

Summary of Changes: PSCINST M1611.1D, OES Procedures Manual

a. Chapter 1, Rating Chain:

- 1) Allowed SES to serve as Reporting Officer on the CG-5310B (O1/W4).
- 2) Clarified the Rating Chain for Coast Guard Judges and the requirements for Reviewer Comments.

b. Chapter 2, Officer Support Form:

Clarified requirement for IDPL officers using of the Officer Support Form to document performance.

c. Chapter 3, Mid-term Counseling:

No Change

d. Chapter 4, Preparation and Processing of OERs:

- 1) Provided more details naming emails using the email function.
- 2) Clarified how to submit an OER exception
- 3) Updated prohibited comments to allow for investigations to be mentioned on RPD OERs (NOTE: This was already changed in COMDTINST M1000.3A)
- 4) Clarified the CG civilian need to provide their comparison scale history to the Reviewer.
- 5) Clarified requirements for Reviewer Comments for Coast Guard Judges.
- 6) Moved direction on emailing form Chapter 18 to this Chapter.

e. Chapter 5, Reviewer Comments:

Clarified requirement for Reviewer Comments for Coast Guard Judges.

f. Chapter 6, Derogatory Reports:

No changes.

g. Chapter 7, Reserve Specific:

- 1) Clarified IDPL rating chain for O-5 and below.
- 2) Clarified when OERs are required to be submitted.
- 3) Requiring IDPL W4s to complete their OER on the CG-5310B.

h. Chapter 8, Regular OERs:

- 1) Clarified that ADPL officers that are separating on the IDPL board can't delay their OER.
- 2) Clarified that a Change of RO OER is required after 184 days for biennial OERs.
- 3) Clarified that if a member doesn't meet the requirements for the promotion OER, then they are required to do their regularly scheduled OER.
- 4) Clarified that Boards and Panel OERs do not replace a regularly scheduled OER.

i. Chapter 9, OERs for Consideration by Selection Panels or Boards:

- 1) Clarified that Boards and Panel OERs do not replace a regularly scheduled OER.
- 2) Shortened the citation text required in Block 2 on the OER.

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j. Chapter 10, RPD and RFC OERs:

- 1) Shortened the citation text required in Block 2 on the OER.
- 2) Clarified required text if the RPD OER is also a Disciplinary OER

k. Chapter 11, DUINS OER:

Updated to reflect the new DUINS OER form.

l. Chapter 12, Continuity OERs:

- 1) Clarified that it is only authorized for the last OER prior to separating.
- 2) Updated to reflect the new Continuity OER form.
- 3) Shortened the citation text required in Block 2 on the OER.

m. Chapter 13, Concurrent OERs:

- 1) Clarified that there should be 2 different members in the rating chain.
- 2) Updated to reflect the new Concurrent OER forms.

n. Chapter 14, Subsequent to Substandard Performance or Conduct OERs:

Shortened the citation text required in Block 2 on the OER.

o. Chapter 15, Subsequent to Disciplinary Action OERs:

Shortened the citation text required in Block+ 2 on the OER.

p. Chapter 16, Document Significant Historical Performance OERs:

Shortened the citation text required in Block 2 on the OER.

q. Chapter 17, Reported-on Officer OER Reply:

No changes.

r. Chapter 18, Review of OERs at CG PSC:

Emailing instructions were moved to Chapter 4.

s. Chapter 19, Behaviorally Anchored Rating System (BARS):

No changes

Appendices reflect new procedures in the flow charts.