

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
**ENLISTED EVALUATION REPORT
NONRATED OR RATED SEAMAN/FIREMAN**

INSTRUCTIONS

- Use a pen or pencil.
- Darken the oval completely.
- Do not make any stray marks on this form.

CORRECT MARK



INCORRECT MARKS



Reference: (a) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)
(b) Enlisted Evaluation System Procedures Manual, PSCINST 1611.2 (series)

MEMBER: Submit a copy of current Rating Performance Qualifications (RPQ); billet assigned competencies, watch quarter station bill assignments; collateral duties; and significant achievements that are objective, accurate, and timely. Please note significant accomplishments or aspects of performance that occurred during this marking period.

RATING CHAIN: Review reference (a), reference (b), and other pertinent directives that establish policies and procedures for completing enlisted evaluation reports and assigning marks against written performance standards. All competencies within each performance factor must be evaluated.

COMMENTS: Written comments are required to support each mark of 1, 2, 3, 7, unsatisfactory conduct, and not ready or not recommended for advancement. Supporting comments for a 1, 2, 3, or 7 should be in the space provided after each factor, are limited to two lines of text for each competency and should be concise and provide specific examples of performance or behavior. Written comments for unsatisfactory conduct must be provided on a separate page and must be specific and sufficient enough to fully describe the conduct that led to an unsatisfactory mark. Written comments for not ready or not recommended for advancement must be provided on a separate page, and must be specific and sufficient enough to describe why the member is not ready or not recommended for advancement.

SUPERVISOR: After observing and gathering input on member's performance and behavior, evaluate member's performance against the written performance standards and recommend marks by darkening the appropriate ovals. Provide the completed report with recommended marks and written comments to the Marking Official.

MARKING OFFICIAL: Review the marks recommended by the Supervisor and, considering other information on the member's performance and behavior, recommend marks by darkening the appropriate ovals and entering the numerical equivalent in the "Mark" column. Provide the completed report with recommended marks and written comments to the Approving Official.

APPROVING OFFICIAL: Review the marks recommended by the Marking Official. Marks not concurred with must be discussed with the Marking Official. To change a mark, assign the new mark, and change the "Mark" column. Confirm that required written comments are provided when required. Ensure that the member is counseled on the marks and the member signs the worksheet. Verify that the marks are entered into the Coast Guard Direct Access System and that the evaluation is marked final within the timeframe specified in reference (a).

1. RATE, FIRST NAME, LAST NAME	2. EMPLOYEE ID #
3. UNIT NAME	4. PERIOD ENDING (MM/DD/YYYY) 5. PAY GRADE <input type="radio"/> E-1 <input type="radio"/> E-2 <input type="radio"/> E-3

6. REASON (CHOOSE ONLY ONE REASON)

REGULAR:

- SEMI ANNUAL

UNSCHEDULED (review references to determine when required):

- DISCIPLINE
- CHANGE OF COMMANDING OFFICER'S RECOMMENDATION
- PROBATION
- REDUCTION (OTHER THAN DISCIPLINARY)
- RESERVE ADOS
- TRANSFER
- CHANGE IN APPROVING OFFICIAL

MILITARY: Measures a member's ability to bring credit to the Coast Guard through personal demeanor and professional actions.

<p>MILITARY BEARING: The degree to which the member aligned with Coast Guard core values, adhered to uniform and grooming standards, and projected a professional image that brought credit to the Coast Guard.</p>	<p>1</p> <p><input type="radio"/></p>	<p>Failed to consistently adhere to uniform standards, grooming standards, or to align behavior with core values. Actions brought discredit to the Coast Guard.</p> <p><input type="radio"/></p>	<p>3</p> <p><input type="radio"/></p>	<p>Aligned behavior with Coast Guard core values. Portrayed positive public image through adherence to uniform and grooming standards.</p> <p><input type="radio"/></p>	<p>5</p> <p><input type="radio"/></p>	<p>Demonstrated strongest commitment to core values and promoted a culture that embodied adherence to core values. Set the standard for uniform and grooming excellence, and served as a model for others.</p> <p><input type="radio"/></p>	<p>7</p> <p><input type="radio"/></p>	<p>MARK</p>
<p>CUSTOMS, COURTESIES, AND TRADITIONS: The extent to which the member conformed to military customs, courtesies, and traditions.</p>	<p>1</p> <p><input type="radio"/></p>	<p>Disregarded military customs, courtesies, or traditions.</p> <p><input type="radio"/></p>	<p>3</p> <p><input type="radio"/></p>	<p>Maintained military formality, precedence, courtesies, and respect to rank and privilege.</p> <p><input type="radio"/></p>	<p>5</p> <p><input type="radio"/></p>	<p>Exemplified military customs, courtesies, and traditions in all situations. Inspired similar standards in others.</p> <p><input type="radio"/></p>	<p>7</p> <p><input type="radio"/></p>	<p>MARK</p>

Comments (Limited to a maximum of two lines of text per competency):

PERFORMANCE: Measures a member's willingness to acquire knowledge and the ability to use knowledge, skill, and direction to accomplish work.

<p>QUALITY OF WORK: The degree to which the member utilized knowledge, skills, and expertise to effectively organize and prioritize tasks and use resources efficiently to complete quality work.</p>	<p>1</p> <p><input type="radio"/></p>	<p>Work frequently failed to meet expectations. Failed to stand proper watches, if assigned.</p> <p><input type="radio"/></p>	<p>3</p> <p><input type="radio"/></p>	<p>Used training, experience, and proper procedures to produce finished work of good quality. Worked efficiently. Stood responsible watches, if assigned.</p> <p><input type="radio"/></p>	<p>5</p> <p><input type="radio"/></p>	<p>Consistently produced work of the highest quality. Exceeded expectations and/or standards for tasks. Effectively set priorities for tasks.</p> <p><input type="radio"/></p>	<p>7</p> <p><input type="radio"/></p>	<p>MARK</p>
<p>COMMITMENT: The degree to which the member worked cooperatively with supervisors and peers in an outcome-oriented manner. Recognized the impact of personal behavior and acted effectively under conditions that were demanding and mentally or physically fatiguing.</p>	<p>1</p> <p><input type="radio"/></p>	<p>Did not obey orders. Did not take responsibility after violating a policy or making a mistake. Resisted working beyond normal hours. Productivity below standards.</p> <p><input type="radio"/></p>	<p>3</p> <p><input type="radio"/></p>	<p>Demonstrated commitment to service and unit through attitude and behavior. Took ownership of mistakes. Handled tense situations well. Worked beyond normal hours as required.</p> <p><input type="radio"/></p>	<p>5</p> <p><input type="radio"/></p>	<p>Inspired others through personal action. Willingly worked overtime with no loss of productivity or safety during demanding situations or extended work hours. Displayed high level of enthusiasm and energy.</p> <p><input type="radio"/></p>	<p>7</p> <p><input type="radio"/></p>	<p>MARK</p>

Comments (Limited to a maximum of two lines of text per competency):

PROFESSIONAL QUALITIES: Measures those qualities the Coast Guard values in its people.								
DECISION MAKING AND PROBLEM SOLVING: The degree to which the member demonstrated self-confidence and a self-starting nature to identify and analyze problems; used facts, input from others, and sound reasoning to make safe decisions.	1	Exhibited difficulty comprehending routine tasks. Showed poor judgment when attempting to solve problems. Disregarded input from others. Failed to adequately identify hazards, showed disregard for safety procedures, or worked without safety equipment.	3	Used reason and logic to identify, analyze, and solve problems with minimal guidance. Made good decisions on and off duty in accordance with policies. Advocated and supported safety policies and procedures.	5	Consistently provided creative solutions and/or improvements to problems. Proactively sought input from others when making decisions. Made significant and notable safety contributions. Judiciously identified hazardous or high-risk conditions.	7	MARK
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
MILITARY READINESS: The degree to which the member effectively identified and managed stress and engaged in activities that promoted physical fitness and emotional well-being. Maintained compliance with personal readiness standards.	1	Lacked effort to comply with readiness standards. Performance suffered due to lack of compliance with health, well-being, or readiness standards.	3	Managed stress to prevent negative impact on job performance and emotional well-being. Maintained compliance with medical and readiness standards, mandated training, and qualifications. Complied with weight standards throughout the entire period. Demonstrated financial responsibility. Used alcohol responsibly, if at all. Participated in physical fitness activities.	5	Supported a healthy workplace culture by promoting physical and emotional well-being. Actively assisted others with readiness standards. Made notable contributions to unit readiness.	7	MARK
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
SELF-AWARENESS AND LEARNING: The degree to which the member was willing to assess self and personal behavior, seek and listen to feedback, and identify strengths and areas for improvement.	1	Failed to assess personal strengths or weaknesses. Not receptive to feedback from supervisors. Displayed an unwillingness to make changes in behavior.	3	Identified personal strengths and weaknesses. Was receptive to guidance and feedback from supervisors. Recognized the impact of their behavior.	5	Created a plan to identify personal strengths and weaknesses, and took steps toward self-improvement. Skillfully adapted behavior and work methods based on feedback from others.	7	MARK
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Comments (Limited to a maximum of two lines of text per competency):

--	--

LEADERSHIP: Measures a member's ability to direct, guide, develop, influence, and support others in performing their work.

RESPECT FOR OTHERS: The degree to which the member contributed to an environment that supported diversity, fairness, dignity, compassion, and creativity.	1	Treated others unfairly or with bias. Displayed or enabled language or behavior which demeaned, offended, or disrespected others.	3	Treated all individuals fairly and without bias. Acted in compliance with policies. Showed respect for cultural differences.	5	Supported a workplace climate that promoted inclusion, equity, and respect. Made positive contributions to unit climate through personal actions.	7	MARK
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
FOLLOWERSHIP: The degree to which the member sought mentoring opportunities. The willingness of the member to follow others.	1	Resisted work assignments or intentionally refused to follow supervisor's direction. Defensive towards increasing workload.	3	Sought mentoring opportunities. Willingly accepted work assignments and followed supervisor's direction.	5	Participated in unit organizational goals or work tasking with enthusiasm. Supported supervisor's vision even when unpopular. Committed to high performance and actively sought constructive feedback.	7	MARK
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Comments (Limited to a maximum of two lines of text per competency):

--	--

CONDUCT The degree to which this member, through personal behavior, conformed to the rules, regulations, military standards, and Coast Guard core values, both on and off duty.	UNSATISFACTORY <i>(Comments must be provided on a separate page. Comments should be specific and sufficient to describe the conduct that led to an "Unsatisfactory" mark.)</i> Failed to meet minimum standards as evidenced by NJP, CM, or civil conviction; or brought discredit to the Coast Guard as evidenced by adverse CG-3307 entries, including financial irresponsibility, non-support to dependents, or alcohol incidents; or failed to conform to civilian and military rules, regulations, and standards.	SATISFACTORY No NJP, CM, or civil conviction; promoted and supported respect for rules, regulations, and civilian and military standards.
---	---	---

ADVANCEMENT POTENTIAL *(Comments must be provided on a separate page for not ready and not recommended):*

- READY:** Assign this mark if, in the view of the rating official, at the time of this evaluation the individual has the capability and capacity to carry out the duties and responsibilities of the next higher grade.
- NOT READY:** Assign this mark if, in the view of the rating official, at the time of this evaluation the individual is satisfactorily performing their required duties but is not yet ready to carry out the duties and responsibilities of the next higher grade.
- NOT RECOMMENDED:** Assign this mark if, in the view of the rating official, the individual should not be advanced to the next higher grade, regardless of qualification or eligibility, due to negative conduct or poor performance, including an unsatisfactory conduct mark, or good order and discipline issues.

SUPERVISOR: <input type="radio"/> Ready <input type="radio"/> Not Ready <input type="radio"/> Not Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND I HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 3, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY.			
	SUPERVISOR'S NAME		RATE/RANK	DATE

MARKING OFFICIAL: <input type="radio"/> Ready <input type="radio"/> Not Ready <input type="radio"/> Not Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND I HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 3, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY.			
	MARKING OFFICIAL'S NAME		RATE/RANK	DATE

APPROVING OFFICIAL: <input type="radio"/> Ready <input type="radio"/> Not Ready <input type="radio"/> Not Recommended	<input type="radio"/> Concur <input type="radio"/> Do Not Concur, changes made <input type="radio"/> Required comments for unsatisfactory conduct, not ready, or not recommended for advancement attached on separate page.			
	APPROVING OFFICIAL'S NAME		RATE/RANK	DATE

MEMBER: I ACKNOWLEDGE HAVING BEEN COUNSELED ON AND REVIEWED MY ENLISTED EVALUATION REPORT FOR THIS PERIOD. 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 IN WHICH TO SUBMIT A MARKS APPEAL. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE ACTION TAKEN ON MY ADVANCEMENT POTENTIAL.

SIGNATURE	DATE
-----------	------

PRIVACY ACT STATEMENT

Authority: 14 USC 633 and COMDTINST M1000.2 (series).
Purpose: To provide feedback on enlisted member's performance and to assist in determining suitability for advancement, selection and assignments.
Routine Uses: Same.
Disclosure: Mandatory. Failure to disclose required information may adversely affect advancement, selection and assignment decisions.