

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
OFFICER EVALUATION REPORT (W2/W3/O2-O5)

Validation

OER GUIDANCE

The Officer Evaluation Report is the single most significant document in the management of an officer's career. It is the official record of performance used to determine an officer's potential for promotion, retention, advanced education, command screening and for selection to positions of increased responsibility. Accordingly, our Officer Evaluation System demands integrity, fairness, accuracy, and timeliness. The responsibility for preserving these tenets rests upon all parties. In addition to regular feedback and mid-period counseling, providing timely, accurate, evaluations is a basic leadership function. While every member is responsible for providing carefully crafted supporting material, it is incumbent upon the OER rating chain to draft the appropriate sections and ensure each officer receives the feedback he or she deserves.

1. ADMINISTRATIVE INFORMATION:

a. REPORTED-ON OFFICER NAME (Last) Lee		(Initials) J. W.	b. UNIT USCGC DOUGLAS MUNRO (WHEC 724)				
c. PERIOD OF REPORT 01Jun2018 to 31Jan2019		d. OCCASION FOR REPORT Semi-annual		e. GRADE O2	f. EMPLID [REDACTED]	g. DATE OF RANK 24May2017	h. DATE REPORTED 02Jun2018
i. MID-TERM COUNSELING DOCUMENTATION Mandated. See PSCINST M1611.1(series) for guidance.		j. DATE COUNSELED 14Nov2018	k. COUNSELOR NAME B. R. Whisler		l. ROO SIGNATURE		

2. DESCRIPTION OF DUTIES: List primary duty and summarize all duties and responsibilities.

[Click here - email form to Supervisor](#)

a. PRIMARY DUTY: WEAPONS OFFICER	b. PAL TITLE: WEAPONS OFFICER
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Responsible for unit security, maintenance and employment of weapon systems & small arms, ammunition inventory, deck gear, ground tackle and cutter boats. Supervises 3 O-1, 1 W-2, 3 E-7, 16 POs and 33 SN. Collaterals: Tactical Action Officer, Deck Watch Officer, Law Enforcement Officer, Helicopter Control Officer, AA&E Key Control Officer, Force Protection Trng Team Ldr, Anti-Terrorism Force Protection Officer, Derivative Classification Official, Law Enforcement Qualification Board Member.

3. EVALUATION: Provide sufficient justification to support marks assigned in action/result statement. Avoid acronyms, do not use prohibited comments.

3a. PERFORMANCE OF DUTIES: Measures an officer's ability to manage and get things done and to communicate in a positive, clear, and convincing manner.

Open	1	2	3	4	5	6	7	N/O
a. Planning and Preparedness:	○	○	○	○	○	●	○	○
b. Using Resources:	○	○	○	○	○	●	○	○
c. Results/Effectiveness:	○	○	○	○	○	○	●	○
d. Adaptability:	○	○	○	○	○	●	○	○
e. Professional Competence:	○	○	○	○	●	○	○	○
f. Speaking and Listening:	○	○	○	○	○	●	○	○
g. Writing:	○	○	○	○	●	○	○	○

Exceptional preparation, planned 2 MK75 76mm live-fire exercises; overcame multiple weapons system casualties to execute first successful GUNNEX in 2 years. Led robust LE/ATFP trng program; excellent foresight enabled identification of critical qual gaps prior to ALPAT/Arctic patrol, advocated for training opportunities to ensure full complement of boarding teams/boat crews prior to patrol. Oversaw final installation of replacement MK15 CIWS, partnered with SFLC to secure tech assist w/ installation & troubleshooting; efforts led to major improvements in all weapon systems op statuses. Exceptional results, earned U/W OOD, TAO, & DCWQS quals w/in first 6 months at unit; skillfully conn'd during 7 moorings/restricted water xsits including challenging unmooring in Adak, AK w/significant environmentals w/out assistance. Remarkable adaptability, quickly adjusted to u/w operations & Dept Head roll; following loss of two JOs, shouldered Dept admin load w/ 66% fewer JOs than normal w/ no loss of productivity. Impressive writing, drafted input on Cutter Engineering Report highlighting ongoing ordnance issues; developed key points associated w/aging weapons system, provided astute recommendations/solutions to address issues.

3b. LEADERSHIP SKILLS: Measures an officer's ability to support, develop, direct, and influence others in performing work.

Open	1	2	3	4	5	6	7	N/O
a. Looking Out for Others:	○	○	○	○	○	○	●	○
b. Developing Others:	○	○	○	○	●	○	○	○
c. Directing Others:	○	○	○	○	●	○	○	○
d. Teamwork:	○	○	○	○	●	○	○	○
e. Workplace Climate:	○	○	○	○	●	○	○	○
f. Evaluations:	○	○	○	○	○	●	○	○

Compassionate leader, aided E-4 experiencing over 9-month period away from family due to patrol/TDY schedule; brought issue to Cmd's attention, ID'd solutions & developed plan to alleviate significant family stressor, enabled mbr well-deserved time w/ spouse & young children. Harnessed prior experience in Prevention field to mentor 3 JOs seeking similar career; provided career planning strategies & connected mbrs w/ experts in field to further mentorship. Excelled at directing dept: diligently tracked preventative maintenance completion rates, sought ways to improve results, efforts resulted in highest GM/ET FY19 Q1 PMS completion percentage in PACAREA, efforts lauded by FORCECOM & AREA. Worked cohesively w/Cmd & Dept Hds, sought proactive & achievable results to improve unit's operational impacts. Cognizant of workplace climate impacts; quickly addressed personal conflict & public outburst w/E7 regarding DCWQS qual process, owned actions & rectified/improved situation w/mbr.

3c. PERSONAL AND PROFESSIONAL QUALITIES: Measures an officer's qualities which illustrate the individual's character.

Open	1	2	3	4	5	6	7	N/O
a. Initiative:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
b. Judgment:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Responsibility:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Professional Presence:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Health and Well-Being:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Demo'd strong initiative; hit deck running & quickly amassed u/w knowledge & experience expected of 2nd yr JOs, qual'd in all required watch stations w/in first 6 months u/w on major cutter, provided excellent example for ENSs. Exercised sound judgment as OOD; provided astute contact avoidance recs to CO, displayed strong understanding/application of rules of the road in concentrated Bering Sea fishing fleets. Staunch advocate for COMDT Policies, held 2 E3 & 1 O1 accountable for failing to meet standards, documented deficiencies & utilized refined counseling skills to address/correct deficiencies; efforts resulted in improved performance. Excellent CG rep at USN c-school, only O2 in class of 40+ O3s; employed professional actions & appearance, efforts strengthened relations b/w Services. Sought workout time for Dept, improved phys & mental health of all.

4. SUPERVISOR AUTHENTICATION:

[Click here - email form to RO](#)

a. FIRST, MIDDLE INITIAL, LAST NAME B. R. Whisler	b. GRADE O4	c. EMPLID	d. POSITION TITLE Executive Officer	e. DATE 19Mar2019
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5. REPORTING OFFICER AUTHENTICATION:

a. EVALUATION Concur Do not concur RO is Supervisor

b. COMPARISON SCALE: Compare this officer with others of the same grade whom you have known in your career.		c. PROMOTION SCALE: (Mark one only)	
Best officer of this grade	<input type="radio"/>	<input checked="" type="radio"/> Already selected to next pay grade <input type="radio"/> Recently promoted (<12 months in rank annual; <6 months in rank semi-annual)	<input type="radio"/> Below zone select
One of few distinguished officers	<input type="radio"/>		<input type="radio"/> In-zone reorder
One of the many high performing officers who form the majority of this grade.	<input checked="" type="radio"/>		<input type="radio"/> Promote w/top 20% of peers
Marginally performing officer	<input type="radio"/>		<input type="radio"/> Promote
Unsatisfactory	<input type="radio"/>		<input type="radio"/> Promotion potential
			<input type="radio"/> Do not promote

I provided my comparison scale history to the Reviewer (CG Reporting Officer's only; available via Direct Access).

d. REPORTING OFFICER COMMENTS: Supplement or amplify Supervisor's evaluation. Describe ability to assume greater leadership roles/responsibilities (e.g. command, special assignment, and special skills).

Excellent start to first officer u/w tour, quickly adapted to the rigors associated w/cutter duty in isolated duty station. Shouldered significant Dept load w/out benefit of experienced JOs to leverage, made continual improvements to processes & Dept's results while simultaneously tackling all u/w qualifications. Possesses affable personality & is a valuable/needed addition to the wardroom. Demo'd strong commitment to professional development, highly recommended for selection to grad school of choice including International Affairs. Holds passion for underway ops & career, recommended for continued afloat assignments commensurate with grade following successful tour as WEPS. Attention to detail & desire to improve processes make this officer an ideal fit for most challenging staff jobs. Recently selected for O3, recommended for continued promotion with peers.

[Click here - email form to Reviewer](#)

e. FIRST, MIDDLE INITIAL, LAST NAME K. W. Riddle	f. GRADE O6	g. EMPLID	h. POSITION TITLE Commanding Officer	i. DATE 19Mar2019
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6. REVIEWER AUTHENTICATION:

a. Concur regarding performance and/or potential significantly different than Supervisor or RO

b. FIRST, MIDDLE INITIAL, LAST NAME J. E. Musman	MUSMAN.JONATHAN.E.1013637845	c. GRADE O6	e. POSITION TITLE Chief, Cutter Forces Section	f. DATE 19Mar2019
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g. ATTACHMENTS:

[Click here - email form to ROO](#)

7. REPORTED-ON OFFICER:

I understand my signature does not constitute agreement or disagreement. I acknowledge I have reviewed the report.

a. SIGNATURE:	b. DATE	Active duty click here - email form to PSC-OPM-3	Reserve click here - email form to PSC-RPM-1
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PRIVACY ACT STATEMENT

Authority: 14 USC 633 and COMDTINST M1000.3 (series). **Purpose:** To determine an officer's suitability for promotion, selection and assignment. **Routine Uses:** Same. **Disclosure:** Mandatory. Failure to disclose required information may adversely affect promotion, selection and assignment decisions.