

Chief Petty Officer Self Evaluation 10-7.01-P

Using the Master, Senior, and Chief Petty Officer performance evaluation factor, **SUBMIT** a self evaluation to your supervisor, as presented in the E-PME Study Guide.

Master, Senior, and Chief Petty Officer Performance Evaluation Factors

To ensure a high level of performance from its members and the advancement to positions of greater responsibility for those who demonstrate the greatest potential, the Coast Guard employs a performance evaluation system.

The Coast Guard enlisted evaluation process includes performance feedback to identify the strengths and weaknesses of its enlisted personnel.

The master, senior, and chief petty officer performance evaluation factors are grouped into four categories:

- Leadership
- Professional Qualities
- Performance
- Military

Leadership

The factors in this category measure a member's ability to direct, guide, influence, and support others in the performance of work.

- **Directing Others:** The effectiveness of the member in influencing and guiding others in the completion of tasks.
- **Working With Others:** The degree to which this member promoted a team effort and used partnering with the "CPO Mess," and other internal and external organizations in accomplishing goals.
- **Developing Subordinates:** The extent this member used mentoring, counseling, training and education, and recognition to increase the knowledge and performance of subordinates or others. The degree of this member's sensitivity and responsiveness to the goals and achievements of others.

*Leadership
(continued)*

- **Responsibility:** This member's ability and willingness to enforce standards on self, subordinates and others; to support policies and decisions; and to hold one's self accountable for own and subordinate's actions.
 - **Evaluations:** The extent to which the member conducted, or required others to conduct, evaluations that were objective, accurate, fair, timely, and consistent with actual performance. Evaluations treated as an ongoing process vice an event.
 - **Work-Life Sensitivity/Expertise:** The acquisition and use of both knowledge and skills to enhance the overall quality of life and general welfare of CG members and their families. This member's interest in and level of support for CG Work-Life and related programs of billet.
 - **Setting an Example:** This member's ability and willingness to seek responsibility and display positive judgment in making decisions.
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*Professional
Qualities Factor*

The factors in this category measure those qualities which the Coast Guard values in its people.

- **Health and Well-Being:** The degree to which the member exercised moderation in the use of alcohol. The degree to which the member maintained weight standards and adhered to the Coast Guard Fitness Program.
 - **Integrity:** The degree to which the member demonstrated the qualities of honesty and fair mindedness in personal relationships and actions, on and off duty.
 - **Loyalty:** The degree to which the member was committed to the Coast Guard, unit, supervisor, and shipmates.
 - **Respecting Others:** The degree to which the member cooperated with other people or units to achieve common goals.
 - **Human Relations:** The degree to which the member fulfilled the letter and spirit of the Coast Guard's Human Relations/Sexual Harassment policy in personal relationships and actions.
 - **Adaptability:** The degree to which the member adjusted and managed change.
 - **Judgment:** Ability to make sound decisions and provide valid recommendations by using facts, experience, common sense, risk assessment, and analytical thought.
 - **Initiative:** Ability to originate and act on new ideas, pursue opportunities to learn and seek responsibility without guidance and supervision.
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Performance

Measure a member's willingness to acquire knowledge and the ability to use knowledge, skill, and direction to accomplish work.

- **Professional/Specialty Knowledge:** The degree to which this member demonstrated technical competency and proficiency for rating or special assignment.
 - **Professional Development:** The degree to which this member continued to professionally develop, acquire new skills, or improve current skills and knowledge.
 - **Administrative Ability:** The degree to which this member completed written work, including correspondence and reports.
 - **Monitoring Work:** The degree to which this member identified what needed to be done, set priorities, and kept supervisor informed.
 - **Using Resources:** The degree to which this member exercised good stewardship of personnel, financial, and material resources, and aligned resource management with customer needs.
 - **Safety and Occupational Health:** The degree to which this member exercised good stewardship of personnel, financial, and material resources. Aligned resource management with customer needs.
 - **Stamina:** The degree to which this member thought and acted effectively under conditions that were stressful and mentally or physically fatiguing.
 - **Communicating:** The degree to which this member listened, spoke, responded to feedback, and expressed thoughts clearly and logically.
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Military

The factor in this category measures a member's ability to bring credit to the Coast Guard through personal demeanor and professional actions.

- **Military Bearing:** The extent to which this member appeared neat, smart, and well groomed in uniform; and set standards for subordinates.
 - **Customs and Courtesies:** The extent to which this member conformed to military traditions, customs, and courtesies; and set standards for subordinates' performance and behavior.
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Completing a Self-Evaluation

For this performance requirement, complete a self-evaluation as presented here and submit it to your supervisor. Your self-evaluation supports and provides input on your performance.

The Enlisted Qualification Manual, COMDTINST M1414.8 (series) provides the current professional and military job performance requirements for each rating. Section 10-B, Personnel Manual, COMDTINST M1000.6 (series) and other related directives provide policy and procedures for completing enlisted employee reviews. A copy of Form CG-3788F is provided on the following page.

Competency Grading System

Performance competency is graded on a number system of 1 through 7, with 7 being the highest possible level of performance and 1 being the lowest possible level of performance. Normally, a single, isolated event...either positive or negative...should not drastically affect the marks assigned.

- When assigning a 1, 2, 7, or unsatisfactory conduct, provide written comments with specific examples of performance to your supervisor.
 - For a mark of 2, 4, or 6, these standards must be met and no others in the next higher performance standard.
 - A mark of 4 represents the expected performance level of all enlisted personnel.
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