

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
OFFICER EVALUATION REPORT (W4/O1/O2)

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 CG BASE Kodiak	
c. PERIOD OF REPORT 01Feb2021 to 31Jul2021		d. OCCASION FOR REPORT Semi-annual		e. GRADE O2
				g. DATE OF RANK 24May2017
				h. DATE REPORTED 21Jan2020
i. MID-TERM COUNSELING DOCUMENTATION Mandated. See PSCINST M1611.1(series) for guidance.		j. DATE COUNSELED 14May2021	k. COUNSELOR NAME P. Salerno	
				l. ROO SIGNATURE J. W. Lee

Digitally signed by J. W. Lee
Date: 2021.08.15 23:52:49 -0400

2. DESCRIPTION OF DUTIES: List primary duty and summarize all duties and responsibilities. [Click here - email form to Supervisor](#)

a. PRIMARY DUTY: ASSISTANT BASE OPS OFFICER	b. PAL TITLE: TEMP SUPPORT
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Direct support to Base Operations/Comptroller & Personnel DHs; daily management of 10 member COVID care team. Provides admin process implementation support & review/revision of unit instructions. Special Projects Officer for Base-wide initiatives requiring coordination between Depts & Team Kodiak Cmds. Pandemic Mitigation Team leader; work w/ Base Command, DHs, Medical, Housing & Tenant Commands; tracks arrivals of mbrs requiring quarantine; coord transportation, berthing & meals.

3a. PERFORMANCE OF DUTIES: <input type="radio"/> Open	<input type="radio"/> f. Speaking and Listening: 6	<input type="radio"/> d. Teamwork: 6	<input checked="" type="radio"/> c. Responsibility: 6
<input checked="" type="radio"/> a. Planning and Preparedness: 6	<input type="radio"/> g. Writing: 6	<input type="radio"/> e. Workplace Climate: 5	<input checked="" type="radio"/> d. Professional Presence: 6
<input type="radio"/> b. Using Resources: 6	3b. LEADERSHIP SKILLS: <input type="radio"/> Open	<input type="radio"/> f. Evaluations: 5	<input type="radio"/> e. Health and Well-Being: 6
<input checked="" type="radio"/> c. Results/Effectiveness: 7	<input checked="" type="radio"/> a. Looking Out for Others: 7	3c. PROFESSIONAL QUALITIES: <input type="radio"/> Open	
<input type="radio"/> d. Adaptability: 6	<input type="radio"/> b. Developing Others: 6	<input type="radio"/> a. Initiative: 6	Supervisor selects the 5 performance dimensions for O2 & 3 dimensions for W4/O1 that best characterize this officer. Comments are required for the selected dimensions and any marks of 1, 2, and 3.
<input type="radio"/> e. Professional Competence: 6	<input type="radio"/> c. Directing Others: 6	<input type="radio"/> b. Judgment: 6	

Exceptional planning; answered D17 Chief of Staff data call; quickly identified 10 local restaurant owners & gauged willingness to accommodate CG members/families restricted from dine-in eating; report assisted in D17 wide decision to ease restrictions; enhanced and improved morale. Outstanding results processing \$1M+ in HHG invoices as Asst. Transportation Officer; disputed \$79k among invoices containing errors; ensured fiscal stewardship. Developed robust training materials for incoming civilian to ensure lasting success of Transportation office. Effectively managed request from NOAA crew for vaccines; coordinated with medical to sked COVID shots; ensured unit remained operational. Engaged leader to jr member w/ family emergency; identified tele-work solution; permitted member to provide terminal care to father; member & family expressed deep gratitude for direct support throughout multi-week crisis. Conducted seamless transition of COVID Mitigation Team to new leadership & support staff; updated documentation & notified Team Kodiak; ensuring operational capabilities remain uninterrupted & PAC ROM guidance enforced. Positive rep in community; volunteered 100+ hours at local fire dept & 40+ hours coaching youth hockey.

4. SUPERVISOR AUTHENTICATION: [Click here - email form to RO](#)

a. FIRST, MIDDLE INITIAL, LAST NAME P. Salerno	b. GRADE O5	c. EMPLID	d. POSITION TITLE Personnel Support Dept Head	e. DATE 15Jul2021
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5. REPORTING OFFICER AUTHENTICATION: a. EVALUATION Concur Do not concur

b. COMPARISON SCALE: Compare this officer with others of the same grade whom you have known in your career.

Unsatisfactory	Marginally performing officer	One of the many high performing officers who form the majority of his grade	One of few distinguished officers	Best officer of this grade
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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

Recommended for future promotions. ROO ending current AD contract, accepting scholarship at James Madison University Doctoral program in psychology along w/ university employment as Level III Graduate Assistant. ROO re-joining SELRES & slated for O4 Journeyman Marine Inspector position at Sector Virginia. Has done a great job overseeing and modifying BASE COVID policies & providing quality customer service to operational partners. A skilled officer recommended for continued service & Marine Inspector, future CG Post Grad program in HRM or International Affairs, afloat tour or special assignments.

d. FIRST, MIDDLE INITIAL, LAST NAME J. L. Johnson	e. GRADE O5	f. [REDACTED]	g. POSITION TITLE Executive Officer	h. DATE 02Aug2021
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i. ATTACHMENTS: [Click here - email form to ROO](#)

6. REPORTED-ON OFFICER: I understand my signature does not constitute agreement or disagreement. I acknowledge I have reviewed the report.

a. SIGNATURE: J. W. Lee	b. DATE 15Aug2021	Active duty click here - email form to PSC-OPM-3	Reserve click here - email form to PSC-RPM-1
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Digitally signed by J. W. Lee
Date: 2021.08.15 23:53:57 -0400

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.