Enlisted Evaluation Review (EER)

Overview		
Introduction	 The Enlisted Evaluation System (EES) was designed to spurposes: To set standards by which to evaluate the performance all enlisted members. To inform enlisted members of the performance standar measured against. To provide a means by which enlisted members can reachow well they are measuring up to the standards. To capture a valid, reliable assessment of enlisted members v of confidence. To provide critical information that may affect discharge good conduct, advancement eligibility, and reductions in Enlisted Evaluation Review (EER) is not only used to a member's past performance, but more importantly, to p for future improvement. 	and behavior of rds they will be ceive feedback on ber performances with a high degree ges, re-enlistments, in rate. The locument a
Before You Begin	Do NOT use special characters when entering comments Words like décor or entrée are also considered special ch Comments previously prepared using special characters a Direct Access will cause the reviews to NOT print or will Do NOT use gender specific pronouns or a member's na comments block or EERs. Per ACN 125/18, gender spec the use of a member's name in the comment blocks is pr Alternative words such as Reported on Officer (ROO), R Member (ROM), Member (MBR), or Service Member (S used.	aracters. and pasted into l be blank. me in the cific pronouns and ohibited . eported on
Reference	a) Enlistments, Evaluations, and Advancements COMD (series)	TINST M1000.2
Contents		
	Торіс	See Page
	Enlisted Evaluation Review – Supervisor Submission	2
	Enlisted Evaluation Review - Endorsements	14
	Enlisted Evaluation Review - Approval	21
	Member Counseling Receipt	29

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).

Procedui	es See below.	
Step		Action
1	Click the Employee Review	ile.
	Employee Review	
	(11)	
2	Select the Employee Review	s option.
	📄 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	

Continued

5BProcedures,

continued

Step	Action
3	Enter the member's Empl ID and click Search. The Correct History box is
	checked by default – leave as is.
	Review History
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	▼ Search Criteria
	Empl ID begins with v 1234567
	Empl Record = 🗸
	Name begins with 🖌
	Last Name begins with 🗸
	Second Last Name begins with 🖌
	Alternate Character Name begins with V
	Middle Name begins with V
	Business Unit begins with ✓ ENLCG
	Department Set ID begins with v 00010 Q
	Department begins with 🖌 🔍
	Correct History Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria

Continued

Procedures,

continued

Step	Action						
4	The Employee Review page will display. Update the following fields:						
	• 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.						
	NOTE: Concurrent, Detach RO, Memo, and Special reviews are not used with						
	the EER. See Step 4 (cont.)						
	• Rating Scale – Using the lookup, select the appropriate rating scale.						
	Employee Review Reviewers CMD Comments Exceptions Audit						
	DOTTIE HINSON Employee Empl ID 1234567 Empl Record 0						
	Review Details Q I I I I I view All						
	*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 Q Second Class PO Review Scale Type:						
	Rating Model: EVAL Enlisted Performance Eval						
	Description:						
	Save Return to Search Notify Include History Correct History						
	Employee Review Reviewers CMD Comments Exceptions Audit						

Enlisted Evaluation Review – Supervisor Submission, Continued

Procedures,

continued

Step	Action				
4	If entering a CORC (Change of Recommendation) evaluation, select CORC for				
(cont.)	the Review Type and Rating Scale . Only CORCs of Not Ready and Not				
	Recommended require comments. Comments for a mark of Ready are prohibited.				
	Employee Review Reviewers CMD Comments Exceptions Audit				
	DOTTIE HINSON Employee Empl ID 1234567 Empl Record 0				
	Review Details Q I I I of 1 I View All				
	*Effective Date: 10/31/2023 📰 Review Type: CORC 🗸				
	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: CORC Q CO's Change of Recommendation Scale Type:				
	Rating Model: EVAL Enlisted Performance Eval				
	Description:				
	Save Return to Search Notify Include History Correct History				
	Employee Review Reviewers CMD Comments Exceptions Audit				

Continued

Procedures,

continued

p	l l		Action	1			
	 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. 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 						
		lank. The EER dicates no action	cannot be submitt nable errors.	ed until the Val	idate Employee		
	Employee Revie	ew <u>R</u> eviewers CN	MD <u>C</u> omments Exceptions	Audit			
	DOTTIE HINSON	Employee	e	Empl ID 1234567	Empl Record 0		
	Review Details			Q	1 of 1 🗸 🕨 🕨 View All		
	Effective Date: Business Unit: Job Code: Last Member wh		e <u>r the Endorser Em</u> plid: Q	Last Update Timestamp:	Remember to print the Member Counseling Report before final submit		
	Validate Empl	lovee Review	Final:				
	Exceptions Seq. No.	Competency	Short Description	Descriptio	'n		
	Exceptions Seq. No. Save Retu Employee Review]		Iude History Correct History		
	Exceptions Seq. No. Save Retr Employee Review	Competency urn to Search Notify	ments Exceptions Audit				
	Exceptions Seq. No. Save Retu Employee Review	Competency urn to Search Notify]	Description Action: Mark the revi	ew with Evaluation Type checking Final. Evaluation		
	Exceptions Seq. No. Save Retr Employee Review	Competency urn to Search Notify Reviewers CMD Comm Competency	ments Exceptions Audit	Description Action: Mark the revi APPROVED prior to Type=, REVIEWER_	ew with Evaluation Type checking Final. Evaluation ID= y rating cannot be blank or EPM3A Bearing,		
	Exceptions Seq. No. Save Retr Employee Review	Competency um to Search Notify Reviewers CMD Comm Competency 1	ments Exceptions Audit	Description Action: Mark the revi APPROVED prior to Type=, REVIEWER_ Action: A competency= REVIEWER_ID=, EV	Iude History Correct History ew with Evaluation Type checking Final. Evaluation [D= y rating cannot be blank or EPM3A Bearing, /ALUATION_TYPE= ency must have a numeric /=EPM3A Bearing,		
	Exceptions Seq. No. Save Retr Employee Review	Competency um to Search Notify Reviewers CMD Comm Competency 1 2 EPM3A	Short Description	Description Action: Mark the revi APPROVED prior to Type=, REVIEWER_ Action: A competency= REVIEWER_ID=, EV Action: This competency REVIEWER_ID=, EV Action: This competency REVIEWER_ID=, EV Action: A competency REVIEWER_ID=, EV Action: A competency REVIEWER_ID=, EV	Iude History Correct History ew with Evaluation Type checking Final. Evaluation [D= y rating cannot be blank or EPM3A Bearing, /ALUATION_TYPE= ency must have a numeric /=EPM3A Bearing, /ALUATION_TYPE= y rating cannot be blank or EPM4B Customs Co,		
	Exceptions Seq. No. Save Retr Employee Review	Competency turn to Search Notify Reviewers CMD Comm Competency 1 2 EPM3A 3 EPM3A	Short Description Bearing Bearing	Description Action: Mark the revi APPROVED prior to Type=, REVIEWER_ Action: A competency REVIEWER_ID=, EV Action: This competency REVIEWER_ID=, EV Action: This competency REVIEWER_ID=, EV Action: A competency REVIEWER_ID=, EV Action: This competency REVIEWER_ID=, EV Action: This competency	Iude History Correct History ew with Evaluation Type checking Final. Evaluation ID= ID y rating cannot be blank or EPM3A Bearing, /ALUATION_TYPE= ID ency must have a numeric y=EPM3A Bearing, /ALUATION_TYPE= ID y rating cannot be blank or EPM4B Customs Co, /ALUATION_TYPE= ID y rating cannot be blank or EPM4B Customs Co, ID ency must have a numeric y=EPM4B Customs Co, ID		

Enlisted Evaluation Review – Supervisor Submission, Continued

Procedures,

continued

Step			Action			
6	Select the Reviewers tab. Update the following fields:					
	• Evaluation Type	pe – Using the dro	op-down, select Supervisor.			
	• Reviewer ID –	Enter the Review	er's (supervisor's) Employe	e ID.		
	Employee Review	eviewers CMD <u>C</u> ommen	ts <u>Exceptions</u> <u>A</u> udit			
	DOTTIE HINSON	Employee	Empl ID 1234567	Empl Record 0		
	Review Details					
	Effective Date: 10/31	/2023	Next Review Date:			
	Business Unit: ENLC	G ENLCG	Salary Administration Plan: ENL E5 2	24		
	Job Code: 48009	04 ME2				
	Reviewers					
		*Reviewer ID:	1234567 Q Jimmy Dugan			
	Seq Competency Mark	^{r/Rpt} cription	Rating	Description		
	1 EPM3A	ervisor Military Bearing	٩			
	2 EPM4B	Customs Courtesies Trac	ditions			

Continued

5BProcedures,

)				Action					
	Enter Ratin	gs:							
	Enter the numerical Rating value or select the appropriate numerical value.								
	• 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								
		Comments ar			,, (1100	<i>aj</i>), of 11 (1.00			
	Employee Review	Reviewers CMD C							
	DOTTIE HINSON	Employee		Empl ID 1234567	Empl Record ()			
	Review Details								
	Effective Date: 10)/31/2023	Next Review D	ate:					
		NLCG ENLCG	Salary Admini	stration Plan: ENL E5 24					
	Job Code: 48 Reviewers	30094 ME2							
		Supervisor 🗸	1234567	Q Jimmy Dugan					
	*Evaluation Type:	*Reviewer	ID:	on inity Dugan					
	Competencies Seq Competency	Description		Rating	Description				
	1 EPM3A	Military Bearing		٩					
	2 EPM4B	Customs Courtesie	Traditions						
			es maditions						
	3 EPP9A	Quality of Work							
	4 EPP10B	Technical Proficier	су	Q					
	5 EPP11A	Initiative		٩					
	6 EPPQ9A	Decision Making F	roblem Solve	٩					
	7 EPPQ10A	Military Readiness		٩					
	Look Up	Rating × Help		Look Up Rating	×				
	Cancel Search Results			Look op Rating	Help				
	View 100 4 4 1-	7 of 7 🗸 🕨 🕨	Cancel						
	Review Rating D	escription							
		nacceptable	Search Results						
		oor	View 100	 1-2 of 2 ▼ 	1				
		elow Standard verage	Review Rating	Description					
		bove Average	S	Satisfactory					
	. 6 E	xcellent	U	Unsatisfactory					
	7 S	uperior							
	L	ook Up Rating.	×	Look Up R	ating × Help				
			Help	Cancel					
	Cancel			Search Results					
	Search Results			View 100 🗐 🖣 1-3 of	3 🗸 🕨 🕨				
	View 100	 I-1 of 1 ∨ 		Review Rating Descrip	ption				
	Paviau Dating	Description			commended				
	Review Rating	Description		R Ready					
		Future Potential (Co	mment)	X Not Rea	ady				

Continued

Procedures,

continued

)			Action		
5	To review the full the Comments ic	- ·	-		
	the Reviewer's ta		nents as appr	opriate, then ene	
	Required Comm	ents:			
	Competency Ra	ting Marks of 1	, 2, 3, and 7		
	Unsatisfactory	Conduct Mark			
	• Not Ready or N	ot Recommende	ed for Advand	cement	
	• Future Potential	and Advancem	ent Potential	Marks	
	requirement for A	dministrative R			replaces the n. Only require
	requirement for A comments will b all competencies to 550 characters Competencies Seq Competency	e retained in DA EXCEPT Condu	emarks (CG- A. Comments	3307) submission are limited to 22	n. Only require 20 characters fo
	comments will be all competencies to 550 characters Competencies	e retained in DA EXCEPT Condu s.	emarks (CG- A. Comments uct and Advan	3307) submission are limited to 22 ncement Potentia	n. Only require 20 characters fo ll which are limi
	comments will be all competencies to 550 characters to 550 characters Competencies Seq Competency 1 EPM3A Description: TEAM BUILDING: Tr cooperatively in a col 1- 2. Unwilling to consi 3- 4. Engaged team pla Teamwork resulted in 5- 6. Strong team lead subordinates and per defense of the subordinates and per defense of the su	e retained in DA EXCEPT Condu s.	Rating 7 Q ibuted to a group process, and riented manner. layer. Failed to maintain partne environments; collaborated to a ed tasks.	3307) submission are limited to 22 incement Potentia Description Superior Help worked rships. chieve goals. among group dynamics to	n. Only require 20 characters fo ll which are limi
	Comments will be all competencies to 550 characters Seq Competency 1 EPM3A Description: TEAM BUILDING: Tr cooperatively in a col 1 - 2 - Unwilling to consider subordinates and per 2 - Unwilling to consider 2 - Unwilling to consider	e retained in DA EXCEPT Condu s. Description Military Bearing he degree to which the member contri- laborative, inclusive, and outcome-or der the ideas of others. Not a team pl ayer. Worked cooperatively in group or the successful completion of assign- er who achieved results through colla	Rating 7 Q ibuted to a group process, and riented manner. layer. Failed to maintain partne environments; collaborated to a ed tasks.	3307) submission are limited to 22 incement Potentia Description Superior Help worked rships. chieve goals. among group dynamics to	n. Only require 20 characters for 1 which are limit Comments

Continued

Procedures,

continued

Step	Action
9	Select the CMD Comments tab and update/add any Comments for others in the
	rating chain.
	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.
	Employee Review Reviewers CMD Comments Exceptions Audit
	DOTTIE HINSON Employee Empl ID 1234567 Empl Record 0
	Review Details Q I I I View All
	Effective Date: 10/31/2023 Next Review Date:
	Business Unit: ENLCG ENLCG Salary Administration Plan: ENL E5 24 Job Code: 480094 ME2 ME2 </th
	Reviewers Q I I I View All
	Evaluation Type: Supervisor
	Reviewer ID: 1234567 Name: Jimmy Dugan
	Comment: Enter any comments for others in the rating chain.
	Save Return to Search Notify Correct History Correct History
	Employee Review Reviewers CMD Comments Exceptions Audit

Enlisted Evaluation Review – Supervisor Submission, Continued

Procedures,

continued

Step				Action	n	
10	generate a errors four	list of any ond within th	exceptions ir e EER.	the Desc	ription colum	Review. This will in including actionable
			CIES, then ch CMD <u>C</u> omments	Exceptions		Review again.
	DOTTIE HINSON	Er	nployee	E	Empl ID 1234567	Empl Record 0
	Review Details				Q 4 4	1 of 1 🗸 🕨 🕨 I View All
	Effective Date: Business Unit: Job Code: Last Member wh	10/31/2023 ENLCG ENLCG 480094 ME2 no updated Review:	Enter the Endorser E	mplid: ک	Last Update Timestamp	Remember to print the Member Counseling Report before final submit
	Validate Emp	loyee Review		Final:		Submit
	Seq. No.	Competency	Short Descri	otion	Description	
		1				w with Evaluation Type necking Final. Evaluation ID=1234567
		2 EPP9A	Quality Wk		1, 2, 3, 7, N, U, X, or Ý reviewer comments po Quality Wk, REVIEWE	competencies with a rating of the reviewer must have pulated. Competency=EPP9A R_ID=1234567, R, REVIEW_RATING=7
		3 EPP10B	Tech Prof		1, 2, 3, 7, N, U, X, or Ý reviewer comments po Competency=EPP10B	
		4 EPL8A	Respect		Competency=EPL8A F	rating cannot be blank or zero. Respect, 567, EVALUATION_TYPE=R
		5 EPL8A	Respect		Rating. Competency=	cy must have a numeric EPL8A Respect, 67, EVALUATION_TYPE=R
					Action: A competency	rating cannot be blank or zero

Continued

Procedures,

Step	Action
11	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.
	 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. NOTE: Do NOT check the Final box unless you are the final Approving
	Official.
	Employee Review Reviewers CMD Comments Exceptions Audit
	DOTTIE HINSON Employee Empl ID 1234567 Empl Record 0
	Review Details Q I
	Effective Date: 10/31/2023 Enter the Endorser Emplid: Last Update Timestamp: Business Unit: ENLCG ENLCG 9876543 Q Job Code: 480094 ME2 Member Counseling Report before final submit Last Member who updated Review: Validate Employee Review Final:
	Exceptions Seq. No. Competency Short Description Description
	Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=R, REVIEWER_ID=9876543
	Save Return to Search Notify Include History Correct History Employee Review Reviewers CMD Comments Exceptions Audit
	The Employee Review has been submitted (30000,2)

Continued on next page

Enlisted Evaluation Review – Supervisor Submission, Continued

Procedures,

Step			Action							
12	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 Comment	s Exceptions Audit							
	DOTTIE HINSON	Employee	Empl ID 1234567	Empl Record 0						
	Changes by Effectiv	e Date	Q (1 of 1 🗸 🕨 🕨 I 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	Incl	ude History Correct History						
	Employee Review Re	viewers CMD Comments Exc	eptions 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.

Step		Action
1	Click the Employee Review ti	le.
	Employee Review	
2	Select the Employee Review	Endorsements option.
	📄 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	
	E Late ENL EE Reviews by MTH	
	E Late ENL Reviews Ashore/Afloat	
	Officer Employee Review Status	

Enlisted Evaluation Review - Endorsements, Continued

7BProcedures,

continued

р				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 .							
	To Dat All EEI	e . Rs subm		U		m Date and a Review link for the EER to be		
	reviewe My Emp		view Endorsements					
	Jimmy Dug	jan						
	End	orsements R	ents Requested From Me					
		Review From Date: 08/01/2023 III Review To Date: 11/14/2023 III Populate Grid Refresh						
		ndorsement	s		▲ ▲ 1-2	of 2 🗸 🕨 膨 🛛 View All		
		Empl ID	Name	Effective Date	Detail	Delete		
	1	111111	Kit Keller	08/04/2023	Review	Delete		
	2	1234567	DOTTIE HINSON	10/31/2023	Review	Delete		
	Save							

Enlisted Evaluation Review - Endorsements, Continued

Procedures,

continued

Step	Action
4	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 Q I I I of 1 I I I view All
	*Effective Date: 10/31/2023 📰 Review Type: Regular 🗸
	From/To Date: 10/31/2023 📰 Next Review Date:
	Business Unit: ENLCG Enlisted CG
	Department: 045431 BASE CAPE COD SPO Company: ACG
	Job Code: 436094 Second Class Yeoman Position: 00010551
	Rating Scale: E5 Q Second Class PO Review Scale Type:
	Rating Model: EVAL Enlisted Performance Eval
	Description:
	Save Return to Search Notify Include History Correct History
	Employee Review Reviewers CMD Comments Exceptions Audit

Enlisted Evaluation Review - Endorsements, Continued

Procedures,

continued

			Action	<u> </u>					
Update th	e following f	ields:							
• Evaluation Type – Using the drop-down, select the appropriate type.									
		-	-	11	1 11				
 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									
-	• 1		•		o 220 characters				
	Potential is lir				J 220 Characters	anu			
I uture I	otentiai is in	med to 550	character	5.					
NOTE: A	Any Commer	nts provided	will be vi	sible on the r	nember's counse	ling			
	•	-			petency Ratings	-			
	, or N will be	• •							
Employee Review	Reviewers CMD Com	iments <u>E</u> xceptions	Audit		· · · · · · · · · · · · · · · · · · ·				
DOTTIE HINSON	Employee	Empl I	ID 1234567	Empl Record 0					
Review Details					Q I I I I I I I I I I I I I I I I I I I	l Vi			
	10/31/2023 ENLCG ENLCG	Next Review Date: Salary Administration Pla	an: ENL E5 4						
Job Code:	436094 YN2								
Reviewers				C	λ I I4 4 1 of 1 → ▶ ▶	Viev			
*Evaluation Type:	Approved Reviewer ID	1122334 Q							
Competencies Seq Competency	Description		Rating	Description		Commer			
1 EPM3A	Military Bearing		4 Q	Average					
2 EPM4B	Customs Courtesies	Traditions	6 Q	Excellent					
3 EPP9A	Quality of Work		5 Q.	Above Average	/				
4 EPP10B	Technical Proficiency	1	6 Q	Excellent					
Click OK	to return to t	he Reviewer	rs tab.						
						×			
						Llah			
L G		The design for which it		and to coniferent and a		Help			
Description.	projected a profession				ooming standards, and				
2		tly adhere to uniform	or grooming star	ndards. Actions broug	nt discredit to the Coast				
3	Guard. 3 -								
	Coast Guard.	orm and grooming sta	ndards. Projecte	ed a professional imag	e that brought credit to the				
	5 - 3 - Consistently excee			ing inspired similar st	andards in others.	•			
6						11			
6	Deformance of outpare								
6						٦			
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6			<u>¥</u>	<u> </u>					
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Enlisted Evaluation Review - Endorsements, Continued

Procedures,

continued

Step	Action
6	Select the CMD Comments tab. Add any Comments for others in the rating
	chain. These comments will be retained by DA.
	Employee Review Reviewers CMD Comments Exceptions Audit
	DOTTIE HINSON Employee Empl ID 1234567 Empl Record 0
	Review Details Q I I I View All
	Effective Date: 10/31/2023 Next Review Date:
	Business Unit: ENLCG ENLCG Salary Administration Plan: ENL E5 4 Job Code: 436094 YN2 YN2
	Q I I I I View All
	Evaluation Type: Approved Reviewer ID: 1223334 Name: Mae Mordabito
	Comment: Enter any additional comments for the approval chain. Add or edit comments - all comments will be maintained in DA.
	Save Return to Search Notify Include History Correct History Employee Review Reviewers CMD Comments Exceptions Audit Audit

Enlisted Evaluation Review - Endorsements, Continued

Procedures,

Step	Action
7	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.
	Employee Review Reviewers CMD Comments Exceptions Audit
	DOTTIE HINSON Employee Empl ID 1234567 Empl Record 0
	Review Details Q I I I I I View All
	Effective Date: 10/31/2023 Enter the Endorser Emplid: Last Update Timestamp: 10/23/2023 11:30:37.000000AM Business Unit: ENLCG ENLCG Q
	Job Code: 436094 YN2 Remember to print the Member Counseling Report
	Last Member who updated Review: 9876543 Jimmy Dugan D.
	Validate Employee Review Final:
	Exceptions
	Seq. No. Competency Short Description Description Action: Mark the review with Evaluation Type
	1 Acutori, Mark Tever Wind Part Levaluation Type 1 APPROVED prior to checking Final. Evaluation Type=R, REVIEWER_ID=9876543
	Save Return to Search Notify Correct History Correct History
	Employee Review Reviewers CMD Comments Exceptions Audit
-	
8	Enter the Endorser Emplid – Enter the EMPLID for the next person in the rating
	Do NOT check the Final box unless you are the final AO. Click Submit .
	NOTE: Action Errors MUST be corrected before the EER may be forwarded to
	the next Endorser or Approver; EERS may be forwarded with Informational
	Errors.
	Employee Review Reviewers CMD Comments Exceptions Audit
	DOTTIE HINSON Employee Empl ID 1234567 Empl Record 0
	Review Details Q I I of 1 v b b View All
	Effective Date: 10/31/2023 Enter the Endorser Emplid: Last Update Timestamp: 11/14/2023 3:18:30.000000PM
	Business Unit: ENLCG ENLCG 1223334 Q Mae Mordabito Remember to print the
	Job Code: 436094 YN2 Member Counseling Report before final submit
	Last Member who updated Review: 9876543 Jimmy Dugan
	Seq. No. Competency Short Description Description
	Save Return to Search Notify Correct History Correct History
	Employee Review Reviewers CMD Comments Exceptions Audit
9	A confirmation message will display. Click OK .
	The Employee Review has been submitted (30000,2)
	ОК

Enlisted Evaluation Review - Endorsements, Continued

Procedures,

tep				Α	ction				
10	Select the Audit tab to view the Change History (users who have made changes to the EER).								
		E: The A	<u>Reviewers</u>	CMD <u>Comments</u>	Exceptions	Audit	t buttons are selected.		
	DOTTI	E HINSON	E	mployee	Empl ID 123	4567	Empl Record 0		
	Chang	es by Effectiv	ve Date		Q		1 of 1 🗸 🕨 🕅 View All		
		ective Date 1 Je History	0/31/2023						
	Seq	Update by	Empl ID	Name	Last Upd DtT	m	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	:3 1A M	REVW_REVWER_CMP		
		1223334	1223334	Mae Mordabito	10/23/23 7:53	-40AM	REVW REVWER CMP		

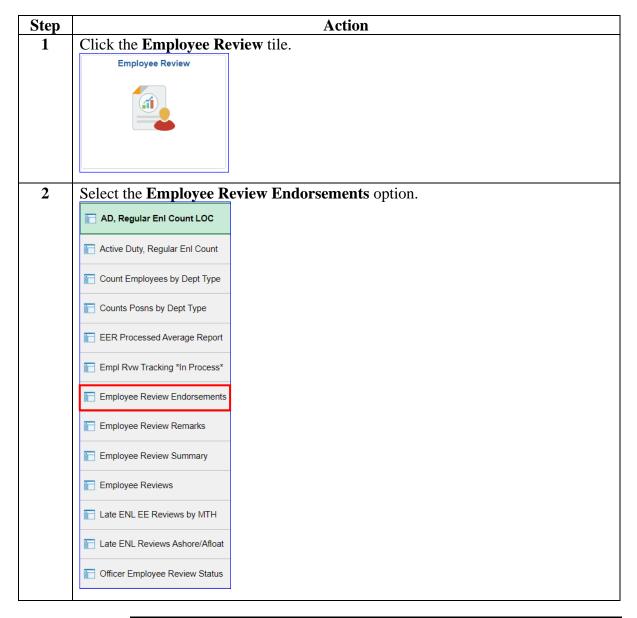
Enlisted Evaluation Review - Approval

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.



Enlisted Evaluation Review - Approval, Continued

9BProcedures,

continued

Review	v To Da									
			TE: Search results may be narrowed by entering a Review From Date view To Date .							
Jimmy Du		eview Endorsement	.3							
	0	Requested From Me	⊖ Endorsements I Su	ubmitted						
	rom Date: 08/01/2023									
Review F										
Review To	o Date:	11/14/2023	Populate Grid	Populate Grid Refresh						
Review B	Endorsemer	its								
	2			1-2 of	12 🗸 🕨 🕨 🛛 V					
					Delete					
	Empl ID	Name	Effective Date	Detail	Delete					
	Empl ID	Name Kit Keller	Effective Date 08/04/2023	Detail Review	Delete					

Enlisted Evaluation Review - Approval, Continued

Procedures,

continued

Step			Action						
4	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 C Endorsements I Submitted								
	Review From Date:	08/01/2023							
	Review To Date:	11/14/2023							
	Review to Date.			Populate Grid	Refresh				
	Review Endorsements	S							
	F Q			I I-2	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		'						
	Save								
5		Review tab will di	splay. Click	Correct His	story (this allows				
5	The Employee R				s tory (this allows ect the Reviewers tab.				
5	The Employee R		e Endorseme						
5	The Employee F changes to the E	ER, including the	e Endorseme	ent), then sele					
5	The Employee R changes to the E Employee Review	ER, including the Reviewers CMD Comm	e Endorseme	ent), then sele	ect the Reviewers tab.				
5	The Employee Rechanges to the E	ER, including the Reviewers CMD Comm	e Endorseme ents Exceptions Em	Audit 1234567	Empl Record 0				
5	The Employee Rechanges to the E	ER, including the Reviewers CMD Comm Employee	e Endorseme ents Exceptions Em Review	Audit	Empl Record 0				
5	The Employee Rechanges to the E	ER, including the Reviewers CMD comm Employer 10/31/2023	e Endorseme ents Exceptions Em Review	Audit Audit npl ID 1234567 Q I Id w Type: Regular	Empl Record 0 1 of 1 v P P View All				
5	The Employee Rechanges to the E Employee Review DOTTIE HINSON Review Details *Effective Date: From/To Date: Business Unit: Department:	ER, including the Reviewers CMD comm Employes 10/31/2023	e Endorseme ents Exceptions Em Review	Audit Audit npl ID 1234567 Q I Id w Type: Regular	Empl Record 0 1 of 1 v P P I View All llar v iiii				
5	The Employee Rechanges to the E Employee Review DOTTIE HINSON Review Details *Effective Date: From/To Date: Business Unit:	ER, including the Reviewers CMD common Employes 10/31/2023 III III/3 ENLCG Enlis 045431 BAS	e Endorseme ents Exceptions Em Review 1/2023 III Next F ted CG	Audit Audit ID 1234567 Q I I I I Review Date:	Empl Record 0 1 of 1 View All any: ACG				
5	The Employee Rechanges to the E Employee Review DOTTIE HINSON Review Details *Effective Date: From/To Date: Business Unit: Department:	ER, including the Reviewers CMD common Employes 10/31/2023 III III ENLCG Enlise 045431 BAS 436094 Seco	e Endorseme ents Exceptions Em 1/2023 E Next F ted CG E CAPE COD SPO	ant), then sele Audit pl ID 1234567 Q I I I I w Type: Regu Review Date: Comp	ect the Reviewers tab.				
5	The Employee Review Changes to the E Employee Review DOTTIE HINSON Review Details *Effective Date: From/To Date: Business Unit: Department: Job Code:	ER, including the Reviewers CMD Comm Employes 10/31/2023 III 10/3 ENLCG Enlie 045431 BAS 436094 Seco E5 Q Seco	e Endorseme ents Exceptions Em 1/2023 E ted CG E CAPE COD SPO ond Class Yeoman	ent), then sele Audit apl ID 1234567 Q I I I I Review Date: Comp Positi	ect the Reviewers tab.				
5	The Employee Review Employee Review DOTTIE HINSON Review Details *Effective Date: From/To Date: Business Unit: Department: Job Code: Rating Scale:	ER, including the Reviewers CMD comm Employes 10/31/2023 III 10/3 ENLCG Enlies 045431 BAS 436094 Seco E5 Q Seco	e Endorseme ents Exceptions Em Review 1/2023 III Next R ted CG E CAPE COD SPO ond Class Yeoman ond Class PO Review ted Performance Eval	ent), then sele Audit apl ID 1234567 Q I I I I Review Date: Comp Positi	ect the Reviewers tab.				
5	The Employee Review Employee Review DOTTIE HINSON Review Details *Effective Date: From/To Date: Business Unit: Department: Job Code: Rating Scale:	ER, including the Reviewers CMD comm Employes 10/31/2023 :::: 10/31/2023 ::: 10/3 ENLCG Enlis 045431 BAS 436094 Seco E5 Q Seco EVAL Enlis Description	e Endorseme ents Exceptions Em Review 1/2023 III Next R ted CG E CAPE COD SPO ond Class Yeoman ond Class PO Review ted Performance Eval	ent), then sele Audit apl ID 1234567 Q I I I I I Review Date: Comp Positi Scale	ect the Reviewers tab.				
5	The Employee Review Employee Review DOTTIE HINSON Review Details *Effective Date: From/To Date: Business Unit: Department: Job Code: Rating Scale: Rating Model: Save Return to Sea	ER, including the Reviewers CMD comm Employes 10/31/2023 :::: 10/31/2023 ::: 10/3 ENLCG Enlis 045431 BAS 436094 Seco E5 Q Seco EVAL Enlis Description	e Endorseme ents Exceptions Em Review 1/2023 III Next R ted CG E CAPE COD SPO ond Class Yeoman ond Class PO Review ted Performance Eval on:	ent), then sele Audit apl ID 1234567 Q I I I I I Review Date: Comp Positi Scale	ect the Reviewers tab.				

Enlisted Evaluation Review - Approval, Continued

Procedures,

continued

Step	Action								
6	Update the following fields:								
	• 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.								
	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).								
	S, 7, 0, and X/IN will be retained by DX).								
	DOTTIE HINSON Employee Empl ID 1234567 Empl Record 0								
	Review Details Q View All								
	Effective Date: 10/31/2023 Next Review Date:								
	Business Unit: ENLCG ENLCG Salary Administration Plan: ENL E5 4 Job Code: 436094 YN2								
	Reviewers Q I I I I I I I View All								
	*Evaluation Type: Approved V *Reviewer ID: 1122334 Q								
	Competencies Seq Competency Description Rating Description Comments								
	1 EPM3A Military Bearing 4 Q Average								
	4 EPP10B Technical Proficiency								
	Click OK to return to the Reviewers tab.								
	×								
	Help								
	Description: MILITARY BEARING: The degree to which the member adhered to uniform and grooming standards, and								
	projected a professional image that brought credit to the Coast Guard.								
	2 - Failed to consistently adhere to uniform or grooming standards. Actions brought discredit to the Coast Guard.								
	3 - 4 - Complied with uniform and grooming standards. Projected a professional image that brought credit to the								
	Coast Guard.								
	6 - Consistently exceeded standards for uniform and grooming. Inspired similar standards in others.								
	Comment:								
	OK Cancel								
	1								

Enlisted Evaluation Review - Approval, Continued

Procedures,

continued

Step	Action
7	Select the CMD Comments tab.
	Add any Comments . These comments will be retained by DA.
	Employee Review Reviewers CMD Comments Exceptions Audit
	DOTTIE HINSON Employee Empl ID 1234567 Empl Record 0
	Review Details Q I I I I I View All
	Effective Date: 10/31/2023 Next Review Date:
	Business Unit: ENLCG ENLCG Salary Administration Plan: ENL E5 4 Job Code: 436094 YN2 YN2
	Reviewers Q I I I I View All
	Evaluation Type: Approved Reviewer ID: 1223334 Name: Mae Mordabito
	Comment: Enter any additional comments for the approval chain. Add or edit comments - all comments will be maintained in DA.
	Save Return to Search Notify Include History Correct History Employee Review Reviewers CMD Comments Exceptions Audit Audit Include History Include History

Enlisted Evaluation Review - Approval, Continued

Procedures,

continued

Step	Action
8	 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). 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. NOTE: Action Errors MUST be corrected before the EER may be forwarded to
	the next Endorser or Approver; EERS may be forwarded with <i>Informational Errors</i> .
	Employee Review Reviewers CMD Comments Exceptions Audit
	DOTTIE HINSON Employee Empl ID 1234567 Empl Record 0
	Review Details Q I d d 1 of 1 v b 1 View All
	Effective Date: 10/31/2023 Enter the Endorser Emplid: Last Update Timestamp: 10/23/2023 11:30:37.000000AM Business Unit: ENLCG ENLCG Q Image: Complexity of the provided and the
	Seq. No. Competency Short Description Description
	1 Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=R, REVIEWER_ID=9876543
	Save Return to Search Notify Include History Correct History Employee Review Reviewers CMD Comments Exceptions Audit

Enlisted Evaluation Review - Approval, Continued

Procedures,

continued

Step	Act	ion	
9	Once the member has been counselled and signed by the Command and the member, NOTE: The EER will be reviewed by CC processing, the EER will be available to th Employee Review Reviewers CMD Comments Exception	check the Final b G-PSC (EPM-3). (the member though	ox, and click Submit . Once PSC completes
	DOTTIE HINSON Employee	Empl ID 1234567	Empl Record 0
	Review Details	Q 4 4	1 of 1 🗸 🕨 🕨 I View All
	Effective Date: 10/31/2023 Enter the Endorser Emplid: Business Unit: ENLCG ENLCG 1223334 Q Mae More Job Code: 436094 YN2 Last Member who updated Review: 9876543 Jimmy Dugan Validate Employee Review Final: Z	Last Update Timestamp: labito	11/14/2023 3:18:30.00000PM Remember to print the Member Counseling Report before final submit Submit
	Seq. No. Competency Short Description	Descript	ion
	Save Return to Search Notify Employee Review Reviewers CMD Comments Exceptions Audit	Inc	Correct History
10	A confirmation message will display, click The Employee Review has been subm		

Enlisted Evaluation Review - Approval, Continued

Procedures,

tep				A	ction		
11	to the	EER).			•		who have made change t buttons are selected.
		oyee Review	<u>R</u> eviewers	CMD <u>C</u> omments		Audit	buttons are selected.
	DOTTI	HINSON	Er	nployee	Empl ID 12	34567	Empl Record 0
	Chang	es by Effectiv	ve Date		QI		1 of 1 🗸 🕨 🕨 I View All
		ective Date 1 e History	0/31/2023				
	Seq	Update by	Empl ID	Name	Last Upd DtT	ſm	Record
	0	1223334	1223334	Mae Mordabito	10/20/23 7:43	3:36AM	EMPLOYEE_REVIEW
	1	1223334	1223334	Mae Mordabito	10/20/23 9:03	3:55AM	REVW_REVWER_CMP
	2	1223334	1223334	Mae Mordabito	10/20/23 9:08	8:23AM	REVW_REVWER_CMP
	3	1223334	1223334	Mae Mordabito	10/23/23 7:49	9:3 1A M	REVW_REVWER_CMP
	4	1223334	1223334	Mae Mordabito	10/23/23 7:53	0.40414	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	Click the Employee Review tile.	
	Employee Review	
2	Select the Employee Review Summary option. AD, Regular Enl Count LOC Active Duty, Regular Enl Count Count Employees by Dept Type Counts Posns by Dept Type Counts Posns by Dept Type EER Processed Average Report Employee Review Average Report Employee Review Endorsements Employee Review Summary Employee Review Summary Enployee Review Summary Late ENL EE Reviews by MTH Late ENL EE Reviews Ashore/Afloat Officer Employee Review Status	

Member Counseling Receipt, Continued

11BProcedures,

continued

Step			Action		
3	Enter the member's E	and mpl ID and	click Search. The I	Business U	nit is set by default.
	Employee Review Re	marks			
	Enter any information you hav	e and click Searc	h. Leave fields blank for a lis	t of all values.	
	Find an Existing Value				
	 Search Criteria 				
	Empl ID	begins with \checkmark	1234567		
	Empl Record	= •			
	Name	begins with \checkmark]	
	Last Name	begins with \checkmark			
	Second Last Name	begins with \checkmark)	
	Alternate Character Name	begins with 🗸)	
	Middle Name	begins with 🖌			
	Business Unit	begins with 🖌	ENLCG		
	Department Set ID	begins with 🖌		۹	
	Department	begins with ${\color{black} {\bf \vee}}$		Q	
	□ Case Sensitive				
	Search Clear Bas	ic Search 📓 S	ave Search Criteria		

Member Counseling Receipt, Continued

Procedures,

continued

Step	Action
4	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.
	Employee Review Reviewers Exceptions Audit
	DOTTIE HINSON Employee Empl ID 1234567 Empl Record 0
	Review Details Q I I of 9 I I View All
	Effective Date: 04/30/2023 Review Type: Regular
	From/To Date: 04/30/2023 Next Review Date: Business Unit: ENLCG Enlisted CG
	Business Unit: ENLCG Enlisted CG Department: 045430 BASE CAPE COD P&A DIV Company: ACG
	Job Code: 436094 Second Class Yeoman Position: 00022690
	Rating Scale: E5 Second Class PO Review Scale Type:
	Rating Model: EVAL Enlisted Performance Eval
	Description:
	Return to Search Notify Refresh
	Employee Review Reviewers Exceptions Audit
5	Select the Exceptions tab. To print the EER, click the Member Counseling
	Report link.
	Employee Review Reviewers Exceptions Audit
	DOTTIE HINSON Employee Empl ID 1234567 Empl Record 0
	Review Details Q I I I of 9 v I I view All
	Effective Date: 04/30/2023 Enter the Endorser Emplid: Last Update Timestamp: 06/01/2023 5:41:02.000000AM
	Business Unit: ENLCG ENLCG Job Code: 42604 VN2 Member Courseling Report
	Job Code: 436094 YN2 Member Counseling Report Last Member who updated Review: 1223334 Mae Mordabito before final submit
	Validate Employee Review Final: Status: Active
	Exceptions
	Seq. No. Competency Short Description Description
	Return to Search Notify Refresh
	Employee Review Reviewers Exceptions Audit

Member Counseling Receipt, Continued

Procedures,

continued

				ction					
The Member Counseling Receipt will open in a new tab for printing.									
eview	v Remarks 🗙 🗙	S CGEERCPT.pdf	×	+					
		OdizauPa00hTaTVafrKaa2a9r2l	Ma+7D\M.		-EvD7bDCrAs	MauMIDVEauD aH2EaVa0a7IM			
		1 / 2 - 100% +	:	٥ ۵					
			Member	Counseling Re	coint				
			Wiember	Counsening Re	ceipt				
	Emplid: Eff Date: From: Next Review Date:	1234567 0 04/30/2023		Hinson, Dott Review Type: To:		23			
	Department: Job Code:	045431 436094		BASE CAI Second Cla	PE COD SPO	,			
	Rating Scale: Rating Mode				ss PO Reviev rformance Ev				
	Competency				Rating				
	EPM3A	Military Bearing			6	Excellent			
	EPM3A Military Bearing EPRC2A Advancement Potential					Not Ready			
	EPP9A Quality of Work				5	Above Average			
	EPP10B Technical Proficiency				5	Above Average			
	EPP11A Initiative				5	Above Average			
	EPPQ9A Decision Making Problem Solve				5	Above Average			
	EPPQ10A Military Readiness				5	Above Average			
	EPPQ11A	Self-Awareness and Learnin	ng		6	Excellent			
	EPPQ12B	Team Building			5	Above Average			
	EPL8A	Respect for Others			5	Above Average			
	EPL16A	Accountability Responsibili	ity		5	Above Average			
	EPL17A	Influencing Others			5	Above Average			
	EPL11A Effective Communication				4	Average			
	EPCONE	Conduct			S	Satisfactory			
	EPFP1A Future Potential				Y	Future Potential (Comment)			
	EPM4B	Customs Courtesies Traditio	ons		6	Excellent			
		Factor		Sı	um of Marks				
		LEAD			19				
		PROF			21				
		PERF MIL			15 12				
	Reviewer Co				12				
	EPFP1A	Future Potential			Rating Y	Future Potential (Comment)			
	YN2 is able t	to achieve ample opportunity f	for growth	in present pos	ition. YN2 de	emonstrates potential to serve i			
	any position	desired.	-			-			
	EPRC2A	Advancement Potential			Rating X	Not Ready			

Member Counseling Receipt, Continued

Procedures,

	Emplo	yee Review	<u>R</u> eviewers	Exceptions Audit			
	DOTTIE	HINSON	E	mployee	Empl ID 1234567	Empl Record 0	
	Change	es by Effective	Date		Q 1 of 9 v View All		
		ctive Date 04 e History	/30/2023				
	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	REVW_REVWER_CMP	
	2	1111111	1111111	Kit Keller	05/10/23 4:13:00PM	REVW_REVWER_CMP	
ſ	3	1111111	1111111	Kit Keller	05/11/23 9:14:21AM	REVIEW_REVIEWER	
	4	1234445	1234445	DORIS MURPHY	05/31/23 3:11:31PM	REVW_REVWER_CMP	
	5	1234445	1234445	DORIS MURPHY	05/31/23 3:13:01PM	EMPLOYEE_REVIEW	