



FAQs for NF 56-6E ENS/ LTJG OERs

Question 1: How do I know if I have the most current version of NOAA Form 56-6E?

Answer: The latest version number of NF 56-6E is 08-16 however, this version has had a few minor edits. These minor edits do not affect the version numbering. The only way to be sure you have the most recent document is to download it from the CPC website. CPC recommends downloading the form each time you begin a new OER. As of July 24, 2017 the latest edits will allow civilian supervisors to type in their grade.

Question 2: Without a Reviewer signature, does the Reporting Officer send the form directly to CPC?

Answer: NF 56-6E no longer requires a signature from the Reviewer. CPC requests all Reporting Officer cc the Reviewer when submitting to CPC at oyer.cpc@noaa.gov.

Ships shall continue the practice of clearing OERs with Marine Center XO's prior to OER signatures.

Question 3: Will the deadlines for submission remain the same?

Answer: The deadline for the Rated Officer, the Supervisor and the Reporting Officer remain the same. There is no Reviewer, so the OER is now due to CPC within 30 days of the end of the reporting period, not 45 days. (*OES Instruction Manual 10.A.5.A and NCD 04404 C.7.*)

Question 4: If the reported on officer has been selected or is being considered for promotion, can the long form, NF 56-6A, be used?

Answer: All ENS and LTJGs shall use the 56-6E form until the officer is promoted to LT. This ensures all officers have an equal look when considered for promotion.

Question 5: What does 'Days not Observed' include?

Answer: Days not Observed shall Include days not present for duty, including TDY not performed in the execution of officer's normal duties, augmentation, PCS travel & proceed time, convalescent leave and extended leave*. (*OES Instruction Manual 10.A.5.b. Section 1 d.*)

*Extended leave, i.e. longer than 30 days, which requires approval from Director, NOAA Corps.



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Question 6: Do you have to justify a score of 5, 6 and 7 in Section 8, comments?

Answer: The new NF 56-6E form no longer requires justification for all scores above the 'Standard' score of 4. Supervisors shall now identify three performance dimensions that best characterize the officer and support those in the comments. All substandard scores, 1, 2 & 3 must be justified. Provided there is more room in section 8 to write, further supporting documentation about the officer may be supplied to justify scores. Although not required, all 7's *should* have strong supporting justification.

Question 7: What do we do if we don't have enough space to cover all that an officer has done?

Answer: With the implementation of NF 56-6E, the amount of space available for evaluation is greatly reduced. This is a concern that a few individuals have already expressed. First off, all ENS and LTJG's are using the same form. With the reduced space everyone in the rating chain, from the officer providing input for the OER and up, will need to carefully evaluate and summarize accomplishments, need for improvement, and potential.

Question 8: What type of attachments are authorized?

Answer: There are two types of attachments allowed with the NF 56-6E;

- Supervisor continuation sheets are authorized to document substandard performance if needed.
- NF 56-6B- Reviewer Comments: Shall be used by the reviewer when the reporting officer is neither a commissioned officer in the grade of LT or higher, nor a NOAA GS-12, or equivalent, or higher; NF 56-6B shall be used when the OER is a derogatory report in accordance with NCD 04411.
(OES Instruction Manual 10.A.4.d)

Additional materials, such as award recommendations or continuation sheets to add space are not authorized.

Question 9: Can signature types be mixed?

Answer: Signatures must be either all digital CAC-enabled signatures or all original ink signatures (OES Instruction Manual 10.A.2.A G.1 and NCD 04404 G.1).

Attachment 1

U.S. DEPARTMENT OF COMMERCE National Oceanic and Atmospheric Administration NOAA FORM 56-6E (08-16)		NOAA COMMISSIONED CORPS OFFICER EVALUATION REPORT (OER)		ID No:	VALIDATION:		
1. ADMINISTRATIVE DATA							
a. LAST NAME, FIRST NAME, MIDDLE INITIAL Smith, Payton, M.				b. RATED OFFICER SIGNATURE <i>Payton Smith ENS/NOAA</i>			
c. UNIT (Name and Location) NOAA Ship C. LESTER JONES, Newport, RI		d. DAYS NOT OBSERVED 000	e. GRADE O1	f. DATE OF RANK 2016-01-11	g. DATE REPORTED 2016-07-11		
h. PERIOD OF REPORT From: 2017-02-01 To 2017-07-31		i. OCCASION FOR REPORT (Check only one. If you check "Exception Report" go to section i)			j. EXCEPTION REPORT		
		☒ Annual/Semiannual ☐ Detachment/Change of Reporting Officer ☐ Promotion ☐ Detachment of Officer ☐ Exception Report			☐ Special ☐ Concurrent		
2. DESCRIPTION OF DUTIES: List primary duty and summarize all duties and responsibilities.							
PRIMARY DUTY: Junior Officer, NOAA Ship C. LESTER JONES							
Stand watch under the supervision of the Officer of the Deck (OOD) and execute the standing orders of the ship. Safe navigation, collision avoidance, ship handling for scientific operations, conning for arrival and departure to ports, and log keeping. Collateral duties included Safety and Damage Control Officer, Movie Officer, Magazine Officer, Mess Bill Treasurer, Fleet Inspection Lead, Ship Working Diver.							
3. PERFORMANCE OF DUTIES: Open		4. PROFESSIONAL QUALITIES: Open		5. LEADERSHIP SKILLS: Open		6. COMMUNICATION SKILLS: Open	
☐ a. Planning and Preparedness 4		☒ a. Initiative 5		☐ a. Looking Out for People 4		☐ a. Speaking and Listening 4	
☐ b. Using Resources 4		☐ b. Judgment 4		☐ b. Developing People 4		☒ b. Writing 3	
☒ c. Results/Effectiveness 4		☐ c. Responsibility 4		☐ c. Directing People 4		7. QUALIFICATIONS & COMPETENCIES:	
☐ d. Adaptability 4		☐ d. Professional Presence 4		☐ d. Teamwork 5		OOD WB- 100%, NOAA Certified Working Diver, Attended NNOA Symposium	
☐ e. Professional Competence 4		☐ e. Health and Well-Being 4		☐ e. Workplace Climate 4			
8. COMMENTS: Supervisor selects 3 performance dimensions that best characterize this officer.				☐ f. Evaluations 4			
3c. Coordinated multiple trainings for three ships, 38 personnel, while in home port; every ship is now current on fall protection training minimizing down time for repairs. 3c/4a. Identified outdated material in emergency plan and took it upon self to update sections following drills, in doing so, created an easier to use document used during all drills and emergencies; Created and effectively delivered training to ship's deck department, implementation of new lookout procedures were mastered by every deckhand in 3 watches or less with 100% pass rate on written test. 6b. Has been counseled to review written correspondence on multiple occasions, documents are repeatedly returned for basic edits, many emails come across unprofessional. Continued growing as OOD, she has taken guidance and shown improvement at looking ahead in traffic situations. Successfully carried out 3 docking and 4 undockings in reporting period. Confidence grew following her successful conning of Savannah River. Expected to earn OOD by next OER.							
9. SUPERVISOR AUTHENTICATION:							
a. NAME AND SIGNATURE Williams, Devyn C. <i>Devyn Williams</i>		b. GRADE O4	c. TITLE OF POSITION XO, NOAA Ship C. LESTER JONES			d. DATE 2017-08-11	
10. COMPARISON SCALE : Compare this officer with others of the same grade whom you have known in your career.							
Unsatisfactory ☐	Marginal performer; limited potential. ☐	Fair performer; recommended for limited responsibility. ☐	Good performer; give tough, challenging assignments. ☒	Excellent performer; give toughest most challenging leadership assignments. ☐	An Exceptional Officer ☐	A Distinguished Officer ☐	
11. POTENTIAL: Describe the officer's ability to assume greater leadership roles and responsibilities.							
ENS Smith has demonstrated a natural ability to handle the ship through various evolutions. Her ship handling, combined with her initiative to get projects accomplished will help her excel during her next sea tour as OPS. Her background in scientific diving will suit her well in a NMS billet or as a fisheries biologist. Recommend she explore training to help her in written correspondence. ENS Smith is recommended for promotion with her peers.							
I recommend ☒ RETENTION in or ☐ SEPARATION from the NOAA Corps							
12. REPORTING OFFICER AUTHENTICATION:							
a. NAME AND SIGNATURE Ford, Regan D. <i>Regan Ford</i>		b. GRADE O5	c. TITLE OF POSITION CO, NOAA Ship C. LESTER JONES			d. DATE 2017-08-11	
Attachments:							Reset Form