

## **Enlisted Evaluation Errors**

When completing an EER in DA, an error or two may pop-up when you click the Validate button. Ever wonder what this error means or how to fix it? Here is a list of common errors and solutions to resolve them. If you receive when completing an EER that is not listed below, please contact PPC (adv) via e-mail ([ppc-dg-adv@uscg.mil](mailto:ppc-dg-adv@uscg.mil)) or directly by phone at 785-339-3406.

**User Errors:** Errors that have been created by incorrect data in DA. Once the Validate Employee Review has been clicked in the Exceptions tab, errors will appear. The below errors can be fixed by the member submitting the EER.

- Mark the review with evaluation Type APPROVED prior to checking Final.

Most common error! The evaluation type of Approved must be selected under the Reviewers tab with the correct Approving Official's EMPLID in the Reviewer ID block (Figure 5.C.1 Enlisted Manual). Once the EMPLID has been entered, click on the Comments tab to see if the correct AO is listed. If it is not, go back to the Reviewers tab and re-enter the EMPLID. Once the correct AO is listed under the Comments tab, re-validate the Employee Review, click Save, and then, if desired, click final and submit.

- A mismatch has been detected between the member's grade and the rating scale selected.

This error occurs when the rating scale does not match the members rank in DA. This is most common seen with non-rates. Check members rank under the Employee Review tab. The rating scale being used should match members rank. The rank is cross-checked with the effective date of the EER automatically by DA. If you believe members rank is incorrect, contact the member's SPO.

- The To date of the review must be equal to the effective date of the review. 2011-06-03

Two dates must be entered under the Employee Review tab, the "Effective" date and the "To" date. The To date must match the effective date.

- You must select a Rating Scale

A rating scale must be selected under the Employee Review tab. Each rating scale has a particular set of competencies of which to evaluate the member.

- All Marks for an enlisted member must have the Rating Model on the review set to EER.

Once a rating scale is selected, the Rating Model should default to EER. If it does not, please contact PPC-ADV.

- This competency must have a numeric Rating.

All competencies with the exception of Conduct and CO's Recommendation for Advancement should have a numerical rating of 1, 2, 3, 4, 5, 6 or 7. If you receive this error, please double-check that all ratings have been entered under the Reviewers tab.

- A competency rating cannot be blank or zero.

All competencies with the exception of Conduct and CO's Recommendation for Advancement should have a numerical rating of 1, 2, 3, 4, 5, 6 or 7. If you receive this error, please double-check that all ratings have been entered under the Reviewers tab.

- This competency must have a Rating of R (Recommended) or N (Not Recommended).

The CO's Recommendation for Advancement competency cannot be a numerical figure; it must be either R (Recommended) or N (Not Recommended).

- This competency must have a Rating of S (Satisfactory) or U (Unsatisfactory).

The Conduct competency must have a rating of S (Satisfactory) or U (Unsatisfactory). Nothing numerical!

- If there are any competencies with a rating of 1, 2, 7, N or U the reviewer must have reviewer comments populated.

Comments are required for all ratings of 1, 2, 7, U, or N in the Review Rating Comments section under the Reviewers tab. Also, comments are required for all E-6 and above for the CO's Recommendation for Advancement competency regardless of mark.

- The Review Type of Special is not valid for an enlisted employee review.

Please use a more specific EER type. Special is not a valid type of enlisted EER (**type**). Consider a 'Special' type EER an unscheduled type EER. Why is it unscheduled; transfer, discipline, advancement, SWE, etc... Once a reason is determined, use that reason as the EER type. There are no EER requirements for separations!

- The month of the effective date must match the date in Review Scale Periods Table

This error occurs when the effective date of a Regular EER does not match the correct effective date of member's rank according to the regular submission schedule. Please refer to the Enlisted Accessions, evaluations and Advancements (Enlisted) Manual, Ch. 5.E.1a, for the EER Submission Schedule.

- If there are any competencies of type REC (Recommendation) with a Rating of R (Recommended) and the member's Grade is E6, E7, E8 or E9 the reviewer must have reviewer comments populated.

Comments are required for the Recommendation of Advancement competency for all members that are E-6 and above.

**Informational Errors:** Errors that will appear after Validating the Employee Review, but are only informational. These errors are increasingly being reviewed by PPC-ADV and forwarded upon complete review.

- Assignment of NOT RECOMMENDED FOR ADVANCEMENT, will cause member to become ineligible on current advancement and future advancement lists, until the member again regains command recommendation.

This error will populate for all marks of N for CO's Recommendation or Advancement. All marks of U or N will be reviewed by PPC-ADV. EER can still be submitted. If no additional errors are found, PPC-ADV will process the EERs in DA and will populate into the Member's Employee Review Summary.

- Assignment of UNSAT CONDUCT by the Approving Official, will cause member to become ineligible on current advancement and future advancement lists, until the member again regains conduct eligibility.

This error will populate for all marks of N for CO's Recommendation or Advancement. An increased number of U or N marks are being reviewed by PPC-ADV. EER can still be submitted. If no additional errors are found, PPC-ADV will process the EERs in DA and will populate into the Member's Employee Review Summary.

- The effective date cannot be more than 1 year in the past.

EER can still be submitted. PPC-ADV will review any EER submitted outside the 1 yr mark from the effective date of the EER. This is to ensure that no mistakes were made upon submitting the EER, i.e. wrong date, wrong type, duplicate entry. Please include comments under the main comments tab explaining why the EER is being submitted outside the 1 year window.

- Memo employee reviews may only be created by PPC(ADV).

Waiver EERs are submitted as memo type EER's. Waivers can only be submitted by PPC-ADV. The field can submit a memo type CORC EER, but is subject to review by PPC-ADV.

- Advancement employee reviews will only be accepted for advancement to E7 and above.

Any member advancing to E-7, E-8 or E-9 is required to have an advancement EER completed in DA as long as it is outside of the 184 day window of the last EER. Advancement EER's will have an effective date one day prior to the advancement date.

- SWE employee reviews will only be accepted if required to participate in the exam.

Only members eligible to participate in the upcoming SWE or being added to the supplemental advancement list are authorized SWE EER's, if needed. All members are required to have an EER based on current pay grade and are required to have a positive CO's Recommendation to participate in the SWE or to be added to the supplemental list.