Enlisted Evaluation Report (EER)

Overview		
Introduction	The Enlisted Evaluation System (EES) was designed to s purposes:	serve specific
	 To set standards by which to evaluate the performance of all enlisted members. To inform enlisted members of the performance stan be measured against. To provide a means by which enlisted members can a on how well they are measuring up to the standards. To capture a valid, reliable assessment of enlisted members end a with a high degree of confidence. To provide critical information that may affect dischards enlistments, good conduct, advancement eligibility, a rate. The Enlisted Evaluation Report (EER) is not or document a member's past performance, but more improvide a road map for future improvement. 	ce and behavior dards they will receive feedback ember assign members arges, re- and reductions in nly used to nportantly, to
Before You Begin	Do NOT use special characters when entering comments Words like décor or entrée are also considered special ch Comments previously prepared using special characters Direct Access will cause the reports to NOT print or will Do NOT use gender specific pronouns or a member's na comments block or EERs. Per ACN 125/18, gender spec and the use of a member's name in the comment blocks Alternative words such as Reported on Officer (ROO), R Member (ROM), Member (MBR), or Service Member (S used.	s in the EER. haracters. and pasted into l be blank. me in the cific pronouns is prohibited . Reported on SVM) may be
Reference	a) Enlistments, Evaluations, and Advancements COMD (series)	DTINST M1000.2
Contents		
	Торіс	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).

Procedu	res See below.				
Step			Action		
1	Click the Employee	Review T	ile.		
	Employee Review				
1.5	Select the Employe	e Reviews	option.		
	🔚 Employee Reviews				
	Employee Review Endors	ements			
	Non-Med Waivers Issued Board Gap Report	by Code			
	Enl Emp Revws by Status				
2	Enter the member's	Empl ID	and click Search	n. The Correct	t History box is
	checked by default	- leave as i	is.		j
	Review History				
	Enter any information you have	e and click Sear	ch. Leave fields blank for a	a list of all values.	
	Find an Existing Value				
	 Search Criteria 				
	EmpLID	boging with M	1004567	-	
	Linprid		1234507		
	Empl Record	= 🗸			
	Name	begins with \mathbf{v}			
	Last Name	begins with ${\color{black} {\bf \lor}}$			
	Second Last Name	begins with ${\color{red} }$			
	Alternate Character Name	begins with ${\color{black} }$			
	Middle Name	begins with ${\color{black} \checkmark}$			
	Business Unit	begins with ${\color{black} {\bf \lor}}$	ENLCG		
	Department Set ID	begins with \mathbf{v}	00010	Q	
	Department	begins with ${\color{black} \checkmark}$		Q	
	Correct History 🗆 Case	Sensitive			
	Search Clear Ba	sic Search 🛛 🖾	Save Search Criteria		

Step		Action			
3	The Employee Review page will display. Update the following fields:				
	 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 v	with the EER.			
	• Kating Scale – Using the lookup, select the appropriate rating scale.				
	Wanda D. Maximoff Employee Empl ID 1234567 Empl Record 0				
	Review Details Q I I I View All				
	*Effective Date: 10/31/2021	Review Type: Regular V 0/31/2021 III Next Review Date:			
	Department: 045431 E	ASE CAPE COD SPO Company: ACG			
	Job Code: 436094 5	Second Class Yeoman Position: 00074347			
	Rating Scale: E5 Q S Rating Model: EVAL E	Second Class PO Review Scale Type:			
	Descr	ption:			
	Save Return to Search Notify	Include History Correct History			

Continued on next page

Enlisted Evaluation Report – Supervisor Submission, Continued

Step	Action				
3	NOTE: If entering a CORC (Change of Recommendation) evaluation, select				
(cont.)	CORC for the R	eview Type ar	nd Rating Scale. Only	CORCs of Not Ready and	
	Not Recommend	ed require cor	nments. Comments for	or a mark of Ready are	
	prohibited.				
	Employee Review	Reviewers CMD Co	mments <u>E</u> xceptions <u>A</u> udit		
	Wanda D. Maximoff	Employee	Empl ID 123456	7 Empl Record 0	
	Review Details		QI	 ↓ I of 1 ✓ ↓ ↓ ↓ View All 	
	*Effective Date:	10/22/2021	Review Type:	CORC V	
	From/To Date:	1	0/22/2021 就 Next Review Date:		
	Business Unit:	ENLCG E	Inlisted CG		
	Department:	045431 E	BASE CAPE COD SPO	Company: ACG	
	Job Code:	436094	Second Class Yeoman	Position: 00074347	
	Rating Scale:	CORC Q	CO's Change of Recommendation	Scale Type:	
	Rating Model:	EVAL E	Inlisted Performance Eval		
		Descr	ption:		
	Save Return to Sear	rch Notify		Include History Correct History	

Continued on next page

Step		Action
4	 Select the Exceptions tab and the If any warning messages appear correct any exceptions. 	en click Validate Employee Review. e, return to the Employee Review tab, and
	NOTE: All competencies will be entered. The EER will list all con are currently blank. The EER can Review indicates no actionable en	e listed as exceptions until a rating scale is npetencies as actionable errors because they not be submitted until the Validate Employee rors.
	Employee Review Reviewers CMD Comments	Exceptions Audit
	Wanda D. Maximoff Employee	Empl ID 1234567 Empl Record 0
	Review Details	Q 4 4 1 of 1 ->
	Effective Date: 10/31/2021 Enter the Endorse Business Unit: ENLCG ENLCG Job Code: 436094 YN2 Last Member who updated Review: 1234567 Wanda Validate Employee Review	Emplid: Last Update Timestamp: 11/12/2021 10:50:00.000000AM Q Remember to print the Maximoff Member Counseling Report before final submit Final: Submit
	Seq. No. Competency Short Des	ription 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
	Save Return to Search Notify	Include History Correct History

Continued on next page

Procedures, continued

Step			Action		
5	Select the Reviewers tab. Update the following fields:				
	• Evaluation	Type – Using the	drop-down, se	elect Supervisor.	
	• Reviewer I	D – Enter the Rev	iewer's (superv	visor's) Employee II	Э.
	• Ratings –	1 1 1 5			
	• Enter 1	the numerical Rat	ing value or us	ing the lookup, seled	et the
	approf	Conduct – Enter	r U (unsatisfac	tory) or S (satisfacto	rv).
	-	Future Potentia	I - MUST use	the value Y. Comn	nents are
		required.			
	-	Advancement P	otential – N (I	Not Recommended)	R (Ready),
		or X (Not Ready). Comments	are required.	
	Employee Review	Reviewers CMD Comments	Exceptions Audit		
	Wanda D. Maximoff	Employee En	pl ID 1234567	Empl Record 0	
	Review Details			Q I I	✓ ► ► I View A
	Effective Date: 10/31/2021 Next Review Date: Business Unit: ENLCG ENLCG Salary Administration Plan: ENL E5 3 Job Code: 436094 YN2				
	Reviewers			Q 4 4 1 of 1 🗸	▶ ▶ I View All
	*Evaluation Type:	ervisor ✔ *Reviewer ID:	٩		
	Seq Competency	Description		Rating Description	Comments
	1 EPM3A	Military Bearing		٩	
					_
	2 EPM4B	Customs Courtesies Traditions		Q	
	2 EPM4B 3 EPP9A	Customs Courtesies Traditions Quality of Work		 	
	2 EPM4B 3 EPP9A 4 EPP10B	Customs Courtesies Traditions Quality of Work Technical Proficiency		 	
	2 EPM4B 3 EPP9A 4 EPP10B 5 EPP11A	Customs Courtesies Traditions Quality of Work Technical Proficiency Initiative		े े े े े े	

Procedures, continued

Step	Action				
6	To review the full competency description or enter Reviewer comments, select				
	the notepad icon under Comments.				
	Enter comments as appropriate, then click OK to return to the Reviewers tab.				
	Required Comments:				
	• 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				
	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.				
	1 EPM3A Military Bearing 7 Q Superior				
	Description: MILITARY BEARING: The degree to which the member adhered to uniform and grooming standards, and projected a professional image that brought credit to the Coast Guard. 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. Comment: OK				

Step	Action
7	Select the CMD Comments tab. Update/add any comments for others in the
	rating chain.
	NOTE:
	• 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.
	Employee Review Reviewers CMD Comments Exceptions Audit
	Wanda D. Maximoff Employee Empl ID 1234567 Empl Record 0
	Review Details Q I I I I View All
	Effective Date: 10/31/2021 Next Review Date: Business Unit: ENLCG ENLCG Salary Administration Plan: ENL E5 3 Job Code: 436094 YN2
	Reviewers Q 4 4 1 of 1 v b View All
	Evaluation Type: Supervisor Reviewer ID: 8527419 Name: Natasha Romanoff
	Comment: Enter any comments for others in the rating chain.
	Save Return to Search Notify Correct History Correct History

Continued on next page

Enlisted Evaluation Report – Supervisor Submission, Continued

Step		Action
8	Select the Exceptions tab. Click Va generate a list of any exceptions incl EER. Correct any discrepancies, the	lidate Employee Review . This will uding actionable errors found within the on click Validate Employee Review again.
	Employee Review Reviewers CMD Comments	Exceptions Audit
	Wanda D. Maximoff Employee	Empl ID 1234567 Empl Record 0
	Review Details	Q 4 4 1 of 1 🗸 🕨 🕨 View All
	Effective Date: 10/31/2021 Enter the Endorser Employee Review Fin	iid: Last Update Timestamp: 11/12/2021 10:50:00 000000AM Remember to print the Member Counseling Report before final submit submit Submit
	Seq. No. Competency Short Descriptio	n 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
	Save Return to Search Notify	Include History Correct History

Continued on next page

Step	Action			
9	Once any actionable errors have been cor (this will be the next person in the rating confirmation message will display, click recording of an EER. If the confirmation message does NOT d	rected, Enter the Endorser's Emplid chain), then click Submit. A OK. This completes the initial		
	Review the Exceptions and ensure no act again.	ionable errors exist and click Submit		
	NOTE: Do NOT check the Final box un Official.	lless you are the final Approving		
	Employee Review Reviewers CMD Comments Exception	Dns Audit		
	Wanda D. Maximoff Employee E	Empl ID 1234567 Empl Record 0		
	Effective Date: 10/31/2021 Enter the Endorser Emplid: Business Unit: ENLCG ENLCG Vision	Last Update Timestamp: 11/19/2021 12:33:52.000000PM		
	Job Code: 436094 YN2 Last Member who updated Review: 1234567 Wanda D. Maximoff Validate Employee Review Final: □	Member Counseling Report before final submit Submit		
	Exceptions See No. Competency Short Description	Description		
	1	Information: Advancement employee reviews will		
	2	Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=R, REVIEWER_ID=9876543		
	Save Return to Search Notify	Include History Correct History		
	The Employee Review has been submitted (30000,2)			

Continued on next page

Enlisted Evaluation Report – Supervisor Submission, Continued

tep				Action		
10	To view the C	hange H	istory (users	s who hav	e made chang	es to the EER),
	select the Audit tab.					
	Employee Review	Reviewers	CMD <u>Comments</u>	Exceptions	Audit	futtons are selected
	Wanda D. Maximoff	Emplo	byee	Empl	ID 1234567	Empl Record 0
	Changes by Effective	e Date			Q 4 4	1 of 1 ♥ ▶ ▶ I View A
	Effective Date 10	0/31/2021				
	Change History					
	Seq Update by	Empl ID	Name		Last Upd DtTm	Record
	0 8527419	8527419	Natasha Romanoff		11/19/21 12:33:52PM	EMPLOYEE_REVIEW
	Save Return to	Search No	otify		Inclu	Correct History

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
1	Click the Employee Review Tile.
	Employee Review
1.5	Select the Employee Review Endorsements option.
	Employee Review Endorsements
	Non-Med Waivers Issued by Code
	E Board Gap Report
	Enl Emp Revws by Status
2	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 . NOTE: Search results may be narrowed by entering a Review From Date and a Review To Date .
	My Employee Review Endorsements
	Vision
	Endorsements Requested From Me C Endorsements I Submitted
	Review From Date: 09/01/2021
	Review to Date: Populate Grid Refresh
	Review Endorsements Find View All 🖉 🔢 First 🕢 1 of 1 🕟 Last
	Empl ID Name Effective Date
	R Save

Enlisted Evaluation Report - Endorsements, Continued

Procedures,

continued

Step		Action	
3	All EERs submitted to the Marking	Official will display. Click Review for the	ne
	EER to be reviewed.		
		9115 	
	Vision		
	Endorsements Requested From Me C	Endorsements I Submitted	
	Review From Date: 09/01/2021		
	Review To Date: 11/15/2021	Populate Grid Refresh	
	Review Endorsements	Find View All 💷 📑 First 🕢 1-2 of 2 🕟	Last
	Empl ID Name	Effective Date Detail Delete	
	1 6549872 Tony Stark	09/30/2021 Review Delete	
	2 1234567 Wanda D. Maximoff	10/31/2021 Review Delete	
	📊 Save		
4	The EER will display. Click Corre	ect History (this allows changes to the EE	R,
	Employee Review Reviewers CMD Comments	ts Exceptions Audit	
	Wanda D. Maximoff	EmpliD 1224667 Empl Pacard 0	
	Poviow Detaile		aw All
	*Effective Date: 10/31/2021	Review Type: Advncmnt V	
	From/To Date:	021 III Next Review Date:	
	Department: 045431 BASE C	CAPE COD SPO Company: ACG	
	Job Code: 436094 Second	Class Yeoman Position: 00074347	
	Rating Scale: E5 Q Second	d Class PO Review Scale Type:	
	Rating Model: EVAL Enlisted	d Performance Eval	
	Description:	:	
	Save Return to Search Notify	Include History Correct His	story

Enlisted Evaluation Report - Endorsements, Continued

Procedures,

Step			Action	
5	Update the follo	owing fields:		
	• Evaluation T	ype – Using the Ev	aluation Type drop-	down, select the
	appropriate ty	pe.		,
	• Reviewer ID	– Enter the EMPL	D of the Reviewer (M	larking Official).
	• Rating – Edit	update the numeri	c Rating as appropriat	e. To review the full
	competency d	lescription or to ent	er/modify Reviewer c	omments, click the
	Comments Id	con.	5	,
	NOTE: Any C	omments provided	will be visible on the	member's counseling
	report when pri	nted. Only require	l comments (e.g., Cor	npetency Ratings of 1,
	2, 3, 7, U, X, or	N will be retained	by DA).	
	Employee Review Re	viewers CMD <u>C</u> omments	xceptions <u>A</u> udit	
	Wanda D. Maximoff	Employee	Empl ID 1234567	Empl Record 0
	Review Details		QIM	I of 1 ✓ ► ► I View All
	Effective Date: 10/31/2	2021 Next Rev	ew Date:	
	Business Unit: ENLCO	ENLCG Salary A	ministration Plan: ENL E5 3	
	Job Code: 436094	YN2		
	Reviewers		Q 14	
	*Evaluation Type:	Reviewer ID:	Q Vision	
	Competencies			
	Seq Competency	Description	Rating Description	Comments
	1 EPM3A	Military Bearing	5 Q Above Average	
	2 EPM4B	Customs Courtesies Traditions	5 A Above Average	
	3 EPP9A	Quality of Work	5 Q Above Average	E
	4 EPP10B	Technical Proficiency	5 Q Above Average	
	5 EPP11A	Initiative	4 Q Average	
			. 1	
	Click UK to ret	turn to the Reviewe	rs tab.	/
	Description: MILITARY B	EARING: The degree to which the mo	mber adhered to uniform and grooming sta	Indards, and
	1 - 2 - Failed to	consistently adhere to uniform or gro	ming standards. Actions brought discredit	to the Coast
	Guard. 3 -			
	4 - Complied Coast Guard	with uniform and grooming standard	. Projected a professional image that broug	gnt credit to the
	6 - Consister	ntly exceeded standards for uniform a	nd grooming. Inspired similar standards in	others.
	1			
	Comment:			
	Comment.			
	OK Cancel			

Enlisted Evaluation Report - Endorsements, Continued

Procedures,

Step	Action
6	Select the CMD Comments tab.
	Add any Comments for others in the rating chain. These comments will be retained by DA.
	Employee Review Reviewers CMD Comments Exceptions Audit
	Wanda D. Maximoff Employee Empl ID 1234567 Empl Record 0
	Review Details Q I I I View All
	Effective Date: 10/31/2021 Next Review Date: Business Unit: ENLCG ENLCG Salary Administration Plan: ENL E5 3 Job Code: 436094 YN2
	Reviewers Q I of 1 v b View All
	Evaluation Type: Mark/Rpt Reviewer ID: 9876543 Name: Vision Comment: Enter any comments for others in the rating chain. Add additional comments or edit existing comments - comments will be maintained in DA.
	Save Return to Search Notify Correct History Correct History

Continued on next page

Enlisted Evaluation Report - Endorsements, Continued

Procedures,

continued

Step	Action					
7	Select the Exceptions tab.					
	Click Validate Employee Review. This will generate including action errors found within the EER. Correct appropriate, then click Validate Employee Review aga	a list of exceptions any discrepancies as in (see Note).				
	Enter the Endorser Emplid – Enter the EMPLID for rating chain.	the next person in the				
	Do NOT check the Final box unless you are the final A	Approving Official.				
	Click Submit.					
	NOTE: Action Errors MUST be corrected before the the next Endorser or Approver; EERS may be forward Errors'.	EER may be forwarded to ed with 'Informational				
	Employee Review Reviewers CMD Comments Exceptions Audit					
	Wanda D. Maximoff Employee Empl ID 1234567	Empl Record 0				
	Review Details Q I I I I I I I View All					
	Effective Date: 10/31/2021 Enter the Endorser Emplid: Last Update Tin Business Unit: ENLCG ENLCG Discrete Company Bruce Banner Job Code: 436094 YN2 Last Member who updated Review: 9876543 Natasha Romanoff	nestamp: 11/19/2021 12:33:52.000000PM Remember to print the Member Counseling Report before final submit Submit				
	Exceptions Seq. No. Competency Short Description Description					
	1 Information: A only be accept	Advancement employee reviews will sted for advancement to E5 and above.				
	2 Action: Mark APPROVED Type=E, REV	the review with Evaluation Type prior to checking Final. Evaluation IEWER_ID=6549872				
	Save Return to Search Notify	Include History Correct History				
8	A confirmation message will display. Click OK .					
	The Employee Review has been submitted (30000,2)					

Enlisted Evaluation Report - Endorsements, Continued

Procedures,

tep					Action		
9	To vi	ew the Cl	hange H	istory (users	who have	e made change	s to the EER), select
	the A	udit tab.					
	NOT	E: The A	udit tab	updates whe	n the Sav	e or Submit bu	ittons are selected.
	Empl	loyee Review	<u>R</u> eviewers	CMD <u>C</u> omments	Exceptions	Audit	
				1			
	Wanda	D. Maximoff	Emplo	byee	Empl	ID 1234567	Empl Record 0
	Change	an hu Effective	Data			0 1 14 4	
	Chang	es by Ellective	Date			~	
	Eff	ective Date 10/	31/2021				
	Chanc	e History					
	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
	Save	Return to S	Search N	otify		Inclu	de History Correct History

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
1	Click the Employee Review Tile.
1.5	Select the Employee Review Endorsements option. Employee Reviews Non-Med Waivers Issued by Code Board Gap Report Enl Emp Revws by Status
2	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. NOTE: Search results may be narrowed by entering a Review From Date and a Review To Date. My Employee Review Endorsements Bruce Banner
	Save

Enlisted Evaluation Report - Approval, Continued

Procedures,

continued

Step	Action
3	All EERs submitted to the Approver will display. Click Review for the EER to
	be reviewed.
	My Employee Review Endorsements
	Bruce Banner
	Endorsements Requested From Me C Endorsements I Submitted
	Review From Date: 09/01/2021
	Review To Date: 11/15/2021 Populate Grid Refresh
	Review Endorsements Find View All 🖉 🔢 First 🕢 1 of 1 🕟 Last
	Empl ID Name Effective Date Detail Delete
	1 1234567 Wanda D. Maximoff 10/31/2021 Review Delete
	Save
4	The EER will display. Click Correct History (this allows changes to the EER,
	Employee Review Reviewers CMD Comments Exceptions Audit
	Wanda D. Maximoff Employee Empl ID 1234567 Empl Record 0
	Review Details Q I I I View All
	*Effective Date: 10/31/2021 🗰 Review Type: Advncmnt 🗸
	From/To Date: 10/31/2021 iii Next Review Date:
	Business Unit: ENLCG Enlisted CG
	Department: 045431 BASE CAPE COD SPO Company: ACG Job Code: 436094 Second Class Yeoman Position: 00074347
	Rating Scale: E5 Q Second Class PO Review Scale Type:
	Rating Model: EVAL Enlisted Performance Eval
	Description
	Save Return to Search Notify Include History Correct History

Enlisted Evaluation Report - Approval, Continued

Procedures,

continued

Step	Action
5	Update the following fields:
	• 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.
	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, 2, 7, 11 and V/N will be retained by DA)
	5, 7, 0, and A/N will be retained by DA).
	Empl ID 12,34567 Empl Record U
	Review Details Q 4 4 1 of 1 v View All
	Effective Date: 10/31/2021 Next Review Date:
	Business Unit: ENLCG ENLCG Salary Administration Plan: ENL E5 3 Job Code: 436094 YN2
	*Evaluation Type: Approved *Reviewer ID: 6549872 Bruce Banner
	Competencies
	1 EDM3A Military Bearing 5 Q Above Average
	2 EPM4B Customs Courtesies Iraditions Above Average
	3 EPP9A Quality of Work Average
	Click OV to noture to the Deviewant to
	Click OK to return to the Reviewers tab.
	Description: MILITARY BEARING: The degree to which the member adhered to uniform and grooming standards, and
	1 - 2 - Eailed to consistently adhere to uniform or grooming standards. Actions brought discredit to the Coast
	Guard.
	4 - Complied with uniform and grooming standards. Projected a professional image that brought credit to the
	5 - 6 - Consistently exceeded standards for uniform and grooming. Inspired similar standards in others
	Comment:
	OK Cancel

Enlisted Evaluation Report - Approval, Continued

Procedures,

continued

Add any Comments .	These commen	ts will be retained by	DA.
Employee Review Reviewers	CMD Comments	Exceptions Audit	
Wanda D. Maximoff En	ployee	Empl ID 1234567	Empl Record 0
Review Details		Q 4 4	1 of 1 🗸 🕨 🕨 I View A
Effective Date: 10/31/2021	Next Re	eview Date:	
Business Unit: ENLCG EN	CG Salary	Administration Plan: ENL E5	3
Job Code: 436094 YN	2		
Reviewers		Q	1 of 1 ∨ ► ► I View All
Evaluation Type: Approved			
Reviewer ID: 6549872	Name: Bruce Ban	ner	
Comment: Enter any comm	ents for others in the rating	g chain.	
Add additional c DA.	mments or edit existing co	omments - comments will be maintaine	d in

Enlisted Evaluation Report - Approval, Continued

Procedures,

			Action				
Select the E	xceptions	s tab.					
Click Valid including ac appropriate,	ate Empl tion error then clicl	oyee Review rs found withi k Validate En	r. This wil in the EER nployee R	ll gener R. Corr eview	rate a list rect any c again (se	of excep liscrepar e Note).	ptions ncies a
After the EF Member Co	ER has bee ounseling	en reviewed a g Report to pr	and any ac rint the EF	tionab ER.	le errors	corrected	d, clicl
Click Save.	(Continu	e with Step 8	s upon con	npletio	n of men	nber cou	nseling
NOTE: Ac the next End Errors'.	tion Erron lorser or A	rs MUST be c Approver; EE	corrected b ERS may b	before be forw	the EER arded wi	may be f th 'Infor	forwar matior
Employee Review	<u>R</u> eviewers	CMD Comments	Exceptions	<u>A</u> udit			
Employee Review	<u>R</u> eviewers Em	CMD <u>C</u> omments	Exceptions Empl	<u>A</u> udit ID 1234567		Empl Re	cord 0
Employee Review Wanda D. Maximoff Review Details	<u>R</u> eviewers Em	CMD <u>C</u> omments	Exceptions	<u>A</u> udit ID 1234567 Q	1 14 4	Empl Re	cord 0
Employee Review Wanda D. Maximoff Review Details Effective Date: 1 Business Unit: E Job Code: 4 Last Member who	Eeviewers Em 0/31/2021 NLCG ENLCG 36094 YN2 updated Review:	CMD <u>C</u> omments ployee Enter the Endorser E 9876543 Vision	Exceptions Empl Emplid:	Audit ID 1234567 Q Last Upda	i i a	Empl Re	cord (2:50:30.0(ber to print to timal submit Submit
Employee Review Wanda D. Maximoff Review Details Effective Date: 1 Business Unit: E Job Code: 4 Last Member who o Validate Employ	0/31/2021 NLCG ENLCG 36094 YN2 Ipdated Review: Se Review	CMD <u>C</u> omments ployee Enter the Endorser E	Exceptions Empl Emplid:	Audit ID 1234567 Q Last Upda	i i d	Empl Re	cord 0 I 1 2:50:30.00 ber to print 1 ber to print 1 Submit
Employee Review Wanda D. Maximoff Review Details Effective Date: 1 Business Unit: E Job Code: 4 Last Member who to Validate Employ Exceptions Seg. No.	Eeviewers Em 0/31/2021 NLCG ENLCG 36094 YN2 updated Review: See Review	CMD <u>C</u> omments ployee Enter the Endorser E 9876543 Vision	Exceptions Empl Emplid:	Audit ID 1234567 Q Last Upda	i i a a	Empl Re	cord 0 2:50:30.000 ber to print 1 punseling Re timar submit
Employee Review Wanda D. Maximoff Review Details Effective Date: 1 Business Unit: E Job Code: 4 Last Member who o Validate Employ Exceptions Seq. No. 1	0/31/2021 NLCG ENLCG 36094 YN2 updated Review: se Review Competency	CMD <u>C</u> omments ployee Enter the Endorser E 9876543 Vision Short Descri	Exceptions Emplid:	Audit ID 1234567 Q Last Upda Descri	I I I	Empl Re	cord 0 2:50:30.00 ber to print 1 submit Submit
Employee Review Wanda D. Maximoff Review Details Effective Date: 1 Business Unit: E Job Code: 4 Last Member who of Validate Employ Exceptions Seq. No. 1 2	0/31/2021 NLCG ENLCG 36094 YN2 Ipdated Review: 20 Review	CMD <u>C</u> omments ployee Enter the Endorser E 9876543 Vision Short Desch	Exceptions Empl Complid: Final:	Audit ID 1234567 Q Last Upda Informa only be: APPRO Type=E	ption Mark the review Mark the review Accepted for adv Mark the review REVIEWER_ID	Empl Re 1 of 1 v 11/19/2021 Rememi Member Co before ent employee rev ancement to Es with Evaluation eximg Final. Eva before acting Final. Evaluation	cord (2:50:30.00 ber to print 1 2:50:30.00 ber to print 1 submit submit riews will and above Type aluation

Continued on next page

Enlisted Evaluation Report - Approval, Continued

Procedures,

continued

Step		Action	
8	Once the member has been counsel signed by the Command and Memb NOTE: The EER will be reviewed processing, the EER will be availab	ed and the Enlisted ber, check the Fina l by CG-PSC (EPM ble to the member th	Evaluation Report is box, and click Submit . I-3). Once PSC completes hough DA Self-Service.
	Employee Review Reviewers CMD Comments	Exceptions <u>A</u> udit	
	Wanda D. Maximoff Employee	Empl ID 1234567	Empl Record 0
	Review Details	QI	I of 1 v View All
	Effective Date: 10/31/2021 Enter the Endorser En Business Unit: ENLCG ENLCG Job Code: 436094 YN2 Last Member who updated Review: 6549872 Bruce Bann Validate Employee Review	plid: Last Update Tirr] er =	Remember to print the Member Counseling Report before final submit Submit
	Seq. No. Competency Short	Description	Description
	1		Information: Advancement employee reviews will only be accepted for advancement to E5 and above.
	Save Return to Search Notify		Include History Correct History
9	A confirmation message will displa The Employee Review has been submitted (3	y, click OK. 30000,2)	
	ОК		

Enlisted Evaluation Report - Approval, Continued

Procedures,

		Auun iai	o updates whe	n the Sav	e or Submit b	outtons are selected
E	nployee Review	Reviewers	CMD <u>C</u> omments	<u>E</u> xceptions	Audit	
Wan	da D. Maximoff	Empl	oyee	Empl	ID 1234567	Empl Record 0
Cha	nges by Effectiv	e Date			Q	1 of 1 🗸 🕨 🕅 Vie
Cha	nge History Update by	Empl ID	Name		Last Upd DtTm	Record
			Bruco Bannor		11/19/21 2:50:30PM	EMPLOYEE_REVIEW
	2 6549872	6549872	Didce Danner			
	2 6549872 1 9876543	6549872 9876543	Vision		11/19/21 2:27:23PM	REVIEW_REVIEWER

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	Select Employee Review Remarks from the Employee Review pagelet.				
	Employee Review	0 0 -			
	Employee Reviews Emp	ployee Review Summary			
	Employee Review Remarks Emp	ployee Review Endorsements			
2	Enter the member's Empl ID and click Sear	cch.			
	Employee Review Remarks				
	Enter any information you have and slick Coareb Leave fi	oldo blank for a list of all values			
	Enter any information you have and click Search. Leave in	eius blank for a list of all values.			
	Find an Existing Value				
	Search Criteria				
	Event UD begins with the 4024507				
	Empl Dopord				
	Name begins with V				
	Last Name begins with V				
	Second Last Name begins with V				
	Alternate Character Name begins with V				
	Middle Name begins with 🗸				
	Business Unit begins with V ENLCG				
	Department Set ID begins with V	Q			
	Department begins with 🗸	Q			
	Case Sensitive				
	Search Clear Basic Search 🖾 Save Sear	rch Criteria			

Continued on next page

Member Counseling Report, Continued

Procedures,

continued

Step	Action					
3	The member's processed Enlisted Evaluations will display the most current					
	EER. To view past EERs, scroll through the list using the page arrows or click					
	View All to display all the EERs.					
	Employee Review Review	iewers <u>E</u> xceptions	s <u>A</u> udit			
	Wanda D. Maximoff	Employee		Empl ID 123	4567	Empl Record 0
	Review Details				Find View All	First 🕢 1 of 6 🕢 Last
	Effective Date:	10/31/2021		Review Type:	Regular	
	From/To Date:		10/31/2021	Next Review Date		
	Business Unit:	ENLCG	Enlisted CG			
	Department:	045431	BASE CAPE COD	SPO	Company:	ACG
	Job Code:	436094			Position:	00074347
	Rating Scale:	E5	Second Class PO	Review	Scale Type:	
	Rating Model: EVAL Enlisted Performance Eval					
		De	scription:			
	🔯 Return to Search	Notify 📿 Refres	h			
5	Salast the Execut	iona tab				
3	Select the Except	ions tab.				
	To print the EED	alial Maml	han Counse	ling Donom	<u>.</u>	
	To print the EEK,		ber Counse	ing Keport		
	Employee Review Revie	Exceptions	Audit			
	Wanda D. Maximoff	Employee		Empl ID 1234	567	Empl Record 0
	Review Details			F	Find View All	First 🕢 1 of 6 🕟 Last
	Effective Date: 10/31/202	21 Enter the I	Endorser Emplid:	Last Update T	imestamp: 11/	19/2021 2:50:30.000000PM
	Business Unit: ENLCG ENLCG					
	Job Code: 436094 YN2					mber Counseling Report
Last Member Who updated Review: 6549872 Banner, Bruce						Submit
	validate Employee Review	N.	Final: 🖉 🖇	status: Active		Cubrin
	Exceptions	otopov C	hart Decoription		locorintion	
	Seq. No. Com	setency a	non Description		Jeschpuon	
	Return to Search	Notify 3 Refresh				

Member Counseling Report, Continued

Procedures,

continued

Step	Action					
6	The Counseling Report will open in a new tab.					
	Member Counseling Receipt					
	Emplid: Eff Date: From: Next Review Date:	1234567 0 10/31/2021	Maximoff, War Review Type: To:	nda D. Advar 10/31	icement /2021	
	Department: Job Code:	045431 436095	BASE CAI Second Cla) SPO man		
	Rating Scale: Rating Model	Rating Scale: E5 Second Class PO Review Rating Model: EVAL Enlisted Performance Review			Review ce Review	
	Competency	mpetency Military Descine			Sumarian	
	EPNISA EPRC2A	Advancement Potential	R		Ready	
EPP9A		Quality of Work	7		Superior	
	EPP10A	EPP10A Technical Proficiency EPP11A Initiative			Superior	
	EPPIIA				Superior	
	EPPQ9A EPPO10A	Military Pagainass	0		Excellent	
	EPPQIDA	Solf Awaranass and Learning	6		Excellent	
	EPPQ11A EPPO12A	Team Building	5		Above Average	
	EPI 8A	Respect for Others	5		Above Average	
	EPL 9A	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 I	Marks		
		LEAD	23			
	PROF 24 PERF 21 MIL 14					
	14 IVILL 14					

Member Counseling Report, Continued

Procedures,

	Action				
To view the Change History (users who have made changes to the EER), select					
the Audit tab.					
<u>E</u> mployee Re	view <u>R</u> eviewers	Exceptions Audit			
Wanda D. Maximoff Employee		Empl ID 1234567	Empl Record 0		
Changes by E	ffective Date		Q 4 4	1 of 1 🗸 🕨 🕅 View All	
Effective D	ate 10/31/2021 ry				
Seq Update	by Empl ID	Name	Last Upd DtTm	Record	
2 65498	6549872	Bruce Banner	11/19/21 2:50:30PM	EMPLOYEE_REVIEW	
1 987654	3 9876543	Vision	11/19/21 2:27:23PM	REVIEW_REVIEWER	
0 85274	8527419	Natasha Romanoff	11/19/21 12:33:52PM	EMPLOYEE_REVIEW	
Save	turn to Search	Notify		Corract History	
Save	turn to Search	Notity		Correct History	
	To view the Audit the Audit Employee Rev Wanda D. Maxin Changes by E Effective Da Change Histo Seq Update 2 654987 1 987654 0 852741	To view the Change I the Audit tab. Employee Review Reviewers Wanda D. Maximoff Employee Reviewers Wanda D. Maximoff Employ Changes by Effective Date Effective Date 10/31/2021 Change History Seq Update by Empl ID 2 6549872 6549872 1 9876543 9876543 0 8527419 8527419	To view the Change History (users whethe Audit tab. Employee Review Reviewers Exceptions Audit Wanda D. Maximoff Employee Changes by Effective Date Effective Date Image: Change History Effective Date 10/31/2021 Change History Empl ID Name 2 6549872 6549872 Bruce Banner 1 9876543 9876543 Vision 0 8527419 8527419 Natasha Romanoff	To view the Change History (users who have made change the Audit tab. Employee Review Reviewers Exceptions Audit Wanda D. Maximoff Employee Employee Empl ID 1234567 Changes by Effective Date Q I I Effective Date I III/19/21 2:50:30 PM 2 6549872 Bruce Banner 11/19/21 2:27:23 PM 0 8527419 8527419 Natasha Romanoff 11/19/21 12:33:52 PM	