

# Direct Access

## Quick Reference Guide

### CUSTOMER SUPPORT

Customer Care: 866.PPC.USCG (772.8724)/785.339.2200

Email: [PPC-DG-CUSTOMERCARE@uscg.mil](mailto:PPC-DG-CUSTOMERCARE@uscg.mil)

On-line Help: <http://www.uscg.mil/ppc/da>

User Access Form (CG-7421B): <http://www.uscg.mil/forms/>

### EMPLOYEE REVIEW

- Before you begin, if possible, have member's Employee ID number. If you do not have member's Employee ID number, you may perform a search and select from the list that is displayed as a result of your search criteria. For information on searching, reference the Direct Access On-Line Help at <http://www.uscg.mil/ppc/da>. (Select Using DA, then select Search Tips).
- Your view of any menu or page is dependent on your access level (user role) and the security settings associated with that access. Your Operator ID may not have access to all the pages we include in this guide, or we may show a field as editable, but your access is "View Only".
- Command User (CGSSCMD) or Employee Review Only (CGEMPREV) access is required to complete an Employee Review. To request this access, complete form [CG-7421B, DA User Authorization](#) (from [the Forms Page at http://www.uscg.mil/forms/](#)).
- If you change the **Effective** or **To** date, **all** data entered in the Employee Review will be lost.
- The path to access Employee Review is: Develop Workforce > Plan Careers > Use > Employee Review.

# Employee Review

### EMPLOYEE REVIEW (continuation)

- Page defaults to Employee Review tab. Additional tabs include Reviewers, Comments, and Exceptions. This guide includes instruction on all tabs.
- You can save your work at anytime during this process. The review does not have to be completed before you can save it. Frequent saves prevent the loss of data in the event of computer problems. After the review is saved, you can exit the system and return to it later to finish up.
- Employee Review Tab - Fields which must be completed:

Effective Date (Enter the period end date)

To Date (Enter the period end date)

Review Type

Rating Scale

**Note: If the Effective or To date is changed after data is entered in other fields, all data entered in the Employee Review will be lost.**

- Employee Review Tab - Fields which may be left blank:

From Date

Next Review Date

Enter the period end date in the **Effective** date field and the **To** date field.

### Page Defaults to the Employee Review Tab

Home > Develop Workforce > Plan Careers > Use > Employee Review New Window

Employee Review | Reviewers | Comments | Exceptions

Employee Name: Employee ID: 1234567 Empl Rcd#: 0

Review Details

Effective Date: 05/31/2002 Review Type: Regular

From/To Date: 05/31/2002 Next Review Date:

Business Unit: AUSCG All U. S. Coast Guard Units

Department: 000450 CG HRSIC

Job Code: 436093 First Class Yeoman

Rating Scale: E6 First Class PO Review

Rating Model: EVAL Enlisted Performance Eval

Click the **Review Type** drop-down arrow and select the appropriate type.

Enter the appropriate rate (E1, E2, E3, etc..) or click on the magnifying glass to the right of the Rating Scale field and follow the steps below to select a Rating.

### Lookup Rating Scale

Rating Scale:

Description:

Lookup Clear Cancel

Click on **Lookup** or enter criteria in the Description field then click **Lookup**. Refer to Direct Access On-Line Help or Basics 101 User Guide for entering criteria.

### Search Results

View All First 1-7

Rating Scale	Description
E1	Seaman Review
E2	Seaman Appre
E3	Seaman Review
E4	Third Class PO
E5	Second Class P
E6	First Class PO Review
E7	Chief Petty Officer Review

Select **Rating** (E-1 thru E-9) or **Description**. Do not use CPO, DUI1, etc. Once you click on the rating or description it will return to the Employee Review page and automatically fill-in the field and display the description to the right of the field.

### Employee Review

#### Find an Existing Review

Develop Workforce > Plan Careers > Use > Employee Review

EmpID: 1234567

Empl Rcd Nbr:

Name:

Last Name:

SetID: AUSCG

Department:

National ID: 123456789

Job Family:

Job Code: 4

Company:

Search

Develop Workforce > Plan Careers > Use > Employee Review

Enter Employee ID number in the EmplID field.

OR

Enter SSN in the National ID field.

Click "Search" after entering Employee ID number or SSN.

- It is not necessary to enter data in all fields. Preferred method is to enter Employee ID number (EmplID field) or SSN (National ID field).
- If you do not know the Employee ID or SSN, provide some search criteria, such as member's last name or member's name in the appropriate fields and perform a search.
- Since an employee may have multiple records, reflecting various stages in their career (military, civilian, reservist) or the result may list several members with the same last name and/or first name, **it is important to select the correct record from the result list.**

## EMPLOYEE REVIEW (continuation)

After entering the necessary information on the **Employee Review** page, click the **Reviewers** tab at the top of the page.

- **Evaluation Type.** Click on the Evaluation Type drop-down arrow and select the appropriate type.
- **Reviewer ID.** Enter or lookup the Employee ID number of the reviewer.
- The competencies (e.g. Directing Others, etc..) listed are based on the rating scale entered on the first page.
- Use the numeric values to rate all competencies except **Conduct** and **Recommendation for Advancement**.
- Use **Satisfactory** or **Unsatisfactory** to rate the **Conduct** competency. (A message will display indicating the alpha characters will not compute for the rating average, click **OK**.)
- Use **Recommended for Adv** or **Not Recommended for Adv** to rate the **Recommendation for Advancement** competency. E-6's and above require comments justifying the members future potential for leadership. (A message will display indicating the alpha characters will not compute for the rating average, click **OK**.)
- Click on the  (Note) button to view the full description of the competency and enter Comments in the Comment section. **These comments replace the Administrative Remarks (CG-3307).**

**Click on the Reviewers Tab**

**Click on the Evaluation Type drop-down arrow and select the Evaluation Type.**

**Enter the Employee ID of the reviewer or use the magnifying glass to lookup Reviewers ID**

Competency	Description	Weight (%)	Rating	Short Desc
EPL1C	Directing Others	10	5	Above Avg
EPL2C			7	Superior
EPL3C			5	Above Avg
EPL4C			6	Excellent
EPL5C			5	Above Avg
EPL6C			6	Excellent
EPL7C			6	Excellent
EPL8C			6	Excellent
EPL9C			5	Above Avg
EPL0C			7	Superior
EPL1C			6	Excellent
EPP4C	Using Resources	10	5	Above Avg
EPP5C	Safety	10	5	Above Avg
EPP6C	Stamina			
EPP7C	Communication			
EPPQ1C	Health and Safety			
EPPQ2C	Integrity			
EPPQ3C	Loyalty			
EPPQ4C	Respecting Others			
EPPQ5C	Human Relations	10	6	Excellent
EPPQ6C	Adaptability	10	6	Excellent
EPC0NC	Conduct	10	S	SAT
ECRC1A	Recommendation for Advancement	10	R	Rec Adv

**For each competency, enter the rating numeric or alpha value, or click on magnifying glass to lookup available Rating choices. Reminder: You can save your work at any time. The review does not have to be completed before you can save it. Frequent saves prevent the loss of data in the event of computer problems.**

**Click on the Note button to view full description of competency and enter comments. These comments replace the Administrative Remarks CG-3307.**

You will receive this warning when entering an alpha code for the Conduct and Recommended/Not Recommended for Adv competency. Click **OK**. You can safely ignore this warning.



## EMPLOYEE REVIEW (continuation)

### Lookup Rating

Review Rating:

Description:

Short Description:

**Lookup** **Clear** **Cancel** **Basic Lookup**

### Lookup Rating

Click on **Lookup** or enter criteria in the Description field then click **Lookup**. Refer to On-Line Help or Basics 101 User Guide for entering criteria.

### Search Results

Review Rating	Description	Short Description
1	Unacceptable	Unaccept
2	Poor	Poor
3	Below Standard	Below Stand
4	Average	Average
5	Above Average	Above Avrg
6	Excellent	Excellent
7	Superior	Superior
N	Not Recommended for Adv	No Adv
R	Recommended for Adv	Rec Adv
S	Satisfactory	SAT
U	Unsatisfactory	UNSAT

Select the appropriate **Review Rating, Description** or **Short Description** from the list. Once you click on the rating or description it will return to the Reviewers page and automatically fill-in the field and display a short description to the right of the field. See the notes above to determine whether you should use the numeric or alpha codes.

### Competency and Comment Screen (Displayed after selecting the NOTE button.)

Description: Leadership Factor WORKING WITH OTHERS  
The degree to which this member promoted a team effort in accomplishing work goals.

1  
2 Exerted little effort between group members. Allowed conflicts to go on  
3  
4 Demonstrate leadership. Encouraged other team members to contribute ideas.  
5

A full description of the competency is displayed.

Comments are required for Ratings of 1, 2, 7, N-Not Recommended for Advancement, U-Unsatisfactory Conduct and E-6's and above require comments justifying leadership potential. These comments replace the Administrative Remarks (CG-3307). **Note:** You can cut and paste from another application such as Word, Notepad, etc., be aware that apostrophes ('), quotes (") and other special characters will not display correctly after your save the text, reenter any of these characters before saving.

**Once comments have been entered, click OK. The system will automatically return to the Reviewers page.**

After entering the necessary information on the **Reviewers** page, click the **Comments** tab at the top of the page.

- Comments entered here are for **internal routing use only** and will not be saved in the final Employee Review.
- Do not enter comments here for Ratings of 1, 2, 7, N, U or leadership potential for E-6's and above. Enter those comments under the Reviewers tab. (See previous instruction on entering comments for ratings of 1, 2, 7, N, U or leadership potential for E-6's and above.)

**Click on the Comments Tab**

**Click on the Evaluation Type drop-down arrow and select the Evaluation Type.**

**Enter the Employee ID of the reviewer or use the magnifying glass to lookup Reviewers ID**

**Enter comments you may want to forward to your Supervisor, Approving Official, etc..**

These comments are for internal routing use only and will not be saved in the final Employee Review. Do not enter comments here for Ratings of 1, 2, 7, N, U or leadership potential for E-6's and above. Enter those comments under the Reviewers tab. (See previous instruction on entering Administrative Remarks (CG-3307) comments.)

## EMPLOYEE REVIEW (continuation)

After entering the necessary information on the **Comments** page, click the **Exceptions** tab at the top of the page.

- Enter the Employee ID number of the next person to review this Employee Review.
- Click the **Validate Employee Review** button. Review the exceptions to see if any changes to the Employee Review are required. After changes have been made, click on **Validate Employee Review** again. Repeat until exceptions are corrected. Note: You can safely ignore this warning "**All marks with Rating Model of EVAL must have the Evaluation Type set to A (Approved Official). Evaluation Type=R,**" unless you are the Approving Official.
- Press **Save**.
  - **If you are not the final Approving Official:**
    - ❖ Press **Submit**. OR
    - ❖ Print the **Member Counseling Report**, then press **Submit**.

The **Member Counseling Report** is a printout of the Employee Review with the Reviewer Comments (PG-7's), requiring signature by the counselor and the evaluatee. Refer to the instructions in this guide to print the Member Counseling Report.

- **If you are the final Approving Official, ensure a Member Counseling Report is printed prior to selecting the Final box.** Click the **Final** checkbox and then the **Submit** button.

Once the Final box is checked, you will not be able to view or change the Employee Review, nor will you be able to print the Member Counseling Report. If you need to recall the Employee Review contact PPC (ADV) via email to [PPC-DG-ADV@uscg.mil](mailto:PPC-DG-ADV@uscg.mil) or call (785) 339-3400.

- After clicking **Submit**, the Employee Review is routed to either the Endorser's Worklist, or if final is checked, to PSC (ADV) pending review and forwarding to the members Employee Review Summary (formerly CG-3306). (For information on accessing your Worklist, refer to the On-Line Help <http://www.uscg.mil/ppc/da>). If an Employee Review is submitted multiple times to an endorser, it will display multiple times in the endorser's Worklist; however, only the latest version will display when the endorser accesses any of the multiple links.
- To repeat this function for another Employee, select **Return to Search**.

**Click on the Exceptions Tab**

Enter your endorser's Employee ID or use the lookup to locate their Employee ID number.

Click **Validate Employee Review**. A list of exceptions (discrepancies) will appear. Review the exceptions and make any necessary changes. After changes have been made, click on **Validate Employee Review** again. Repeat until exceptions are corrected.

After exceptions are corrected, click **Save**.

Refer to the next section of this guide for instructions on the **Member Counseling Report** before clicking **Submit** or checking the **Final** box.

## EMPLOYEE REVIEW – MEMBER COUNSELING REPORT (continuation)

After an Employee Review is verified by an Approving Official, a **Member Counseling Report** should be printed. This is a printout of the Employee Review with the Reviewer Comments (PG-7's), requiring signature by the counselor and the evaluatee.

After entering and saving all necessary information, click on the **Member Counseling Report** link located on the **Exception** page.

**Click on the Exceptions Tab**

**Click on Member Counseling Report link**

Employee Name: Employee ID: 1234567 Empl Rcd#: 0

Review Details: Effective Date: 05/31/2002 Business Unit: AUSCG/AUSCG Job Code: 436093 YN1

Enter the Endorser Emplid: [Search]

Last Update Timestamp: [Search]

Last Member who updated Review: [Search]

Validate Employee Review [Button] Final  Submit [Button]

Exceptions Table:

Seq. No.	Competency	Short Description	Description
1			All marks with Rating Model of EVAL must have the Evaluation Type set to A (Approved Official). Evaluation Type=R. REVIEWER_ID=1234567

- After clicking on the **Member Counseling Report** link the **Member Counseling Receipt** page is displayed.
- **Language** defaults to English.
- Enter the Employee ID number of the evaluatee in the **Report Requests Parameters** box. If you do not know the Employee ID number you may:

- Close the window by clicking the **X** in the top right corner and locate the Employee ID number from the **Exceptions** page **ID** field, then re-select the **Member Counseling Report** link. OR
- Click on the magnifying glass to the right of the Employee ID field and perform a search. For information on performing a search, reference the On-Line Help at <http://www.uscg.mil/ppc/da>.

**NOTE:** You may generate more than one report by pressing the **+** button to add a new row and enter another Employee ID number. Repeat this step to enter additional Employee ID numbers.

- Click the **Run** button (upper right hand corner of the page) to begin processing.

Home > Develop Workforce > Plan Careers > Report > Member

Member Counseling Receipt

Run Control ID: REPORT Report Manager Process Monitor Run [Button]

Language: English [Dropdown]

Enter an Emplid or Enter Board

Enter Board Information

Brd Type Cdt: AD/Res Ind: Sequence: [Buttons]

Report Request Parameters

1234567 Employee Name [Search]

Enter the **Employee ID** number. If you do not know the Employee ID number, click on the magnifying glass to perform a search or refer to the instructions above to locate the Employee ID number.

Click the **+** if you wish to add additional Employee ID numbers.

## EMPLOYEE REVIEW – MEMBER COUNSELING REPORT (continuation)

After clicking **RUN** from the Member Counseling Receipt page, the **Process Scheduler Request** page will appear.

- Click on the **Server Name drop-down arrow** and select **PSUNX**.
- Click on the **Type drop-down arrow** and select **Web**.
- Click on the **Format drop-down arrow** and select **PDF**.

Click OK.

### Changing the CO's Advancement Recommendation

When a member has progressed enough to warrant the command changing the recommendation to positive so the member can participate in the SWE, a change of CO's recommendation EER is completed. The command must initiate a new set of marks on the date desired. Set the review type to "MEMO" and set the rating scale to "CORC" vice E4, E5, etc. Under the reviewers tab, there will only be a single factor of recommendation which must be populated with an "R" and include comments. The marks will generate a couple of errors under the exceptions tab indicating that MEMO type evals must be reviewed by PPC. PPC (ADV) will manually activate them in DA. One note about this type of EER is that unlike all other EER's, this one must be set to final by the original approving official. This type of EER cannot be set to final and submitted by proxv. for instance. XO. AO. YNC. etc.

## EMPLOYEE REVIEW – MEMBER COUNSELING REPORT (continuation)

To retrieve the report from the server, click on **Report Manager** from the **Member Counseling Receipt** page.

- Find the **Process Instance**. You may need to reference the date and time to determine which one is the correct instance.
- Click the **View** link to the right of the instance you want to view. This will cause a new **Internet Explorer** window to open. The **Report/Log Viewer** page will display.

If the **View** link is not shown, click the **Refresh** button to update the display. There could be some delay before the Employee Review is ready for viewing.

- When the **Report/Log Viewer** page appears, locate the **link** that has a **PDF** extension. (Link name should read similar to **cgeercpt\_XXXXX.pdf**. The **XXXXX** in the link will be replaced with the Process Instance number.) **Click on the link to open the Employee Review form.**
- Click on the **Printer icon** (upper left corner) of the Acrobat window to print the form.

### Report Manager Screen

### Employee Review Receipt

Name	Size	Created
<a href="#">Message Log</a>	1090 bytes	2002-07-11 21:13:57
<a href="#">Trace File</a>	0 bytes	2002-07-11 21:13:57
<a href="#">cgeercpt_12772.PDF</a>	3714 bytes	2002-07-11 21:22:07

Locate the link with the PDF extension. Click on the link.

### Acrobat Window