

## Documenting a Performance 10-5.02-K

COMPREHEND the importance of documenting an individual's performance, as presented in the E-PME Study Guide.

### ***Documenting an Individual's Performance***

Although the employee review is used to document an individual's past performance, more importantly, the review provides a road map for future improvement.

In the evaluation process, supporting documentation is required for the three situations described below. Written comments should provide specific examples of performance and behavior.

---

### ***Recommended Marks of 1, 2, or 7 or Unsatisfactory Conduct***

Employee reviews that result in low competency marks or the assignment of an unsatisfactory conduct mark must be supported by an adverse remarks entry.

Unsatisfactory conduct marks must be assigned for any member who is:

- Awarded non-judicial punishment (NJP)
- Convicted at court-martial (CM)
- Convicted in civil court
- Financially irresponsible
- Not supporting dependents
- Involved in an alcohol incident
- Fails to comply with civilian and military rules, regulations, and standards

Do not confuse an adverse remarks entry with the many other reasons to provide supporting remarks when completing an employee review.



The entry for low competency marks or an unsatisfactory mark must:

- State that a Non-judicial Punishment (NJP), court martial, civil court conviction or low competency mark occurred.
- OR –
- Give specific examples of financial irresponsibility, non-support of dependents, alcohol incidents, and non-conformance to civilian and military rules, regulations, and standards that discredited the Coast Guard.

***Recommended  
Marks of 1, 2, or 7  
or Unsatisfactory  
Conduct  
(continued)***

Adverse entries dealing with minor infractions should focus on patterns of unacceptable behavior and NOT on one-time minor infractions.

For example, in citing *nonconformance with civilian and military rules, regulations, and standards*, a one-time, minor infraction (e.g., late to work) is insufficient to be classified as an adverse remarks entry. This would necessitate conducting a special employee review and terminating Good Conduct Award eligibility.

To clearly distinguish an adverse remarks entry from all others, start the entry in the conduct competency field with:

***This is an adverse supporting remarks entry for...***

---

***Reviews on  
Enlisted Personnel  
E-6 and Above***

All employee reviews submitted on enlisted personnel, E-6 and above, are required to include supporting remarks, documenting the individual's leadership potential, along with the commanding officer's advancement recommendation.

The supporting remarks must clearly identify the member's current and future potential for positions of greater responsibility. The accuracy of these entries is essential to distinguish individuals requesting to compete for command cadre or special assignment positions.

---

***Loss of  
Recommendation  
for Advancement***

Supporting remarks are required if the rating official thinks an individual is not capable of satisfactorily performing the duties and responsibilities of the next higher pay grade and is not making progress toward that end.

Specific comments should present a concise account of the evaluatee's performance and qualities to allow the reviewer to determine why the evaluatee failed to meet the standards for advancement recommendation.

Note that the Approving Official's decision on advancement recommendation is final and cannot be appealed.

---