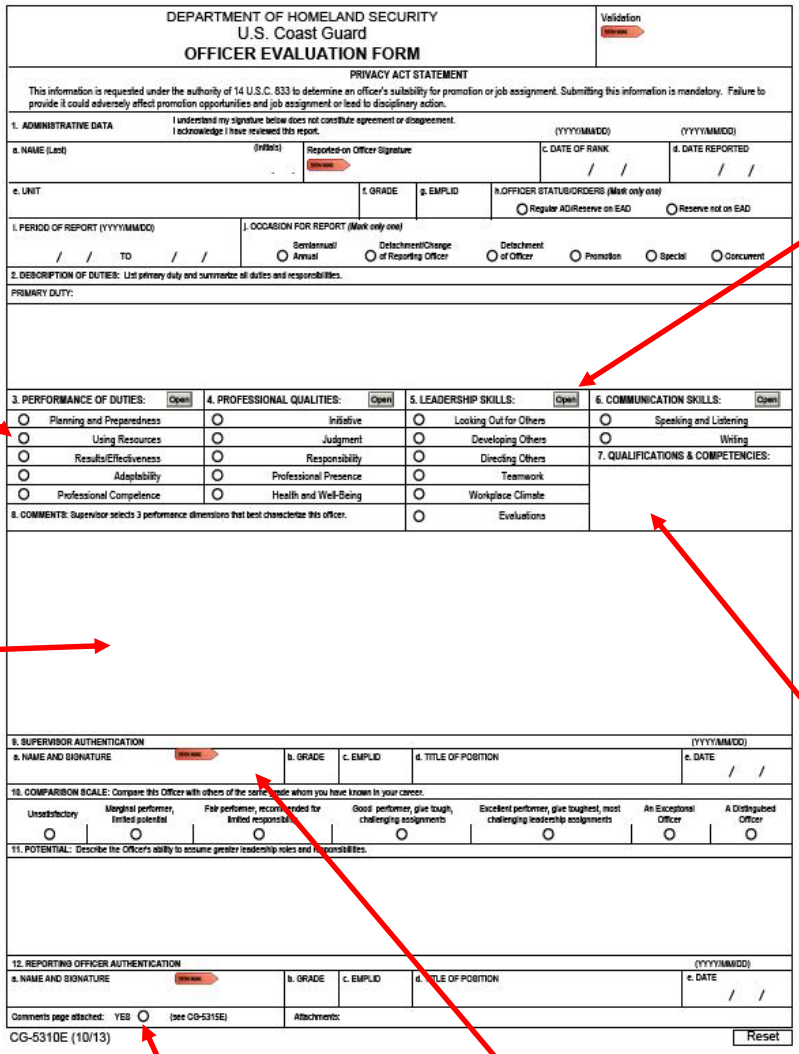
CG-5310E – Ensign OER Cheat Sheet – (all references are to PSCINST M1611.1A OES Procedures Manual)



DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
OFFICER EVALUATION FORM

Validation

PRIVACY ACT STATEMENT

This information is requested under the authority of 14 U.S.C. 633 to determine an officer's suitability for promotion or job assignment. Submitting this information is mandatory. Failure to provide it could adversely affect promotion opportunities and job assignment or lead to disciplinary action.

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

a. NAME (Last) (Initials) | Reported-on Officer Signature | c. DATE OF RANK (YYYY/MM/DD) / / | d. DATE REPORTED (YYYY/MM/DD) / /

e. UNIT | f. GRADE | g. EMPLID | h. OFFICER STATUS/ORDERS (Mark only one): Regular AD/Reserve on EAD; Reserve not on EAD

i. PERIOD OF REPORT (YYYY/MM/DD) / / TO / / | j. OCCASION FOR REPORT (Mark only one): Semiannual/Annual; Detachment/Change of Reporting Officer; Detachment of Officer; Promotion; Special; Concurrent

2. DESCRIPTION OF DUTIES: List primary duty and summarize all duties and responsibilities.

PRIMARY DUTY:

3. PERFORMANCE OF DUTIES: Open	4. PROFESSIONAL QUALITIES: Open	5. LEADERSHIP SKILLS: Open	6. COMMUNICATION SKILLS: Open
Planning and Preparedness	Initiative	Looking Out for Others	Speaking and Listening
Using Resources	Judgment	Developing Others	Writing
Results/Effectiveness	Responsibility	Directing Others	7. QUALIFICATIONS & COMPETENCIES:
Adaptability	Professional Presence	Teamwork	
Professional Competence	Health and Well-Being	Workplace Climate	
8. COMMENTS: Supervisor selects 3 performance dimensions that best characterize this officer.		Evaluations	

9. SUPERVISOR AUTHENTICATION (YYYY/MM/DD)
a. NAME AND SIGNATURE | b. GRADE | c. EMPLID | d. TITLE OF POSITION | e. DATE / /

10. COMPARISON SCALE: Compare this Officer with others of the same grade whom you have known in your career.

Unsatisfactory	Marginal performer, limited potential	Fair performer, recommended for limited responsibility	Good performer, give tough, challenging assignments	Excellent performer, give toughest, most challenging leadership assignments	An Exceptional Officer	A Distinguished Officer

11. POTENTIAL: Describe the Officer's ability to assume greater leadership roles and responsibilities.

12. REPORTING OFFICER AUTHENTICATION (YYYY/MM/DD)
a. NAME AND SIGNATURE | b. GRADE | c. EMPLID | d. TITLE OF POSITION | e. DATE / /

Comments page attached: YES (see CG-5315E) | Attachments:

CG-5310E (10/13) Reset

Bubble in 3 performance dimensions that *best characterize* this officer

Use these buttons to open up the descriptions of the performance dimensions. Be sure to enable JavaScript (see section 11.C)

Comment on the three bubbles selected above AND ensure you commented on any substandard marks (see 11.C.5.i)

List quals & competencies earned this marking period (see section 11.C.6)

Comments sheet ONLY authorized when additional room is needed to comment on substandard performance (see 11.C.8)

Two-person rating chain, no Reviewer. Supervisor and RO must be two distinct persons.

RO must be a CG Officer