

# CG-5310(Series) OER Job Aid – Reporting Officer

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5310A (Rev. 02-09)		OFFICER EVALUATION REPORT (OER)		Validation: Review
1. ADMINISTRATIVE DATA		I understand my signature below does not constitute agreement or disagreement. I acknowledge I have reviewed this report.		
a. NAME (Last)		b. Reported-on Officer Signature		c. DATE OF RANK
e. UNIT		f. EMPLID		g. GRADE
h. ATU - OFFAC		i. DAYS NOT OBSERVED		
j. PERIOD OF REPORT (YYYYMMDD)		k. OCCASION FOR REPORT (Mark only one)		l. EXCEPTION REPORT
m. DATE SUBMITTED		n. DATE SUBMITTED		
2. DESCRIPTION OF DUTIES: List primary duty and summarize all duties and responsibilities (provide Reserve time if applicable).				
PRIMARY DUTY:				
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12. REPORTING OFFICER COMMENTS: Supplement or amplify Supervisor's evaluation. <input type="radio"/> Concur <input type="radio"/> Do not concur <input type="radio"/> RO is Supervisor				
13. PERSONAL AND PROFESSIONAL QUALITIES: Measure selected qualities which illustrate the individual's character.				
a. INITIATIVE				
b. JUDGMENT				
c. DISCIPLINE				
d. OCCASIONAL PERFORMANCE				
e. HEALTH AND WELL-BEING				
COMMENTS:				
14. COMPARISON SCALE (FOR GRADES W2 TO O2): Compare this officer with others of the same grade whom you have known in your career.				
15. POTENTIAL: Describe ability to assume greater leadership roles and responsibilities (e.g. command, special assignment, promotion, and special skills)				
11. REPORTING OFFICER AUTHENTICATION				
12. REVIEWER AUTHENTICATION				

**Reporting Officer (RO) completes sections 7-11. RO also ensures others have completed their sections correctly.**

- Block 7:**
- Reporting Officer (RO) comments on the Supervisor's evaluations and provides a complete picture of RO's capabilities.
  - Fill in appropriate RO comments circle (Concur, Do not concur, RO is Supervisor).
  - O4 and below can't serve as both Supervisor and Reporting Officer unless a Commanding Officer.

- Block 8:**
- Compare Officer's performance and qualities against the standards.
  - Use N/O when RO has insufficient information to provide a mark. If N/O is selected, the reason must be briefly stated in the comment block.
  - If the Officer received an Alcohol Incident/Drug Incident, they haven't met the expected standard in Judgment and cannot receive a "4 or higher".
  - The OER for the Alcohol Incident/Drug Incident should fall when the command determines issues the Alcohol Incident.
  - If the Officer hasn't met weight standards a mark of "4 or higher" is not authorized in the Health and Wellness dimension.

- Block 9:**
- The RO selects the bubble that best reflects how this officer compares to other Officers of the same grade which the RO has known in their career.
  - The RO should view their comparison scale history before making their selection (Direct Access: Main Menu> Self Service> Employee> View> Officer Comparison Scale Summary). Provide same to Reviewer.

- Block 10:**
- This section reflects the judgment of the RO and may include (but not limited to) promotion & assignment recommendations and highlight of special skills.

- Block 11:**
- Non-CG RO leave EMPLID block blank.
  - Date preceding end of period is prohibited.