Enlisted Employee Reviews

Overview

Introduction   The Enlisted Employee Review System (EERS) was designed to serve several 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 members' performance, 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 employee review is not only used to document an individual's past performance, but more importantly, to provide a road map for future improvement.

Contents

Topic	See Page

Enlisted Employee Review – Supervisor Submission

Introduction   This guide provides the procedures for completing and processing an
                       Enlisted Employee Review.

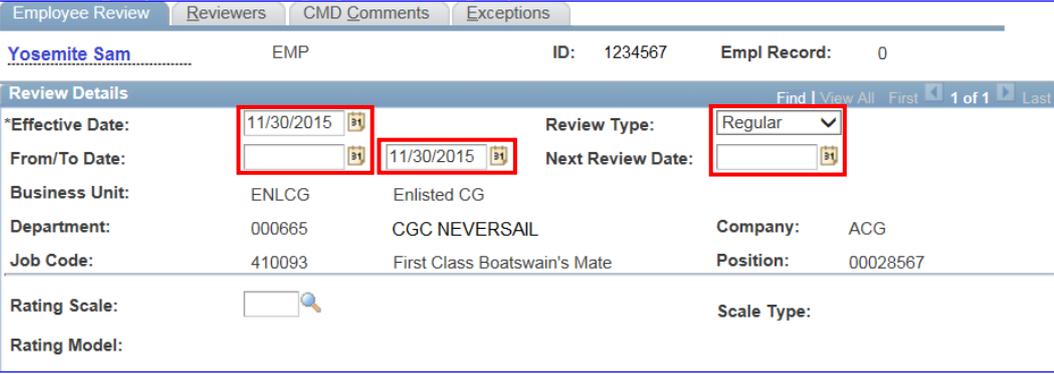**References**   Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.2A

Procedures   See below.

Step	Action
1	Select the **Employee Reviews** link from the Employee Review pagelet **Employee Review** Employee Reviews Employee Review Summary Employee Review Remarks Employee Review Endorsements
2	Enter the members **Empl ID** and click the **Search** button. **Review History** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Maximum number of rows to return (up to 300): 300 **Empl ID:** begins with ▾ 1234567 **Empl Record:** = ▾ **Name:** begins with ▾ **Last Name:** begins with ▾ **Second Last Name:** begins with ▾ **Alternate Character Name:** begins with ▾ **Middle Name:** begins with ▾ **Business Unit:** begins with ▾ ENLCG **Department Set ID:** begins with ▾ 00010 **Department:** begins with ▾ ☑ Correct History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria

Enlisted Employee Review – Supervisor Submission, Continued

Procedures, continued

Step	Action
3	The Employee Review page will display. • **Effective Date** – Enter the evaluation period end date. The date must match the actual effective date for the Employee **Review Type**. If you change the Effective Date after you start the review process, all data will be lost. • **Review Type** – Click the drop-down and make a selection. The Effective Date and the To Date must match the correct submission date for the Review Type. For example: A BM1 Review must have Effective/Review Date of 30 November for a Regular review. Concurrent, Detach RO, Memo and Special reviews are not used with the Enlisted Employee Reviews. • **From Date** – Leave blank. • **To Date** – Enter the evaluation period end date. This date must match the Effective Date. • **Next Review Date** – Leave blank.

Enlisted Employee Review – Supervisor Submission, Continued

Procedures,
continued

Step	Action
4	**Rating Scale** – Select the lookup and make a selection. **Note**: The Effective Date, To Date, Review Type and Rating Scale must match the reason for the Enlisted Review.
5	Click the **Exceptions** tab. Then click on the **Validate Employee Review** button. If you receive any warning messages, return to the Employee Review tab and correct the incorrect data previously entered. The Enlisted Employee Review cannot be submitted until the Validate Employee Review identifies no action errors.

Procedures,
continued

Step	Action
6	Click the **Reviewers** tab.

- **Evaluation Type** – Click the drop-down and make a selection.

  Approved
  Mark/Rpt
  Self
  Supervisor

- **Reviewer ID** – Enter the Reviewer ID. This is the Employee ID of the Reviewer (in most cases this is the submitter's Employee ID).
- **Competencies** – Enter a Rating numerical value, or click on the lookup key to review the available choices to rate all competencies on the list, except the Conduct (ECCOND) and the advancement recommendation (ECRC1A). For Conduct use Satisfactory or Unsatisfactory (S or U). For the advancement recommendation use Recommended or Not Recommended (R or N).

Review Rating	Description
1	Unacceptable
2	Poor
3	Below Standard
4	Average
5	Above Average
6	Excellent
7	Superior

- **Conduct**

  View 100   First ◄ 1-2 of 2 ► Last

Review Rating	Description
S	Satisfactory
U	Unsatisfactory

  Advancement Recommendation

  View 100   First ◄ 1-2 of 2 ► Last

Review Rating	Description
N	Not Recommended for Adv
R	Recommended for Adv

Enlisted Employee Review – Supervisor Submission,

Continued

Procedures,
continued

Step	Action
6 (cont)	To review the full competency description or enter Reviewer comments, click the Icon pad in the **Comments** field.
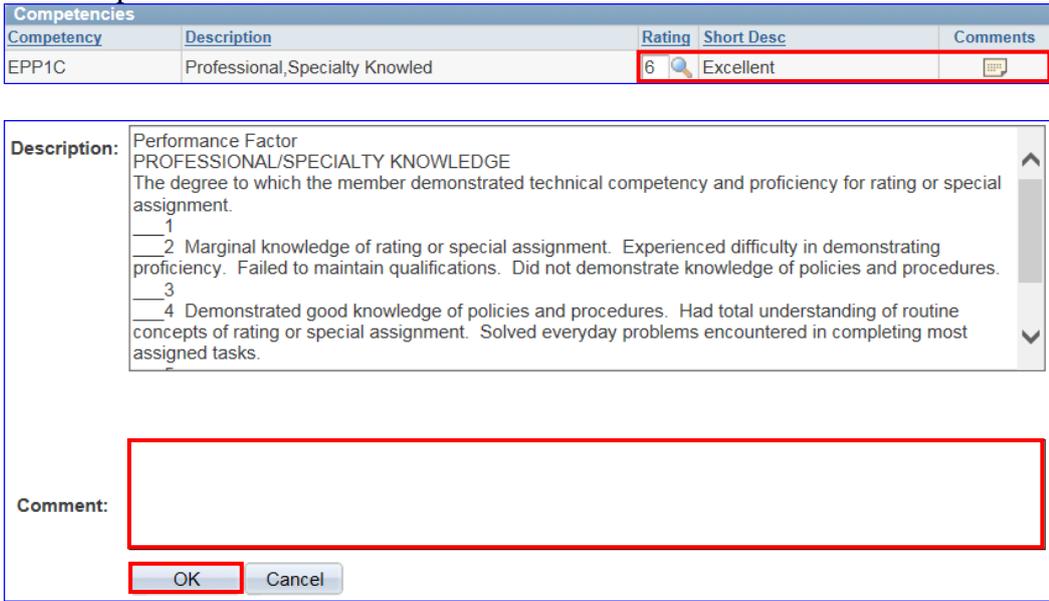
Comments – Enter any comments for review by the rating chain. A Supervisor may enter comments on the EER to be used as a counseling tool. These comments will be visible on the members counseling form when printed, and the unit may maintain a paper copy of the printed form. The comments field replaces the requirement for Administrative Remarks (CG-3307) submission. Only the required comments will be stored in Direct Access.

Required Comments:
- Competency Rating Marks of 1, 2, and 7
- Unsatisfactory Conduct Mark (U)
- Not Recommended for Advancement (N)
- All employee reviews submitted on enlisted personnel E-6 and above, are required to include supporting remarks, documenting the individual's leadership potential, and the Commanding Officer's advancement recommendation.

When finished, click the **OK** button.

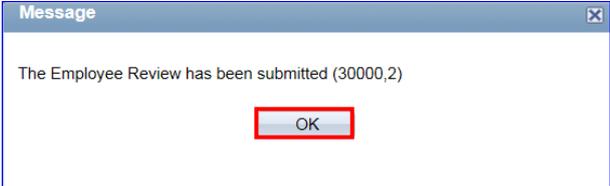# Enlisted Employee Review – Supervisor Submission, Continued

Procedures, continued

Step	Action
7	Click the **CMD Comments** tab Update/Add any comments for others in the rating chain. These comments will be maintained in Direct Access.
8	Click the **Exceptions** tab. Click on the **Validate Employee Review** button. This will generate a list of exceptions including action errors found on the EER. Correct any discrepancies, then click the Validate Employee Review button again. If an exception is corrected, it will not reappear on the list. Action errors must be corrected before the EER can be forwarded. **Enter the Endorser Emplid** – Enter the Endorser Employee ID for the next person in the rating chain. If you are not the Approving Official, click the **Submit** button to route the EER to the next person in the rating chain.
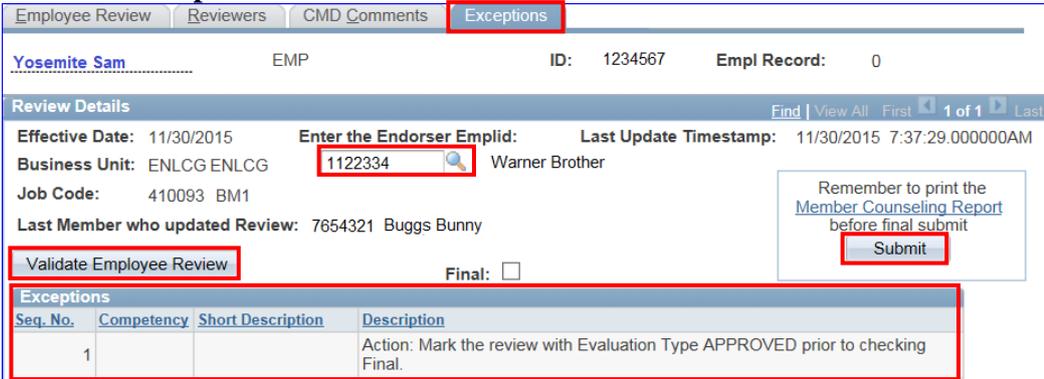
Enlisted Employee Review – Supervisor Submission, Continued
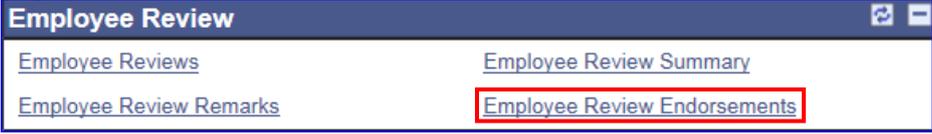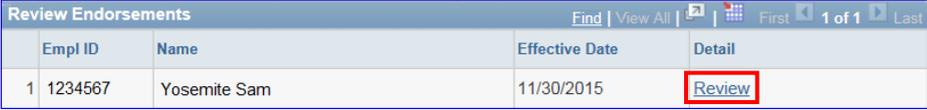
Procedures,
continued

Step	Action
9	A message will display confirming the EER has been submitted/forwarded to the next person in the rating chain. If the submission message is not displayed, the EER has not been forwarded. Review the EER for any previous entries that need corrective action. Click the **OK** button. This completes the initial recording of an Employee Review.

Employee Review Endorsements

Information	It is the responsibility of the Marking Official to provide additional review of the submitted Rating scores and comments assigned to the member by the Supervisor.

Direct Access allows a user to search for a member's pending Employee Review that requires an endorsement action or approval by a Supervisor, Marking Official, or Approver. |

Procedures	See below.

Step	Action
1	Select the **Employee Review Endorsements** link from the Employee Review pagelet

 |
| 2 | The EER Endorsements page will display.

To view all EER's submitted to the Marking Official for review:
- Click the **Endorsements Requested From Me** radio button
- **Review From/To Date** – Enter the inclusive dates to search for all EERs for review. In this example the search is for all EERs submitted for review from 5/31/2015 through 11/30/2015
- Click the **Populate Grid** button. |
| 3 | All EERs submitted to this Marking Official will display.

Click the **Review** link. |

Employee Review Endorsements, Continued

Step	Action
4	The EER will display. You must click the **Correct History** button to allow any changes to the EER. Click the **Reviewers** tab.
5	The Marking Official must complete the Reviewers Section. • **Evaluation Type** – Click the drop-down and make a selection. • **Reviewer ID** – Enter the Employee ID for the reviewer. In most cases this is the Marking Officials Employee ID.
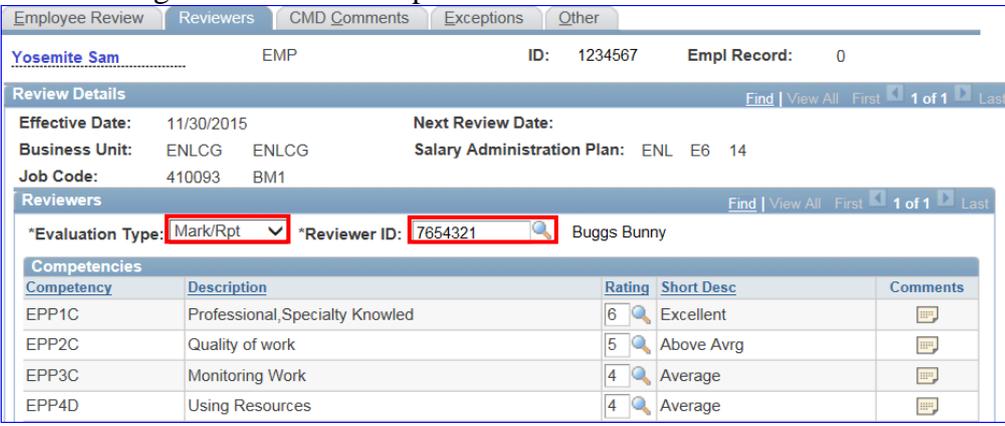
Procedures,
continued

Step	Action
5 (cont)	 Enter the numeric **Rating** assigned by the Marking Official. Use the numeric values to rate all competencies on the list, except for the Conduct (ECCOND) and the Advancement Recommendation (ECRC1A). For Conduct, use Satisfactory or Unsatisfactory (S or U). For the Advancement Recommendation, use Recommended or Not Recommended (R or N). To review the full competency description or enter/modify Reviewer comments, click the Icon in the **Comments** field. The Marking Official may enter comments on the EER to be used as a counseling tool. These comments will be visible on the members 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 the required comments will be stored in Direct Access. When finished click the **OK** button.

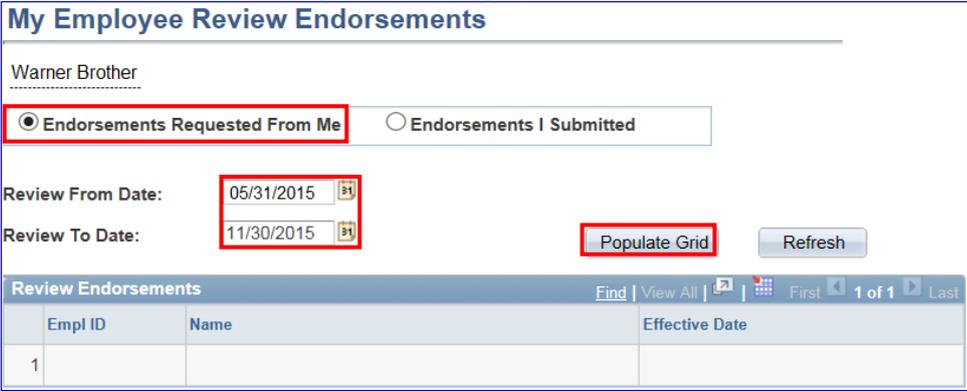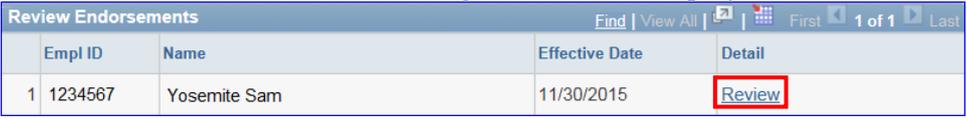**Procedures**, continued

Step	Action
6	Click the **CMD Comments** tab. Update any comments for others in the rating chain. These comments will be deleted once the evaluation is saved as "Final".
7	Click the **Exceptions** tab Click the **Validate Employee Review** button. This will generate a list of exceptions, including errors found on the EER. All errors must be correct before the EER can be forwarded. **Enter the Endorser Emplid** – Enter the Employee ID for the next person in the rating chain. Click the **Submit** button to route the EER.
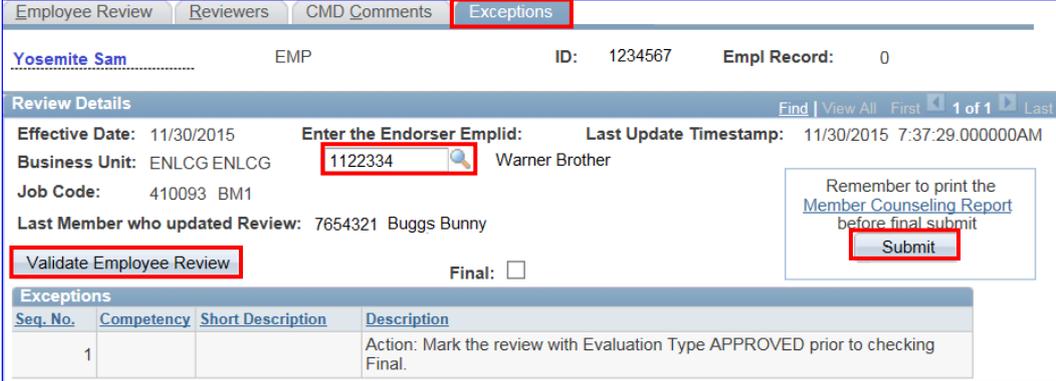
Employee Review Approval

Introduction   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.

Direct Access allows a user to search for a member's pending Employee Review that requires an endorsement action or approval by a Supervisor, Marking Official, or Approver.
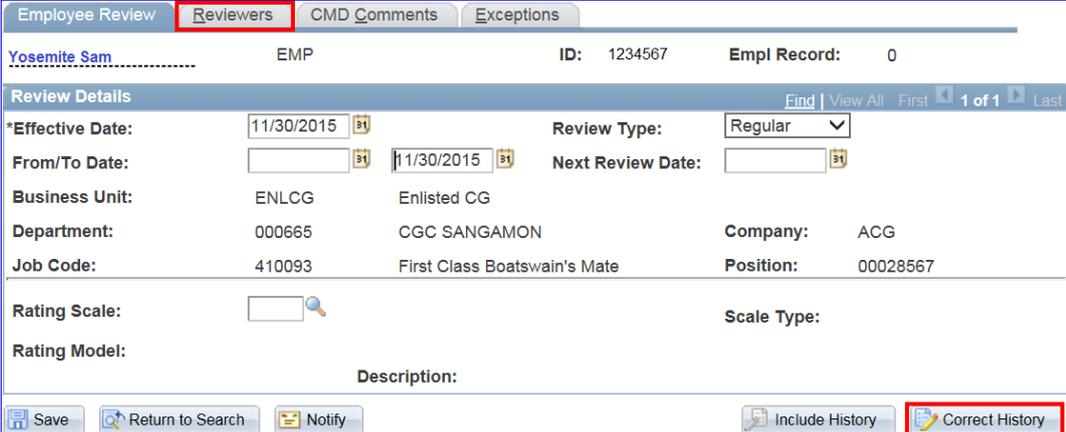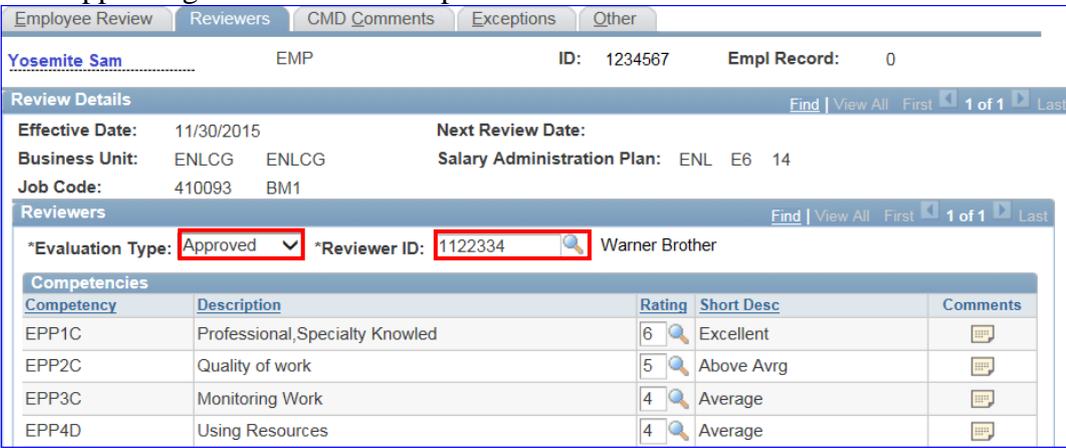
Procedures   See below.

Step	Action
1	Select the **Employee Review Endorsements** link from the Employee Review pagelet **Employee Review** Employee Reviews Employee Review Summary Employee Review Remarks Employee Review Endorsements
2	The EER Endorsements page will display. **My Employee Review Endorsements** Warner Brother ⦿ Endorsements Requested From Me ○ Endorsements I Submitted Review From Date: 05/31/2015 Review To Date: 11/30/2015 Populate Grid Refresh **Review Endorsements** Find | View All | First 1 of 1 Last Empl ID Name Effective Date 1 To view all EER's submitted to the Approving Official for review: • Click the **Endorsements Requested From Me** radio button • **Review From/To Date** – Enter the inclusive dates you wish to include in the search. In this example the search is for all EER's through 11/30/2015 • Click the **Populate Grid** button.
3	All EER's submitted to this Marking Official will display. **Review Endorsements** Find | View All | First 1 of 1 Last Empl ID Name Effective Date Detail 1 1234567 Yosemite Sam 11/30/2015 Review Click the **Review** link.

Employee Review Approval, Continued

Procedures, continued

Step	Action
4	The EER will display. You must click the **Correct History** button to allow any changes to the EER. Click the **Reviewers** tab.
5	The Approving Official must complete the Reviewers Section. • **Evaluation Type** – Click the drop-down and make a selection. • **Reviewer ID** – Enter the Employee ID for the reviewer. In most cases this is the Approving Officials Employee ID.

Procedures,
continued

Step	Action
6	 Enter the numeric **Rating** assigned by the Approving Official. Use numeric values to rate all competencies on the list, except for the Conduct (ECCOND) and the Advancement Recommendation (ECRC1A). For Conduct, use Satisfactory or Unsatisfactory (S or U). For the Advancement Recommendation, use Recommended or Not Recommended (R or N). To review the full competency description or enter/modify Reviewer comments, click the Icon in the **Comments** field. The Approving Official may enter comments which can be used as a counseling tool. These comments will be visible on the members counseling form when printed. The Comment field replaces the requirement for Administrative Remarks (CG-3307) submission. Only required comments will be maintained in Direct Access. When finished click the **OK** button.

Employee Review Approval, Continued

Procedures, continued

Step	Action
7	Click the **Exceptions** tab. Click the **Validate Employee Review** button. This will generate a list of exceptions, including errors found on the EER. All errors must be correct before the EER can be marked "Final".
8	When the EER is complete, click the **Final** check box then the **Save** button. After the EER has been verified by an Approving Official, the Member Counseling Report should be printed. The report will identify all ratings assigned to each Competency with the Reviewer Comments, requiring signature by the command and the member. When finished, click the **Submit** button. The EER will be reviewed by PPC (ADV). Once PPC completes the processing, the review will become available to the member through the Direct Access Self Service menu.
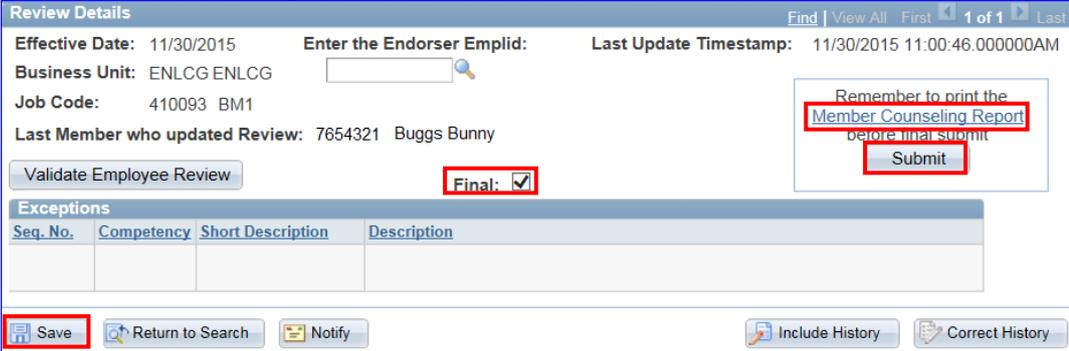
Member Counseling Report

Introduction   After the Enlisted Employee Review (EER) has been marked Final and approved, the Member Counseling Report should be printed/signed by the command and member. All Command users have access to view/print all EERs previously entered into Direct Access.

Procedures   See below.

Step	Action
1	Select the **Employee Review Remarks** link from the Employee Review pagelet. **Employee Review** Employee Reviews Employee Review Summary Employee Review Remarks Employee Review Endorsements
2	Enter the members **Empl ID** and click the **Search** button. **Review History** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Maximum number of rows to return (up to 300): 300 Empl ID: begins with ▼ 1234567 Empl Record: = ▼ Name: begins with ▼ Last Name: begins with ▼ Second Last Name: begins with ▼ Alternate Character Name: begins with ▼ Middle Name: begins with ▼ Business Unit: begins with ▼ ENLCG Department Set ID: begins with ▼ 00010 Department: begins with ▼ ☑ Correct History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria

Member Counseling Report, Continued

Procedures,
continued

Step	Action
3	Member's Enlisted Evaluations will display with the most current listed first. This member has 30 EERs recorded in Direct Access. Click the **Arrow** to scroll through to the correct EER, or **View All** to see all Employee Reviews recorded in Direct access.
4	Click on the **Exceptions** tab Click the **Member Counseling Report** link.

Member Counseling Report, Continued

Procedures,
continued

Member Counseling Report

Competency/Rating: Displays Rating assigned to each Competency.

Member Counseling Receipt			

Emplid: 1234567   Sam, Yosemite

Eff Date: 11/30/2015   Review Type: Regular

From: To: 11/30/2015

Next Review
Date:

Department: 000665   CGC NEVERSAIL

Job Code: 410093   First Class Boatswain's Mate

Rating Scale: E6   First Class PO Review

Rating Model: EVAL   Enlisted Performance Eval

Effective Status: Inactive

Final: Yes

Competency		Rating	
EPP1C	Professional,Specialty Knowled	6	Excellent
EPP2C	Quality of work	5	Above Average
EPP3C	Monitoring Work	4	Average
EPP4D	Using Resources	4	Average

Effective Status: Will display as **Inactive** until PPC has reviewed the Final Submitted EER, then the Status will change to **Active**.

Ratings Summary:

Factor	Sum of Marks
LEAD	28
PROF	32
PERF	35
MIL	8

Reviewer Comments:

ECRC1A	Recommendation for Advancement	Rating R	Recommended for Adv
Highly Recommended.			

Member Counseling Report, Continued

Member Counseling Report, continued

Member Counseling Acknowledgement:

Approving Official: 1122334   Warner Brother

I am counseling this member on behalf of the Approving Official listed above. I have verified that this evaluation was properly routed through the rating chain and that this report correctly reflects the member's marks and administrative remarks, as appropriate.

Counselor Emplid: _____   Counselor Name _____
                                       Signature   _____
                                       Date   _____

I acknowledge having been counseled on and have viewed my employee review for this period. I understand that this review will be available through Direct Access Self Service once it is processed by PPC ADV. I have been briefed on and fully understand the significance that the assigned marks have on my good conduct eligibility. I understand that I have 15 calendar days (30 calendar days for reservists) in which to submit an appeal. I have been briefed on and fully understand the action taken on my advancement potential.

Member: 1234567   Yosemite Sam   BM1

Signature _____   Date _____

Self Service Member – View Completed Employee Reviews

Introduction   After the Employee Review has been validated by PPC, members can review their EER in Direct Access.

Procedures   See below.

Step	Action
1	Click the **My Employee Reviews** link in the Self Service pagelet.
2	Members Enlisted Evaluations will display with the most current listed first. Click the **Arrow** to scroll to the correct EER, or **View All** to see all Employee Reviews recorded in Direct access.

Self Service Member – View Completed Employee Reviews,
Continued

Procedures,
continued

Step	Action
	Click the **Reviewers** tab Scroll to view each Competency **Rating** assigned. Click the **Comments** Icon to view supporting documentation for the Employee Review.