CG-5310(Series) OER Job Aid – Reported-On Officer

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5310A (Rev. 02-09)		OFFICER EVALUATION REPORT (OER)							
1. ADMINISTRATIVE DATA I understand my signature below does not constitute agreement or disagreement. (
a. NAME (Last) (Initials) b. Reported-on Officer Signature							DATE REPOR		_
						1 1	DAYS NOT O	/	
e. UNIT				f. EMPLID g. G	RADE	III AIG GI I AG		BSERV: THER	ED
J. PERIOD OF REPORT (YYYY/MM/D)	D)	k. OCCASION FOR REPORT (Mark or				L EXCEPTION REPORT	m. DATE		TED
J TO J Secial Occurrent J Secondary Officer Officer Promotion Ospecial Occurrent J Secondary Officer O									
2. DESCRIPTION OF DUTIES: List primary duty and summarize all duties and responsibilities (provide Reserve time if applicable).									
PRIMARY DUTY:									
ATTACHMENTS:									
3. PERFORMANCE OF DUTIES: Measures an officer's ability to manage and to get things done.									
PLANNING AND PREPAREDNESS Ability to anticipate, determine goals, identify netward information, set priorities and deadlines, and create a shared visiting of the unit's and Coest	-	Got caught by the unexpected; appeared to be controlled by events. Set vague or unreadate goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information.	,	Consistently prepared. Set high but realistic goals. Used sound orderie to set proteites and deadlines. Used guality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed.	1	Exceptional preparation. Always to immediate events or problems balanced competing demands. strategies with contingency plans, aspects of problems, including under and impact.	s. Skilfully Developed Assessed all	,	NO.
Guard's future. b. USING RESOURCES:	Ť	Concentrated on unproductive activities or	~	Effectively managed a variety of activities with	\vdash	Unusually skilled at bringing scan	ce resources	_	\sim
Ability to manage time, materials, information, money, and people (i.e. all CG components as well as external publics).	0	often overlooked critical demands. Falles to use people productively. Did not follow up. Monanaged information money or lime. Used ineffective tools or left subscriptates without means to accomplish tasks. Employed wasteful methods.	0	available resources. Delegated, empowered, and followed up. Solide thre manager, budgeted own and subordinates' time productively. Ensured subordinates' time productively. Ensured subordinates and adequate tools, materials, time and direction. Cost conscious, sought ways to cut waste.		Unusuelly skilled at bringing scan to bear on the most critical or demands. Optimized productly effective delegation, empower follow-up control. Found systematically reduce cost, elim and improve efficiency.	ity through ment, and wasts to	0	0
c. <u>SESUL TRIFFERENTWIFERS</u> : Quality, quantity, timeliness and impact of work.	0	Routine tasks accomplained with difficulty. Results often late or of soor quality. Work had a negative insect on department or writ. Maintained the status quo despite opportunities to improve.	0	Set the job done in all routine situations and in many unusual ones. Work was timely and of fight quality; required same of subordinates. Results had a positive impact on department unit. Continuously improved services and organizational effectiveness.	0	Maintained optimal balance an quantity, and simeliness of work. Of and subordinates' work suppassed Results had a significant positive in or Coast Guard. Established cle systems of continuous improvement.	Quality of own expectations, impact on unit any effective	0	0
d. ADAPTABILITY:		Unable to gauge effectiveness of work, recognize political realities or make		Receptive to change, new information, and technology. Effectively used benchmarks to	Т	Rapidly assessed and adjusted conditions political resilies new	to changing		
Ability to modify work methods and priorities in sesponse to new information, changing conditions, political shallities, or unexpected obstacles.	0	recognize political realities, or make adjustments when needed. Diversioned or screened out new information. Overeacted or responsed slowly to change in direction or environment. Ineffective in ambiguous, complex, or pressured sharlows.	0	technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Effectively deal with pressure and antibigation, Facilitated smooth transitions. Adjusted direction to accommodate societal trends or political resilies.	0	conditions, political realities, new and technology. Very skilled at responding to measurement. Championed organizational im Effectively death with extreme situations. Tumed pressure and arconstructive forces for change.	indicators. provements. v complex	0	0
e. PROFESSIONAL COMPETENCE:		Questionable competence and credibility.		Competent and credible authority on specialty or operational issues. Acquired and applied	Г	Superior expertise; advice and accept breadth and death of	tions showed		
Ability to acquire, apply and share technical and administrative knowledge and skills associated with description of dudes. (Includes operational aspects such as marine safety, seamanship, armanship, BAR, etc., as appropriate.)	0	Operational or specialty expertise insdequate or locking in key areas. Maste title effort to grow porterspinstly. Used knowledge as power spainst others or blatfor afriber than acknowledging ignorance. Effectiveness reduced due to finited knowledge of own organizational role and customer needs.	0	excellent operational or specially expertise for oxigined utiles. Showed professional growth through education, training and professional reading. Shared knowledge and Information with Others clearly and shriply. Understood own organizational role and customer needs.	0	great breadth and depth of Remarkable group of complex Issu and shustions. Rapidly developed growth beyond expectations. conveyed knowledge, directly increased workpiece productivity knowledge of own role, customed value of work.	f professional Vigorously resulting in v. Insightful	0	0
COMMENTS:									

Resources & References:

Officer Accessions Evaluations and Promotions; COMDTINST M1000.3(series)

Coast Guard Officer Evaluation System Procedures Manual; PSCINST M1611.1(series)

PSC-opm-3 website: www.uscg.mil/oer

Your CGBI Employee Summary Sheet (ESS): CGBI> Personal tab> Skills tab> Summary Sheet http://cgbi.osc.uscg.mil/2.0/contentpanes/personal-files/summary-sheet.cfm

If your validated OER has not been received within 6 months after submission, please inquire with CG PSC: Active Duty: arl-pf-cgpsc-opm@uscg.mil
Reserve: arl-pf-cgpsc-rpm-query@uscg.mil

Reported-On Officer completes section 1
Do not use a previously used form!
Get new a "fresh" form at www.uscg.mil/oer

Section 1:

- Errors can delay processing or result in return of OER!
- a. Last Name, first and middle initials only (doesn't matter if all caps or not).
- **b.** ROO signs last (for O4 and below).
- c. Date of rank, example: 2014/07/01. Find it on your CGBI ESS: http://cgbi.osc.uscg.mil/2.0/contentpanes/personal-files/summary-sheet.cfm
- d. Date reported, example: 2014/07/15.
 Find it on your CGBI ESS:
 http://cgbi.osc.uscg.mil/2.0/contentpanes/personal files/summary sheet.cfm
- e. Unit to which permanently attached.
 Find it on your CGBI ESS:
 http://cgbi.osc.uscg.mil/2.0/contentpanes/personal files/summary sheet.cfm
- g. Two character pay grade as of end of period date. Ensure correct form per pay grade – it is imperative to use a "fresh" form, get yours at PSC-opm-3 website: www.uscg.mil/oer.
- . h. Leave blank, no longer used.
- ❖ i. Leave blank, no longer used.
- j. Regular reporting period commences the day after the ending date of the previous regular OER or the day of commissioning, and ends on the date of the occasion for the current report. (The period for a promotion OER ends on the day prior to promotion).
- k. Mark the box for the occasion which has prompted the OER submission. See PCSINST M1611.1(series) for submission flowcharts.
- l. If the report is not a Regular OER mark either special or concurrent.
- * m. Leave blank, no longer used.
- **Section 13: No longer used.**
- ROO completes all items NLT 21 days before the end of the reporting period. Print your ESS and include it with your OER input.