

# Enlisted Evaluation Review (EER)

## Overview

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### 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.
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### Before You Begin

PAY CLOSE ATTENTION TO THE EFFECTIVE DATE AND CHOOSE CAREFULLY. Changing the Effective Date means **losing all your work** and there is currently no Warning Message provided.

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 DA will cause the reviews to NOT print or will be blank.

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.

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### Reference

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

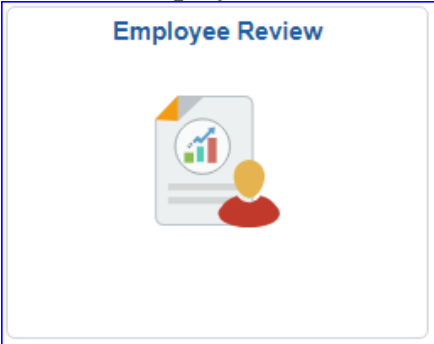
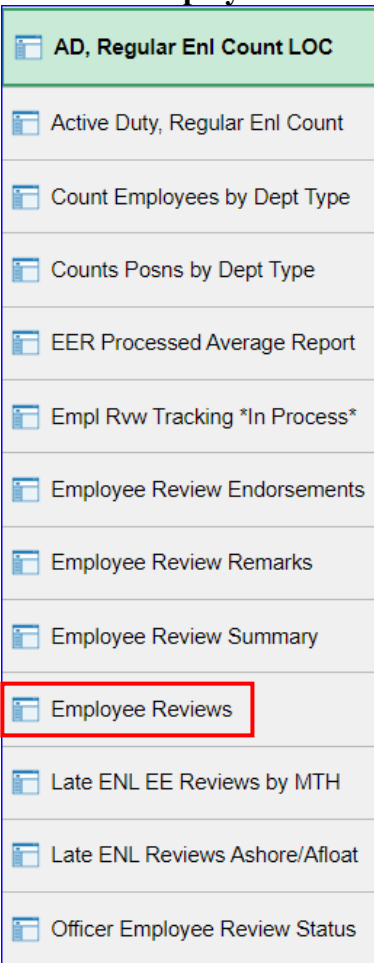
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# Enlisted Evaluation Review – Supervisor Submission

**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
<p><b>1</b></p>	<p>Click the <b>Employee Review</b> tile.</p>  <p>The image shows a square tile with a white background. At the top, the text 'Employee Review' is written in blue. Below the text is a circular icon containing a document with a bar chart and a person silhouette.</p>
<p><b>2</b></p>	<p>Select the <b>Employee Reviews</b> option.</p>  <p>The image shows a vertical list of menu items, each with a folder icon on the left. 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', 'Employee Review Remarks', 'Employee Review Summary', 'Employee Reviews' (highlighted with a red border), 'Late ENL EE Reviews by MTH', 'Late ENL Reviews Ashore/Afloat', and 'Officer Employee Review Status'.</p>

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# Enlisted Evaluation Review – Supervisor Submission, Continued

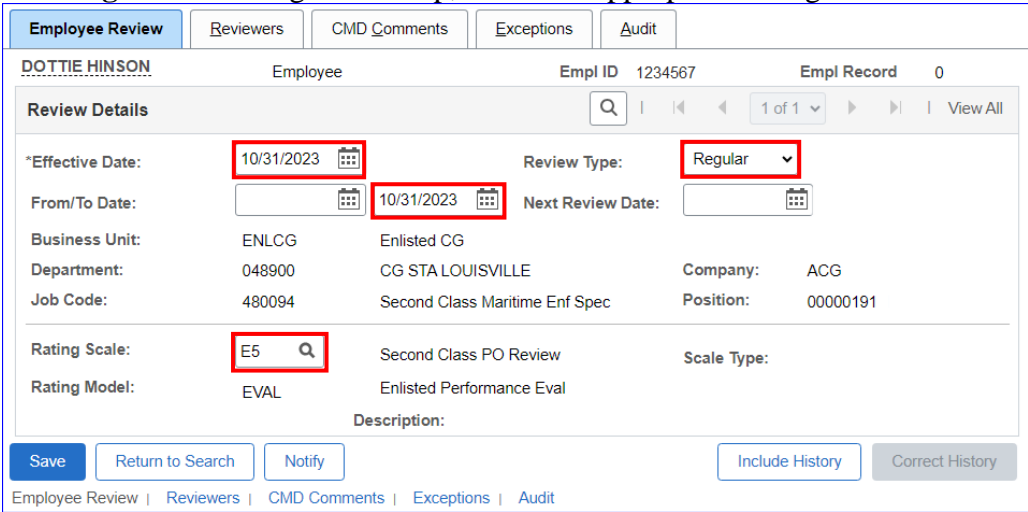
5B Procedures,  
continued

Step	Action
3	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>. The Correct History box is checked by default – leave as is.</p> <div data-bbox="316 517 1359 1666" style="border: 1px solid black; padding: 10px;"> <p><b>Review History</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center;"><a href="#">Find an Existing Value</a></p> <p>▼ <b>Search Criteria</b></p> <p>Empl ID begins with ▼ <input style="border: 2px solid red;" 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><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a>  <a href="#">Save Search Criteria</a></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"> <li>• <b>Effective Date</b> – Current date will display. Enter the correct date. This will autofill in the <b>To Date</b>.</li> <li>• <b>From Date</b> – Leave blank.</li> <li>• <b>To Date</b> – This date must match the Effective Date.</li> <li>• <b>Review Type</b> – 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.</li> </ul> <p><b>NOTE:</b> Concurrent, Detach RO, Memo, and Special reviews are not used with the EER. See Step 4 (cont.)</p> <ul style="list-style-type: none"> <li>• <b>Rating Scale</b> – Using the lookup, select the appropriate rating scale.</li> </ul>  <p>The screenshot shows the 'Employee Review' form for DOTTIE HINSON. The form includes tabs for Reviewers, CMD Comments, Exceptions, and Audit. The main form area displays the following information:</p> <ul style="list-style-type: none"> <li><b>Employee:</b> DOTTIE HINSON, Empl ID: 1234567, Empl Record: 0</li> <li><b>Review Details:</b> <ul style="list-style-type: none"> <li>*Effective Date: 10/31/2023</li> <li>Review Type: Regular</li> <li>From/To Date: 10/31/2023</li> <li>Next Review Date: [blank]</li> </ul> </li> <li><b>Business Unit:</b> ENLCG, Enlisted CG</li> <li><b>Department:</b> 048900, CG ST LOUISVILLE</li> <li><b>Job Code:</b> 480094, Second Class Maritime Enf Spec</li> <li><b>Company:</b> ACG</li> <li><b>Position:</b> 00000191</li> <li><b>Rating Scale:</b> E5 (Selected)</li> <li><b>Rating Model:</b> EVAL</li> <li><b>Description:</b> Second Class PO Review</li> </ul> <p>Buttons at the bottom include Save, Return to Search, Notify, Include History, and Correct History.</p>

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# Enlisted Evaluation Review – Supervisor Submission, Continued

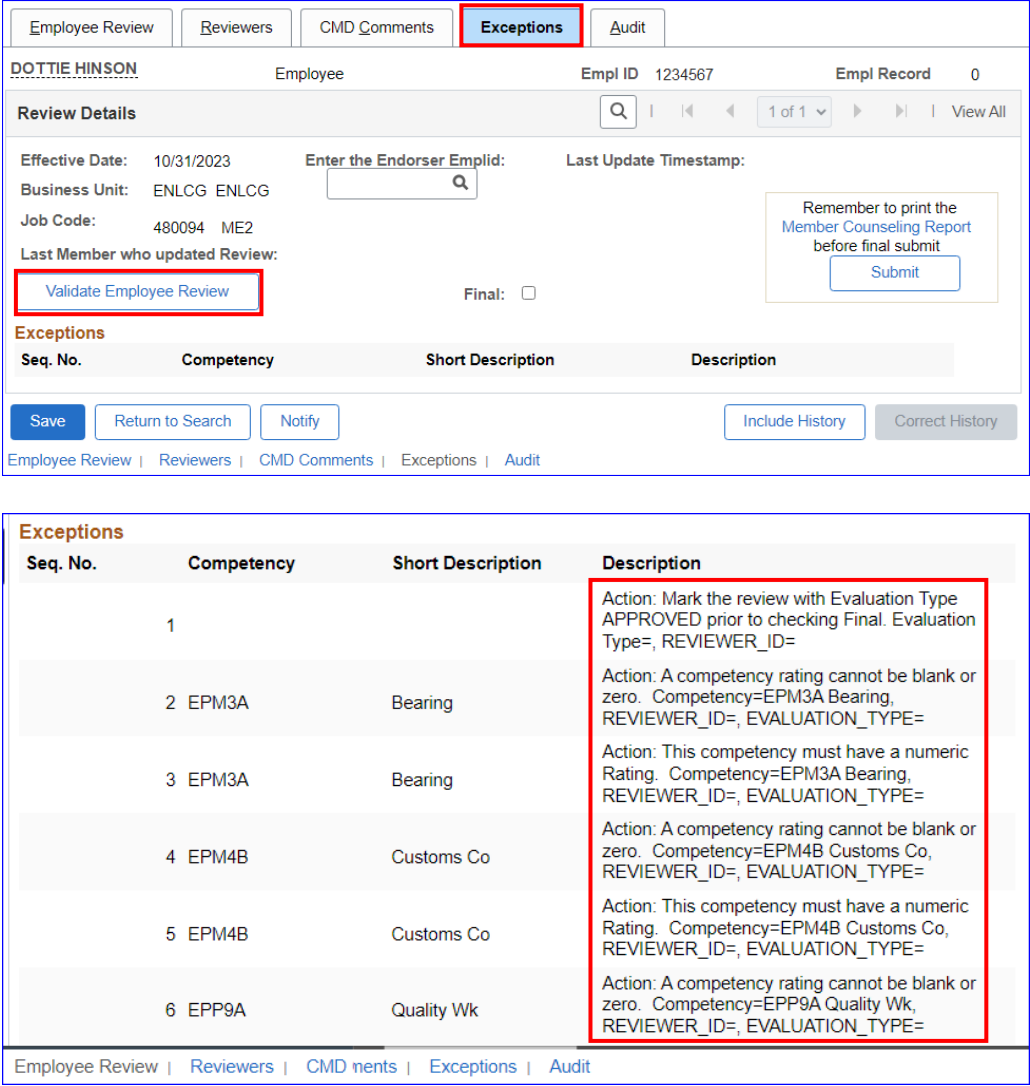
Procedures,  
continued

Step	Action
<p><b>4</b> <b>(cont.)</b></p>	<p>If entering a CORC (Change of Recommendation) evaluation, select CORC for the <b>Review Type</b> and <b>Rating Scale</b>. Only CORCs of Not Ready and Not Recommended require comments. Comments for a mark of Ready are prohibited.</p> <div data-bbox="328 584 1359 1099" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> <span style="background-color: #e6f2ff; padding: 2px 5px;">Employee Review</span> <span style="padding: 2px 5px; margin-left: 5px;">Reviewers</span> <span style="padding: 2px 5px; margin-left: 5px;">CMD Comments</span> <span style="padding: 2px 5px; margin-left: 5px;">Exceptions</span> <span style="padding: 2px 5px; margin-left: 5px;">Audit</span> </div> <div style="margin-bottom: 5px;"> <p><b>DOTTIE HINSON</b> Employee      Empl ID 1234567      Empl Record 0</p> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> <p><b>Review Details</b> <span style="float: right;">Q   &lt; &gt; 1 of 1   View All</span></p> </div> <div style="margin-bottom: 5px;"> <p>*Effective Date: 10/31/2023 <span style="float: right;">Review Type: <span style="border: 1px solid red; padding: 2px;">CORC</span> v</span></p> </div> <div style="margin-bottom: 5px;"> <p>From/To Date: <span style="margin-left: 100px;">10/31/2023</span> <span style="float: right;">Next Review Date:</span></p> </div> <div style="margin-bottom: 5px;"> <p>Business Unit: ENLCG      Enlisted CG</p> </div> <div style="margin-bottom: 5px;"> <p>Department: 048900      CG STA LOUISVILLE      Company: ACG</p> </div> <div style="margin-bottom: 5px;"> <p>Job Code: 480094      Second Class Maritime Enf Spec      Position: 00000191</p> </div> <hr style="border: 0.5px solid black;"/> <div style="margin-bottom: 5px;"> <p>Rating Scale: <span style="border: 1px solid red; padding: 2px;">CORC</span> <span style="margin-left: 20px;">CO's Change of Recommendation</span>      Scale Type:</p> </div> <div style="margin-bottom: 5px;"> <p>Rating Model: EVAL      Enlisted Performance Eval</p> </div> <p style="text-align: center; margin-bottom: 5px;">Description:</p> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px;">Save</span> <span style="background-color: #e6f2ff; padding: 5px 10px; border-radius: 3px;">Return to Search</span> <span style="background-color: #e6f2ff; padding: 5px 10px; border-radius: 3px;">Notify</span> <span style="background-color: #e6f2ff; padding: 5px 10px; border-radius: 3px;">Include History</span> <span style="background-color: #cccccc; padding: 5px 10px; border-radius: 3px;">Correct History</span> </div> <div style="font-size: 8px; margin-bottom: 5px;"> <span>Employee Review</span>   <span>Reviewers</span>   <span>CMD Comments</span>   <span>Exceptions</span>   <span>Audit</span> </div> </div>

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# Enlisted Evaluation Review – Supervisor Submission, Continued

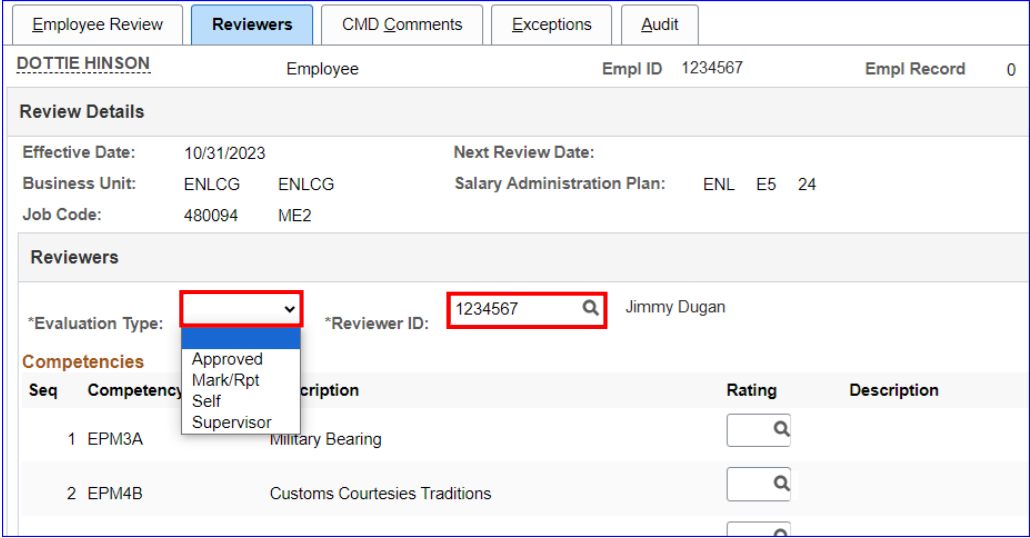
Procedures,  
continued

Step	Action																												
5	<p>Select the <b>Exceptions</b> tab and then click <b>Validate Employee Review</b>. If any warning <b>Descriptions</b> display, return to the Employee Review tab, and correct any exceptions.</p> <p><b>NOTE:</b> All <b>competencies</b> will be listed as exceptions until a rating scale is entered. The EER will list all <b>competencies</b> as actionable errors because they are currently blank. The EER cannot be submitted until the Validate Employee Review indicates no actionable errors.</p>  <p>The screenshot shows the 'Exceptions' tab selected. The 'Validate Employee Review' button is highlighted with a red box. Below it is a table of exceptions with columns for Seq. No., Competency, Short Description, and Description. The description for the first exception is highlighted with a red box.</p> <table border="1" data-bbox="327 1267 1361 1798"> <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>	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

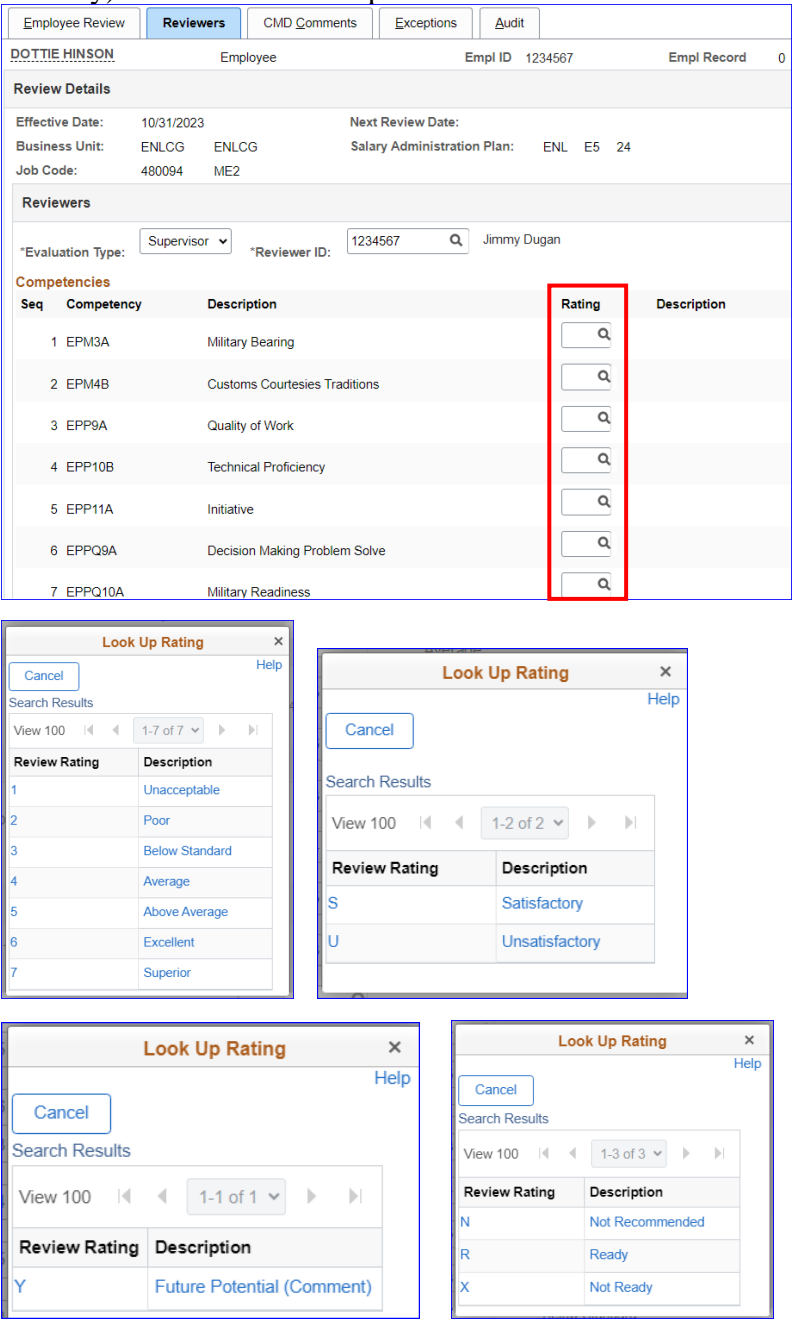
Procedures,  
continued

Step	Action
6	<p>Select the <b>Reviewers</b> tab. Update the following fields:</p> <ul style="list-style-type: none"> <li>• <b>Evaluation Type</b> – Using the drop-down, select Supervisor.</li> <li>• <b>Reviewer ID</b> – Enter the Reviewer’s (supervisor’s) Employee ID.</li> </ul> 

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# Enlisted Evaluation Review – Supervisor Submission, Continued

5B Procedures,  
continued

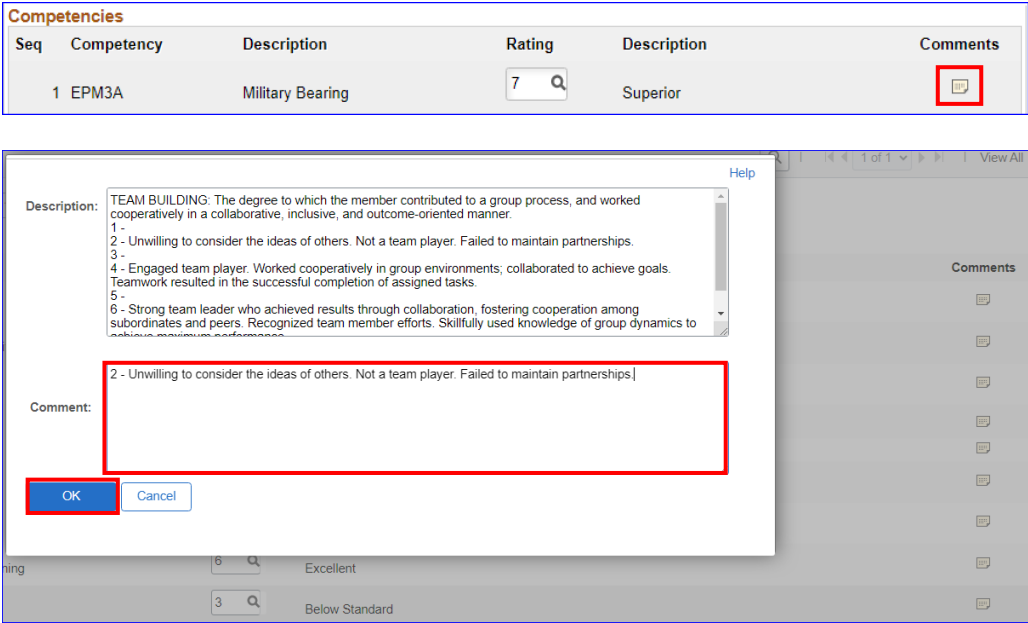
Step	Action																																								
7	<p><b>Enter Ratings:</b> Enter the numerical <b>Rating</b> value or select the appropriate numerical value.</p> <ul style="list-style-type: none"> <li>• <b>Conduct</b> – Enter U (unsatisfactory) or S (satisfactory).</li> <li>• <b>Future Potential</b> – MUST use the value Y. Comments are required.</li> <li>• <b>Advancement Potential</b> – N (Not Recommended), R (Ready), or X (Not Ready). Comments are required.</li> </ul>  <p>The screenshot shows the 'Reviewers' tab for employee DOTTIE HINSON. 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>[Rating Input]</td> <td></td> </tr> <tr> <td>2</td> <td>EPM4B</td> <td>Customs Courtesies Traditions</td> <td>[Rating Input]</td> <td></td> </tr> <tr> <td>3</td> <td>EPP9A</td> <td>Quality of Work</td> <td>[Rating Input]</td> <td></td> </tr> <tr> <td>4</td> <td>EPP10B</td> <td>Technical Proficiency</td> <td>[Rating Input]</td> <td></td> </tr> <tr> <td>5</td> <td>EPP11A</td> <td>Initiative</td> <td>[Rating Input]</td> <td></td> </tr> <tr> <td>6</td> <td>EPPQ9A</td> <td>Decision Making Problem Solve</td> <td>[Rating Input]</td> <td></td> </tr> <tr> <td>7</td> <td>EPPQ10A</td> <td>Military Readiness</td> <td>[Rating Input]</td> <td></td> </tr> </tbody> </table> <p>The four 'Look Up Rating' pop-up windows show the following data:</p> <ul style="list-style-type: none"> <li><b>Window 1:</b> Search Results for 1-7 of 7. Ratings: 1 (Unacceptable), 2 (Poor), 3 (Below Standard), 4 (Average), 5 (Above Average), 6 (Excellent), 7 (Superior).</li> <li><b>Window 2:</b> Search Results for 1-2 of 2. Ratings: S (Satisfactory), U (Unsatisfactory).</li> <li><b>Window 3:</b> Search Results for 1-1 of 1. Rating: Y (Future Potential (Comment)).</li> <li><b>Window 4:</b> Search Results for 1-3 of 3. Ratings: N (Not Recommended), R (Ready), X (Not Ready).</li> </ul>	Seq	Competency	Description	Rating	Description	1	EPM3A	Military Bearing	[Rating Input]		2	EPM4B	Customs Courtesies Traditions	[Rating Input]		3	EPP9A	Quality of Work	[Rating Input]		4	EPP10B	Technical Proficiency	[Rating Input]		5	EPP11A	Initiative	[Rating Input]		6	EPPQ9A	Decision Making Problem Solve	[Rating Input]		7	EPPQ10A	Military Readiness	[Rating Input]	
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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 <b>Comments</b> icon. Enter <b>Comments</b> as appropriate, then click <b>OK</b> to return to the Reviewer’s tab.</p> <p><b>Required Comments:</b></p> <ul style="list-style-type: none"> <li>• Competency Rating Marks of 1, 2, 3, and 7</li> <li>• Unsatisfactory Conduct Mark</li> <li>• Not Ready or Not Recommended for Advancement</li> <li>• Future Potential and Advancement Potential Marks</li> </ul> <p><b>NOTE:</b> 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 <b>required comments</b> will be retained in DA. Comments are limited to <b>220 characters</b> for all competencies EXCEPT Conduct and Advancement Potential which are limited to <b>550 characters</b>.</p>  <p>The screenshot shows a table of competencies with columns for Seq, Competency, Description, Rating, and Comments. The first row shows '1 EPM3A Military Bearing' with a rating of '7' and a 'Comments' icon highlighted in a red box. Below the table is a dialog box for entering a comment. The dialog box has a 'Description' field with a dropdown menu showing options like '1 - Unwilling to consider the ideas of others. Not a team player. Failed to maintain partnerships.' and '2 - Engaged team player. Worked cooperatively in group environments; collaborated to achieve goals. Teamwork resulted in the successful completion of assigned tasks.' The 'Comment' field is highlighted in a red box and contains the text '2 - Unwilling to consider the ideas of others. Not a team player. Failed to maintain partnerships '. The 'OK' button is also highlighted in a red box.</p>

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# Enlisted Evaluation Review – Supervisor Submission, Continued

Procedures,  
continued

Step	Action
<p><b>9</b></p>	<p>Select the <b>CMD Comments</b> tab and update/add any <b>Comments</b> for others in the rating chain.</p> <p><b>NOTE:</b> These comments will be retained by DA. When submitting the members EER for final approval, <b>do NOT enter comments for marks of 4, 5, 6, Satisfactory Conduct, or Ready.</b></p> <div data-bbox="327 694 1359 1288" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> <span>Employee Review</span>   <span>Reviewers</span>   <span style="border: 1px solid red; padding: 2px;">CMD Comments</span>   <span>Exceptions</span>   <span>Audit</span> </div> <p><b>DOTTIE HINSON</b> Employee Empl ID 1234567 Empl Record 0</p> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> <b>Review Details</b> <span style="float: right;">1 of 1   View All</span> </div> <p>Effective Date: 10/31/2023 Next Review Date:            Business Unit: ENLCG ENLCG Salary Administration Plan: ENL E5 24            Job Code: 480094 ME2</p> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> <b>Reviewers</b> <span style="float: right;">1 of 1   View All</span> </div> <p>Evaluation Type: Supervisor            Reviewer ID: 1234567 Name: Jimmy Dugan            Comment: <div style="border: 1px solid red; padding: 5px; min-height: 40px;">Enter any comments for others in the rating chain.</div></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Save</span> <span>Return to Search</span> <span>Notify</span> <span>Include History</span> <span>Correct History</span> </div> <p style="font-size: small; margin-top: 5px;">Employee Review   Reviewers   CMD Comments   Exceptions   Audit</p> </div>

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# Enlisted Evaluation Review – Supervisor Submission, Continued

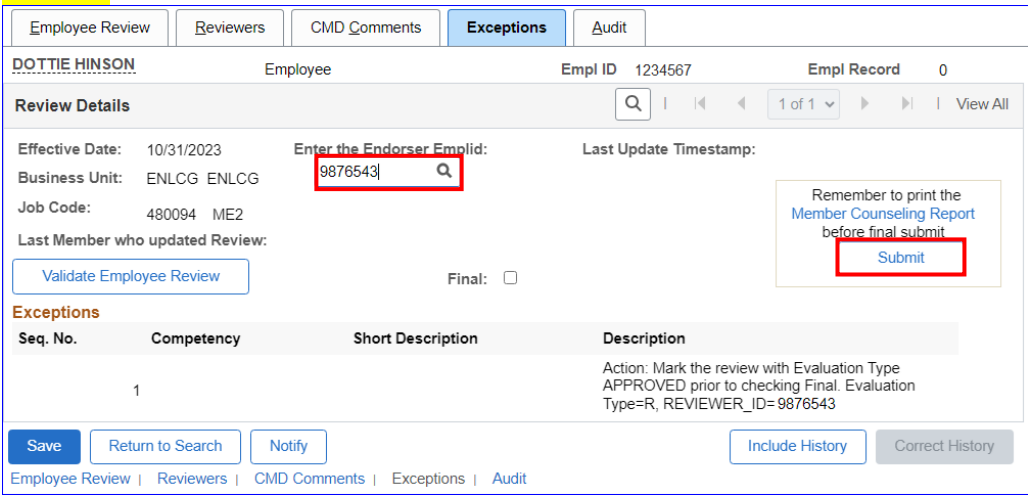
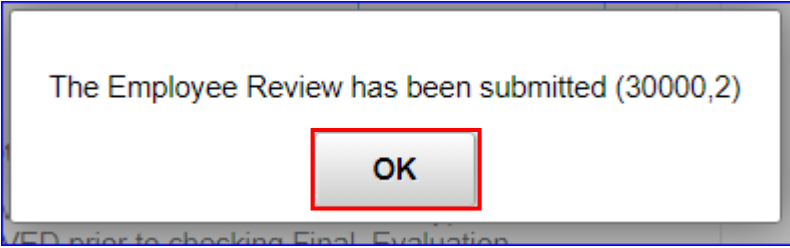
Procedures,  
continued

Step	Action																								
<p><b>10</b></p>	<p>Select the <b>Exceptions</b> tab and click <b>Validate Employee Review</b>. This will generate a list of any exceptions in the <b>Description</b> column including actionable errors found within the EER. Correct any discrepancies, then click <b>Validate Employee Review</b> again.</p>  <p>The screenshot shows the 'Exceptions' tab selected. The 'Validate Employee Review' button is highlighted. Below it is a table of 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=R, REVIEWER_ID=1234567</td> </tr> <tr> <td>2</td> <td>EPP9A</td> <td>Quality Wk</td> <td>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</td> </tr> <tr> <td>3</td> <td>EPP10B</td> <td>Tech Prof</td> <td>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</td> </tr> <tr> <td>4</td> <td>EPL8A</td> <td>Respect</td> <td>Action: A competency rating cannot be blank or zero. Competency=EPL8A Respect, REVIEWER_ID=1234567, EVALUATION_TYPE=R</td> </tr> <tr> <td>5</td> <td>EPL8A</td> <td>Respect</td> <td>Action: This competency must have a numeric Rating. Competency=EPL8A Respect, REVIEWER_ID=1234567, EVALUATION_TYPE=R</td> </tr> </tbody> </table>	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

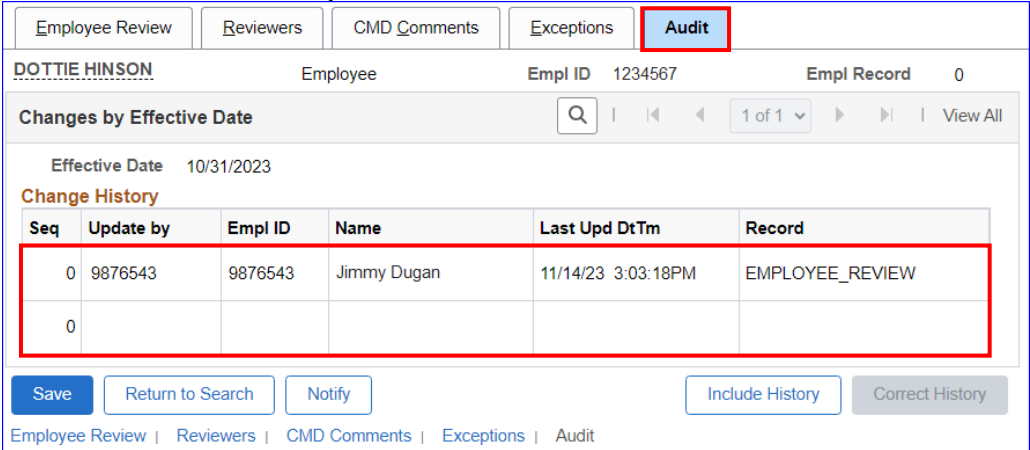
Procedures,  
continued

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

*Continued on next page*

# Enlisted Evaluation Review – Supervisor Submission, Continued


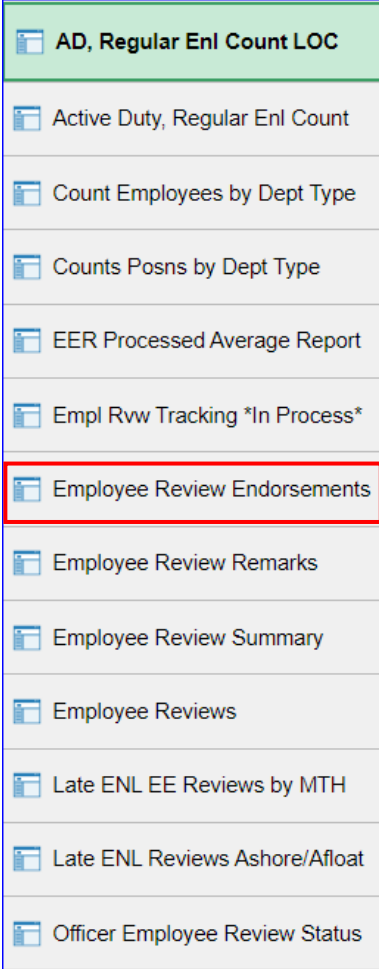
Procedures,  
continued

Step	Action																		
<p><b>12</b></p>	<p>Select the <b>Audit</b> tab to view the <b>Change History</b> (users who have made changes to the EER).</p> <p><b>NOTE:</b> The <b>Audit</b> tab updates when the Save or Submit buttons are selected.</p>  <p>The screenshot shows the 'Audit' tab selected in a navigation bar. Below the navigation bar, the employee name 'DOTTIE HINSON' is displayed along with 'Employee', 'Empl ID 1234567', and 'Empl Record 0'. A 'Changes by Effective Date' section shows 'Effective Date 10/31/2023'. The 'Change History' table has the following data:</p> <table border="1"> <thead> <tr> <th>Seq</th> <th>Update by</th> <th>Empl ID</th> <th>Name</th> <th>Last Upd DtTm</th> <th>Record</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>9876543</td> <td>9876543</td> <td>Jimmy Dugan</td> <td>11/14/23 3:03:18PM</td> <td>EMPLOYEE_REVIEW</td> </tr> <tr> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Buttons at the bottom include 'Save', 'Return to Search', 'Notify', 'Include History', and 'Correct History'. A breadcrumb trail at the bottom reads: 'Employee Review   Reviewers   CMD Comments   Exceptions   Audit'.</p>	Seq	Update by	Empl ID	Name	Last Upd DtTm	Record	0	9876543	9876543	Jimmy Dugan	11/14/23 3:03:18PM	EMPLOYEE_REVIEW	0					
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0																			

# 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
<p><b>1</b></p>	<p>Click the <b>Employee Review</b> tile.</p>  <p>The image shows a square tile with a blue border. At the top, it says "Employee Review" in blue text. Below the text is an icon of a document with a bar chart and a person silhouette.</p>
<p><b>2</b></p>	<p>Select the <b>Employee Review Endorsements</b> option.</p>  <p>The image shows a vertical list of menu items, each with a folder icon on the left. 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>

*Continued on next page*

## Enlisted Evaluation Review - Endorsements, Continued

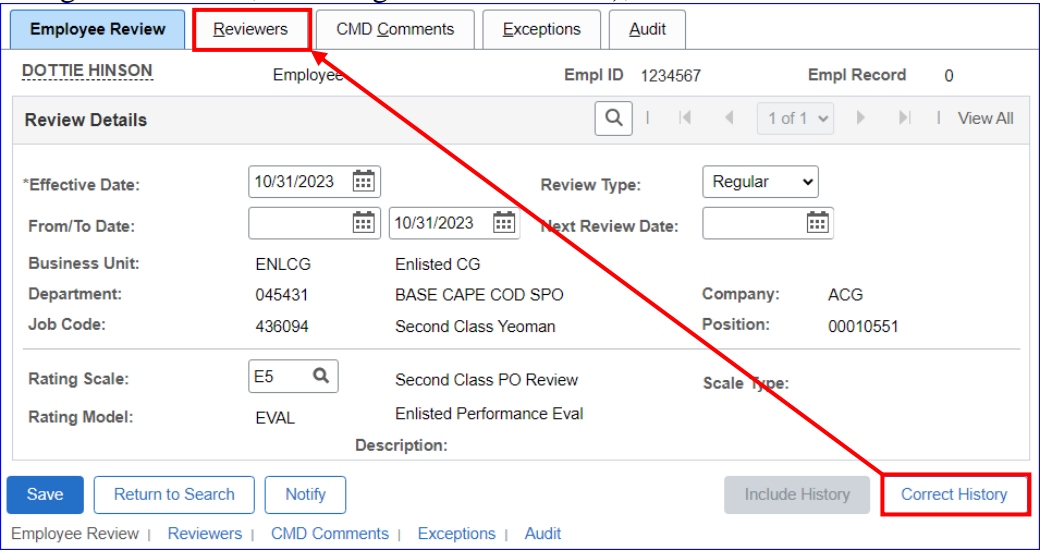
7BProcedures,  
continued

Step	Action															
3	<p>The My Employee Review Endorsements page will display. To view all EERs submitted to you for review, select the <b>Endorsements Requested From Me</b> radio button and click <b>Populate Grid</b>. Search results may be narrowed by entering a <b>Review From Date</b> and a <b>Review To Date</b>. All EERs submitted to you will display. Click the <b>Review</b> link for the EER to be reviewed.</p> <div data-bbox="316 667 1362 1249" style="border: 1px solid black; padding: 5px;"> <p><b>My Employee Review Endorsements</b></p> <p>Jimmy Dugan</p> <p> <input checked="" type="radio"/> Endorsements Requested From Me             <input type="radio"/> Endorsements I Submitted           </p> <p>Review From Date: <input type="text" value="08/01/2023"/></p> <p>Review To Date: <input type="text" value="11/14/2023"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> <p><b>Review Endorsements</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Empl ID</th> <th>Name</th> <th>Effective Date</th> <th>Detail</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1 1111111</td> <td>Kit Keller</td> <td>08/04/2023</td> <td><a href="#">Review</a></td> <td><input type="button" value="Delete"/></td> </tr> <tr> <td>2 1234567</td> <td>DOTTIE HINSON</td> <td>10/31/2023</td> <td><a href="#">Review</a></td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table> <p><input type="button" value="Save"/></p> </div>	Empl ID	Name	Effective Date	Detail	Delete	1 1111111	Kit Keller	08/04/2023	<a href="#">Review</a>	<input type="button" value="Delete"/>	2 1234567	DOTTIE HINSON	10/31/2023	<a href="#">Review</a>	<input type="button" value="Delete"/>
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*Continued on next page*

# Enlisted Evaluation Review - Endorsements, Continued

Procedures,  
continued

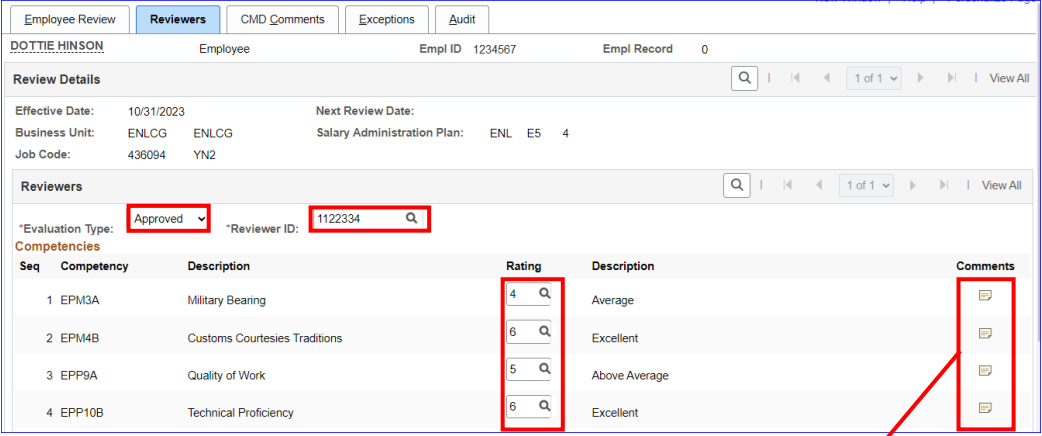
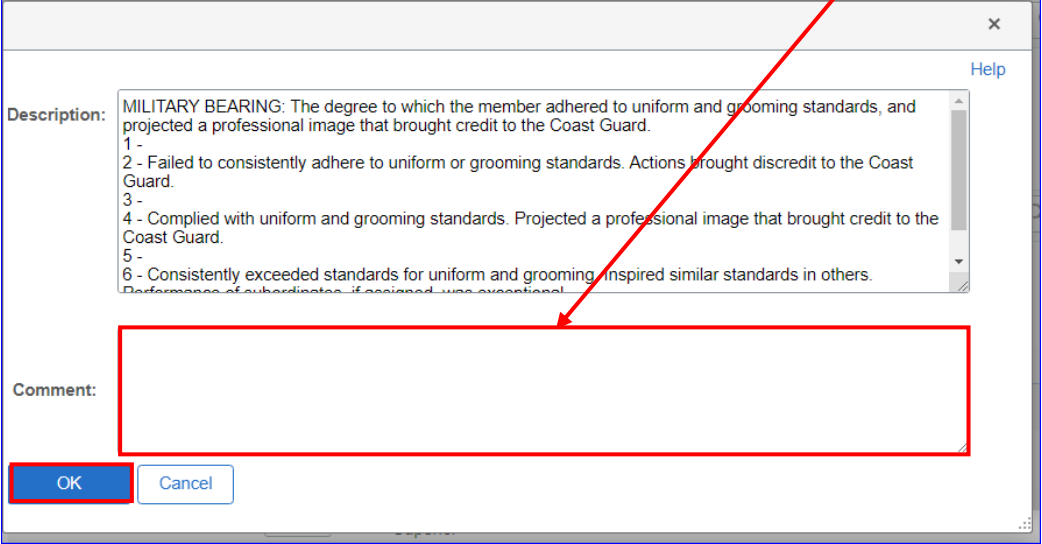
Step	Action
4	<p>The Employee Review tab will display. Click <b>Correct History</b> (this allows changes to the EER, including the Endorsement), then select the <b>Reviewers</b> tab.</p>  <p>The screenshot shows the 'Employee Review' interface for DOTTIE HINSON (Empl ID 1234567). The 'Reviewers' tab is selected and highlighted with a red box. A red arrow points from this tab to the 'Correct History' button at the bottom right of the interface. The interface includes fields for Effective Date (10/31/2023), Review Type (Regular), From/To Date (10/31/2023), Next Review Date, Business Unit (ENLCG), Department (045431), Job Code (436094), Rating Scale (E5), and Rating Model (EVAL). Buttons for Save, Return to Search, Notify, Include History, and Correct History are visible at the bottom.</p>

*Continued on next page*



## Enlisted Evaluation Review - Endorsements, Continued

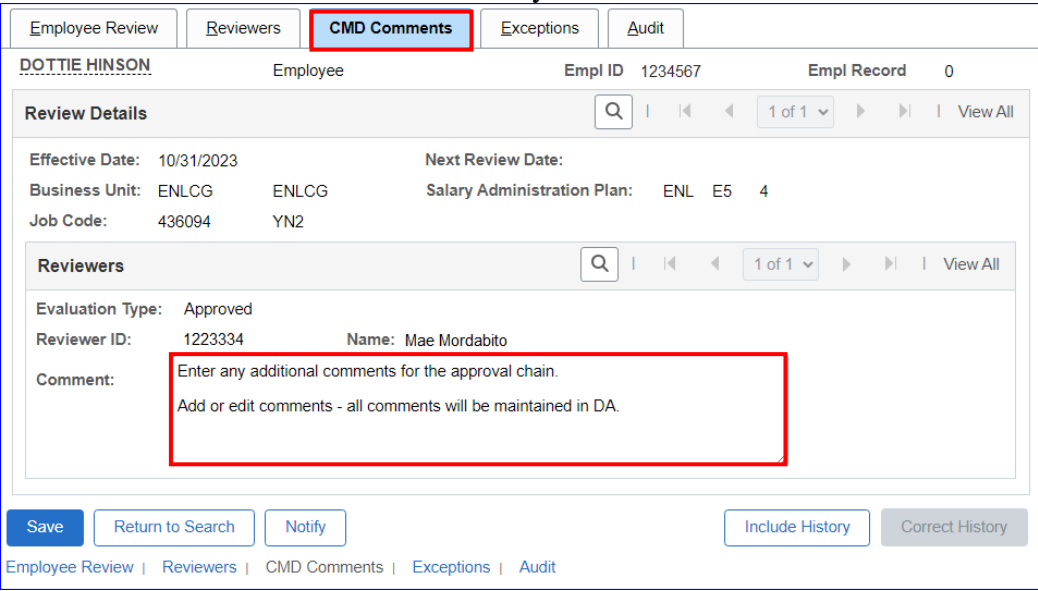
Procedures,  
continued

Step	Action
5	<p>Update the following fields:</p> <ul style="list-style-type: none"> <li>• <b>Evaluation Type</b> – Using the drop-down, select the appropriate type.</li> <li>• <b>Reviewer ID</b> – Enter your Empl ID.</li> <li>• <b>Rating</b> – Edit/update the numeric Rating as appropriate. To review the full competency description or to enter/modify Reviewer comments, click the <b>Comments Icon</b>. The reviewer comments are limited to 220 characters and the Future Potential is limited to 550 characters.</li> </ul> <p><b>NOTE:</b> 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 <b>OK</b> to return to the Reviewers tab.</p> 

Continued on next page

# Enlisted Evaluation Review - Endorsements, Continued

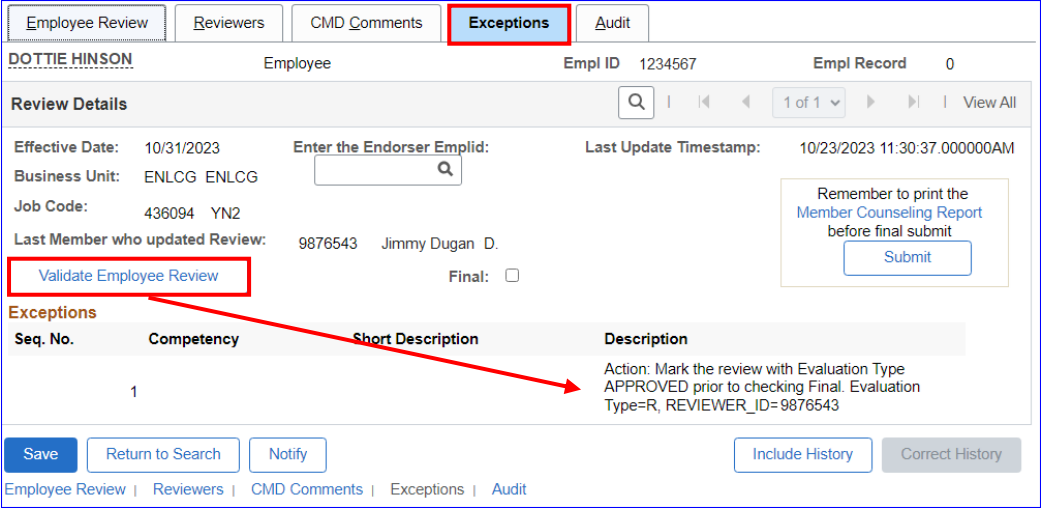
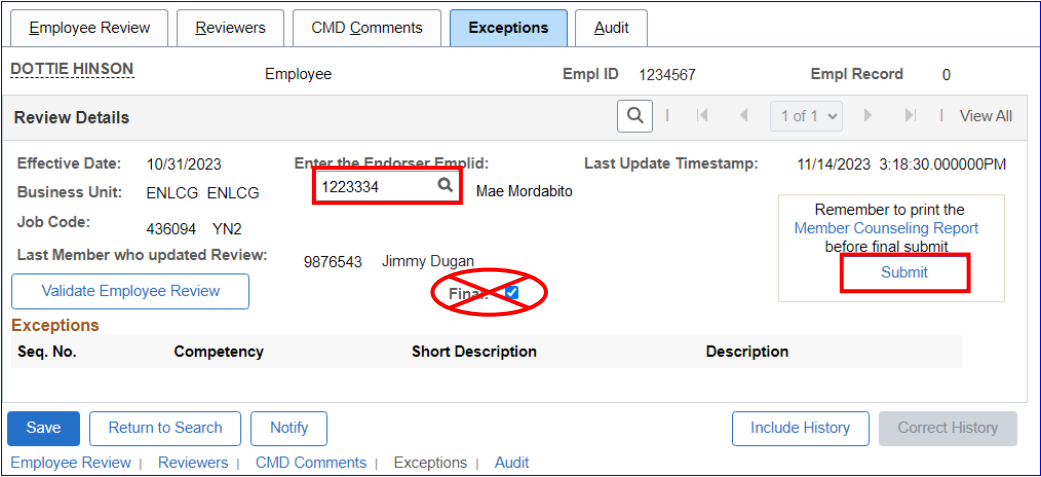
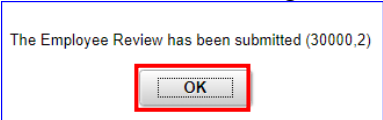
Procedures,  
continued

Step	Action
6	<p>Select the <b>CMD Comments</b> tab. Add any <b>Comments</b> for others in the rating chain. These comments will be retained by DA.</p> 

*Continued on next page*

# Enlisted Evaluation Review - Endorsements, Continued

Procedures,  
continued

Step	Action
<p><b>7</b></p>	<p>Select the <b>Exceptions</b> tab and click <b>Validate Employee Review</b>. This will generate a list of exceptions including action errors found within the EER. Correct discrepancies as appropriate. Click <b>Validate Employee Review</b> again.</p>  <p>The screenshot shows the 'Exceptions' tab selected. The 'Validate Employee Review' button is highlighted with a red box. A red arrow points from this button to the 'Description' column of the exception table, which contains the text: 'Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=R, REVIEWER_ID=9876543'.</p>
<p><b>8</b></p>	<p><b>Enter the Endorser Emplid</b> – Enter the EMPLID for the next person in the rating chain.  <b>Do NOT check the Final box unless you are the final AO.</b> Click <b>Submit</b>.</p> <p><b>NOTE:</b> <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 'Enter the Endorser Emplid' field containing '1223334' and the 'Final' checkbox checked. The 'Submit' button is highlighted with a red box.</p>
<p><b>9</b></p>	<p>A confirmation message will display. Click <b>OK</b>.</p>  <p>The screenshot shows a confirmation message box with the text 'The Employee Review has been submitted (30000,2)' and an 'OK' button highlighted with a red box.</p>

Continued on next page

# Enlisted Evaluation Review - Endorsements, Continued

Procedures,  
continued

Step	Action																																				
<p><b>10</b></p>	<p>Select the <b>Audit</b> tab to view the <b>Change History</b> (users who have made changes to the EER).</p> <p><b>NOTE:</b> The <b>Audit</b> tab updates when the Save or Submit buttons are selected.</p> <div data-bbox="316 584 1361 1108" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> <span>Employee Review</span>   <span>Reviewers</span>   <span>CMD_Comments</span>   <span>Exceptions</span>   <span style="border: 2px solid red; padding: 2px;">Audit</span> </div> <p><b><u>DOTTIE HINSON</u></b> Employee Empl ID 1234567 Empl Record 0</p> <p>Changes by Effective Date <span style="float: right;">1 of 1   View All</span></p> <p>Effective Date 10/31/2023</p> <p><b>Change History</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Seq</th> <th>Update by</th> <th>Empl ID</th> <th>Name</th> <th>Last Upd DtTm</th> <th>Record</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>0</td> <td>1223334</td> <td>1223334</td> <td>Mae Mordabito</td> <td>10/20/23 7:43:36AM</td> <td>EMPLOYEE_REVIEW</td> </tr> <tr> <td>1</td> <td>1223334</td> <td>1223334</td> <td>Mae Mordabito</td> <td>10/20/23 9:03:55AM</td> <td>REVV_REVWER_CMP</td> </tr> <tr> <td>2</td> <td>1223334</td> <td>1223334</td> <td>Mae Mordabito</td> <td>10/20/23 9:08:23AM</td> <td>REVV_REVWER_CMP</td> </tr> <tr> <td>3</td> <td>1223334</td> <td>1223334</td> <td>Mae Mordabito</td> <td>10/23/23 7:49:31AM</td> <td>REVV_REVWER_CMP</td> </tr> <tr> <td>4</td> <td>1223334</td> <td>1223334</td> <td>Mae Mordabito</td> <td>10/23/23 7:53:49AM</td> <td>REVV_REVWER_CMP</td> </tr> </tbody> </table> </div>	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	REVV_REVWER_CMP	2	1223334	1223334	Mae Mordabito	10/20/23 9:08:23AM	REVV_REVWER_CMP	3	1223334	1223334	Mae Mordabito	10/23/23 7:49:31AM	REVV_REVWER_CMP	4	1223334	1223334	Mae Mordabito	10/23/23 7:53:49AM	REVV_REVWER_CMP
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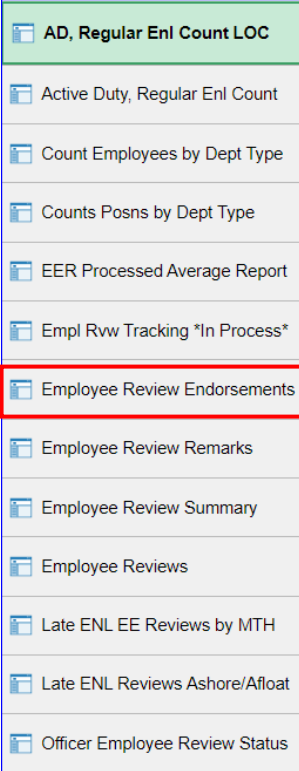
# Enlisted Evaluation Review - Approval

**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
<p><b>1</b></p>	<p>Click the <b>Employee Review</b> tile.</p>  <p>The image shows a tile titled "Employee Review" with a blue border. Inside the tile, there is a document icon with a bar chart and a person silhouette.</p>
<p><b>2</b></p>	<p>Select the <b>Employee Review Endorsements</b> option.</p>  <p>The image shows a list of menu items, each with a document icon. The item "Employee Review Endorsements" is highlighted with a red border. The other items are: 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 Remarks; Employee Review Summary; Employee Reviews; Late ENL EE Reviews by MTH; Late ENL Reviews Ashore/Afloat; Officer Employee Review Status.</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**

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

[Save](#)

*Continued on next page*

# Enlisted Evaluation Review - Approval, Continued

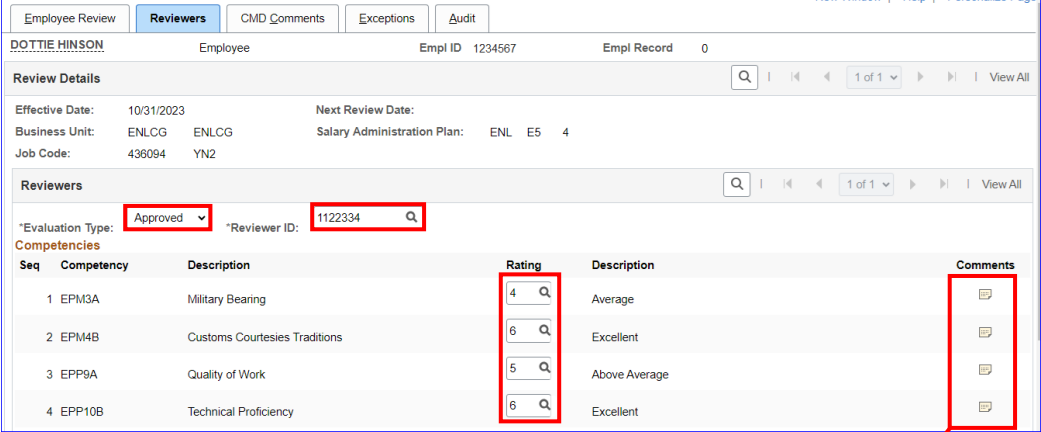
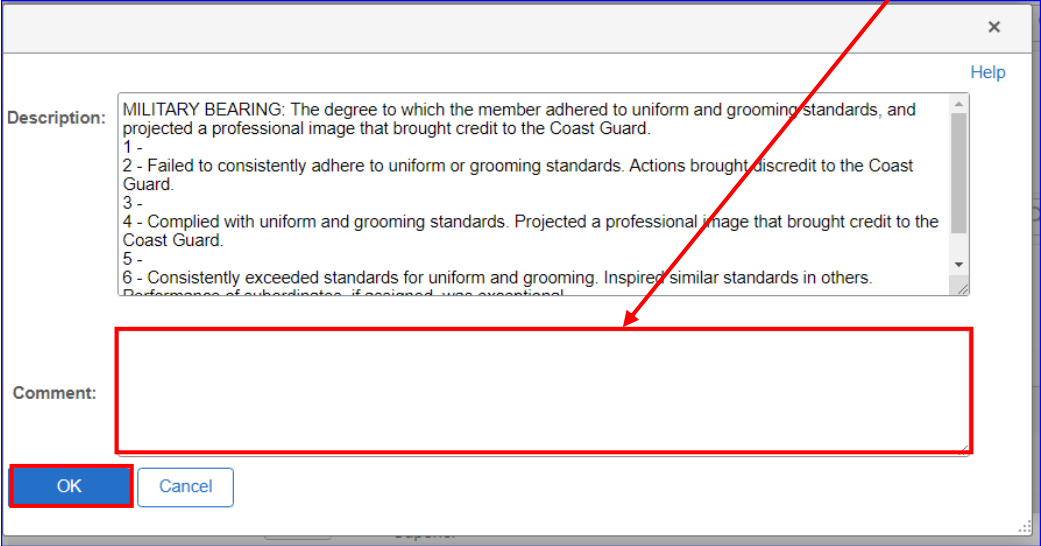
Procedures,  
continued

Step	Action															
<p><b>4</b></p>	<p>All EERs submitted to you will display. Click the <b>Review</b> link for the EER to be reviewed.</p> <div data-bbox="316 510 1359 1102" style="border: 1px solid black; padding: 5px;"> <p><b>My Employee Review Endorsements</b></p> <p>Jimmy Dugan</p> <p> <input checked="" type="radio"/> Endorsements Requested From Me                     <input type="radio"/> Endorsements I Submitted                 </p> <p>Review From Date: <input type="text" value="08/01/2023"/> <input type="text" value="11/14/2023"/></p> <p>Review To Date: <input type="text" value="08/01/2023"/> <input type="text" value="11/14/2023"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> <p><b>Review Endorsements</b></p> <p>1-2 of 2   View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Empl ID</th> <th>Name</th> <th>Effective Date</th> <th>Detail</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1 1111111</td> <td>Kit Keller</td> <td>08/04/2023</td> <td><a href="#">Review</a></td> <td><input type="button" value="Delete"/></td> </tr> <tr> <td>2 1234567</td> <td>DOTTIE HINSON</td> <td>10/31/2023</td> <td><a href="#">Review</a></td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table> <p><input type="button" value="Save"/></p> </div>	Empl ID	Name	Effective Date	Detail	Delete	1 1111111	Kit Keller	08/04/2023	<a href="#">Review</a>	<input type="button" value="Delete"/>	2 1234567	DOTTIE HINSON	10/31/2023	<a href="#">Review</a>	<input type="button" value="Delete"/>
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1 1111111	Kit Keller	08/04/2023	<a href="#">Review</a>	<input type="button" value="Delete"/>												
2 1234567	DOTTIE HINSON	10/31/2023	<a href="#">Review</a>	<input type="button" value="Delete"/>												
<p><b>5</b></p>	<p>The Employee Review tab will display. Click <b>Correct History</b> (this allows changes to the EER, including the Endorsement), then select the <b>Reviewers</b> tab.</p> <div data-bbox="316 1205 1359 1756" style="border: 1px solid black; padding: 5px;"> <p> <input checked="" type="button" value="Employee Review"/> <input checked="" type="button" value="Reviewers"/> <input type="button" value="CMD Comments"/> <input type="button" value="Exceptions"/> <input type="button" value="Audit"/> </p> <p>DOTTIE HINSON Employee Empl ID 1234567 Empl Record 0</p> <p><b>Review Details</b>   1 of 1   View All</p> <p>*Effective Date: <input type="text" value="10/31/2023"/> Review Type: <input type="text" value="Regular"/></p> <p>From/To Date: <input type="text" value="10/31/2023"/> Next Review Date: <input type="text"/></p> <p>Business Unit: ENLCG Enlisted CG</p> <p>Department: 045431 BASE CAPE COD SPO Company: ACG</p> <p>Job Code: 436094 Second Class Yeoman Position: 00010551</p> <p>Rating Scale: <input type="text" value="E5"/> Second Class PO Review Scale Type:</p> <p>Rating Model: EVAL Enlisted Performance Eval</p> <p>Description:</p> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Include History"/> <input checked="" type="button" value="Correct History"/> </p> <p>Employee Review   Reviewers   CMD Comments   Exceptions   Audit</p> </div>															

*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"> <li>• <b>Evaluation Type</b> – Using the drop-down, select Approved.</li> <li>• <b>Reviewer ID</b> – Enter your Empl ID.</li> <li>• <b>Rating</b> – Edit/update the numeric Rating as appropriate. To review the full competency description or to enter/modify Reviewer comments, click the <b>Comments</b> Icon. The reviewer comments are limited to 220 characters and the Future Potential is limited to 550 characters.</li> </ul> <p><b>NOTE:</b> 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 <b>OK</b> to return to the Reviewers tab.</p> 

Continued on next page



# Enlisted Evaluation Review - Approval, Continued

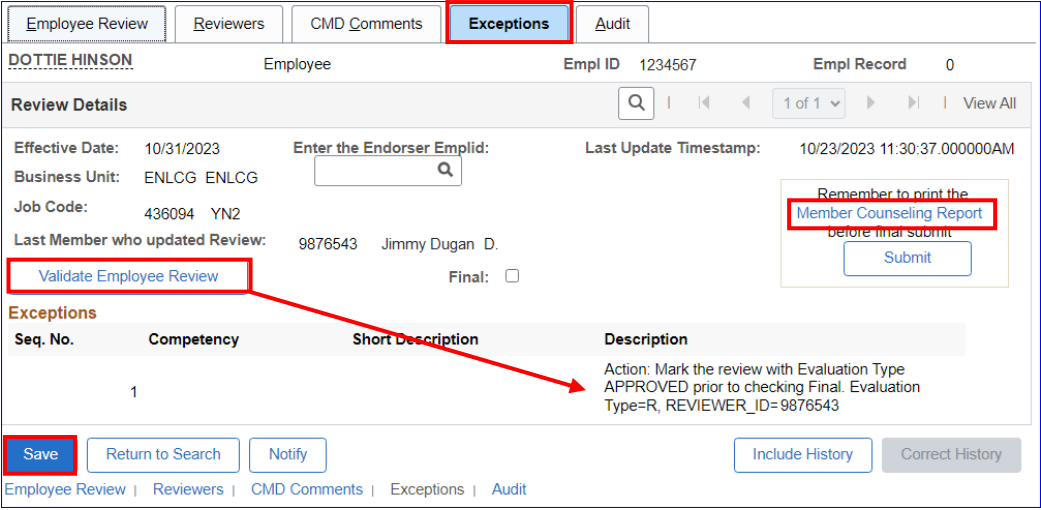
Procedures,  
continued

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

*Continued on next page*

# Enlisted Evaluation Review - Approval, Continued

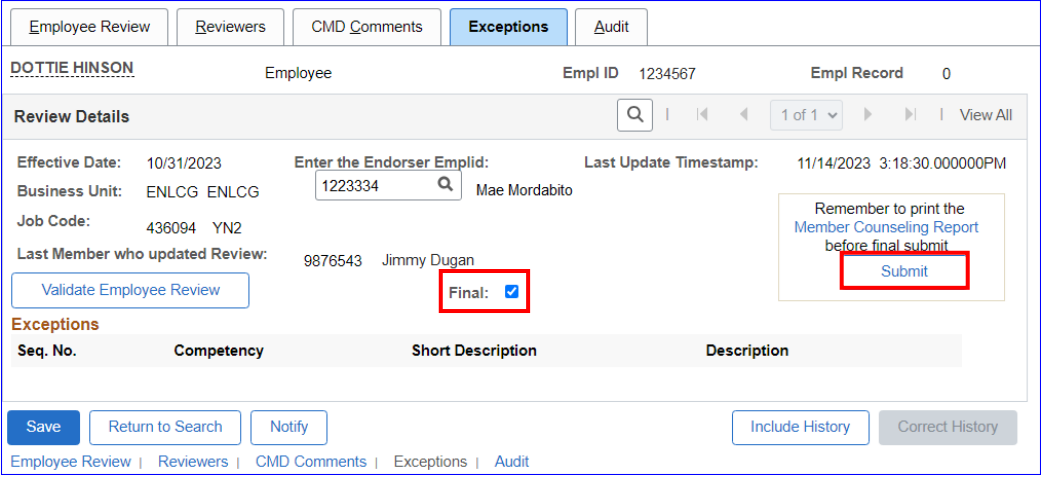
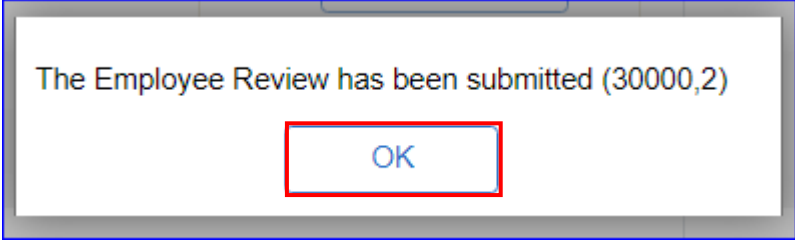
Procedures,  
continued

Step	Action
8	<p>Select the <b>Exceptions</b> tab and click <b>Validate Employee Review</b>. This will generate a list of exceptions including action errors found within the EER. Correct any discrepancies as appropriate, then click <b>Validate Employee Review</b> again (see Note).</p> <p>After the EER has been reviewed and any actionable errors corrected, click the <b>Member Counseling Report</b> link to print the EER. Click <b>Save</b> and continue with Step 9 upon completion of member counseling.</p> <p><b>NOTE:</b> <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 DOTIE HINSON. The 'Exceptions' tab is selected. A red box highlights the 'Validate Employee Review' button. Another red box highlights the 'Member Counseling Report' link, with a red arrow pointing from the 'Validate Employee Review' button to it. The interface also shows a 'Save' button and a 'Submit' button.</p>

*Continued on next page*

# Enlisted Evaluation Review - Approval, Continued

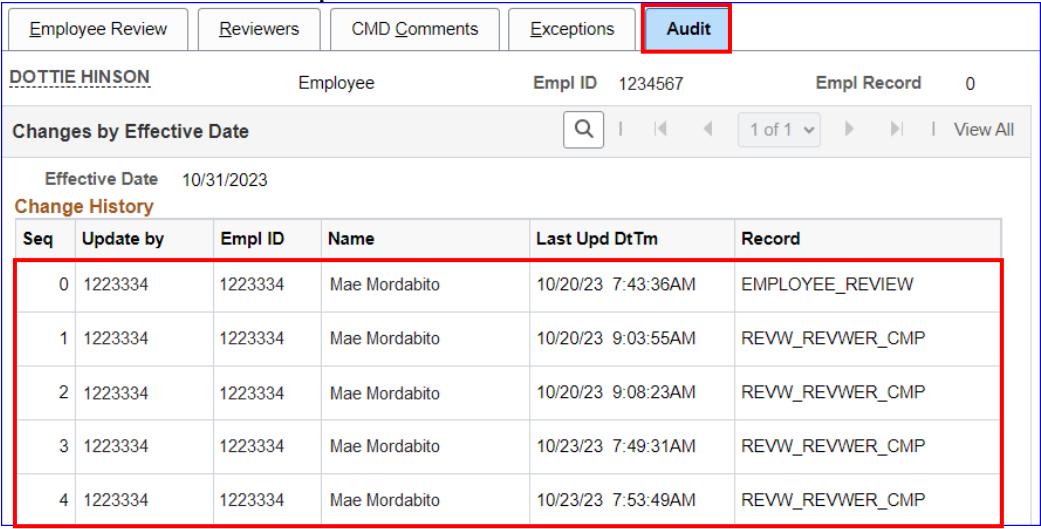
Procedures,  
continued

Step	Action
<p><b>9</b></p>	<p>Once the member has been counselled and the Enlisted Evaluation Review is signed by the Command and the member, check the <b>Final</b> box, and click <b>Submit</b>.</p> <p><b>NOTE:</b> 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> 
<p><b>10</b></p>	<p>A confirmation message will display, click <b>OK</b>.</p> 

*Continued on next page*

# Enlisted Evaluation Review - Approval, Continued

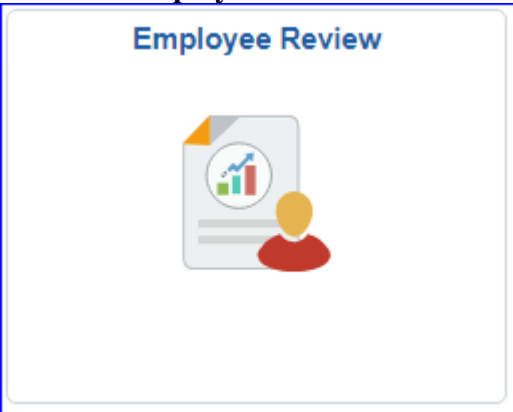
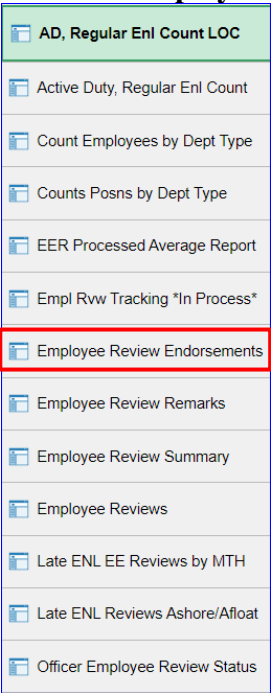
Procedures,  
continued

Step	Action																																				
11	<p>Select the <b>Audit</b> tab to view the <b>Change History</b> (users who have made changes to the EER).</p> <p><b>NOTE:</b> The <b>Audit</b> tab updates when the Save or Submit buttons are selected.</p>  <table border="1" data-bbox="316 584 1361 1111"> <thead> <tr> <th>Seq</th> <th>Update by</th> <th>Empl ID</th> <th>Name</th> <th>Last Upd DtTm</th> <th>Record</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>1223334</td> <td>1223334</td> <td>Mae Mordabito</td> <td>10/20/23 7:43:36AM</td> <td>EMPLOYEE_REVIEW</td> </tr> <tr> <td>1</td> <td>1223334</td> <td>1223334</td> <td>Mae Mordabito</td> <td>10/20/23 9:03:55AM</td> <td>REVV_REVWER_CMP</td> </tr> <tr> <td>2</td> <td>1223334</td> <td>1223334</td> <td>Mae Mordabito</td> <td>10/20/23 9:08:23AM</td> <td>REVV_REVWER_CMP</td> </tr> <tr> <td>3</td> <td>1223334</td> <td>1223334</td> <td>Mae Mordabito</td> <td>10/23/23 7:49:31AM</td> <td>REVV_REVWER_CMP</td> </tr> <tr> <td>4</td> <td>1223334</td> <td>1223334</td> <td>Mae Mordabito</td> <td>10/23/23 7:53:49AM</td> <td>REVV_REVWER_CMP</td> </tr> </tbody> </table>	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	REVV_REVWER_CMP	2	1223334	1223334	Mae Mordabito	10/20/23 9:08:23AM	REVV_REVWER_CMP	3	1223334	1223334	Mae Mordabito	10/23/23 7:49:31AM	REVV_REVWER_CMP	4	1223334	1223334	Mae Mordabito	10/23/23 7:53:49AM	REVV_REVWER_CMP
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# 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
<p><b>1</b></p>	<p>Click the <b>Employee Review</b> 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 graphic of a document with a bar chart and a person icon.</p>
<p><b>2</b></p>	<p>Select the <b>Employee Review Summary</b> option.</p>  <p>The image shows a vertical list of menu items, each with a small blue icon to its left. The item 'Employee Review Summary' is highlighted with a red border. The other items are: 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.</p>

*Continued on next page*

# Member Counseling Receipt, Continued

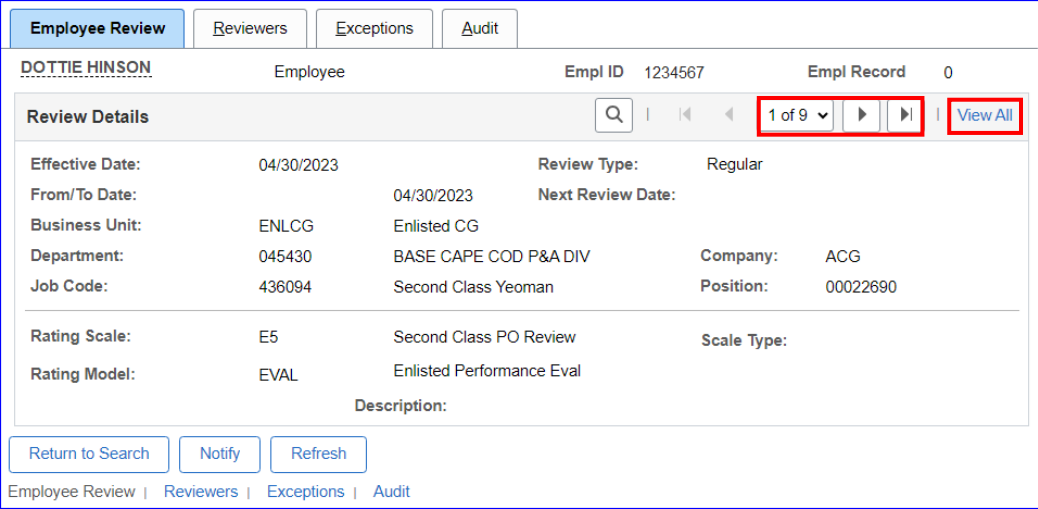
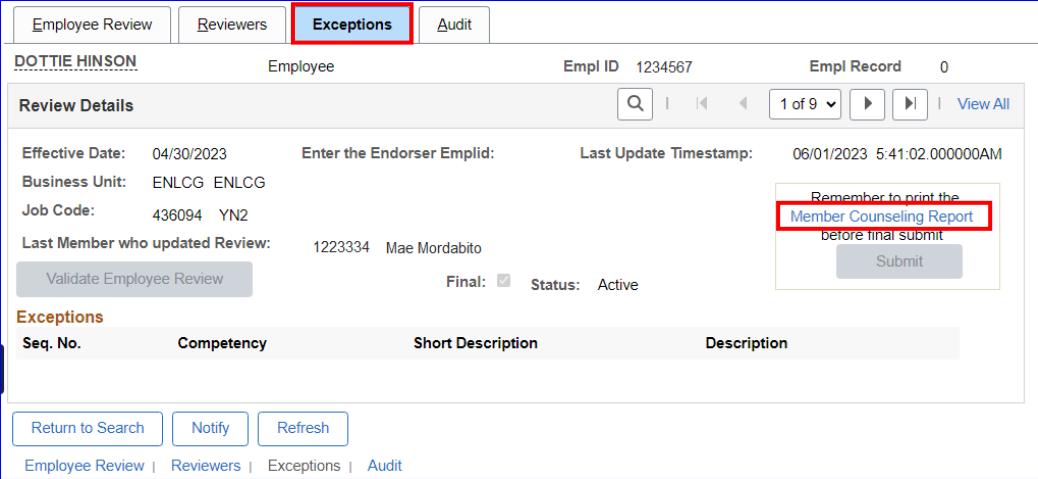
11B Procedures,  
continued

Step	Action
3	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>. The Business Unit is set by default.</p> <div data-bbox="320 477 1139 1384" style="border: 1px solid blue; padding: 5px;"> <p><b>Employee Review Remarks</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p>▼ <b>Search Criteria</b></p> <p>Empl ID begins with ▼ <input style="border: 2px solid red;" 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 style="border: 1px solid blue;" 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"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p><input type="checkbox"/> Case Sensitive</p> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> </div>

*Continued on next page*

# Member Counseling Receipt, Continued

Procedures,  
continued

Step	Action
<p><b>4</b></p>	<p>The member's processed Enlisted Evaluations will display the most current EER. To view past EERs, scroll through the list using the page <b>arrows</b> or click <b>View All</b> to display all the EERs.</p>  <p>The screenshot shows the 'Employee Review' interface for DOTTIE HINSON (Empl ID 1234567). The 'Review Details' section includes: Effective Date: 04/30/2023, Review Type: Regular, From/To Date: 04/30/2023, Next Review Date: (blank), Business Unit: ENLCG, Enlisted CG, Department: 045430, BASE CAPE COD P&amp;A DIV, Company: ACG, Job Code: 436094, Second Class Yeoman, Position: 00022690. Rating Scale: E5, Second Class PO Review, Scale Type: (blank), Rating Model: EVAL, Enlisted Performance Eval. A 'Description:' field is also present. Navigation buttons include 'Return to Search', 'Notify', and 'Refresh'. The '1 of 9' dropdown and 'View All' link are highlighted with red boxes.</p>
<p><b>5</b></p>	<p>Select the <b>Exceptions</b> tab. To print the EER, click the <b>Member Counseling Report</b> link.</p>  <p>The screenshot shows the 'Exceptions' tab selected. It displays the same employee information as the previous screenshot. The 'Review Details' section includes: Effective Date: 04/30/2023, Enter the Endorser Emplid: (blank), Last Update Timestamp: 06/01/2023 5:41:02.000000AM, Business Unit: ENLCG ENLCG, Job Code: 436094 YN2, Last Member who updated Review: 1223334 Mae Mordabito. There is a 'Validate Employee Review' button and a 'Final: <input checked="" type="checkbox"/> Status: Active' indicator. A 'Remember to print the Member Counseling Report before final submit' message with a 'Submit' button is highlighted with a red box. Below this is an 'Exceptions' table with columns: Seq. No., Competency, Short Description, and Description.</p>

*Continued on next page*

# Member Counseling Receipt, Continued

Procedures,  
continued

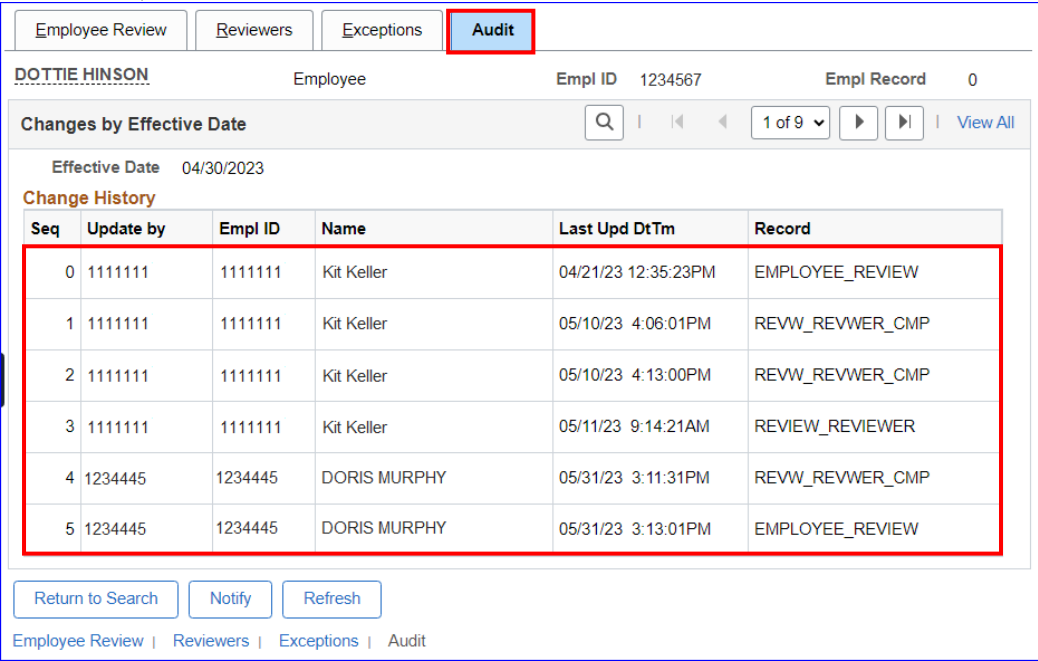
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6	<p>The Member Counseling Receipt will open in a new tab for printing.</p> <p><b>Member Counseling Receipt</b></p> <p>Emplid: 1234567 0      Hinson, Dottie          Eff Date: 04/30/2023      Review Type: Regular          From:      To: 04/30/2023          Next Review Date:</p> <p>Department: 045431      BASE CAPE COD SPO          Job Code: 436094      Second Class Yeoman</p> <p>Rating Scale: E5      Second Class PO Review          Rating Model: EVAL      Enlisted Performance Eval</p> <table border="1"> <thead> <tr> <th>Competency</th> <th>Rating</th> <th></th> </tr> </thead> <tbody> <tr><td>EPM3A</td><td>Military Bearing</td><td>6      Excellent</td></tr> <tr><td>EPRC2A</td><td>Advancement Potential</td><td>X      Not Ready</td></tr> <tr><td>EPP9A</td><td>Quality of Work</td><td>5      Above Average</td></tr> <tr><td>EPP10B</td><td>Technical Proficiency</td><td>5      Above Average</td></tr> <tr><td>EPP11A</td><td>Initiative</td><td>5      Above Average</td></tr> <tr><td>EPPQ9A</td><td>Decision Making Problem Solve</td><td>5      Above Average</td></tr> <tr><td>EPPQ10A</td><td>Military Readiness</td><td>5      Above Average</td></tr> <tr><td>EPPQ11A</td><td>Self-Awareness and Learning</td><td>6      Excellent</td></tr> <tr><td>EPPQ12B</td><td>Team Building</td><td>5      Above Average</td></tr> <tr><td>EPL8A</td><td>Respect for Others</td><td>5      Above Average</td></tr> <tr><td>EPL16A</td><td>Accountability Responsibility</td><td>5      Above Average</td></tr> <tr><td>EPL17A</td><td>Influencing Others</td><td>5      Above Average</td></tr> <tr><td>EPL11A</td><td>Effective Communication</td><td>4      Average</td></tr> <tr><td>EPCONE</td><td>Conduct</td><td>S      Satisfactory</td></tr> <tr><td>EPFP1A</td><td>Future Potential</td><td>Y      Future Potential (Comment)</td></tr> <tr><td>EPM4B</td><td>Customs Courtesies Traditions</td><td>6      Excellent</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Factor</th> <th>Sum of Marks</th> </tr> </thead> <tbody> <tr><td>LEAD</td><td>19</td></tr> <tr><td>PROF</td><td>21</td></tr> <tr><td>PERF</td><td>15</td></tr> <tr><td>MIL</td><td>12</td></tr> </tbody> </table> <p>Reviewer Comments:</p> <table border="1"> <thead> <tr> <th>Competency</th> <th>Rating</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>EPFP1A</td> <td>Y</td> <td>Future Potential (Comment)</td> </tr> <tr> <td colspan="3">YN2 is able to achieve ample opportunity for growth in present position. YN2 demonstrates potential to serve in any position desired.</td> </tr> <tr> <td>EPRC2A</td> <td>X</td> <td>Not Ready</td> </tr> </tbody> </table>	Competency	Rating		EPM3A	Military Bearing	6      Excellent	EPRC2A	Advancement Potential	X      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 Learning	6      Excellent	EPPQ12B	Team Building	5      Above Average	EPL8A	Respect for Others	5      Above Average	EPL16A	Accountability Responsibility	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 Traditions	6      Excellent	Factor	Sum of Marks	LEAD	19	PROF	21	PERF	15	MIL	12	Competency	Rating	Comment	EPFP1A	Y	Future Potential (Comment)	YN2 is able to achieve ample opportunity for growth in present position. YN2 demonstrates potential to serve in any position desired.			EPRC2A	X	Not Ready
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# Member Counseling Receipt, Continued

Procedures,  
continued

Step	Action																																										
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