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 oer.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.

Updated: 24 Jul 2017
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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.  

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).*
Smith, Payton, M.

NOAA Ship C. LESTER JONES, Newport, RI

PERIOD OF REPORT From: 2017-02-01 To 2017-07-31

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 leadership assignment s. leadership assignment s.

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