# Q&A Session for 'Ask CPC' Webinar - OERs
## 11 July 2014

**OER Content Considerations:**

**Q1:** How much is the overall data culled in the OERs for upper management to see how different ranks or supervisors are trending?  For instance, are there reviews as to whether certain supervisors rate harder or easier?
**A1:**  The numerical scores for each OER are entered into a database and currently tied to the Rating Officer.  This database has not been used to track individuals' scoring tendencies.

**Q2:** Has there been talk about sharing with the officers overall scores for the different ranks so that an officer can better see how he or she can improve themselves to be more competitive?
**A2:** No. Officers are rated individually. Their level of performance is contingent upon factors related to their specific assignment and the purpose of the OER is to review an individual's performance based on the requirements of the billet's assigned duties and responsibilities.

**Q3:** Does the "Potential" section inform future training or assignment decisions?  I've heard that Assignment Boards don't see these comments.
**A3:**  Absolutely.  Although the assignment board is not a sworn board and therefore does not have direct access to the OER, the Assignment Coordinator and the Chief, OCMD will review the "Potential" section of OERs of officers being considered for assignments and provide recommendations to the Board to inform the decision process.

**Q4:** What does it take to get a 7 on the OER?
**A4:** The key is to review the description for each score.  If the officer's performance meets the level described then thoroughly document that performance with specific examples of the "so what" resulting from that performance.  If the text justifies the score, it will be validated.

**Q5:** It is pretty standard practice for officers to be asked to write their own OERs (including scores), particularly in land assignments supervised by busy senior officers or civilians.  Is this consistent with CPC's intent?
**A5:** The Directives clearly state that it is the responsibility of the reporting and reviewing officer to compose the OERs for the Reported-On Officer.  Every officer is expected to provide his/her supervisor with accomplishments for the reporting period and it is highly recommended that this list include specific details with regard to impact as a result of his/her performance.  The practice described in the above question is recommended as a draft process to assist Junior Officers with learning the skills to write effective OERs.  This practice **does not** preclude the responsibility of the Supervisor, Reporting or Reviewing Officers.

**Process and Procedures:**
**Q6:** What is the proper procedure for filing an OER extension request?
**A6:** Contact Chief, OCMD.

**Q7:** How many civilian supervisors are there? Can you conduct a similar overview with civilian supervisors so they can understand the importance of the OER?
**A7:** There are approximately 75 civilian supervisors of NOAA Corps officers, we will put together a similar briefing to specifically address their questions and your concerns. In the meantime, if you or your civilian supervisor has any concerns about the officer rating process, please contact Chief, OCMD.

**Q8:** Can you please clarify the direction that a reviewer may give the reporting officer, as well as a reporting officer to supervisor.
**A8:** Collaboration between the Reviewer and Reporting officer is encouraged in developing the OER, however, the Reviewing Officer cannot "strong arm" the Reporting Officer into changing their evaluation scores for the Reported-On Officer. Per the Directive: The Reporting Officer may not direct that an evaluation mark or comment be changed (unless the comment is prohibited under Article 10.A.4.e.).

**Q9:** Is there a minimum time that a new officer needs to be in a station before they qualify for an evaluation?
**A9:** 90 days.

**Changes to Directives & New Awards:**
**Q10:** Can we see a histogram of scores by grade?
**A10:** CPC will look into the feasibility of this request and if appropriate will make it available.

**Q11:** Are there any plans to create a revised OER form? Can you discuss the format of this new OER form? # of pages, how we are graded (potential, initiative, etc)
**A11:** CPC is pursuing OER changes already implemented by the Coast Guard in their latest iteration of OERs. Proposed changes include authorizing digital signatures and scanned copies, removal of the Days Not Observed and Awards boxes, and OERs specific to each grade. The latest Coast Guard Ensign OERs are only one page. In general, the overall rating descriptions will be unchanged. These proposals need to be approved by NOAA General Counsel and this review process will take time.

**Other Topics:**
**Q12:** Are officers still promoted on an individual basis as soon as space becomes available?
**A12:** Yes.

**Q13:** How are the latest promotion board results announced?
**A13:** When the Secretary of Commerce signs off on the promotion package we notify the selectees and non-selectees via the appropriate chain of command. Once we have received confirmation that the individuals have been notified an announcement is made in the subsequent CYBERFLASH.

**Q15:** When will the updated promotion training be solidified and promulgated?
**A15:** The new list of required courses for promotion is complete and in the process of being turned into "Learning Plans" for each grade.

**Q17:** Can you speak a little to the new requirement of IDPs?

**A17:** Individual Development Plans (IDPs) are not a requirement . They are highly recommended.

**Q18:** Where is information about IDPs located?
**A18:** Information on IDPs is located in the [OMAO Training Portal.](#)

**Q16:** Will you send out emails announcing/reminding people about the IDP training or is it incumbent upon us to check the Training portal?
**A16:** The latest Training Newsletter has information regarding IDP training.

**Q20:** Is there a way to add a link to ITM travel manager?
**A20:** CPC will look into adding this and other useful links to the website as appropriate.
 https://itm-prod.rdc.noaa.gov/cgi-bin/90ipi/docprep/login.w

**Q21:** Many officers in land assignments get removed from OMAO's list serve. What is being done to keep them in the loop?
**A21:** The database that provides NOAA Corps information to the NOAA Staff Directory and LDAP systems relies on a current and accurate billet description. If a problem exists for your officers, or yourself, please check the current billet description on the CPC website. If the data is accurate and it is on the new billet description form, contact the Assignment Coordinator, or submit a help desk ticket via NSDesk and direct the request to CPC.