	CG-5310(Series) OER Job Aid – <mark>Re</mark>	<mark>porting Officer</mark>
U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD	OFFICER EVALUATION REPORT (OER)	Reporting Officer
CG-5310A (Rev. 02-09) 1. ADMINISTRATIVE DATA	I understand my signature below does not constitute agreement or disagreement. Jacknowledge I hajus reviewed this renort (YYYNNNDD)	7-11. RO also ens
a. NAME (Last)	Tacknowledge I have reviewed this report. (YYYYMMOD) (YYYYMMOD) (Initiab) B. Reporteon Officer Signature c. DATE OF RANK 4. DATE REPORTED	completed their s
	1 1 1 1	
e. UNIT	f. EMPLID g. GRADE h. ATU - OPFAC L. DAYS NOT GESERVED LV OTHER	Block 7:
j. PERIOD OF REPORT (YYYY/MM/DD)	COCCABION FOR REPORT (Mark only one) Armael Detachment Change of Detachment of Promotion	Reporting Officer
2. DESCRIPTION OF DUTIES: LI	Sepontary Officer Officer Points (Inc.) Sepontary Officer Officer Points (Inc.) Storimary duty and summarize all duties and responsibilities (provide Reserve time if applicable).	Supervisor's eval
PRIMARY DUTY:		complete picture
		Fill in appropriate
		(Concur, Do not co
Page 3 of CG-5310A (Rev. 0249)	ENTS: Supplement or amplify Supervisor's evaluation. Oconcur O Do not concur ORO is Supervisor	• 04 and below can and Reporting Off
7 REPORTING OFFICER COMM	ENTS: Supplement or amplify Supervisor's evaluation. Oconcur O Do not concur ORO is Supervisor	Officer.
		Officer.
		Block 8:
DESCRIPTION AND RECEIVED	ONAL QUALITIES: Messures selected gasities which likestate the individual's character.	Compare Officer's
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provide will incommendations by using facts, expedience political actualism, common testes, facts actualisment, and analytical thought.		the comment bloc
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Ability to set efficiely, counterwhy, and dependeby and justice the time in others, accordability for seen and subordanies action.	clim describid qualcode effor a fed constitue. Televisi inflation on field for the constituent of the cons	Incident/Drug Inc expected standar
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O DOMENTS		Block 9:
-		The RO selects the
		how this officer co
		the same grade w
		their career.
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		history before ma
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D COMPARISON SCALE (FOR C	RADES W2 TO 02): Compare this officer with others of the same grade whom you have known in your career.	View> Officer Con Provide same to F
UNSATISFACTORY A QUAL OFFI	JPIED ONE OF THE MANY COMPETENT AN EXCEPTIONAL ADISTINGUISHED CER PROFESSIONALS WHO FORM THE OFFICER OFFICER	1 Tovide Same to 1
<u> </u>	MAJORITY OF THIS GRADE O O O	Block 10:
10. POTENTIAL: Describe alsay	to assume greater leadership roles and responsibilities (e.g. command, special assignment, promotion, and special skills).	 This section reflection
		and may include (
		promotion & assig
		and highlight of s
11. REPORTING OFFICER AUTH	ENTICATION (YYVIMACO)	DI 144
A NAME AND SIGNATURE	Lance Control Control	Block 11:
12. REVIEWER AUTHENTICATIO	/ / IN A COMMENTS ATTACHED, Required when the Reporting Officer is not a CO-Officer or CO-SES or when Reported-on Officer is unable to moview CER)	Non-CG RO leave l
b. NAME AND SIGNATURE TO BE TO SERVICE TO SE	c GRUDE & DATE 1. GRUDE & DATE	Date preceding er
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Reporting Officer (RO) completes sections -11. RO also ensures others have ompleted their sections correctly.

<u> 3lock 7:</u>

- Reporting Officer (RO) comments on the Supervisor's evaluations and provides a complete picture of ROO's capabilities.
- Fill in appropriate RO comments circle (Concur, Do not concur, RO is Supervisor).
- 04 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.

Ref: (1) Officer Accessions Evaluations and Promotions; COMDTINST M1000.3(series)

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

Visit www.uscg.mil/oer for one-stop OER information.