

“Top Ten” Tips for ensuring OERs will clear CPC review:

1. Ensure the text comments justify the ratings. Remember to think of the skill, the action, the impact when describing accomplishments. Use of metrics and how performance bettered your unit and NOAA is highly encouraged. Encourage your supervisor to make an honest assessment of your performance against the text in the scoring dimension blocks. Provide specific examples to justify ratings.
2. Ensure there are sufficient comments on potential. Block 10 is the most important in the OER. It should address special skills and the ability of an officer to perform at the next level. What sets an officer apart from their peers? What billets does the rating chain want the officer to fill in the future? Which leadership competencies (page 8 of Leadership Development Framework) are outstanding and which can be improved and how (assignment, training, etc.). Is the officer ready for promotion now?
3. Hand written comments are NOT allowed. Remember the “Reviewing Officer” can use the “Reviewer Comment Form” to provide additional comments.
4. For hard copy OERs all signature blocks must have original inked signatures, grade, and date. “For” signatures, fax, scanned, or photocopied OERs or signatures are NOT allowed. Digital signatures are now allowed but must show as “VALID” when selected and must also include the visual representation of printed name, 10 digit DOD ID number and Time/Date stamp. OERs must contain all digital signatures OR all original ink signatures. The two methods cannot be combined.
5. Continuation comments are NOT allowed. Block 10 is large enough to allow further examples of performance as long as the accomplishments are used to show potential.
6. Think twice before marking “not observed”, particularly for Leadership Skills. You don’t have to directly supervise employees to demonstrate leadership skills. You can lead a team, supervise a watch team, lead a project, train other employees, etc. “Not observed” is also not appropriate for block 5f “Evaluations”. A “4” is warranted for officers who do not write OERs but meet their own OER responsibilities (provided timely and useful input to supervisor).
7. Pay attention to the restrictions listed on page 7 of the OER form. Most common mistakes are referring to a medical condition or using personal names. Don’t refer to any medical condition or injury. This includes pregnancy. Don’t mention the officer by first name. Use only titles when referring to others.
8. Use correct period of report. Overlap is NOT allowed. Look at the scan copy of your last OER and start the period of report with the day after.
9. Block 1g “Date Submitted” refers to the date the Rated Officer provides their input to the supervisor.

10. Use rank of the officer during the last day of the period of report in block 1b/1c and in the text comments.
11. (Bonus Tip): The OER should be printed single sided. Double sided documents do not scan into the OPF as well.

Helpful Links:

“NOAA Corps Officer Evaluation System” :

<http://www.corpscpc.noaa.gov/careermgmt/evaluation.html>

“The Art and Science of OER Writing (USCG)”

http://www.uscg.mil/rpm/rpm1/oer/docs/oer_article.pdf

“Supervisors Guide to NOAA Corps Officers”:

<http://www.corpscpc.noaa.gov/procedures/index.html>

“NOAA Corps Leadership Development Framework:

<http://www.corpscpc.noaa.gov/careermgmt/leadership.html>

CPC Forms:

<http://www.corpscpc.noaa.gov/forms/index.html>

Contact the Chief, Officer Career Management Division, CPC for further guidance on Officer Evaluation Reports.