

Summary of Changes: PSCINST M1611.1C, OES Procedures Manual

a. Chapter 1, Rating Chain:

This is a new chapter.

- 1) Rating chain designation and responsibilities moved from OES policy (COMDTINST M1000.3) to Chapter 1.
- 2) All Reported-on Officers must request and receive mid-term counseling
- 3) Rating chain exception requests must be submitted within 60 days of the end of period (previously 30 days) .
- 4) Reviewer Comments are no longer required when the Reporting Officer is not a CG officer and can only be submitted to address performance and potential that significantly differs from the Supervisor and/or Reporting Officer.
- 5) W4 has a two person rating chain (Supervisor and Reporting Officer only).

b. Chapter 2, Officer Support Form:

No changes.

c. Chapter 3, Mid-term Counseling:

This is a new chapter.

- 1) The result of OES Change Action Team; covers intent, roles and timing IRT mid-term counseling.
- 2) Reported-on Officer is responsible for requesting the counseling.
- 3) Provides ideas and recommendations on how to conduct the counseling.

d. Chapter 4, Preparation and Processing of OERs:

- 1) This chapter was updated to reflect how to prepare and process the new OER forms.
- 2) The Supervisor now marks the Reported-on Officer on all dimensions.
- 3) The Supervisor may comment on any dimension, but must provide supporting comments to justify marks of 1, 2, 3, or 7. Well crafted comments may apply to more than one dimension. Decreased comment space will require concise yet readable supporting verbiage and allow more flexibility to comment on significant performance.
- 4) The new use of electronic submission buttons routes the OER through the rating chain and submit the OER to OPM/RPM by opening an email in Microsoft Outlook with the OER as an attachment.
- 5) All Reported-on Officers (W2-O6) must sign the OER before submission (previously just W2-O4).
- 6) A new bubbled mark indicating Coast Guard Reporting Officers provided their comparison scale history from Direct Access to the Reviewer.

e. Chapter 5, Reviewer Comments:

- 1) Updated to reflect when Reviewer Comments are mandatory and when they are optional.
- 2) Reviewer Comments are no longer required when the Reporting Officer is not a CG officer.

- 3) No additional comparison scale available.
- 4) The Judge Advocate General provides comments to document judicial duties for Reported-on Officers out of specialty who perform collateral duties as a military judge. These comments are completed on the Comments Form, CG-5315.

f. Chapter 6, Derogatory Reports:

No significant changes. Outlines the procedures on how to prepare and process a derogatory report.

g. Chapter 7, Reserve Specific:

This is a new chapter.

- 1) Specifically addresses all unique OER situations applicable to Reservists.
- 2) Identified IDPL rating chain requirement for OER submission; one IDPL officer and one ADPL officer are required with the exception of units consisting of 50% or more of Reserve positions & personnel.
- 3) IDPL CDR OER submission schedule changed from biennial to annual.
- 4) Added a 14 day OER submission deadline before board/panel convenes for IDPL officers in-zone for promotion/retention boards/panels.
- 5) Added detailed examples to assist commands/members on when an OER is due (transfer, promotion, etc.).
- 6) Clarified when an OER is due for a Reserve officer serving on different types of orders (long-term ADOS, short-term ADOS, Title 10).
- 7) Continuity OER schedule changed for IRR/ASL members; now completed by PSC RPM-1 during same submission schedule as SELRES officers.
- 8) Clarified which command is responsible for completing OERs for members with authorized Drill for Points requests.
- 9) Added rating chain deadlines for Reported-on Officer OER Replies and submission of Derogatory OERs.

h. Chapter 8, Regular OERs:

This is a new chapter with detailed information provided for each regular OER occasion for report.

i. Chapter 9, OERs for Consideration by Selection Panels or Boards:

This is a new chapter with detailed procedures on how to complete a selection panel or board OER.

j. Chapter 10, RPD and RFC OERs:

This is a new chapter.

- 1) Detailed procedures on how to complete a RPD or RFC OER.
- 2) Added the requirement that rating chains must contact OPM-2 (member's Assignment Officer) prior to initiating the RPD process.

k. Chapter 11, DUINS OER:

No significant changes.

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- l. Chapter 12, Continuity OERs:**
Updated to reflect new TEMP SEP policy; continuity OERs are not authorized for Reported-on Officers who are temporary separating or associating with the reserve.
- m. Chapter 13, Concurrent OERs:**
No significant changes.
- n. Chapter 14, Subsequent to Substandard Performance or Conduct OERs:**
No significant changes.
- o. Chapter 15, Subsequent to Disciplinary Action OERs:**
No significant changes.
- p. Chapter 16, Document Significant Historical Performance OERs:**
No significant changes.
- q. Chapter 17, Reported-on Officer OER Reply:**
Reported-on Officer OER Replies moved from OES policy (COMDINST M1000.3) to Chapter 17.
- r. Chapter 18, Review of OERs at CG PSC:**
No significant changes.
- s. Chapter 19, Behaviorally Anchored Rating System (BARS):**
No significant changes, shows all dimensions, including the updated language for workplace climate.

Appendices reflect new procedures in the flow charts.