

# Employee Reviews – Member Self Service

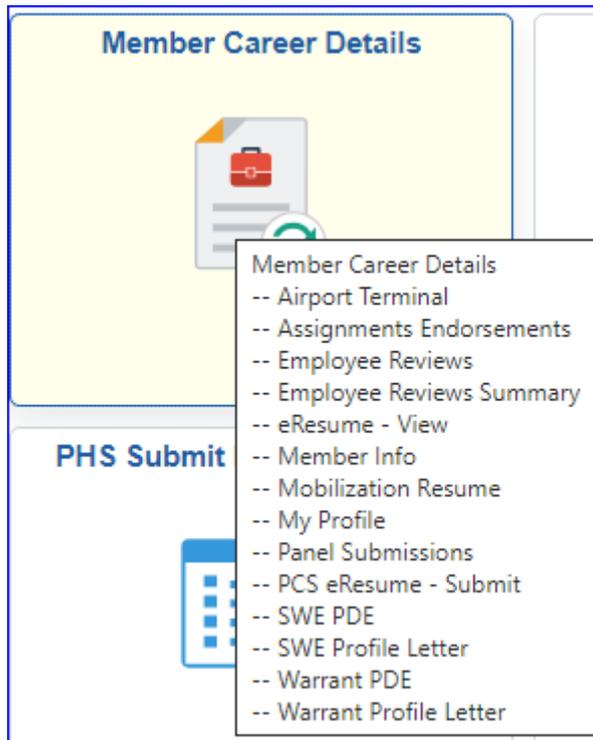
## Overview

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**Introduction** This guide provides the procedures for viewing your Employee Review Summary of Enlisted Marks in Direct Access (DA).

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**Changes to Direct Access Homepage** You will notice a change in how DA displays upon login. There is a new “hover” feature that shows what is covered under a particular tile as your mouse moves over the tile as shown below.



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## Contents

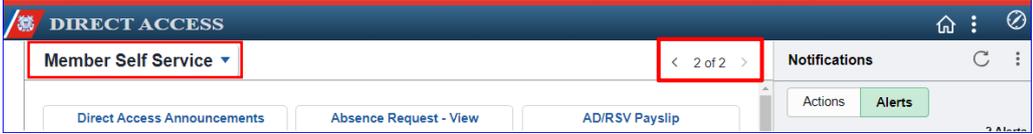
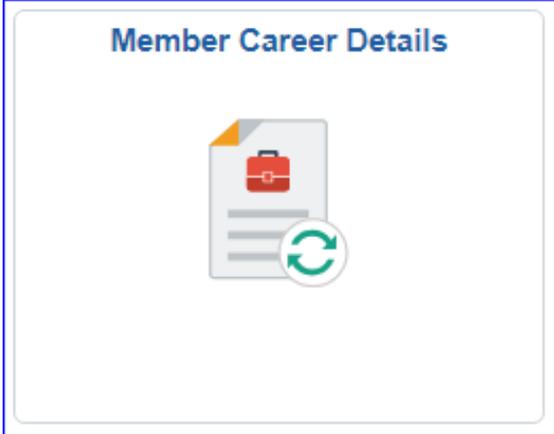
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# Employee Review Summary

**Introduction** This section provides the procedures for viewing your Employee Review Summary of Enlisted Marks.

**Procedures** See below.

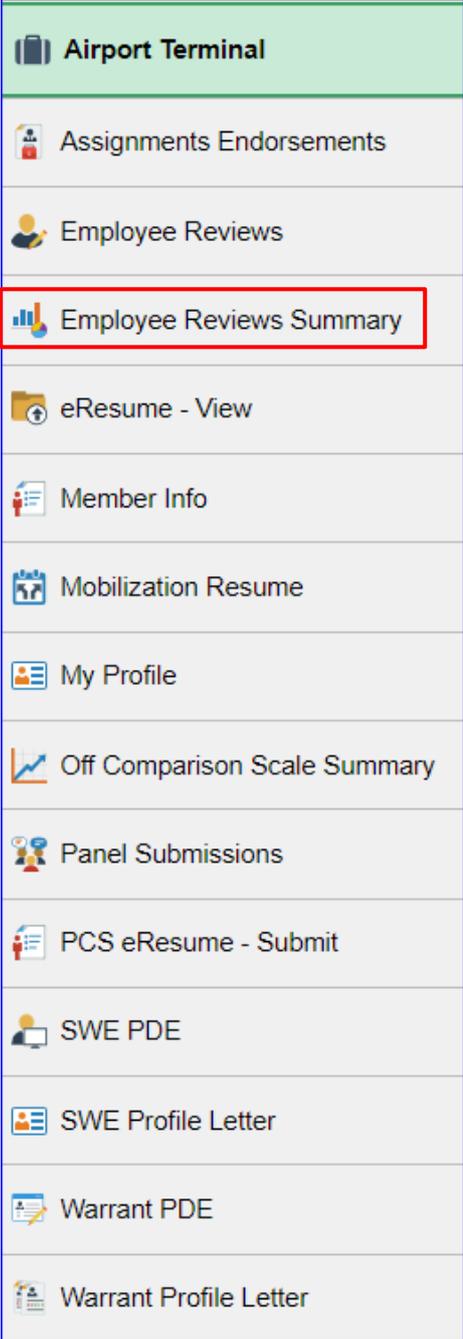
Step	Action
1	<p>Navigate to <b>Member Self Service</b> via the drop-down or by page <b>arrows</b>.</p>  <p>The screenshot shows the top navigation bar of the 'DIRECT ACCESS' system. A dropdown menu is open, showing 'Member Self Service' as the selected option. To the right of the dropdown, there are navigation arrows labeled '&lt; 2 of 2 &gt;'. Below the dropdown, there are several menu items: 'Direct Access Announcements', 'Absence Request - View', and 'AD/RSV Payslip'. On the far right, there are 'Actions' and 'Alerts' buttons.</p>
2	<p>Click on the <b>Member Career Details</b> tile.</p>  <p>The screenshot shows a single tile titled 'Member Career Details'. The tile has a light blue background and contains an icon of a document with a red briefcase and a green circular refresh symbol.</p>

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## Employee Review Summary, Continued

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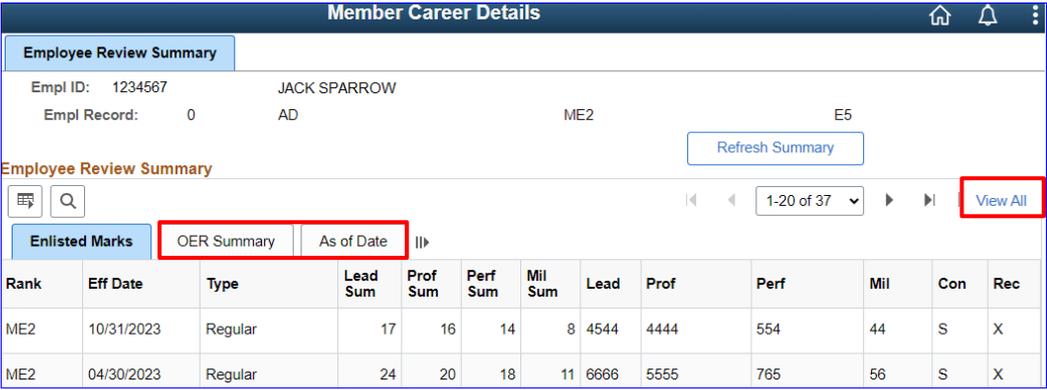
Procedures,  
continued

Step	Action
3	<p>Select the <b>Employee Review Summary</b> option.</p>  <p>The screenshot shows a vertical list of menu items. The item 'Employee Reviews Summary' is highlighted with a red rectangular box. The other items in the list are: Airport Terminal, Assignments Endorsements, Employee Reviews, eResume - View, Member Info, Mobilization Resume, My Profile, Off Comparison Scale Summary, Panel Submissions, PCS eResume - Submit, SWE PDE, SWE Profile Letter, Warrant PDE, and Warrant Profile Letter.</p>

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## Employee Review Summary, Continued

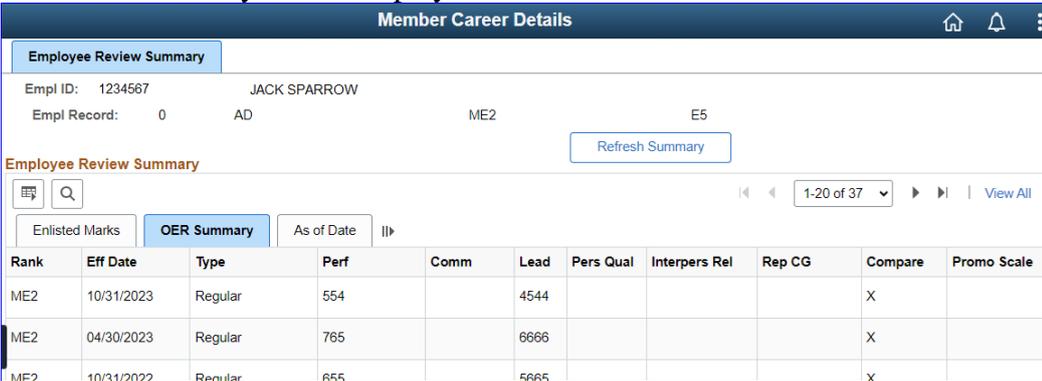
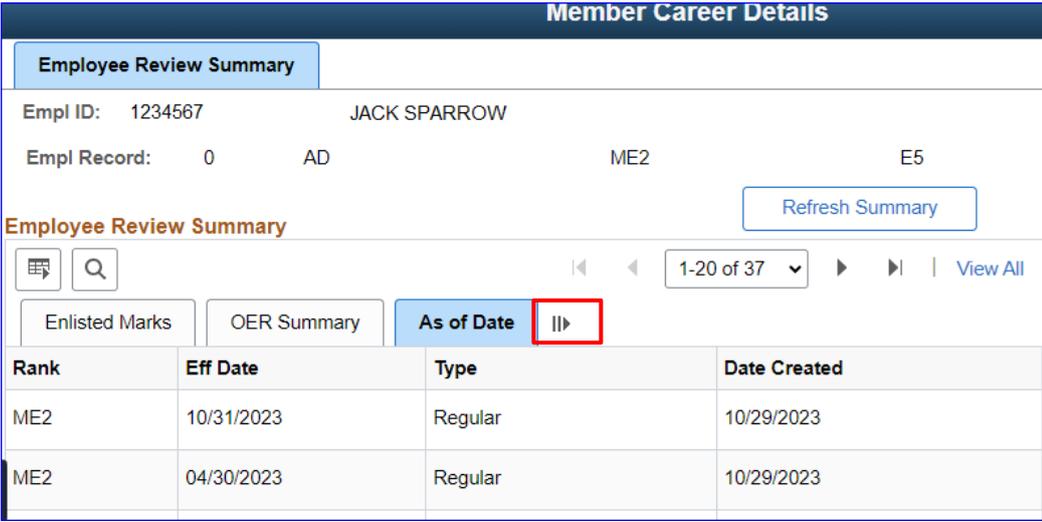
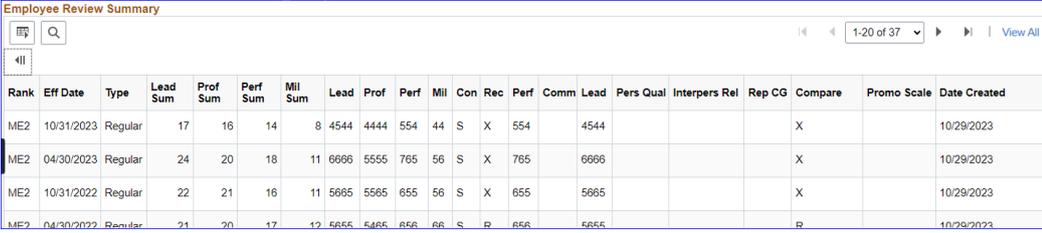
Procedures,  
continued

Step	Action																																							
4	<p>Your Employee Review Summary of Enlisted Marks will display. If applicable, click <b>View All</b> to view all the available marks. Click on the <b>OER Summary</b> or the <b>As of Date</b> tabs to see more information.</p>  <p><b>Member Career Details</b></p> <p><b>Employee Review Summary</b></p> <p>Empl ID: 1234567 JACK SPARROW Empl Record: 0 AD ME2 E5</p> <p>Employee Review Summary</p> <p>Refresh Summary</p> <p>1-20 of 37 <b>View All</b></p> <p>Enlisted Marks OER Summary As of Date</p> <table border="1"> <thead> <tr> <th>Rank</th> <th>Eff Date</th> <th>Type</th> <th>Lead Sum</th> <th>Prof Sum</th> <th>Perf Sum</th> <th>Mil Sum</th> <th>Lead</th> <th>Prof</th> <th>Perf</th> <th>Mil</th> <th>Con</th> <th>Rec</th> </tr> </thead> <tbody> <tr> <td>ME2</td> <td>10/31/2023</td> <td>Regular</td> <td>17</td> <td>16</td> <td>14</td> <td>8</td> <td>4544</td> <td>4444</td> <td>554</td> <td>44</td> <td>S</td> <td>X</td> </tr> <tr> <td>ME2</td> <td>04/30/2023</td> <td>Regular</td> <td>24</td> <td>20</td> <td>18</td> <td>11</td> <td>6666</td> <td>5555</td> <td>765</td> <td>56</td> <td>S</td> <td>X</td> </tr> </tbody> </table>	Rank	Eff Date	Type	Lead Sum	Prof Sum	Perf Sum	Mil Sum	Lead	Prof	Perf	Mil	Con	Rec	ME2	10/31/2023	Regular	17	16	14	8	4544	4444	554	44	S	X	ME2	04/30/2023	Regular	24	20	18	11	6666	5555	765	56	S	X
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# Employee Review Summary, Continued

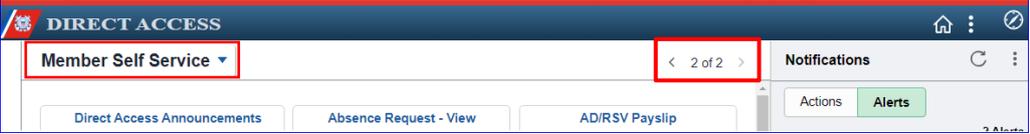
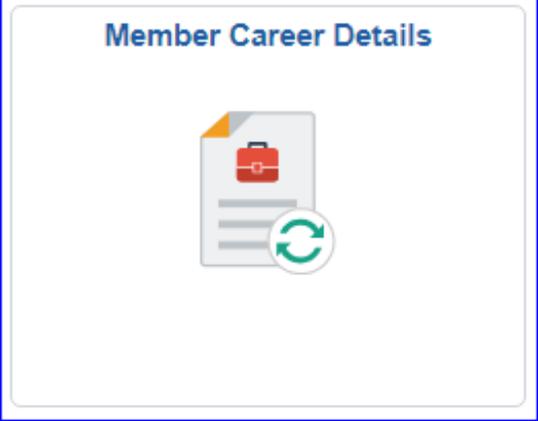
Procedures,  
continued

Step	Action
5	<p>The OER Summary data is displayed.</p>  <p>The As of Date data is displayed. You may also click the <b>Expand All</b> icon to view all the data at once.</p> 
6	<p>View of all data is displayed.</p> 

# Employee Reviews

**Introduction** This section provides the procedures for viewing a snapshot of all your Employee Reviews.

**Procedures** See below.

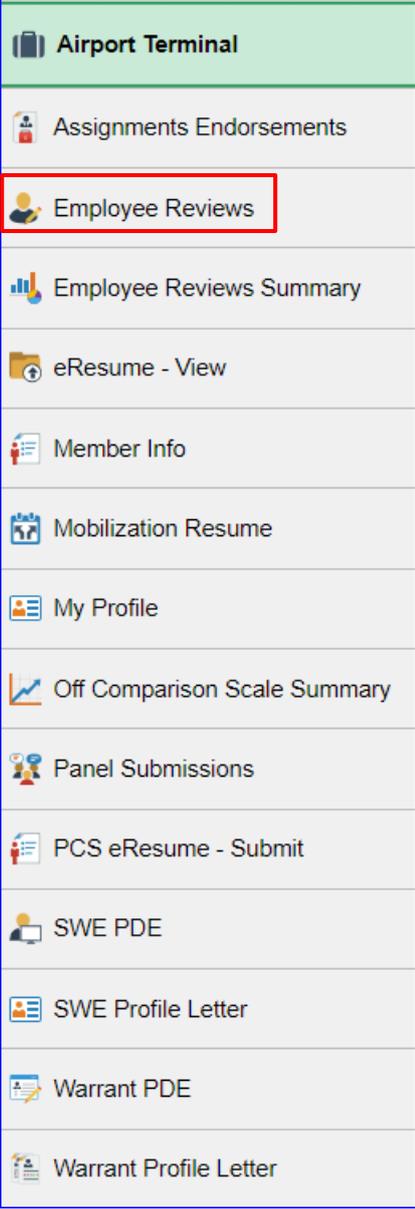
Step	Action
1	<p>Navigate to <b>Member Self Service</b> via the drop-down or by page <b>arrows</b>.</p>  <p>The screenshot shows the top navigation bar of the DIRECT ACCESS system. The 'Member Self Service' dropdown menu is highlighted with a red box. To its right, the page navigation arrows '&lt; 2 of 2 &gt;' are also highlighted with a red box. Below the navigation bar, there are buttons for 'Direct Access Announcements', 'Absence Request - View', and 'AD/RSV Payslip'. On the right side, there are 'Actions' and 'Alerts' buttons.</p>
2	<p>Click on the <b>Member Career Details</b> tile.</p>  <p>The screenshot shows a single tile titled 'Member Career Details'. The tile contains an icon of a document with a red briefcase and a green circular refresh icon.</p>

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## Employee Reviews, Continued

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Procedures,  
continued

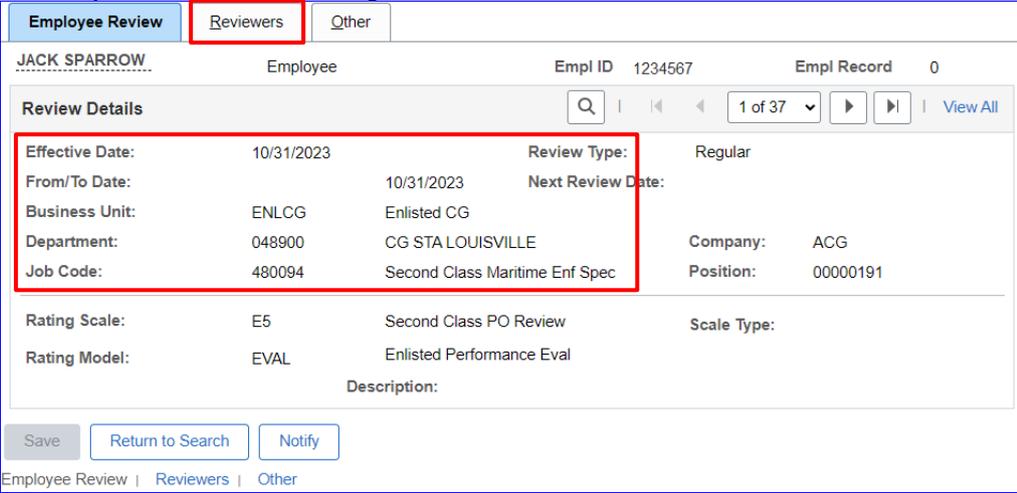
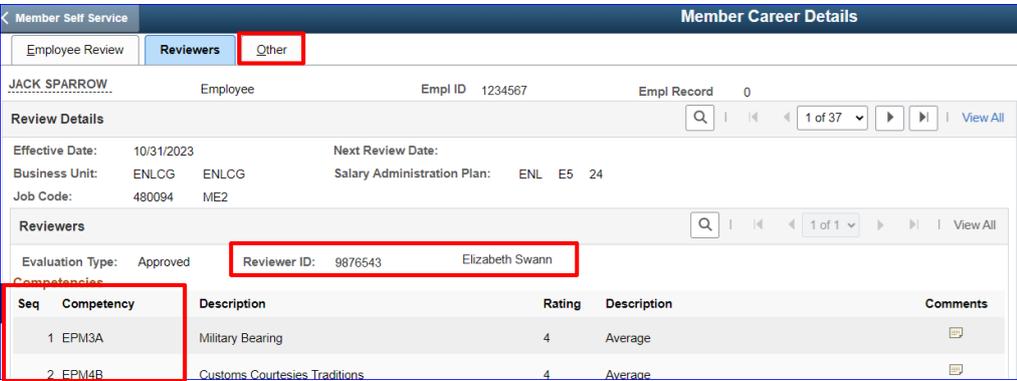
Step	Action
3	<p>Select the <b>Employee Reviews</b> option.</p>  <p>The screenshot shows a vertical list of menu items. The 'Employee Reviews' item is highlighted with a red rectangular box. The other items in the list are: Airport Terminal, Assignments Endorsements, Employee Reviews Summary, eResume - View, Member Info, Mobilization Resume, My Profile, Off Comparison Scale Summary, Panel Submissions, PCS eResume - Submit, SWE PDE, SWE Profile Letter, Warrant PDE, and Warrant Profile Letter.</p>

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## Employee Reviews, Continued

Procedures,  
continued

Step	Action																																			
4	<p>The Employee Review tab will display. This displays a snapshot of <b>when</b> and <b>where</b> your review was completed. Click on the <b>Reviewers</b> tab.</p>  <p><b>Employee Review</b>   <b>Reviewers</b>   Other</p> <p>JACK SPARROW Employee Empl ID 1234567 Empl Record 0</p> <p><b>Review Details</b></p> <table border="1"> <tr> <td>Effective Date:</td> <td>10/31/2023</td> <td>Review Type:</td> <td>Regular</td> </tr> <tr> <td>From/To Date:</td> <td>10/31/2023</td> <td>Next Review Date:</td> <td></td> </tr> <tr> <td>Business Unit:</td> <td>ENLCG</td> <td>Enlisted CG</td> <td></td> </tr> <tr> <td>Department:</td> <td>048900</td> <td>CG STA LOUISVILLE</td> <td>Company: ACG</td> </tr> <tr> <td>Job Code:</td> <td>480094</td> <td>Second Class Maritime Enf Spec</td> <td>Position: 00000191</td> </tr> <tr> <td>Rating Scale:</td> <td>E5</td> <td>Second Class PO Review</td> <td>Scale Type:</td> </tr> <tr> <td>Rating Model:</td> <td>EVAL</td> <td>Enlisted Performance Eval</td> <td></td> </tr> </table> <p>Description:</p> <p>Save   Return to Search   Notify</p> <p>Employee Review   Reviewers   Other</p>	Effective Date:	10/31/2023	Review Type:	Regular	From/To Date:	10/31/2023	Next Review Date:		Business Unit:	ENLCG	Enlisted CG		Department:	048900	CG STA LOUISVILLE	Company: ACG	Job Code:	480094	Second Class Maritime Enf Spec	Position: 00000191	Rating Scale:	E5	Second Class PO Review	Scale Type:	Rating Model:	EVAL	Enlisted Performance Eval								
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5	<p>This displays the <b>Review ID</b> and a list of the <b>Competencies</b> for that review. Click on the <b>Other</b> tab.</p>  <p>Member Self Service   Member Career Details</p> <p>Employee Review   <b>Reviewers</b>   Other</p> <p>JACK SPARROW Employee Empl ID 1234567 Empl Record 0</p> <p><b>Review Details</b></p> <table border="1"> <tr> <td>Effective Date:</td> <td>10/31/2023</td> <td>Next Review Date:</td> <td></td> </tr> <tr> <td>Business Unit:</td> <td>ENLCG</td> <td>ENLCG</td> <td>Salary Administration Plan: ENL E5 24</td> </tr> <tr> <td>Job Code:</td> <td>480094</td> <td>ME2</td> <td></td> </tr> </table> <p><b>Reviewers</b></p> <table border="1"> <tr> <td>Evaluation Type:</td> <td>Approved</td> <td>Reviewer ID:</td> <td>9876543</td> <td>Elizabeth Swann</td> </tr> </table> <p><b>Competencies</b></p> <table border="1"> <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>4</td> <td>Average</td> <td></td> </tr> <tr> <td>2</td> <td>EPM4B</td> <td>Customs Courtesies Traditions</td> <td>4</td> <td>Average</td> <td></td> </tr> </tbody> </table>	Effective Date:	10/31/2023	Next Review Date:		Business Unit:	ENLCG	ENLCG	Salary Administration Plan: ENL E5 24	Job Code:	480094	ME2		Evaluation Type:	Approved	Reviewer ID:	9876543	Elizabeth Swann	Seq	Competency	Description	Rating	Description	Comments	1	EPM3A	Military Bearing	4	Average		2	EPM4B	Customs Courtesies Traditions	4	Average	
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## Employee Reviews, Continued

Procedures,  
continued

Step	Action
6	<p>Currently there is no data being displayed on this tab. Click on the <b>Member Self Service</b> arrow to return to the Member career Details page.</p> 