



SECJAXINST 1616.1B
22 Dec 2010

SECTOR JACKSONVILLE INSTRUCTION 1616.1B

Subj: ENLISTED EMPLOYEE REVIEW RATING CHAIN

Ref: (a) Personnel Manual, COMDTINST M1000.6A, Chapter 10.B.
(b) EERS and IDP Completion Procedures, CGD7INST 1600.1A

1. PURPOSE. To publish the enlisted employee review (EER) rating chain for enlisted personnel assigned to Sector Jacksonville, including individuals detached from the Sector and for those sub-unit members whose EER rating chain falls under certain departments within the command structure.
2. ACTION. The Sector Deputy, Department Heads, Division Chiefs, and all Supervisors of enlisted personnel shall ensure compliance with the provisions of this instruction. Internet release authorized.
3. DIRECTIVES AFFECTED. EER Rating Chain, SECJAXINST 1616.1A is cancelled.
4. DISCUSSION.
 - a. References (a) and (b) contain detailed instructions for the administration of the enlisted performance evaluation system. These references should be read and understood by all personnel having responsibility within the enlisted performance evaluation system.
 - b. Enclosures (1) thru (3) outline the EER process for enlisted personnel assigned to Sector Jacksonville along with those individuals whose rating chain falls under the command's responsibility.
 - c. Personnel involved in the enlisted performance evaluation process should understand the importance of their role. Supervisors and Marking Officials should carefully assign marks and make well-considered recommendations and remarks, knowing that these evaluations will significantly impact a person's career. Their evaluation will be used in determining eligibility for advancement, training, good conduct awards, eligibility for reenlistment or retention and entitlements to specific types of discharges.
 - d. All evaluators will be held strictly accountable for the performance evaluations that they make. A measure of control must be exercised to ensure that evaluations are accomplished in a timely manner and are not influenced by favoritism, color, national origin, sex, or religious, racial or ethnic bias. Supervisors and Marking Officials must ensure that evaluations are accurate, timely and consistent with the actual performance of the member during the reporting period. Supervisors must make a concerted effort to personally observe subordinates in as many behavioral and performance situations as possible, but sometimes may have to rely on the results of work rather than observed performance. Marking Officials are expected to hold Supervisors accountable for accurate and timely evaluations in the same manner as they are held accountable by the Approving Official.

5. PROCEDURES.

- a. General. Each enlisted person will be evaluated at the end of the applicable evaluation period, as required by reference (a). The evaluation will be based on how the member performed in each performance dimension during the period.
- b. Individual Member:
 - (1) Individual members should request beginning-of-period counseling as soon as possible upon the beginning of the new evaluation period. As much as possible, the beginning-of-period counseling session should take place immediately following the previous end-of-period counseling during the same meeting between the individual member and the Supervisor.
 - (2) Midway through the rating period, individual members should schedule a mid-period counseling session with their Supervisor. The purpose of this counseling session is to discuss the member's performance to date, major accomplishments completed and performance and areas of emphasis adjustments that need to be made.
 - (3) In accordance with reference (a), individual members are highly encouraged to collect training certificates, letters of appreciation, significant emails and/or any other documentation of their high performance within the rating period. These items, along with other self generated performance input should be submitted to the Supervisor no later than 20 days from the end of the rating period. Additionally, all E-7 and above, that supervise others, shall meet with their supervisor to review and discuss all subordinate Individual Development Plans (IDPs) at the end of the rating period.
 - (4) Individual members should seek end-of-period performance counseling from their Supervisor as soon as possible after the previous rating period's EER has been approved by the Approving Official. The Member's Counseling Receipt should be signed after completion of the counseling session.
 - (5) Appeals to employee reviews must be submitted by the member within 15 calendar days (30 for reservists) after the date the acknowledgement section of the counseling sheet was signed. Prior to writing an appeal, the member shall request a meeting with the rating chain to resolve any outstanding issues. If the issues in question are resolved by the meetings between the rating chain and the member (involving the member's EER) then formal action per reference (a) need not be taken, and the Administration Division Chief will take the necessary actions to correct the member's EER. To initiate a meeting with the rating chain, the member shall advise his/her Supervisor of concerns about the EER. The Supervisor shall then direct the member to the sections of reference (a) detailing the appeals process. The Supervisor shall review the facts, issues, and documentation involving the marks in question, and discuss these with the Marking Official. The Marking Official shall meet with the member, and inform the member of his/her conclusions regarding the member's concerns. If the member is not satisfied with the Marking Official's conclusions or remedy, the Marking Official shall advise the Approving Official, and a subsequent meeting shall be scheduled between the member and the Approving Official. If this meeting fails to resolve

the member's concerns, the member shall submit a written appeal as appropriate in accordance with reference (a). The Command Master Chief shall assist the member in the preparation of the appeal as needed and work with the member to get the issue resolved.

c. Supervisor:

- (1) The Supervisor should complete beginning-of-period counseling as soon as possible upon the beginning of the new evaluation period. As much as possible, the beginning-of-period counseling session should take place immediately following the previous end-of-period counseling during the same meeting between the individual member and the Supervisor.
 - (2) Midway through the rating period, the Supervisor will schedule a mid-period counseling session with the individual member. The purpose of this counseling session is to discuss the individual's performance to date, major accomplishments completed and performance and areas of emphasis adjustments that need to be made.
 - (3) In accordance with reference (a), the Supervisor should remind and encourage the individual member to forward their Enlisted Evaluation Support Form, training certificates, letters of appreciation, significant emails and/or any other documentation of the individual's high performance within the rating period. These items, along with other self generated performance input should be submitted no later than 20 days from the end of the rating period. Additionally, the supervisor shall meet with E-7 and above individuals that supervise others, to review and discuss all subordinate IDPs at the end of the rating period prior to completing the individual's marks.
 - (4) The Supervisor will schedule an end-of-period performance counseling session with the individual member as soon as possible after the previous rating period's EER has been signed by the Approving Official. The Member's Counseling Receipt will be signed by the Supervisor after completion of the counseling session. The signed Member's Counseling Receipt will be forwarded to the Marking Official as verification of end-of-period counseling.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. These considerations were examined in the development of this instruction and have been determined to be not applicable.
 7. FORMS/REPORTS. All enlisted employee reviews should be completed and submitted in Direct Access using the following link: Home-Develop Workforce-Plan Careers-Use-Employee Review.

C. A. BLOMME /s/

Encl: (1) Regular EER Submission Schedule/Guidelines
 (2) EER Rating Chain
 (3) Reserve EER Rating Chain

REGULAR ENLISTED EMPLOYEE REVIEW SUBMISSION SCHEDULE

PAY GRADE	DEADLINE DUE THE LAST DAY OF
E-1, E-2	January (all) and July (AD only)
E-3	February (all) and August (AD only)
E-4	March (all) and September (AD only)
E-5	April (all) and October (AD only)
E-6	May (all) and November (AD only)
E-7	September (all)
E-8	November (all)
E-9	June (all)

SECTOR JACKSONVILLE REGULAR ENLISTED EMPLOYEE REVIEW SUBMISSION GUIDELINES

Chief, Administrative/Personnel Division	Sends email to Department Heads and Supervisors on the 1 st of every month regarding enlisted employee reviews that are due at the end of the month.
Member	Submits Enlisted Performance Support Form (EPSF) 20 days before the end of the marking period.
Supervisor	Completes employee review in Direct Access, forwards it to the Chief, Administrative/Personnel Division NLT 15 days prior to the period ending date, including supporting documentation if necessary.
Chief, Administrative/Personnel Division	Conducts Quality Assurance (QA) review in Direct Access, forwards it to the Marking Official NLT 10 days prior to the period ending date, including supporting documentation if necessary.
Marking Official	Routes completed enlisted employee review to Approving Official NLT 5 days after the employee review period ending date. The marking official must send an email to the Chief, Administrative division notifying them that the marks have been routed for tracking purposes.
Approving Official	Submits/finalizes employee review in Direct Access. Forwards the final member counseling report to the Supervisor NLT 30 days following the period ending date and ensures evaluatee is counseled.
Supervisor	Counsels the evaluatee and maintains a copy of the signed employee review counseling report.
Member	Signs in the member's signature block of the counseling sheet and retains this form and verifies in DA that their employee review has been properly recorded.

SECJAX Enlisted Employee Review Rating Chain**ACTIVE DUTY**

Department/ Division	Evaluee	Supervisor	Marking Official	Approving Official
COMMAND				
Command Master Chief	MCPO	Deputy Sector Commander	Deputy Sector Commander	Sector Commander
Command Yeoman	YN2	YN1 Supervisor	Chief, Admin Div.	Deputy Sector Commander
COMMAND CENTER				
SCC Supervisors	OSC	Chief, SCC	Chief, SCC	Deputy Sector Commander
Operations Unit	OS1	Operations Unit Supervisor	Operations Unit Supervisor	Chief, SCC
Communications Unit	OS (E-5 & below)	Communications Chief	Communications Chief	Chief, SCC
Situation Unit	OS (E-5 & below)	Situation Unit LPO	Situation Unit Supervisor	Chief, SCC
LOGISTICS				
Chief, Admin/Personnel	Chief, Admin	Department Head	Department Head	Deputy Sector Commander
YN1 Supervisor	YN1	Chief, Admin Div.	Chief, Admin Div.	Department Head
Housing Officer	YN1	Chief, Admin Div.	Chief, Admin Div.	Department Head
SPO YN's	E-5 & below	YN1 Supervisor	Chief, Admin Div.	Department Head
Supply	SK1	Chief, Finance/Supply	Chief, Finance/Supply	Department Head
Supply	E-5 & below	SK1	Chief, Finance/Supply	Department Head
Medical Supervisor	HS1	Chief, Admin Div.	Chief, Admin Div.	Department Head
Medical	E-5 & below	Medical Supervisor	Chief, Admin Div.	Department Head
Galley	FSC	Chief, Finance/Supply	Chief, Finance/Supply	Department Head
Galley	E6 & below	FSC	Chief, Finance/Supply	Department Head
Asst. Engineering Officer	MKCS	Chief, Engineering Div.	Chief, Engineering Div.	Department Head
Engineering	EMC, MKC	Asst. Engineering Officer	Chief, Engineering Div.	Department Head
Engineering	DC1, DC2	Asst. Engineering Officer	Chief, Engineering Div.	Department Head
Engineering	EM's (E6 & below)	EMC	Chief, Engineering Div.	Department Head
Engineering	MK's (E6 & below)	MKC	Chief, Engineering Div.	Department Head
PLANNING				
RSV Force Readiness	BMC	PERS3	Asst. Department Head	Department Head
RSV Force Readiness	ME1	PERS3	Asst. Department Head	Department Head
Ready for Ops	MKC, BMC	Asst. Department Head	Asst. Department Head	Department Head
Contingency Planning	BM3	PERS3	Asst. Department Head	Department Head

SECJAX Enlisted Employee Review Rating Chain**ACTIVE DUTY**

Department/ Division	Evaluee	Supervisor	Marking Official	Approving Official
PREVENTION				
Facilities/Containers/WWM	MSTC	Asst. Chief, Waterways	Chief, Waterways Division	Department Head
Facilities/Containers/WWM	E6 & below	MSTC	Chief, Waterways Division	Department Head
ANT JAX OINC	BMC	Waterways AtoN Officer (BOSN)	Department Head	Sector Commander
ANT Ponce OINC	BM1	Waterways AtoN Officer (BOSN)	Department Head	Sector Commander
ANTs, XPOs, EPOs	E5 & E6	ANT OINC	Waterways AtoN Officer (BOSN)	Department Head
CGC HAMMER OINC	BMCS	Waterways BOSN	Department Head	Sector Commander
CGC HAMMER XPO, EPO	E6 & E7	CO of Cutter	Waterways AtoN Officer (BOSN)	Department Head
CGC MARIA BRAY XPO, EPO	E8	CO of Cutter	Waterways AtoN Officer (BOSN)	Department Head
MOL	CPO	MOL Branch Supervisor	Chief Insp/Investigations	Department Head
MOL	E6 & below	MOL Branch Supervisor	Chief Insp/Investigations	Department Head
MSD	E6 & below	MSD (CWO)	MSD Supervisor	Department Head
Port State	E6 & below	PSC Branch Chief	Chief Insp/Investigations	Department Head
UPV	MSTC	DOM VSL Branch Chief	Chief Insp/Investigation	Department Head
UPV	E6 & below	DOM VSL Branch Chief	Chief Insp/Investigation	Department Head
RESPONSE				
Armory	GMC	Weapons Officer	Weapons Officer	Department Head
Armory	E-6 & below	Asst. Weapons Officer	Weapons Officer	Department Head
VBST	E-5 & below	VBST Leader	Chief, Enforcement	Department Head
IMD BMC	BMC	Chief, IMD	Department Head	Deputy Sector Commander
OINC Sta Ponce	BMCS	Chief, IMD	Department Head	Sector Commander
Station XPOs	BMC	STA CO, OINC	Department Head	Deputy Sector Commander
Station EPOs	MKC	STA XPO	STA CO, OINC	Department Head
SHRIKE, KINGFISHER XPO	BMC	CO of Cutter	Department Head	Deputy Sector Commander
SHRIKE, KINGFISHER EPO	MKC	XPO of Cutter	CO of Cutter	Department Head

SECJAX Enlisted Employee Review Rating Chain**RESERVE**

Department/ Division	Evaluee	Supervisor	Marking Official	Approving Official
COMMAND				
Reserve Cmd Master Chief	BPCM	Senior Reserve Officer	Deputy Sector Commander	Sector Commander
LOGISTICS				
Chief, Admin	YNC	Res Asst Dept Head w/input AD YNCS	Reserve Asst Dept Head	Reserve Dept Head
Admin YN1 Supervisor	YN1	Reserve YNC	Res Asst Dept Head w/input AD YNCS	Reserve Dept Head
Admin	YN2, YN3 Striker	Reserve YN1 Supervisor	Res Asst Dept Head w/input AD YNCS	Reserve Dept Head
Supply	SK2, SK3 Striker	Res Asst Dept Head w/input AD SK1	Reserve Asst Dept Head	Reserve Dept Head
Medical	HS3	Res Asst Dept Head w/input AD HS1	Reserve Asst Dept Head	Reserve Dept Head
Galley	FSC	Res Asst Dept Head w/input AD FSC	Reserve Asst Dept Head	Reserve Dept Head
Galley	FS's (E6 & below)	Reserve FSC	Reserve Asst Dept Head	Reserve Dept Head
PLANNING				
Mobilization	BMC, MKCS	Reserve Planning Supervisor	Reserve Dept Head	Reserve Dept Head
PREVENTION				
Vessel Inspections	MST's (E6 & below)	Reserve Branch/Division Chief	Reserve Asst Dept Head	Reserve Dept Head
Facilities/Container Inspections	MST's (E6 & below)	Reserve Branch/Division Chief	Reserve Asst Dept Head	Reserve Dept Head
MSD Canaveral	E7 & above	Reserve Team Leader (LT)	Reserve MSD Supervisor	Reserve Dept Head
MSD Canaveral	E6 & below	Reserve Team Chief	Reserve MSD Supervisor	Reserve Dept Head
RESPONSE				
Incident/Command Center	OS's (E6 & below)	Res Asst. Chief, Incident Mgmt w/input AD CPO	Res. Chief, Incident Mgmt	Reserve Dept Head
OPNORTH Enforcement	MECs	Res. Chief, Enforcement	(NORTH) Asst Dept Head	Reserve Dept Head
OPNORTH Enforcement	ME's (E6 & below)	MEC (Supervisor)	(NORTH) Asst Dept Head	Reserve Dept Head
SEC Enforcement	GMs/IVs	Res Asst. Chief, Enf.	Res. Chief, Enforcement	Reserve Dept Head
OPSOUTH Enforcement	MECs	Sta Port Canaveral SERA	(SOUTH) Asst Dept Head	Reserve Dept Head
OPSOUTH Enforcement	ME's (E6 & below)	MEC (Supervisor)	(SOUTH) Asst Dept Head	Reserve Dept Head
*STA Port Canaveral	-	-	-	-
*STA Ponce Inlet	-	-	-	-
*STA Mayport	-	-	-	-

*See Station's individual Rating Chain