

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 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 Evaluation Report (EER) is not only used to document a members' past performance, but more importantly, to provide a road map for future improvement.
-

Before You Begin

Do NOT use special characters when entering comments in the EER. Words like décor or entrée are also considered special characters. Comments previously prepared using special characters and pasted into Direct Access will cause the reports to NOT print or will be blank.

Contents

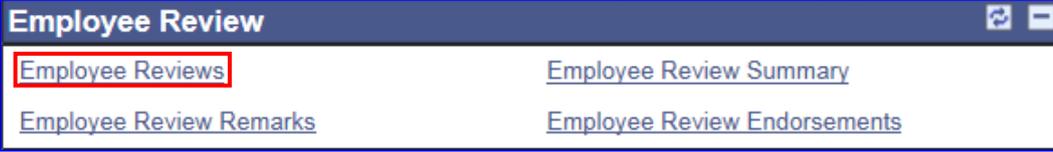
| Topic | See Page |
|----------------------------------------------------------------------------------|----------|
| Enlisted Evaluation Report – Supervisor Submission | 2 |
| Enlisted Evaluation Report Endorsements | 9 |
| Enlisted Evaluation Report Approval | 13 |
| Member Counseling Report | 17 |
| Self Service Member – View Completed Enlisted Evaluation Reports | 21 |

Enlisted Evaluation Report – Supervisor Submission

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)

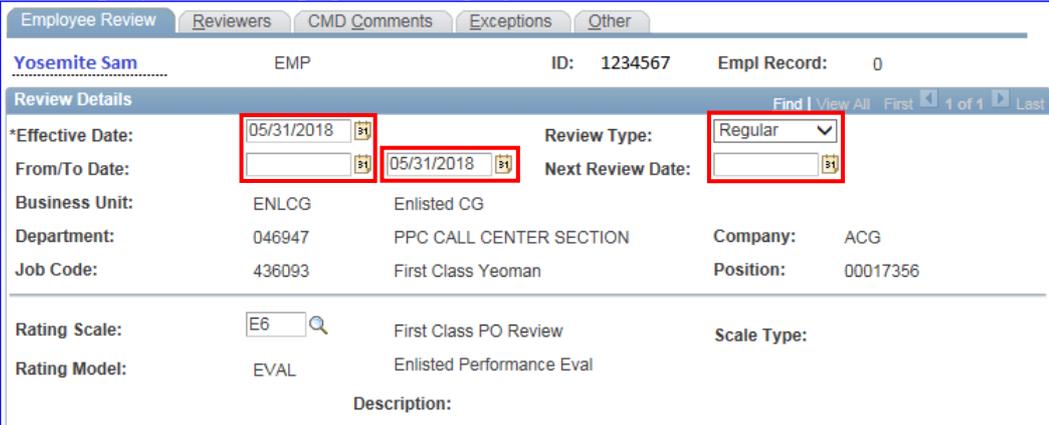
Procedures See below.

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>Select the Employee Reviews link from the Employee Review pagelet</p>  |
| 2 | <p>Enter the members Empl ID and click the Search button.</p>  |

Continued on next page

Enlisted Evaluation Report – Supervisor Submission, Continued

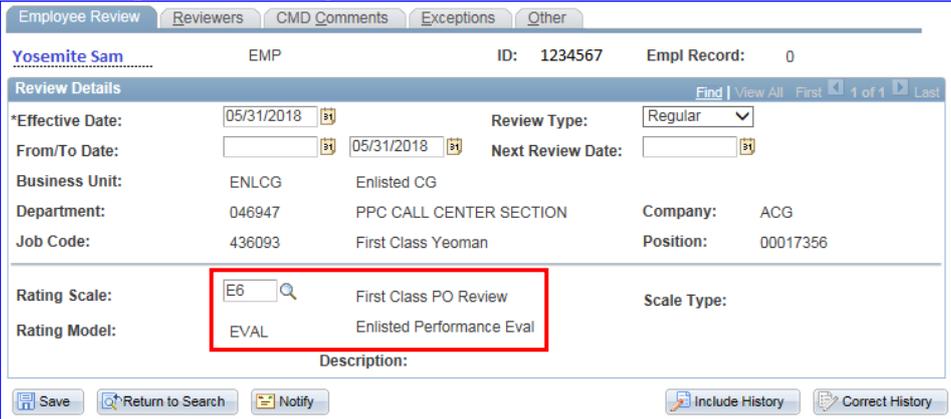
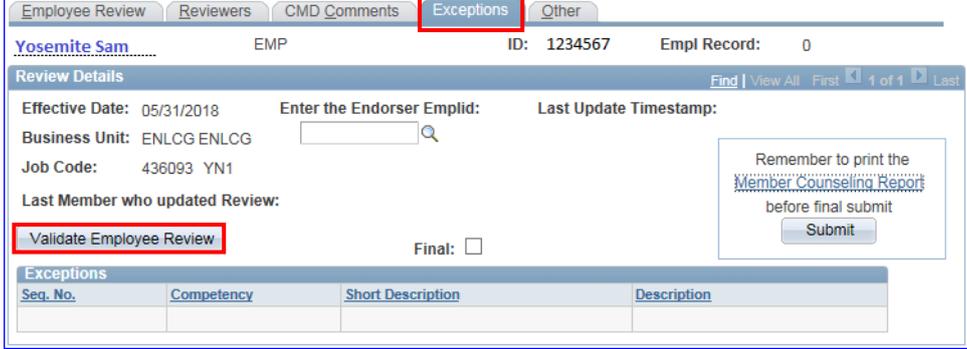
Procedures,
continued

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | <p>The Employee Review page will display.</p>  <p>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.</p> <p>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 31 May for a Regular review. Concurrent, Detach RO, Memo and Special reviews are not used with the Enlisted Evaluation Report.</p> <ul style="list-style-type: none"> • From Date – Leave blank. • To Date – Enter the evaluation period end date. This date must match the Effective Date. • Next Review Date – Leave blank. |

Continued on next page

Enlisted Evaluation Report – Supervisor Submission, Continued

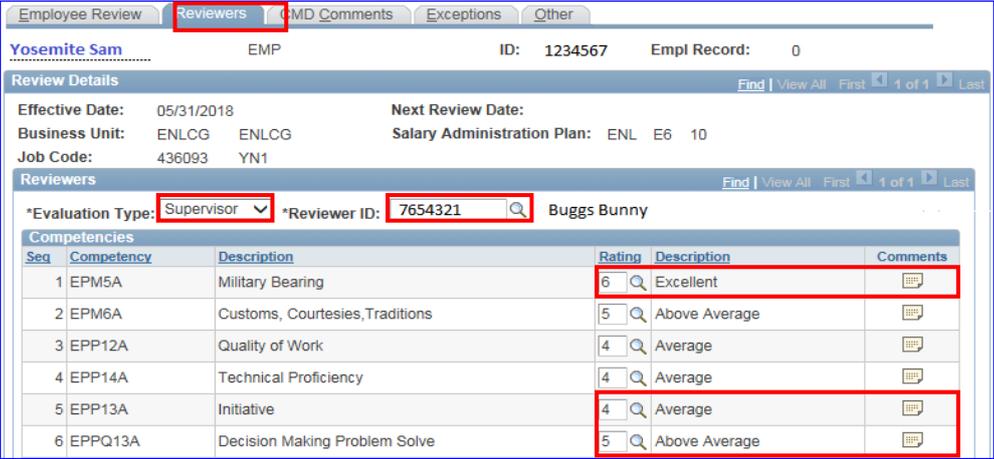
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|------|-------------------------------|------|-------------------------------|----|-----------------------|----|--------------------------|----|---------------|----|-----------------------|----|------------------------|----|-----------------------|----|----------------------------|----|------------------------|----|------------------------|------|---------------------------|
| <p>4</p> | <p>Next, complete the Rating Scale and Model section.</p>  <p>Rating Scale – Select the lookup and make a selection.</p> <table border="1" data-bbox="316 1043 667 1317"> <thead> <tr> <th>Rating Scale</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>ASCH</td><td>Loss of Good Conduct(ASchool)</td></tr> <tr><td>CORC</td><td>CO's Change of Recommendation</td></tr> <tr><td>E1</td><td>Seaman Recruit Review</td></tr> <tr><td>E2</td><td>Seaman Apprentice Review</td></tr> <tr><td>E3</td><td>Seaman Review</td></tr> <tr><td>E4</td><td>Third Class PO Review</td></tr> <tr><td>E5</td><td>Second Class PO Review</td></tr> <tr><td>E6</td><td>First Class PO Review</td></tr> <tr><td>E7</td><td>Chief Petty Officer Review</td></tr> <tr><td>E8</td><td>Senior Chief PO Review</td></tr> <tr><td>E9</td><td>Master Chief PO Review</td></tr> <tr><td>ENLW</td><td>Enlisted EE Review Waiver</td></tr> </tbody> </table> <p>Note: The Effective Date, To Date, Review Type and Rating Scale must match the reason for the Enlisted Review.</p> | Rating Scale | Description | ASCH | Loss of Good Conduct(ASchool) | CORC | CO's Change of Recommendation | E1 | Seaman Recruit Review | E2 | Seaman Apprentice Review | E3 | Seaman Review | E4 | Third Class PO Review | E5 | Second Class PO Review | E6 | First Class PO Review | E7 | Chief Petty Officer Review | E8 | Senior Chief PO Review | E9 | Master Chief PO Review | ENLW | Enlisted EE Review Waiver |
| Rating Scale | Description | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ASCH | Loss of Good Conduct(ASchool) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CORC | CO's Change of Recommendation | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E1 | Seaman Recruit Review | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E2 | Seaman Apprentice Review | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E3 | Seaman Review | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E4 | Third Class PO Review | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E5 | Second Class PO Review | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E6 | First Class PO Review | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E7 | Chief Petty Officer Review | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E8 | Senior Chief PO Review | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E9 | Master Chief PO Review | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ENLW | Enlisted EE Review Waiver | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>5</p> | <p>Click the Exceptions tab. Then click on the Validate Employee Review button.</p>  <p>If you receive any warning messages, return to the Employee Review tab and correct the incorrect data previously entered. The EER will list ALL competencies as errors because they are currently blank. The Enlisted Evaluation Report cannot be submitted until the Validate Employee Review identifies no action errors.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |

Continued on next page

Enlisted Evaluation Report – Supervisor Submission, Continued

Procedures, continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|------|------------|---------------|-------------|---|--------------|---|------|---|----------------|---|---------|---|---------------|---|-----------|---|----------|---|--------------|---|----------------|---|-----------------|---|-------|---|-----------|
| 6 | <p>Click the Reviewers tab.</p>  <ul style="list-style-type: none"> • Evaluation Type – Click the drop-down and make a selection. <table border="1" style="margin-left: 20px; border-collapse: collapse;"> <tr><td>Approved</td></tr> <tr><td>Mark/Rpt</td></tr> <tr><td>Self</td></tr> <tr style="background-color: #0070C0; color: white;"><td>Supervisor</td></tr> </table> • 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 (EPCONE) and the Advancement Potential (EPRC2A). <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 150px;"> <thead> <tr><th>Review Rating</th><th>Description</th></tr> </thead> <tbody> <tr><td>1</td><td>Unacceptable</td></tr> <tr><td>2</td><td>Poor</td></tr> <tr><td>3</td><td>Below Standard</td></tr> <tr><td>4</td><td>Average</td></tr> <tr><td>5</td><td>Above Average</td></tr> <tr><td>6</td><td>Excellent</td></tr> <tr><td>7</td><td>Superior</td></tr> </tbody> </table> • Conduct use Satisfactory or Unsatisfactory (S or U). • Future Potential (EFPF1A) must use the value of Y and comments are required. • Advancement Potential use Ready, Not Ready or Not Recommended (N, R or X). (unlimited characters for comments in any of these competencies) • Conduct <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 150px;"> <tr><td>S</td><td>Satisfactory</td></tr> <tr><td>U</td><td>Unsatisfactory</td></tr> </table> • Advancement Potential <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 150px;"> <tr><td>N</td><td>Not Recommended</td></tr> <tr><td>R</td><td>Ready</td></tr> <tr><td>X</td><td>Not Ready</td></tr> </table> | Approved | Mark/Rpt | Self | Supervisor | Review Rating | Description | 1 | Unacceptable | 2 | Poor | 3 | Below Standard | 4 | Average | 5 | Above Average | 6 | Excellent | 7 | Superior | S | Satisfactory | U | Unsatisfactory | N | Not Recommended | R | Ready | X | Not Ready |
| Approved | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mark/Rpt | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Self | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Review Rating | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Unacceptable | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Poor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Below Standard | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Average | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Above Average | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Excellent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Superior | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | Satisfactory | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| U | Unsatisfactory | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| N | Not Recommended | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R | Ready | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| X | Not Ready | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Continued on next page

Enlisted Evaluation Report – Supervisor Submission, Continued

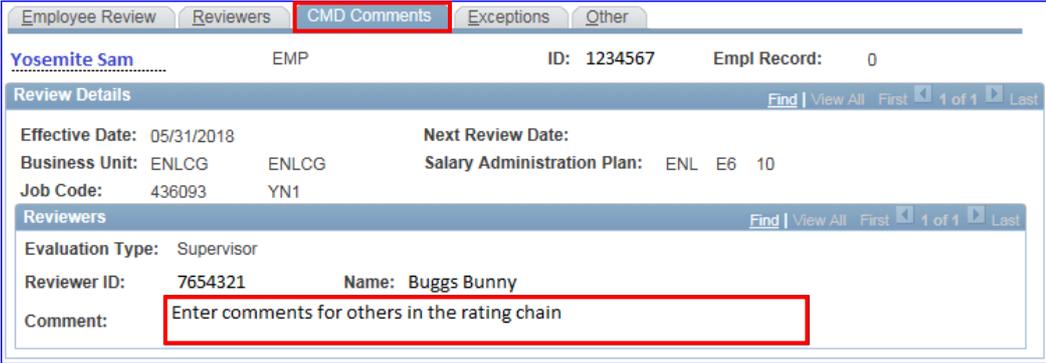
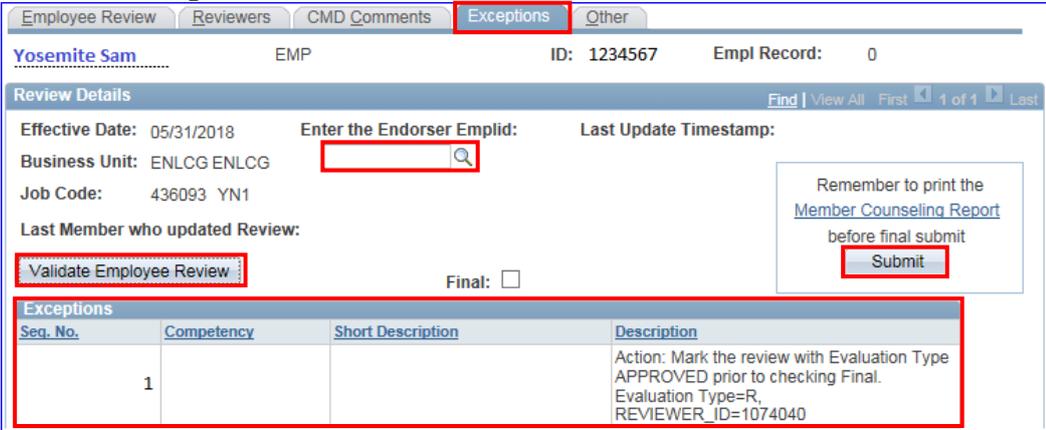
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------|-------------|----------|--|-----|------------|-------------|--------|-------------|----------|---|-------|------------------|---|-----------|--|
| <p>6 (cont)</p> | <p>To review the full competency description or enter Reviewer comments, click the note pad in the Icon Comment field.</p> <div data-bbox="328 600 1374 696"> <table border="1"> <thead> <tr> <th colspan="5">Competencies</th> </tr> <tr> <th>Seq</th> <th>Competency</th> <th>Description</th> <th>Rating</th> <th>Description</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>EPM5A</td> <td>Military Bearing</td> <td>6</td> <td>Excellent</td> <td></td> </tr> </tbody> </table> </div> <div data-bbox="328 734 1374 1144"> <p>Description: MILITARY BEARING: The degree to which the member adhered to uniform and grooming standards, and projected a professional image that brought credit to the Coast Guard. Enforced standards for others.</p> <p>1 - 2 - Failed to consistently adhere to uniform or grooming standards. Set poor example for others. Failed to address substandard performance of subordinates, if assigned. 3 - 4 - Complied with and enforced uniform and grooming standards. Projected a professional image that brought credit to the Coast Guard. 5 - 6 - Consistently exceeded standards for uniform and grooming. Inspired similar standards in others. Performance of subordinates, if assigned, was exceptional.</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <p>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. Comments are limited to 220 characters total for any competency with exception of Conduct and Advancement Potential.</p> <p>Required Comments:</p> <ul style="list-style-type: none"> • Competency Rating Marks of 1, 2, 3 and 7 • Unsatisfactory Conduct Mark (U) • Not Ready or Not Recommended for Advancement (X or N) • All employee reviews submitted on enlisted personnel, are required to include supporting remarks, documenting the individual’s Future Potential, and Advancement Potential. <p>When finished, click the OK button.</p> | Competencies | | | | | Seq | Competency | Description | Rating | Description | Comments | 1 | EPM5A | Military Bearing | 6 | Excellent | |
| Competencies | | | | | | | | | | | | | | | | | | |
| Seq | Competency | Description | Rating | Description | Comments | | | | | | | | | | | | | |
| 1 | EPM5A | Military Bearing | 6 | Excellent | | | | | | | | | | | | | | |

Continued on next page

Enlisted Evaluation Report – Supervisor Submission, Continued

Procedures,
continued

| Step | Action |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>7</p> | <p>Click the CMD Comments tab.</p>  <p>Update/Add any comments for others in the rating chain. These comments will be maintained in Direct Access.</p> |
| <p>8</p> | <p>Click the Exceptions tab.</p>  <p>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.</p> <p>Enter the Endorser Emplid – Enter the Endorser Employee ID for the next person in the rating chain.</p> <p>If you are not the Approving Official, click the Submit button to route the EER to the next person in the rating chain.</p> |

Continued on next page

Enlisted Evaluation Report – Supervisor Submission, Continued

Procedures, continued

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9 | <p>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.</p> <p>Click the OK button.</p>  <p>This completes the initial recording of an Employee Review.</p> |

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.

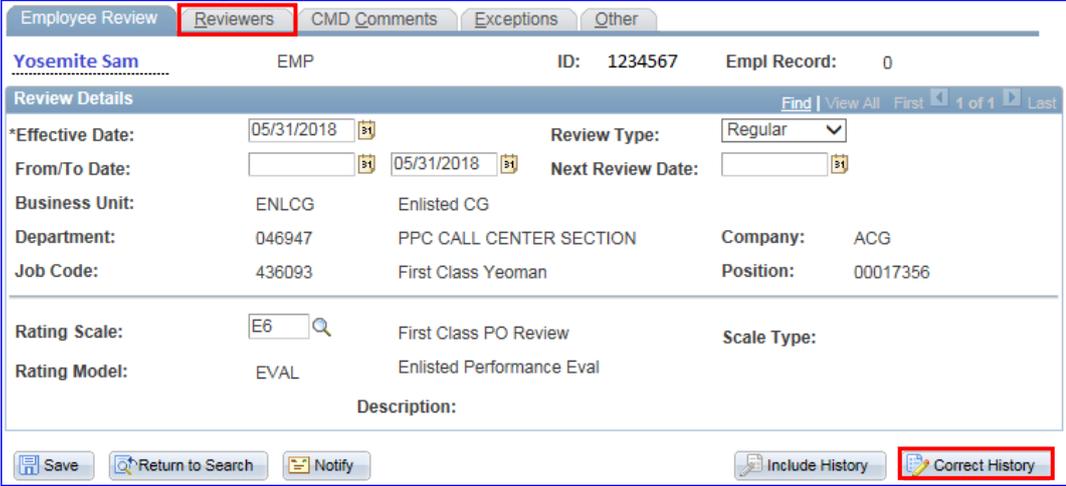
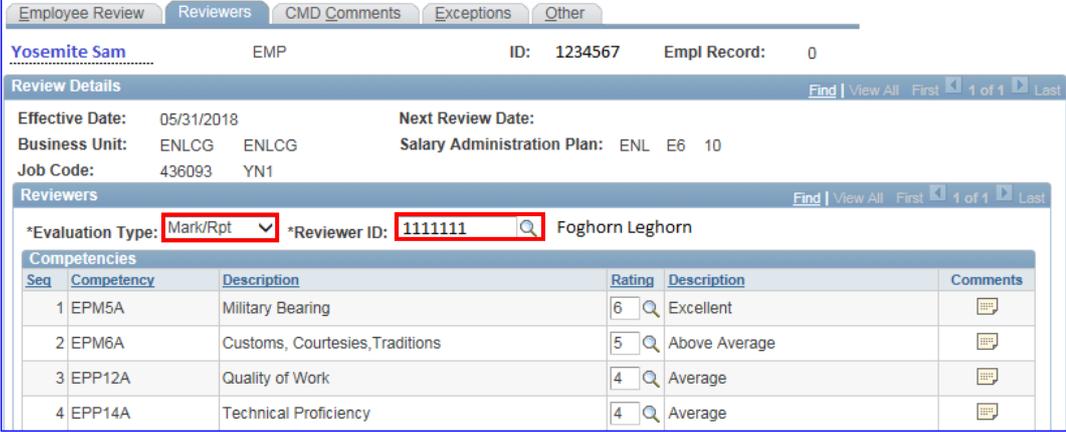
Procedures See below.

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>Select the Employee Review Endorsements link from the Employee Review pagelet</p>  |
| 2 | <p>The EER Endorsements page will display.</p>  <p>To view all EER’s submitted to the Marking Official for review:</p> <ul style="list-style-type: none"> • 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 3/1/2018 through 5/31/2018. • Click the Populate Grid button. |
| 3 | <p>All EERs submitted to this Marking Official will display.</p>  <p>Click the Review link.</p> |

Continued on next page

Enlisted Evaluation Report Endorsements, Continued

Procedures,
continued

| Step | Action |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>4</p> | <p>The EER will display.</p>  <p>You must click the Correct History button to allow any changes to the EER.</p> <p>Click the Reviewers tab.</p> |
| <p>5</p> | <p>The Marking Official must complete the Reviewers Section.</p>  <ul style="list-style-type: none"> • 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 Official’s Employee ID. |

Continued on next page

Enlisted Evaluation Report Endorsements, Continued

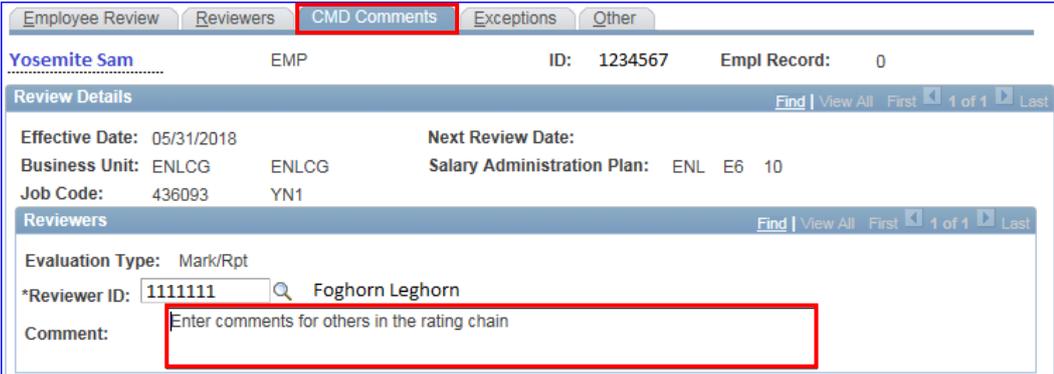
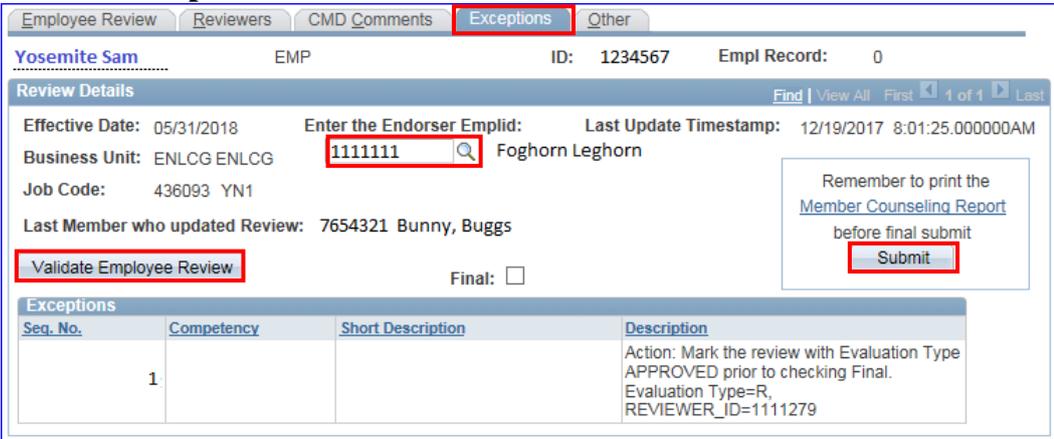
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------|---------------|----------|-------------|----------|---|-------|------------------|---|-----------|--------|---|-------|---------------------------------|---|---------------|--------|---|--------|-----------------|---|---------|--------|---|--------|-----------------------|---|---------|--------|
| 5 (cont) | <div style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Employee Review Reviewers CMD Comments Exceptions Other </div> <div style="margin-bottom: 5px;"> Yosemite Sam EMP ID: 1234567 Empl Record: 0 </div> <div style="margin-bottom: 5px;"> Review Details Find View All First 1 of 1 Last </div> <div style="margin-bottom: 5px;"> Effective Date: 05/31/2018 Next Review Date: Business Unit: ENLCG ENLCG Salary Administration Plan: ENL E6 10 Job Code: 436093 YN1 </div> <div style="margin-bottom: 5px;"> Reviewers Find View All First 1 of 1 Last </div> <div style="margin-bottom: 5px;"> *Evaluation Type: [Mark/Rpt] *Reviewer ID: [111111] Foghorn Leghorn </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Seq</th> <th style="text-align: left;">Competency</th> <th style="text-align: left;">Description</th> <th style="text-align: center;">Rating</th> <th style="text-align: left;">Description</th> <th style="text-align: center;">Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>EPM5A</td> <td>Military Bearing</td> <td style="text-align: center;">6</td> <td>Excellent</td> <td style="text-align: center;">[Icon]</td> </tr> <tr> <td>2</td> <td>EPM6A</td> <td>Customs, Courtesies, Traditions</td> <td style="text-align: center;">5</td> <td>Above Average</td> <td style="text-align: center;">[Icon]</td> </tr> <tr> <td>3</td> <td>EPP12A</td> <td>Quality of Work</td> <td style="text-align: center;">4</td> <td>Average</td> <td style="text-align: center;">[Icon]</td> </tr> <tr> <td>4</td> <td>EPP14A</td> <td>Technical Proficiency</td> <td style="text-align: center;">4</td> <td>Average</td> <td style="text-align: center;">[Icon]</td> </tr> </tbody> </table> </div> <p>Enter the numeric Rating assigned by the Marking Official.</p> <p>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).</p> <p>To review the full competency description or enter/modify Reviewer comments, click the Icon in the Comments field.</p> <p>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.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Description: Performance Factor PROFESSIONAL/SPECIALTY KNOWLEDGE The degree to which the member demonstrated technical competency and proficiency for rating or special assignment.</p> <p>___1 ___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.</p> <p>___3 ___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.</p> <p>Comment: <input style="width: 100%; height: 40px;" type="text"/></p> <p style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div> <p>When finished click the OK button.</p> | Seq | Competency | Description | Rating | Description | Comments | 1 | EPM5A | Military Bearing | 6 | Excellent | [Icon] | 2 | EPM6A | Customs, Courtesies, Traditions | 5 | Above Average | [Icon] | 3 | EPP12A | Quality of Work | 4 | Average | [Icon] | 4 | EPP14A | Technical Proficiency | 4 | Average | [Icon] |
| Seq | Competency | Description | Rating | Description | Comments | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | EPM5A | Military Bearing | 6 | Excellent | [Icon] | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | EPM6A | Customs, Courtesies, Traditions | 5 | Above Average | [Icon] | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | EPP12A | Quality of Work | 4 | Average | [Icon] | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | EPP14A | Technical Proficiency | 4 | Average | [Icon] | | | | | | | | | | | | | | | | | | | | | | | | | | |

Continued on next page

Enlisted Evaluation Report Endorsements, Continued

Procedures,
continued

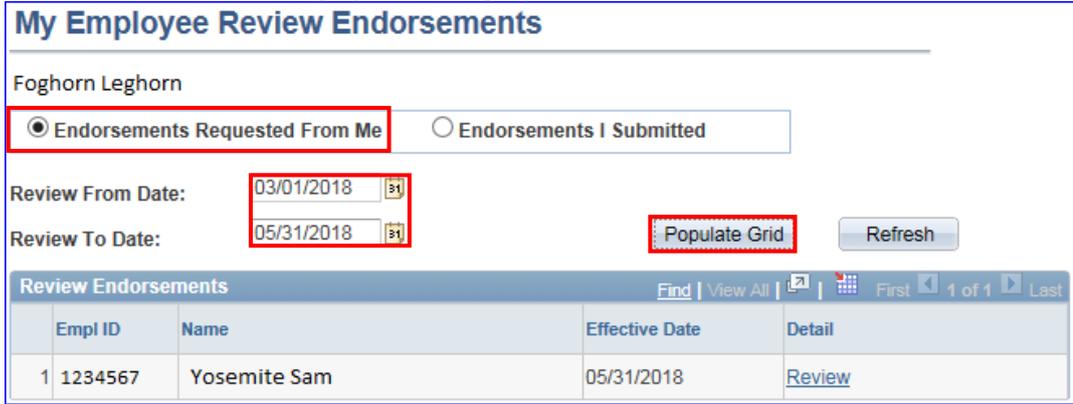
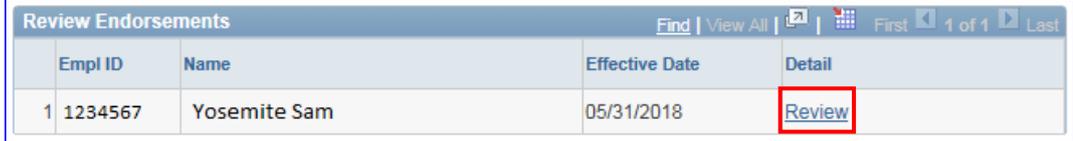
| Step | Action | | | | | | | | |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------|-------------|---|--|--|-----------------------------------------------------------------------------------------------------------------------------|
| <p>6</p> | <p>Click the CMD Comments tab.</p>  <p>Update any comments for others in the rating chain. These comments will be maintained in Direct Access.</p> | | | | | | | | |
| <p>7</p> | <p>Click the Exceptions tab</p>  <p>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.</p> <p>Enter the Endorser Emplid – Enter the Employee ID for the next person in the rating chain.</p> <p>Click the Submit button to route the EER.</p> <table border="1" data-bbox="344 1339 1294 1469"> <thead> <tr> <th>Seq. No.</th> <th>Competency</th> <th>Short Description</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td>Action: Mark the review with Evaluation Type APPROVED prior to checking Final. Evaluation Type=R, REVIEWER_ID=1111279</td> </tr> </tbody> </table> | 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 |
| 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 | | | | | | |

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.

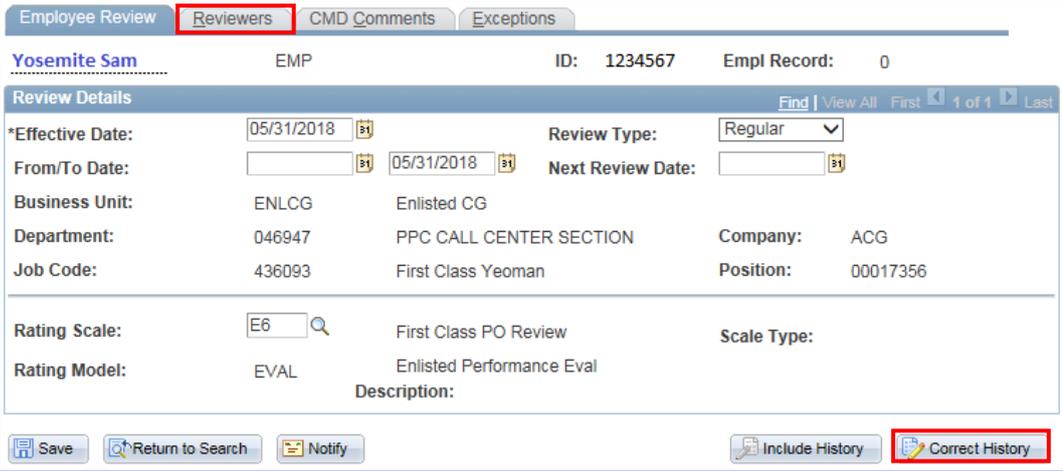
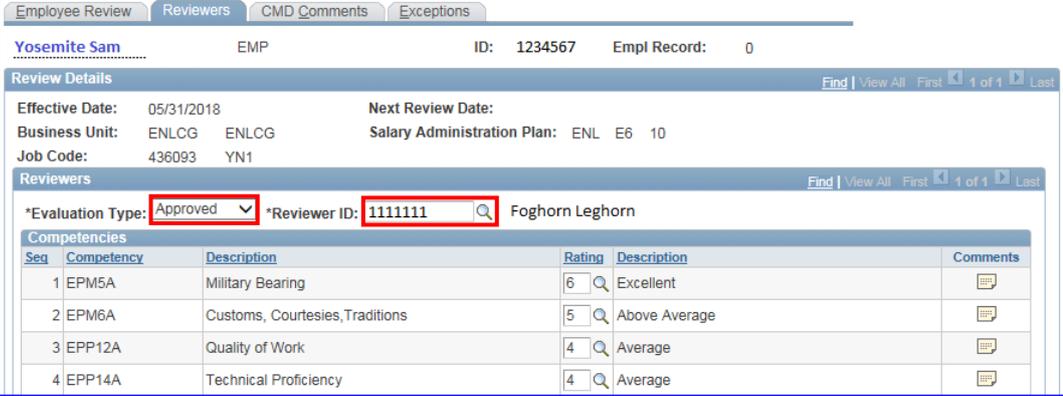
Procedures See below.

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>Select the Employee Review Endorsements link from the Employee Review pagelet</p>  |
| 2 | <p>The EER Endorsements page will display.</p>  <p>To view all EERs submitted to the Approving Official for review:</p> <ul style="list-style-type: none"> • 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 EERs 3/1/2018 - 05/31/2018 • Click the Populate Grid button. |
| 3 | <p>All EER’s submitted to this Marking Official will display.</p>  <p>Click the Review link.</p> |

Continued on next page

Enlisted Evaluation Report Approval, Continued

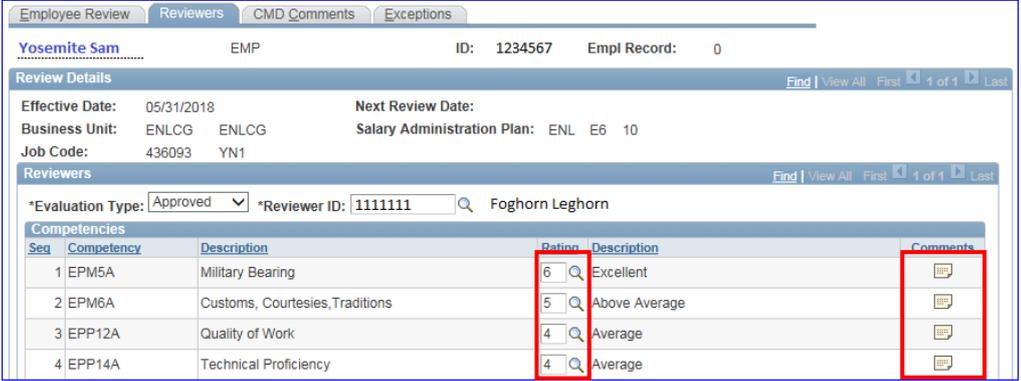
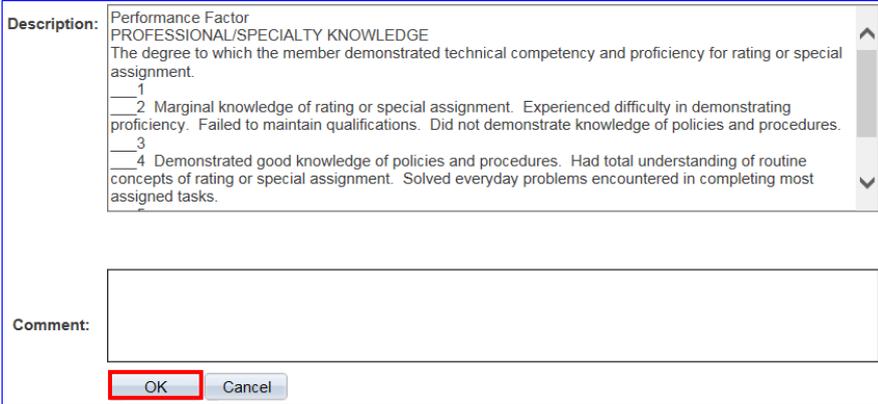
Procedures,
continued

| Step | Action |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>4</p> | <p>The EER will display.</p>  <p>You must click the Correct History button to allow any changes to the EER.</p> <p>Click the Reviewers tab.</p> |
| <p>5</p> | <p>The Approving Official must complete the Reviewers Section.</p>  <ul style="list-style-type: none"> • 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 Official’s Employee ID. |

Continued on next page

Enlisted Evaluation Report Approval, Continued

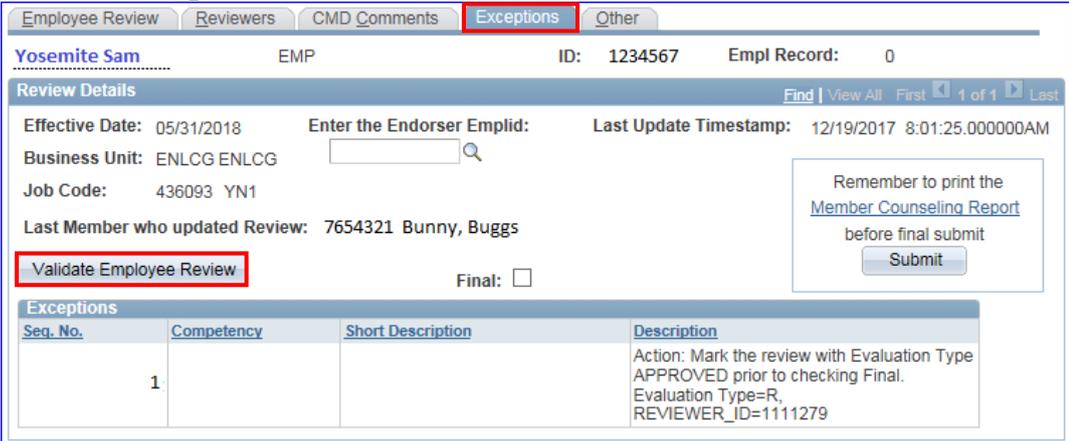
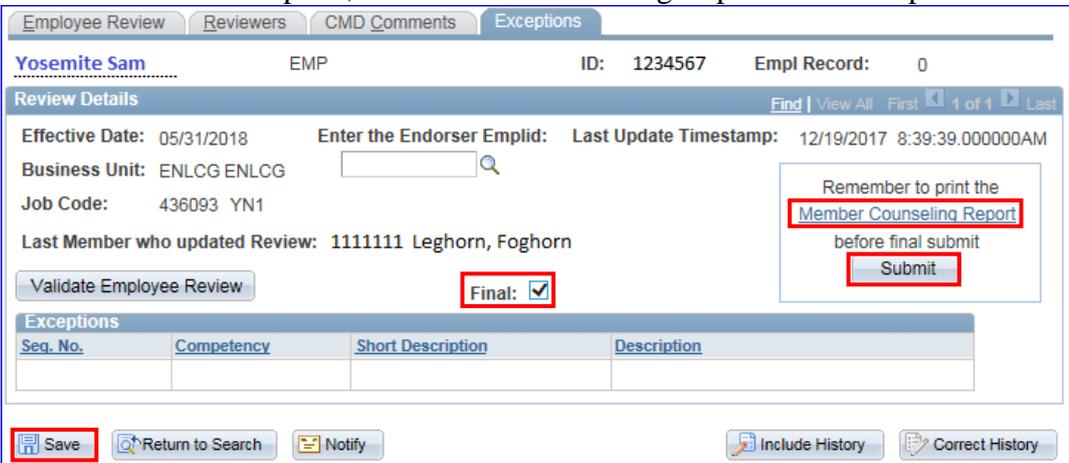
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------|---------------|----------|-------------|----------|---|-------|------------------|---|-----------|--|---|-------|---------------------------------|---|---------------|--|---|--------|-----------------|---|---------|--|---|--------|-----------------------|---|---------|--|
| 6 | <p>Complete the Competencies section.</p>  <table border="1" data-bbox="327 750 1300 907"> <thead> <tr> <th>Seq</th> <th>Competency</th> <th>Description</th> <th>Rating</th> <th>Description</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>EPM5A</td> <td>Military Bearing</td> <td>6</td> <td>Excellent</td> <td></td> </tr> <tr> <td>2</td> <td>EPM6A</td> <td>Customs, Courtesies, Traditions</td> <td>5</td> <td>Above Average</td> <td></td> </tr> <tr> <td>3</td> <td>EPP12A</td> <td>Quality of Work</td> <td>4</td> <td>Average</td> <td></td> </tr> <tr> <td>4</td> <td>EPP14A</td> <td>Technical Proficiency</td> <td>4</td> <td>Average</td> <td></td> </tr> </tbody> </table> <p>Enter the numeric Rating assigned by the Approving Official.</p> <p>Use numeric values to rate all competencies on the list, except for the 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 (EPP1A) use Y (comments are required).</p> <p>To review the full competency description or enter/modify Reviewer comments, click the Icon in the Comments field.</p> <p>The Approving Official may enter 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.</p>  <p>When finished click the OK button.</p> | 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 | | 4 | EPP14A | Technical Proficiency | 4 | Average | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | EPP14A | Technical Proficiency | 4 | Average | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Continued on next page

Enlisted Evaluation Report Approval, Continued

Procedures,
continued

| Step | Action |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>7</p> | <p>Click the Exceptions tab.</p>  <p>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.</p> |
| <p>8</p> |  <p>When the EER is complete, the Member Counseling Report should be printed.</p> <p>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.</p> <p>After the member is counseled and signs the report, check the Final check box and click the Submit button.</p> <p>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.</p> |

Member Counseling Report

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

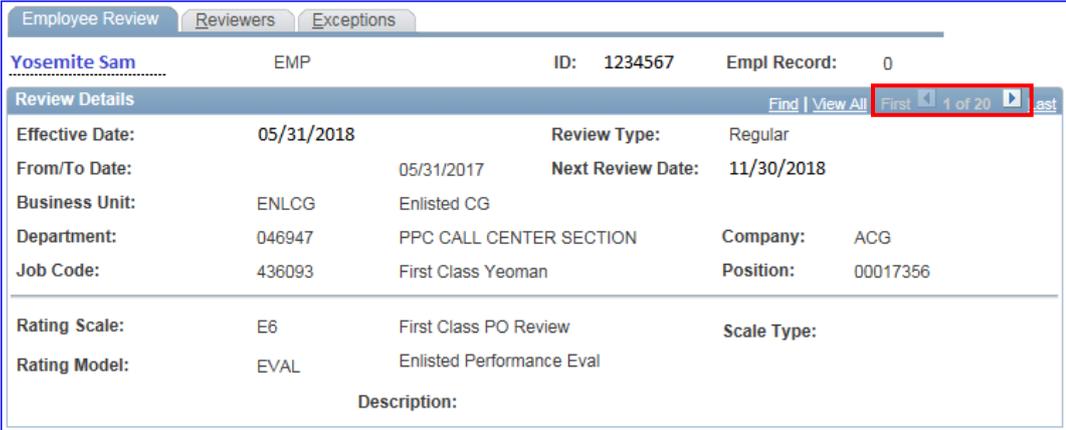
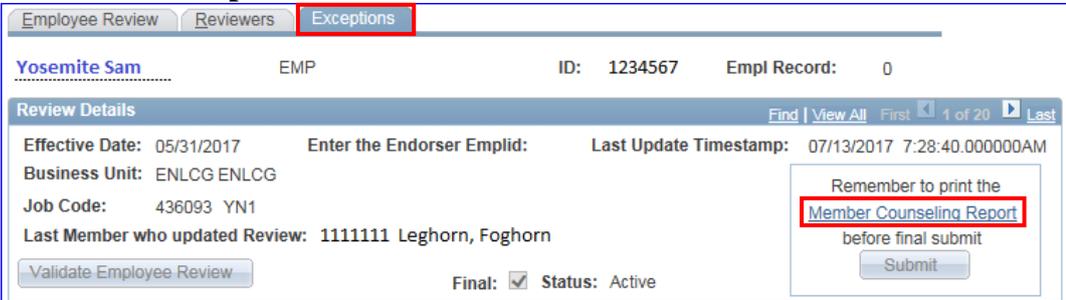
Procedures See below.

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>Select the Employee Review Remarks link from the Employee Review pagelet.</p>  |
| 2 | <p>Enter the members Empl ID and click the Search button.</p>  |

Continued on next page

Member Counseling Report, Continued

Procedures,
continued

| Step | Action |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>3</p> | <p>Member's Enlisted Evaluations will display with the most current listed first. This member has 20 EERs recorded in Direct Access.</p> <div data-bbox="316 562 1382 992" style="border: 1px solid black; padding: 5px;">  </div> <p>Click the Arrow to scroll through to the correct EER, or View All to see all Enlisted Evaluation Reports recorded in Direct access.</p> |
| <p>4</p> | <p>Click on the Exceptions tab</p> <div data-bbox="316 1140 1382 1440" style="border: 1px solid black; padding: 5px;">  </div> <p>Click the Member Counseling Report link.</p> |

Continued on next page

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: | 05/31/2018 | Review Type: | Regular |
| From: | | To: | 05/31/2018 |
| Next Review Date: | | | |
| Department: | 046947 | PPC CALL CENTER SECTION | |
| Job Code: | 436093 | First Class Yeoman | |
| Rating Scale: | E6 | First Class PO Review | |
| Rating Model: | EVAL | Enlisted Performance Eval | |
| 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 Comments will be displayed. | | | |

Continued on next page

Member Counseling Report, Continued

**Member
Counseling
Report,**
continued

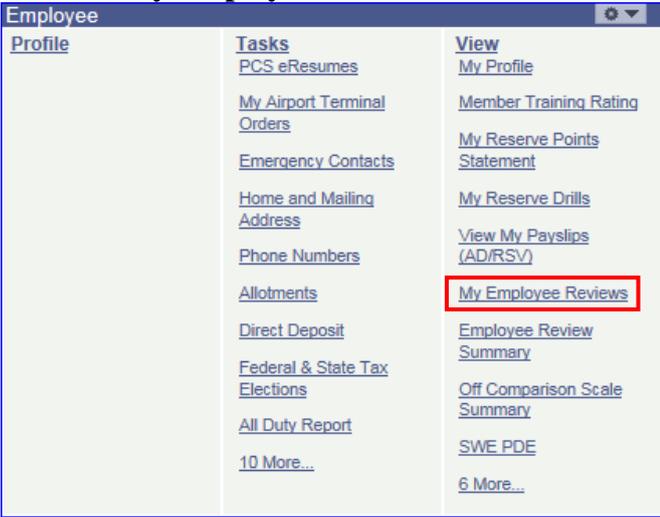
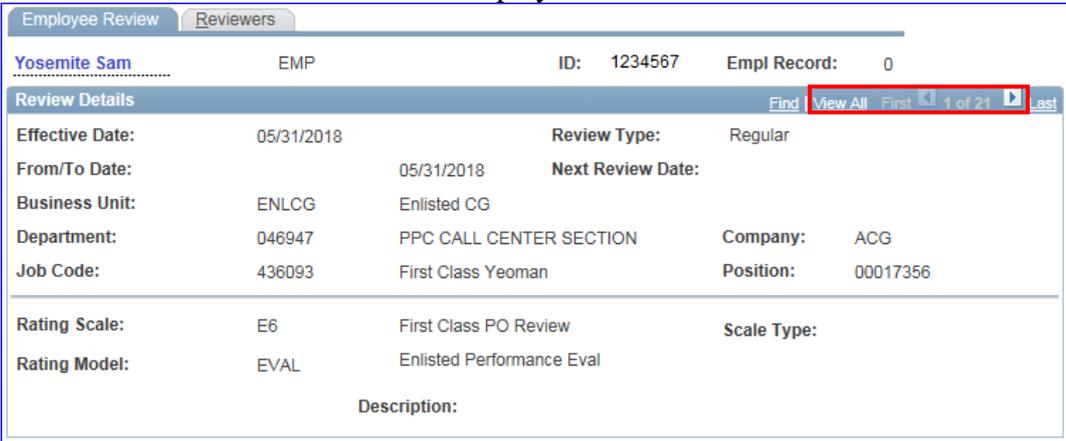
Member Counseling Acknowledgement: The Counselor and Member must complete and sign and the acknowledgement.

| Member Counseling Receipt | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------|------------|
| Emplid: | 1234567 0 | Sam, Yosemite | |
| Eff Date: | 05/31/2018 | Review Type: | Regular |
| From: | | To: | 05/31/2018 |
| Next Review Date: | | | |
| Approving Official: | 1111111 | Leghorn, Foghorn | LT |
| 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 PSC 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 | Sam, Yosemite | YN1 |
| Signature | _____ | | 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.

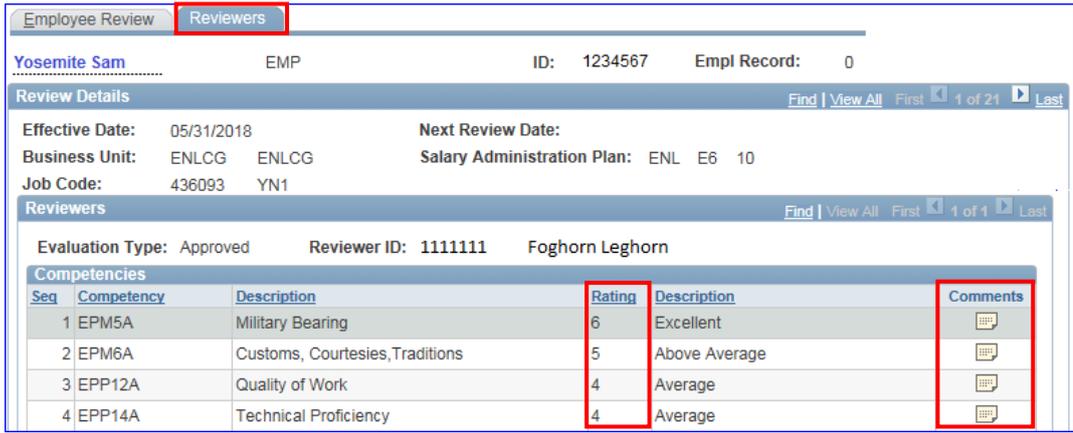
Procedures See below.

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>Click the My Employee Reviews link in the Self Service pagelet.</p>  <p>The screenshot shows a pagelet titled 'Employee' with three columns: Profile, Tasks, and View. The 'View' column contains several links, with 'My Employee Reviews' highlighted by a red rectangular box.</p> |
| 2 | <p>Members Enlisted Evaluations will display with the most current listed first.</p>  <p>The screenshot shows a table of evaluation details for 'Yosemite Sam'. At the top right of the table, there are navigation buttons: 'Find', 'View All', 'First', '1 of 21', and 'Last'. The 'View All' button is highlighted with a red rectangular box.</p> <p>Click the Arrow to scroll to the correct EER, or View All to see all Enlisted Evaluation Reports recorded in Direct access.</p> |

Continued on next page

Self Service Member – View Completed Enlisted Evaluation Reports, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------|---------------|--------------------------------------------------------------------------------------|-------------|----------|---|-------|------------------|---|-----------|-------------------------------------------------------------------------------------|---|-------|---------------------------------|---|---------------|-------------------------------------------------------------------------------------|---|--------|-----------------|---|---------|-------------------------------------------------------------------------------------|---|--------|-----------------------|---|---------|--------------------------------------------------------------------------------------|
| 3 | <p data-bbox="312 539 635 573">Click the Reviewers tab.</p> <div data-bbox="312 577 1385 1010" style="border: 1px solid black; padding: 5px;">  <table border="1" data-bbox="336 842 1347 1003"> <thead> <tr> <th>Seq</th> <th>Competency</th> <th>Description</th> <th>Rating</th> <th>Description</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>EPM5A</td> <td>Military Bearing</td> <td>6</td> <td>Excellent</td> <td></td> </tr> <tr> <td>2</td> <td>EPM6A</td> <td>Customs, Courtesies, Traditions</td> <td>5</td> <td>Above Average</td> <td></td> </tr> <tr> <td>3</td> <td>EPP12A</td> <td>Quality of Work</td> <td>4</td> <td>Average</td> <td></td> </tr> <tr> <td>4</td> <td>EPP14A</td> <td>Technical Proficiency</td> <td>4</td> <td>Average</td> <td></td> </tr> </tbody> </table> </div> <p data-bbox="312 1048 1347 1120">Scroll to view each Competency Rating assigned. Click the Comments Icon to view supporting documentation for the Employee Review.</p> | 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 |  | 4 | EPP14A | Technical Proficiency | 4 | Average |  |
| 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 |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | EPP14A | Technical Proficiency | 4 | Average |  | | | | | | | | | | | | | | | | | | | | | | | | | | |