

Enlisted Employee Reviews

Overview

Introduction

The Enlisted Employee Review System (EERS) 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 employee review is not only used to document an individual's past performance, but more importantly, to provide a road map for future improvement.

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Enlisted Employee Review – Supervisor Submission

Introduction This guide provides the procedures for completing and processing an Enlisted Employee Review.

References Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.2A

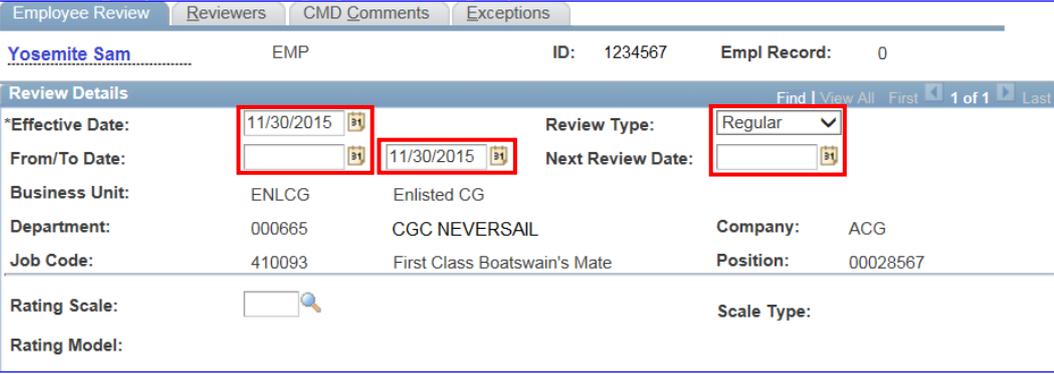
Procedures See below.

Step	Action
1	<p>Select the Employee Reviews link from the Employee Review pagelet</p>  <p>The screenshot shows a pagelet titled "Employee Review" with a blue header. Below the header, there are four links: "Employee Reviews" (highlighted with a red box), "Employee Review Summary", "Employee Review Remarks", and "Employee Review Endorsements".</p>
2	<p>Enter the members Empl ID and click the Search button.</p>  <p>The screenshot shows the "Review History" search interface. It includes a "Find an Existing Value" button, a text input for "Maximum number of rows to return (up to 300):" with the value "300". Below this are several search criteria fields: "Empl ID:" (set to "1234567" with a dropdown menu set to "begins with"), "Empl Record:" (set to "="), "Name:", "Last Name:", "Second Last Name:", "Alternate Character Name:", "Middle Name:", "Business Unit:" (set to "ENLCG"), "Department Set ID:" (set to "00010"), and "Department:". At the bottom, there are checkboxes for "Correct History" (checked) and "Case Sensitive" (unchecked), and buttons for "Search" (highlighted with a red box), "Clear", "Basic Search", and "Save Search Criteria".</p>

Continued on next page

Enlisted Employee Review – Supervisor Submission, Continued

Procedures,
continued

Step	Action
3	<p>The Employee Review page will display.</p>  <p> <ul style="list-style-type: none"> • 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. • 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 30 November for a Regular review. Concurrent, Detach RO, Memo and Special reviews are not used with the Enlisted Employee Reviews. </p> <div data-bbox="352 1256 470 1585" style="border: 1px solid black; padding: 2px;"> <p>ADOS Advncmnt Chng in Rt Concurrent Detach RO Discipline Memo Probation Reduction Regular Rsv Cont SWE Special Transfer</p> </div> <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. </p>

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Enlisted Employee Review – Supervisor Submission, Continued

Procedures,
continued

Step	Action																										
4	<div data-bbox="327 526 1385 907"> </div> <p data-bbox="327 907 1045 940">Rating Scale – Select the lookup and make a selection.</p> <table border="1" data-bbox="327 940 678 1220"> <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 data-bbox="327 1243 1348 1310">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
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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																										
5	<div data-bbox="327 1310 1385 1736"> </div> <p data-bbox="327 1758 1332 1901">If you receive any warning messages, return to the Employee Review tab and correct the incorrect data previously entered. The Enlisted Employee Review cannot be submitted until the Validate Employee Review identifies no action errors.</p>																										

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Enlisted Employee Review – Supervisor Submission, Continued

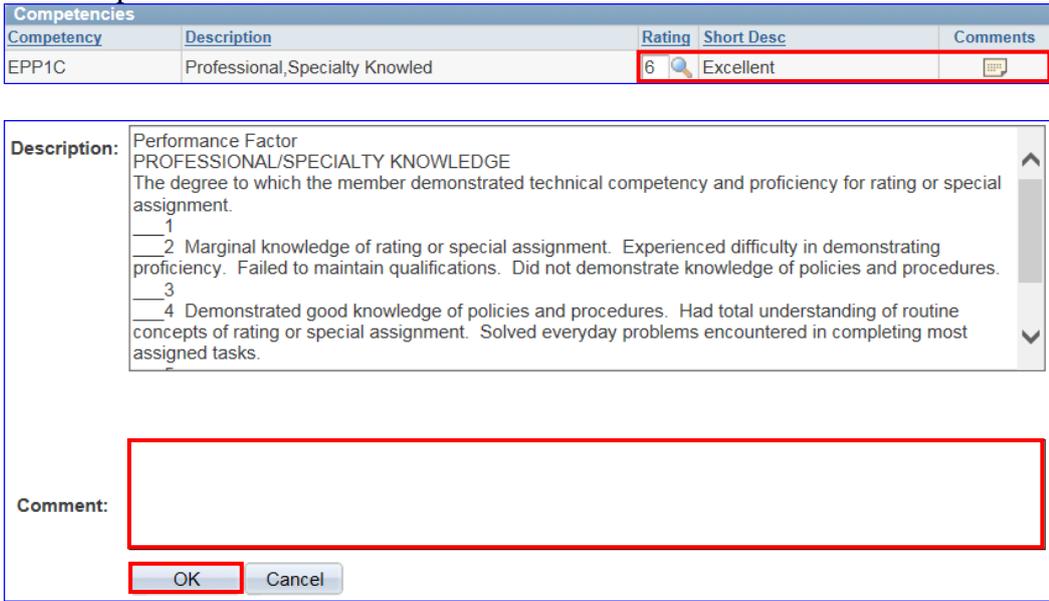
Procedures, continued

Step	Action																												
6	<p>Click the Reviewers tab.</p> <p>Evaluation Type – Click the drop-down and make a selection.</p> <table border="1"> <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> <p>Reviewer ID – Enter the Reviewer ID. This is the Employee ID of the Reviewer (in most cases this is the submitter’s Employee ID).</p> <p>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 (ECCOND) and the advancement recommendation (ECRC1A). For Conduct use Satisfactory or Unsatisfactory (S or U). For the advancement recommendation use Recommended or Not Recommended (R or N).</p> <table border="1"> <thead> <tr> <th>Review Rating</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>S</td><td>Satisfactory</td></tr> <tr><td>U</td><td>Unsatisfactory</td></tr> </tbody> </table> <p>Conduct</p> <table border="1"> <thead> <tr> <th>Review Rating</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>N</td><td>Not Recommended for Adv</td></tr> <tr><td>R</td><td>Recommended for Adv</td></tr> </tbody> </table> <p>Advancement Recommendation</p>	Review Rating	Description	1	Unacceptable	2	Poor	3	Below Standard	4	Average	5	Above Average	6	Excellent	7	Superior	Review Rating	Description	S	Satisfactory	U	Unsatisfactory	Review Rating	Description	N	Not Recommended for Adv	R	Recommended for Adv
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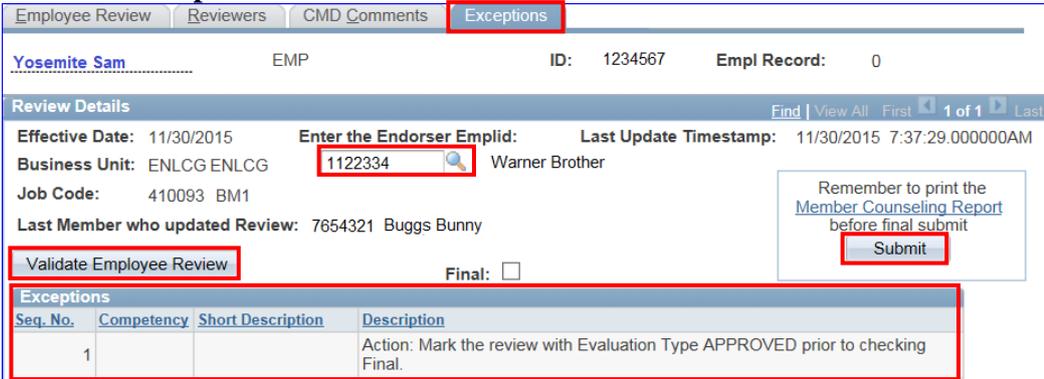
Procedures,
continued

Step	Action
<p>6 (cont)</p>	<p>To review the full competency description or enter Reviewer comments, click the Icon pad in the Comments field.</p>  <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.</p> <p>Required Comments:</p> <ul style="list-style-type: none"> • Competency Rating Marks of 1, 2, and 7 • Unsatisfactory Conduct Mark (U) • Not Recommended for Advancement (N) • All employee reviews submitted on enlisted personnel E-6 and above, are required to include supporting remarks, documenting the individual’s leadership potential, and the Commanding Officer’s advancement recommendation. <p>When finished, click the OK button.</p>

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Enlisted Employee Review – Supervisor Submission, Continued

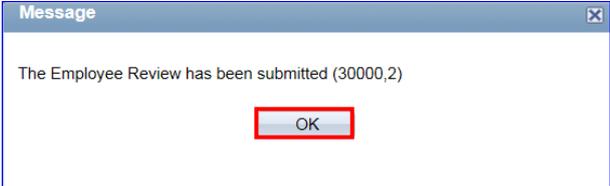
Procedures,
continued

Step	Action
7	<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>
8	<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.</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>

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Enlisted Employee Review – Supervisor Submission, Continued

Procedures,
continued

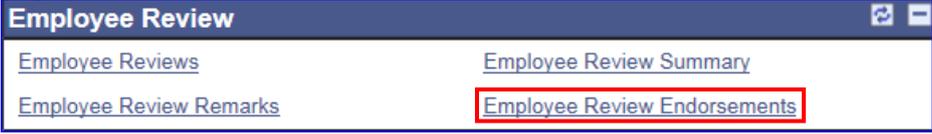
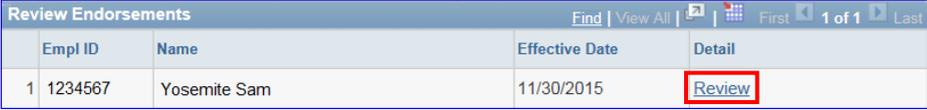
Step	Action
9	<p>A message will display confirming the EER has been submitted/forwarded to the next person in the rating chain. If the submission message is not displayed, the EER has not been forwarded. Review the EER for any previous entries that need corrective action.</p> <p>Click the OK button.</p>  <p>This completes the initial recording of an Employee Review.</p>

Employee Review 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 Employee Review that requires an endorsement action or approval by a Supervisor, Marking Official, or Approver.

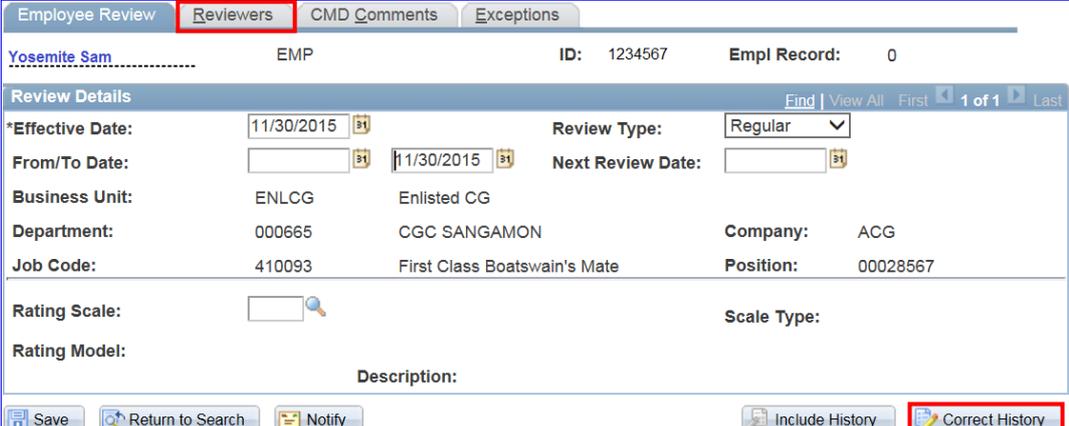
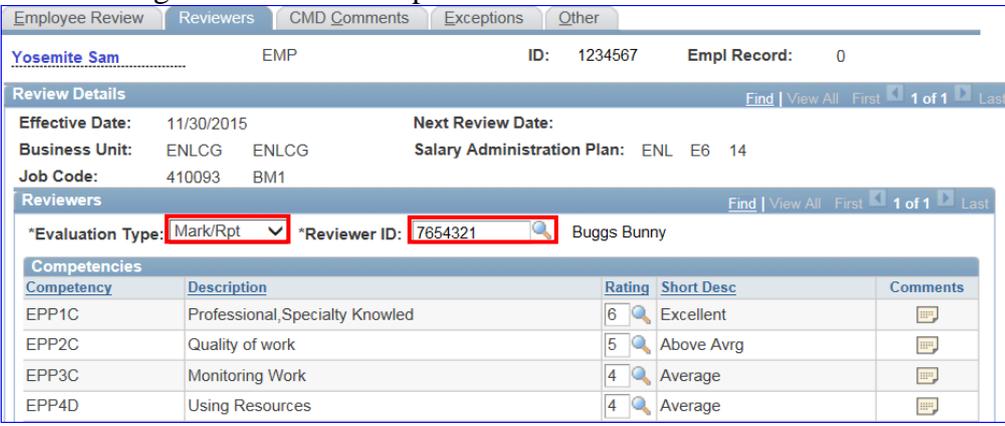
Procedures See below.

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 5/31/2015 through 11/30/2015 • 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

Employee Review Endorsements, Continued

Procedures,
continued

Step	Action
4	<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>
5	<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 Officials Employee ID.

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Employee Review Endorsements, Continued

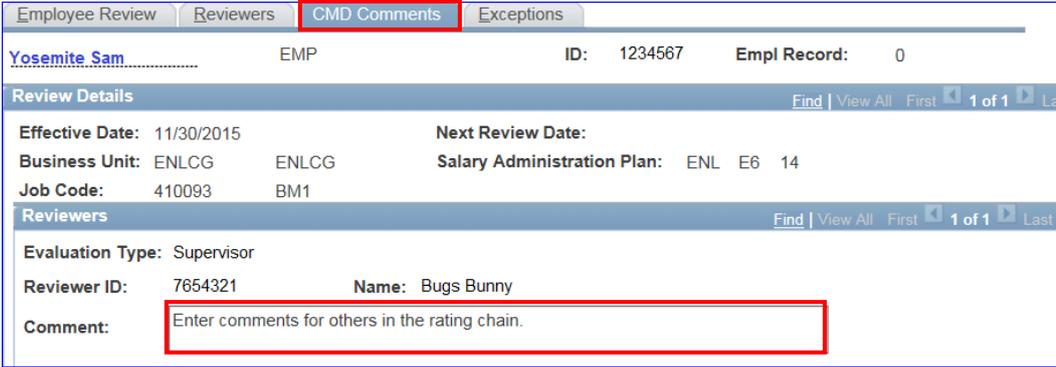
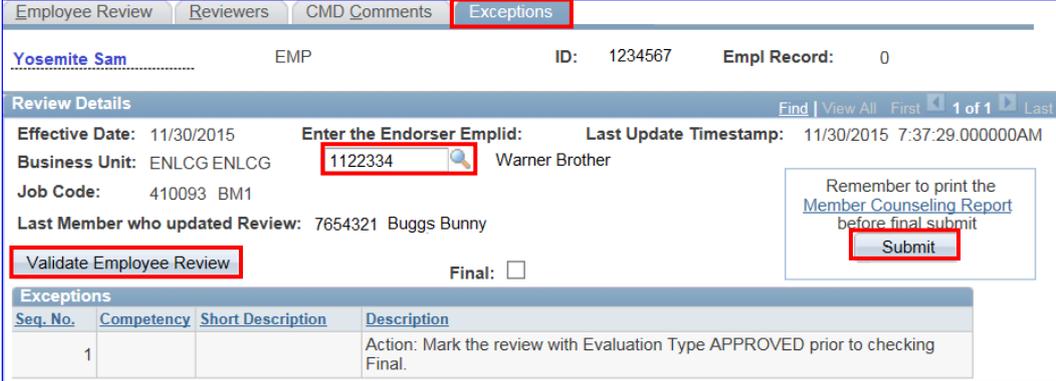
Procedures,
continued

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="border-bottom: 1px solid black; margin-bottom: 5px;"> Review Details Find View All First 1 of 1 Last </div> <div style="margin-bottom: 5px;"> Effective Date: 11/30/2015 Next Review Date: Business Unit: ENLCG ENLCG Salary Administration Plan: ENL E6 14 Job Code: 410093 BM1 </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Reviewers Find View All First 1 of 1 Last </div> <div style="margin-bottom: 5px;"> *Evaluation Type: Mark/Rpt *Reviewer ID: 7654321 Buggs Bunny </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <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;">Short Desc</th> <th style="text-align: center;">Comments</th> </tr> </thead> <tbody> <tr> <td>EPP1C</td> <td>Professional, Specialty Knowledge</td> <td style="text-align: center;">6</td> <td>Excellent</td> <td style="text-align: center;">[Icon]</td> </tr> <tr> <td>EPP2C</td> <td>Quality of work</td> <td style="text-align: center;">5</td> <td>Above Avrg</td> <td style="text-align: center;">[Icon]</td> </tr> <tr> <td>EPP3C</td> <td>Monitoring Work</td> <td style="text-align: center;">4</td> <td>Average</td> <td style="text-align: center;">[Icon]</td> </tr> <tr> <td>EPP4D</td> <td>Using Resources</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 (ECCOND) and the Advancement Recommendation (ECRC1A). For Conduct, use Satisfactory or Unsatisfactory (S or U). For the Advancement Recommendation, use Recommended or Not Recommended (R or N).</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 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-bottom: 5px;"> <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> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Comment: <input style="width: 100%; height: 30px;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div> </div> <p>When finished click the OK button.</p>	Competency	Description	Rating	Short Desc	Comments	EPP1C	Professional, Specialty Knowledge	6	Excellent	[Icon]	EPP2C	Quality of work	5	Above Avrg	[Icon]	EPP3C	Monitoring Work	4	Average	[Icon]	EPP4D	Using Resources	4	Average	[Icon]
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Employee Review Endorsements, Continued

Procedures,
continued

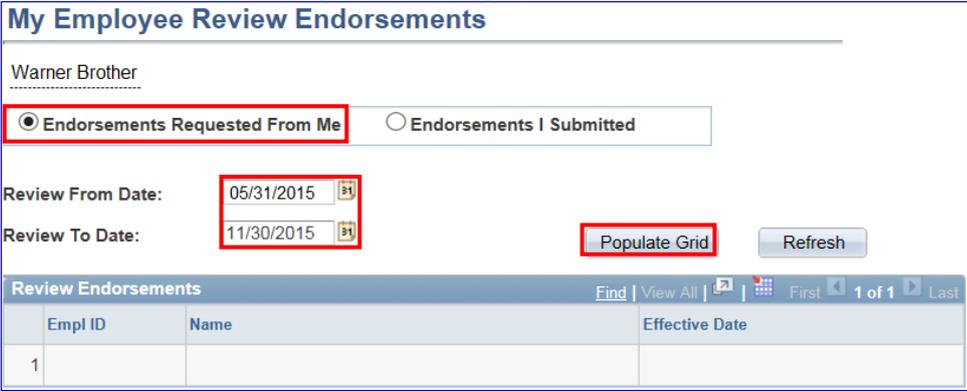
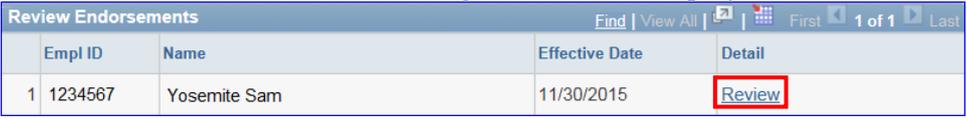
Step	Action
<p>6</p>	<p>Click the CMD Comments tab.</p>  <p>Update any comments for others in the rating chain. These comments will be deleted once the evaluation is saved as “Final”.</p>
<p>7</p>	<p>Click the Exceptions tab</p>  <p>Click the Validate Employee Review button. This will generate a list of exceptions, including errors found on the EER. All errors must be correct before the EER can be forwarded.</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>

Employee Review 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 Employee Review that requires an endorsement action or approval by a Supervisor, Marking Official, or Approver.

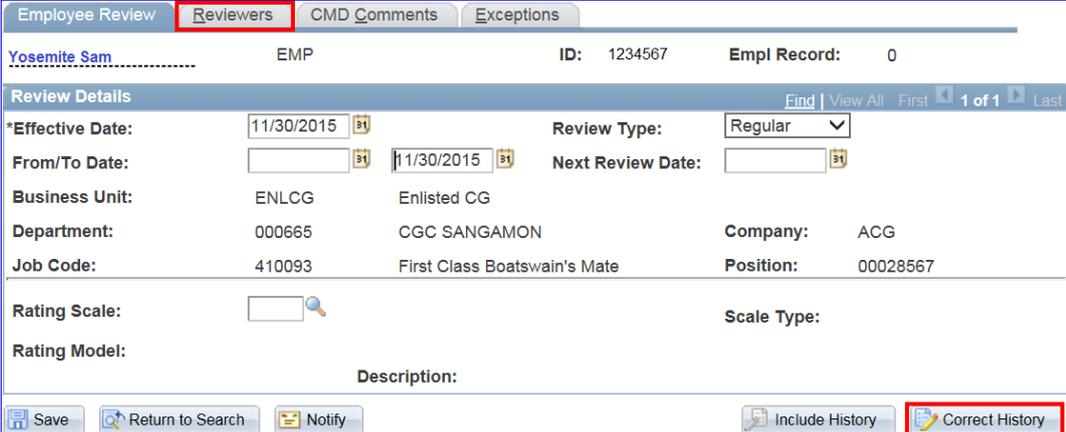
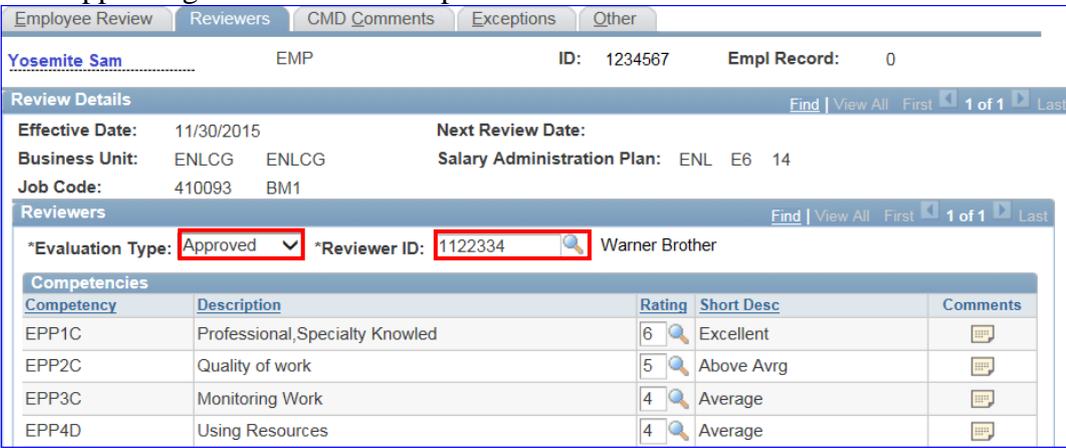
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Step	Action
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3	<p>All EER’s submitted to this Marking Official will display.</p>  <p>Click the Review link.</p>

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Employee Review Approval, Continued

Procedures,
continued

Step	Action																									
4	<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>																									
5	<p>The Approving Official must complete the Reviewers Section.</p>  <table border="1" data-bbox="343 1377 1364 1556"> <thead> <tr> <th>Competency</th> <th>Description</th> <th>Rating</th> <th>Short Desc</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>EPP1C</td> <td>Professional, Specialty Knowledge</td> <td>6</td> <td>Excellent</td> <td></td> </tr> <tr> <td>EPP2C</td> <td>Quality of work</td> <td>5</td> <td>Above Avrg</td> <td></td> </tr> <tr> <td>EPP3C</td> <td>Monitoring Work</td> <td>4</td> <td>Average</td> <td></td> </tr> <tr> <td>EPP4D</td> <td>Using Resources</td> <td>4</td> <td>Average</td> <td></td> </tr> </tbody> </table> <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 Officials Employee ID. 	Competency	Description	Rating	Short Desc	Comments	EPP1C	Professional, Specialty Knowledge	6	Excellent		EPP2C	Quality of work	5	Above Avrg		EPP3C	Monitoring Work	4	Average		EPP4D	Using Resources	4	Average	
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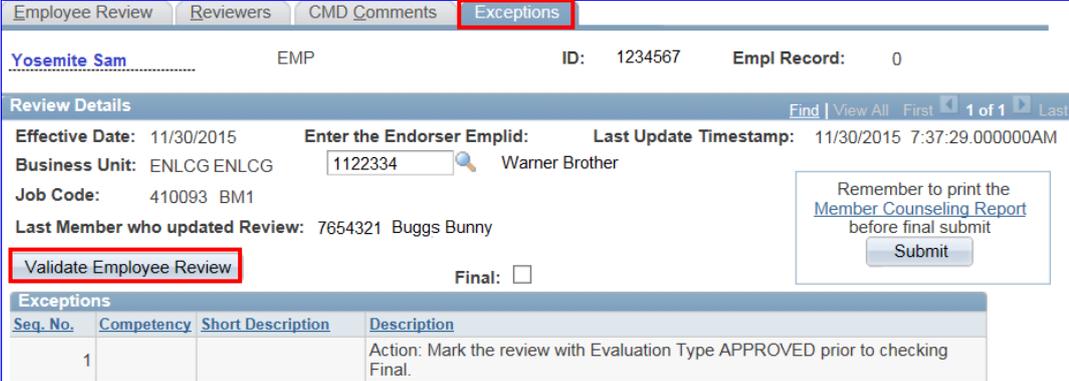
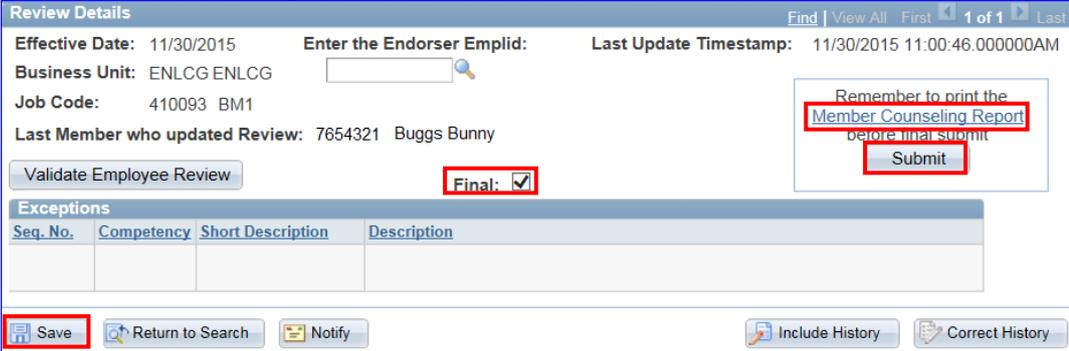
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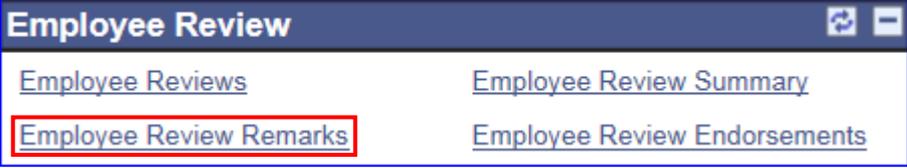
Procedures,
continued

Step	Action
7	<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”.</p>
8	<p>When the EER is complete, click the Final check box then the Save button.</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>When finished, 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 After the Enlisted Employee Review (EER) has been marked Final and approved, the Member Counseling Report should be printed/signed by the command and member. 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 30 EERs recorded in Direct Access.</p> <div data-bbox="327 562 1396 943" style="border: 1px solid black; padding: 5px;"> <p>Employee Review Reviewers Exceptions</p> <p>Yosemite Sam EMP ID: 1234567 Empl Record: 0</p> <p>Review Details Find View All First 1 of 30 Last</p> <p>Effective Date: 04/30/2015 Review Type: Regular</p> <p>From/To Date: 04/30/2015 Next Review Date:</p> <p>Business Unit: ENLCG Enlisted CG</p> <p>Department: 000665 CGC NEVERSAIL Company: ACG</p> <p>Job Code: 410094 First Class Boatswain's Mate Position: 00003421</p> <p>Rating Scale: E5 First Class PO Review Scale Type:</p> <p>Rating Model: EVAL Enlisted Performance Eval</p> </div> <p>Click the Arrow to scroll through to the correct EER, or View All to see all Employee Reviews recorded in Direct access.</p>
<p>4</p>	<p>Click on the Exceptions tab</p> <div data-bbox="327 1093 1396 1384" style="border: 1px solid black; padding: 5px;"> <p>Employee Review Reviewers Exceptions</p> <p>Yosemite Sam EMP ID: 1234567 Empl Record: 0</p> <p>Review Details Find View All First 1 of 1 Last</p> <p>Effective Date: 11/30/2015 Enter the Endorser Emplid: Last Update Timestamp: 11/30/2015 7:37:29.000000AM</p> <p>Business Unit: ENLCG ENLCG 1122334 Warner Brother</p> <p>Job Code: 410093 BM1</p> <p>Last Member who updated Review: 7654321 Buggs Bunny</p> <p>Validate Employee Review Final: <input type="checkbox"/></p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Remember to print the Member Counseling Report before final submit</p> <p>Submit</p> </div> </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:	11/30/2015	Review Type:	Regular
From:		To:	11/30/2015
Next Review Date:			
Department:	000665	CGC NEVERSAIL	
Job Code:	410093	First Class Boatswain's Mate	
Rating Scale:	E6	First Class PO Review	
Rating Model:	EVAL	Enlisted Performance Eval	
Effective Status:	Inactive		
Final:	Yes		
Competency		Rating	
EPP1C	Professional, Specialty Knowled	6	Excellent
EPP2C	Quality of work	5	Above Average
EPP3C	Monitoring Work	4	Average
EPP4D	Using Resources	4	Average

Effective Status: Will display as **Inactive** until PPC has reviewed the Final Submitted EER, then the Status will change to **Active**.

Ratings Summary:

Factor	Sum of Marks
LEAD	28
PROF	32
PERF	35
MIL	8

Reviewer Comments:

ECRC1A	Recommendation for Advancement	Rating R	Recommended for Adv
Highly Recommended.			

Continued on next page

Member Counseling Report, Continued

Member Counseling Report, continued

Member Counseling Acknowledgement:

Approving Official: 1122334 Warner Brother

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 PPC 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.

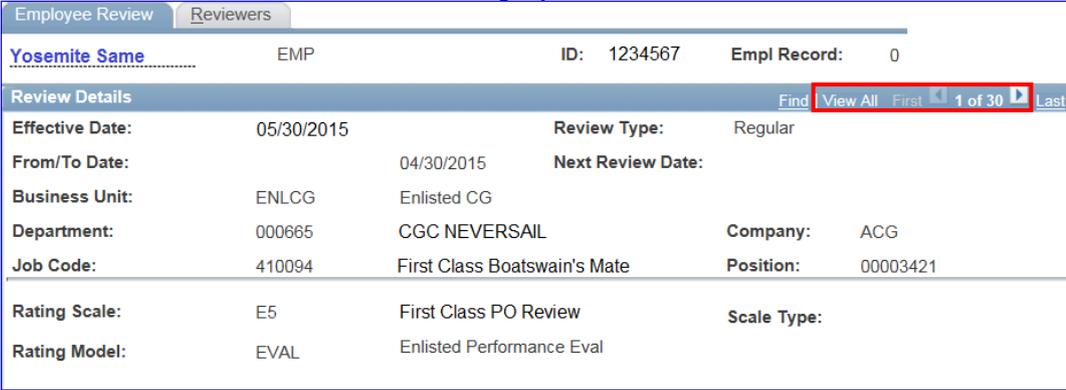
Member: 1234567 Yosemite Sam BM1

Signature _____ Date _____

Self Service Member – View Completed Employee Reviews

Introduction After the Employee Review has been validated by PPC, members can review their EER in Direct Access.

Procedures See below.

Step	Action
<p>1</p>	<p>Click the My Employee Reviews link in the Self Service pagelet.</p>  <p>The screenshot shows a menu titled 'Employee' with a search icon. It is divided into three columns: Profile, Tasks, and View. The 'View' column contains the following links: My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Employee Reviews (highlighted with a red box), Employee Review Summary, Off Comparison Scale Summary, SWE PDE, and 3 More... The 'Tasks' column contains: PCS eResumes, My Airport Terminal Orders, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, Federal & State Tax Elections, and All Duty Report. The 'Profile' column contains: Profile.</p>
<p>2</p>	<p>Members Enlisted Evaluations will display with the most current listed first.</p>  <p>The screenshot shows the 'Reviewers' page for 'Yosemite Same' (EMP ID: 1234567, Empl Record: 0). It includes a 'Review Details' section with the following information: Effective Date: 05/30/2015, Review Type: Regular, From/To Date: 04/30/2015, Next Review Date: (blank), Business Unit: ENLCG, Enlisted CG, Department: 000665, CGC NEVERSAIL, Company: ACG, Job Code: 410094, First Class Boatswain's Mate, Position: 00003421, Rating Scale: E5, First Class PO Review, Scale Type: (blank), Rating Model: EVAL, Enlisted Performance Eval. At the top right of the review details, there is a navigation bar with 'Find', 'View All' (highlighted with a red box), 'First', '1 of 30', and 'Last'.</p> <p>Click the Arrow to scroll to the correct EER, or View All to see all Employee Reviews recorded in Direct access.</p>

Continued on next page

Self Service Member – View Completed Employee Reviews, Continued

Procedures,
continued

Step	Action																									
	<p data-bbox="327 528 639 562">Click the Reviewers tab</p> <div data-bbox="327 566 1396 1019" style="border: 1px solid black; padding: 5px;"> <p data-bbox="335 571 614 595">Employee Review Reviewers</p> <p data-bbox="335 611 1388 636"><u>Yosemite Sam</u> EMP ID: 1234567 Empl Record: 0</p> <p data-bbox="335 654 1388 678">Review Details Find View All First 1 of 1 Last</p> <p data-bbox="335 685 1388 710">Effective Date: 11/30/2015 Next Review Date:</p> <p data-bbox="335 714 1388 739">Business Unit: ENLCG ENLCG Salary Administration Plan: ENL E6 14</p> <p data-bbox="335 743 1388 768">Job Code: 410093 BM1</p> <p data-bbox="335 772 1388 797">Reviewers Find View All First 1 of 1 Last</p> <p data-bbox="335 804 1388 828">*Evaluation Type: <input type="text" value="Approved"/> *Reviewer ID: <input type="text" value="1122334"/> Warner Brothers</p> <table border="1" data-bbox="335 835 1388 1014"> <thead> <tr> <th data-bbox="335 840 518 864">Competencies</th> <th data-bbox="518 840 965 864"></th> <th data-bbox="965 840 1029 864">Rating</th> <th data-bbox="1029 840 1268 864">Short Desc</th> <th data-bbox="1268 840 1388 864">Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="335 869 518 893">EPP1C</td> <td data-bbox="518 869 965 893">Professional, Specialty Knowled</td> <td data-bbox="965 869 1029 893">6</td> <td data-bbox="1029 869 1268 893">Excellent</td> <td data-bbox="1268 869 1388 893"></td> </tr> <tr> <td data-bbox="335 898 518 922">EPP2C</td> <td data-bbox="518 898 965 922">Quality of work</td> <td data-bbox="965 898 1029 922">5</td> <td data-bbox="1029 898 1268 922">Above Avrg</td> <td data-bbox="1268 898 1388 922"></td> </tr> <tr> <td data-bbox="335 927 518 952">EPP3C</td> <td data-bbox="518 927 965 952">Monitoring Work</td> <td data-bbox="965 927 1029 952">4</td> <td data-bbox="1029 927 1268 952">Average</td> <td data-bbox="1268 927 1388 952"></td> </tr> <tr> <td data-bbox="335 956 518 981">EPP4D</td> <td data-bbox="518 956 965 981">Using Resources</td> <td data-bbox="965 956 1029 981">4</td> <td data-bbox="1029 956 1268 981">Average</td> <td data-bbox="1268 956 1388 981"></td> </tr> </tbody> </table> </div> <p data-bbox="327 1059 1364 1128">Scroll to view each Competency Rating assigned. Click the Comments Icon to view supporting documentation for the Employee Review.</p>	Competencies		Rating	Short Desc	Comments	EPP1C	Professional, Specialty Knowled	6	Excellent		EPP2C	Quality of work	5	Above Avrg		EPP3C	Monitoring Work	4	Average		EPP4D	Using Resources	4	Average	
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