

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
**ENLISTED EVALUATION REPORT
SECOND CLASS PETTY OFFICER**

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.

FUTURE POTENTIAL: Required. Provide written, succinct comments describing potential for future leadership responsibilities, including potential to successfully serve in future special, independent, or command cadre assignments, for all personnel. This block is not a substitute for a command endorsement for such assignments; commands should seek to limit comments to the extent necessary to describe the member's future leadership potential.

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 E5

6. REASON (choose only one reason):

REGULAR:

SEMI ANNUAL

UNSCHEDULED (review references to determine when required):

- DISCIPLINE
- CHANGE OF COMMANDING OFFICER'S RECOMMENDATION
- TRANSFER
- REDUCTION (OTHER THAN DISCIPLINARY)
- SERVICEWIDE EXAM (SWE)
- CHANGE IN RATE
- PERMANENT RELIEF FOR CAUSE
- PROBATION
- ADVANCEMENT (DAY PRIOR TO ADVANCEMENT)
- CHANGE IN APPROVING OFFICIAL
- RESERVE ADOS

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 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 or grooming standards. Actions brought discredit to the Coast Guard.</p> <p><input type="radio"/></p>	<p>3</p> <p><input type="radio"/></p>	<p>Complied with uniform and grooming standards. Projected a professional image that brought credit to the Coast Guard.</p> <p><input type="radio"/></p>	<p>5</p> <p><input type="radio"/></p>	<p>Consistently exceeded standards for uniform and grooming. Inspired similar standards in others. Performance of subordinates, if assigned, was exceptional.</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 and set and enforced standards for others.</p>	<p>1</p> <p><input type="radio"/></p>	<p>Failed to conform to military customs, courtesies, or traditions. Failed to address substandard performance of subordinates, if assigned.</p> <p><input type="radio"/></p>	<p>3</p> <p><input type="radio"/></p>	<p>Consistently conformed to military customs, courtesies and traditions. Demonstrated respect to rank and privilege, and required the same of others.</p> <p><input type="radio"/></p>	<p>5</p> <p><input type="radio"/></p>	<p>Exemplified military customs, courtesies, traditions and protocols in all situations. Inspired similar standards in others. Performance of subordinates, if assigned, was exceptional.</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. Completed quality work and met customer needs.</p>	<p>1</p> <p><input type="radio"/></p>	<p>Needed help in prioritizing routine tasks. Work frequently failed to meet expectations. Failed to stand proper watches, if assigned. Repeatedly failed to meet customer needs.</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. Met customer needs.</p> <p><input type="radio"/></p>	<p>5</p> <p><input type="radio"/></p>	<p>Consistently produced expert-quality work that exceeded expectations and standards. Successfully resolved challenging situations while on duty. Effectively set priorities for new or complex tasks. Anticipated and continually met customer needs.</p> <p><input type="radio"/></p>	<p>7</p> <p><input type="radio"/></p>	<p>MARK</p>
<p>TECHNICAL PROFICIENCY: The degree to which the member demonstrated technical competency and proficiency for rating or current assignment.</p>	<p>1</p> <p><input type="radio"/></p>	<p>Knowledge and skill of rate or current assignment was below standard. Failed to acquire or maintain required qualifications.</p> <p><input type="radio"/></p>	<p>3</p> <p><input type="radio"/></p>	<p>Demonstrated solid grasp of the knowledge, skills, and expertise for rate or current assignment. Met or maintained required qualifications.</p> <p><input type="radio"/></p>	<p>5</p> <p><input type="radio"/></p>	<p>Demonstrated exceptional knowledge, skills, and expertise for current assignment. Achieved or maintained advanced qualifications. Technical expertise significantly contributed to unit's mission success.</p> <p><input type="radio"/></p>	<p>7</p> <p><input type="radio"/></p>	<p>MARK</p>
<p>INITIATIVE: The degree to which the member was a self starter, acted on new ideas to make improvements, pursued opportunities to learn, and sought additional responsibility.</p>	<p>1</p> <p><input type="radio"/></p>	<p>Avoided additional responsibility. Required constant supervision to complete tasks. Implemented and supported improvements only when directed to do so.</p> <p><input type="radio"/></p>	<p>3</p> <p><input type="radio"/></p>	<p>Took action without waiting for someone to tell them what to do. Acted on opportunities and volunteered for additional tasking.</p> <p><input type="radio"/></p>	<p>5</p> <p><input type="radio"/></p>	<p>Proactively sought additional responsibility from supervisors or others. Identified and acted upon opportunities to make improvements. Enthusiastically took on additional tasks or collateral duties.</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 made sound decisions and provided valid recommendations by using facts, experience, risk assessment, and analytical thought.	1	Failed to make necessary decisions or did not consider facts, alternatives, or impact. Did not weigh risk, cost, or time. Problem solving often displayed poor analysis. Did not reflect on or learn from mistakes.	3	Solved issues promptly within own authority and referred others to supervisor; provided recommendations based on all pertinent information. Asked clarifying questions when needed to make decisions. Used facts and experience to solve problems while considering risk, cost, and time.	5	Combined keen analytical thought and insight to make appropriate decisions with little or no guidance. Critical thinker who consistently focused on key issues and the most relevant information to solve complex problems. Actions indicated awareness of impact of decisions on others.	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. Demonstrated a significant commitment to the physical and emotional well-being of self and others.	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 continued to assess self, develop professionally, improve current skills and knowledge, and acquire new skills.	1	Failed to assess personal strengths or weaknesses. Lacked motivation or desire to further knowledge or self improvement.	3	Routinely assessed self and prepared for greater responsibilities. Used available opportunities to increase professional knowledge and develop skills. Showed personal growth through education or training.	5	Proactively sought opportunities on or off duty for personal and professional development. Used training to develop others. Encouraged others toward self improvement.	7	MARK
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
TEAM BUILDING: The degree to which the member contributed to a group process, and worked cooperatively in a collaborative, inclusive, and outcome-oriented manner.	1	Unwilling to consider the ideas of others. Not a team player. Failed to maintain partnerships.	3	Engaged team player. Worked cooperatively in group environments; collaborated to achieve goals. Teamwork resulted in the successful completion of assigned tasks.	5	Strong team leader who achieved results through collaboration, fostering cooperation among subordinates and peers. Recognized team member efforts. Skillfully used knowledge of group dynamics to achieve maximum performance.	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 work.								
RESPECT FOR OTHERS: The degree to which the member contributed to an environment that supported diversity, fairness, dignity, compassion, and creativity.	1 <input type="radio"/>	Showed apathy to the importance of diversity, fairness, dignity, compassion, and creativity. Treated others unfairly or with bias. <input type="radio"/>	3 <input type="radio"/>	Supported an environment of diversity, fairness, dignity, compassion, and creativity. Showed respect for cultural differences. Supported a workplace climate that promoted inclusion, equity, and respect. <input type="radio"/>	5 <input type="radio"/>	Demonstrated, through leadership, a strong personal commitment to fair and equal treatment of others in all situations. Actively campaigned against prejudicial actions or behavior by others. <input type="radio"/>	7 <input type="radio"/>	MARK
ACCOUNTABILITY AND RESPONSIBILITY: The degree to which the member took responsibility of assigned duties and work area. Held self and others accountable to Coast Guard standards.	1 <input type="radio"/>	Did not support policies or displayed a poor attitude towards assigned work. Personal behavior was detrimental to job or workgroup performance. Failed to enforce or adhere to standards through personal conduct. <input type="radio"/>	3 <input type="radio"/>	Applied Coast Guard policies and regulations and took accountability for performance, including completion of assigned work. Supported policies and decisions of senior personnel. <input type="radio"/>	5 <input type="radio"/>	Demonstrated strong ethical principles and convictions by personal actions. Self-motivated, results-oriented performer who demonstrated accountability for self and others. Outstanding leader who ensured that standards were uniformly enforced. Initiated appropriate administrative and disciplinary action when necessary. <input type="radio"/>	7 <input type="radio"/>	MARK
INFLUENCING OTHERS: The effectiveness of the member to persuade and motivate others to achieve a desired outcome.	1 <input type="radio"/>	Had difficulty influencing others effectively. Did not instill confidence in others. Unable to achieve desired outcomes. <input type="radio"/>	3 <input type="radio"/>	Positively influenced and earned respect of others. Kept self and others motivated toward completion of work and achieved desired outcomes. Adapted leadership style to maximize effectiveness. <input type="radio"/>	5 <input type="radio"/>	Inspired others for higher performance through personal example and motivation. Leveraged ability of others to achieve superior results for assigned tasks. Actively participated in mentoring. <input type="radio"/>	7 <input type="radio"/>	MARK
EFFECTIVE COMMUNICATION: The degree to which the member effectively utilized all forms of communication in formal and informal settings.	1 <input type="radio"/>	Used inappropriate communication. Written correspondence often needed correction. Unwilling to accept feedback; failed to listen. Disorganized in verbal or written communications. <input type="radio"/>	3 <input type="radio"/>	Effectively utilized clear, concise, and appropriate communication in formal and informal settings to accomplish tasks. Listened attentively and accepted feedback from others. <input type="radio"/>	5 <input type="radio"/>	Wrote succinctly and produced written materials that were clear and articulate. Spoke in a concise, effective, organized manner tailored to the audience and situation. Effectively presented complex issues; communicated comfortably with all levels of command. <input type="radio"/>	7 <input type="radio"/>	MARK

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. <input type="radio"/>	SATISFACTORY No NJP, CM, or civil conviction; promoted and supported respect for rules, regulations, and civilian and military standards. <input type="radio"/>
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FUTURE POTENTIAL: Provide succinct, written comments describing the member's potential for future leadership responsibilities including their potential to successfully serve in future special, independent, or command cadre assignments.

Comments (Limited to a maximum of five lines of text; comments are required, however all lines are not required to be used):

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, and has satisfied all eligibility and qualification requirements for the next higher grade. Required time in grade shall not be considered when determining overall eligibility for advancement.

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, or has not satisfied all eligibility and qualification requirements for the next higher grade. Required time in grade shall not be considered when determining overall eligibility for advancement.

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 RECOMMENDATION AND LEADERSHIP POTENTIAL.

SIGNATURE	DATE
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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.