

Section Overview

Introduction This section will help you to locate the policies and procedures for completing an administrative remark entry, guide you through the procedures for reporting medals and awards, and aid you in completing and reviewing an Enlisted Employee Review Worksheet (EERW).

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Administrative Remarks (CG-3307)

Introduction The CG-3307 provides a means of recording miscellaneous entries, which are not recorded elsewhere in a Personnel Data Record (PDR). Administrative Remarks entries are made, to document counseling, or to record any other information required by current directives, or considered to be of historical value.

Reference (a) COMDINST 1000.14(series)

- Policies and procedures**
- The only authorized CG-3307 entries are those listed in Enclosure (6) to this manual.
 - The policies governing the use of the CG-3307 can be found in Ref. (a).
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Example entries See Enclosure (6) of this manual for examples.

Reporting Medals and Awards

Introduction All medals and awards that have been presented to the member must be reported to the SPO for entry into Direct Access.

Reporting awards When a member receives a medal or award, forward a copy of the certificate or other documentation to the Direct Access input office (SPO or Unit).

Processing Good Conduct Awards Process table for active duty and reserve Good Conduct Awards.

Stage	Who Does It	What Happens
1	SPO	Forwards a list to the unit of members who are eligible for awards between the 15th of the current month to the 14th of the next month
2	Unit/SPO (See note)	Prepares Good Conduct Award Certificate for the unit commanding officer's signature
3	Unit	Completes Direct Access transaction or forwards a copy of the signed award certificate or documentation to SPO for Direct Access input
4	SPO	Completes Direct Access transaction if unit is unable to enter the data

Note: If unit has no administrative support attached, the SPO will complete the Good Conduct Award Certificate and forward to the unit.

How to Complete the Enlisted Employee Review Worksheet for Units without Access to Direct Access

Purpose The objective of this section is to provide a concise, user-friendly job aid for completing Enlisted Employee Review Worksheet (EERW). Refer to Chapter 10-B of the PERSMAN, for information about the Enlisted Employee Review System.

Discussion The EERW should only be used for personnel assigned to commands without access to Direct Access. Some examples of affected commands are:

- CG Recruiting Offices
- CG personnel assigned at MEPS
- Underway vessels (to be input upon return to homeport)
- Detached duty.

Direct Access does not allow input of Employee Reviews older than one year. In that case the unit must submit the completed EERW and forward to PSC (adv) for processing.

Process This is the process used for submission of Enlisted Employee Review Worksheets.

Stage	Who Does It	What Happens
1	Unit	<ul style="list-style-type: none"> • Determines members that need to be evaluated. • Obtains the EERW from parent command, Enclosure 1 of this manual, or the internet (if applicable). Vessels anticipating underway periods during a period ending date should have sufficient copies prior to sailing. • Ensures member signs EERW within 21 days of period ending date. • Mails completed EERW to parent command for data entry into EERS.
2	SPO	<ul style="list-style-type: none"> • Enters information from EERW into Direct Access. • Prints Enlisted Employee Review Summary (EERS) from Direct Access • Returns counseling sheet to Unit.
3	Unit	<ul style="list-style-type: none"> • Verifies EERS for accuracy, counsels member, gets signature, and files summary sheet in member's record.

Continued on next page

How to Complete the Enlisted Employee Review Worksheet for Units without Access to Direct Access, Continued

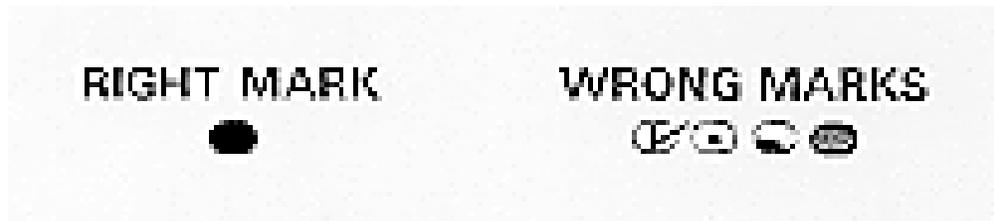
**Before you
begin**

EERW's must be used for all Enlisted Employee Reviews (EER) submitted with a period end date later than 1AUG02 when applicable. All EER's must be submitted online.

A properly completed EERW is required for entry by parent command. Incorrect forms will be sent back to the unit for corrections.

Keep these important rules in mind while completing EERW's.

- Use a pen or pencil
- Darken the ovals completely, as in this example:



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How to Complete the Enlisted Employee Review Worksheet for Units without Access to Direct Access, Continued

Completing the EERW Follow these steps and examples to complete the EERW.

Note: If you have any questions after reading these directions, please contact PSC (ADV) at 785-339-3400 for assistance, before attempting to complete the form.

Step	Action																																										
1	Determine the reason for evaluation.																																										
2	<p>Please darken the correct ovals in blocks 1-5.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Block</th> <th>Enter</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Print member's full name/rate and unit</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Enter member's Employee Id</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Darken the oval for the appropriate pay grade</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Enter the correct reason code for the evaluation</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Enter the correct period ending date</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1</td> <td style="width: 60%;">RATE, FIRST NAME, LAST NAME:</td> <td style="width: 35%;">UNIT NAME:</td> </tr> <tr> <td style="text-align: center;">2</td> <td>EMPLOYEE ID #</td> <td rowspan="2"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">4</td> <td>REASON</td> </tr> <tr> <td colspan="2"> REGULAR: <input type="checkbox"/> SEMI-ANNUAL/ANNUAL </td> </tr> <tr> <td colspan="2" style="text-align: center;"> CHOOSE ONLY ONE REASON </td> </tr> <tr> <td colspan="2"> OTHER: Review section 10-B COMDTINST M1000.6 (series) to determine when required: <input type="checkbox"/> DISCIPLINARY (NJP, COURT MARTIAL, CIVIL CONVICTION) <input type="checkbox"/> REDUCTION (OTHER THAN DISCIPLINARY) <input type="checkbox"/> TRANSFER <input type="checkbox"/> PROBATION/SPECIAL CONDUCT <input type="checkbox"/> SWE </td> </tr> </table> </td> </tr> <tr> <td style="text-align: center;">3</td> <td>PAYGRADE</td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> E-3 <input type="checkbox"/> E-2 <input type="checkbox"/> E-1 </td> <td style="text-align: center;">5</td> <td>PERIOD ENDING</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center;">MONTH</td> <td style="text-align: center;">DAY</td> <td style="text-align: center;">YEAR</td> </tr> <tr> <td colspan="2"></td> <td> <input type="checkbox"/> JAN <input type="checkbox"/> FEB <input type="checkbox"/> MAR <input type="checkbox"/> APR <input type="checkbox"/> MAY <input type="checkbox"/> JUN <input type="checkbox"/> JUL <input type="checkbox"/> AUG <input type="checkbox"/> SEP <input type="checkbox"/> OCT <input type="checkbox"/> NOV <input type="checkbox"/> DEC </td> <td></td> <td></td> </tr> </table>	Block	Enter	1	Print member's full name/rate and unit	2	Enter member's Employee Id	3	Darken the oval for the appropriate pay grade	4	Enter the correct reason code for the evaluation	5	Enter the correct period ending date	1	RATE, FIRST NAME, LAST NAME:	UNIT NAME:	2	EMPLOYEE ID #	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">4</td> <td>REASON</td> </tr> <tr> <td colspan="2"> REGULAR: <input type="checkbox"/> SEMI-ANNUAL/ANNUAL </td> </tr> <tr> <td colspan="2" style="text-align: center;"> CHOOSE ONLY ONE REASON </td> </tr> <tr> <td colspan="2"> OTHER: Review section 10-B COMDTINST M1000.6 (series) to determine when required: <input type="checkbox"/> DISCIPLINARY (NJP, COURT MARTIAL, CIVIL CONVICTION) <input type="checkbox"/> REDUCTION (OTHER THAN DISCIPLINARY) <input type="checkbox"/> TRANSFER <input type="checkbox"/> PROBATION/SPECIAL CONDUCT <input type="checkbox"/> SWE </td> </tr> </table>	4	REASON	REGULAR: <input type="checkbox"/> SEMI-ANNUAL/ANNUAL		CHOOSE ONLY ONE REASON		OTHER: Review section 10-B COMDTINST M1000.6 (series) to determine when required: <input type="checkbox"/> DISCIPLINARY (NJP, COURT MARTIAL, CIVIL CONVICTION) <input type="checkbox"/> REDUCTION (OTHER THAN DISCIPLINARY) <input type="checkbox"/> TRANSFER <input type="checkbox"/> PROBATION/SPECIAL CONDUCT <input type="checkbox"/> SWE		3	PAYGRADE	<input type="checkbox"/> E-3 <input type="checkbox"/> E-2 <input type="checkbox"/> E-1		5	PERIOD ENDING			MONTH	DAY	YEAR			<input type="checkbox"/> JAN <input type="checkbox"/> FEB <input type="checkbox"/> MAR <input type="checkbox"/> APR <input type="checkbox"/> MAY <input type="checkbox"/> JUN <input type="checkbox"/> JUL <input type="checkbox"/> AUG <input type="checkbox"/> SEP <input type="checkbox"/> OCT <input type="checkbox"/> NOV <input type="checkbox"/> DEC		
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How to Complete the Enlisted Employee Review Worksheet for Units without Access to Direct Access, Continued

**Completing the
EERW (cont'd)**

Step	Action						
3	Darken the ovals that properly evaluate the member. <ul style="list-style-type: none"> • Use only one mark per field. • The supervisor and marking official should use a pencil and enter a mark in the oval, which can be erased if necessary. • The approving official agrees/disagrees and darkens the appropriate oval. 						
4	All marks of: <ul style="list-style-type: none"> • 1; • 2; • 7; • Not Recommended; or • Unsatisfactory in Conduct <u>must</u> have supporting documentation attached to the EERW.						
5	LEADERSHIP POTENTIAL Provide written documentation for all personnel E-6 and above describing in detail their potential for future leadership responsibilities.						
6	Darken the correct Conduct oval. <div style="border: 1px solid black; padding: 5px;"> <p>CONDUCT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: left;">COMPETENCY</th> <th style="width: 33%; text-align: center;">UNSATISFACTORY <input type="checkbox"/></th> <th style="width: 33%; text-align: center;">SATISFACTORY <input type="checkbox"/></th> </tr> </thead> <tbody> <tr> <td style="font-size: small;"> CONDUCT The degree to which this member, through personal behavior, conformed to the rules, regulations, and military standards, on and off duty. </td> <td style="font-size: small;"> Failed to meet minimum standards as evidenced by NJP, CM, or civil conviction; or brought discredit to the Coast Guard as evidenced by adverse CG-3307 entries including financial irresponsibility, non-support of dependents, or alcohol incidents; or failed to conform to civilian and military rules, regulations, and standards. </td> <td style="font-size: small;"> No NJP, CM, or civil conviction; and promoted and supported respect for rules, regulations, and civilian and military standards as evidenced by no adverse CG-3307 entries. </td> </tr> </tbody> </table> </div> <p>A mark of unsatisfactory requires adverse supporting documentation.</p>	COMPETENCY	UNSATISFACTORY <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	CONDUCT The degree to which this member, through personal behavior, conformed to the rules, regulations, and military standards, on and off duty.	Failed to meet minimum standards as evidenced by NJP, CM, or civil conviction; or brought discredit to the Coast Guard as evidenced by adverse CG-3307 entries including financial irresponsibility, non-support of dependents, or alcohol incidents; or failed to conform to civilian and military rules, regulations, and standards.	No NJP, CM, or civil conviction; and promoted and supported respect for rules, regulations, and civilian and military standards as evidenced by no adverse CG-3307 entries.
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How to Complete the Enlisted Employee Review Worksheet for Units without Access to Direct Access, Continued

**Completing the
EERW (cont'd)**

Step	Action									
7	<p>The supervisor, marking official and approving official must darken in one oval for a mark of not recommended or recommended.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">SUPERVISOR:</td> <td style="padding: 2px;"><input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended</td> </tr> <tr> <td style="padding: 2px;">MARKING OFFICIAL:</td> <td style="padding: 2px;"><input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended</td> </tr> <tr> <td style="padding: 2px;">APPROVING OFFICIAL:</td> <td style="padding: 2px;"><input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended</td> </tr> </table> </div> <ul style="list-style-type: none"> All members marked not recommended will not receive a SWE nor be allowed placement on a supplemental advancement or striker list. All evaluations completed in the spring are for the November SWE cycle. Evaluations completed in the fall are for the May SWE cycle. Reservists are evaluated one time per year in May for the October RSWE cycle. 	SUPERVISOR:	<input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended	MARKING OFFICIAL:	<input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended	APPROVING OFFICIAL:	<input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended			
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APPROVING OFFICIAL:	<input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended									
8	<p>The EERW <u>must</u> have four signatures for processing.</p> <ol style="list-style-type: none"> 1. The supervisor 2. Marking official 3. Approving official 4. Member <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">SUPERVISOR:</td> <td style="padding: 2px;"><input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended</td> <td style="padding: 2px;">I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY. Signature _____ Rate/Rank _____ Date _____</td> </tr> <tr> <td style="padding: 2px;">MARKING OFFICIAL:</td> <td style="padding: 2px;"><input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended</td> <td style="padding: 2px;">I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY. Signature _____ Rate/Rank _____ Date _____</td> </tr> <tr> <td style="padding: 2px;">APPROVING OFFICIAL:</td> <td style="padding: 2px;"><input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended</td> <td style="padding: 2px;"><input type="checkbox"/> Concur <input type="checkbox"/> Do not concur, changes made <input type="checkbox"/> Counseling/ Documentation for 1, 2, and 7's required <input type="checkbox"/> Counseling required (specify areas) _____ Signature _____ Rate/Rank _____ Date _____</td> </tr> </table> <p style="font-size: small; margin-top: 5px;">MEMBER: I ACKNOWLEDGE HAVING BEEN COUNSELED ON AND HAVE REVIEWED MY ENLISTED PERFORMANCE FORM FOR THIS PERIOD. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE SIGNIFICANCE THAT THE ASSIGNED MARKS HAVE ON MY GOOD CONDUCT ELIGIBILITY. I UNDERSTAND THAT I HAVE 15 CALENDAR DAYS IN WHICH TO SUBMIT A MARKS APPEAL. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE ACTION TAKEN ON MY ADVANCEMENT POTENTIAL.</p> <p align="right" style="margin-top: 10px;">Signature _____ Date _____</p> </div>	SUPERVISOR:	<input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY. Signature _____ Rate/Rank _____ Date _____	MARKING OFFICIAL:	<input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY. Signature _____ Rate/Rank _____ Date _____	APPROVING OFFICIAL:	<input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended	<input type="checkbox"/> Concur <input type="checkbox"/> Do not concur, changes made <input type="checkbox"/> Counseling/ Documentation for 1, 2, and 7's required <input type="checkbox"/> Counseling required (specify areas) _____ Signature _____ Rate/Rank _____ Date _____
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Administrative Review of the Enlisted Employee Review Worksheet

Introduction Everyone involved in the enlisted evaluation process has a responsibility to ensure the form is properly completed. An audit of the worksheet will ensure it is processed properly the first time.

Remember the critical nature of the EERW demands that members, commands, parent commands, and processing points adhere strictly to these guidelines to provide the best service to the member being evaluated.

Reasons the EERW rejects Listed below are several reasons the EERW will be rejected by your parent command. Pay special attention to these areas during your review of each worksheet.

1. Wrong period ending date/wrong evaluation reason.
2. Too many marks in field -- Occurs when the rating chain properly changes a factor mark but fails to erase the original mark completely.
3. No marks in field -- One oval per factor must be darkened.
4. Need supporting documentation.
5. Pay grade does not match -- The unit marks the member for semi-annual evaluation when in fact the member advanced at an earlier date.
6. No signature -- The supervisor, marking official, approving official, and the member must sign the worksheet.

Note: If for some reason the member will be unavailable at the end of the marking period, ensure enough lead-time in EERW preparation to obtain the signature by mail if necessary. This guidance applies to the evaluation of Reserve personnel in particular.

Unit Responsibility Any worksheet that is improperly completed will be returned to the unit for correction.

Note: If the member has transferred; it is the unit's responsibility to forward the EERW to the new command.

For more information or assistance Any questions concerning the Enlisted Employee Review Worksheet should be referred to PSC (ADV) at 785-339-3400. You can also e-mail Advancements at: PSC-ADV@hrrsic.uscg.mil.

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