U.S. DEPARTMENT OF COMMERCE National Oceanic and Atmospheric Ad NOAA FORM 56-6A (08-16)	minis	tration		ISSIONED CORPS ATION REPORT (OER)	II	D No: VALIDATION:		
ADMINISTRATIVE DATA A. LAST NAME, FIRST NAME, MIDDI	LE IN	ITIAL		b. (GRAI	DE c. DATE OF RANK d. DATE RE	POR'	TED
e. UNIT (Name and Location)						f. DAYS NOT OBSERVED g. DATE SU	ВМІТ	TED
h. PERIOD OF REPORT		i. OCCASION FOR RE	EPOF	RT (Check only one. If you check "Exc	eptio	n Report" go to section j) j. EXCEPTION F	REPC	RT
From: To Annual/Semiannual Detachment/Change of Reporting Officer Special Detachment of Officer Exception Report Concurrent								
2. DESCRIPTION OF DUTIES:								
AWARDS:								
3. PERFORMANCE OF DUTIES: Mea	sures	s an officer's ability to manage and ac	comp	lish tasks.				
a. PLANNING AND PREPAREDNESS: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and develop strategies.	1	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information.	3	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stake-holders informed.	5	Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact.	7	NO
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b. USING RESOURCES: Ability to manage time, materials, information, money, and people (i.e. all NOAA components as well as external entities).	1	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money or time. Used ineffective tools or left other personnel without means to accomplish tasks. Employed wasteful	3	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and others' time productively. Ensured others had adequate tools, materials, time and direction. Cost conscious, sought ways to	5	Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency.	7	
		methods.		cut waste.				NO
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c. RESULTS/EFFECTIVENESS: Quality, quantity, timeliness and impact of work.	1	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve.	3	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality, required same of others. Results had a positive impact on department or unit. Continuously improved services and organizational effectiveness.	5	Maintained optimal balance among quality, quantity, and timeliness of work. Quality of work surpassed expectations. Results had a significant positive impact on unit or NOAA. Established clearly effective systems of continuous improvement.	7	NO
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d. ADAPTABILITY: Ability to modify work methods and priorities in response to new information, changing conditions, or unexpected obstacles.	1	Unable to gauge effectiveness of work or make adjustments when needed. Overlooked or screened out new information. Overreacted or responded slowly to change in direction or environment. Ineffective in ambiguous, complex, or pressure situations.	3	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions.	5	Rapidly assessed and adjusted to changing conditions, new information and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change.	7	NO
e. PROFESSIONAL COMPETENCE: Ability to acquire, apply and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, etc., as appropriate.)	1	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs.	3	Competent and credible authority on specialty or operational needs. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training and professional reading. Shared knowledge and information with others. Understood own organizational role and customer needs.	5	Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work.	7	NO
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PERFORMANCE OF DUTIES	СО	MMENTS:							
	Meas	ures an officer's ability to communicate i	nap						
a. SPEAKING AND LISTENING:	1	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or	3	Effectively expressed ideas and facts in individual and group situations; non - verbal	5	Clearly articulated and promoted ideas before a wide range of audiences; accomplished speaker in	7		
Ability to speak effectively and		logic. Used inappropriate language or rambled. Nervous or distracting		actions consistent with spoken message. Communicated to people at all levels to		both formal and extemporaneous situations. Adept at presenting complex or sensitive issues. Active			
listen to understand.		mannerisms detracted from message. Failed to listen carefully or was too		ensure understanding. Listened carefully for intended message as well as spoken words.		listener; remarkable ability to listen with open mind and identify key issues.			10
		argumentative.		Commenced in contract of the c		and identify key issues.		'	·•
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b. WRITING:	1	Written material frequently unclear, verbose, or poorly organized. Seldom proofread. Often	3	Written material clear, concise, and logically	5	Clearly and persuasively expressed complex or controversial material, directly contributing to	7		
Ability to express facts and ideas		submitted correspondence which was		organized. Proofread conscientiously. Correspondence grammatically correct,		stated objectives. Written or published material			
clearly and convincingly.		grammatically incorrect, tailored to wrong audience, or delivered by an inappropriate		tailored to audience, and delivered by an appropriate medium.		brought credit to NOAA. Actively educated others in effective writing.			
		medium.				-		N	10
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COMMUNICATION SKILLS	COM	MENTS:							
	asure			et, and influence others in performing work	i.	Always accessible Enhanced overall quality of life			
5. LEADERSHIP SKILLS: Me a. LOOKING OUT FOR PEOPLE:	asure	Seldom recognized or responded to needs of people; left outside resources untapped		Cared for people. Recognized and responded to their needs; referred to outside resources as	5	Always accessible. Enhanced overall quality of life. Actively contributed to achieving balance among unit			
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e. WORK PLACE CLIMAT Ability to value individual differences and promote an environment of involvement, innovation, open communication and respect.	E:	1	Intolerant of individual differences, exhibited discriminatory tendencies toward others. Tolerated or contributed an uncomfortable or degrading environment. Failed to take responsibility for own words and actions and their impon others. Failed to support or enforce NOAA & NOAA Corps human resource policies.	ity pact	3	Sensitive to individual differences. Encouraged open communication and respect. Promoted an environment which values fairness, dignity, creativity, and diverse perspectives. Took responsibility for own words and actions and their impact on others. Fully supported and enforced NOAA & NOAA Corps human resources policies.	5	Excelled at creating an environment of fairness, candor, and respect among individuals of diverse backgrounds and positions. Optimized use of different perspectives and opinions. Quickly took action against behavior inconsistent with NOAA & NOAA Corps human resources policies, or which detracted from mission accomplishment.	7	N	0
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f. EVALUATIONS: The extent to which an officer, Rated Officer and rater, conducted or required others to conduct accurate, timely evaluations for civilian and office personnel.	as	1	Reports were frequently late. Narrative inaccurate or of poor quality. Failed to uphold service performance standards assigning accurate marks. Reports required revision or intervention by othe Failed to meet own OES responsibilities as Rated Officer.	by ers.	3	Reports consistently submitted on time. Narratives were fair, concise, and contained specific observations of action and impact. Assigned marks against standards. Few reports, if any, returned for revision. Met own OES responsibilities as Rated Officer.	5	No reports submitted late. Narratives were insightful, of the highest quality, and always supported assigned marks. No report returned for revision. Returned reports to others when appropriate.	7	N	10
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LEADERSHIP SKILLS CO	MME	ENT	S:						1	'	
6. SUPERVISOR AUTHENTICATION a. NAME AND SIGNATURE b. GRADE c. TITLE OF POSITION d. DATE											
7. REPORTING OFFICER COMMENTS: Provide additional information to supplement or amplify the supervisor's evaluation.											
	ESS	ION	AL QUALITIES: Measures selecte	ed qual		s which illustrate the individual's character.					
Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.	1	to d dev met	stponed needed action. Implemented or ported improvements only when directe to so. Showed little interest in career relopment. Feasible improvements in thods, services, or products went explored.		me pro res dev	ampioned improvement through new ideas, thods, and practices; self-starter. Anticipated biblems and took prompt action to avoid or colve them. Sought opportunities for own career velopment. Pursued productivity gains and hanced mission performance by applying new as and methods.	5	Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes, decision-making, and service delivery.		7	NO O
b. JUDGMENT:	1		cisions often displayed poor analysis.	3		Demonstrated analytical thought and common	5	Combined keen analytical thought and insight to		7	
Ability to make sound decisions and provide valid recommendations by using facts, experience, common sense, and analytical thought.		jum fact effe	led to make necessary decisions, or iped to conclusions without considering its, alternatives, and impact. Did not ectively weigh risk, cost, and time isiderations.		a	sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives. Weighed risk, cost and time considerations. Made sound decisions promptly with the best available information.		make appropriate decisions. Focused on the key issues and the most relevant information, even in complex situations. Did the right thing at the right time. Actions indicated awareness of impact and implications of decisions on others.			NO
c. RESPONSIBILITY:	1	Acti	ions demonstrated questionable ethics of	or 3		Held self and others personally and	5	Integrity and ethics beyond reproach. Always		7	
Ability to act ethically, courageously, and dependably and inspire the same in others; accountability for own and others' actions.	1	lack or fa orga rath Ten Pro	of commitment. Tolerated indifference ailed to hold others accountable. Allowe anization to absorb personnel problems her than confronting them as required, aded not to speak up or get involved, wided minimal support for decisions inter to own ideas.	ed s		professionally accountable. Spoke up when necessary, even when expressing unpopular positions. Supported organizational policies and decisions which may have been counter to own ideas. Committed to the successful achievement of organizational goals.	3	neld self and others to highest standards of personal and professional accountability. Did the right thing even when it was difficult. Succeeded in making even unpopular policies or decisions work. Actions demonstrated unwavering commitment to achievement of organizational goals.		1	NO
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Page 4 of NOAA FORM 56-6	6A (08	-16)										
d. PROFESSIONAL PRESENCE: Ability to bring credit to the NOAA through one's actions, competence, demeanor, and	1	Unaware of general NOAA uncooperative or biased in composure in difficult situa poor image of self and NO sloppy with common milita Uniform appearance and gatandard.	interactions. Lost tions. Conveyed AA. Ignorant of or ry courtesies.	3	Knowledgeable in how NOAA objecthe public; cooperative and fair in al interactions. Composed in difficult s Conveyed positive image of self and versed in military etiquette; precise and upholding military courtesies. Guniform appearance and grooming.	I ituations. d NOAA. Well in rendering	5	Poised in re Contributed community customs ar	f-assured, projected ideal NC esponse to others' provocative d leadership role in civilian/m . Exemplified finest traditions and protocol. Meticulous unifor ing; inspired similar standard	re actions. ilitary of military m appearance	7	NO
appearance.		\bigcirc							\bigcirc			
e. HEALTH AND WELL BEING:	1	Seldom considered others' being. Unwilling or unable manage stress despite app	to recognize and		Maintained weight standards. Command well-being of self and others. Er personal performance through activi	hanced	Consistent		kable vitality, enthusiasm, alertness and energently contributed at high levels. Optimized		-	
Ability to invest in NOAA's future by caring for the physical health and emotional		manage en ese assigne app			physical and emotional well-being. Recognized and managed stress effectively.			personal performance through involvement in activities which supported physical and emotional well-being. Monitored and helped others deal with stress, enhance health and well-being.				
well-being of self and others.		\circ		0	\bigcirc		0		\bigcirc		C	
9.a. COMPARISON SCA Performance unsatisfactory for grade or billet.		inal performer; limited potential.	Fair perform recommende increased respon	er; d for	r with others of the same grade Good performer; give tough, challenging assignments. y.		oerfo ost c	mer; give hallenging	Strongly recommended fo accelerated promotion.		icer of ade.	f this
1		2	3		4		5		6		7	
		\circ			\circ					\circ		
9.b. RATING SCALE. Or Performance unsatisfactory for a captain. Not suitable for most captain billets.	Perf	ring the performance informance satisfactory, but d in assignment potential.	formation in this re A steady, relia performer. Capa handling a varie captain assignm		A good, solid captain. Skilled in management and leadership. Respected for	given c assigni	otential. Should be n challenging gnments and ration with peers.		Recommended for flag selection at a future board			
1		2	3		4		5		6	7		
		\circ	\bigcirc				\Box				\bigcirc	,
I recommend ☐ RET	ΓΕΝΤ	ION in or	RATION from t	he N	IOAA Corps							
11. REPORTING OFFICE										(YYYY/M	IM/DI	D)
a. NAME AND SIGNATU	JRE		b. GRADE	С	. TITLE OF POSITION					d. DATE		
12. RATED OFFICER A	UTHI	ENTICATION							(YYY	Y/MM/DD)		
a. NAME AND SIGNATU	IRE		b. GRADE	C	c. TITLE OF POSITION					d. DATE		
13. REVIEWER AUTHE		ATION	1		TITLE OF TAXABLE					(YYYY/M	1M/D	D)
a. NAME AND SIGNATU	IRE		b. GRADE	-	c. TITLE OF POSITION					d. DATE		

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 Rated Officer.	GUIDING INSTRUCTION: NOAA Corps Officer Evaluation System Instruction Manual contain all official guidance on OES requirements. RESPONSIBILITIES: All NOAA Corps officers and raters of NOAA Corps officers should be aware of their OES responsibilities as outlined in the NOAA Corps Officer Evaluation System Instruction Manual.							
SUBMISSION SCHEDULE:	DDEDADATION CHECKI IST/ODTIONAL).							
Grade Active Duty	PREPARATION CHECKLIST(OPTIONAL):							
Captain 31 October	Administrative Data and Description of Duties (Sections 1 and 2):							
·								
Commander 31 October	All fields completed (enter dates in YYYY/MM/DD format; enter only one occasion for report.							
Lieutenant Commander 30 November								
Lieutenant 30 November	Primary duty underlined or capitalized (no other text enhancements, such as underlining, bolding, or all capital letters, are allowed throughout the OER).							
Notes: An OER period may be extended for up to 182 days (annual) under certain conditions. Officers assigned to Duty Under Instruction (DUINS) follow an	Attachments listed (only personal award citations, punitive letters, or							
annual/semiannual schedule according to school terms.	Performance Evaluation (Sections 3-5 and 7-8)							
TIMELINE: 21 days before end of period:	Marks assigned according to standards which most closely describe Rated Officer's performance during the period.							
Rated 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 5.	Specific examples cited for each mark which deviated from "4". When applicable, comments on seamanship or airmanship ability are distinct.							
10 days after the period:	Comparison or Rating Scale and Potential (Sections 9 and 10):							
Supervisor sections of OER due to Reporting Officer.								
30 days after the period:	Section 9 mark assigned according to the instructive clause on the form. Section 10 comments. Describe Rated Officer's overall potential for greater responsibility (include, as appropriate, recommendations for promotion enough position and commend).							
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.	promotion, special assignment, and command).							
RESTRICTIONS:	TIPS FOR EFFECTIVE COMMENTS:							
Raters shall not mention a Rated Officer's:								
1. First name;	1. Be specific.							
2. Non-selection for promotion, including allusions thereto; Record appeals;	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.							
Psychological or medical conditions;								
4. Marital or family status (including pregnancy); or	2. Save space.							
5. Performance observed outside the reporting period.	Use information bullets; reduce the use of pronouns; use member's name sparingly, if at all; use action verbs and semicolons; and avoid excess							
Raters also shall not:	words. Acronyms and abbreviations are effective only if they are common							
 Expressly evaluate or place emphasis on gender, religion, color, race, or ethnic background (applies to both member and third parties); 	to all NOAA communities or are initially defined in the comments.							
2. Refer to any third party by name; or	3. Be clear.							
3. Include information which is subject to a security classification.	Don't lose the meaning; watch for cryptic comments.							
14 Poturn Address (Name and address to which a service cent offer filter	15. OER Administrator Review:							
 Return Address. (Name and address to which a copy is sent after filing the original in the officer's record.) 	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.							