

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
OFFICER EVALUATION REPORT (W4/O1/O2)

Validation

OER GUIDANCE

The Officer Evaluation Report is the single most significant document in the management of an officer's career. It is the official record of performance used to determine an officer's potential for promotion, re-tention, advanced education, command screening and for selection to positions of increased responsibility. Accordingly, our Officer Evaluation System demands integrity, fairness, accuracy, and timeliness. The responsibility for preserving these tenets rests upon all parties. In addition to regular feedback and mid-period counseling, providing timely, accurate, evaluations is a basic leadership function. While every member is responsible for providing carefully crafted

1. ADMINISTRATIVE INFORMATION:

a. REPORTED-ON OFFICER NAME (Last) (Initials)		b. UNIT			
c. PERIOD OF REPORT to	d. OCCASION FOR REPORT	e. GRADE	f. EMPLID	g. DATE OF RANK	h. DATE REPORTED
i. MID-TERM COUNSELING DOCUMENTATION Mandated. See PSCINST M1611.1(series) for guidance.	j. DATE COUNSELED	k. COUNSELOR NAME		l. ROO SIGNATURE	

2. DESCRIPTION OF DUTIES: List primary duty and summarize all duties and responsibilities. [Click here - email form to Supervisor](#)

a. PRIMARY DUTY:	b. PAL TITLE:

3a. PERFORMANCE OF DUTIES: <input type="button" value="Open"/>	<input type="radio"/> f. Speaking and Listening:	<input type="radio"/> d. Teamwork:	<input type="radio"/> c. Responsibility:
<input type="radio"/> a. Planning and Preparedness:	<input type="radio"/> g. Writing:	<input type="radio"/> e. Workplace Climate:	<input type="radio"/> d. Professional Presence:
<input type="radio"/> b. Using Resources:	3b. LEADERSHIP SKILLS: <input type="button" value="Open"/>	<input type="radio"/> f. Evaluations:	<input type="radio"/> e. Health and Well-Being:
<input type="radio"/> c. Results/Effectiveness:	<input type="radio"/> a. Looking Out for Others:	3c. PROFESSIONAL QUALITIES: <input type="button" value="Open"/>	Supervisor selects the 5 performance dimensions for O2 & 3 dimensions for W4/O1 that best characterize this officer. Comments are required for the
<input type="radio"/> d. Adaptability:	<input type="radio"/> b. Developing Others:	<input type="radio"/> a. Initiative:	
<input type="radio"/> e. Professional Competence:	<input type="radio"/> c. Directing Others:	<input type="radio"/> b. Judgment:	

4. SUPERVISOR AUTHENTICATION: [Click here - email form to RO](#)

a. FIRST, MIDDLE INITIAL, LAST NAME	b. GRADE	c. EMPLID	d. POSITION TITLE	e. DATE
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5. REPORTING OFFICER AUTHENTICATION: a. EVALUATION Concur Do not concur

b. COMPARISON SCALE: Compare this officer with others of the same grade whom you have known in your career.

Unsatisfactory	Marginally performing officer	One of the many high performing officers who form the majority of this grade	One of few distinguished officers	Best officer of this grade
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

c. REPORTING OFFICER COMMENTS: Supplement or amplify Supervisor's evaluation. Describe ability to assume greater leadership roles and responsibilities (e.g. command, special assignment, and skills).

d. FIRST, MIDDLE INITIAL, LAST NAME	e. GRADE	f. EMPLID	g. POSITION TITLE	h. DATE
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i. ATTACHMENTS: [Click here - email form to ROO](#)

6. REPORTED-ON OFFICER: I understand my signature does not constitute agreement or disagreement. I acknowledge I have reviewed the report.

a. SIGNATURE:	b. DATE	Active duty click here - email form to PSC-OPM-3	Reserve click here - email form to PSC-RPM-1
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PRIVACY ACT STATEMENT

Authority: 14 USC 633 and COMDTINST M1000.3 (series). **Purpose:** To determine an officer's suitability for promotion, selection and assignment. **Routine Uses:** Same. **Disclosure:** Mandatory. Failure to disclose required information may adversely affect promotion, selection and assignment decisions.