

IDPL Officers

Where do I send IDPL (Reserve) officer OERs?

These OERs are prepared for Coast Guard Reserve Personnel under the Inactive Duty Promotion List (IDPL) and should be addressed to the Reserve Program Management Branch at ARL-PF-CGPSC-RPMOER@uscg.mil.

What are the major changes from the previous instruction to the new instruction?

- 1) IDPL CDRs are now on an annual OER submission schedule. Please see PSCINST M1611.1D, Article 7.B.3.
- 2) Concurrent OERs are for continuous active duty between 30-180 days. Active duty less than 30 days does not merit a Concurrent OER and should be included in the Regular OER submitted for the period of report that the active duty was completed. Please see PSCINST M1611.1D, Article 7.C.
- 3) The rating chain of an IDPL officer shall consist of at least one IDPL officer and one ADPL officer. Please see PSCINST M1611.1D, Article 7.B.2.a.
- 4) Continuity OERs will be completed by PSC RPM-1 for officers in the IRR in accordance with the IDPL submission schedule. Please see PSCINST M1611.1D, Article 7.B.4.a.
- 5) IDPL officers in the IRR who are authorized to Drill for Points Only will receive a Regular OER from the command at which the member is drilling. Please see PSCINST M1611.1D, Article 7.B.4.d.
- 6) IDPL Officers have an extended deadline to complete an addendum for a Derogatory OER. The Reported-on Officer (ROO) is required to complete an addendum within 28 days from receiving a copy of the Derogatory OER from the Reporting Officer. Please see PSCINST M1611.1D, Article 7.D.
- 7) IDPL Officers have an extended deadline to complete a Reported-on Officer OER Reply. Replies must be submitted to the Supervisor within 45 days from receipt of the validated OER from PSC BOPS-C-MR, Military Records Section. Please see PSCINST M1611.1D, Article 7.B.5.
- 8) OERs for IDPL officers who are candidates for a scheduled board or panel shall not be delayed and must arrive at PSC-RPM-1 not later than 14 days before the board or panel convening date. Please see PSCINST M1611.1D, Article 7.B.3.b.
- 9) IDPL officers in the IRR or ASL who are transferred to the ISL for non-compliance with participation standards will not receive a Detachment/PCS OER unless the Reported-on Officer specifically requests a completed OER, in writing, from PSC-RPM-1. Please see PSCINST M1611.1D, Article 7.B.3.h.

When is a Regular OER optional?

Regular OERs (Biennial/annual, Departing/PCS, Departing RO, etc) are optional if another Regular OER was completed within 184 days of the scheduled submission date. IDPL officers who are candidates for a scheduled board or panel shall not delay their OER beyond the IDPL submission schedule. Please see PSCINST M1611.1D, Article 7.B.3.c.

Where do I enter my Inactive Duty Training (IDT) and Active Duty for Training (ADT) days on my OER?

Inactive Duty Training (IDT), Active Duty for Training—Annual Training (ADT-AT) and Active Duty for Training—Other Training Duty (ADT-OTD) dates are no longer required on the OER form. Active Duty for Operational Support (ADOS), involuntary recall under Title 10 and Title 14, or active duty other than ADT-AT and ADT-OTD, may be notated in the Description of Duties Block of the Reported-on Officer's OER form, but are not required. Please see PSCINST M1611.1, Article 7.B.2.b and c.

I am an IDPL officer on a biennial schedule and I completed an OER last year, which was an odd year. Now that it is an even year, why would I need to complete an OER only one year later?

The IDPL biennial schedule states OERs are required on even years (2018, 2020, 2022). Regardless of if you completed an OER due to a triggering event (i.e., Departing/PCS, Change of Reporting Officer, Promotion Board candidate) before the IDPL submission schedule, the even year submission is required. Biennial scheduled OERs are optional if a Regular OER has been completed within 184 days of the scheduled submission date. IDPL officers that are candidates for a scheduled board or panel shall not delay their OER submission. Please see PSCINST M1611.1D, Article 7.B.3.

I am an IDPL officer and received orders to a new drilling unit for 1 OCT, but didn't start drilling at the new unit until 15 DEC. What dates should be reflected on my OER?

Due to the unique nature of PCS transferring for IDPL officers, it is common that IDPL officers may not report on the exact date listed on their orders. Your Departing/PCS OER Period of Report end date is the day before the start date of your new orders (30 SEP) and the Period of Report for the new unit OER should be the same day as your order start date (1 OCT), regardless of when you physically depart or report to the units. This prevents a gap in your official military record.

I completed two short-term ADOS orders (less than 181 days each) with a different rating chain than my permanent unit command. I completed these ADOS orders with no break in service, for a total time of continuous active duty greater than 181 continuous days. Can I complete a Concurrent OER?

No, you must complete a Regular OER. Since your total continuous active-duty time is greater than 181 days, you are on long-term active duty. IDPL officers assigned to a unit other than their permanent unit for 181 or more days of active duty must submit a Regular OER in accordance with the ADPL submission schedule or at the end of the active-duty period, whichever occurs first. If the continuous active duty were under two different commands, the most recent command shall complete the OER. The rating chain may receive input from the previous rating chain regarding your performance of duty during your other active-duty orders.

I completed long-term ADOS orders (greater than 181 days). What do I need to do?

Since your total continuous active-duty time is greater than 181 days, you are on long-term active duty. IDPL officers assigned to a unit other than their permanent unit for 181 or more days of active duty must submit a Regular OER in accordance with the ADPL submission schedule or at the end of the active-duty period, whichever occurs first. This includes Active Duty for Operational Support (ADOS), as well as involuntary recall under Title 10 and Title 14. Please see PSCINST M1611.1D, Article 7.B.3.e.

I am an IDPL officer who just received one-year active-duty orders away from my drilling unit. What do I need to do?

Since your active-duty orders are greater than 181 days, you are on long-term active duty with a PCS transfer from your drilling unit to your new active-duty unit. A Detachment/PCS OER should be completed by your departing unit. Your Departing/PCS OER Period of Report end date is the day before the start date of your new orders. The active-duty unit must submit a Regular OER in accordance with the ADPL schedule or at the end of the active-duty period, whichever occurs first. This includes Active Duty for Operational Support (ADOS), as well as orders under Title 10. Please see PSCINST M1611.1D, Article 7.B.3.e. and Article 8.C.

I completed short-term active-duty orders at a unit other than my permanent unit. My ADOS command completed a Concurrent OER for that time period. Do I need to complete a Regular OER for the same time period?

A Concurrent OER is not considered a Regular OER and is not included when discussing the continuity of OERs that is required to cover all days of commissioned service throughout the career of an officer. Therefore, a Regular OER is required to include any dates covered by a Concurrent OER. This includes Active Duty for Operational Support (ADOS), as well as orders under Title 10 and Title 14. Please see PSCINST M1611.1D, Article 7.C.4.

I am an IDPL officer at a Port Security Unit (PSU) and do not have an ADPL officer in my rating chain. What should I do?

Units consisting primarily of Reserve positions and personnel (i.e., Port Security Units (PSUs), Combatant Commands (COCOMs), and Coastal Riverine Force (CORIVRON)) are exempt from the requirement to have an ADPL officer in their OER rating chain. Please see PSCINST M1611.1D, Article 7.B.2.a.

I am a Senior Reserve Officer (SRO) serving at a District and do not have another IDPL officer in my rating chain. What should I do?

In certain circumstances, it may not be possible to have an IDPL officer in the rating chain. This circumstance is most common for SROs at Districts. If this is the case, a request to deviate shall be submitted to PSC RPM-1. Please see PSCINST M1611.1D, Article 7.B.2.a.

I am an IDPL officer who is transferring to the Inactive Ready Reserve (IRR) from the Selected Reserves (SELRES). Is there anything that I need to do?

Yes, you must ensure your command completes a Detachment/PCS OER since you are officially changing commands. PSC RPM is the command for all IRR members. Please see PSCINST M1611.1D, Article 7.B.3.d.

I am in the IRR and a candidate for an upcoming Promotion Board. What do I need to do to ensure I have a current OER?

PSC RPM-1 will complete a Continuity OER for officers assigned to the IRR or ASL. Continuity OERs will account for the entire period the officer was in the IRR or ASL. A Continuity OER will be completed in accordance with the Regular IDPL submission schedule for all IDPL officers, regardless of any short-term (180 days or less) active-duty orders completed. Please see PSCINST M1611.1D, Article 7.B.4.

I am an IDPL officer and would like to reply to a validated OER I have received. What are my deadlines to provide a reply?

A Reported-on Officer OER Reply must be submitted to the Supervisor within 45 days from receipt of the validated OER from CG PSC-BOPS-C-MR, Military Records Section. The Reported-on Officer OER Reply shall be processed by the rating chain to arrive at PSC RPM-1 not later than 30 days after the date the Reported-on Officer OER Reply was submitted to the Supervisor. Please see PSCINST M1611.1D, Article 7.B.5.

I am an IDPL officer and have received a Derogatory OER. What are my requirements and deadlines?

In the event a Derogatory OER is completed, the Reported-on Officer is required to complete an addendum within 28 days. After the Supervisor and Reporting Officer sign the Derogatory OER, the Reporting Officer provides a copy to the Reported-on Officer and requires the Reported-on Officer to prepare an addendum. Once the addendum is completed, the Reporting-on Officer is responsible for forwarding the OER and the addendum to the Supervisor not later than 28 calendar days from the date of receiving the OER. If an extension to the 28 days is needed, the Reporting-on Officer may request an extension in writing from PSC RPM-1. Please see PSCINST M1611.1D, Article 7.D.

What is considered to be a gap in an officer's record and how do I fix a gap?

The Period of Report from one OER to the next should be continuous, with no missing days. If done correctly, the officer's Period of Report for all their OERs combined should cover every day of commissioned service throughout the career of that officer. If an OER is missing or a gap in coverage exists within your record, you should inform your current rating chain. The current rating chain will then begin coordinating with PSC RPM-1 to correct the discrepancy. This may include action from the Reported-on Officer, the current rating chain, the Reported-on Officer's past rating chain, and/or PSC RPM-1 to correct the gap. Please see PSCINST M1611.1D, Article 1.A.h.

My command submitted my OER, but CGBI is still showing yellow/red for my evaluation. What do I need to do?

CGBI shows only the completed validation of an OER, not the submission of the OER from the command to PSC RPM-1. There are numerous processing steps that must be completed to finalize validation of an OER. This process can vary in its timeline, based on the number of OERs submitted and any corrections which must be addressed. Once received, PSC RPM-1 works to complete the validation process as quickly as possible. When an OER is submitted to the PSC RPM OES e-mail address (ARL-PF-CGPSC-RPMOER@uscg.mil), the e-mail sender should receive an automated message stating that PSC RPM-1 received the e-mail and attachments, that the OER will be processed, and PSC RPM-1 will notify the rating chain will any corrections or concerns. If this automated e-mail is not received, the sender should review the PSC RPM-1 address for accuracy.