

Enlisted Evaluation Report (EER)

Overview

Introduction

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

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

Before You Begin

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

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

Reference

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

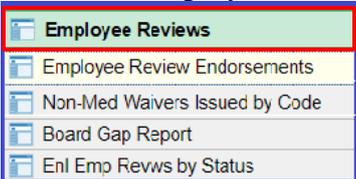
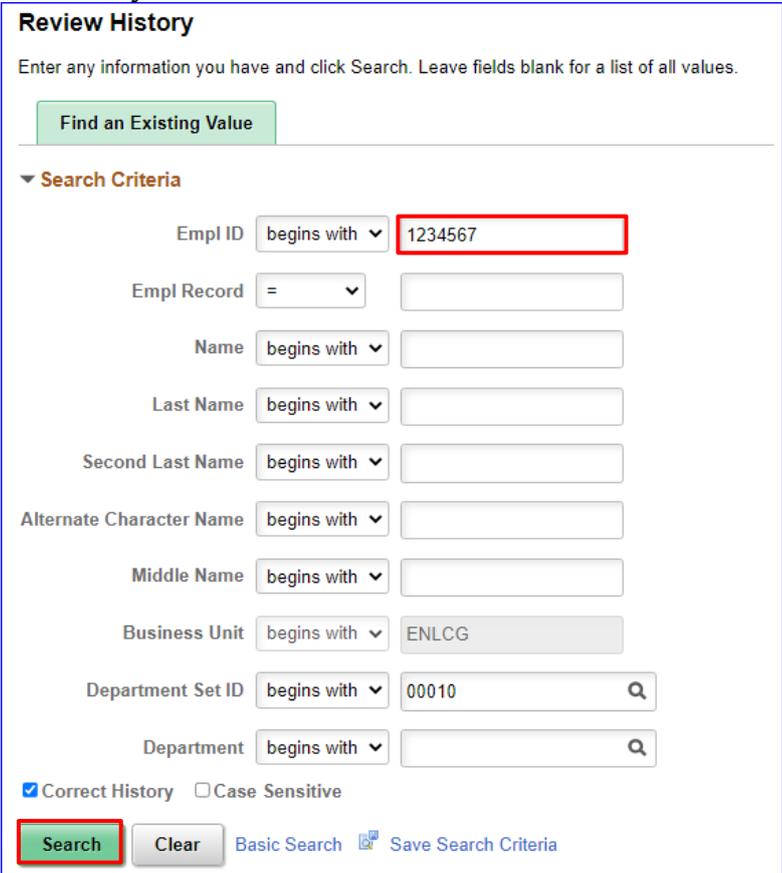
Contents

Topic	See Page
Enlisted Evaluation Report – Supervisor Submission	2
Enlisted Evaluation Report - Endorsements	12
Enlisted Evaluation Report - Approval	18
Member Counseling Report	25

Enlisted Evaluation Report – Supervisor Submission

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

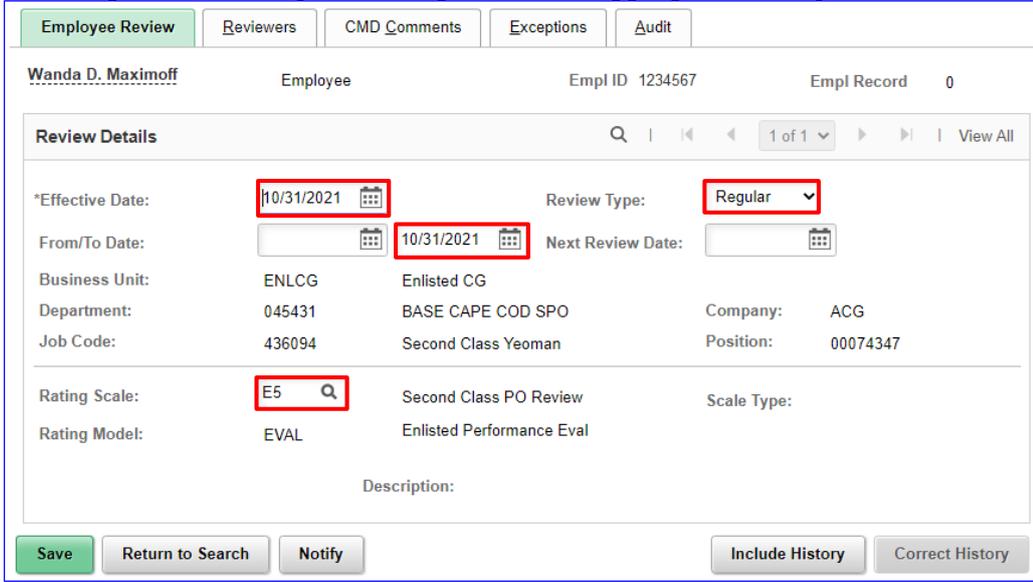
Procedures See below.

Step	Action
1	Click the Employee Review Tile. 
1.5	Select the Employee Reviews option. 
2	Enter the member's Empl ID and click Search . The Correct History box is checked by default – leave as is. 

Continued on next page

Enlisted Evaluation Report – Supervisor Submission, Continued

Procedures,
continued

Step	Action
3	<p>The Employee Review page will display. Update the following fields:</p> <ul style="list-style-type: none"> • Effective Date – Enter the evaluation period END date. The date must match the actual effective date for the Employee Review Type. • From Date – Leave blank. • To Date – Enter the evaluation period END date. This date must match the Effective Date. • Next Review Date – Leave blank. • 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/Review Date of 31 May for a Regular review. Concurrent, Detach RO, Memo, and Special reviews are not used with the EER. • Rating Scale – Using the lookup, select the appropriate rating scale. 

Continued on next page

Enlisted Evaluation Report – Supervisor Submission, Continued

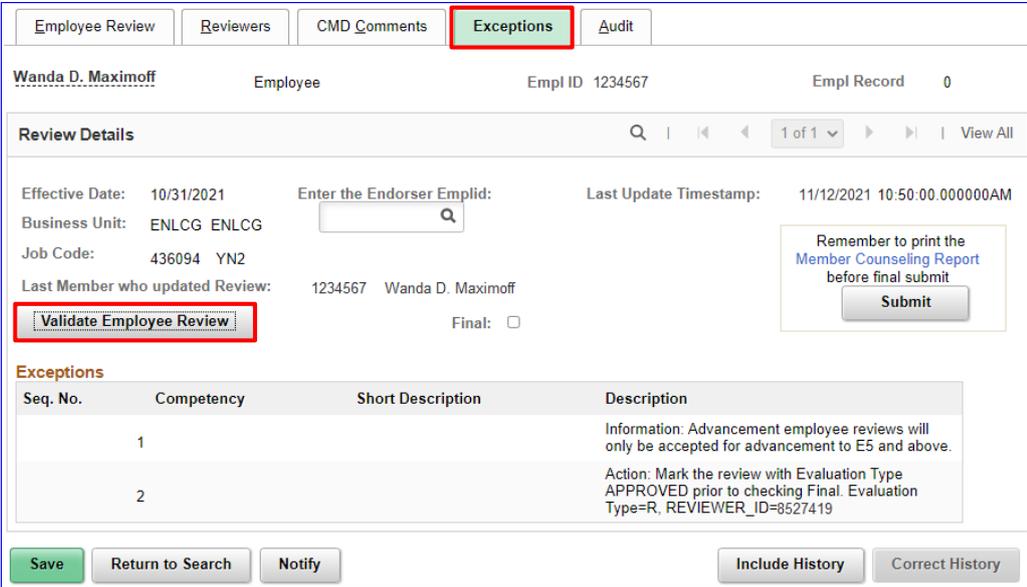
Procedures,
continued

Step	Action
<p>3 (cont.)</p>	<p>NOTE: If entering a CORC (Change of Recommendation) evaluation, select CORC for the Review Type and Rating Scale. Only CORCs of Not Ready and Not Recommended require comments. Comments for a mark of Ready are prohibited.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Employee Review Reviewers CMD Comments Exceptions Audit </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Wanda D. Maximoff Employee Empl ID 1234567 Empl Record 0 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Review Details 1 of 1 View All</p> <p>*Effective Date: <input type="text" value="10/22/2021"/> Review Type: CORC</p> <p>From/To Date: <input type="text"/> <input type="text" value="10/22/2021"/> 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: 00074347</p> <hr/> <p>Rating Scale: CORC CO's Change of Recommendation Scale Type:</p> <p>Rating Model: EVAL Enlisted Performance Eval</p> <p style="text-align: center;">Description:</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Save Return to Search Notify Include History Correct History </div> </div>

Continued on next page

Enlisted Evaluation Report – Supervisor Submission, Continued

Procedures,
continued

Step	Action												
4	<p>Select the Exceptions tab and then click Validate Employee Review.</p> <ul style="list-style-type: none"> • If any warning messages appear, return to the Employee Review tab, and correct any exceptions. <p>NOTE: All competencies will be listed as exceptions until a rating scale is entered. The EER will list all competencies as actionable errors because they are currently blank. The EER cannot be submitted until the Validate Employee Review indicates no actionable errors.</p>  <p>The screenshot shows the 'Exceptions' tab selected. The 'Validate Employee Review' button is highlighted with a red box. The 'Exceptions' table is as follows:</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>Information: Advancement employee reviews will only be accepted for advancement to E5 and above.</td> </tr> <tr> <td>2</td> <td></td> <td></td> <td>Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=R, REVIEWER_ID=8527419</td> </tr> </tbody> </table>	Seq. No.	Competency	Short Description	Description	1			Information: Advancement employee reviews will only be accepted for advancement to E5 and above.	2			Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=R, REVIEWER_ID=8527419
Seq. No.	Competency	Short Description	Description										
1			Information: Advancement employee reviews will only be accepted for advancement to E5 and above.										
2			Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=R, REVIEWER_ID=8527419										

Continued on next page

Enlisted Evaluation Report – Supervisor Submission, Continued

Procedures,
continued

Step	Action
5	<p>Select the Reviewers tab. Update the following fields:</p> <ul style="list-style-type: none"> • Evaluation Type – Using the drop-down, select Supervisor. • Reviewer ID – Enter the Reviewer’s (supervisor’s) Employee ID. • Ratings – <ul style="list-style-type: none"> ○ Enter the numerical Rating value or using the lookup, select the appropriate numerical value. <ul style="list-style-type: none"> ▪ Conduct – Enter U (unsatisfactory) or S (satisfactory). ▪ Future Potential – MUST use the value Y. Comments are required. ▪ Advancement Potential – N (Not Recommended), R (Ready), or X (Not Ready). Comments are required.

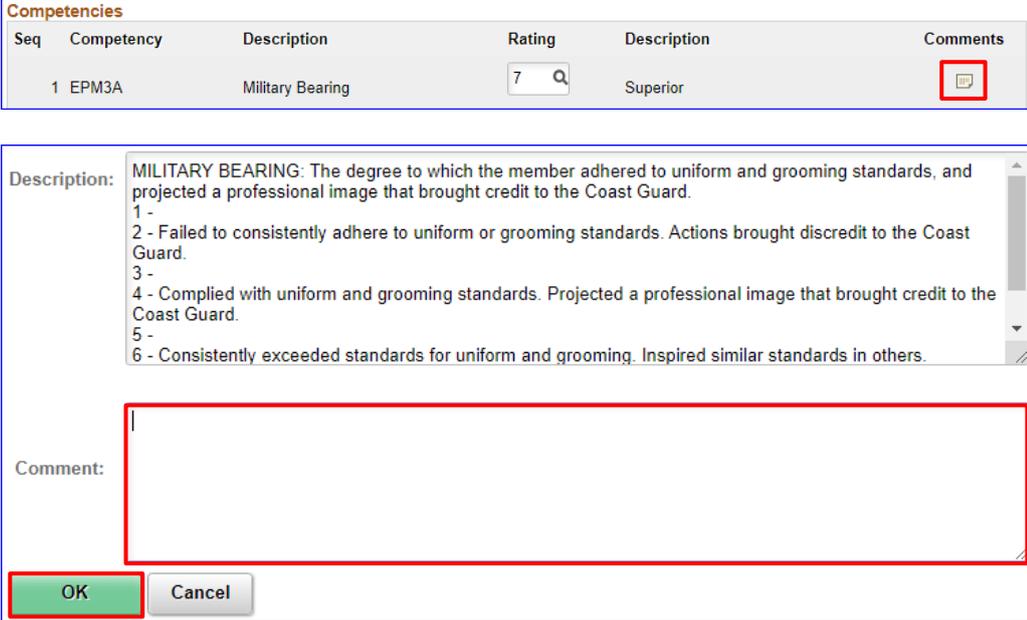
The screenshot shows the 'Reviewers' tab for employee Wanda D. Maximoff. The 'Evaluation Type' is set to 'Supervisor' and the 'Reviewer ID' field is empty. Below, a table of competencies is shown with a red box highlighting the 'Rating' column.

Seq	Competency	Description	Rating	Description	Comments
1	EPM3A	Military Bearing			
2	EPM4B	Customs Courtesies Traditions			
3	EPP9A	Quality of Work			
4	EPP10B	Technical Proficiency			
5	EPP11A	Initiative			
6	EPPQ9A	Decision Making Problem Solve			

Continued on next page

Enlisted Evaluation Report – Supervisor Submission, Continued

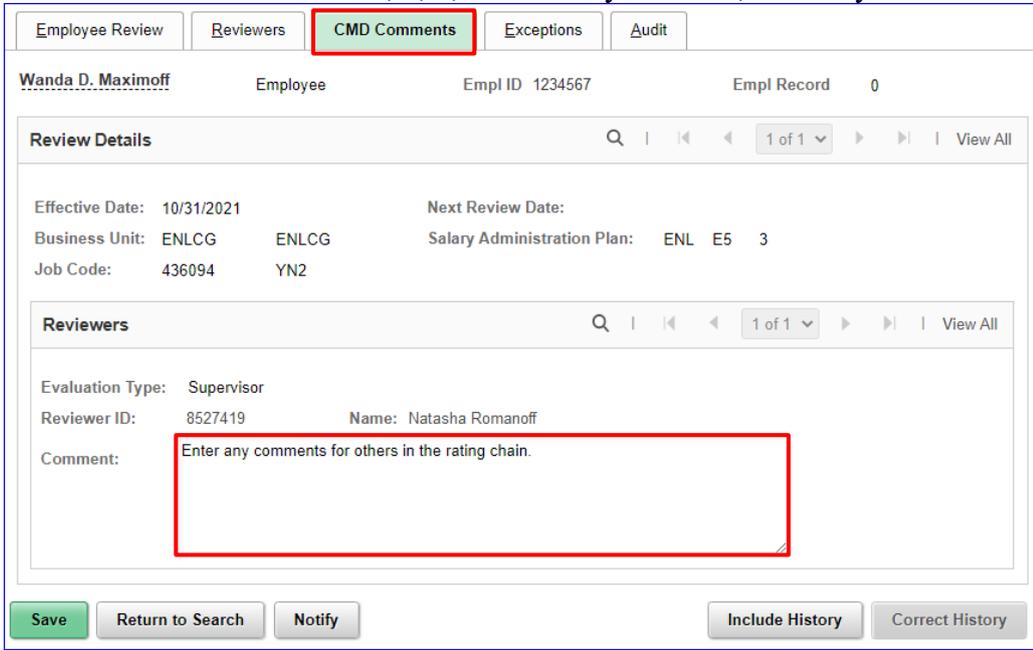
Procedures,
continued

Step	Action
6	<p>To review the full competency description or enter Reviewer comments, select the notepad icon under Comments.</p> <p>Enter comments as appropriate, then click OK to return to the Reviewers tab.</p> <p>Required Comments:</p> <ul style="list-style-type: none"> • Competency Rating Marks of 1, 2, 3, and 7 • Unsatisfactory Conduct Mark • Not Ready or Not Recommended for Advancement • Future Potential and Advancement Potential Marks <p>NOTE: Enter any comments for review by the rating chain. A Supervisor may enter comments on the EER to be used as a counseling tool. These comments will be visible on the member’s counseling form when printed, and the unit may maintain a paper copy of the printed form. The comments field replaces the requirement for Administrative Remarks (CG-3307) submission. Only required comments will be retained in DA. Comments are limited to 220 characters for all competencies EXCEPT Conduct and Advancement Potential.</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 'Superior' description. A red box highlights a notepad icon in the 'Comments' column. Below the table is a 'Description' field containing the text: '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. 1 - 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. 5 - 6 - Consistently exceeded standards for uniform and grooming. Inspired similar standards in others.' Below this is a 'Comment:' field with a large text area and a red box around it. At the bottom are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted in green.</p>

Continued on next page

Enlisted Evaluation Report – Supervisor Submission, Continued

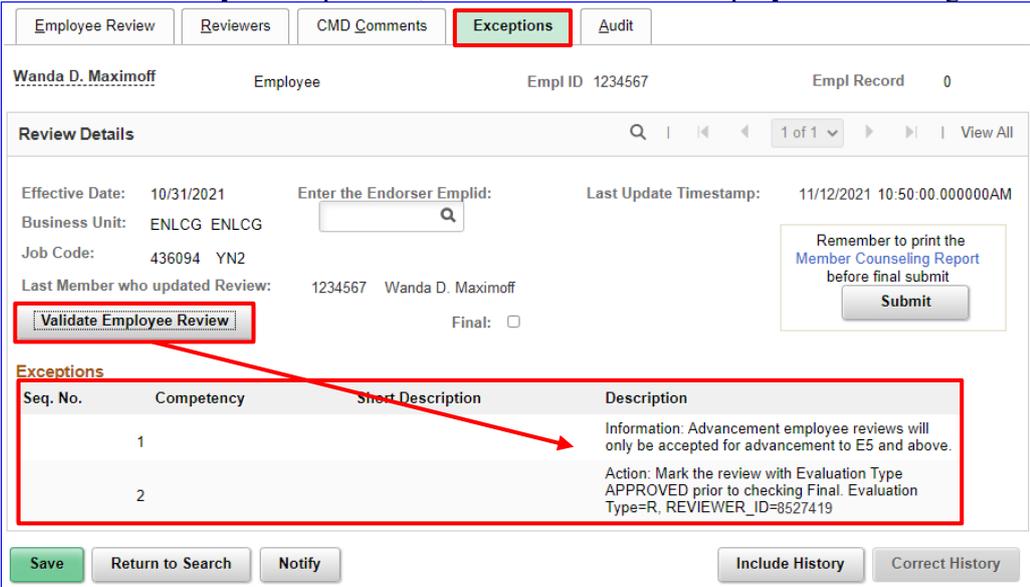
Procedures,
continued

Step	Action
7	<p>Select the CMD Comments tab. Update/add any comments for others in the rating chain.</p> <p>NOTE:</p> <ul style="list-style-type: none"> • These comments will be retained by Direct Access. • When submitting the members EER for final, comments must not be entered for marks of 4, 5, 6, Satisfactory Conduct, or Ready. 

Continued on next page

Enlisted Evaluation Report – Supervisor Submission, Continued

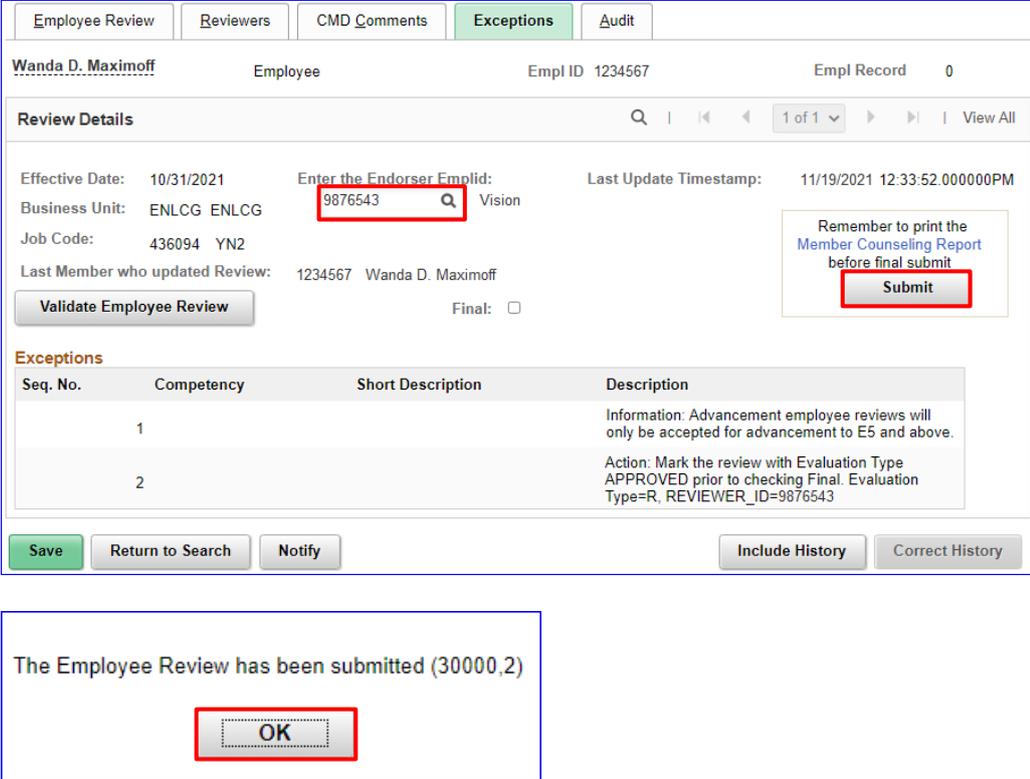
Procedures,
continued

Step	Action												
8	<p>Select the Exceptions tab. Click Validate Employee Review. This will generate a list of any exceptions including actionable errors found within the EER. Correct any discrepancies, then click Validate Employee Review again.</p>  <p>The screenshot shows the 'Exceptions' tab selected. The 'Validate Employee Review' button is highlighted with a red box. Below it, a table of exceptions is shown with two rows. The first row has a description: 'Information: Advancement employee reviews will only be accepted for advancement to E5 and above.' The second row has a description: 'Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=R, REVIEWER_ID=8527419'. A red arrow points from the 'Validate Employee Review' button to the first row of the exceptions table.</p> <table border="1" data-bbox="352 958 1299 1111"> <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>Information: Advancement employee reviews will only be accepted for advancement to E5 and above.</td> </tr> <tr> <td>2</td> <td></td> <td></td> <td>Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=R, REVIEWER_ID=8527419</td> </tr> </tbody> </table>	Seq. No.	Competency	Short Description	Description	1			Information: Advancement employee reviews will only be accepted for advancement to E5 and above.	2			Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=R, REVIEWER_ID=8527419
Seq. No.	Competency	Short Description	Description										
1			Information: Advancement employee reviews will only be accepted for advancement to E5 and above.										
2			Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=R, REVIEWER_ID=8527419										

Continued on next page

Enlisted Evaluation Report – Supervisor Submission, Continued

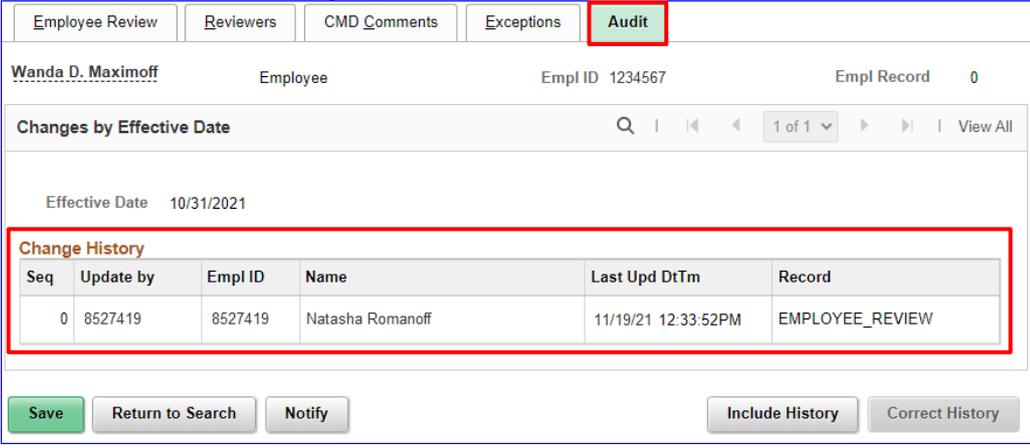
Procedures,
continued

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

Continued on next page

Enlisted Evaluation Report – Supervisor Submission, Continued

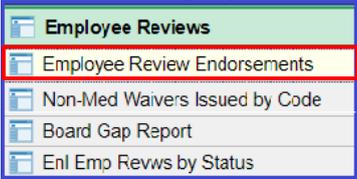
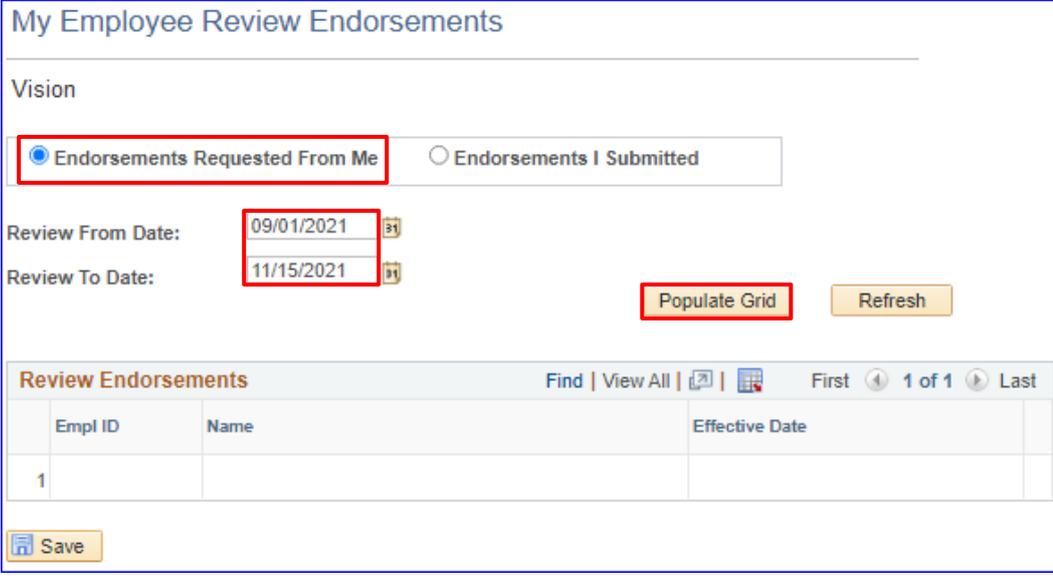
Procedures,
continued

Step	Action												
<p>10</p>	<p>To view the Change History (users who have made changes to the EER), select the Audit tab.</p> <p>NOTE: The Audit 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 'Wanda D. Maximoff' and 'Employee' are displayed, along with 'Empl ID 1234567' and 'Empl Record 0'. A section titled 'Changes by Effective Date' shows 'Effective Date 10/31/2021'. A table titled 'Change History' is highlighted with a red border and contains 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>8527419</td> <td>8527419</td> <td>Natasha Romanoff</td> <td>11/19/21 12:33:52PM</td> <td>EMPLOYEE_REVIEW</td> </tr> </tbody> </table> <p>At the bottom of the screenshot, there are buttons for 'Save', 'Return to Search', 'Notify', 'Include History', and 'Correct History'.</p>	Seq	Update by	Empl ID	Name	Last Upd DtTm	Record	0	8527419	8527419	Natasha Romanoff	11/19/21 12:33:52PM	EMPLOYEE_REVIEW
Seq	Update by	Empl ID	Name	Last Upd DtTm	Record								
0	8527419	8527419	Natasha Romanoff	11/19/21 12:33:52PM	EMPLOYEE_REVIEW								

Enlisted Evaluation Report - 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 Direct Access (DA).

Procedures See below.

Step	Action
<p>1</p>	<p>Click the Employee Review Tile.</p>  <p>The image shows a square tile with a white background and a blue border. At the top, it says 'Employee Review'. Below the text is an icon of a document with a bar chart and a person silhouette.</p>
<p>1.5</p>	<p>Select the Employee Review Endorsements option.</p>  <p>The image shows a vertical menu with several options. The option 'Employee Review Endorsements' is highlighted with a red border. Other options include 'Employee Reviews', 'Non-Med Waivers Issued by Code', 'Board Gap Report', and 'Enl Emp Revws by Status'.</p>
<p>2</p>	<p>The EER Endorsements page will display. To view all EERs submitted to the Marking Official for review, select the Endorsements Requested From Me radio button and click Populate Grid.</p> <p>NOTE: Search results may be narrowed by entering a Review From Date and a Review To Date.</p>  <p>The screenshot shows the 'My Employee Review Endorsements' page. It features a 'Vision' section with two radio buttons: 'Endorsements Requested From Me' (selected and highlighted with a red box) and 'Endorsements I Submitted'. Below this are date pickers for 'Review From Date' (09/01/2021) and 'Review To Date' (11/15/2021), both highlighted with red boxes. There are 'Populate Grid' and 'Refresh' buttons, with 'Populate Grid' highlighted in red. At the bottom, there is a table titled 'Review Endorsements' with columns for 'Empl ID', 'Name', and 'Effective Date'. The table contains one row with '1' in the 'Empl ID' column. A 'Save' button is located at the bottom left of the page.</p>

Continued on next page

Enlisted Evaluation Report - Endorsements, Continued

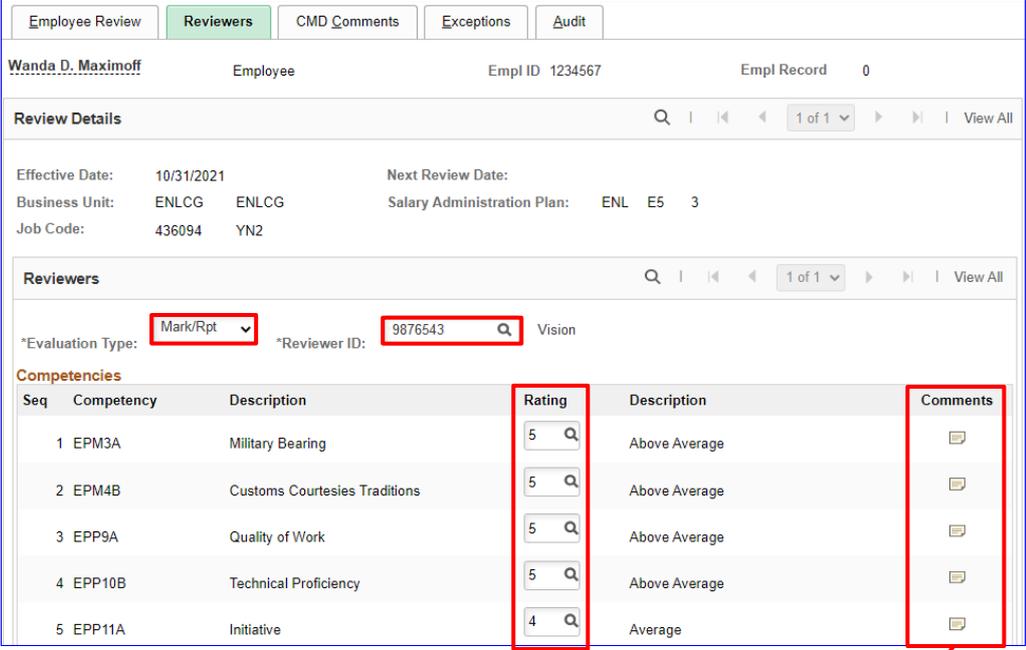
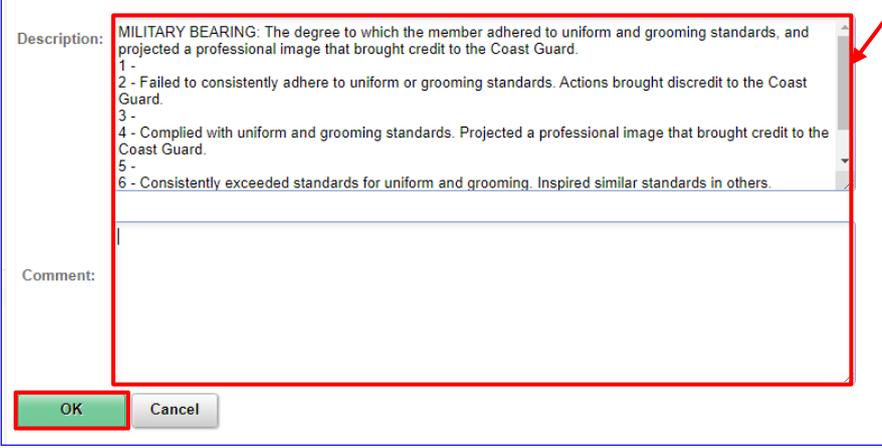
Procedures,
continued

Step	Action																									
<p>3</p>	<p>All EERs submitted to the Marking Official will display. Click Review for the EER to be reviewed.</p> <div data-bbox="327 510 1382 1131" style="border: 1px solid black; padding: 5px;"> <p>My Employee Review Endorsements</p> <hr/> <p>Vision</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="09/01/2021"/></p> <p>Review To Date: <input type="text" value="11/15/2021"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Review Endorsements</th> <th style="text-align: right;">Find View All </th> </tr> <tr> <th style="width: 5%;">Empl ID</th> <th style="width: 20%;">Name</th> <th style="width: 15%;">Effective Date</th> <th style="width: 15%;">Detail</th> <th style="width: 15%;">Delete</th> <th style="width: 30%;"></th> </tr> </thead> <tbody> <tr> <td>1 6549872</td> <td>Tony Stark</td> <td>09/30/2021</td> <td>Review</td> <td><input type="button" value="Delete"/></td> <td></td> </tr> <tr> <td>2 1234567</td> <td>Wanda D. Maximoff</td> <td>10/31/2021</td> <td>Review</td> <td><input type="button" value="Delete"/></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Save"/></p> </div>	Review Endorsements						Find View All	Empl ID	Name	Effective Date	Detail	Delete		1 6549872	Tony Stark	09/30/2021	Review	<input type="button" value="Delete"/>		2 1234567	Wanda D. Maximoff	10/31/2021	Review	<input type="button" value="Delete"/>	
Review Endorsements						Find View All																				
Empl ID	Name	Effective Date	Detail	Delete																						
1 6549872	Tony Stark	09/30/2021	Review	<input type="button" value="Delete"/>																						
2 1234567	Wanda D. Maximoff	10/31/2021	Review	<input type="button" value="Delete"/>																						
<p>4</p>	<p>The EER will display. Click Correct History (this allows changes to the EER, including the Endorsement), then select the Reviewers tab.</p> <div data-bbox="327 1243 1382 1836" style="border: 1px solid black; padding: 5px;"> <p> <input 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> Wanda D. Maximoff Employee Empl ID 1234567 Empl Record 0 </p> <div style="border: 1px solid gray; padding: 5px;"> <p>Review Details 1 of 1 View All</p> <p>*Effective Date: <input type="text" value="10/31/2021"/> Review Type: <input type="text" value="Advncmnt"/></p> <p>From/To Date: <input type="text"/> 10/31/2021 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: 00074347</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 style="text-align: center;">Description:</p> </div> <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> </div>																									

Continued on next page

Enlisted Evaluation Report - Endorsements, Continued

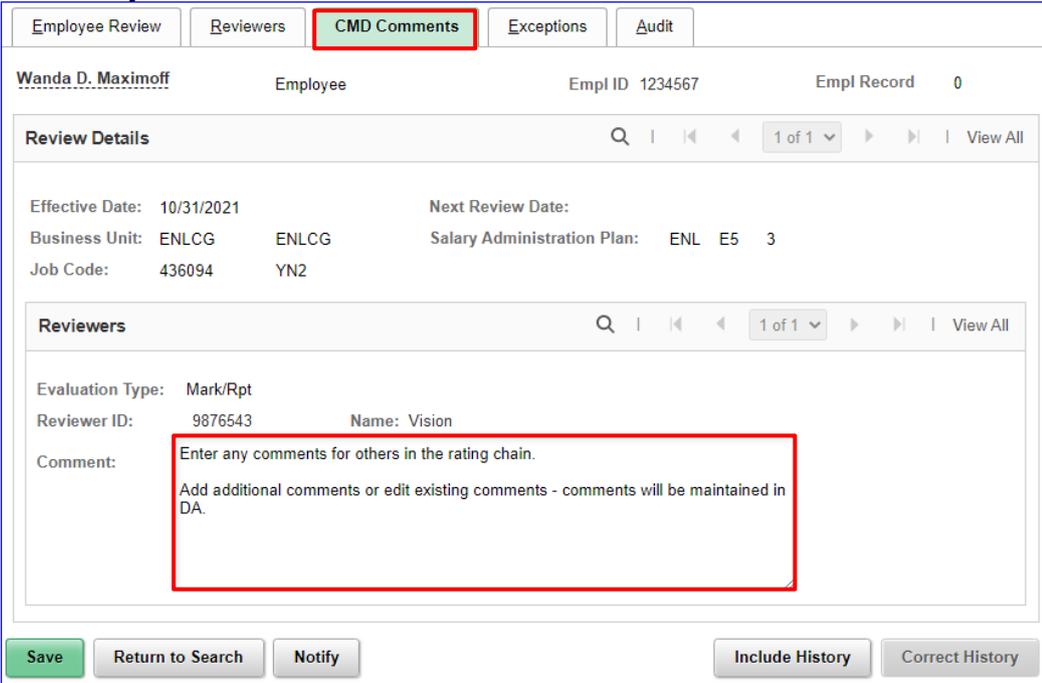
Procedures,
continued

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

Continued on next page

Enlisted Evaluation Report - Endorsements, Continued

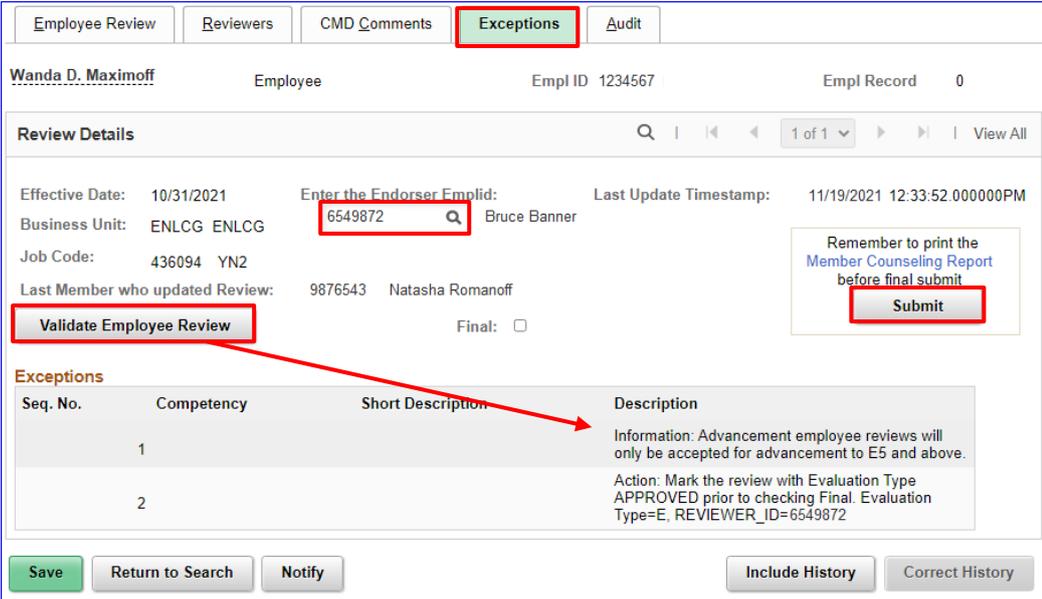
Procedures,
continued

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

Continued on next page

Enlisted Evaluation Report - Endorsements, Continued

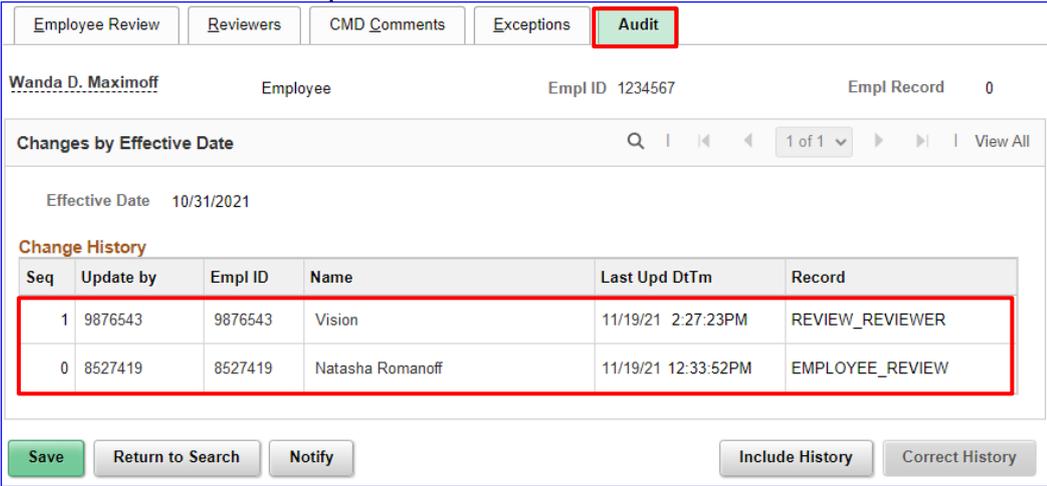
Procedures,
continued

Step	Action												
<p>7</p>	<p>Select the Exceptions tab.</p> <p>Click Validate Employee Review. This will generate a list of exceptions including action errors found within the EER. Correct any discrepancies as appropriate, then click Validate Employee Review again (see Note).</p> <p>Enter the Endorser Emplid – Enter the EMPLID for the next person in the rating chain.</p> <p>Do NOT check the Final box unless you are the final Approving Official.</p> <p>Click Submit.</p> <p>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’.</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 'Validate Employee Review' button in the screenshot. The 'Enter the Endorser Emplid' field contains '6549872' and is highlighted with a red box. The 'Submit' button in the 'Remember to print the Member Counseling Report before final submit' box is also highlighted with a red box. The 'Exceptions' table shows two entries: one informational message and one action message.</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>Information: Advancement employee reviews will only be accepted for advancement to E5 and above.</td> </tr> <tr> <td>2</td> <td></td> <td></td> <td>Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=E, REVIEWER_ID=6549872</td> </tr> </tbody> </table>	Seq. No.	Competency	Short Description	Description	1			Information: Advancement employee reviews will only be accepted for advancement to E5 and above.	2			Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=E, REVIEWER_ID=6549872
Seq. No.	Competency	Short Description	Description										
1			Information: Advancement employee reviews will only be accepted for advancement to E5 and above.										
2			Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=E, REVIEWER_ID=6549872										
<p>8</p>	<p>A confirmation message will display. Click OK.</p>  <p>The screenshot shows a confirmation message box with the text 'The Employee Review has been submitted (30000,2)'. Below the message is an 'OK' button highlighted with a red box.</p>												

Continued on next page

Enlisted Evaluation Report - Endorsements, Continued

Procedures,
continued

Step	Action																		
<p>9</p>	<p>To view the Change History (users who have made changes to the EER), select the Audit tab.</p> <p>NOTE: The Audit tab updates when the Save or Submit buttons are selected.</p>  <p>The screenshot shows the following details:</p> <ul style="list-style-type: none"> Employee: Wanda D. Maximoff Empl ID: 1234567 Empl Record: 0 Effective Date: 10/31/2021 Change History Table: <table border="1" data-bbox="343 840 1342 976"> <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>1</td> <td>9876543</td> <td>9876543</td> <td>Vision</td> <td>11/19/21 2:27:23PM</td> <td>REVIEW_REVIEWER</td> </tr> <tr> <td>0</td> <td>8527419</td> <td>8527419</td> <td>Natasha Romanoff</td> <td>11/19/21 12:33:52PM</td> <td>EMPLOYEE_REVIEW</td> </tr> </tbody> </table> 	Seq	Update by	Empl ID	Name	Last Upd DtTm	Record	1	9876543	9876543	Vision	11/19/21 2:27:23PM	REVIEW_REVIEWER	0	8527419	8527419	Natasha Romanoff	11/19/21 12:33:52PM	EMPLOYEE_REVIEW
Seq	Update by	Empl ID	Name	Last Upd DtTm	Record														
1	9876543	9876543	Vision	11/19/21 2:27:23PM	REVIEW_REVIEWER														
0	8527419	8527419	Natasha Romanoff	11/19/21 12:33:52PM	EMPLOYEE_REVIEW														

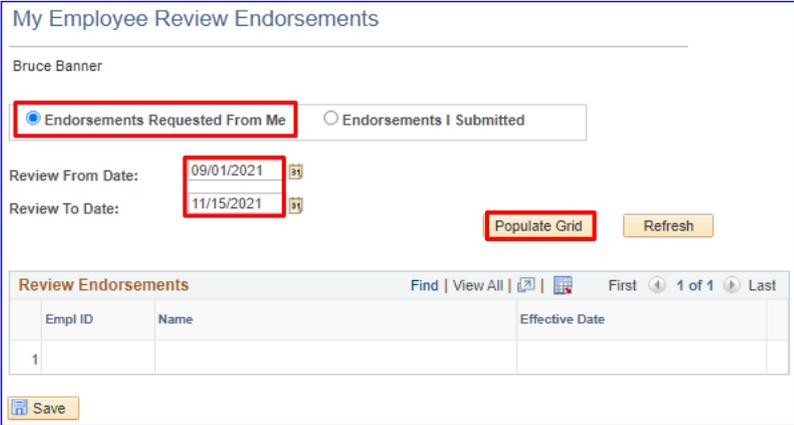
Enlisted Evaluation Report - Approval

Introduction This section provides the procedures for approving the Enlisted Evaluation Report in Direct Access (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 Report (EER) that requires an endorsement action or approval by a Supervisor, Marking Official, or Approver.

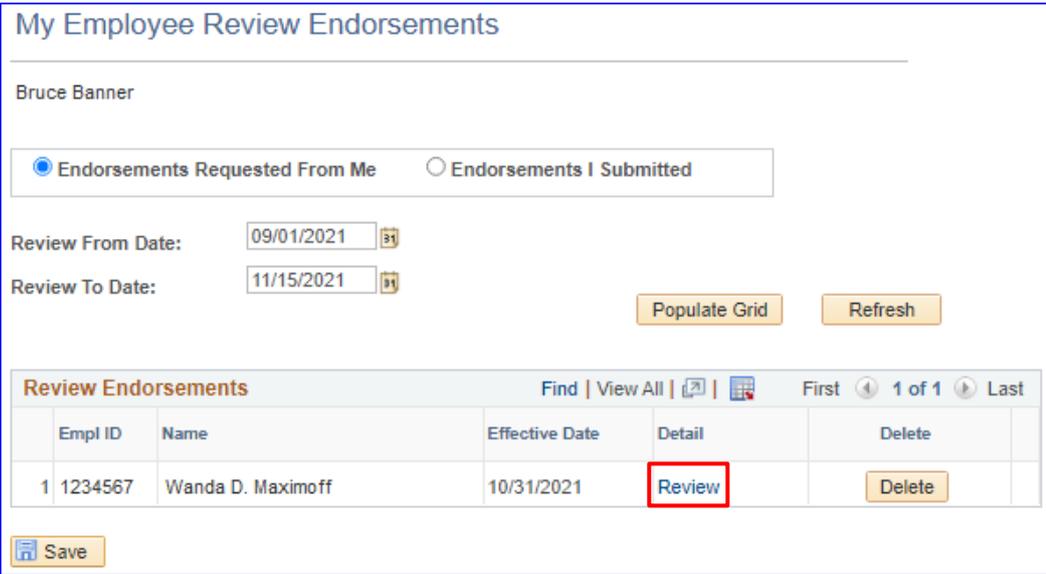
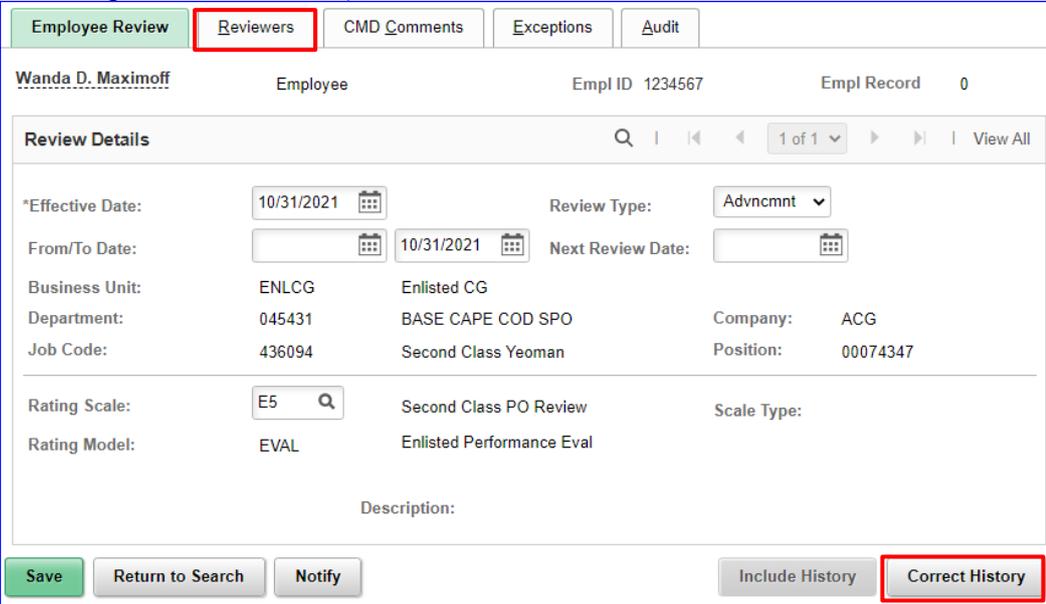
Procedures See below.

Step	Action
<p>1</p>	<p>Click the Employee Review Tile.</p> 
<p>1.5</p>	<p>Select the Employee Review Endorsements option.</p> 
<p>2</p>	<p>The EER Endorsements page will display. To view all EERs submitted to the Marking Official for review, select the Endorsements Requested From Me radio button and click Populate Grid.</p> <p>NOTE: Search results may be narrowed by entering a Review From Date and a Review To Date.</p> 

Continued on next page

Enlisted Evaluation Report - Approval, Continued

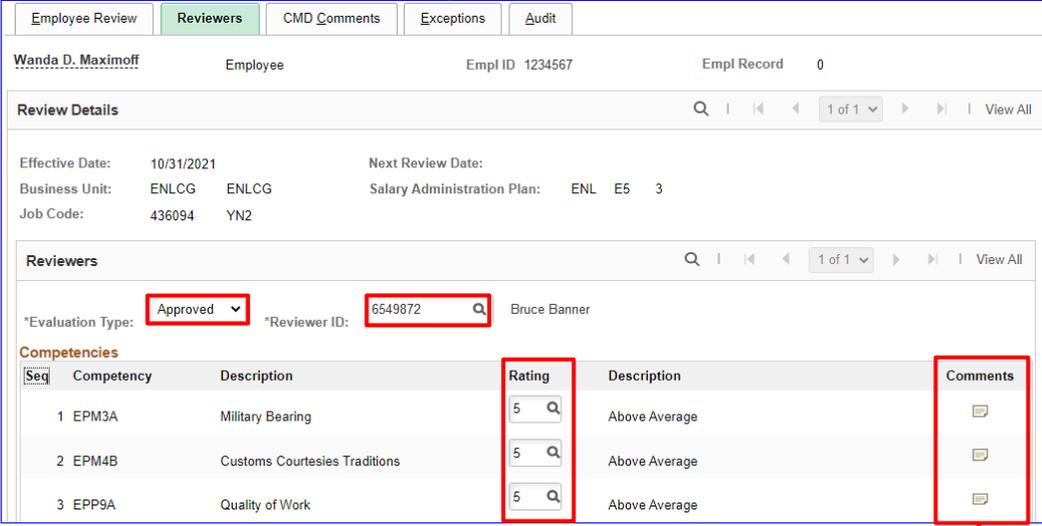
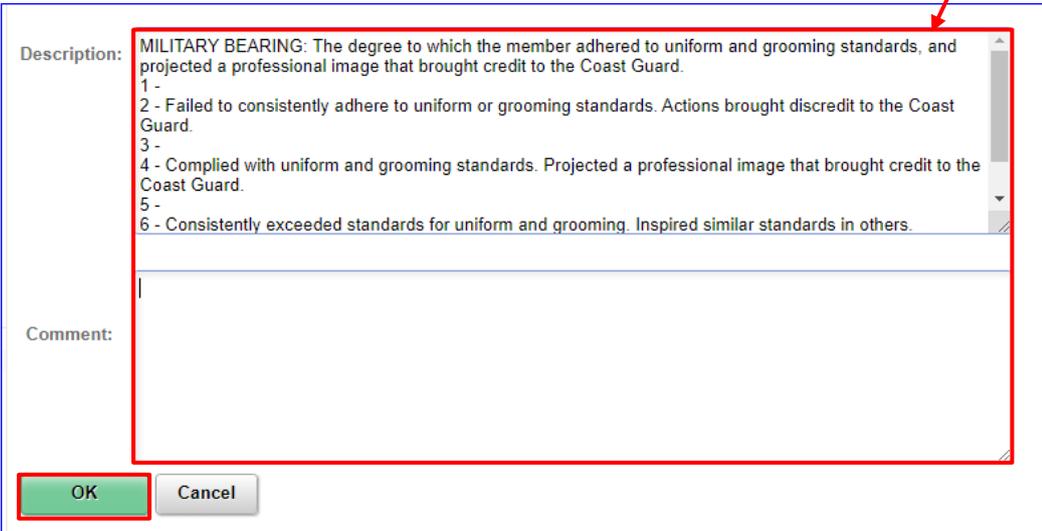
Procedures,
continued

Step	Action
3	<p>All EERs submitted to the Approver will display. Click Review for the EER to be reviewed.</p> 
4	<p>The EER will display. Click Correct History (this allows changes to the EER, including the Endorsement), then select the Reviewers tab.</p> 

Continued on next page

Enlisted Evaluation Report - Approval, Continued

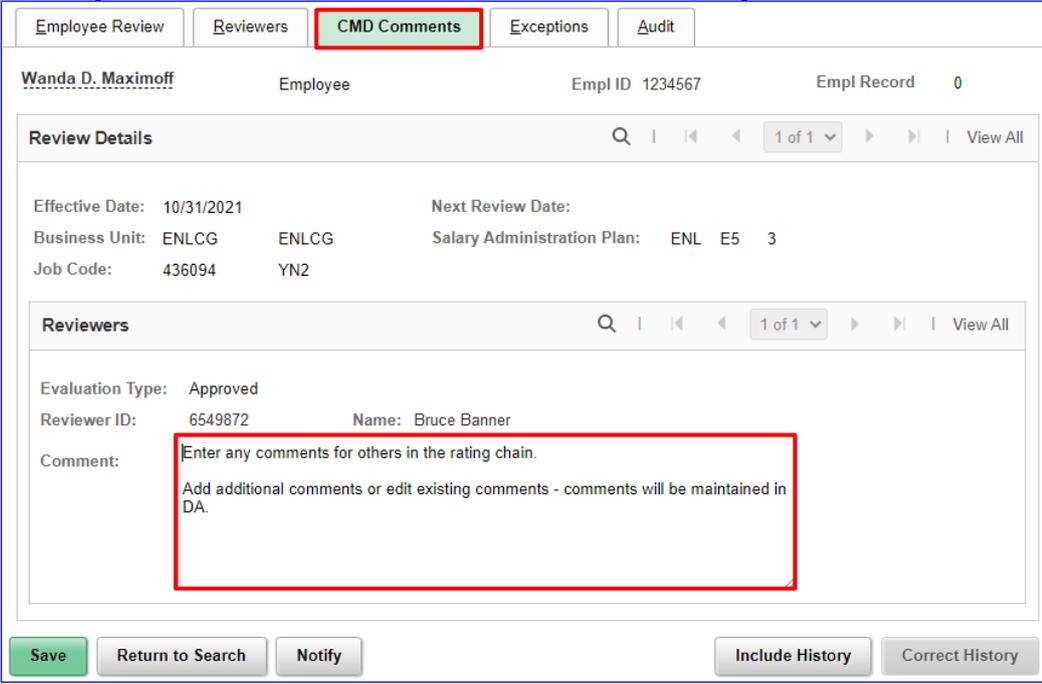
Procedures,
continued

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

Continued on next page

Enlisted Evaluation Report - Approval, Continued

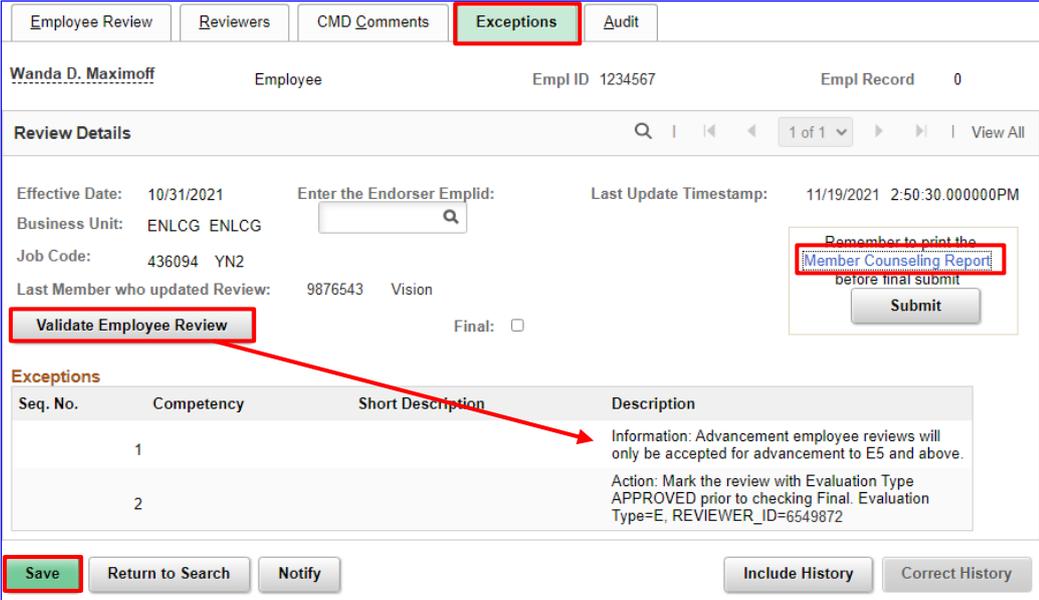
Procedures,
continued

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

Continued on next page

Enlisted Evaluation Report - Approval, Continued

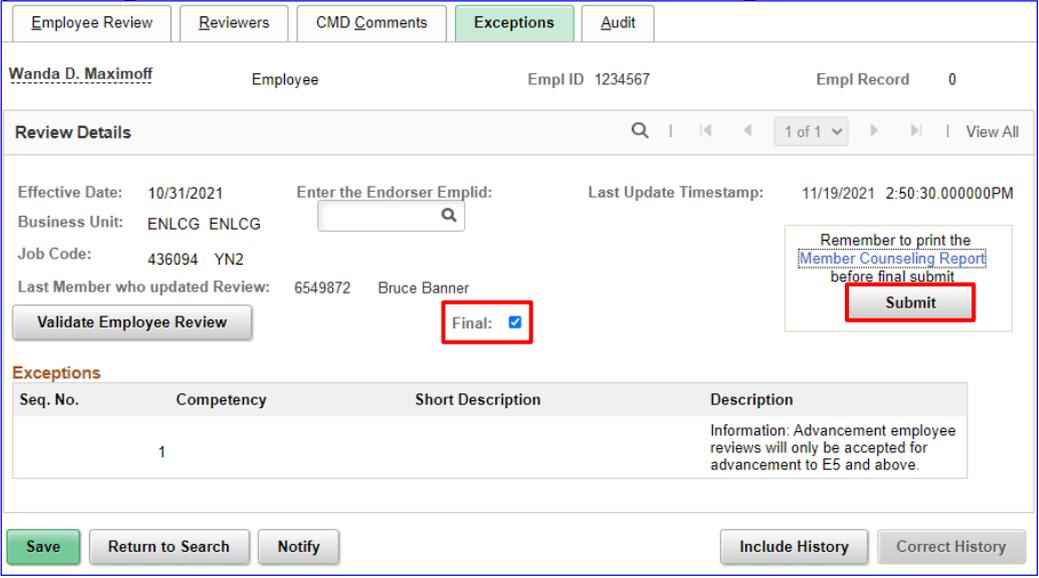
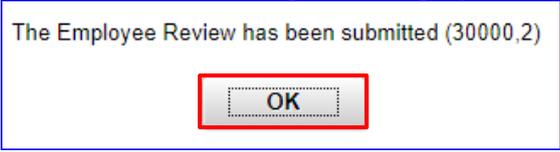
Procedures,
continued

Step	Action												
7	<p>Select the Exceptions tab.</p> <p>Click Validate Employee Review. This will generate a list of exceptions including action errors found within the EER. Correct any discrepancies as appropriate, then click Validate Employee Review again (see Note).</p> <p>After the EER has been reviewed and any actionable errors corrected, click Member Counseling Report to print the EER.</p> <p>Click Save. (Continue with Step 8 upon completion of member counseling.)</p> <p>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'.</p>  <p>The screenshot shows the 'Exceptions' tab in the system interface. The 'Validate Employee Review' button is highlighted with a red box. A red arrow points from this button to the 'Exceptions' table below. The table lists two exceptions: one informational and one action-related. A 'Remember to print the Member Counseling Report before final submit' message is also visible.</p> <table border="1" data-bbox="327 1332 1300 1489"> <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>Information: Advancement employee reviews will only be accepted for advancement to E5 and above.</td> </tr> <tr> <td>2</td> <td></td> <td></td> <td>Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=E, REVIEWER_ID=6549872</td> </tr> </tbody> </table>	Seq. No.	Competency	Short Description	Description	1			Information: Advancement employee reviews will only be accepted for advancement to E5 and above.	2			Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=E, REVIEWER_ID=6549872
Seq. No.	Competency	Short Description	Description										
1			Information: Advancement employee reviews will only be accepted for advancement to E5 and above.										
2			Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=E, REVIEWER_ID=6549872										

Continued on next page

Enlisted Evaluation Report - Approval, Continued

Procedures,
continued

Step	Action
<p>8</p>	<p>Once the member has been counseled and the Enlisted Evaluation Report is signed by the Command and Member, check the Final box, and click Submit.</p> <p>NOTE: The EER will be reviewed by CG-PSC (EPM-3). Once PSC completes processing, the EER will be available to the member through DA Self-Service.</p> 
<p>9</p>	<p>A confirmation message will display, click OK.</p> 

Continued on next page

Enlisted Evaluation Report - Approval, Continued

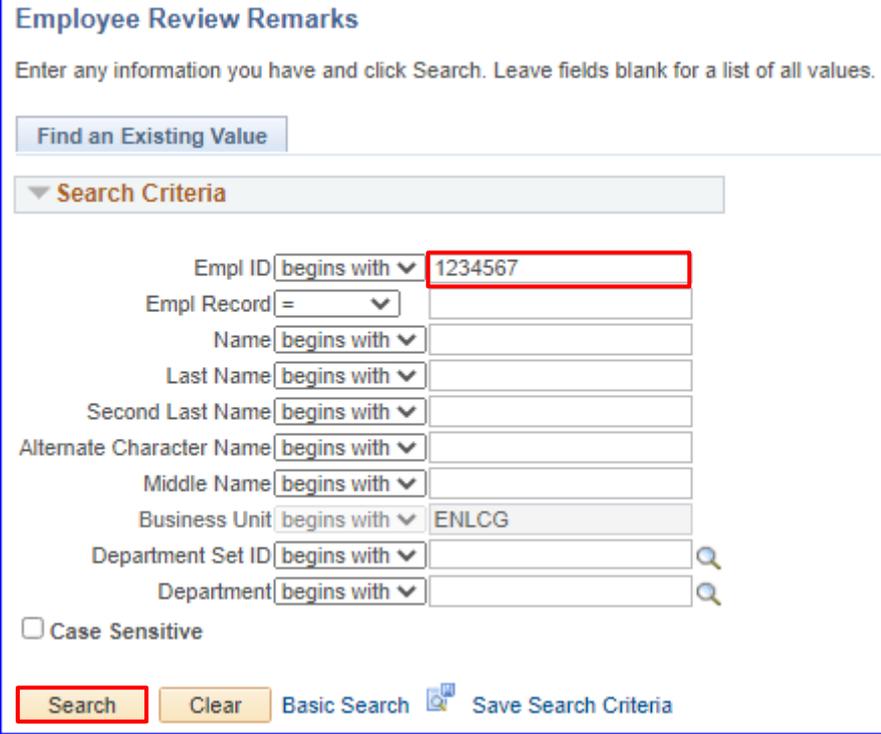
Procedures,
continued

Step	Action																								
<p>10</p>	<p>To view the Change History (users who have made changes to the EER), select the Audit tab.</p> <p>NOTE: The Audit tab updates when the Save or Submit buttons are selected.</p> <div data-bbox="328 584 1382 1128" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Employee Review Reviewers CMD Comments Exceptions Audit </div> <p>Wanda D. Maximoff Employee Empl ID 1234567 Empl Record 0</p> <p>Changes by Effective Date Q << >> 1 of 1 View All</p> <p>Effective Date 10/31/2021</p> <p>Change History</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>2</td> <td>6549872</td> <td>6549872</td> <td>Bruce Banner</td> <td>11/19/21 2:50:30PM</td> <td>EMPLOYEE_REVIEW</td> </tr> <tr> <td>1</td> <td>9876543</td> <td>9876543</td> <td>Vision</td> <td>11/19/21 2:27:23PM</td> <td>REVIEW_REVIEWER</td> </tr> <tr style="border: 2px solid red;"> <td>0</td> <td>8527419</td> <td>8527419</td> <td>Natasha Romanoff</td> <td>11/19/21 12:33:52PM</td> <td>EMPLOYEE_REVIEW</td> </tr> </tbody> </table> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> Save Return to Search Notify Include History Correct History </div> </div>	Seq	Update by	Empl ID	Name	Last Upd DtTm	Record	2	6549872	6549872	Bruce Banner	11/19/21 2:50:30PM	EMPLOYEE_REVIEW	1	9876543	9876543	Vision	11/19/21 2:27:23PM	REVIEW_REVIEWER	0	8527419	8527419	Natasha Romanoff	11/19/21 12:33:52PM	EMPLOYEE_REVIEW
Seq	Update by	Empl ID	Name	Last Upd DtTm	Record																				
2	6549872	6549872	Bruce Banner	11/19/21 2:50:30PM	EMPLOYEE_REVIEW																				
1	9876543	9876543	Vision	11/19/21 2:27:23PM	REVIEW_REVIEWER																				
0	8527419	8527419	Natasha Romanoff	11/19/21 12:33:52PM	EMPLOYEE_REVIEW																				

Member Counseling Report

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

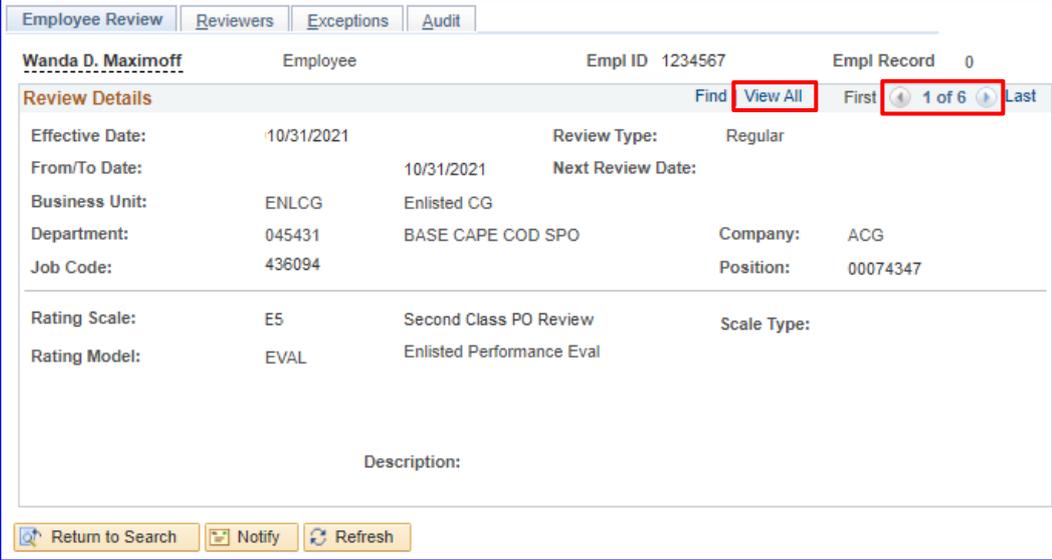
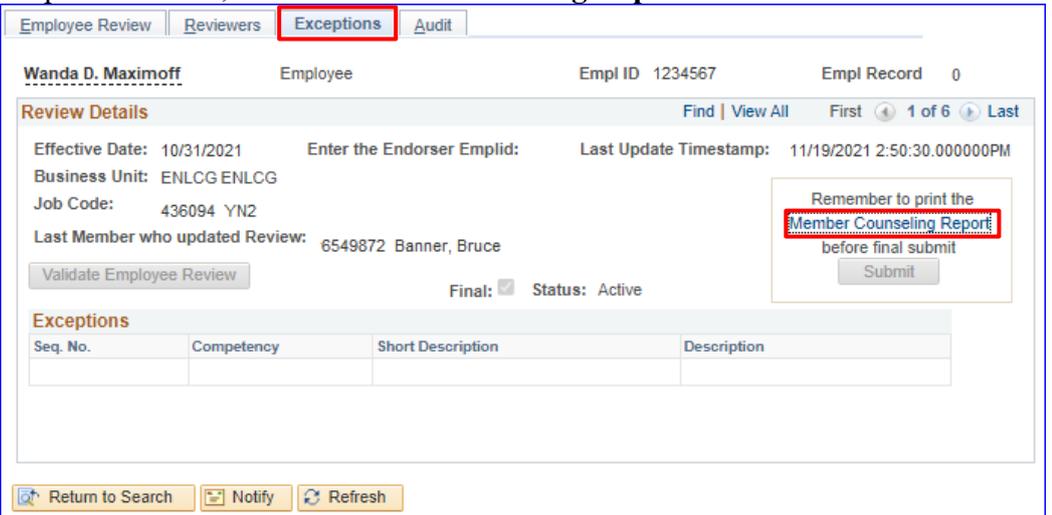
Procedures See below.

Step	Action
1	<p>Select Employee Review Remarks from the Employee Review pagelet.</p> 
2	<p>Enter the member's Empl ID and click Search.</p> 

Continued on next page

Member Counseling Report, Continued

Procedures,
continued

Step	Action
<p>3</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 arrows or click View All to display all the EERs.</p>  <p>The screenshot shows the 'Employee Review' interface for Wanda D. Maximoff. The 'Review Details' section is active, displaying various fields such as Effective Date (10/31/2021), Review Type (Regular), and Business Unit (ENLCG). The 'View All' button is highlighted in red, along with the page navigation '1 of 6'.</p>
<p>5</p>	<p>Select the Exceptions tab.</p> <p>To print the EER, click Member Counseling Report.</p>  <p>The screenshot shows the 'Exceptions' tab selected in the 'Employee Review' interface. A message box prompts the user to 'Remember to print the Member Counseling Report before final submit'. The 'Exceptions' tab and the message box are highlighted with red boxes.</p>

Continued on next page

Member Counseling Report, Continued

Procedures,
continued

Step	Action																																																																																																						
6	<p>The Counseling Report will open in a new tab.</p> <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Member Counseling Receipt</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Emplid:</td> <td style="width: 33%;">1234567 0</td> <td style="width: 33%;">Maximoff, Wanda D.</td> </tr> <tr> <td>Eff Date:</td> <td>10/31/2021</td> <td>Review Type: Advancement</td> </tr> <tr> <td>From:</td> <td></td> <td>To: 10/31/2021</td> </tr> <tr> <td>Next Review Date:</td> <td></td> <td></td> </tr> <tr> <td>Department:</td> <td>045431</td> <td>BASE CAPE COD SPO</td> </tr> <tr> <td>Job Code:</td> <td>436095</td> <td>Second Class Yeoman</td> </tr> <tr> <td>Rating Scale:</td> <td>E5</td> <td>Second Class PO Review</td> </tr> <tr> <td>Rating Model:</td> <td>EVAL</td> <td>Enlisted Performance Review</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Competency</th> <th style="width: 65%;">Factor</th> <th style="width: 10%;">Rating</th> <th style="width: 10%;">Sum of Marks</th> </tr> </thead> <tbody> <tr><td>EPM3A</td><td>Military Bearing</td><td>7</td><td>Superior</td></tr> <tr><td>EPRC2A</td><td>Advancement Potential</td><td>R</td><td>Ready</td></tr> <tr><td>EPP9A</td><td>Quality of Work</td><td>7</td><td>Superior</td></tr> <tr><td>EPP10A</td><td>Technical Proficiency</td><td>7</td><td>Superior</td></tr> <tr><td>EPP11A</td><td>Initiative</td><td>7</td><td>Superior</td></tr> <tr><td>EPPQ9A</td><td>Decision Making Problem Solve</td><td>6</td><td>Excellent</td></tr> <tr><td>EPPQ10A</td><td>Military Readiness</td><td>7</td><td>Superior</td></tr> <tr><td>EPPQ11A</td><td>Self-Awareness and Learning</td><td>6</td><td>Excellent</td></tr> <tr><td>EPPQ12A</td><td>Team Building</td><td>5</td><td>Above Average</td></tr> <tr><td>EPL8A</td><td>Respect for Others</td><td>5</td><td>Above Average</td></tr> <tr><td>EPL9A</td><td>Accountability Responsibility</td><td>6</td><td>Excellent</td></tr> <tr><td>EPL10A</td><td>Influencing Others</td><td>6</td><td>Excellent</td></tr> <tr><td>EPL11A</td><td>Effective Communication</td><td>6</td><td>Excellent</td></tr> <tr><td>EPCONE</td><td>Conduct</td><td>S</td><td>Satisfactory</td></tr> <tr><td>EPFP1A</td><td>Future Potential</td><td>Y</td><td>Future Potential (Comment)</td></tr> <tr><td>EPM4A</td><td>Customs Courtesies Traditions</td><td>7</td><td>Superior</td></tr> </tbody> </table> <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 65%;">Factor</th> <th style="width: 35%;">Sum of Marks</th> </tr> </thead> <tbody> <tr><td>LEAD</td><td>23</td></tr> <tr><td>PROF</td><td>24</td></tr> <tr><td>PERF</td><td>21</td></tr> <tr><td>MIL</td><td>14</td></tr> </tbody> </table> </div>	Emplid:	1234567 0	Maximoff, Wanda D.	Eff Date:	10/31/2021	Review Type: Advancement	From:		To: 10/31/2021	Next Review Date:			Department:	045431	BASE CAPE COD SPO	Job Code:	436095	Second Class Yeoman	Rating Scale:	E5	Second Class PO Review	Rating Model:	EVAL	Enlisted Performance Review	Competency	Factor	Rating	Sum of Marks	EPM3A	Military Bearing	7	Superior	EPRC2A	Advancement Potential	R	Ready	EPP9A	Quality of Work	7	Superior	EPP10A	Technical Proficiency	7	Superior	EPP11A	Initiative	7	Superior	EPPQ9A	Decision Making Problem Solve	6	Excellent	EPPQ10A	Military Readiness	7	Superior	EPPQ11A	Self-Awareness and Learning	6	Excellent	EPPQ12A	Team Building	5	Above Average	EPL8A	Respect for Others	5	Above Average	EPL9A	Accountability Responsibility	6	Excellent	EPL10A	Influencing Others	6	Excellent	EPL11A	Effective Communication	6	Excellent	EPCONE	Conduct	S	Satisfactory	EPFP1A	Future Potential	Y	Future Potential (Comment)	EPM4A	Customs Courtesies Traditions	7	Superior	Factor	Sum of Marks	LEAD	23	PROF	24	PERF	21	MIL	14
Emplid:	1234567 0	Maximoff, Wanda D.																																																																																																					
Eff Date:	10/31/2021	Review Type: Advancement																																																																																																					
From:		To: 10/31/2021																																																																																																					
Next Review Date:																																																																																																							
Department:	045431	BASE CAPE COD SPO																																																																																																					
Job Code:	436095	Second Class Yeoman																																																																																																					
Rating Scale:	E5	Second Class PO Review																																																																																																					
Rating Model:	EVAL	Enlisted Performance Review																																																																																																					
Competency	Factor	Rating	Sum of Marks																																																																																																				
EPM3A	Military Bearing	7	Superior																																																																																																				
EPRC2A	Advancement Potential	R	Ready																																																																																																				
EPP9A	Quality of Work	7	Superior																																																																																																				
EPP10A	Technical Proficiency	7	Superior																																																																																																				
EPP11A	Initiative	7	Superior																																																																																																				
EPPQ9A	Decision Making Problem Solve	6	Excellent																																																																																																				
EPPQ10A	Military Readiness	7	Superior																																																																																																				
EPPQ11A	Self-Awareness and Learning	6	Excellent																																																																																																				
EPPQ12A	Team Building	5	Above Average																																																																																																				
EPL8A	Respect for Others	5	Above Average																																																																																																				
EPL9A	Accountability Responsibility	6	Excellent																																																																																																				
EPL10A	Influencing Others	6	Excellent																																																																																																				
EPL11A	Effective Communication	6	Excellent																																																																																																				
EPCONE	Conduct	S	Satisfactory																																																																																																				
EPFP1A	Future Potential	Y	Future Potential (Comment)																																																																																																				
EPM4A	Customs Courtesies Traditions	7	Superior																																																																																																				
Factor	Sum of Marks																																																																																																						
LEAD	23																																																																																																						
PROF	24																																																																																																						
PERF	21																																																																																																						
MIL	14																																																																																																						

Continued on next page

Member Counseling Report, Continued

Procedures,
continued

Step	Action																								
7	<p>To view the Change History (users who have made changes to the EER), select the Audit tab.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Employee Review Reviewers Exceptions Audit </div> <p>Wanda D. Maximoff Employee Empl ID 1234567 Empl Record 0</p> <p>Changes by Effective Date Q << < 1 of 1 > >> View All</p> <p>Effective Date 10/31/2021</p> <p>Change History</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>2</td> <td>6549872</td> <td>6549872</td> <td>Bruce Banner</td> <td>11/19/21 2:50:30PM</td> <td>EMPLOYEE_REVIEW</td> </tr> <tr style="border: 2px solid red;"> <td>1</td> <td>9876543</td> <td>9876543</td> <td>Vision</td> <td>11/19/21 2:27:23PM</td> <td>REVIEW_REVIEWER</td> </tr> <tr style="border: 2px solid red;"> <td>0</td> <td>8527419</td> <td>8527419</td> <td>Natasha Romanoff</td> <td>11/19/21 12:33:52PM</td> <td>EMPLOYEE_REVIEW</td> </tr> </tbody> </table> <div style="margin-top: 10px; text-align: right;"> Save Return to Search Notify Include History Correct History </div> </div>	Seq	Update by	Empl ID	Name	Last Upd DtTm	Record	2	6549872	6549872	Bruce Banner	11/19/21 2:50:30PM	EMPLOYEE_REVIEW	1	9876543	9876543	Vision	11/19/21 2:27:23PM	REVIEW_REVIEWER	0	8527419	8527419	Natasha Romanoff	11/19/21 12:33:52PM	EMPLOYEE_REVIEW
Seq	Update by	Empl ID	Name	Last Upd DtTm	Record																				
2	6549872	6549872	Bruce Banner	11/19/21 2:50:30PM	EMPLOYEE_REVIEW																				
1	9876543	9876543	Vision	11/19/21 2:27:23PM	REVIEW_REVIEWER																				
0	8527419	8527419	Natasha Romanoff	11/19/21 12:33:52PM	EMPLOYEE_REVIEW																				