# **Enlisted Evaluation Reports**

Overview					
Introduction	The Enlisted Evaluation System (EES) was designed to serve several specific purposes:				
	• To set standards by which to evaluate the performance and bel enlisted members;	havior of all			
	• To inform enlisted members of the performance standards the measured against;	y will be			
	• To provide a means by which enlisted members can receive fe how well they are measuring up to the standards;	edback on			
	• To capture a valid, reliable assessment of enlisted members' p so the Coast Guard may advance and assign members with a h of confidence;	erformance, iigh degree			
	• To provide critical information that may affect discharges, re- good conduct, advancement eligibility, and reductions in rate. Enlisted Evaluation Report (EER) is not only used to documen members' past performance, but more importantly, to provide for future improvement.	enlistments, The nt a a road map			
Before You Begin	Do NOT use special characters when entering comments in the Words like décor or entrée are also considered special character Comments previously prepared using special characters and pas Direct Access will cause the reports to NOT print or will be bla	EER. rs. sted into nk.			
Contents					
	Торіс	See Page			
	Enlisted Evaluation Report – Supervisor Submission	2			
	Enlisted Evaluation Report Endorsements	9			
	Enlisted Evaluation Report Approval	13			
	Member Counseling Report	17			
	Self Service Member – View Completed Enlisted Evaluation	21			
	Reports				

Introduction	This guide provides the procedures for supervisors completing and processing an Enlisted Evaluation Report.			
References	Enlisted Accession, Evaluations, and Advancements COMDTINST M1000.2(series)			

**Procedures** See below.

Step		Act	tion	
1	Select the Employee Revi	ews link from	the Employee Review	pagelet
	Employee Review			8
	Employee Reviews		Employee Review Summa	ary
	Employee Review Remarks		Employee Review Endors	ements
2	Enter the members <b>Empl</b> 1	<b>D</b> and click th	e Search button.	
	Review History			
	Enter any information you have	e and click Sea	rch. 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 $\checkmark$		
	Second Last Name:	begins with $\checkmark$		
	Alternate Character Name:	begins with $\checkmark$		
	Middle Name:	begins with $\checkmark$		
	Business Unit:	begins with $\checkmark$	ENLCG	
	Department Set ID:	begins with $\checkmark$	00010	
	Department:	begins with $\checkmark$		
	Correct History	se Sensitive		
	Search Clear Ba	sic Search	Save Search Criteria	

## Procedures,

continued

Step			Action			
3	The Employee Review page will display.					
	Employee Review	Reviewers CMD Co	mments <u>Exceptions</u> <u>O</u> ther			
	Yosemite Sam	EMP	ID: 1234567	Empl Record:	0	
	Review Details			Find   V	iew All First 🚺 1 of 1 D Last	
	*Effective Date:	05/31/2018	Review Type:	Regular 🗸		
	From/To Date:	31	05/31/2018 Next Review Date:		3	
	Business Unit:	ENLCG	Enlisted CG			
	Department:	046947	PPC CALL CENTER SECTION	Company:	ACG	
	Job Code:	436093	First Class Yeoman	Position:	00017356	
	Rating Scale:	E6 🔍	First Class PO Review	Scale Type:		
	Rating Model:	EVAL	Enlisted Performance Eval			
		De	scription:			
	• Effective Dat	e _ Enter the	evaluation period end dat	e The dat	te must match the	
	• Effective Dat	e date for the	Fundation period cite dat	If you ch	ange the	
	Effective Date	after you sta	rt the review process all	data will b	allge the	
		e aller you sta	it the review process, an	uata wili t	ie 10st.	
	• Review Type	– Click the di	cop-down and make a sel	ection. Th	e Effective Date	
	and the To Da	te must match	the correct submission	date for the	e Review Type.	
	For example:	A BM1 Revie	w must have Effective/R	eview Dat	e of 31 May for	
	a Regular revi	ew. Concurre	ent. Detach RO. Memo a	nd Special	reviews are not	
	used with the	Enlisted Eval	uation Report.	no operation		
	ADOS Advncmnt					
	CORC					
	Cong in Rt Concurrent					
	DUINS					
	Discipline					
	Historical Memo					
	Misc Probation					
	RFC RPD					
	Reduction Regular					
	Rsv Cont SWF					
	Special Substandrd					
	Transfer	Leone blogh				
	• From Date –	Leave blank.				
	• To Date - En	ter the evaluat	ion period end date. Thi	s date mus	st match the	
	Effective Date	е.	-			
	• Next Review	Date – Leave	blank			
	• Next Review	Date - Leave	blank.			

Continued

## Procedures,

continued

		A	Action	
Next, comple	te the Rating	g Scale and M	Iodel secti	ion.
Employee Review	Reviewers CMD C	omments <u>E</u> xceptions	Other	
Yosemite Sam	EMP		ID: 1234567	Empl Record: 0
Review Details				Find View All First 🗹 1 of 1 D La:
*Effective Date:	05/31/2018	1	Review Type:	Regular 🗸
From/To Date:		05/31/2018	Next Review Date:	BI.
Business Unit:	ENLCG	Enlisted CG		
Department:	046947	PPC CALL CENTER	SECTION	Company: ACG
Job Code:	436093	First Class Yeoman		Position: 00017356
Rating Scale:	E6 Q	First Class PO Revie	W	Scale Type:
Rating Model:	EVAL	Enlisted Performance	e Eval	Sould Type.
	D	escription:		
	- Coorab			📑 Inaliuda History
Save Qriketum t				J Include History
E8 Senior Ch E9 Master Ch ENLW Enlisted E Note: The Eff the reason for	ief PO Review ief PO Review E Review Waiver fective Date the Enlisted	, To Date, Re l Review.	eview Type	e and Rating Scale must
Click the <b>Exc</b>	eptions tab.	Then click	on the Val	idate Employee Review
Employee Review	Reviewers CMD	Comments Exception	ns Other	• •
Yosemite Sam	EMP		ID: 1234567	Empl Record: 0
Review Details				Find   View All First 🚺 1 of 1 🚺
Effective Date: 05/3	1/2018 Enter t	he Endorser Emplid:	Last Update	Timestamp:
Business Unit: ENL		~		Remember to print the
Last Mombor who we	volated Poviewa			Member Counseling Report
				before final submit
Validate Employee R	leview	Final:		Coom
Exceptions		Short Description		
Seq. No.	Competency	SHOIL DESCHDUUT		Description
Seq. No.	Competency	3non Description		Description
If you receive correct the in- competencies	e any warnin correct data as errors be	g messages, i previously er cause they ar	return to the ntered. The re currently	bescription the Employee Review tak the EER will list ALL y blank. The Enlisted E
If you receive correct the in- competencies Report canno	e any warnin correct data as errors be t be submitte	g messages, a previously en acause they an ed until the V	return to th ntered. Th re currently alidate En	ne Employee Review tak e EER will list ALL y blank. The Enlisted E nployee Review identifi

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## **Procedures**,

continued

$C^{1}$			Action			
	ick the <b>Revi</b>	iewers tab.				
E	mployee Review	Reviewers CMD <u>C</u> omments <u>E</u> xc	eptions <u>O</u> ther			
Yo	semite Sam	EMP	ID: 1234567	Empl Record: 0		
Re	view Details			<u>Find</u> View A	All First 🚺 1 of 1 🕩 Last	
E	ffective Date: 05/3	31/2018 Next Re	view Date:			
B	usiness Unit: ENL ob Code: 436	LCG ENLCG Salary A	dministration Plan: E	INL E6 10		
R	teviewers	000 1111		<u>Find</u> View All	First 🚺 1 of 1 D Last	
	*Evaluation Type: Su	pervisor V *Reviewer ID: 765432	1 🔍 Buggs Bu	inny		
	Competencies	Description	Ra	ting Description	Comments	
2	1 EPM5A	Military Bearing	6	Q Excellent		
Ľ	2 EPM6A	Customs, Courtesies, Traditions	5	Q Above Average		
	3 EPP12A	Quality of Work	4	Q Average		
II.	4 EPP14A	Technical Proficiency	4	Q Average		
	5 EPP13A	Initiative	4	Q Average		
	6 EPPQ13A	Decision Making Problem Solve	5	Q Above Average		
	Reviewer (	(in most cases this is	the submitte	s 1s the Employe r's Employee IE	ee ID of the D). D the lookup k	AV
•	Reviewer ( Competent to review t Conduct (I Review Rating 1 2 3 4	(in most cases this is <b>ncies</b> – Enter a Rating the available choices EPCONE) and the Ad Description Unacceptable Poor Below Standard Average	the submitte g numerical v to rate all co dvancement l	s is the Employee IE r's Employee IE ralue, or click or mpetencies on the Potential (EPRC	ee ID of the D). n the lookup k he list, except C2A).	ey the
•	Reviewer ( Competent to review to Conduct (I Review Rating 1 2 3 4 5 6 7 Conduct to	(in most cases this is ncies – Enter a Rating the available choices EPCONE) and the Ad Description Unacceptable Poor Below Standard Average Above Average Excellent Superior Use Satisfactory or United States Superior	wer ID. This the submitte g numerical v to rate all co dvancement l	s is the Employe r's Employee IE value, or click or mpetencies on the Potential (EPRC) (S or U).	ee ID of the D). n the lookup k he list, except C2A).	the
•	Reviewer ( Competent to review t Conduct (I Review Rating 1 2 3 4 5 5 6 7 Conduct u Future Po are require	(in most cases this is ncies – Enter a Rating the available choices EPCONE) and the Ac Description Unacceptable Poor Below Standard Average Above Average Excellent Superior use Satisfactory or Un otential (EPFP1A) m	wer ID. This the submitte g numerical v to rate all co dvancement l nsatisfactory <b>ust</b> use the v	s is the Employee ID r's Employee ID ralue, or click or mpetencies on the Potential (EPRC) (S or U). alue of Y and co	ee ID of the D). In the lookup k he list, except C2A).	ey the
	Reviewer ( Competent to review th Conduct (I Review Rating 1 2 3 4 5 6 7 7 Conduct th Future Poo are required Advancent	(in most cases this is notes – Enter a Rating the available choices EPCONE) and the Ad Description Unacceptable Poor Below Standard Average Above Average Excellent Superior use Satisfactory or Un otential (EPFP1A) m ed.	wer ID. This the submitte g numerical v to rate all co dvancement l nsatisfactory <b>ust</b> use the ve eady, Not Re	s is the Employee ID r's Employee ID ralue, or click or mpetencies on th Potential (EPRC (S or U). alue of Y and co eady or Not Reco	ee ID of the D). In the lookup k he list, except C2A).	the
•	Reviewer ( Competent to review th Conduct (I Review Rating 1 2 3 4 5 6 7 Conduct th Future Po are require Advancent or X). (unl	(in most cases this is <b>ncies</b> – Enter a Rating the available choices EPCONE) and the Ac <u>Description</u> <u>Unacceptable</u> <u>Poor</u> <u>Below Standard</u> <u>Average</u> <u>Above Average</u> <u>Excellent</u> <u>Superior</u> use Satisfactory or Un <b>otential</b> (EPFP1A) <b>m</b> ed. <b>nent Potential</b> use R limited characters for	wer ID. This the submitte g numerical v to rate all co dvancement l nsatisfactory <b>ust</b> use the v eady, Not Re comments in	s is the Employee ID r's Employee ID value, or click or mpetencies on the Potential (EPRC) (S or U). alue of Y and co eady or Not Reco n any of these co	ee ID of the D). In the lookup k he list, except C2A). Domments ommended (Noppetencies)	ey the
	Reviewer ( Competent to review th Conduct (I Review Rating 1 2 3 4 5 6 7 Conduct th Future Po are require Advancent or X). (unl Conduct	(in most cases this is ncies – Enter a Rating the available choices EPCONE) and the Ad Description Unacceptable Poor Below Standard Average Above Average Excellent Superior use Satisfactory or Un tential (EPFP1A) m ed. nent Potential use R limited characters for	wer ID. This the submitte g numerical v to rate all co dvancement I nsatisfactory <b>ust</b> use the v eady, Not Re comments in <b>Advanceme</b>	s is the Employee IE r's Employee IE value, or click or mpetencies on the Potential (EPRC) (S or U). alue of Y and con- eady or Not Recon- many of these con- ent Potential	ee ID of the D). In the lookup k he list, except (22A). Domments Commended (Normetencies)	the

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### Procedures,

continued

Step			Action
6	To review the fu	Ill competency d	description or enter Reviewer comments, click
(cont)	the note pad in t	he Icon Comme	ent field.
(00110)	Competencies		
	Seq Competency	Description	Rating Description Comments
	1 EPM5A	Military Bearing	6 Q Excellent
	Description: MILITAR'	Y BEARING: The degree a professional image that	to which the member adhered to uniform and grooming standards, and at brought credit to the Coast Guard. Enforced standards for others.
	2- Failed address s 3 - 4 - Comp brought c 5 -	to consistently adhere to ubstandard performance lied with and enforced uni redit to the Coast Guard.	uniform or grooming standards. Set poor example for others. Failed to e of subordinates, if assigned. hiform and grooming standards. Projected a professional image that
	6 - Consis Performa	stently exceeded standard nce of subordinates, if as	ds for uniform and grooming. Inspired similar standards in others.
	Comment:		
	OK Cano	el	
	<b>Comments</b> – Er may enter comm comments will b unit may mainta replaces the require limited to 220 cl and Advanceme	nter any commenter nents on the EEF be visible on the in a paper copy nirement for Ada d comments will naracters total for nt Potential.	nts for review by the rating chain. A Supervisor R to be used as a counseling tool. These members counseling form when printed, and the of the printed form. The comments field ministrative Remarks (CG-3307) submission. Il be stored in Direct Access. Comments are or any competency with exception of Conduct
	<ul> <li>Required Comm</li> <li>Competency</li> <li>Unsatisfacto</li> <li>Not Ready o</li> <li>All employee include supp and Advance</li> </ul>	ments: Rating Marks or ry Conduct Mar r Not Recomme e reviews submi orting remarks, ement Potential.	of 1, 2, 3 and 7 rk (U) ended for Advancement (X or N) itted on enlisted personnel, are required to documenting the individual's Future Potential,
	When finished,	click the <b>OK</b> bu	itton.

Continued

### Procedures,

continued

Step	Action
7	Click the CMD Comments tab.
	Employee Review         Reviewers         CMD Comments         Exceptions         Other
	Yosemite Sam         EMP         ID: 1234567         Empl Record:         0
	Review Details Eind   View All First K 1 of 1 Last
	Effective Date: 05/31/2018 Next Review Date:
	Business Unit: ENLCG ENLCG Salary Administration Plan: ENL E6 10
	Reviewers Find   View All First I 1 of 1 D Last
	Evaluation Type: Supervisor
	Reviewer ID: 7654321 Name: Buggs Bunny
	Comment: Enter comments for others in the rating chain
	Update/Add any comments for others in the rating chain. These comments will
0	Olish the Error total
ð	Click the Exceptions tab.
	Yosemite sam EMP ID: 1234507 Empirecord. 0
	Review Details <u>Find</u> View All First 1 of 1 Last
	Effective Date: 05/31/2018 Enter the Endorser Emplid: Last Update Timestamp:
	Job Code: 436093 YN1 Remember to print the
	Last Member who updated Review:
	Validate Employee Review i
	Final:
	Seq. No.         Competency         Short Description         Description
	Action: Mark the review with Evaluation Type APPROVED prior to checking Final
	1 Evaluation Type=R, EVALUATION Type=R,
	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. EERs may be submitted with "information" errors.
	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 <b>Submit</b> button to route the EER
	to the next person in the rating chain.

## 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.
	Message X
	The Employee Review has been submitted (30000,2)
	This completes the initial recording of an Employee Review.

## **Enlisted Evaluation Report 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 Evaluation Report that requires an endorsement action or approval by a Supervisor, Marking Official, or Approver.

### **Procedures** See below.

Step			Action		
1	Select the En	ployee Review Endo	orsements link f	rom the Empl	loyee Review
	pagelet				
	Employee Re	view			8 🖬
	Employee Revie	WS	Employee Review S	Summary	
	Employee Revie	w Remarks	Employee Review E	Endorsements	
2	The EER End	lorsements page will c	lisplay.		
	My Emplo	yee Review Endo	rsements		
	Buggs Bunny				
	Endorseme	ents Requested From Me	○ Endorsements	I Submitted	
	Review From Date	nte: 03/01/2018 🗊			
				Populate	Grid Refresh
	To view all E Click the Review F review. I 3/1/2018 Click the	ER's submitted to the Endorsements Requirom/To Date – Enter In this example the sea through 5/31/2018. Populate Grid buttor	Marking Officia ested From Me the inclusive da rch is for all EEI	al for review: radio button tes to search Rs submitted	for all EERs for for review from
3	All EERs sub	mitted to this Marking	g Official will di	splay.	
	Review Endorse	ments	<u> </u>	ind View All	First 🗳 1 of 1 💆 Last
	Empl ID	Name	Effective	Date Detail	_
	1 1234567	Yosemite Sam	05/31/201	18 <u>Revie</u>	W
	Click the <b>Rev</b>	r <b>iew</b> link.			

# Enlisted Evaluation Report Endorsements, Continued

Procedures,

continued

Linployee Review	Reviewers Civid C		Oner		
Yosemite Sam	EMP	ID:	123456	7 Empl Recor	rd: 0
Review Details		*1		Find	View All First
Effective Date:	05/31/2018	Rev	view Type:	Regular	✓
From/To Date:	3	05/31/2018 💌 Nex	t Review Da	ate:	31
Business Unit:	ENLCG	Enlisted CG			
Department:	046947	PPC CALL CENTER SE	ECTION	Company:	ACG
Job Code:	436093	First Class Yeoman		Position:	00017356
Rating Scale:	E6 🔍	First Class PO Review		Scale Type:	
Rating Model:	EVAL	Enlisted Performance E	val		
U U	D	escription:			
Save @Return	to Search ENotify	History button to	o allow	any change	es to the
Save Return Ou must clic Lick the <b>Revi</b> he Marking ( Employee Review (osemite Sam Review Details	to Search ÈNotify k the Correct I iewers tab. Official must c Reviewers CMD Comm EMP	History button to omplete the Rev nents Exceptions Othe ID: 12:	o allow iewers <sup>r</sup> <sup>34567</sup> E	any change Section.	History Es to the
Save Return Tou must clic. Cou must clic. Click the <b>Rev</b> in the Marking ( Employee Review) Cosemite Sam Review Details Effective Date: 05/ Business Unit: EN Job Code: 436 Reviewers *Evaluation Type: M	to Search ÈNotify k the Correct D iewers tab. Official must c Reviewers CMD comm EMP 31/2018 LCG ENLCG 5093 YN1 ark/Rpt ✓ *Reviewer	History button to omplete the Rev nents Exceptions Othe ID: 12: Next Review Date: Salary Administration Pl	o allow iewers r 34567 E lan: ENL E	any change Section. mpl Record: 0 6 10 <u>Find</u>	History
Save Return You must clic. Click the Revi The Marking ( Employee Review Cosemite Sam Review Details Effective Date: 05/ Business Unit: EN Job Code: 436 Reviewers *Evaluation Type: M Competences	to Search ÈNotify k the Correct D iewers tab. Official must c Reviewers CMD comm EMP 31/2018 LCG ENLCG 5093 YN1 ark/Rpt ✓ *Reviewer1	History button to omplete the Rev ents Exceptions Othe ID: 12: Next Review Date: Salary Administration Pl	o allow iewers r 34567 E lan: ENL E ghorn Leghc	any change Section. mpl Record: 0 E 10 Encember Innovember Innovember	History
Save Return Cou must clic: Click the Revi he Marking ( Employee Review Cosemite Sam Review Details Effective Date: 05/ Business Unit: EN Job Code: 436 Reviewers *Evaluation Type: M Competencies Seq Competency 1 EPM5A	to Search ÈNotify k the Correct D iewers tab. Official must c CMD Comm EMP 31/2018 LCG ENLCG 8093 YN1 ark/Rpt ✓ *Reviewer Description Military Bearing	History button to omplete the Rev ients Exceptions Othe ID: 12: Next Review Date: Salary Administration Pl	o allow iewers r 34567 E lan: ENL E ghorn Legho	any change Section. mpl Record: 0 E 6 10 Encoder Secciption Excellent	History
Save Return Cou must clic: Click the Revi Che Marking (Consente Sam Review Details Effective Date: 05/ Business Unit: EN Job Code: 436 Reviewers *Evaluation Type: Seg Competencies Seg Competency 1 EPM5A 2 EPM6A	k the Correct I iewers tab. Official must c Reviewers CMD comm EMP 31/2018 LCG ENLCG 3093 YN1 ark/Rpt ♥ *Reviewer Military Bearing Customs, Courtesies	History button to omplete the Rev ents Exceptions Othe ID: 12: Next Review Date: Salary Administration Pl ID: 1111111 Q Fou	o allow iewers r 34567 E an: ENL E ghorn Legho 6 Q 1 5 Q 1	any change Section. mpl Record: 0 E 6 10 E Secription Excellent Above Average	ind   View All First
Save Return Tou must clic. Cou must clic. Cou must clic. Cou must clic. Cou must clic. Courrel of the Marking (Courrel Employee Review) Cosemite Sam Review Details Effective Data: 05/ Business Unit: EN Job Code: 438 Reviewers *Evaluation Type: Courrel Competencies Seq Competency 1 EPM5A 2 EPM6A 3 EPP12A	to Search ÈNotify k the Correct D iewers tab. Official must c Reviewers CMD comm EMP 31/2018 LCG ENLCG 5093 YN1 ark/Rpt ♥ *Reviewer Description Military Bearing Customs, Courtesies Quality of Work	History button to omplete the Rev nents Exceptions Othe ID: 12: Next Review Date: Salary Administration Pl ID: 1111111 Q Fou	o allow iewers 44567 E lan: ENL E ghorn Legho Eating J 6 1	any change Section. Section. mpl Record: 0 E 56 10 E 56 10 End Find End End End End End End End E	History
Save Return Cou must clic. Cou must clic. Cou must clic. Cou must clic. Cou must clic. Coursel and Course Cosemite Sam Review Details Effective Date: 05/ Business Unit: EN Job Code: 436 Reviewers *Evaluation Type: M Competencies Seq Competency 1 EPM5A 2 EPM6A 3 EPP12A 4 EPP14A	k the Correct I iewers tab. Official must c Reviewers CMD comm EMP 31/2018 LCG ENLCG 5093 YN1 ark/Rpt ✓ *Reviewer Description Military Bearing Customs, Courtesies Quality of Work Technic al Proficiency	History button to omplete the Rev nents Exceptions Othe ID: 12: Next Review Date: Salary Administration PI	o allow iewers 44567 E an: ENL E ghorn Leght	any change Section. Section. mpl Record: 0 Find if 10 Find if 20 Find if 20	History

# Enlisted Evaluation Report Endorsements, Continued

Procedures,

continued

Step	Action
5	Employee Review Reviewers CMD Comments Exceptions Other
(cont)	Yosemite Sam EMP ID: 1234567 Empl Record: 0
` '	Review Details Find   View All First 🚺 1 of 1 🗋 Last
	Effective Date: 05/31/2018 Next Review Date:
	Business Unit: ENLCG ENLCG Salary Administration Plan: ENL E6 10
	Reviewers Find   View All First I 1 of 1 I Last
	*Evaluation Type: Mark/Rpt 🗸 *Reviewer ID: 1111111 Q Foghorn Leghorn
	Competencies
	Seq         Competency         Description         Rating         Description         Comments           1         EPM5A         Military Bearing         6         Evcellant         IIII
	2 EPHIOA Customs, countesies, nautions J Q Above Average
	4 CDDdda
	4 EPP14A Technical Proticiency
	Enter the numeric <b>Rating</b> assigned by the Marking Official.
	Use the numeric values to rate all competencies on the list, except for the
	Conduct (EPCONE) and the Future and Advancement Potential (EPRC2A). For
	Conduct, use Satisfactory or Unsatisfactory (S or U). For the Advancement
	Potential, use Not Recommended, Ready or Not Ready (N, R or X).
	To review the full competency description or enter/modify Reviewer comments,
	click the lcon in the <b>Comments</b> field.
	The Marking Official may enter comments (limited to 220 characters total) 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.
	Description: Performance Factor PROFESSIONAL/SPECIALTY KNOWLEDGE The degree to which the member demonstrated technical competency and proficiency for rating or special assignment.
	2 Marginal knowledge of rating or special assignment. Experienced difficulty in demonstrating proficiency. Failed to maintain qualifications. Did not demonstrate knowledge of policies and procedures.
	4 Demonstrated good knowledge of policies and procedures. Had total understanding of routine concepts of rating or special assignment. Solved everyday problems encountered in completing most assigned tasks.
	Comment:
	OK Cancel
	When finished click the <b>OK</b> button.

# Enlisted Evaluation Report Endorsements, Continued

## Procedures,

continued

Step	Action
6	Click the CMD Comments tab.
	Employee Review         Reviewers         CMD Comments         Exceptions         Other
	Yosemite Sam EMP ID: 1234567 Empl Record: 0
	Review Details
	Effective Date: 05/31/2018 Next Review Date:
	Business Unit: ENLCG ENLCG Salary Administration Plan: ENL E6 10
	Job Code: 436093 YN1 Poviowers
	Evaluation Type: Mark/Rpt
	Enter comments for others in the rating chain
	Comment:
	Undate any comments for others in the rating chain. These comments will be
	maintained in Direct Access
7	Click the <b>Exceptions</b> tab
,	Employee Reviewers CMD Comments Exceptions Other
	Yosemite Sam EMP ID: 1234567 Empl Record: 0
	Review Details
	Effective Date: 05/31/2018 Enter the Endorser Emplid: Last Update Timestamp: 12/19/2017 8:01:25.000000AM
	Business Unit: ENLCG ENLCG 1111111 Q Foghorn Leghorn
	Job Code: 436093 YN1 Remember to print the Member Counseling Report
	Last Member who updated Review: 7654321 Bunny, Buggs before final submit
	Validate Employee Review Einal:
	Exceptions
	Seq. No. Competency Short Description Description
	1 ACtion, Mark the review with Evaluation Type APPROVED prior to checking Final.
	Evaluation Type=R, REVIEWER_ID=1111279
	Click on the Velidete Employee Deview bytten. This will concrete a list of
	Click on the <b>Valuate Employee Review</b> button. This will generate a list of
	exceptions including action errors found on the EEK. 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. EERs may be submitted with "information" errors.
	Enter the Endorser Emplid – Enter the Employee ID for the next person in the
	rating chain.
	Click the <b>Submit</b> button to route the EER.

## **Enlisted Evaluation Report 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 Enlisted Evaluation Report that requires an endorsement action or approval by a Supervisor, Marking Official, or Approver.

### **Procedures** See below.

Step		Action			
1	Select the Employee Review Endors	ements 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 dis	play.			
	My Employee Review Endorsem	ents			
	Foghorn Leghorn				
	Endorsements Requested From Me     O En	dorsements I Submitted			
	- · · · · · · · · · · · · · · · · · · ·				
	Review From Date: 05/01/2018				
	Review To Date: 05/31/2018	Populate Grid Refresh			
	Review Endorsements	Find   View All   🖾   🛗 First 🚺 1 of 1 🖸 Last			
	Empl ID Name	Effective Date Detail			
	1 1234567 Yosemite Sam	05/31/2018 <u>Review</u>			
	To view all EERs submitted to the Ap	pproving Official for review:			
	• Click the Endorsements Request	ted From Me radio button			
	• <b>Review From/To Date</b> – Enter th	is formall EED $= 2/1/2018 = 05/21/2018$			
	search. In this example the search	1 18 for all EERS 3/1/2018 - 05/31/2018			
2	• Click the <b>Populate Grid</b> button.	Official will display			
3	All EEK's sublitted to this Marking	Official will display.			
		Find View All III First II 1 of 1 II Last			
	Empi ID Name	Effective Date Detail			
	1 1234567 Yosemite Sam	05/31/2018 Review			
	Click the <b>Review</b> link.				

# Enlisted Evaluation Report Approval, Continued

Procedures,

continued

The EER will	display		/11		
Employee Review	Reviewers CMD Co	mments Exceptions	5		
Verenite Com			ID: 1004567	Email Deserve	
Yosemite Sam	EMP		ID: 1234567	Empi Record	I: U
Review Details	05/04/0040	1		Find	View All First 🔽 1 of
*Effective Date:	05/31/2018	F	Review Type:	Regular	
From/To Date:	31	05/31/2018 B	Next Review Date:		31
Business Unit:	ENLCG	Enlisted CG			
Department:	046947	PPC CALL CENTER	SECTION	Company:	ACG
Job Code:	436093	First Class Yeoman		Position:	00017356
Rating Scale:	E6 Q	First Class PO Revie	èw.	Scale Type:	
Rating Model:	EVAI	Enlisted Performance	e Eval		
	De	escription:			
You must click	k the <b>Correct I</b>	History button	to allow an	y changes	s to the EER
You must clic Click the <b>Revi</b> The Approvin Employee Review Review Review Details	k the <b>Correct I</b> iewers tab. g Official must viewers CMD <u>comments</u> EMP	<b>History</b> button complete the Exceptions ID: 1234:	to allow an Reviewers S 567 Empl Record:	y changes Section.	
You must clic Click the <b>Revi</b> The Approvin Employee Review Review Review Details Effective Date: 05/3	k the Correct I iewers tab. g Official must EMP	History button complete the Exceptions ID: 12342 Next Review Date:	to allow an Reviewers S	y changes Section.	
You must click Click the <b>Revi</b> The Approvin Employee Review Review Review Details Effective Date: 05/3 Business Unit: ENL	k the Correct I iewers tab. g Official must EMP 1/2018 CG ENLCG	History button complete the Exceptions ID: 12343 Next Review Date: Salary Administration Plan	to allow an Reviewers S 567 Empl Record: : ENL E6 10	y changes Section.	S to the EER
You must click Click the Revi The Approving Employee Review Review Details Effective Date: 05/3 Business Unit: ENL Job Code: 4360 Reviewers	k the Correct I iewers tab. g Official must cMP 1/2018 CG ENLCG 193 YN1	History button complete the Exceptions ID: 1234 Next Review Date: Salary Administration Plan	to allow an Reviewers S 567 Empl Record: : ENL E6 10	y changes Section.	S to the EER
You must click Click the Revie The Approvin Employee Review Yosemite Sam Review Details Effective Date: 05/3 Business Unit: ENL Job Code: 4360 Reviewers *Evaluation Type: App	k the Correct I iewers tab. g Official must viewers CMD comments EMP 1/2018 CG ENLCG 193 YN1	Listory button complete the Exceptions ID: 1234 Next Review Date: Salary Administration Plan	to allow an Reviewers S 567 Empl Record: : ENL E6 10 prn Leghorn	y changes Section.	Eind   View All First 1 of 1
You must click Click the Revi The Approvin Employee Review Review Review Details Effective Date: 05/3 Business Unit: ENL Job Code: 4360 Reviewers *Evaluation Type: App Competencies	k the Correct I iewers tab. g Official must viewers CMD comments EMP 1/2018 CG ENLCG 193 YN1 vroved * *Reviewer ID:	History button complete the Exceptions ID: 1234: Next Review Date: Salary Administration Plan 111111 Q Foghc	to allow an Reviewers S 567 Empl Record: : ENL E6 10 orn Leghorn	y changes Section.	S to the EER
You must click Click the Revi The Approvin Employee Review Review Review Details Effective Date: 05/3 Business Unit: ENL Job Code: 4360 Reviewers *Evaluation Type: App Competencies Sea Competency 1 EPM5A	k the Correct I iewers tab. g Official must Viewers CMD comments EMP 1/2018 CG ENLCG 1/2018 CG ENLCG 1/2018 CG ENLCG Particle CG Particle	History button complete the Exceptions ID: 12343 Next Review Date: Salary Administration Plan	to allow an Reviewers S 567 Empl Record: : ENL E6 10 orn Leghorn Rating Description 6 G Excellent	y changes Section.	s to the EER
You must click Click the Revi The Approvin Employee Review Review Review Details Effective Date: 05/3 Business Unit: ENLL Job Code: 4360 Reviewers *Evaluation Type: App Competencies Sea Competencies Sea Competencies Sea Competencies Sea Competencies Sea Competencies Sea Competencies	k the Correct I iewers tab. g Official must EMP 1/2018 CG ENLCG 1/2018 CG ENLCG P3 YN1 roved *Reviewer ID: Description Military Bearing Customs, Courtesies, Trac	History button complete the Exceptions ID: 1234: Next Review Date: Salary Administration Plan 1111111   Foghc Hitions	to allow an Reviewers S 567 Empl Record: : ENL E6 10 orn Leghorn Rating Description 6 Excellent 5 Above Averac	y changes Section.	s to the EER
You must clic Click the Revi The Approvin Employee Review Review Details Effective Date: 05/3 Business Unit: ENL Job Code: 4360 Reviewers *Evaluation Type: App Competencies Sea Competency 1 EPM5A 2 EPM6A 3 EPP12A	k the Correct I iewers tab. g Official must viewers CMD comments EMP 1/2018 CG ENLCG 193 YN1 roved * Reviewer ID: Description Military Bearing Customs, Courtesies, Trac Quality of Work	History button complete the Exceptions ID: 1234: Next Review Date: Salary Administration Plan 1111111 C Foghce fittions	to allow an Reviewers S 567 Empl Record: : ENL E6 10 507 Leghorn Rating Description 6 Q Excellent 5 Q Above Average 4 Q Average	y changes Section.	
You must click Click the Revi The Approving Employee Review Review Details Effective Date: 05/3 Business Unit: ENL Job Code: 4360 Reviewers *Evaluation Type: App Competencies Sea Competency 1 EPM5A 2 EPM6A	k the Correct I iewers tab. g Official must viewers CMD comments EMP 1/2018 CG ENLCG 1/2018 CG ENLCG 93 YN1 roved * *Reviewer ID: Description Military Bearing Customs, Courtesies, Trac	Listory button complete the Exceptions ID: 1234: Next Review Date: Salary Administration Plan 1111111 C Foghce fittions	to allow an Reviewers S 567 Empl Record: : ENL E6 10 orn Leghorn Rating Description 6 Q Excellent 5 Q Above Average	y changes Section.	End   View All First 1 Co

# Enlisted Evaluation Report Approval, Continued

## Procedures,

continued

Step	Action
6	Complete the <b>Competencies</b> section.
	Employee Review Reviewers CMD Comments Exceptions
	Yosemite Sam EMP ID: 1234567 Empl Record: 0
	Review Details
	Effective Date: 05/31/2018 Next Review Date:
	Business Unit: ENLCG ENLCG Salary Administration Plan: ENL E6 10
	Sob Code: 436093 YN1 Reviewers Find   View All First K 1 of 1 Last
	*Evaluation Type: Approved V *Reviewer ID: 1111111 Q Foghorn Leghorn
	Competencies
	Seg Competency Description Description Comments
	2 EPWIGA Customis, countesies, fraditions 5 Q Adove Average
	3 EPP12A Quality of Work 4 Q Average
	4 EPP14A Technical Proficiency 4 Q Average
	Enter the numeric <b>Rating</b> assigned by the Approving Official.
	(EDCONE) and the A drama amount Detention (EDDCOA). Ear Conduct
	(EPCONE) and the Advancement Potential (EPRC2A). For Conduct, use
	Satisfactory or Unsatisfactory (S or U). For the Advancement Potential, use Not
	Recommended, Ready or Not Ready (N, R or X). For Future Potential (EPFP1A)
	use Y (comments are required)
	use i (comments die required).
	To review the full competency description or enter/modify Reviewer comments
	alick the Joon in the <b>Commonts</b> field
	chek uie icoli ili uie <b>Comments</b> field.
	The Approving Official may enter comments which can be used as a counseling
	The Approving Official may effect comments which can be used as a counseling
	tool. These comments will be visible on the member's counseling form when
	printed. The Comment field replaces the requirement for Administrative Remarks
	(CG-3307) submission. All comments will be maintained in Direct Access.
	Description: Performance Factor PROFESSIONAL/SPECIALTY KNOWLEDGE The degree to which the member demonstrated technical competency and proficiency for rating or special assignment.
	2 Marginal knowledge of rating or special assignment. Experienced difficulty in demonstrating proficiency. Failed to maintain qualifications. Did not demonstrate knowledge of policies and procedures.
	▲ Demonstrated good knowledge of policies and procedures. Had total understanding of routine concepts of rating or special assignment. Solved everyday problems encountered in completing most assigned tasks.
	Comment:
	OK Cancel
	When finished click the <b>OK</b> button.

# Enlisted Evaluation Report Approval, Continued

Procedures,

continued

Step	Action
7	Click the <b>Exceptions</b> tab.
	Employee Review Reviewers CMD Comments Exceptions Other
	Yosemite Sam EMP ID: 1234567 Empl Record: 0
	Review Details
	Effective Date: 05/31/2018 Enter the Endorser Emplid: Last Update Timestamp: 12/19/2017 8:01:25.000000AM
	Business Unit: ENLCG ENLCG
	Job Code: 436093 YN1 Remember to print the Member Counseling Report
	Last Member who updated Review: 7654321 Bunny, Buggs before final submit
	Validate Employee Review Einal:
	Exceptions
	Seq. No.         Competency         Short Description         Description           Asian Mark the station with Evolution Type         Asian Mark the station with Evolution Type
	1 ACtion. Mark the review with Evaluation Type APPROVED prior to checking Final.
	Evaluation Type=R, REVIEWER_ID=1111279
	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" with the exception of "information" errors.
8	When the EER is complete, the Member Counseling Report should be printed.
	<u>Employee Review <u>Reviewers</u> CMD <u>Comments</u> Exceptions</u>
	Yosemite Sam EMP ID: 1234567 Empl Record: 0
	Review Details Find   View All First K 1 of 1 D Last
	Effective Date: 05/31/2018 Enter the Endorser Emplid: Last Update Timestamp: 12/19/2017 8:39:39.000000AM
	Business Unit: ENLCG ENLCG
	Job Code: 436093 YN1 Member Counseling Report
	Last Member who updated Review: 1111111 Leghorn, Foghorn before final submit
	Validate Employee Review
	Exceptions
	Seq. No. Competency Short Description Description
	🗍 Save 🛛 🕅 Return to Search 🔄 Notify
	After the FER 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.
	After the member is counseled and signs the report, check the Final check box and
	click the <b>Submit</b> 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
	Service menu.

## **Member Counseling Report**

**Introduction** All Command users have access to view/print all EERs previously entered into Direct Access.

**Procedures** See below.

Step			Action	
1	Select the Employee R	Review Rema	a <b>rks</b> link from the E	mployee Review pagelet.
	Employee Review			8 🗖
	Employee Reviews		Employee Review S	<u>ummary</u>
	Employee Review Rem	arks	Employee Review E	ndorsements
2	Enter the members <b>Em</b>	<b>nl ID</b> and cl	ick the <b>Search</b> butto	<u>)n</u> .
-	Review History			/
	Enter any information you have	ve and click Sea	rch. 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 $\checkmark$	1234567	
	Empl Record:	= 🗸		
	Name:	begins with $\checkmark$		
	Last Name:	begins with $\checkmark$		
	Second Last Name:	begins with $\checkmark$		
	Alternate Character Name:	begins with $\checkmark$		
	Middle Name:	begins with $\checkmark$		
	Business Unit:	begins with $\checkmark$	ENLCG	
	Department Set ID:	begins with $\checkmark$	00010	
	Department:	begins with $\checkmark$		
	Correct History Ca	se Sensitive		
	Search Clear Ba	sic Search 🛃	Save Search Criteria	

# Member Counseling Report, Continued

## Procedures,

continued

Step			A	ction		
3	Member's Enlisted Evaluations will display with the most current listed first. This					
	member has 20 I	EERs recorde	ed in Direct	Access.		
	Employee Review	eviewers <u>E</u> xception	ons			
	Yosemite Sam	EMP		ID: 1234567	Empl Record:	0
	Review Details				Find   View	w All First 🛛 1 of 20 🕨 ast
	Effective Date:	05/31/2018		Review Type:	Regular	
	From/To Date:		05/31/2017	Next Review Date:	11/30/2018	
	Business Unit:	ENLCG	Enlisted CG			
	Department:	046947	PPC CALL CEN	NTER SECTION	Company:	ACG
	Job Code:	436093	First Class Yeo	man	Position:	00017356
	Rating Scale:	E6	First Class PO	Review	Scale Type:	
	Rating Model:	EVAL	Enlisted Perforr	nance Eval		
		De	escription:			
	Click the Arrow	to scroll thr	ough to the	correct FFR	r View A	l to see all
	Enlisted Evaluat	ion Reports r	ecorded in	Direct access		
4	Click on the <b>Exc</b>	rentions tab	ecoraca m	Direct decess.		
	Employee Review R	eviewers Exception	ons			
	Vocomito Com	EMB		10: 1224567	Empl Bacarda	0
	Tosemite sam	EMP		ID: 1234507	Empi Record:	U
	Review Details				Find View	wAll First 🚺 1 of 20 🕨 Last
	Effective Date: 05/31/2 Business Unit: ENLCO	2017 Enter the	e Endorser Empli	d: Last Update Ti	mestamp: 07/1	13/2017 7:28:40.000000AM
	Job Code: 436093	VN1			F	Remember to print the
	Last Member who upda	ted Review: 11111	L1 Leghorn, Fogi	ıorn	Mer	before final submit
	Validate Employee Revi	iew	Final:	Status: Active		Submit
			Tinui. E			
	Click the <b>Momb</b>	er Counseli	ng Renart	link		
L			ng Kepurt	1111K,		

## Member Counseling Report, Continued

Procedures,

continued

## Member Counseling Report

Competency	y/ <b>Rating:</b> Displays Rating a	ssigned to each C mber Counseling Rece	ompeten ipt	cy.
Emplid: Eff Date: From: Next Review Date:	1234567 05/31/2018	Sam, Yosemite Review Type: To:	Regular 05/31/20	18
Department: Job Code:	046947 436093	PPC CALL C First Class Ye	ENTER Si coman	ECTION
Rating Scale: Rating Model	E6 EVAL	First Class PC Enlisted Perfo	) Review ormance Ev	val
Competency			Rating	
EPPQ16A	Team Building		6	Excellent
EPPQ15A	Self-Awareness and Learning		4	Average
EPL13A	Accountability Responsibility		5	Above Average
EPL14A	Directing Others		5	Above Average
EPL15A	Effective Communication		6	Excellent
EPCONE	Conduct		S	Satisfactory

### **Ratings Summary**:

Factor	Sum of Marks
LEAD	22
PROF	20
PERF	12
MIL	11

## **Reviewer Comments**:

EPFP1A	Future Potential	Rating	Y	Future Potential
				(Comment)
Reviewer Com	ments will be displayed.			

# Member Counseling Report, Continued

Counseling Report, continued	
<b>Member Counseling Acknowledgement</b> : The sign and the acknowledgement.	Counselor and Member must complete and
Member Couns	seling Receipt
Emplid: 1234567 0 Sam, Eff Date: 05/31/2018 Revie From: To: Next Review Date:	Yosemite ew Type: Regular 05/31/2018
Approving Official:1111111Leghorn, FoghornI am counseling this member on behalf of the Approving O evaluation was properly routed through the rating chain and marks and administrative remarks, as appropriate.	LT official listed above. I have verified that this d that this report correctly reflects the member's
Counselor Emplid: Counselor Na Signature Date	ame
I acknowledge having been counseled on and have viewed that this review will be available through Direct Access Sel been briefed on and fully understand the significance that t eligibility. I understand that I have 15 calendar days (30 ca appeal. I have been briefed on and fully understand the acti	my employee review for this period. I understand If Service once it is processed by PSC ADV. I have he assigned marks have on my good conduct lendar days for reservists) in which to submit an ton taken on my advancement potential.
Member: 1234567 Sam, Yosemite	YN1 Date

# Self Service Member – View Completed Enlisted Evaluation Reports

**Introduction** After the Enlisted Evaluation Report has been validated by PPC, members can review their EER in Direct Access.

Procedures

See below.

lick the <b>Mv</b>		Ac	tion		
Juck the May	<b>Employee Revi</b>	ews link in	the Self Serv	ice pagelet	•
Employee			0 -		
Profile	Tasks PCS eResumes	View My Profil	e		
	My Airport Terminal Orders	Member	Training Rating		
	Emergency Contact	s <u>Stateme</u>	<u>nt</u>		
	Home and Mailing Address	My Rese	rve Drills		
	Phone Numbers	View My (AD/RS)	Payslips 0		
	Allotments	My Empl	oyee Reviews		
	Direct Deposit	Employe Summar	<u>e Review</u> Y		
	Elections	Off Com	parison Scale		
	All Duty Report	SWE PD	Ē		
	<u>10 More</u>	6 More			
Members En	listed Evaluations	s will displ	av with the me	ost current	listed fi
Employee Review	Reviewers	· · · · · · · · · · · · · · · · · · ·			
Yosemite Sam	EMP		ID: 1234567	Empl Record:	0
Review Details				Find View	w All First 🚺
Effective Date:	05/31/2018		Review Type:	Regular	
From/To Date:		05/31/2018	Next Review Date:		
Business Unit:	ENLCG	Enlisted CG			
Department:	046947	PPC CALL CEN	TER SECTION	Company:	ACG
Job Code:	436093	First Class Yeon	nan	Position:	00017356
Rating Scale:	E6	First Class PO R	leview	Scale Type:	
Rating Model:	EVAL	Enlisted Perform	ance Eval		
	Des	scription:			

# Self Service Member – View Completed Enlisted Evaluation Reports, Continued

### **Procedures**,

continued

ep	Action			
	Click the <b>Reviewers</b> tab.			
	Employee Review Review	ewers		_
	Yosemite Sam	EMP	ID: 1234567 Empl Record: (	)
	Review Details		<u>Find</u>   <u>Vie</u>	w All First 🚺 1 of 21 🕨 j
	Effective Date: 05/31/2	D18 Next Review	v Date:	
	Business Unit: ENLCG	ENLCG Salary Adm	inistration Plan: ENL E6 10	
	Job Code: 436093	YN1		
	Reviewers		Find Vie	w All First 🎦 1 of 1 본 La:
	Evaluation Type: Approved Reviewer ID: 1111111 Foghorn Leghorn			
	Competencies			
	Seq Competency	Description	Rating Description	Comments
	1 EPM5A	Military Bearing	6 Excellent	
	2 EPM6A	Customs, Courtesies, Traditions	5 Above Average	
	3 EPP12A	Quality of Work	4 Average	