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	<b>Section</b>
Purpose.....	04401
Submission of Officer Evaluation Reports (OER).....	04402
Rating Chain.....	04403
Responsibilities.....	04404
Determining Occasion for Report.....	04405
Annual / Semiannual Reporting Periods.....	04406
Reporting Period Waivers.....	04407
Officer Evaluation Report Replies.....	04408
Exception Officer Evaluation Reports – Concurrent.....	04409
Exception Officer Evaluation Reports – Special.....	04410
Derogatory Officer Evaluation Reports.....	04411
Continuity Officer Evaluation Reports.....	04412
Correction of Personnel Records.....	04413
Processing of Officer Evaluation Reports at Commissioned Personnel Center.....	04414

**04401 POLICY**

- A. The NOAA Corps Officer Evaluation System (OES) has been designed to:
1. Provide information for important personnel management decisions. Especially significant among these decisions are promotions, assignments, and career development.
  2. Set performance and character standards to evaluate all officers up to the rank of admiral. Admirals are evaluated under a separate Report, known as the Admiral Evaluation Report (AER), which is administered by the Deputy Under Secretary for Operations. (See OER Instruction Manual, [http://www.corpscpc.noaa.gov/procedures/persmanual/ncch10\\_pm.pdf](http://www.corpscpc.noaa.gov/procedures/persmanual/ncch10_pm.pdf).)
  3. Support NOAA’s commitment to a results oriented performance culture through a performance management system that differentiates between high and low levels of performance and links individual, team and unit performance to DOC, NOAA, and OMAO goals and desired results.
  4. Provide a means of feedback to determine how well an officer’s performance and results are measuring up to the standards.
- B. The NOAA Corps OES goals are:
1. Personnel Management – The OES is an important part of the NOAA Corps officer personnel management system. It supplies information to the Director for personnel management decisions in a variety of areas.
  2. Promotion – Throughout their careers, NOAA Corps officers are reviewed for promotion to the next grade by Officer Personnel Boards (OPBs). The cumulative file of officer performance evaluations provides one of the bases for selection of the best qualified officers from among those eligible.
  3. Assignment – Prior performance, personal qualities, and potential for increased responsibilities, as documented in the OERs contained in each officer’s Official Personnel Folder (OPF), are important considerations in recommendations made by Officer Assignment Boards (OABs). While a number of other factors such as billet requirements, experience, personal desires, and availability are also considered, the high level of competition for many assignments places even greater emphasis on performance.

4. Career Development – Career development is a cooperative process that seeks to meet immediate and future NOAA needs while satisfying the personal and professional aspirations of individual officers. The OES is a vehicle for performance feedback and career counseling by the rating chain and Commissioned Personnel Center (CPC).
5. Command and Control – The OES can assist supervisors in delineating lines of authority and responsibility, and providing a common understanding of officer responsibilities; this reinforces command authority by providing a clear delineation of the span of control and responsibility.
6. Maintenance of service standards and a high level of professionalism – As a member of a Uniformed Service, each officer is evaluated in the OES, not only regarding job achievements, but also on leadership skills, personal and professional qualities, and Service commitment.
7. Strategic Alignment – Ensure officers are knowledgeable about their roles in supporting the agency’s mission and strategic plans by effectively linking officer performance to organizational goals and objectives.

**04402 SUBMISSION OF OFFICER EVALUATION REPORTS**

- A. OERs shall be submitted by each officer's immediate supervisor per the OER Instruction Manual.
- B. OERs must be sequential, covering each day of a NOAA Corps officer's career.

**04403 RATING CHAIN**

- A. The rating chain is composed of individuals who are in a position to evaluate the rated officer’s performance, potential, and development. The roles in a rating chain typically follow organizational hierarchies. Given the diversity of NOAA programs and their associated structures, rating chains may vary.
- B. The following rating chain roles exist to ensure the integrity of the OES:
  1. Rated Officer – The rated officer is the individual receiving the performance evaluation.

2. Supervisor – The supervisor is the individual from whom the rated officer typically receives the majority of his/her direction and assignments, along with his/her OER/performance evaluation.
  - a. NOAA Corps officers, officers of other United States Uniformed Services, officers of Foreign Armed Services, and United States government civilian employees may serve as supervisors.
  - b. The supervisor is typically senior, but in some circumstances may be equivalent, to the rated officer by grade or position. In special circumstances, the supervisor may be designated by the Director, CPC, regardless of grade.
  - c. When an officer reports to more than a single individual for different functions, the reporting officer, typically a second level supervisor, shall appoint one individual to the position of primary supervisor. All other supervisors will provide evaluation input to the primary supervisor.
  - d. In rare situations where dual supervision exists, two supervisors may be appointed, creating two rating chains and two OERs for the rated officer for each rating period – one regular and one concurrent. (See OER Instruction Manual.)
3. Reporting Officer – The reporting officer is normally the second level supervisor.
  - a. NOAA Corps officers, officers of other United States Uniformed Services, officers of Foreign Armed Services, and United States government civilian employees may serve as reporting officers.
  - b. The reporting officer shall be senior to the rated officer by grade or position. In special circumstances, the reporting officer may be designated by the Director, CPC, regardless of grade.
  - c. When approved by the Director, CPC, the following officers in the grade of lieutenant or higher, or civilian employees in the grade of GS-12, or equivalent or higher, can be both supervisor and reporting officer for their immediate subordinates:
    1. Commanding Officers or Branch/Division Chief;

2. Headquarters Offices: Assistant Administrators, Office Directors, Division Chiefs; and
  3. Field Offices: Lab Directors, Regional Administrators, Executive Officers, Division and Branch Chiefs.
- d. The reporting officer for rated officers assigned to duty in agencies other than DOC, or in liaison service with other government agencies, will normally be the NOAA headquarters program manager who exercises technical or oversight responsibility for the interagency or international program.
4. Reviewer – The reviewer is normally the supervisor of the reporting officer, equivalent to the third level supervisor, or the Line Office Liaison Officer. The reviewer may be junior to the reporting officer.
- a. Only commissioned officers in the grade of commander or higher, or NOAA civilians in the grade GS-14, or equivalent or higher, may serve as reviewer.
  - b. Flag officers shall serve as reviewer on those reports for which they are the reporting officer.
  - c. Senior Executive Service (SES) employees may serve as reviewer on those reports for which they are reporting officer.
  - d. When a flag officer or SES member serves as both supervisor and reporting officer on the same OER, the Director or the Director, CPC, will serve as reviewer.
  - e. The responsible headquarters program manager will be the reviewer for reports of officers assigned to other services or agencies as liaison officers. If no appropriate program manager is identified, the Director, CPC, will identify a reviewer or act as reviewer.
- C. Rating Chain Exceptions
1. In instances where a supervisor, reporting officer, or reviewer is unavailable to complete or disqualified from fulfilling his or her rating chain responsibilities, the next senior officer or civilian to the unavailable or disqualified individual in the chain of command shall designate an appropriate substitute who is capable of evaluating the rated officer.

2. Other members in the rating chain may be adjusted and designated with the written consent of the Director, CPC.
- D. OER Administrator – The OER Administrator is normally the Line Office Liaison Officer, Center Commanding Officer, NOAA Corps Director, or their designee.
1. Only commissioned officers in the grade of commander or higher may serve as OER Administrator.
  2. The OER Administrator may serve as reviewer on the same OER.
  3. OER Administrators may delegate authority for completing OER Administrator functions, but not the responsibility. Delegation of authority must be approved by the Director, CPC.

**04404 RESPONSIBILITIES**

- A. The Director, CPC, is responsible for managing and ensuring the integrity of the OES for all NOAA Corps officers.
- B. The Rating Chain shall:
1. Provide an accurate assessment of the rated officer's current performance, future potential, and value to the NOAA Corps.
  2. Ensure timeliness of reporting.
- C. The Rated Officer shall:
1. Manage his or her performance. This responsibility entails determining job expectations, obtaining sufficient performance feedback, and using that information to meet or exceed standards.
  2. Learn the intent and procedures of the OES and identify the members of the rating chain.
  3. Be proactive and track their OER through the OES to validation, approval and posting to their OPF online.
  4. Ensure that members of the rating chain carry out their responsibilities in a timely manner.

5. Inform the Director, CPC, via letter, email, or fax (include a contact phone number for the rated officer, the period of report for the delayed OER, and identification of the people in the rating chain and their contact information) if:
  - a. within 45 calendar days after the end of the reporting period, the rated officer has not received email notification that the official copy of their OER has been received by CPC; or,
  - b. within 45 calendar days after receiving email notification that the OER was received by CPC, the rated officer has not received email notification that the OER has been scanned and is available for viewing in the OPF.
6. Actively seek performance feedback from their supervisor.
7. Submit a list of significant achievements or aspects of performance which occurred during the period, to the supervisor at least 21 calendar days before the end of the reporting period.
8. Schedule a conference with the supervisor at the end of the reporting period to discuss performance documented in the current OER, expectations for the next reporting period, and any other aspect of the OES, as required.
9. Ensure all OERs present a continuous record (no overlaps or gaps in time) of service time.
10. If an OER is missing or a gap in the record exists, inform the appropriate member of the rating chain and the Director, CPC. The rating chain shall take necessary action to correct the discrepancy.
11. Ensure all members of the rating chain have access to a copy of this Directive, all appropriate forms, and other applicable content provided by the Director or the Director, CPC, including content posted to the CPC website.
12. Prepare OER section 1 ‘Administrative Data’ and section 2 ‘Description of Duties,’ then forward the OER to the supervisor no later than 21 calendar days before the end of the reporting period.

D. The Supervisor shall:

1. Ensure performance feedback is given to the rated officer and address issues as they occur so that proper guidance may be given and/or corrective action taken early to ensure standards of performance are maintained.
2. Evaluate the performance of the rated officer in the execution of his or her duties.
3. Provide direction and guidance to the rated officer regarding specific duties and responsibilities.
4. Discuss the rated officer's duties at the beginning of the reporting period, upon request by the rated officer, or when deemed necessary.
5. Ensure officers are knowledgeable about their role in supporting NOAA's mission as well as their organization's strategic goals and objectives.
6. Initiate an OER if the rated officer is unavailable, unable, or unwilling to perform their OES duties in a timely manner.
7. Provide a new supervisor with a draft of OER sections 3 through 6, when the supervisor changes during a reporting period. The draft shall be prepared and signed by the departing supervisor prior to departure.
8. Prepare sections 3 through 6 of the OER and forward the OER to the reporting officer within 10 calendar days of the end of the reporting period.

E. The Reporting Officer shall:

1. Base evaluation on direct observation, material contained in the OSF, or other information provided by the supervisor, and other reliable reports and records.
2. Describe, in accordance with the NOAA Corps Leadership Development Framework (<http://www.corpscpc.noaa.gov/careermgmt/leadership.html>), the demonstrated leadership ability and the overall potential of the rated officer with specific emphasis on the rated officer's suitability for promotion and special assignment such as command.
3. Ensure the supervisor fully meets responsibilities for administration of the OES. Reporting officers shall hold designated supervisors accountable for timely and accurate evaluations.

4. Return OERs for correction or reconsideration, if the supervisor’s submission is found inconsistent with actual performance or unsubstantiated by comments.
  5. Initiate an OER if the supervisor does not perform their OES responsibility in a timely manner.
  6. Provide performance feedback to the rated officer, as appropriate.
  7. If the reporting officer changes and a complete OER is not submitted, the departing reporting officer shall provide the new reporting officer with a draft of the applicable OER sections 7 through 11, for the period of observation.
  8. An outgoing reporting officer shall provide a written report to the new reporting officer listing those officers for whom the outgoing reporting officer is preparing complete OERs and for whom signed OER drafts have been provided.
  9. Prepare sections 7 through 11 of the OER within 15 calendar days after receipt from the supervisor and forward the OER to the reviewer.
- F. The Reviewer shall:
1. Ensure the OER is a fair and accurate record of the rated officer’s performance and potential.
  2. Ensure the supervisor and the reporting officer executes their responsibilities under the OES.
  3. Return OERs to the reporting officer to correct errors, omissions, or inconsistencies between the numerical evaluation and written comments.
  4. Counsel reporting officers or supervisors whose evaluation methods deviate significantly from this Directive. Chronic deficiencies in OES performance on the part of NOAA Corps reporting officers and supervisors should be noted for performance feedback and included in the respective officers’ OERs.
  5. May use form NOAA Form 56-6B, to add comments which further address the performance and/or potential of a rated officer. Reviewers for rated officers with a civilian, non-NOAA reporting officer, shall provide form 56-6B, with the OER.
  6. Submit the completed OER through the OER Administrator to arrive at CPC no later than 15 calendar days after receipt from the reporting officer.

7. Take required action to correct OERs flagged “invalid” during CPC quality control review. (See OES Instruction Manual.)
- G. The OER Administrator shall:
1. Ensure timely OER submission for those officers under his or her administrative jurisdiction. A tracking system is encouraged. The OER Administrator shall ensure the Director, CPC, receives OERs with either all original ink signatures or all digital CAC-enabled signatures, no later than 45 days after the end of reporting periods.
  2. Establish a system to ensure OERs for those officers eligible for promotion and/or Board action are not delayed and arrive at CPC in time to conduct a thorough quality review prior to Board deliberations.
  3. Conduct an administrative review of the OER for compliance with this Directive.
  4. Make minor administrative corrections without returning the OER to the rating chain, however, may return an OER to the reviewer if it contains a substantive error.
- H. Officer Evaluation System (OES) Administrator – Within CPC, the Chief, OCMD, serves as the OES Administrator, and his or her respective staff members shall:
1. Process received OERs into a tracking and notification system.
  2. Ensure completeness and accuracy of OERs with emphasis on the correlation between numerical scores and written comments.
  3. Verify OER reporting periods represent a continuous record of an officer’s service time.
  4. Conduct a thorough administrative and quality control review of the OER to include:
    - a. Minor administrative corrections without returning the OER to the rating chain.
    - b. Validate an OER when it is determined the report has met the requirements of the OES.
    - c. Invalidate an OER when it is determined the report has not met the requirements of the OES.

- d. Notify rated officers, typically via automatically generated email, when their OER has been validated and scanned into their OPF online.
  - e. Notify the rating chain, typically via automatically generated email, when an OER has been invalidated.
  - f. Counsel members of the rating chain to correct deficiencies identified in an invalidated OER.
  - g. May implement corrective measures to OER content, with the consent of the rating chain, balancing timeliness and quality to expedite the validation process.
- 5. Notify officers eligible for promotion or subject to personnel board action of OER submittal deadlines.
  - 6. Respond to questions related to the OES policy.
  - 7. Provide OER training, subject to resource availability.
  - 8. Develop and implement OES changes to maintain a robust evaluation system.
  - 9. Maintain the integrity of records that comprise the OES.
  - 10. Respond to individual inquiries and requests related to those records, including missing copies of OERs and requests for correction of records.
  - 11. The OES Administrator may reject (invalidate) a previously validated OER and initiate corrective action prior to inclusion of an OER in the rated officer's OPF.

**04405 DETERMINING OCCASION FOR REPORT**

- A. Reporting periods shall not exceed 18 months for officers with greater than three years of service, or nine months for officers with three years of service or less, unless a waiver is approved in accordance with NCD 04407.

**04406 ANNUAL / SEMIANNUAL REPORTING PERIODS**

- A. Annual reporting periods for all officers with greater than three years of commissioned service are as provided in Table 4.1 below:

RANK	START OF REPORTING PERIOD	END OF REPORTING PERIOD
Captain	November 1 <sup>st</sup>	October 31 <sup>st</sup>
Commander	November 1 <sup>st</sup>	October 31 <sup>st</sup>
Lieutenant Commander	December 1 <sup>st</sup>	November 30 <sup>th</sup>
Lieutenant	December 1 <sup>st</sup>	November 30 <sup>th</sup>
Lieutenant (junior grade)	August 1 <sup>st</sup>	July 31 <sup>st</sup>
Ensign	August 1 <sup>st</sup>	July 31 <sup>st</sup>

- B. Semiannual reporting periods for officers with three years or less of service are as provided in Table 4.2 below:

RANK	START OF REPORTING PERIOD	END OF REPORTING PERIOD
Lieutenant (junior grade)	August 1 <sup>st</sup>	January 31 <sup>st</sup>
Lieutenant (junior grade)	February 1 <sup>st</sup>	July 31 <sup>st</sup>
Ensign	August 1 <sup>st</sup>	January 31 <sup>st</sup>
Ensign	February 1 <sup>st</sup>	July 31 <sup>st</sup>

- C. Annual or semiannual OER submissions are not required if one of the following conditions is met:
1. An OER was submitted within:
    - a. six months prior to the end of the annual reporting period for officers with greater than three years of service; or
    - b. three months prior to the end of the semiannual reporting period for officers with three years or less of service.
  2. An OER for change of reporting officer or detachment of rated officer will be submitted within:
    - a. six months after the end of the annual reporting period for officers with greater than three years of service; or
    - b. three months after the end of the semiannual reporting period for officers with three years or less of service.

3. The OER period of report will not exceed 18 months for officers with greater than three years of service, or nine months for officers with three years or less of service.

**04407 REPORTING PERIOD WAIVERS**

- A. Written requests for waivers to the reporting periods shall be submitted by the rated officer to the Director, CPC, via the rating chain. Waivers to the normal submission schedule will not be granted except under extraordinary circumstances.
- B. The rated officer shall provide their phone number, requested period of report, and specific reasons for the waiver request.
- C. When a rated officer requests a waiver to the annual or semiannual reporting periods and:
  1. is in, above, or below zone for promotion; and
  2. intends to retire, resign, or separate regardless of an OPB recommendation, a statement is required in the waiver request indicating that the officer understands that their record will be incomplete when viewed by an OPB.
- D. The Director, CPC, may establish alternative reporting periods for specific assignments where the annual or semiannual reporting periods have not met the purpose and goals of the OES. Identification of the alternative reporting periods will be developed in cooperation with the affected program, project, or activity. Notice of the implementation of alternative reporting periods will be provided to all members of the rating chain.

**04408 OFFICER EVALUATION REPORT REPLIES**

- A. The rated officer may reply to any OER regardless of its content and have the reply filed with the OER. Replies provide an opportunity for the rated officer to express a view of performance which may differ from a member of the rating chain.
- B. Comments shall be performance-oriented, either addressing performance not contained in the OER or amplifying the reported performance. Comments pertaining strictly to interpersonal relations or a personal opinion of the abilities or qualities of a member of the rating chain are not permitted.
- C. An OER reply must be submitted by the rated officer to the Director, CPC, via the original rating chain. If the whereabouts of the original rating chain member is unknown, submit the original and three copies of the OER reply to the Director, CPC, who will forward the copies to the supervisor, reporting officer, and reviewer.

- D. An OER reply does not constitute a request to correct a record. An officer who believes their OER contains a major administrative or substantive error should exercise the procedures to correct personnel records outlined in OES Instruction Manual. This includes requests to have the OER, or a part thereof, removed from the record.
- E. Members of the rating chain who, in their review of a rated officer’s OER reply, concur with the rated officer that an error may be present in the OER, shall return the OER reply to the rated officer and assist that officer in following the procedures in the OES Instruction Manual.
- F. Timing
  - 1. Replies must be submitted to the supervisor within ten calendar days of notification that the OER has been scanned and is available for viewing in the rated officer’s online OPF. Replies based upon receipt of unofficial copies will not be accepted.
  - 2. The OER reply shall be processed by the rating chain to arrive at CPC not later than 15 calendar days after the date the reply was submitted to the supervisor.

**04409 EXCEPTION OFFICER EVALUATION REPORTS – CONCURRENT**

- A. An Exception OER – Concurrent is a unique OER submitted in addition to a regular OER or an Exception OER – Special to address dual roles or split control in accordance with this section.
- B. An Exception OER – Concurrent does not count for continuity.
- C. The OER from a program, project or activity to which an officer is permanently assigned is never an Exception OER – Concurrent and should not be identified as such.
- D. Conditions for Submitting an Exception OER – Concurrent
  - 1. An Exception OER – Concurrent can be submitted when a rated officer:
    - a. fills a billet under two or more supervisors;
    - b. fills a billet for which technical, administrative, and/or operational control are separated;
    - c. is assigned to duty under instruction (DUINS) in accordance with OES Instruction Manual.

- d. performs temporary duty (TDY) away from a permanent duty station for a period of at least 60 consecutive calendar days while being observed by a supervisor other than the regular supervisor.

**04410 EXCEPTION OFFICER EVALUATION REPORTS – SPECIAL**

- A. An Exception OER – Special is a unique OER used to address unusual conduct or large changes in performance submitted in accordance with this section.
- B. An Exception OER – Special, when addressing unacceptable conduct, presents preparation challenges for members of the rating chain. Members of the rating chain are strongly encouraged to contact the Director, CPC, for guidance in developing an Exception OER – Special prior to submitting to CPC.
- C. The Director, CPC, reporting officers or higher authority within the chain of command may direct the submittal of an Exception OER – Special.
- D. Conditions for Submitting an Exception OER – Special
  1. An Exception OER – Special shall be submitted:
    - a. After an officer is found guilty of a criminal offense and the conduct relates to the rated officer’s performance or any other matter on which an officer may be evaluated.
    - b. When an officer receives formal punishment which is not subject to appeal or when the final reviewing authority’s action on an investigation includes direction that an Exception OER – Special be prepared because the evidence established that the officer was criminally culpable.
    - c. When a rated officer, either intentionally or unintentionally, keeps the other members of the rating chain unaware of intolerable performance or acts of moral turpitude and the behavior is discovered after the submittal and validation of an OER in which the behavior should have been documented. A flag officer shall serve as the reviewer for the OER submitted in this circumstance.
    - d. When specifically directed by the Director, or the Director, CPC, such as for consideration by personnel boards (e.g., promotion, discipline, continuation).

2. An Exception OER – Special may be submitted:
  - a. To document performance notably different from the previous reporting period, resulting in a change in comparison or rating scales (OER Block 9 or ENS-OER Block 10) from the previous reporting period, if deferring the report of performance until the next regular report would preclude documentation to support adequate personnel management decisions, such as promotion or reassignment.
- E. Required Content – An Exception OER – Special required in NCD 04409.G.1.a. and b. shall:
  1. Include the nature of the proceeding prompting the report and the result of the proceeding, such as a criminal conviction, formal punishment, or final reviewing authority’s action directing an Exception OER – Special due to criminal culpability.
  2. State any punishment imposed as a result of criminal conviction or formal punishment.
  3. Provide other information as necessary to accurately reflect the performance evaluated.
  4. Be limited to those performance dimensions affected by the conduct in question since all other performance dimensions will be evaluated in the regular OER. Any dimension that is not evaluated shall be marked “NO” (not observed).

**04411 DEROGATORY OFFICER EVALUATION REPORTS**

- A. Derogatory reports are regular OERs that indicate the rated officer has failed in the accomplishment of their duties. Derogatory reports are OERs that contain:
  1. a numerical mark of 1 in any performance dimension, or
  2. an “unsatisfactory” mark by the reporting officer in section 9.
- B. Derogatory OERs are processed as follows:
  1. The reporting officer shall provide a copy of the Derogatory OER to the rated officer requesting that an addendum be prepared. The rated officer is not required to prepare an addendum.

2. If the rated officer declines to make an addendum they shall attach a memorandum to the OER, routed through the rating chain, with the following statement “*I am aware of the contents of my officer evaluation report and decline comment.*”
3. An addendum by the rated officer must be submitted within seven calendar days of the request for addendum to the reporting officer, unless an extension is specifically requested and granted by the Director, CPC.

#### **04412 CONTINUITY OFFICER EVALUATION REPORTS**

- A. Continuity OERs may be submitted in cases where an OER is required, but full documentation is impractical, impossible to obtain, or does not meet officer evaluation system goals.
- B. Conditions for Submittal – Continuity OERs may be submitted under the following conditions:
  1. The reporting period is less than or equal to three months and the supervisor and reporting officer have little or no information regarding the rated officer’s performance or potential.
  2. A rated officer on a semiannual reporting period has an approved retirement or resignation date within nine months of the last regular OER.
  3. A rated officer on an annual reporting period has an approved retirement or resignation date within 18 months of the last regular OER.
  4. The Director, CPC, requires an OER for continuity purposes to implement judicial or administrative adjudications.
- C. Preparation
  1. When submitting a Continuity OER, the rated officer shall complete section 1.
  2. The designated supervisor shall briefly describe the rated officer’s responsibilities in section 2, and state the OER is being submitted for continuity purposes, e.g., “*Submitted IAW NOAA Corps Directives section 04412A, officer resignation approved for 08/16/11.*”
  3. All other evaluation areas, including section 8, shall be left blank with “NO” (Not Observed) marked for each performance dimension.

4. Information on rated officer performance or potential deemed significant enough to report for the period of the OER may be included in a continuity OER.
5. The signature and endorsement requirements for a Continuity OER are the same as the requirements for a regular OER.

**04413 CORRECTION OF PERSONNEL RECORDS**

- A. NOAA Corps officers shall review their OPF no less than once every twelve months. While the Director, CPC, attempts to ensure OERs accurately reflect officer performance, the possibility of administrative or substantive error still exists. Accordingly, rated officers may seek correction of their OERs, or any portion thereof, if in their opinion the report is in error. Those officers wishing to exercise this right shall follow the procedures for a Records Examination Board in NCD Chapter 10.

**04414 PROCESSING OF OFFICER EVALUATION REPORTS AT COMMISSIONED PERSONNEL CENTER**

- A. OERs shall arrive at CPC no later than 45 calendar days after the end of the reporting period.
- B. OERs must route through the OER Administrator prior to submission to the OES Administrator.
- C. OERs may be either hand carried, mailed (United States Postal Service or private courier), or transmitted via inter-office mailer to CPC. The mailing address for completed reports is:

Chief, OCMD  
Commissioned Personnel Center  
8403 Colesville Road  
Suite 500  
Silver Spring, MD 20910

Digitally signed OERs may be submitted to [uer.cpc@noaa.gov](mailto:uer.cpc@noaa.gov) using a secure file transfer system (e.g. Accellion).

- D. Unless mailed directly to either a member of the rating chain or the Director, CPC, completed OERs should be mailed in double envelopes with the inner envelope marked “Officer Evaluation Report Enclosed, For Official Use Only, Do Not Open in Mailroom.”

- E. OERs mailed to CPC are received by an OCMD staff member and checked into the database with a date stamp. Digital OERs are received by an OCMD staff member via secure method, uploaded to a secure server, printed out, and checked into the database with a date stamp.
- F. Upon successful entry into the database, the rated officer is notified via auto-generated email that the OER has been received and a routing slip is printed and attached to the OER.
- G. The Chief, OCMD, or a designated representative, conducts a thorough quality control review examining the OER for content, significant errors, and restricted comments. Special attention is given to inconsistencies between the numerical evaluations and written comments.
- H. OERs that fail the quality control review are marked “invalid” in the CPC database. An auto-generated email is sent to the reviewer and rated officer briefly stating the cause of the invalidation. A corrected OER must be submitted to CPC via the rating chain, within 30 calendar days of the notice. A corrected OER page requiring no signature may be submitted via email upon concurrence of Chief, OCMD, and the rating chain.
- I. OERs that pass the quality control review are marked “valid” in the CPC database.
- J. After validation, the OER numerical scores are entered into the database. Data collected is used for statistical analysis and trend reporting.
- K. The OER is forwarded for secondary review to the Chief, OCMD. The Chief, OCMD, or a designated representative, performs a secondary review and may reject the OER, generating an email to the reviewer and rating officer briefly stating the cause of the rejection. A corrected OER must be submitted to CPC via the rating chain within 30 calendar days of the notice. The Chief, OCMD, or designated representative, verifies completion of the quality control process for the OER by initialing and dating section 15.
- L. Validated and approved OERs are routed to OCMD staff for scanning and inclusion in the online OPF as well as filing a hard copy in the rated officers OPF.
- M. Rated officers are notified by email when the official copy of their OER has passed all validations and approvals and is ready to be viewed in their online OPF. The date of this email serves as the rated officer’s date of receipt for the official copy of the OER from CPC. CPC does not mail paper copies of the OER.