<u>STEP-BY-STEP GUIDANCE FOR ELECTRONICALLY SIGNING AN OER</u>
For use with ADOBE version 7.0

<u>INTRODUCTION</u> (For use with Revision 02-09)
These instructions detail the procedures for submitting the revised CG-5310 and CG-5315 OER form series with Reported-on Officer and rating chain member's digital signatures. As described in the Coast Guard Personnel Manual, Supervisors complete OER Sections 2-6, Reporting Officers complete Sections 7-11, Reviewer's sign Section 12, and if applicable completes Reviewer comments (CG-5315 form series). Once the rating chain member has digitally signed their appropriate sections, that section becomes LOCKED, preventing any further edits. Therefore, it is **<u>HIGHLY</u>** recommended that rating chain members save a version of the OER prior to digitally signing.

When digitally signing the document, the member may encounter different signature prompts. The rating chain may be prompted for the "DOD CA-#," or the "DOD Email CA-#, (example DOD CA-11, or DOD Email CA-12)." The "**<u>DOD Email CA- #</u>**"is the digital signature certificate (this should be used for all signing).   Note: not everyone has the same number. Some may have 12, 15, 20 or another number. No matter the number the proper certificate is the one that states "DOD EMAIL CA- ##)
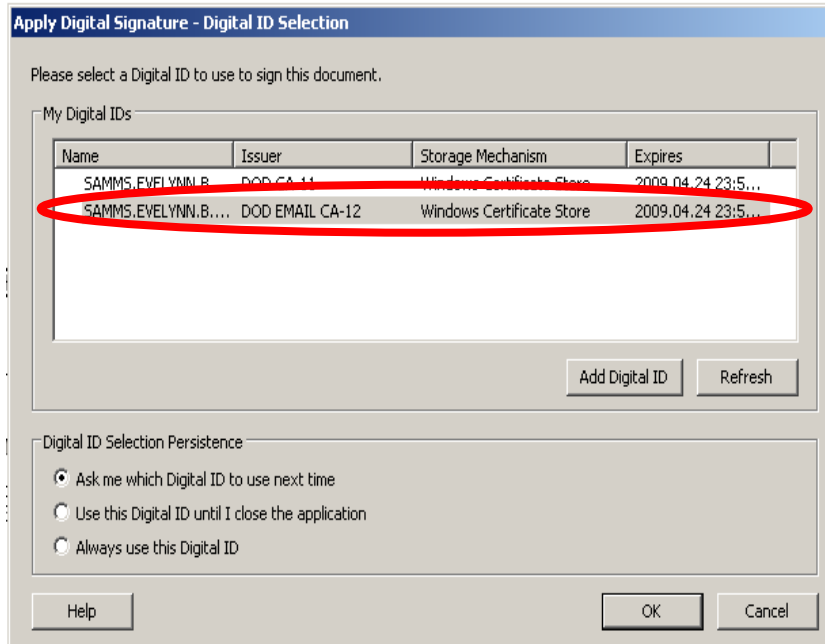

There is a pending tech bulletin (from TISCOM) that will resolve this selection process ensuring that only the digital signature option is available. It will also provide identity management corrections removing the question marks by the names of the signers.

**<u>HOW TO SIGN AS THE SUPERVISOR</u>**
After the Supervisor completes their appropriate Sections (2-6) and digitally signs, they must then email it to the Reporting Officer. Again note that after digitally signing, the applicable sections become **<u>LOCKED</u>**. There can be no further revisions or updates made to these sections. Rating chain members should save an unsigned copy of the document to their workstation.

STEP-BY-STEP GUIDANCE:

1. The Supervisor must type in their first and last name. Click on the signature tab in Section 6.a, you will then see the following dialog box: <u>DOCUMENT IS NOT CERTIFIED</u>: YOU ARE ABOUT TO APPLY THE FIRST DIGITAL SIGNATURE TO THIS DOCUMENT. IF YOU RECEIVED THIS DOCUMENT FROM SOMEONE ELSE, IT COULD HAVE BEEN ALTERED WITHOUT THE AUTHOR'S CONSENT. UNLESS YOU RECEIVE THIS FILE FROM A TRUSTED SENDER, YOU MAY NOT WANT TO SIGN IT.

2. Click "Continue Signing"
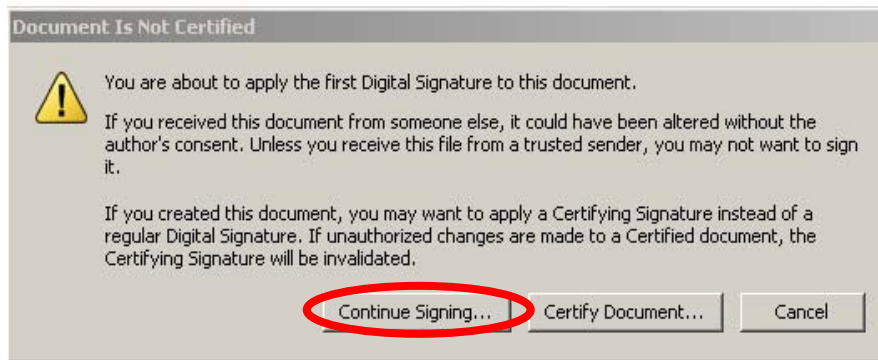
3. You will see the dialog box <u>APPLY DIGITAL SIGNATURE – DIGITAL ID SIGNATURE</u>

   - If prompted, select the "DOD EMAIL CA- ##" option.
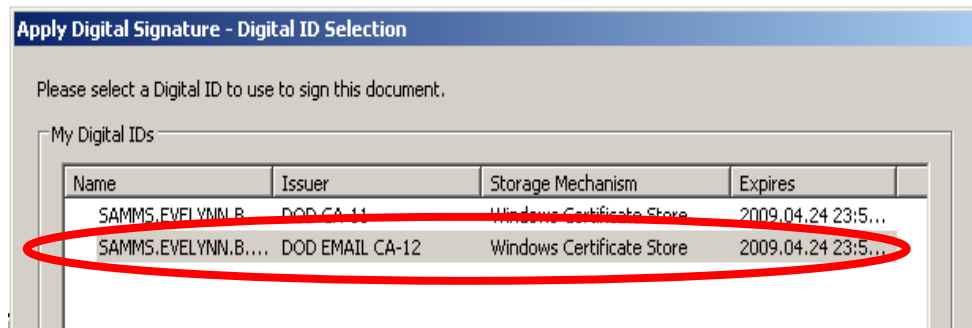
4. You will see the dialog box <u>APPLY SIGNATURE TO DOCUMENT</u>
   - <u>SIGNATURE DETAILS</u>. "Signing as (YOUR NAME AND DIGITAL CERTIFICATE ID ARE ALREADY ENTERED)"   **Note, this will automatically appear on the screen.

   - <u>REASON FOR SIGNING DOCUMENT</u>: (SELECT OR EDIT)
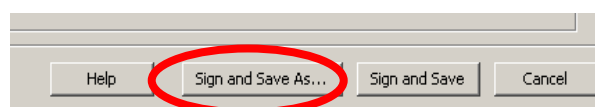   - LEAVE AS "None"
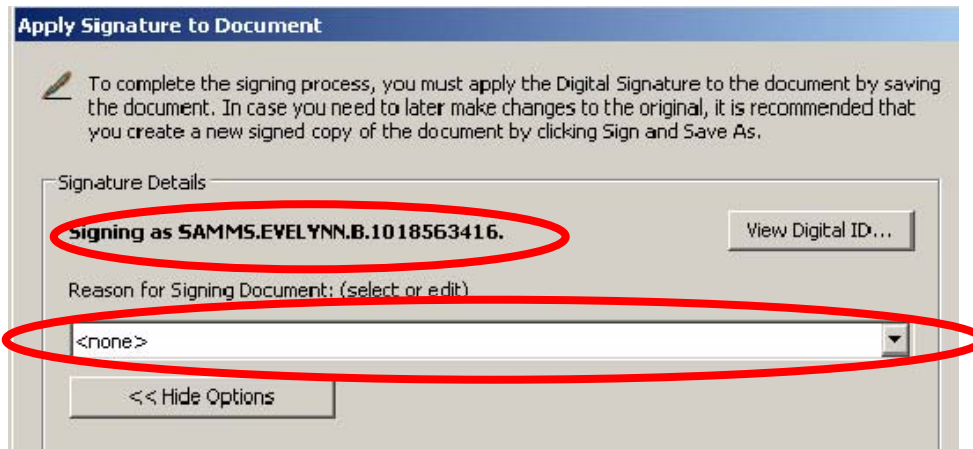
- OPTIONS:
  - SIGNATURE APPEARANCE: LEAVE AS "Standard Text"
  - LOCATION: LEAVE BLANK
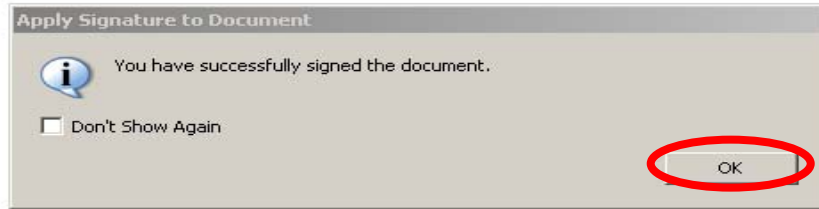 - YOUR CONTACT INFORMATION: LEAVE BLANK
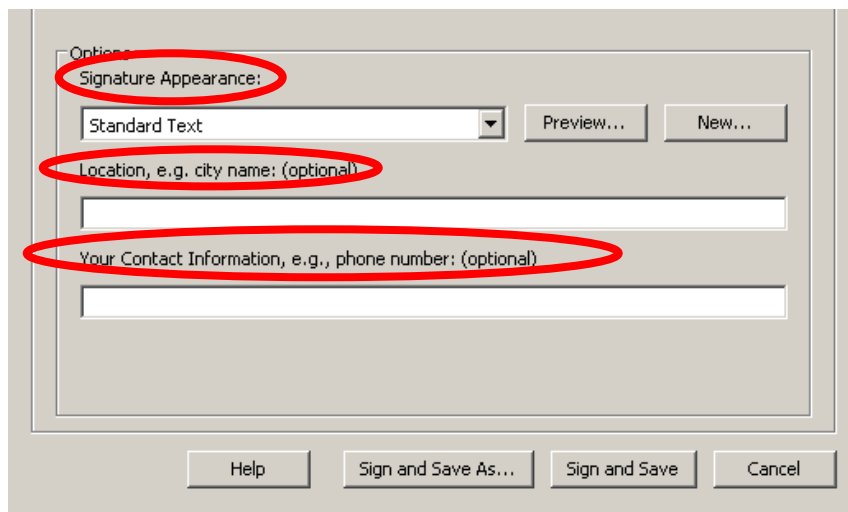
**Highly recommended to save an UNSIGNED copy to your personal drive. Once the OER is signed you will be unable to make edits to those sections.

5. Click "Sign and Save As" (name of ROO OER) and save to your desktop.

6. You will then see the dialog box APPLY SIGNATURE TO DOCUMENT. "You have successfully signed the document."

7. Click OK.

8. Fill in the remaining blocks of OER Section 6, with the applicable information. (Grade, EMPLID, Title, and date) and save the document. [**Note due to the addition of digital signatures the Name/Signature block now holds only 17 characters vice the 19 characters on the older form.]

9. The OER is now ready to be emailed to the Reporting Officer.

**After signing if your signature icon shows a "?" please contact OPM-3 prior to continuing, to ensure the validity of your signature certificate. **

HOW TO SIGN AS THE REPORTING OFFICER

The Reporting Officer (RO) completes their appropriate sections. Once complete, the OER is digitally signed and emailed to the Reviewer.

10. The Reporting Officer completes OER Sections 7 – 10. Again, **SAVE A COPY OF THE COMPLETED OER TO YOUR PERSONAL DRIVE IN CASE OF FUTURE EDITS.** When ready to digitally sign the OER in Section 11, complete Steps 1-7 listed in the "HOW TO SIGN AS SUPERVISOR" section to digitally sign the OER. *Note that you will not see the dialog box titled "DOCUMENT IS NOT CERTIFIED," this is only for the first signature (Supervisor).


Note: Supervisor's ICON may change from check to a "?" due to modifications to the document (comments in Reporting Officer text blocks). Once the OER is submitted to OPM-3, we will be able to verify that the signature certificate is valid.

11. Save the OER, and email the OER to the Reviewer.
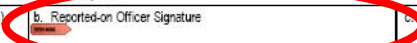
HOW TO SIGN AS THE REVIEWER

12. The Reviewer checks all comments and marks of performance and conduct to ensure accuracy.

13. The Reviewer completes OER Section 12 and shall complete steps 1-7 listed in the "HOW TO SIGN AS SUPERVISOR" section to digitally sign the OER.

14. In the event that the Reviewer Comments (CG-5315 form) are mandatory, mark block 12.a with an "x". Reviewer Comments will be completed separately. Complete and apply digital signature as directed in steps 3-7 (How to sign as Supervisor). Refer to the Coast Guard Personnel Manual Article 10.A.4.c.11.g for more information on Reviewer comments.

12. REVIEWER AUTHENTICATION	⊗	COMMENTS ATTACHED: (Required when the Reporting Officer is not a CG Officer or CG SES or when Reported-on Officer is unable to review OER.)			
b. NAME AND SIGNATURE		c. GRADE	d. EMPLID	e. TITLE OF POSITION	f. DATE
E. B. Samms	SAMS.LYNN.B.1018563 416	O3	1234567	OER Quality Reviewer	2009 /01 /27

GUIDELINES FOR JUNIOR OFFICER SIGNATURES ON CG-5310 "A" AND "B"

The Commandant directed that all junior officers (CWO2 thru LCDR) review and sign their Officer Evaluation Report (OER) prior to its submission to CG PSC. Once the OER has been completed and all rating chain members have digitally signed, the Reported-On Officer (ROO) shall review the OER prior to submission to CGPC.

1. ROO OER review will occur after the Reviewer has signed the OER. After review, the member is required to sign the OER in Section 1.b.

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5310A (Rev. 02-09)	OFFICER EVALUATION REPORT (OER)		Validation:	
1. ADMINISTRATIVE DATA	I understand my signature below does not constitute agreement or disagreement. I acknowledge I have reviewed this report.		(YYYY/MM/DD)	(YYYY/MM/DD)
a. NAME (Last)	(Initials)	b. Reported-on Officer Signature	c. DATE OF RANK / /	d. DATE REPORTED / /

2. This may be done digitally following steps 2-7 under "HOW TO SIGN AS SUPERVISOR." If the ROO does not have CAC card access, handwritten signatures will be accepted. *Note that you will not see the dialog box titled "DOCUMENT IS NOT CERTIFIED," this is only for the first signature (Supervisor).

3. The Reported-On Officer's signature means that the ROO has reviewed the OER. After the ROO signs the OER, it shall be forwarded to CGPC.

4. An OER that is not signed by the ROO does not necessarily make the OER invalid. Examples include but are not limited to medical disability of the ROO, incarceration or discharge of the ROO, impending promotion board, or other exigent circumstances. **PCS OF A MEMBER DOES NOT MEET EXIGENT CIRCUMSTANCES.** Rating chains shall contact OPM-3 if circumstances are questionable prior to submission.

5. When the ROO cannot review the OER, the Reviewer shall check the block in Section 12.a of the OER and complete the Reviewer comments on form CG 5315 "A" or "B" with an explanation of why the ROO could not review the OER. The Comparison scale shall not be filled in on the CG-5315 for this situation. In cases where Reviewer comments are mandatory (per ARTICLE 10.A.2.F.2.B of the Personnel Manual) and ROO OER review cannot take place, there shall be two separate reviewer comments forms completed- one to complete the comparison scale and one with a subsequent date to indicate an attempt was made to have the ROO review but failed.

HOW TO COMPLETE CG-5315 FORM (REVIEWER COMMENTS)

1. If completing form CG-5315 (Reviewer Comments) please note that after digitally signing this form, the form becomes **LOCKED**. There can be no further revisions or updates made. Reviewers should save an unsigned copy of the document to their personal drive.

For completion the Reviewer may comment on the ROO's performance, qualities, potential, or value to the Coast Guard. Comments are required if the Reporting Officer is not a Coast Guard Officer, member of the Coast Guard Executive Service (SES), or a USPHS flag officer serving as the Director of Health and Safety (CG-11). Additionally if the ROO cannot review the OER, this form must be completed to indicate an attempt was made to have the ROO review.

The Reviewer adds comments, and complete steps 1-7 listed in the "HOW TO SIGN AS SUPERVISOR" section to digitally sign the Reviewer Comments form.

**Please note the modified date block. This change was made to ensure uniformity in all forms.

****The comparison scale is not to be completed unless the Reviewer comments are mandatory.**

SUBMISSION

FOR SUBMISSION PLEASE FOLLOW YOUR LOCAL UNIT POLICY

Once the OER has been signed by the ROO and rating chain, Commands shall submit it to CG PSC.

Procedures for submitting digitally signed OERs to CG PSC (opm-3) or CG PSC (RPM) are as follows:

a. ADPL: the global address listing to forward emails is ARL-PF-CGPC-OPM OER. The actual email address is ARL-PF-CGPC-OPMOER@USCG.MIL. The sender shall use a digital signature with the email.

b. IDPL: the global address listing to forward emails is ARL-PF-CGPC-RPM-OER. The actual email address is ARL-PF-CGPC-RPMOER@USCG.MIL. The sender shall use a digital signature with the email.

c. On the subject line include the officer's name and rank. Do not include any personally identifiable information such as emplids.

d. OERs that are digitally signed and contain attachments, i.e. Awards, punitive letters etc. will require a separate PDF file for the attachment(s).

e. A CG-5315 (Reviewer Comments) form will also require a separate PDF file.

f. When emailing multiple OERs the sender will use only the unit name on the subject line. an email with attached OERs should not exceed 10mb. Do not mix ADPL and IDPL OERs together.

g. At the bottom of the email include the following verbiage: "This message contains personally identifiable information and shall only be forwarded to personnel who are authorized and have the need to see it. If you feel that you have received this information in error, notify the originator so appropriate action may be taken. Do not reply to all." Unintended disclosure of personally identifiable information constitutes a privacy incident. Upon discovery, personnel shall immediately report suspected or confirmed privacy incidents to the unit commanding officer in accordance with COMDTINST M5260.3. All email submissions must originate in and remain within the DHS or mil domains."
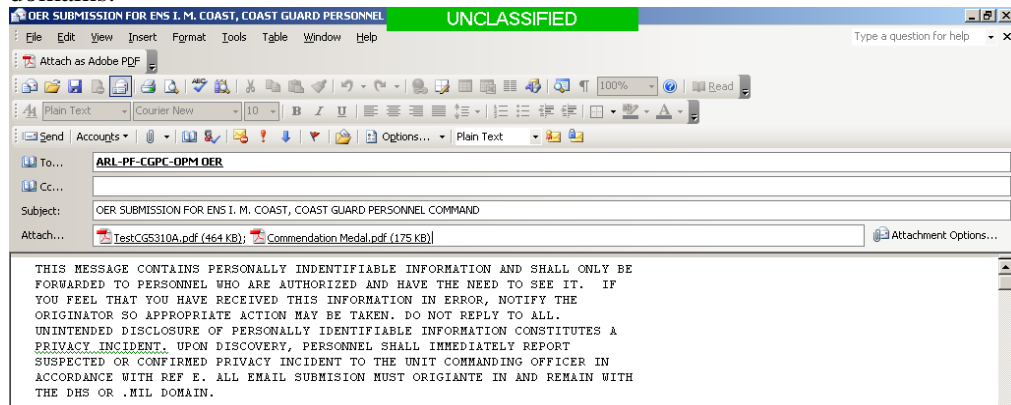
h. Upon receipt of the OER, CG PSC (opm-3) or CG PSC (rpm) will send back an email confirming receipt within a few days. Receipt of the OER does not imply that the OER has been validated. **Reported-on Officers should compare their copy (as reviewed with rating chain) to the validated OER they receive back from CG PSC to note any corrections. The validated OER is the official OER entered into a service record.

Please refer to ALCOAST 199/08 for further guidance on submitting OERs via email.

SPECIAL OR DEROGATORY OERS

*Prior to drafting a Special or Derogatory, Commands shall contact OPM-3 or RPM. For guidance on Special OERs please refer to Coast Guard Personnel Manual Article 10.A.3.c. For Derogatory OERs, Coast Guard Personnel Manual Article 10.A.4.h.

TROUBLE SHOOTING

Question:
When I was digitally signing the OER, after I completed step 2, it automatically skipped step 3 and I saw what is shown for step 4. According to the instructions step 3 is where a person chooses the correct (E-Mail) signature. If I don't have that choice, how do I select the correct signature?

Answer:
If Step 3 was skipped then at some point the member changed their signature settings to "ALWAYS USE THIS SIGNATURE." Per the digital signature instructions, when promoted with the dialog box, (Step 2) "DOCUMENT IS NOT CERTIFIED > CONTINUE SIGNING," you are given the option for the DOD CA-##, or DOD EMAIL CA-## (Step 3). At the bottom of the dialog box there is an option to "ALWAYS USE THIS SIGNATURE." If step 3 was skipped, then the "ALWAYS USE THIS SIGNATURE" option box was checked.

To undo this setting, please follow the steps below:
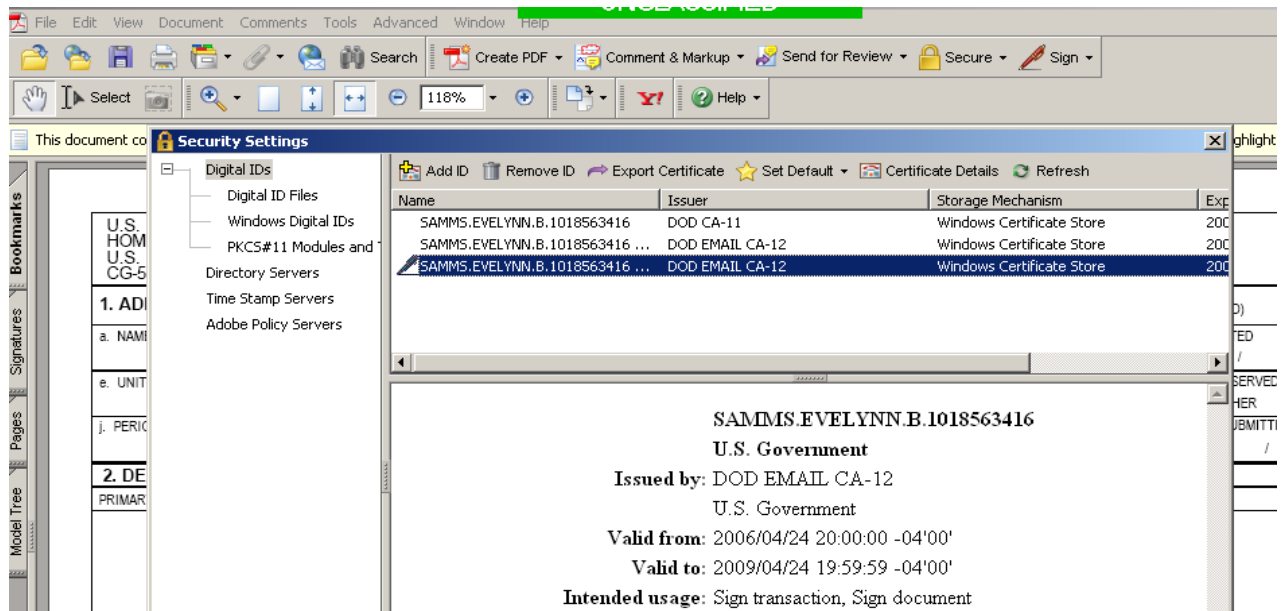
Advanced > Security Settings > Current default signature will be selected

Under the ISSUER tab (in the center) ensure that the correct EMAIL certificate is highlighted. Example "DOD EMAIL CA-12"

If the correct certificate is not highlighted right click the current selection to "Clear Default." Then highlight the correct certificate and click "SET DEFAULT" (YELLOW STAR) in the middle.

You can then exit out of this screen.

Signature Icon Reference

* AFTER SIGNING IF YOU HAVE QUESTIONS ABOUT DIGITAL SIGNATURE ICONS PLEASE CONTACT OPM-3*

	Definition	Reason / Resolution
	Document Not Modified Signature Valid	The document has not been altered since digitally signed. Digital Signature is currently valid.
	Document Modified Signature Valid	The revision of this document covered by this signature has not been altered. Subsequent modifications have been made.
	Document Not Modified Identity Not Verified / Unknown	Certificate Validation may not be available for the certificate used to sign the Form. Check Network Connectivity to Validation Source (OCSP). Check Validation Software (Tumbleweed)
	Identity Not Validated	Signing certificate not yet validated. Certificate Expired.
	Document Modified Not Validated / Unknown	The revision of this document covered by this signature has not been altered. Subsequent modifications have been made.
	Document Not Modified* **Document Modified*** **Certificate Revoked**	The certificate used to sign this document has been Revoked. (This may be due to CAC re-issuance) * Document modification status is available when double-clicking digital signature. *See Verification Section. NOTE: For archived documents, a determination of when the certificate was issued, valid and revoked will need to be investigated to establish signature validity. Adobe does not provide this User Interface functionality as of version 9.*