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FM COMCOGARD PSC WASHINGTON DC

TO ALCGRSV

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ALCGRSV 015/25

SUBJ: OFFICER EVALUATION SYSTEM (OES) ADMINISTRATION FOR IDPL OFFICERS

A. Coast Guard Officer Evaluation System Procedures Manual, PSCINST

M1611.1D

B. ALCOAST 047/25

1. OVERVIEW. As we conclude the 2024 Officer Evaluation Report (OER) season, this message outlines information, best practices, and guidance to assist units and officers with OER administration for IDPL officers.

2. OER VALIDATION. IDPL OERs must be submitted via the PowerApp located on RPM's SharePoint site:

[https://uscg.sharepoint-mil.us/sites/psc\\_spo/psc-rpm/RPM1/SitePages/Officer-Evaluation-System-\(OES\).aspx](https://uscg.sharepoint-mil.us/sites/psc_spo/psc-rpm/RPM1/SitePages/Officer-Evaluation-System-(OES).aspx)

OERs submitted via email will not be validated. To ensure timely OER validation, candidates for boards and panels shall not delay their OER and should submit it to RPM-1 at least 30 days before the applicable board or panel convenes.

3. BEST PRACTICES AND GUIDANCE.

a. IDPL Rating Chain. Per para 7.B.2.a. of reference A, the rating chain of all IDPL officers O-5 and below shall consist of at least 1 IDPL and 1 APDL officer. This includes IDPL officers on the ADPL submission schedule due to being on Title 10/Title 14/ADOS for greater than 180 consecutive days. Exceptions include units with 50 percent or greater of Reserve positions or personnel.

b. Prohibited comments. Per para 4.B. of reference A, prohibited comments (e.g. gender pronouns, medical status, refer to ROO by first or last name in comments blocks, mention paid civilian employment, or emphasis on third party's demographic, etc.) must be avoided.

c. Administrative data. Rating officials are encouraged to implement local measures to eliminate administrative errors and improve the timeliness and quality of OERs. OERs submitted incorrectly, late, or with errors, may jeopardize an officer's competitiveness in boards, panels, or assignments. Use the CGBI Employee Summary Sheet (ESS) or DA Member Info Report to verify administrative information when preparing Sections 1 (Administrative

Information) and 2b (PAL title/Position Description) to ensure it matches exactly.

d. In accordance with reference B, the Workplace Climate dimension of the OER is suspended for review. There shall be no mark, including 'N' for Not Observed. It shall be left blank on the OER, and no comments related to this dimension shall be included in the OER. An update on future use of Workplace Climate dimension will be provided by 31 July 2025.

e. Unit-level quality review check. The majority of OERs submitted to RPM require administrative correction, delaying the OER validation process. OER Quality Review Check Sheets for the CG-5310A, CG-5310B, and CG-5310C highlight the most common errors and are posted on the RPM-1 SharePoint site referenced in paragraph 2.

f. Not Observed OERs. Not Observed performance dimensions within an OER or even fully Not Observed OERs should be utilized if there is insufficient observed performance for the rating chain to render a judgement. A Not Observed mark does not indicate substandard performance nor does it cast a derogatory light on an officer's record when going before a board or panel. This feature best depicts the overall picture of a Reported-on Officer's progression (such as why they may be at a different professional growth point compared to their peers) and should be utilized vice requesting a waiver for the entire OER period. Rating chains are encouraged to contact RPM-1 for assistance in completing a Not Observed OER.

g. RO Comments. ROs must be clear and direct when articulating whether an officer is ready for promotion and positions of greater leadership and responsibility. The RO comments must also align with their marks in block 5. This consistency provides a clear picture of their intent to the reader.

h. Concurrent OERs. Per para 7.C.4 of reference A, IDPL officers performing active duty for a period of 30 to 180 days at a unit other than their PDS must receive a one-page Concurrent OER. This is based on the actual date of orders, not actual date of report/depart.

i. Writing. It is of utmost importance for the rating chains to write in plain language to document Performance, Professionalism, Leadership, and Education (PPLE). Rating chains must remember that the OER will be read by members of all communities serving on boards and panels when articulating the impact of a particular action.

j. OER procedures. Reference A outlines procedures for completing the CG Officer Support Form and OER.

k. OER validation status. Members can check the status of their OER via the

PowerApp located on RPM's SharePoint site referenced in paragraph 2.

l. iPERMS. RPM-1 is not authorized to release copies of OERs or any documents contained in a member's Coast Guard Official Military Personnel File (OMPF). Members can check their record in iPERMS <https://iperms.mymilrecord.uscg.mil/login/> or contact Military Records (PSC-BOPS-C-MR) at [HQS-SMB-CGPSC-MR-CustomerService@uscg.mil](mailto:HQS-SMB-CGPSC-MR-CustomerService@uscg.mil) with any record-specific questions.

4. Additional information and OER forms, guides, etc. may be found on the RPM-1 SharePoint page. Opening an OER in an internet browser may not work, if you encounter the "Please wait..." Adobe message you should download and locally save the form to your One Drive, then open the form using the Adobe program. Then click "Enable All Features."

5. For case-by-case guidance, clarification on above items, or any OER inquiries Contact RPM-1 OES at [HQS-SMB-CGPSC-RPM-OER@uscg.mil](mailto:HQS-SMB-CGPSC-RPM-OER@uscg.mil).

6. CAPT T.E. Fryar, Chief CG PSC-RPM sends.