***USCG OFFICER SUPPORT FORM for CG-5310A and CG-5310C***

|  |  |
| --- | --- |
| **Block 2 - Description of Duties** *(4 Lines, Times New Roman, 10 Point)* | |
| *Primary Duty:* | |
| 1 |  |
| 2 |
| 3 |
| 4 |

|  |
| --- |
| **Significant Projects/Events (items that can be used in multiple dimensions)** |
|  |

|  |
| --- |
| **Block 3a - Performance of Duties**  **Planning & Preparedness** - 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.  **Using** **Resources** - Ability to manage time, materials, information, money, and people (i.e. all CG components as well as external publics).  **Results / Effectiveness** - Quality, quantity, timeliness and impact of work.  **Adaptability** - Ability to modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.  **Professional Competence** - Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties (includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate).  **Speaking and Listening** - Ability to speak effectively and listen to understand.  **Writing** - Ability to express facts and ideas clearly and convincingly. |

| Reminder: Bullets have two parts and should answer “What you did?” and “What was the impact or why the reader needs to know?”  Each bullet may represent impact in multiple dimensions; mark the cells to the right with an “x” to indicate the applicable dimensions for each bullet.  \*Ensure you have support for all dimensions; it is recommended to have more than one bullet for each dimension. | **Planning & Preparedness** | **Using Resources** | **Results / Effectiveness** | **Adaptability** | **Professional Competence** | **Speaking and Listening** | **Writing** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | X | X | X | X | X | X | X |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

***(Insert additional rows as needed by right clicking on the bottom row and selecting Insert->Insert Rows Below)***

[**Click to go to Block 3A – Supervisor’s Section**](#InputSupe3A)

|  |
| --- |
| **Block 3b - Leadership Skills**  **Looking Out For Others** - Ability to consider and respond to others personal needs, capabilities, and achievements; support for and application of work-life concepts and skills.  **Developing Others** - Ability to use mentoring, counseling, and training to provide opportunities for others' professional development.  **Directing Others** - Ability to influence or direct others in accomplishing tasks or missions.  **Teamwork** - Ability to manage, lead, and participate in teams, encourage cooperation, and develop esprit de corps.  **Workplace Climate** - Ability to create and maintain a positive environment where differences of all personnel are included, valued, and respected in alignment with Civil Rights and Human Resource policies. Capacity to optimize diverse perspectives to improve team contributions to mission performance.  **Evaluations** - The extent to which an officer, as Reported-on Officer and rater, conducted or required others to conduct accurate, timely evaluations for enlisted, civilian and officer personnel. |

| Reminder: Bullets have two parts and should answer “What you did?” and “What was the impact or why the reader needs to know?”  Each bullet may represent impact in multiple dimensions; mark the cells to the right with an “x” to indicate the applicable dimensions for each bullet. | **Looking Out for Others** | **Developing Others** | **Directing Others** | **Teamwork** | **Workplace Climate** | **Evaluations** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

***(Insert additional rows as needed by right clicking on the bottom row and selecting Insert->Insert Rows Below)***

[**Click to go to Block 3B – Supervisor’s Section**](#InputSupe3B)

|  |
| --- |
| **Block 3c - Personal and Professional Qualities**  **Initiative** - Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.  **Judgment** - Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.  **Responsibility** - Ability to act ethically, courageously, and dependably and inspire the same in others; accountability for own and subordinates' actions.  **Professional Presence** - Ability to bring credit to the Coast Guard through one's actions, competence, demeanor, and appearance. Extent to which an officer displayed the Coast Guard's core values of honor, respect, and devotion to duty.  **Health and Well Being** - Ability to invest in the Coast Guard's future by caring for the physical health, safety, and emotional well-being of self and others. |

| Reminder: Bullets have two parts and should answer “What you did?” and “What was the impact or why the reader needs to know?”  Each bullet may represent impact in multiple dimensions; mark the cells to the right with an “x” to indicate the applicable dimensions for each bullet. | **Initiative** | **Judgment** | **Responsibility** | **Professional Presence** | **Health and Well Being** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***(Insert additional rows as needed by right clicking on the bottom row and selecting Insert->Insert Rows Below)***

[**Click to go to Block 3C – Supervisor’s Section**](#InputSupe3C)

|  |
| --- |
| **Future Goals for Block 5 (short and long term goals)** |
|  |

**Supervisor Section:** **For preparing text to (roughly) fit Form CG-5310A and CG-5310C**

|  |  |
| --- | --- |
| **Block 2 - Description of Duties** *(4 Lines, Times New Roman, 10 Point)* | |
| *Primary Duty:* | |
| 1 | To be filled out by the Supervisor. |
| 2 |
| 3 |
| 4 |

|  |  |
| --- | --- |
| **Block 3a - Performance of Duties** *(10 Lines)*  **Planning & Preparedness** - 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.  **Using** **Resources** - Ability to manage time, materials, information, money, and people (i.e. all CG components as well as external publics).  **Results / Effectiveness** - Quality, quantity, timeliness and impact of work.  **Adaptability** - Ability to modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.  **Professional Competence** - Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties (includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate).  **Speaking and Listening** - Ability to speak effectively and listen to understand.  **Writing** - Ability to express facts and ideas clearly and convincingly. | |
| 1 | To be filled out by the Supervisor. |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |
| 8 |
| 9 |
| 10 |

[**Click to return to ROO’s Input**](#InputROO3A)

|  |  |
| --- | --- |
| **Block 3b - Leadership Skills** *(8 Lines)*  **Looking Out For Others** - Ability to consider and respond to others personal needs, capabilities, and achievements; support for and application of work-life concepts and skills.  **Developing Others** - Ability to use mentoring, counseling, and training to provide opportunities for others' professional development.  **Directing Others** - Ability to influence or direct others in accomplishing tasks or missions.  **Teamwork** - Ability to manage, lead, and participate in teams, encourage cooperation, and develop esprit de corps.  **Workplace Climate** - Ability to create and maintain a positive environment where differences of all personnel are included, valued, and respected in alignment with Civil Rights and Human Resource policies. Capacity to optimize diverse perspectives to improve team contributions to mission performance.  **Evaluations** - The extent to which an officer, as Reported-on Officer and rater, conducted or required others to conduct accurate, timely evaluations for enlisted, civilian and officer personnel. | |
| 1 | To be filled out by the Supervisor. |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |
| 8 |

[**Click to return to ROO’s Input**](#InputROO3B)

|  |  |
| --- | --- |
| **Block 3c - Personal and Professional Qualities** *(7 Lines)*  **Initiative** - Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.  **Judgment** - Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.  **Responsibility** - Ability to act ethically, courageously, and dependably and inspire the same in others; accountability for own and subordinates' actions.  **Professional Presence** - Ability to bring credit to the Coast Guard through one's actions, competence, demeanor, and appearance. Extent to which an officer displayed the Coast Guard's core values of honor, respect, and devotion to duty.  **Health and Well Being** - Ability to invest in the Coast Guard's future by caring for the physical health, safety, and emotional well-being of self and others. | |
| 1 | To be filled out by the Supervisor. |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |

[**Click to return to ROO’s Input**](#InputROO3C)

|  |  |
| --- | --- |
| **Block 5d - Reporting Officer Comments** *(7 lines)* | |
| 1 | To be filled out by the RO. |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |

**Privacy Act Statement**

**Authority:** 5 U.S.C. § 301, the Federal Records Act; and 14 U.S.C § 632.

**Purpose:** To provide Coast Guard officers a means by which to submit information in support of their command’s completion of their performance evaluation.

**Routine Uses**: The Coast Guard will use this information to assist with the assessment of an officer’s performance of duties. Any external disclosures of information within this record will be made in accordance with DHS/USCG-014, Military Pay and Personnel System of Records, 76 FR 66933 (October 28, 2011).

**Disclosure**: Furnishing this information is voluntary; failure to provide the requested information may significantly impact a thorough assessment of performance.