION	OFFICE	SUPERVISOR	REPORTING OFFICER	REVIEWER
CAPT	PSD	PSD	PSC Deputy	PSC CO	PSC CO
CDR	Disabilities Evaluations Branch Chief	PSD-DE	PSD	PSD	PSC Deputy
CDR	Field Support Branch Chief	PSD-FS	PSD	PSD	PSC Deputy
CDR	Surge Staffing Branch Chief	PSD-SS	PSD	PSD	PSD
LCDR	Disabilities Evaluations Assistant Branch Chief	PSD-DE	Disabilities Evaluations Branch Chief	Disabilities Evaluations Branch Chief	PSD
LCDR	Field Support Assistant Branch Chief	PSD-FS	Field Support Branch Chief	Field Support Branch Chief	PSD
LT	Field Support	PSD-FS	Field Support Assistant Branch Chief	Field Support Branch Chief	PSD
LT	UDC Manager	PSD-MU	Military Uniforms Branch Chief	PSD	PSD
LT	Surge Staffing Detached	PSD-SS	Surge Staffing Branch Chief	Surge Staffing Branch Chief	PSD
LT	Surge Staffing Assistant Branch Chief	PSD-SS	Surge Staffing Branch Chief	Surge Staffing Branch Chief	PSD
CWO2/3/4	Field Support Branch	PSD-FS	Field Support Branch Chief	Field Support Branch Chief	PSD

CWO2/3/4	Medical Admin Officer	PSD-DE	Disability Evaluations Assistant Branch Chief	Disabilities Evaluations Branch Chief	PSD
RANK	**POSITION**	**OFFICE**	**SUPERVISOR**	**REPORTING OFFICER**	**REVIEWER**
CWO2/3/4	Medals and Awards	PSD-M&A	PSD	PSD	PSC Deputy
CWO2/3/4	UDC Assistant Manager	PSD-MU	UDC Manager	Military Uniforms Branch Chief	PSD
CWO2/3/4	Military Uniform Program	PSD-MU	Uniform Assistant Lead (GS-13)	Military Uniforms Branch Chief	PSD
CWO2/3/4	Field Support Branch	PSD-FS	Field Support Assistant Branch Chief	Field Support Branch Chief	PSD
CWO2/3/4	Field Support (Housing)	PSD-FS	Field Support Assistant Branch Chief	Field Support Branch Chief	PSD
CWO2/3/4	Disabilities Evaluations Administration Officer	PSD-DE	Disabilities Evaluations Assistant Branch Chief	Disabilities Evaluations Branch Chief	PSD

US Public Health Service

RANK	POSITION	OFFICE	SUPERVISOR	REPORTING OFFICER
CAPT	Medical Review Branch Chief	PSD-MED	PSD	CG-11
CDR	Medical Review Branch	PSD-MED	PSD	CG-11
LCDR	Medical Review Branch	PSD-MED	PSD	CG-11

USCG Community Service Command

RANK	POSITION	OFFICE	SUPERVISOR	REPORTING OFFICER	REVIEWER
CAPT	CSC CO	CSC	PSC Deputy	PSC CO	PSC CO
CDR	CSC XO	CSC	CSC CO	CSC CO	PSC Deputy

USCG Pay and Personnel Center

RANK	POSITION	OFFICE	SUPERVISOR	REPORTING OFFICER	REVIEWER
CAPT	PPC CO	PPC	PSC Deputy	PSC CO	PSC CO
LCDR	PPC (XO)	PPC	PPC Executive Director	PPC CO	PSC Deputy

USCG Recruiting Command

RANK	POSITION	OFFICE	SUPERVISOR	REPORTING OFFICER	REVIEWER
CAPT	CGRC CO	CGRC	PSC Deputy	PSC CO	PSC CO
CDR	CGRC XO	CGRC	CGRC CO	CGRC CO	PSC Deputy