

OER Reminders

The ultimate responsibility for the contents of a personnel file belongs to the individual officer. The rating chain responsibilities and timeline for OER submission are outlined in the OER Manual (<http://www.corpscpc.noaa.gov/careermgmt/evaluation.html>). Ensure you are fulfilling your responsibilities in the rating chain, starting with providing input 21 days in advance of the end of your reporting period. If your OER stalls in the chain, it is your responsibility to contact the rating chain to ask the status of the OER and inquire if they need additional input. If your OER is significantly delayed, CPC can assist by contacting the rating chain to check the status of an OER, however, this does not relieve the officer of their responsibilities to remain proactive and track the OER through the rating chain and into their OPF. If the OER continues to stall in the rating chain, a letter to the Director, CPC outlining the delays and your efforts to get the OER through may be appropriate.

Block "1g. Date Submitted" refers to the date the Reported on Officer provided input on accomplishments to the Supervisor. This date documents the start of the OER passing through the rating chain.