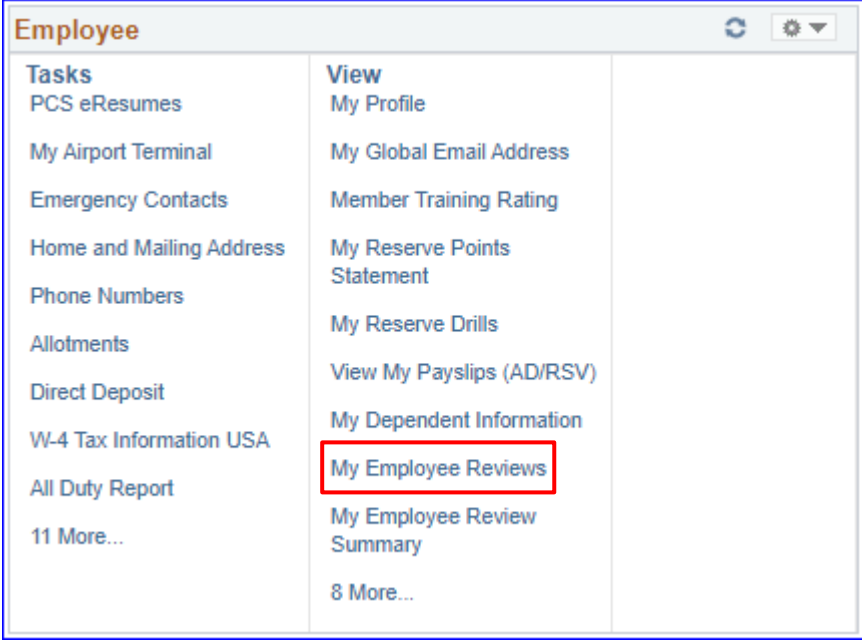
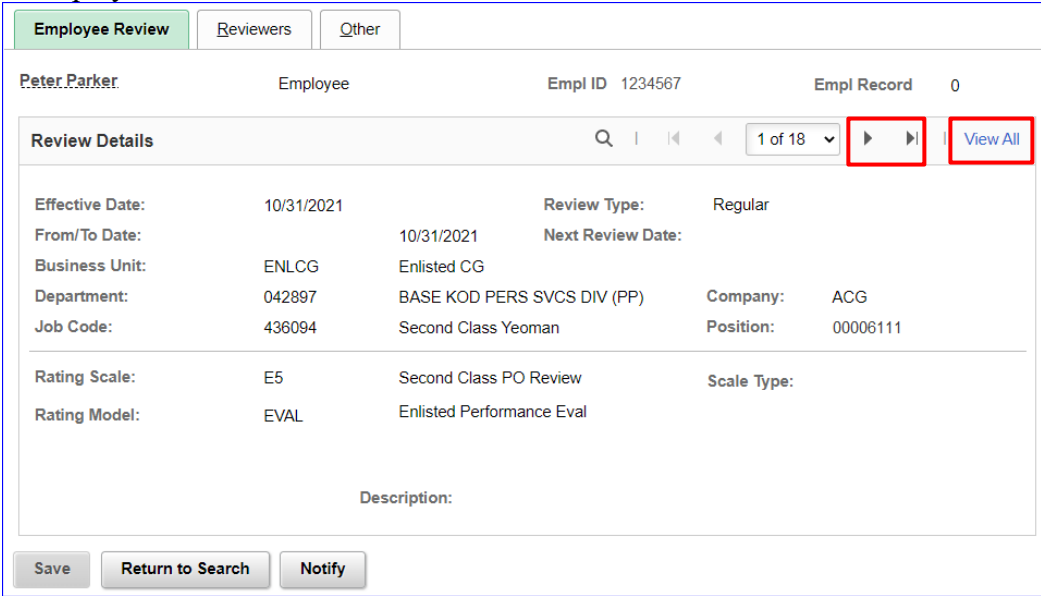


Self Service Member – View Completed Enlisted Evaluation Reports

Introduction After the Enlisted Evaluation Report has been validated by CG PSC (EPM-3), members can review their EER in Direct Access (DA).

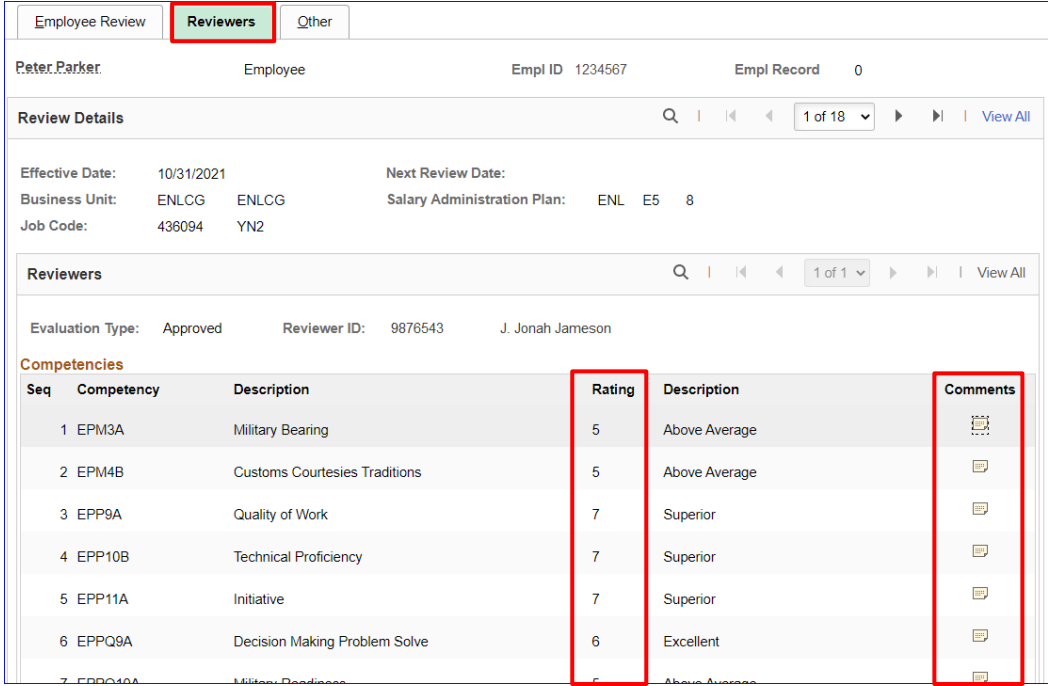
Procedures See below.

Step	Action
1	<p>Select My Employee Reviews from the Employee pagelet.</p>  <p>The screenshot shows a web interface titled "Employee" with a list of menu items. The item "My Employee Reviews" is highlighted with a red rectangular box. Other items include "View My Profile", "My Global Email Address", "Member Training Rating", "My Reserve Points Statement", "My Reserve Drills", "View My Payslips (AD/RSV)", "My Dependent Information", "My Employee Review Summary", and "8 More...".</p>
2	<p>The member’s Enlisted Evaluation Reports will display with the most current set of Evals first. Click the navigation arrows to view past EERs or click View All to display all EERs.</p>  <p>The screenshot shows the "Employee Review" details page for Peter Parker. It includes fields for Employee ID (1234567) and Empl Record (0). The "Review Details" section shows: Effective Date: 10/31/2021, Review Type: Regular, From/To Date: 10/31/2021, Next Review Date: (blank), Business Unit: ENLCG, Enlisted CG, Department: 042897, BASE KOD PERS SVCS DIV (PP), Company: ACG, Job Code: 436094, Second Class Yeoman, Position: 00006111. The Rating Scale is E5, Second Class PO Review, and the Rating Model is EVAL, Enlisted Performance Eval. Navigation arrows and a "View All" button are highlighted with red boxes. Buttons for "Save", "Return to Search", and "Notify" are at the bottom.</p>

Continued on next page

Self Service Member – View Completed Enlisted Evaluation Reports, Continued

Procedures,
continued

Step	Action																																																
3	<p>Select the Reviewers tab.</p> <p>Scroll to view each Competency Rating assigned. Click the Comments Icon to view supporting remarks for any of the required competency ratings.</p>  <table border="1" data-bbox="323 633 1374 1317"> <thead> <tr> <th>Seq</th> <th>Competency</th> <th>Description</th> <th>Rating</th> <th>Description</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>EPM3A</td> <td>Military Bearing</td> <td>5</td> <td>Above Average</td> <td></td> </tr> <tr> <td>2</td> <td>EPM4B</td> <td>Customs Courtesies Traditions</td> <td>5</td> <td>Above Average</td> <td></td> </tr> <tr> <td>3</td> <td>EPP9A</td> <td>Quality of Work</td> <td>7</td> <td>Superior</td> <td></td> </tr> <tr> <td>4</td> <td>EPP10B</td> <td>Technical Proficiency</td> <td>7</td> <td>Superior</td> <td></td> </tr> <tr> <td>5</td> <td>EPP11A</td> <td>Initiative</td> <td>7</td> <td>Superior</td> <td></td> </tr> <tr> <td>6</td> <td>EPPQ9A</td> <td>Decision Making Problem Solve</td> <td>6</td> <td>Excellent</td> <td></td> </tr> <tr> <td>7</td> <td>EPPQ4A</td> <td>Military Proficiency</td> <td>5</td> <td>Above Average</td> <td></td> </tr> </tbody> </table>	Seq	Competency	Description	Rating	Description	Comments	1	EPM3A	Military Bearing	5	Above Average		2	EPM4B	Customs Courtesies Traditions	5	Above Average		3	EPP9A	Quality of Work	7	Superior		4	EPP10B	Technical Proficiency	7	Superior		5	EPP11A	Initiative	7	Superior		6	EPPQ9A	Decision Making Problem Solve	6	Excellent		7	EPPQ4A	Military Proficiency	5	Above Average	
Seq	Competency	Description	Rating	Description	Comments																																												
1	EPM3A	Military Bearing	5	Above Average																																													
2	EPM4B	Customs Courtesies Traditions	5	Above Average																																													
3	EPP9A	Quality of Work	7	Superior																																													
4	EPP10B	Technical Proficiency	7	Superior																																													
5	EPP11A	Initiative	7	Superior																																													
6	EPPQ9A	Decision Making Problem Solve	6	Excellent																																													
7	EPPQ4A	Military Proficiency	5	Above Average																																													