

If you are on involuntary Orders, please see question 12.

1. Why would I need a Regular OER from my permanent unit if I have a Concurrent OER covering the same time period?

A Concurrent OER is not considered a Regular OER and does not count as part of the continuous coverage of commissioned service by Regular OERs. Therefore, the Regular OER is completed by the permanent unit and the Concurrent OER is designed to document performance of duty away from the permanent unit. The Concurrent OER is reviewed by all Boards and/or Panels and the performance of duty is considered with the same weight as the performance of duty on a Regular OER. This allows a Promotion or Retention Board to recognize performance of duty on ADOS of 30-180 days outside of the duties assigned to their Reserve billet, which can be advantageous to the member.... even if there is less observable time on their permanent unit's Regular OER.

2. I have heard different timeline requirements for completing a Concurrent OER. What are the requirements for an IDPL (Reserve) officer?

IAW PSCINST M1611.1C, Chapter 7- all IDPL officers who complete 30 - 180 days of consecutive ADOS away from their permanent unit shall complete a Concurrent OER for the time period. The consecutive active duty included multiple sets of orders that have no break in service as well.

ADPL officers have a different timeline (60 days or more away from their permanent unit), due to the nature of when and why those officers complete TDY orders.

3. What forms are available to complete for the Concurrent OER?

All IDPL (Reserve) officers shall complete the 1 page Concurrent OER or the standard 2 page OER with occasion for report as "Concurrent".

4. I have been deployed to different incidences, back to back. I was on active duty longer than 30 days, but not at one spot for more than 30 days. How do I document my performance of duty?

It would be determined by how the orders were executed. If the member completed active duty for over 30 days with no break in service, then one Concurrent OER would be sufficient for the time with the final incident command completing the Concurrent OER including the input from the other incident commands' input. If the orders had a break in service and were less than 30 days of active duty, then each of the incident commands should send input (suggested form CG-5308) to the permanent command.

5. Within ICS, it is not uncommon to serve in positions in which there is rank inversion, especially since more junior members are in the qualified positions. How does that get handled with regard to a Concurrent OER?

This is a very real possibility and would not be a concern if the junior member signs in the Supervisor role. Also, because of the nature of the Concurrent OER, this has not been viewed any differently than a senior officer signing as Supervisor. Since the Concurrent OER only has a two person rating chain, the Reporting Officer should be senior to the Reported-On Officer. The PSCINST also recommends that the Reporting Officer be a CG officer or CG SES for a CDR or below, but requires that the Reporting Officer for a CAPT be CG flag officer or CG SES.

6. Within ICS, it is not uncommon to serve in positions working for another agency. Does this change the Concurrent OER?

This would be the same as the answer for #2. The Supervisor can be anyone that can account/attest to the performance of duty of the member. It is recommended, but not required (except for CAPT OERs), that the Reporting Officer be a CG Officer or SES.

7. Within ICS, it is not uncommon to serve under numerous Supervisors. How can my performance of duty be documented and included in a Concurrent OER if my most recent Supervisor has only observed me for short period?

Recommend two options in this scenario. Option one, ensure that the previous supervisors provide an email, 225, or other documentation to the ROO regarding their performance of duties during their time supervising. This should be used by the final supervisor to assist in writing the Concurrent OER. Option two, the ROO could maintain documentation of their own performance of duty and provide to the supervisor for inclusion in the Concurrent OER. Since the Concurrent OER does not have performance dimension rating scales, documented performance of duty from either would be acceptable.

8. What is the CAPT rating chain requirements for a Concurrent OER?

The PSCINST clearly states that the Reporting Officer for a CAPT shall be a CG flag officer or CG SES. The Incident Commander should determine the appropriate Reporting Officer for all CAPTs' Concurrent OER within the incident. This could be the Incident Commander (if a flag officer), the flag officer that the Incident Commander directly reports to, or the District Commander (if the IC reports to the District for the incident).

9. Some members currently serving at an incident have been required to delay their departure from their permanent unit. How will this affect their Regular OERs, specifically for CDRs and CAPTs who have Retention Boards every year?

As a discussion point, most transfers for IDPL officers are completed on Sep 30 outgoing/OCT 1 incoming and their deployment would not change these dates. The orders are set by RPM-2 and the date would not change based on when the officer physically checked-in or began drilling at the receiving permanent unit. However, if the order date of departure is in fact delayed, this should not be a concern.... considering the timeline for CAPTs and CDRs. Since the delay would have them transfer no earlier than OCT 30 (with a report date of NOV 1, since all IDPL officers now have report dates on the 1st of the month), neither the CAPTs nor CDRs would be required to complete another OER on the IDPL cycle. The CAPT annual submission is APR 30 and the CDR annual submission is MAR 31. With the departure date of no earlier than OCT 30, both of these annual submissions are within 184 days of 30 OCT. This would mean that any CAPT or CDR that transfers late would have an optional OER on their Annual submission and the Departure OER would be considered a current OER for the Promotion or Retention Boards.

10. I am trying to complete a Concurrent OER from my personal computer. I have a Mac and it will not let me save the OER accurately. How can I fix this?

Macs come with apps ("Preview" and the web browser "Safari") which can view PDF files and allow you to fill the form. Mac users need to not use these programs. Instead, open the files in Acrobat Reader DC- just installing it isn't enough, they have to make sure Acrobat is being used as opposed to one of the default viewers. They should save the file, launch Adobe Reader DC, then open the form to complete the OER.

11. I am going before a board/panel. What are the requirements?

Refer to PSCINSTM1611.1d page 7-2. All members going before a board/panel shall not delay a regular scheduled OER and those members normally on a beinnial schedule shall submit an ODD year OER during ODD years on the date they would have for the next even year (example LCDRs end of period = 30Apr21). If the member has an OER that has been submitted within 184 days prior to the scheduled date, the regular OER is optional (example LCDR has an OER dated 29Oct20, member is not required to submit an OER for the board/panel).

The OER shall not be an occasion for report of Board/Panel. Label it annual. If the board does not go in the members favor, this limits future boards from knowing that the member was passed over in a previous board.

12. I am on Title 10 or other involuntary orders, what is the deal for my OER?

24 MAR 21
ALCGRSV 010/21

SUBJ: PY22 CG RESERVE OFFICER OER GUIDANCE FOR ALL IDPL OFFICERS INVOLUNTARILY MOBILIZED FOR COVID AND OTHER CONTINGENCIES

- A. Coast Guard Officer Evaluation System Procedures Manual, PSCINST M1611.1 (series)
- B. Officer Accessions, Evaluations, and Promotions Manual, COMDTINST M1000.3 (series)

1. The purpose of this message is to provide OER policy clarification to references (a) and (b) for Reserve officers involuntarily mobilized in support of COVID response and other contingencies prior to Promotion Year 2022 (PY22).
2. Officers on Involuntary orders greater than or equal to 30 days shall complete a Concurrent OER for the period of the involuntary mobilization in addition to a Regular OER from the assigned SELRES command, unless mobilized under the same chain of command as their SELRES billet during the same timeframe. Per article 13.B of reference (a), the Concurrent OER rating chain may use either the normal one-page Concurrent OER (form CG-5310F/G/H) or the two-page Regular OER (form CG-5310A/B/C) with an occasion for report (block 1d) marked "Concurrent."
3. Officers on involuntary orders of less than 30 days at a different command or those on involuntary orders of any length at their normally assigned SELRES command shall include the performance observed while involuntarily mobilized on the Regular OER (form CG-5310A/B/C).
4. Per article 5.E.2.b of reference (b), Reserve officers who anticipate being a board or panel candidate must submit a Regular or odd year OER, as appropriate. Reserve board or panel candidates with involuntary orders beginning prior to the Regular OER submission schedule and terminating after Regular OER the end of period schedule prescribed by reference (a) must submit a Regular OER from the assigned SELRES command. These officers must also complete a Concurrent OER for the period of involuntary mobilization if greater than or equal to 30 days. Subject to the discretion of the command, these officers have two Concurrent OER options:
 - A. Complete one Concurrent OER that spans the entire time on involuntary orders. If the end of period is beyond the Regular OER end of period schedule prescribed by reference (a), it will not be available to the board or panel.
 - B. Complete two concurrent OERS. The first concurrent OER, submitted on the Regular OER end of period schedule prescribed by reference (a), will be available to the board or panel. The second Concurrent OER, with an end of period at the conclusion of the involuntary orders, will be validated and included into the EIPDR after submission to RPM-1.
5. POC for this message and any questions regarding Reserve OERs is LT David W. Holden, OES Section Chief, email: HQS-SMB-CGPSC-RPM-OER@uscg.mil.
6. CAPT Michael W. Batchelder, Chief, Reserve Personnel Management Division, CG Personnel Service Center, sends.
7. Internet release authorized.