INSTRUCTIONS

PURPOSE: The Officer Evaluation Report (OER) primarily provides information for officer corps promotion, selection, and assignment determinations. Secondary purposes include: (1) prescribing common standards of expected performance; (2) reinforcing NOAA values; and (3) acting as one means of performance feedback for the Reported-on Officer.

GUIDING INSTRUCTION: NOAA Corps Directives contain all official guidance on OES requirements.

RESPONSIBILITIES: All NOAA officers and raters of NOAA officers should be aware of their OES responsibilities as outlined in the NOAA Personnel Manual.

SUBMISSION SCHEDULE:

Grade	**Active Duty**
Captain	31 October
Commander	31 October
Lieutenant Commander	30 November
Lieutenant	30 November
Lieutenant (Junior Grade)	31 Jan/31 July (Officers > 3 Years only July 31)
Ensign	31 Jan/31 July (Officers > 3 Years only July 31)

Notes:

An OER period may be extended for up to 92 days (semiannual) under certain conditions. Officers assigned to DUINS follow an annual/semiannual schedule according to school terms.

TIMELINE:

21 days before end of period:
Reported-on Officer submits to Supervisor a list of significant accomplishments during the period, supporting documents (as required), administrative data required for OER Section 1, and a completed OER page 6.

10 days after the period:
Supervisor sections of OER due to Reporting Officer.

30 days after the period:
Supervisor and Reporting Officer sections due to Reviewer. Reviewer sends completed OER to OER Administrator.

45 days after the period:
OER due to CPC for review and entry into official record.

PREPARATION CHECKLIST (OPTIONAL):

Administrative Data and Description of Duties (Sections 1 and 2):

- ☐ All fields completed (enter dates in YYYY/MM/DD format; enter only one occasion for report.
- ☐ Primary duty underlined or capitalized (no other text enhancements, such as underlining, bolding, or all capital letters, are allowed throughout the OER).
- ☐ Attachments listed (only personal award citations, punitive letters, or letter reports for senior service school allowed).

Performance Evaluation (Sections 3-5 and 7-8)

- ☐ Marks assigned according to standards which most closely describe Reported-on Officer's performance during the period.
- ☐ Specific examples cited for each mark which deviated from "4". When applicable, comments on seamanship or airmanship ability are distinct.

Comparison or Rating Scale and Potential (Sections 8 and 9):

- ☐ Section 8 mark assigned according to the instructive clause on the form.
- ☐ Section 9 comments. Describe Reported-on Officer's overall potential for greater responsibility (include, as appropriate, recommendations for promotion, special assignment, and command).

RESTRICTIONS:

Raters shall not mention a Reported-on Officer's:

(1) First name;

(2) Non-selection for promotion, including allusions thereto; Record appeals;

(3) Psychological or medical conditions;

(4) marital or family status (including pregnancy); or

(5) Performance observed outside the reporting period.

Raters also shall not:

(1) Expressly evaluate or place emphasis on gender, religion, color, race, or ethnic background (applies to both member and third parties);

(2) Refer to any third party by name; or

(3) Include information which is subject to a security classification.

TIPS FOR EFFECTIVE COMMENTS:

1. Be specific.

Concisely describe the performance by relating the action observed and its impact; quantify the action whenever possible and explain why it was important; avoid empty superlatives. Do not repeat the dimensions.

2. Save space.

Use information bullets; reduce the use of pronouns; use member's name sparingly, if at all; use action verbs and semicolons; and avoid excess words. Acronyms and abbreviations are effective only if they are common to all NOAA communities or are initially defined in the comments.

3. Be clear.

Don't lose the meaning; watch for cryptic comments.

14. Return Address. (Name and address to which a copy is sent after filing the original in the officer's record.)

15. OER Administrator Review:

a. Initials:	b. Date:

PRIVACY ACT STATEMENT

This information is requested to determine an officer's suitability for promotion or job assignment. Submitting this information is mandatory. Failure to provide it could adversely affect promotion opportunities and job assignments or lead to disciplinary action.