

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

Reported-On Officer completes section 1
Do not use a previously used form!
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U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5310A (Rev. 02-09)		OFFICER EVALUATION REPORT (OER)		Validation: None																					
1. ADMINISTRATIVE DATA I understand my signature below does not constitute agreement or disagreement. I acknowledge I have reviewed this report.																									
1. NAME (Last) (Initial)		2. Reporting Officer Signature		3. DATE OF RANK (YYYY/MM/DD)																					
4. UNIT		5. EMPLOYED	6. GRADE	7. ATU - OFFIC																					
8. PERIOD OF REPORT (YYYY/MM/DD) TO		9. OCCASION FOR REPORT (Mark only one) <input type="radio"/> Annual <input type="radio"/> Semiannual <input type="radio"/> Reporting Officer <input type="radio"/> Detachment of Officer <input type="radio"/> Promotion		10. EXCEPTION REPORT <input type="radio"/> Special <input type="radio"/> Concurrent																					
11. DAYS NOT OBSERVED LV OTHER																									
12. DATE SUBMITTED																									
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.																									
<table border="1"> <thead> <tr> <th>4. PLANNING AND PREPARATION</th> <th>5. ORGANIZATION</th> <th>6. SUPERVISION</th> <th>7. COMMUNICATION</th> <th>8. PROBLEM SOLVING</th> <th>9. LEADERSHIP</th> <th>10. PERSONAL ATTRIBUTES</th> </tr> </thead> <tbody> <tr> <td> 4. PLANNING AND PREPARATION Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the unit's and Coast Guard's future. </td> <td> 5. ORGANIZATION Concentrated on unproductive activities or often overlooked critical operations. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods. </td> <td> 6. SUPERVISION Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager. Budgeted well and subordinate time productively. 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COMMENTS:																									

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.

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