

Enlisted Evaluation Review (EER)

Overview

Introduction

The Enlisted Evaluation System (EES) was designed to serve specific purposes:

- To set standards by which to evaluate the performance and behavior of all enlisted members.
- To inform enlisted members of the performance standards they will be measured against.
- To provide a means by which enlisted members can receive feedback on how well they are measuring up to the standards.
- To capture a valid, reliable assessment of enlisted member performances so the Coast Guard may advance and assign members with a high degree of confidence.
- To provide critical information that may affect discharges, re-enlistments, good conduct, advancement eligibility, and reductions in rate. The Enlisted Evaluation Review (EER) is not only used to document a member's past performance, but more importantly, to provide a road map for future improvement.

Before You Begin

Do **NOT** use special characters when entering comments in the EER. Words like décor or entrée are also considered special characters. Comments previously prepared using special characters and pasted into Direct Access will cause the reviews to NOT print or will be blank.

Do **NOT** use gender specific pronouns or a member's name in the comments block or EERs. Per [ACN 125/18](#), gender specific pronouns and the use of a member's name in the comment blocks is **prohibited**. Alternative words such as Reported on Officer (ROO), Reported on Member (ROM), Member (MBR), or Service Member (SVM) may be used.

Reference

- a) [Enlistments, Evaluations, and Advancements COMDTINST M1000.2 \(series\)](#)

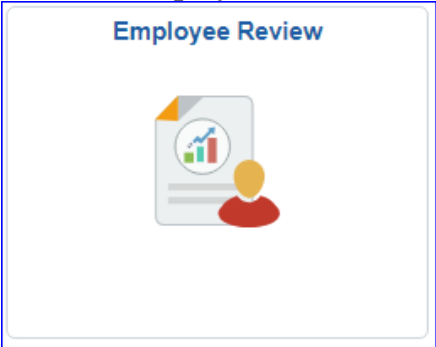
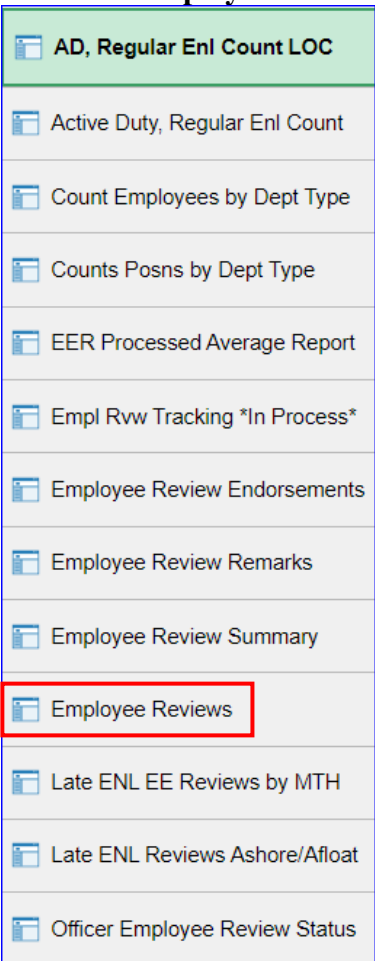
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Enlisted Evaluation Review – Supervisor Submission

Introduction The section provides the procedures for a supervisor completing and processing an Enlisted Evaluation Review (EER) in Direct Access (DA).

Procedures See below.

Step	Action
1	<p>Click the Employee Review tile.</p>  <p>The tile is titled 'Employee Review' in blue text. It features a graphic of a document with a bar chart and a person icon.</p>
2	<p>Select the Employee Reviews option.</p>  <p>A vertical menu of options is shown. The 'Employee Reviews' option is highlighted with a red box. The options are:</p> <ul style="list-style-type: none"> AD, Regular Enl Count LOC Active Duty, Regular Enl Count Count Employees by Dept Type Counts Posns by Dept Type EER Processed Average Report Empl Rvw Tracking *In Process* Employee Review Endorsements Employee Review Remarks Employee Review Summary Employee Reviews Late ENL EE Reviews by MTH Late ENL Reviews Ashore/Afloat Officer Employee Review Status

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Enlisted Evaluation Review – Supervisor Submission,

Continued

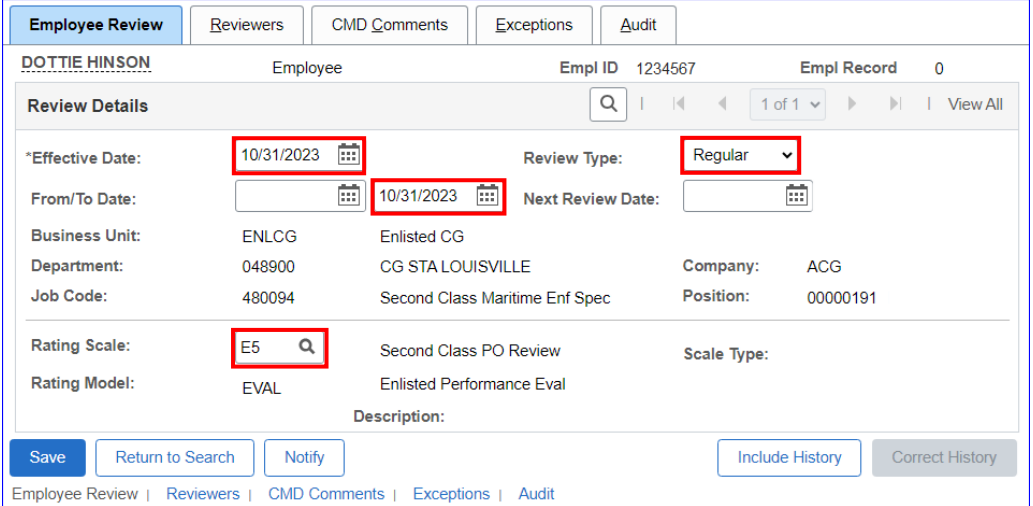
5B Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID and click Search. The Correct History box is checked by default – leave as is.</p> <div> <p>Review History</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text" value="ENLCG"/></p> <p>Department Set ID begins with ▼ <input type="text" value="00010"/> </p> <p>Department begins with ▼ <input type="text"/> </p> <p><input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> </div>

Continued on next page

Enlisted Evaluation Review – Supervisor Submission, Continued

Procedures,
continued

Step	Action
4	<p>The Employee Review page will display. Update the following fields:</p> <ul style="list-style-type: none"> • Effective Date – Current date will display. Enter the correct date. This will autofill in the To Date. • From Date – Leave blank. • To Date – This date must match the Effective Date. • Review Type – Select the appropriate type from the drop-down. The Effective Date and the To Date must match the correct submission date for the Review Type. For example, a BM1 must have an Effective Date of 31 May for a Regular review. <p>NOTE: Concurrent, Detach RO, Memo, and Special reviews are not used with the EER. See Step 4 (cont.)</p> <ul style="list-style-type: none"> • Rating Scale – Using the lookup, select the appropriate rating scale.  <p>The screenshot shows the 'Employee Review' page for DOTIE HINSON. The page has tabs for 'Employee Review', 'Reviewers', 'CMD Comments', 'Exceptions', and 'Audit'. The 'Employee Review' tab is active. The page displays the following information:</p> <ul style="list-style-type: none"> Employee: DOTIE HINSON Empl ID: 1234567 Empl Record: 0 Review Details: 1 of 1 *Effective Date: 10/31/2023 Review Type: Regular From/To Date: 10/31/2023 Next Review Date: Business Unit: ENLCG Enlisted CG Department: 048900 CG STA LOUISVILLE Company: ACG Job Code: 480094 Second Class Maritime Enf Spec Position: 00000191 Rating Scale: E5 Second Class PO Review Rating Model: EVAL Enlisted Performance Eval Description: Buttons: Save, Return to Search, Notify, Include History, Correct History

Continued on next page

Enlisted Evaluation Review – Supervisor Submission, Continued

Procedures,
continued

Step	Action
4 (cont.)	<p>If entering a CORC (Change of Recommendation) evaluation, select CORC for the Review Type and Rating Scale. Only CORCs of Not Ready and Not Recommended require comments. Comments for a mark of Ready are prohibited.</p> <div> <div>Employee Review Reviewers CMD Comments Exceptions Audit</div> <div> <div>DOTTIE HINSON Employee Empl ID 1234567 Empl Record 0</div> <div> <div>Review Details</div> <div> <div> <div>*Effective Date: 10/31/2023</div> <div>Review Type: CORC</div> </div> <div> <div>From/To Date: 10/31/2023</div> <div>Next Review Date:</div> </div> <div> <div>Business Unit: ENLCG Enlisted CG</div> <div>Department: 048900 CG STA LOUISVILLE Company: ACG</div> <div>Job Code: 480094 Second Class Maritime Enf Spec Position: 00000191</div> </div> <div> <div>Rating Scale: CORC</div> <div>CO's Change of Recommendation Scale Type:</div> </div> <div> <div>Rating Model: EVAL</div> <div>Enlisted Performance Eval</div> </div> <div>Description:</div> </div> <div> <div>Save Return to Search Notify</div> <div>Include History Correct History</div> </div> <div>Employee Review Reviewers CMD Comments Exceptions Audit</div> </div> </div> </div>

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Enlisted Evaluation Review – Supervisor Submission, Continued

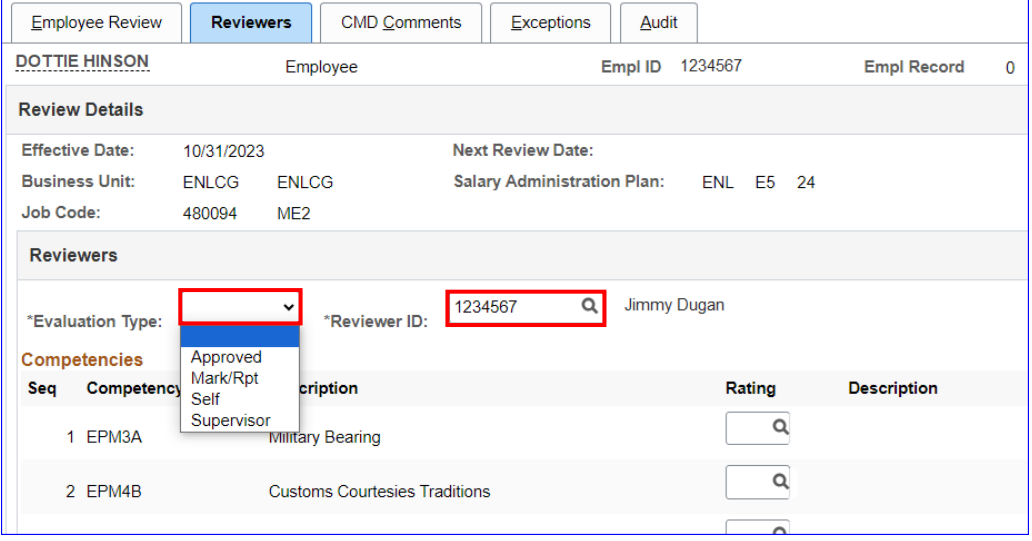
Procedures,
continued

Step	Action																												
5	<p>Select the Exceptions tab and then click Validate Employee Review. If any warning Descriptions display, return to the Employee Review tab, and correct any exceptions.</p> <p>NOTE: All competencies will be listed as exceptions until a rating scale is entered. The EER will list all competencies as actionable errors because they are currently blank. The EER cannot be submitted until the Validate Employee Review indicates no actionable errors.</p> <div> <div> Employee Review Reviewers CMD Comments Exceptions Audit </div> <div> <p>Employee: DOTTIE HINSON Empl ID: 1234567 Empl Record: 0</p> <p>Review Details 1 of 1 View All</p> <p>Effective Date: 10/31/2023 Enter the Endorser Emplid: <input type="text"/> Last Update Timestamp:</p> <p>Business Unit: ENLCG ENLCG</p> <p>Job Code: 480094 ME2</p> <p>Last Member who updated Review:</p> <p>Validate Employee Review Final: <input type="checkbox"/></p> <p>Exceptions</p> <table border="1"> <thead> <tr> <th>Seq. No.</th><th>Competency</th><th>Short Description</th><th>Description</th></tr> </thead> <tbody> <tr> <td>1</td><td></td><td></td><td>Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=, REVIEWER_ID=</td></tr> <tr> <td>2</td><td>EPM3A</td><td>Bearing</td><td>Action: A competency rating cannot be blank or zero. Competency=EPM3A Bearing, REVIEWER_ID=, EVALUATION_TYPE=</td></tr> <tr> <td>3</td><td>EPM3A</td><td>Bearing</td><td>Action: This competency must have a numeric Rating. Competency=EPM3A Bearing, REVIEWER_ID=, EVALUATION_TYPE=</td></tr> <tr> <td>4</td><td>EPM4B</td><td>Customs Co</td><td>Action: A competency rating cannot be blank or zero. Competency=EPM4B Customs Co, REVIEWER_ID=, EVALUATION_TYPE=</td></tr> <tr> <td>5</td><td>EPM4B</td><td>Customs Co</td><td>Action: This competency must have a numeric Rating. Competency=EPM4B Customs Co, REVIEWER_ID=, EVALUATION_TYPE=</td></tr> <tr> <td>6</td><td>EPP9A</td><td>Quality Wk</td><td>Action: A competency rating cannot be blank or zero. Competency=EPP9A Quality Wk, REVIEWER_ID=, EVALUATION_TYPE=</td></tr> </tbody> </table> <p>Save Return to Search Notify Include History Correct History</p> <p>Employee Review Reviewers CMD Comments Exceptions Audit</p> </div> </div>	Seq. No.	Competency	Short Description	Description	1			Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=, REVIEWER_ID=	2	EPM3A	Bearing	Action: A competency rating cannot be blank or zero. Competency=EPM3A Bearing, REVIEWER_ID=, EVALUATION_TYPE=	3	EPM3A	Bearing	Action: This competency must have a numeric Rating. Competency=EPM3A Bearing, REVIEWER_ID=, EVALUATION_TYPE=	4	EPM4B	Customs Co	Action: A competency rating cannot be blank or zero. Competency=EPM4B Customs Co, REVIEWER_ID=, EVALUATION_TYPE=	5	EPM4B	Customs Co	Action: This competency must have a numeric Rating. Competency=EPM4B Customs Co, REVIEWER_ID=, EVALUATION_TYPE=	6	EPP9A	Quality Wk	Action: A competency rating cannot be blank or zero. Competency=EPP9A Quality Wk, REVIEWER_ID=, EVALUATION_TYPE=
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Enlisted Evaluation Review – Supervisor Submission, Continued

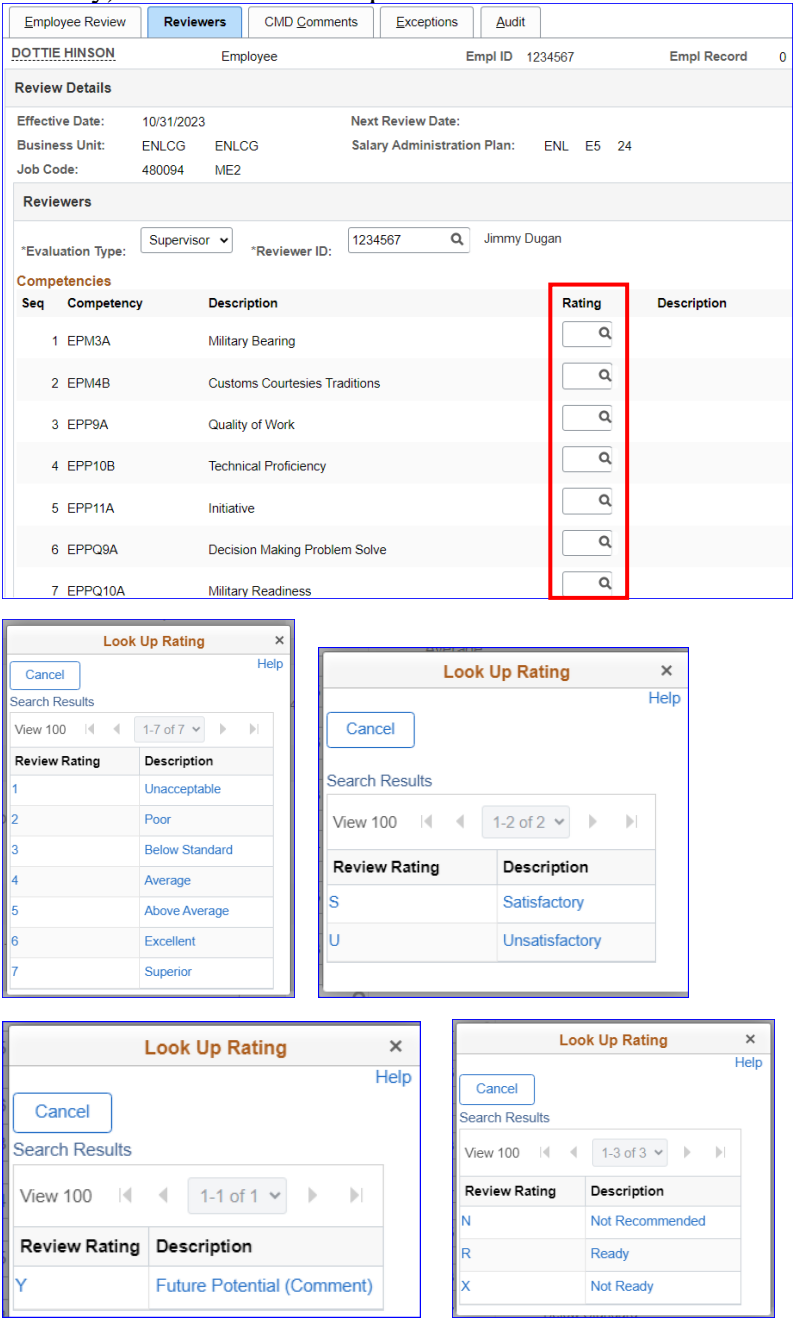
Procedures, continued

Step	Action
6	<p>Select the Reviewers tab. Update the following fields:</p> <ul style="list-style-type: none"> • Evaluation Type – Using the drop-down, select Supervisor. • Reviewer ID – Enter the Reviewer's (supervisor's) Employee ID.  <p>The screenshot shows the 'Reviewers' tab selected. The 'Evaluation Type' dropdown is set to 'Supervisor'. The 'Reviewer ID' is entered as 1234567. The 'Competencies' table shows two rows: 1 EPM3A Military Bearing and 2 EPM4B Customs Courtesies Traditions.</p>

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Enlisted Evaluation Review – Supervisor Submission, Continued

5B Procedures,
continued

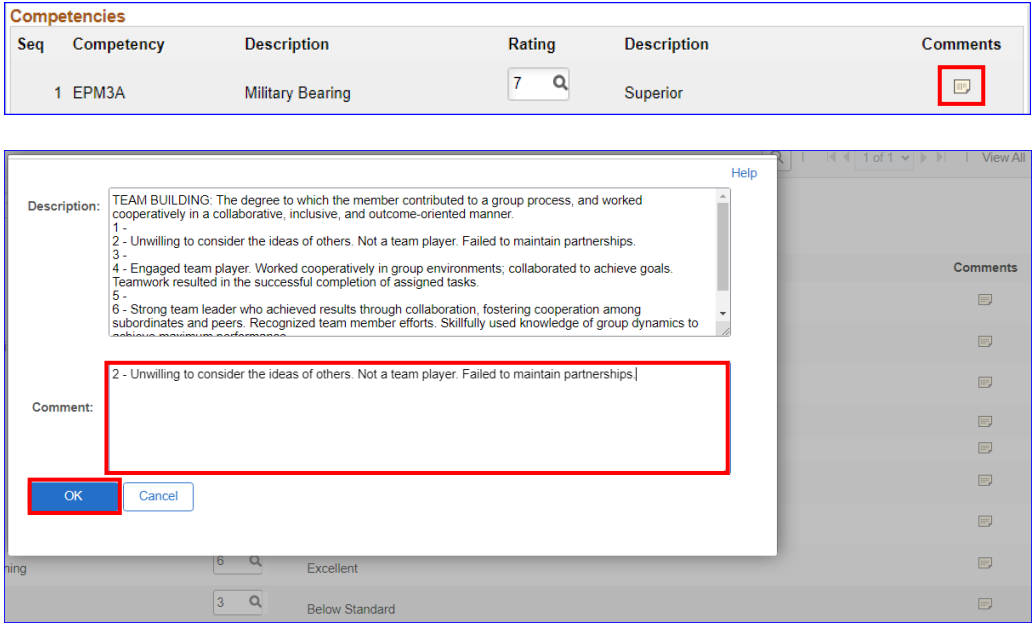
Step	Action																																								
7	<p>Enter Ratings: Enter the numerical Rating value or select the appropriate numerical value.</p> <ul style="list-style-type: none"> • Conduct – Enter U (unsatisfactory) or S (satisfactory). • Future Potential – MUST use the value Y. Comments are required. • Advancement Potential – N (Not Recommended), R (Ready), or X (Not Ready). Comments are required.  <p>The screenshot displays the 'Reviewers' tab for employee DOTTIE HINSON (Empl ID 1234567). The 'Competencies' table is as follows:</p> <table border="1"> <thead> <tr> <th>Seq</th><th>Competency</th><th>Description</th><th>Rating</th><th>Description</th></tr> </thead> <tbody> <tr><td>1</td><td>EPM3A</td><td>Military Bearing</td><td></td><td></td></tr> <tr><td>2</td><td>EPM4B</td><td>Customs Courtesies Traditions</td><td></td><td></td></tr> <tr><td>3</td><td>EPP9A</td><td>Quality of Work</td><td></td><td></td></tr> <tr><td>4</td><td>EPP10B</td><td>Technical Proficiency</td><td></td><td></td></tr> <tr><td>5</td><td>EPP11A</td><td>Initiative</td><td></td><td></td></tr> <tr><td>6</td><td>EPPQ9A</td><td>Decision Making Problem Solve</td><td></td><td></td></tr> <tr><td>7</td><td>EPPQ10A</td><td>Military Readiness</td><td></td><td></td></tr> </tbody> </table> <p>The 'Look Up Rating' pop-up windows show the following scales:</p> <ul style="list-style-type: none"> 1-7 of 7: 1 Unacceptable, 2 Poor, 3 Below Standard, 4 Average, 5 Above Average, 6 Excellent, 7 Superior. 1-2 of 2: S Satisfactory, U Unsatisfactory. 1-1 of 1: Y Future Potential (Comment). 1-3 of 3: N Not Recommended, R Ready, X Not Ready. 	Seq	Competency	Description	Rating	Description	1	EPM3A	Military Bearing			2	EPM4B	Customs Courtesies Traditions			3	EPP9A	Quality of Work			4	EPP10B	Technical Proficiency			5	EPP11A	Initiative			6	EPPQ9A	Decision Making Problem Solve			7	EPPQ10A	Military Readiness		
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Enlisted Evaluation Review – Supervisor Submission,

Continued

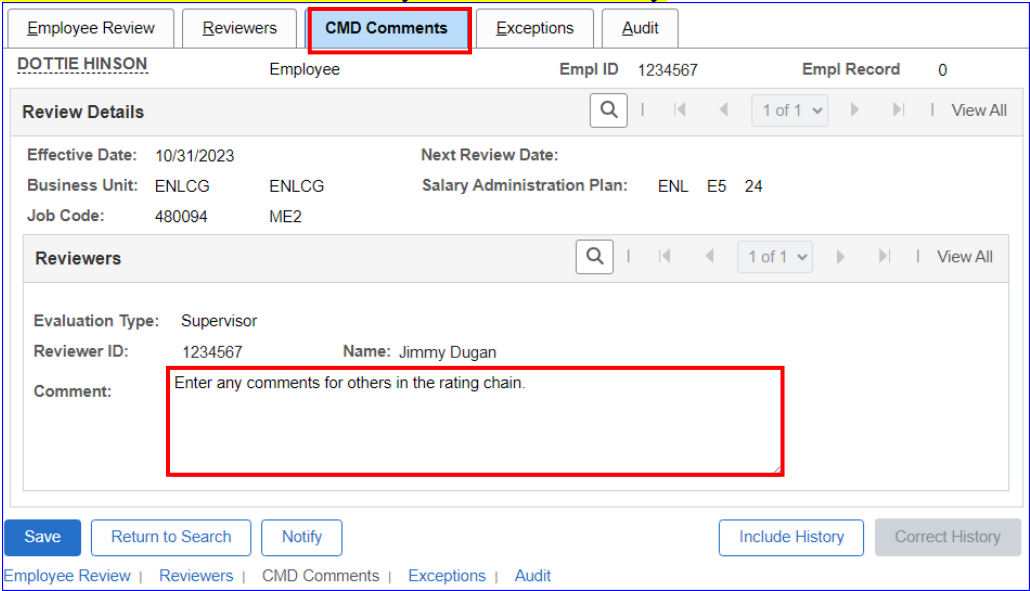
Procedures, continued

Step	Action
8	<p>To review the full competency description or enter Reviewer comments, select the Comments icon. Enter Comments as appropriate, then click OK to return to the Reviewer's tab.</p> <p>Required Comments:</p> <ul style="list-style-type: none"> • Competency Rating Marks of 1, 2, 3, and 7 • Unsatisfactory Conduct Mark • Not Ready or Not Recommended for Advancement • Future Potential and Advancement Potential Marks <p>NOTE: Enter any comments for review by the rating chain. A Supervisor may enter comments on the EER to be used as a counseling tool. These comments will be visible on the member's counseling form when printed, and the unit may maintain a paper copy of the printed form. The comments field replaces the requirement for Administrative Remarks (CG-3307) submission. Only required comments will be retained in DA. Comments are limited to 220 characters for all competencies EXCEPT Conduct and Advancement Potential which are limited to 550 characters.</p>  <p>The screenshot displays the 'Competencies' section of the EER. It features a table with columns: Seq, Competency, Description, Rating, and Comments. The first row shows '1 EPM3A Military Bearing' with a rating of '7' and a 'Superior' description. A red box highlights the 'Comments' icon in the 'Comments' column. Below the table, a 'Comments' dialog box is open, showing a list of competency descriptions. The second description, '2 - Unwilling to consider the ideas of others. Not a team player. Failed to maintain partnerships.', is selected and highlighted with a red box. The 'OK' button in the dialog box is also highlighted with a red box.</p>

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Enlisted Evaluation Review – Supervisor Submission, Continued

Procedures, continued

Step	Action
9	<p>Select the CMD Comments tab and update/add any Comments for others in the rating chain.</p> <p>NOTE: These comments will be retained by DA. When submitting the members EER for final approval, do NOT enter comments for marks of 4, 5, 6, Satisfactory Conduct, or Ready.</p> 

Continued on next page

Enlisted Evaluation Review – Supervisor Submission, Continued

Procedures, continued

Step

10

Action

Select the **Exceptions** tab and click **Validate Employee Review**. This will generate a list of any exceptions in the **Description** column including actionable errors found within the EER.

Correct any discrepancies, then click **Validate Employee Review** again.

Employee Review

Reviewers

CMD Comments

Exceptions

Audit

DOTTIE HINSON

Employee

Empl ID 1234567

Empl Record 0

Review Details

Effective Date: 10/31/2023

Business Unit: ENLCG ENLCG

Job Code: 480094 ME2

Last Member who updated Review:

Enter the Endorser Emplid:

Last Update Timestamp:

Remember to print the Member Counseling Report before final submit

Submit

Validate Employee Review

Final: ☐

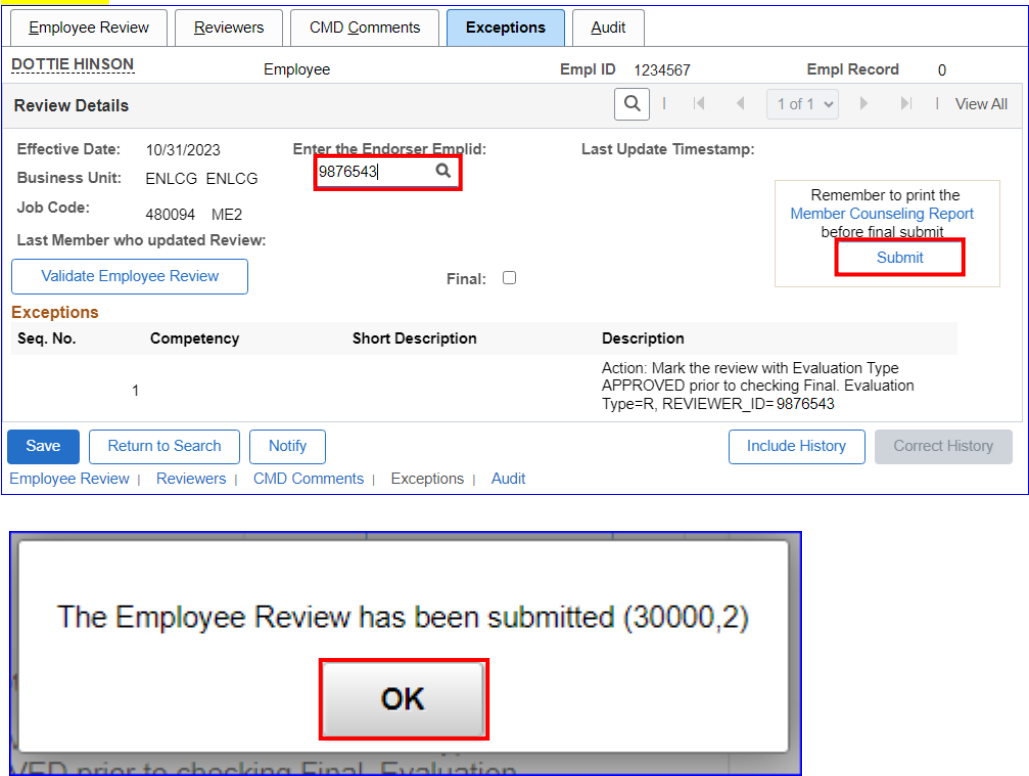
Exceptions

Seq. No.	Competency	Short Description	Description
1			Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=R, REVIEWER_ID=1234567
2	EPP9A	Quality Wk	Action: If there are any competencies with a rating of 1, 2, 3, 7, N, U, X, or Y the reviewer must have reviewer comments populated. Competency=EPP9A Quality Wk, REVIEWER_ID=1234567, EVALUATION_TYPE=R, REVIEW_RATING=7
3	EPP10B	Tech Prof	Action: If there are any competencies with a rating of 1, 2, 3, 7, N, U, X, or Y the reviewer must have reviewer comments populated. Competency=EPP10B Tech Prof, REVIEWER_ID=1234567, EVALUATION_TYPE=R, REVIEW_RATING=7
4	EPL8A	Respect	Action: A competency rating cannot be blank or zero. Competency=EPL8A Respect, REVIEWER_ID=1234567, EVALUATION_TYPE=R
5	EPL8A	Respect	Action: This competency must have a numeric Rating. Competency=EPL8A Respect, REVIEWER_ID=1234567, EVALUATION_TYPE=R

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Enlisted Evaluation Review – Supervisor Submission, Continued

Procedures, continued

Step	Action
11	<p>Enter the Endorser's Emplid (this will be the next person in the rating chain), then click Submit. A confirmation message will display, click OK. This completes the initial recording of an EER.</p> <p>NOTE: If the confirmation message does NOT display, the EER did not forward. Review the Exceptions tab and ensure no actionable errors exist and click Submit again.</p> <p>NOTE: Do NOT check the Final box unless you are the final Approving Official.</p> 

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Enlisted Evaluation Review – Supervisor Submission, Continued

Procedures, continued

Step

12

Action

Select the **Audit** tab to view the **Change History** (users who have made changes to the EER).

NOTE: The **Audit** tab updates when the Save or Submit buttons are selected.

Employee Review

Reviewers

CMD Comments

Exceptions

Audit

DOTTIE HINSON
Employee
Empl ID 1234567
Empl Record 0

Changes by Effective Date

Q

| << < 1 of 1 > >> |

View All

Effective Date 10/31/2023

Change History

Seq	Update by	Empl ID	Name	Last Upd DtTm	Record
0	9876543	9876543	Jimmy Dugan	11/14/23 3:03:18PM	EMPLOYEE_REVIEW
0					

Save

Return to Search

Notify

Include History

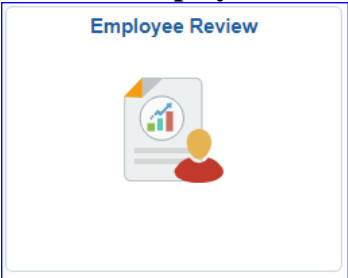
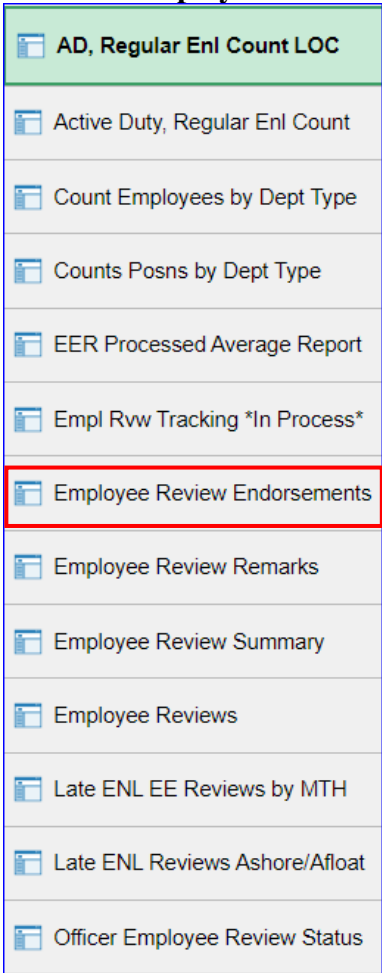
Correct History

Employee Review | Reviewers | CMD Comments | Exceptions | Audit

Enlisted Evaluation Review - Endorsements

Introduction This section provides the procedures for a Marking Official to search for and provide additional review of the submitted Rating scores and comments assigned to the member by the Supervisor in DA.

Procedures See below.

Step	Action
1	<p>Click the Employee Review tile.</p>  <p>The tile is titled 'Employee Review' and features an icon of a document with a bar chart and a person silhouette.</p>
2	<p>Select the Employee Review Endorsements option.</p>  <p>The menu lists the following options: AD, Regular Enl Count LOC; Active Duty, Regular Enl Count; Count Employees by Dept Type; Counts Posns by Dept Type; EER Processed Average Report; Empl Rvw Tracking *In Process*; Employee Review Endorsements (highlighted with a red border); Employee Review Remarks; Employee Review Summary; Employee Reviews; Late ENL EE Reviews by MTH; Late ENL Reviews Ashore/Afloat; and Officer Employee Review Status.</p>

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Enlisted Evaluation Review - Endorsements, Continued

7BProcedures,
continued

Step

3

Action

The My Employee Review Endorsements page will display. To view all EERs submitted to you for review, select the **Endorsements Requested From Me** radio button and click **Populate Grid**. Search results may be narrowed by entering a **Review From Date** and a **Review To Date**. All EERs submitted to you will display. Click the **Review** link for the EER to be reviewed.

My Employee Review Endorsements

Jimmy Dugan

☒ Endorsements Requested From Me
☐ Endorsements I Submitted

Review From Date:

08/01/2023

Review To Date:

11/14/2023

Populate Grid

Refresh

Review Endorsements

1-2 of 2

View All

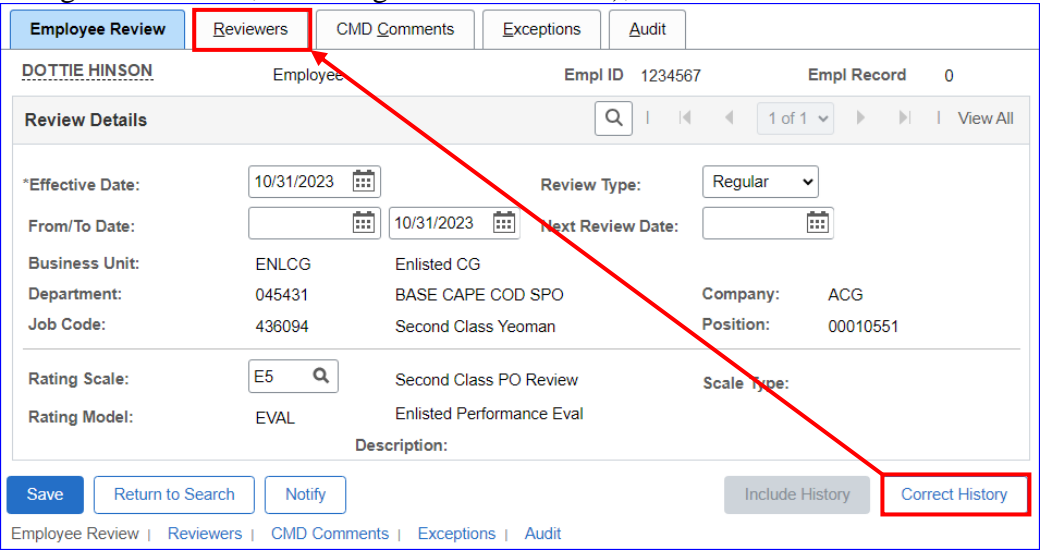
	Empl ID	Name	Effective Date	Detail	Delete
1	1111111	Kit Keller	08/04/2023	Review	Delete
2	1234567	DOTTIE HINSON	10/31/2023	Review	Delete

Save

Continued on next page

Enlisted Evaluation Review - Endorsements, Continued

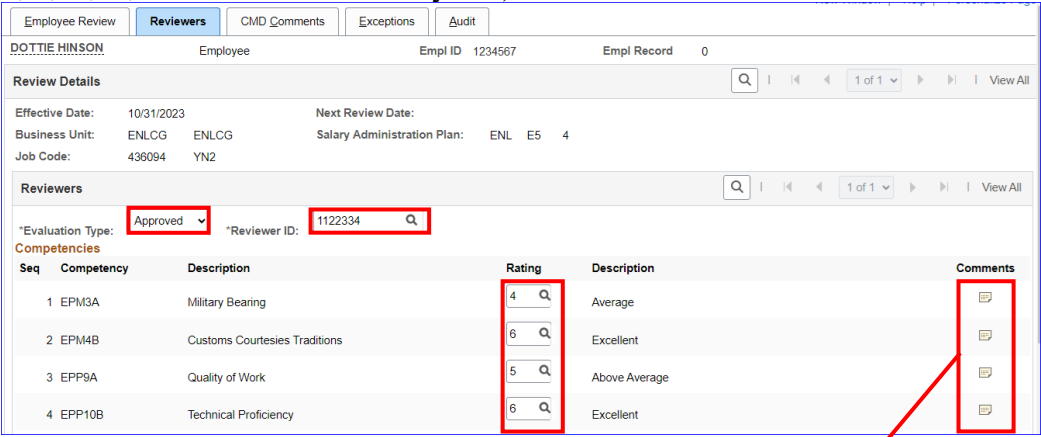
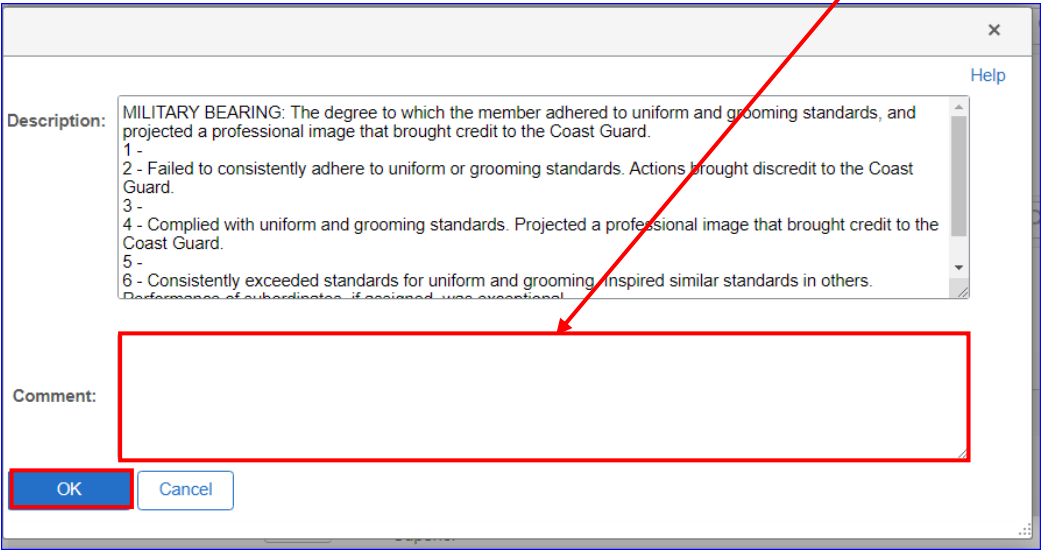
Procedures,
continued

Step	Action
4	<p>The Employee Review tab will display. Click Correct History (this allows changes to the EER, including the Endorsement), then select the Reviewers tab.</p>  <p>The screenshot shows the 'Employee Review' interface for DOTTIE HINSON (Empl ID 1234567, Empl Record 0). The 'Reviewers' tab is highlighted with a red box. A red arrow points from the 'Correct History' button at the bottom right to the 'Reviewers' tab. The interface includes fields for 'Effective Date' (10/31/2023), 'From/To Date' (10/31/2023), 'Next Review Date', 'Business Unit' (ENLCG), 'Department' (045431), 'Job Code' (436094), 'Rating Scale' (E5), and 'Rating Model' (EVAL). The 'Review Type' is set to 'Regular'. The 'Company' is 'ACG' and the 'Position' is '00010551'. The 'Description' field is empty. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Include History', and 'Correct History' (highlighted with a red box). The bottom navigation bar shows 'Employee Review Reviewers CMD Comments Exceptions Audit'.</p>

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Enlisted Evaluation Review - Endorsements, Continued

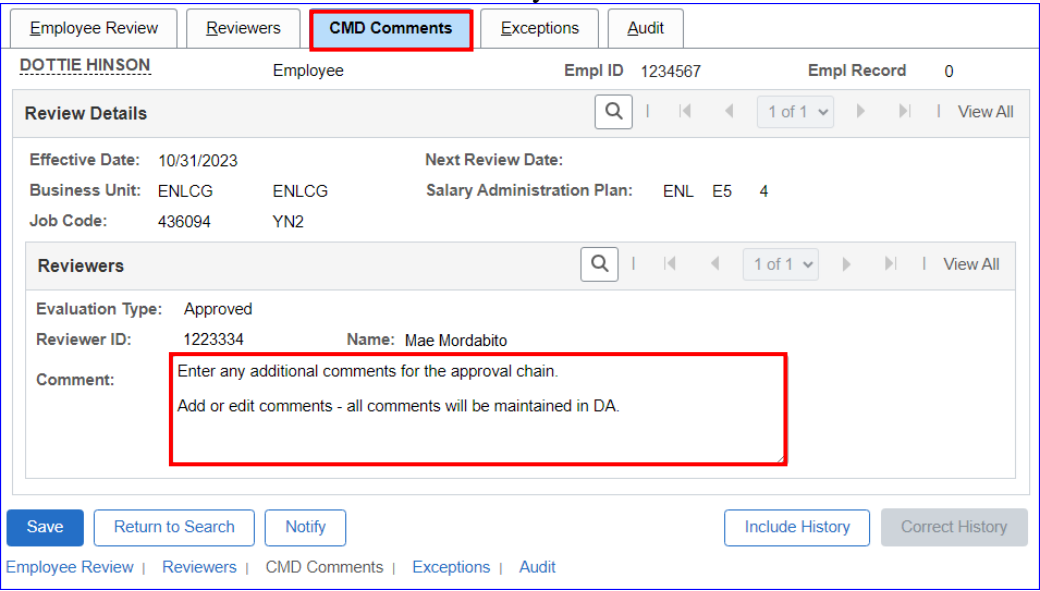
Procedures, continued

Step	Action
5	<p>Update the following fields:</p> <ul style="list-style-type: none"> • Evaluation Type – Using the drop-down, select the appropriate type. • Reviewer ID – Enter your Empl ID. • Rating – Edit/update the numeric Rating as appropriate. To review the full competency description or to enter/modify Reviewer comments, click the Comments Icon. The reviewer comments are limited to 220 characters and the Future Potential is limited to 550 characters. <p>NOTE: Any Comments provided will be visible on the member's counseling review when printed. Only required comments (e.g., Competency Ratings of 1, 2, 3, 7, U, X, or N will be retained by DA).</p>  <p>Click OK to return to the Reviewers tab.</p> 

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Enlisted Evaluation Review - Endorsements, Continued

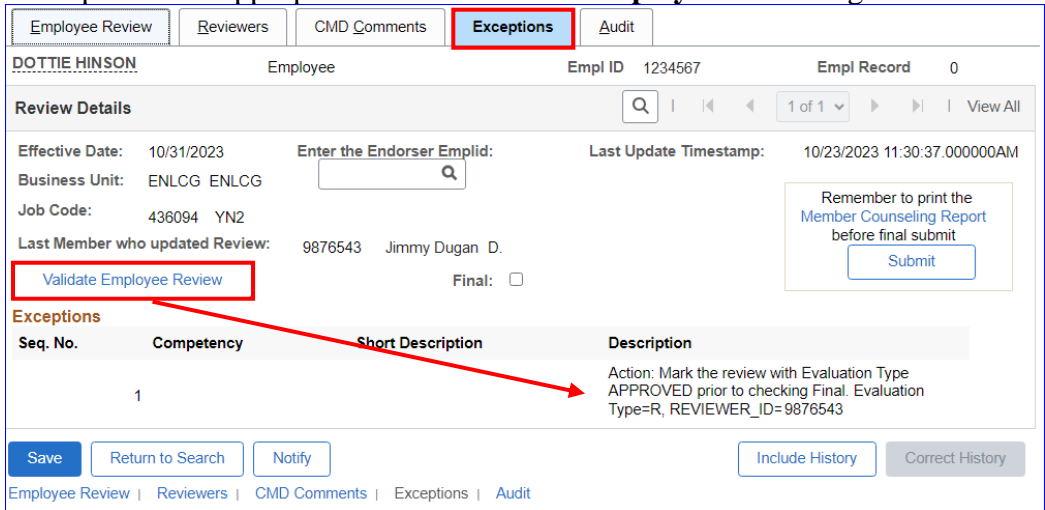
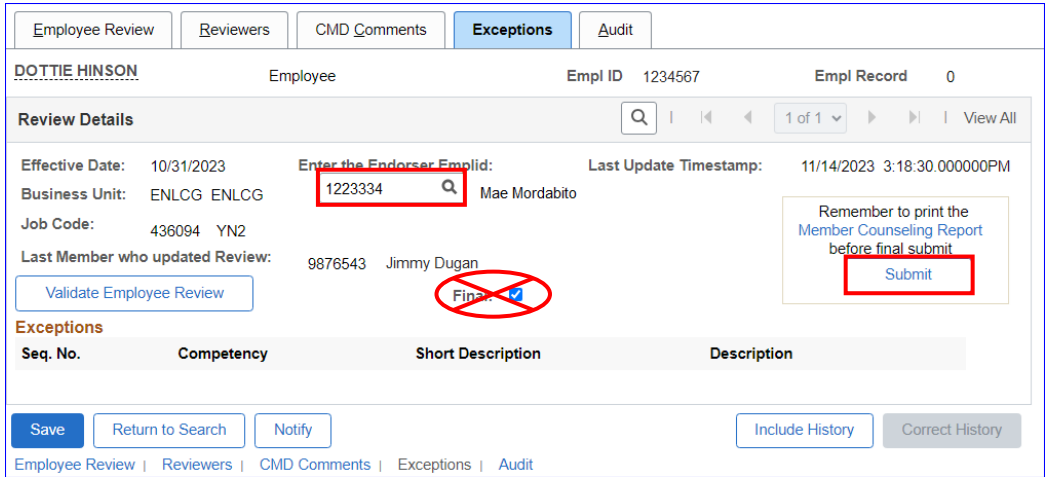
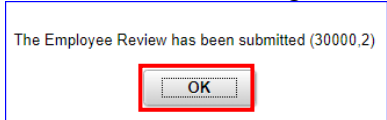
Procedures,
continued

Step	Action
6	<p>Select the CMD Comments tab. Add any Comments for others in the rating chain. These comments will be retained by DA.</p>  <p>The screenshot shows the 'CMD Comments' tab selected. The 'Comment' field is highlighted with a red box. The comment text is: 'Enter any additional comments for the approval chain. Add or edit comments - all comments will be maintained in DA.'</p>

Continued on next page

Enlisted Evaluation Review - Endorsements, Continued

Procedures,
continued

Step	Action
7	<p>Select the Exceptions tab and click Validate Employee Review. This will generate a list of exceptions including action errors found within the EER. Correct discrepancies as appropriate. Click Validate Employee Review again.</p> 
8	<p>Enter the Endorser Emplid – Enter the EMPLID for the next person in the rating chain. Do NOT check the Final box unless you are the final AO. Click Submit.</p> <p>NOTE: <i>Action Errors</i> MUST be corrected before the EER may be forwarded to the next Endorser or Approver; EERS may be forwarded with <i>Informational Errors</i>.</p> 
9	<p>A confirmation message will display. Click OK.</p> 

Continued on next page

Enlisted Evaluation Review - Endorsements, Continued

Procedures,
continued

Step

10

Action

Select the **Audit** tab to view the **Change History** (users who have made changes to the EER).

NOTE: The **Audit** tab updates when the Save or Submit buttons are selected.

Employee Review

Reviewers

CMD Comments

Exceptions

Audit

DOTTIE HINSON

Employee

Empl ID 1234567

Empl Record 0

Changes by Effective Date

Q

1 of 1

View All

Effective Date 10/31/2023

Change History

Seq	Update by	Empl ID	Name	Last Upd DtTm	Record
0	1223334	1223334	Mae Mordabito	10/20/23 7:43:36AM	EMPLOYEE_REVIEW
1	1223334	1223334	Mae Mordabito	10/20/23 9:03:55AM	REWW_REVWER_CMP
2	1223334	1223334	Mae Mordabito	10/20/23 9:08:23AM	REWW_REVWER_CMP
3	1223334	1223334	Mae Mordabito	10/23/23 7:49:31AM	REWW_REVWER_CMP
4	1223334	1223334	Mae Mordabito	10/23/23 7:53:49AM	REWW_REVWER_CMP


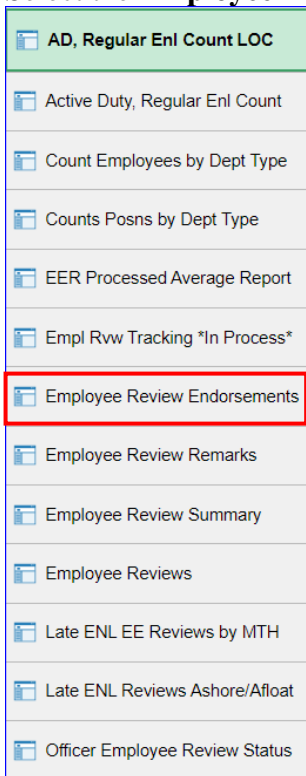
Enlisted Evaluation Review - Approval

Introduction This section provides the procedures for approving the Enlisted Evaluation Review in DA.

It is the responsibility of the Approving Official to provide additional review of the submitted Rating scores and comments assigned to the member by the Marking Official.

DA allows a user to search for a member's pending Enlisted Evaluation Review (EER) that requires an endorsement action or approval by a Supervisor, Marking Official, or Approver.

Procedures See below.

Step	Action
1	<p>Click the Employee Review tile.</p> 
2	<p>Select the Employee Review Endorsements option.</p> 

Continued on next page

Enlisted Evaluation Review - Approval, Continued

9BProcedures,
continued

- 3 The My Employee Review Endorsements page will display. To view all EERs submitted to you for review, select the **Endorsements Requested From Me** radio button and click **Populate Grid**.

NOTE: Search results may be narrowed by entering a **Review From Date** and a **Review To Date**.

My Employee Review Endorsements

Jimmy Dugan

☒ Endorsements Requested From Me
 ☐ Endorsements I Submitted

Review From Date: 08/01/2023
 Review To Date: 11/14/2023

Populate Grid

Refresh

Review Endorsements

Q

1-2 of 2

View All

	Empl ID	Name	Effective Date	Detail	Delete
1	1111111	Kit Keller	08/04/2023	Review	<div>Delete</div>
2	1234567	DOTTIE HINSON	10/31/2023	Review	<div>Delete</div>

Save

Continued on next page

Enlisted Evaluation Review - Approval, Continued

Procedures,
continued

Step

4

Action

All EERs submitted to you will display. Click the **Review** link for the EER to be reviewed.

My Employee Review Endorsements

Jimmy Dugan

Endorsements Requested From Me

Endorsements I Submitted

Review From Date:

08/01/2023

Review To Date:

11/14/2023

Populate Grid

Refresh

Review Endorsements

1-2 of 2

View All

	Empl ID	Name	Effective Date	Detail	Delete
1	1111111	Kit Keller	08/04/2023	Review	<div>Delete</div>
2	1234567	DOTTIE HINSON	10/31/2023	Review	<div>Delete</div>

Save

5

The Employee Review tab will display. Click **Correct History** (this allows changes to the EER, including the Endorsement), then select the **Reviewers** tab.

Employee Review

Reviewers

CMD Comments

Exceptions

Audit

DOTTIE HINSON

Employee

Empl ID 1234567

Empl Record 0

Review Details

*Effective Date:

10/31/2023

From/To Date:

10/31/2023

Business Unit:

ENLCG

Enlisted CG

Department:

045431

BASE CAPE COD SPO

Job Code:

436094

Second Class Yeoman

Rating Scale:

E5

Second Class PO Review

Rating Model:

EVAL

Enlisted Performance Eval

Description:

Review Type:

Regular

Next Review Date:

Company:

ACG

Position:

00010551

Scale type:

Save

Return to Search

Notify

Include History

Correct History

Employee Review

Reviewers

CMD Comments

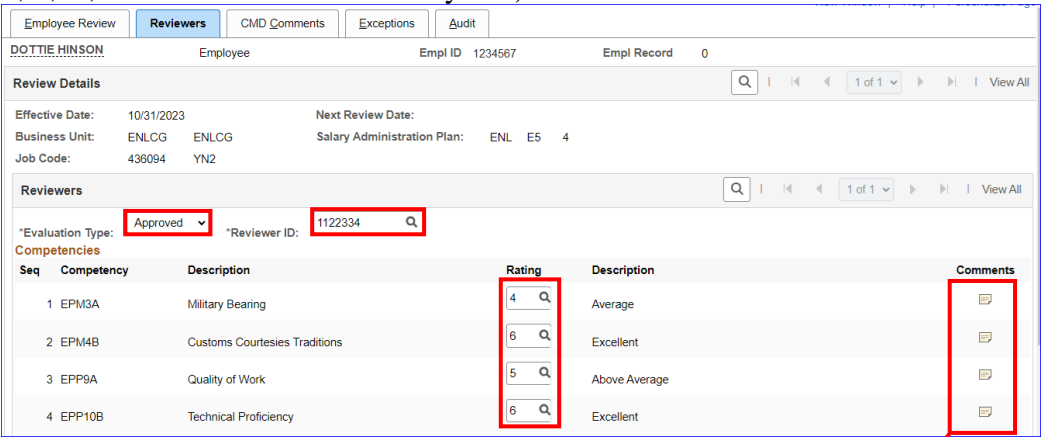
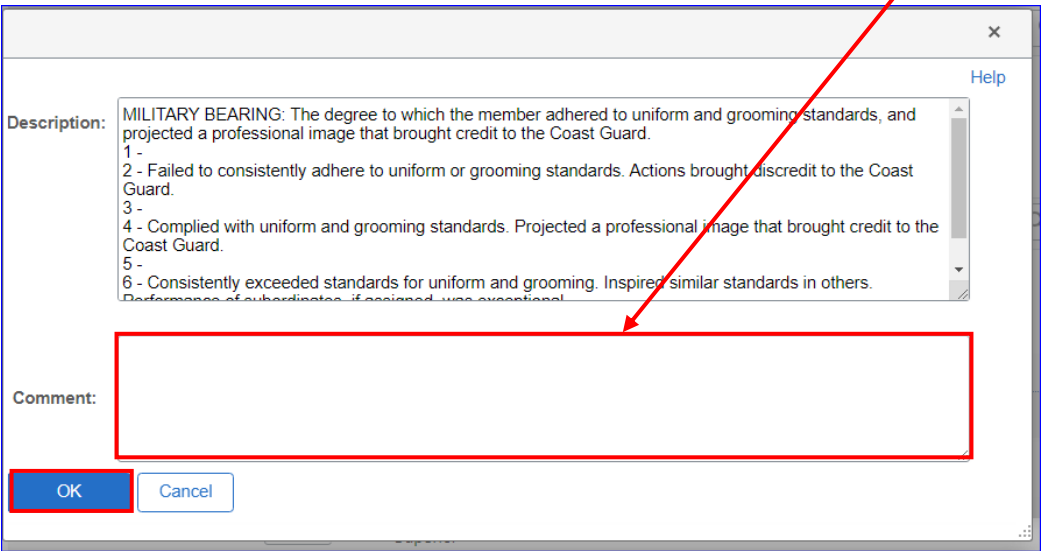
Exceptions

Audit

Continued on next page

Enlisted Evaluation Review - Approval, Continued

Procedures, continued

Step	Action
6	<p>Update the following fields:</p> <ul style="list-style-type: none"> • Evaluation Type – Using the drop-down, select Approved. • Reviewer ID – Enter your Empl ID. • Rating – Edit/update the numeric Rating as appropriate. To review the full competency description or to enter/modify Reviewer comments, click the Comments Icon. The reviewer comments are limited to 220 characters and the Future Potential is limited to 550 characters. <p>NOTE: Any Comments provided will be visible on the member's counseling review when printed. Only required comments (i.e., Competency Ratings of 1, 2, 3, 7, U, and X/N will be retained by DA).</p>  <p>Click OK to return to the Reviewers tab.</p> 

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Enlisted Evaluation Review - Approval, Continued

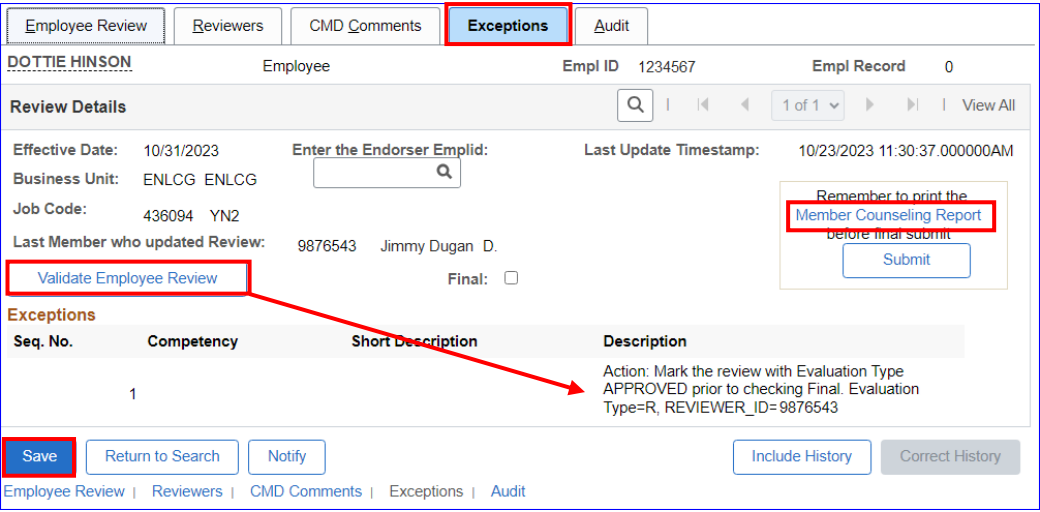
Procedures,
continued

Step	Action
7	<p>Select the CMD Comments tab. Add any Comments. These comments will be retained by DA.</p> 

Continued on next page

Enlisted Evaluation Review - Approval, Continued

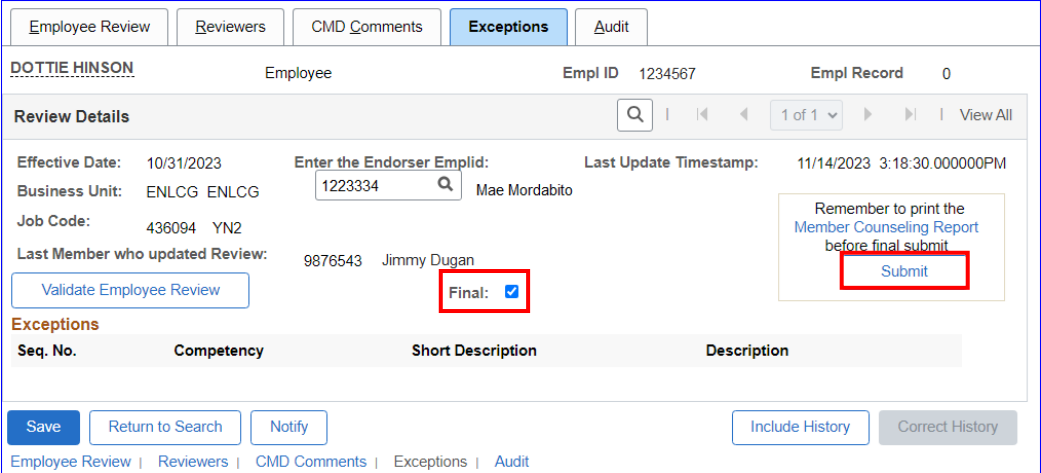
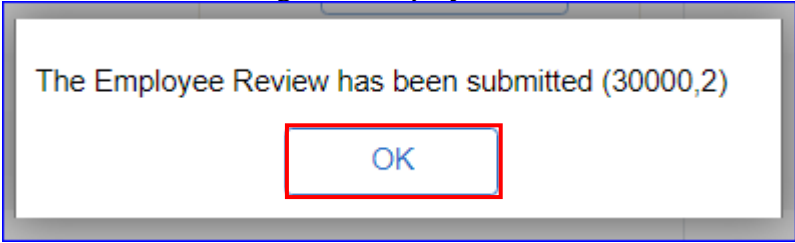
Procedures, continued

Step	Action
8	<p>Select the Exceptions tab and click Validate Employee Review. This will generate a list of exceptions including action errors found within the EER. Correct any discrepancies as appropriate, then click Validate Employee Review again (see Note).</p> <p>After the EER has been reviewed and any actionable errors corrected, click the Member Counseling Report link to print the EER. Click Save and continue with Step 9 upon completion of member counseling.</p> <p>NOTE: <i>Action Errors</i> MUST be corrected before the EER may be forwarded to the next Endorser or Approver; EERS may be forwarded with <i>Informational Errors</i>.</p>  <p>The screenshot shows the 'Employee Review' interface for DOTTIE HINSON. The 'Exceptions' tab is selected. The 'Validate Employee Review' button is highlighted with a red box. A red arrow points from this button to the 'Validate Employee Review' button in the 'Exceptions' table. Another red box highlights the 'Remember to print the Member Counseling Report before final submit' message.</p>

Continued on next page

Enlisted Evaluation Review - Approval, Continued

Procedures,
continued

Step	Action
9	<p>Once the member has been counselled and the Enlisted Evaluation Review is signed by the Command and the member, check the Final box, and click Submit.</p> <p>NOTE: The EER will be reviewed by CG-PSC (EPM-3). Once PSC completes processing, the EER will be available to the member through DA Self-Service.</p> 
10	<p>A confirmation message will display, click OK.</p> 

Continued on next page

Enlisted Evaluation Review - Approval, Continued

Procedures,
continued

Step

11

Action

Select the **Audit** tab to view the **Change History** (users who have made changes to the EER).

NOTE: The **Audit** tab updates when the Save or Submit buttons are selected.

Employee Review

Reviewers

CMD Comments

Exceptions

Audit

DOTTIE HINSON

Employee

Empl ID 1234567

Empl Record 0

Changes by Effective Date

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1 of 1

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View All

Effective Date 10/31/2023


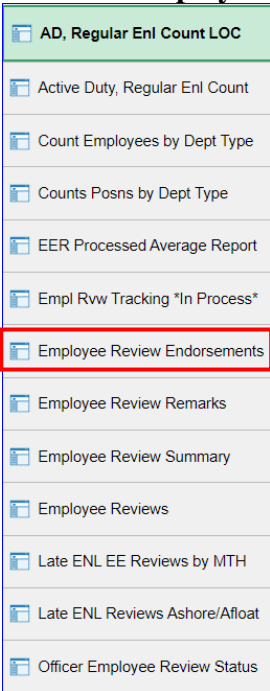
Change History

Seq	Update by	Empl ID	Name	Last Upd DtTm	Record
0	1223334	1223334	Mae Mordabito	10/20/23 7:43:36AM	EMPLOYEE_REVIEW
1	1223334	1223334	Mae Mordabito	10/20/23 9:03:55AM	REVW_REVWER_CMP
2	1223334	1223334	Mae Mordabito	10/20/23 9:08:23AM	REVW_REVWER_CMP
3	1223334	1223334	Mae Mordabito	10/23/23 7:49:31AM	REVW_REVWER_CMP
4	1223334	1223334	Mae Mordabito	10/23/23 7:53:49AM	REVW_REVWER_CMP

Member Counseling Receipt

Introduction This section provides the procedures for the Command User to view/print any processed EERs previously entered into DA.




Procedures See below.

Step	Action
1	<p>Click the Employee Review tile.</p>  <p>The image shows a square tile with a light blue border. At the top, the text 'Employee Review' is written in blue. Below the text is a circular icon containing a bar chart with three bars of increasing height (green, yellow, red) and a person silhouette with a yellow head and red body.</p>
2	<p>Select the Employee Review Summary option.</p>  <p>The image shows a vertical list of menu items, each preceded by a small blue folder icon. The items are: 'AD, Regular Enl Count LOC' (highlighted in green), 'Active Duty, Regular Enl Count', 'Count Employees by Dept Type', 'Counts Posns by Dept Type', 'EER Processed Average Report', 'Empl Rvw Tracking *In Process*', 'Employee Review Endorsements' (highlighted with a red border), 'Employee Review Remarks', 'Employee Review Summary', 'Employee Reviews', 'Late ENL EE Reviews by MTH', 'Late ENL Reviews Ashore/Afloat', and 'Officer Employee Review Status'.</p>

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Member Counseling Receipt, Continued

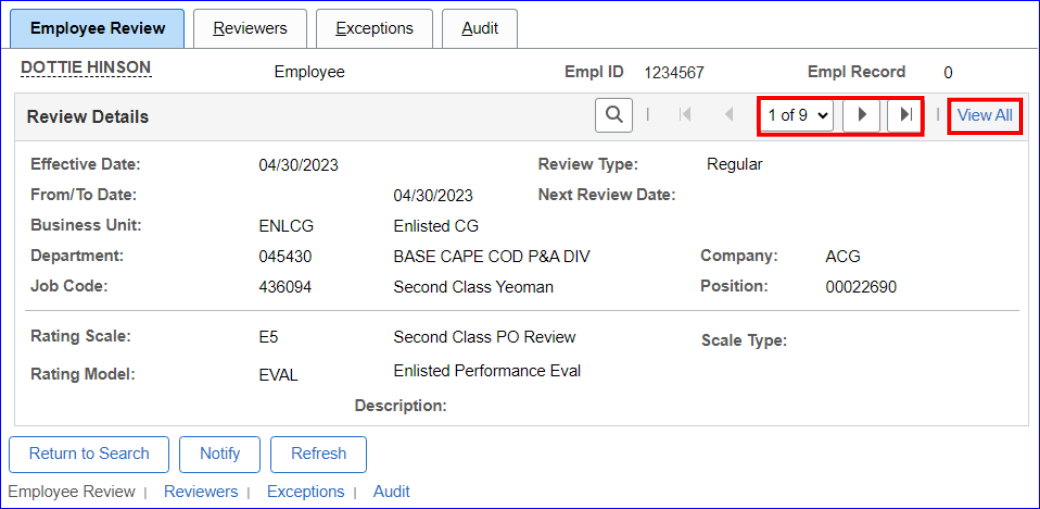
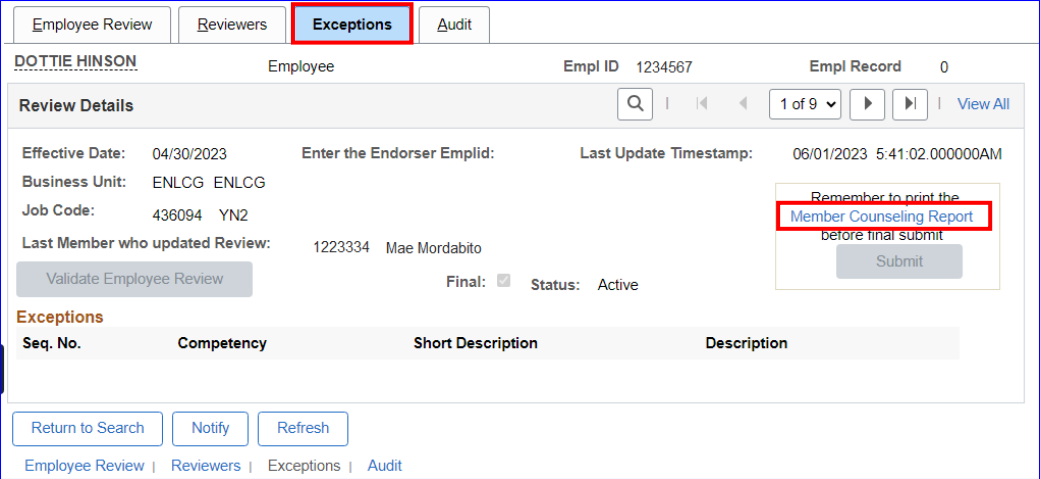
11B Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID and click Search. The Business Unit is set by default.</p> <div> <p>Employee Review Remarks</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567</p> <p>Empl Record = ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ ENLCG</p> <p>Department Set ID begins with ▼ <input type="text"/> </p> <p>Department begins with ▼ <input type="text"/> </p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search  Save Search Criteria</p> </div>

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Member Counseling Receipt, Continued

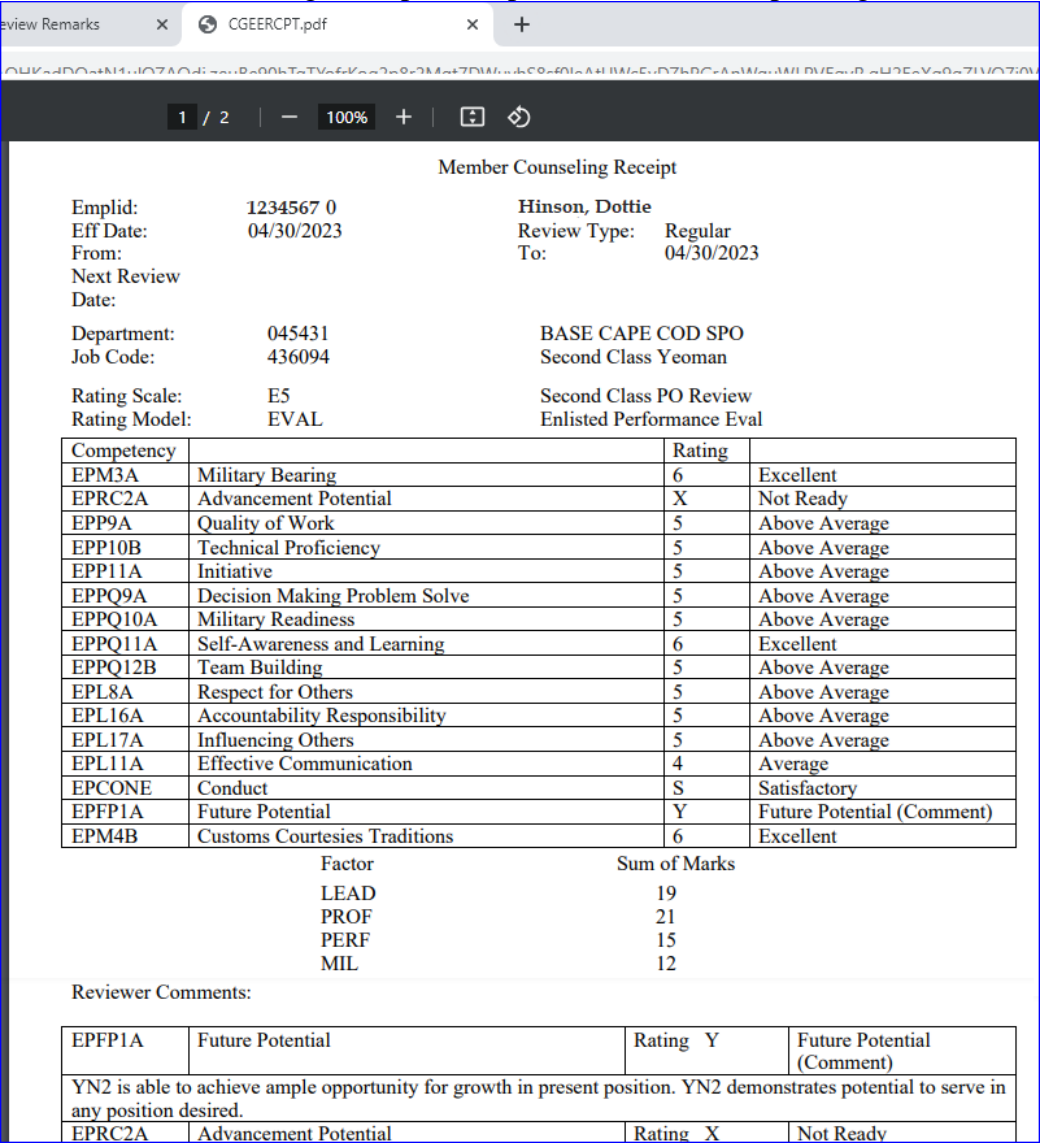
Procedures,
continued

Step	Action
4	<p>The member's processed Enlisted Evaluations will display the most current EER. To view past EERs, scroll through the list using the page arrows or click View All to display all the EERs.</p> 
5	<p>Select the Exceptions tab. To print the EER, click the Member Counseling Report link.</p> 

Continued on next page

Member Counseling Receipt, Continued

Procedures,
continued

Step	Action
6	<p>The Member Counseling Receipt will open in a new tab for printing.</p>  <p>The screenshot shows a web browser window with a PDF document titled "Member Counseling Receipt". The document is for Dottie Hinson, Employee ID 1234567 0, effective date 04/30/2023. It lists her department as BASE CAPE COD SPO and her job as Second Class Yeoman. A table of competencies is shown with ratings from 4 to 6. Reviewer comments mention YN2's potential for growth. The document is marked for printing.</p>

Continued on next page

Member Counseling Receipt, Continued

Procedures,
continued

Step

7

Action

Select the **Audit** tab to view the **Change History** (users who have made changes to the EER).

Employee Review

Reviewers

Exceptions

Audit

DOTTIE HINSON

Employee

Empl ID 1234567

Empl Record 0

Changes by Effective Date

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1 of 9

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View All

Effective Date 04/30/2023

Change History

Seq	Update by	Empl ID	Name	Last Upd DtTm	Record
0	1111111	1111111	Kit Keller	04/21/23 12:35:23PM	EMPLOYEE_REVIEW
1	1111111	1111111	Kit Keller	05/10/23 4:06:01PM	REVV_REVWER_CMP
2	1111111	1111111	Kit Keller	05/10/23 4:13:00PM	REVV_REVWER_CMP
3	1111111	1111111	Kit Keller	05/11/23 9:14:21AM	REVIEW_REVIEWER
4	1234445	1234445	DORIS MURPHY	05/31/23 3:11:31PM	REVV_REVWER_CMP
5	1234445	1234445	DORIS MURPHY	05/31/23 3:13:01PM	EMPLOYEE_REVIEW

Return to Search

Notify

Refresh

Employee Review | Reviewers | Exceptions | Audit