

## 5.E. Submission Schedule

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### 5.E.1. Regular Enlisted Employee Reviews

#### 5.E.1.a. Submission Schedule.

Regular Enlisted Employee Reviews for active and reserve members are required to be submitted as shown below. The deadline months identified in the second column ensure all enlisted employee reviews are submitted in sufficient time for processing and completing the final multiple for Servicewide Examinations.

PAY GRADE	END OF MARKING PERIOD LAST DAY OF:
E-1	January (all) & July (AD only)
E-2	January (all) & July (AD only)
E-3	February (all) & August (AD only)
E-4	March (all) & September (AD only)
E-5	April (all) & October (AD only)
E-6	May (all) & November (AD only)
E-7	September (all)
E-8	November (all)
E-9	June (all)

#### 5.E.1.b. General Guidance

- (1) Unscheduled Enlisted Employee Review Coincides with End of Marking Period. If the rating chain must perform an unscheduled enlisted employee review on the same period ending date as the member's regular period ending date, enter as regular instead of the unscheduled reason, with the exception of a disciplinary enlisted employee review. Disciplinary enlisted employee review for that, enter the reason as disciplinary instead of regular.
- (2) Timeliness of Enlisted Employee Reviews. Regular enlisted employee reviews may not be delayed. The unit rating chain is responsible for ensuring complete reviews are acknowledged by the evaluatee and completed within Direct Access not later than 30 days after the enlisted employee review period ending date.
- (3) Circumstances which do not Require a Regular Enlisted Employee Review. Do not complete a regular enlisted employee review on a member until the next regular period ending date when:
  - (a) A regular or unscheduled enlisted employee review has been completed within 92 days for E-6 and below employee reviews, 184 days for E-7 and above employee reviews, or 19 drill periods for reservists before the end of a regular period ending