

ENLISTED EMPLOYEE REVIEW WORKSHEET

NON-RATED

CG-3788A (REV. 8/24/05)

INSTRUCTIONS

- Use a pen or pencil.
- Darken in the oval completely.
- Do not make any stray marks on this form.

RIGHT MARK



WRONG MARKS



MEMBER: Provide written documentation that is objective, accurate, and timely noting significant accomplishments or aspects of performance that occurred during this marking period.

RATING CHAIN: Review the Enlisted Qualifications Manual, COMDTINST M1414.8 (series) to determine the current professional and military job performance requirements for the specific rating. Review the performance qualifications to determine to what degree a member should be able to apply such knowledge. Review Section 10-B, Personnel Manual, COMDTINST M1000.6 (series) and other pertinent directives establishing policy and procedures for completing enlisted employee reviews. Evaluate the member against the written performance standards only. When a member has consistently met all the written performance standards for a 2, 4, or 6 and no others, assign that mark. All performance dimensions must be evaluated. Provide written comments with specific examples of performance and behavior to support each mark of 1, 2, 7, or unsatisfactory conduct.

SUPERVISOR: After observing and gathering input on member's performance and behavior, evaluate member's performance against the written performance standards and place an "X" within the appropriate oval. Give form with recommended marks and written comments to the Marking Official within the time frames specified in the CG Personnel Manual.

MARKING OFFICIAL: Review the marks recommended by the Supervisor and, considering other information on the member's performance and behavior, recommend marks by darkening in the appropriate ovals and entering the numerical equivalent in the "Mark" column. Give form with recommended marks and written comments to the Approving Official within the timeframes specified in the CG Personnel Manual.

APPROVING OFFICIAL: Review the marks recommended by the Marking Official and complete the Approving Official's section. Marks not concurred with must be discussed with the Marking Official. To change a mark, line through and initial the incorrect mark, assign a new mark and change the Mark column. Ensure that required written comments are provided. Also ensure that the member is counseled and signs the worksheet and the marks are entered into the Coast Guard Direct Access System, within the time frames specified in the CG Personnel Manual.

1	RATE, FIRST NAME, LAST NAME:			UNIT NAME:																																									
2	EMPLOYEE ID #	4	REASON																																										
	<table border="1" style="width: 100%; height: 100px;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>									<p>REGULAR: <input type="radio"/> SEMI-ANNUAL/ANNUAL</p> <p>OTHER: Review section 10-B COMDTINST M1000.6 (series) to determine when required:</p> <p><input type="radio"/> DISCIPLINARY (NJP, COURT MARTIAL, CIVIL CONVICTION)</p> <p><input type="radio"/> REDUCTION (OTHER THAN DISCIPLINARY)</p> <p><input type="radio"/> TRANSFER</p> <p><input type="radio"/> PROBATION/SPECIAL CONDUCT</p> <p><input type="radio"/> SWE</p>	<p style="text-align: center;">CHOOSE ONLY ONE REASON</p>																																		
3	PAYGRADE			5 PERIOD ENDING																																									
	<p style="text-align: center;"><input type="radio"/> E-3</p> <p style="text-align: center;"><input type="radio"/> E-2</p> <p style="text-align: center;"><input type="radio"/> E-1</p>			<table border="1" style="width: 100%; height: 100%;"> <tr> <th style="width: 30%;">MONTH</th> <th style="width: 20%;">DAY</th> <th style="width: 50%;">YEAR</th> </tr> <tr> <td><input type="radio"/> JAN</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> FEB</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> MAR</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> APR</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> MAY</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> JUN</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> JUL</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> AUG</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> SEP</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> OCT</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> NOV</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> DEC</td> <td></td> <td></td> </tr> </table>	MONTH	DAY	YEAR	<input type="radio"/> JAN			<input type="radio"/> FEB			<input type="radio"/> MAR			<input type="radio"/> APR			<input type="radio"/> MAY			<input type="radio"/> JUN			<input type="radio"/> JUL			<input type="radio"/> AUG			<input type="radio"/> SEP			<input type="radio"/> OCT			<input type="radio"/> NOV			<input type="radio"/> DEC				
MONTH	DAY	YEAR																																											
<input type="radio"/> JAN																																													
<input type="radio"/> FEB																																													
<input type="radio"/> MAR																																													
<input type="radio"/> APR																																													
<input type="radio"/> MAY																																													
<input type="radio"/> JUN																																													
<input type="radio"/> JUL																																													
<input type="radio"/> AUG																																													
<input type="radio"/> SEP																																													
<input type="radio"/> OCT																																													
<input type="radio"/> NOV																																													
<input type="radio"/> DEC																																													

MILITARY: Measures a member's ability to bring credit to the Coast Guard through personal demeanor and professional actions.

COMPETENCIES		2		4		6		MARK
1. UNIFORM The extent to which this member appeared neat and smart in uniform.	<input type="radio"/>	Unable or unwilling to consistently appear neat and smart. Failed to maintain uniform standards.	<input type="radio"/>	Presented a physically trim appearance. Uniform neat, clean, and properly worn; non-regulation items never worn. Brass, ribbons, footwear, hat, and devices polished or clean.	<input type="radio"/>	Sharp military appearance. Uniform and all accessories typically flawless. Uniform served as a model to others.	<input type="radio"/>	
2. GROOMING The extent to which this member appeared neat and well groomed.	<input type="radio"/>	Occasionally had to be reminded to cut or groom hair. If worn, beard or moustache did not meet grooming standards.	<input type="radio"/>	Consistently met grooming standards by having hair cut and groomed. If worn, beard or moustache was neat and properly trimmed.	<input type="radio"/>	Typically looked sharp. Grooming clearly exceeded standards. Set example for others.	<input type="radio"/>	
3. CUSTOMS AND COURTESIES The extent to which this member conformed to military traditions, customs, and courtesies; and set standards for subordinates' performance and behavior.	<input type="radio"/>	Occasionally failed to conform to military traditions, or customs and courtesies. Performance of subordinates was marginal or unacceptable.	<input type="radio"/>	Practiced and accepted military customs and courtesies. Showed respect to rank and privilege	<input type="radio"/>	Consistently adhered to military customs, courtesies, and protocol in all situations. Inspired similar standards in others.	<input type="radio"/>	

PERFORMANCE: Measures a member's ability to acquire knowledge and the ability to use knowledge, skill, and direction to accomplish work.

COMPETENCIES		2		4		6		MARK
1. PROFESSIONAL/SPECIALTY KNOWLEDGE The degree to which this member demonstrated competency and proficiency for assignment.	<input type="radio"/>	Experienced difficulty in demonstrating proficiency. Failed to maintain qualifications. Did not demonstrate knowledge of policies and procedures.	<input type="radio"/>	Demonstrated good knowledge of policies and procedures. Had total understanding of routine concepts of assignment.	<input type="radio"/>	Consistently demonstrated outstanding knowledge and skills; performed all tasks beyond expectations.	<input type="radio"/>	
2. QUALITY OF WORK The degree to which this member completed quality work and required guidance.	<input type="radio"/>	Work often of poor quality and needed upgrading or redoing to be acceptable. Stood poor watches; often failed to comply with standing rules and orders. Required more than normal guidance for paygrade and experience.	<input type="radio"/>	Demonstrated good application of skills and experience to produce finished work of good quality. Stood good, responsible watches. Worked well on own; needed minimum guidance for new or complex tasks.	<input type="radio"/>	Consistently produced work of highest quality; exceeded expectations and/or standards for tasks. Work typically done right the first time. Needed minimum supervision for tasks.	<input type="radio"/>	
3. MONITORING WORK The degree to which this member identified what needed to be done, set priorities, and kept supervisor informed.	<input type="radio"/>	Sometimes needed help in prioritizing routine tasks. Usually unprepared. Did not follow policies or standard procedures. Occasionally late informing supervisor of changing situations or completion of tasks.	<input type="radio"/>	Made good use of allotted time and properly used materials. Provided factual and accurate reports to supervisor on all aspects of work.	<input type="radio"/>	Consistently completed work ahead of schedule. Extremely reliable; kept supervisor informed of problems, progress, or unusual events.	<input type="radio"/>	
4. SAFETY The degree to which this member adhered to safety procedures.	<input type="radio"/>	Safety not a high priority; sometimes disregarded safety procedures or worked without safety equipment.	<input type="radio"/>	Adhered to safe operating procedures for all aspects of work. Properly used required safety equipment.	<input type="radio"/>	Consistently followed and stressed safety procedures.	<input type="radio"/>	
5. STAMINA The degree to which this member thought and acted effectively under conditions that were stressful and mentally or physically fatiguing.	<input type="radio"/>	Physically/mentally tired under stress or during periods of extended work. Resisted putting in necessary overtime. Productivity or safety dropped in stressful situations.	<input type="radio"/>	Handled stressful situations well. Worked extra hours as required to get the job done. Productivity and safety were adequate.	<input type="radio"/>	Willingly worked overtime when necessary to get the job done. No loss of productivity or safety during stressful situations or extended work hours.	<input type="radio"/>	

PERFORMANCE (Continued)

COMPETENCIES		2		4		6		MARK
6. COMMUNICATING The degree to which this member listened, spoke, responded to feedback, and expressed thoughts clearly and logically.	<input type="radio"/>	Used inappropriate language or mannerisms. Failed to listen carefully. Expressed thoughts lacked clarity. Disorganized in verbal presentations.	<input type="radio"/>	Able to get point across. Demonstrated ability to communicate contributed to overall performance. Listened attentively and accepted constructive feedback from others.	<input type="radio"/>	Consistently displayed an outstanding ability in verbal expressions. Presentations were well organized.	<input type="radio"/>	

PROFESSIONAL QUALITIES: Measures those qualities which the Coast Guard values in its people.

COMPETENCIES		2		4		6		MARK
1. HEALTH AND WELL-BEING The degree to which this member exercised moderation in the use of alcohol. The degree to which this member maintained weight standards and adhered to the Coast Guard Fitness Program.	<input type="radio"/>	Failed to meet minimum standards of sobriety or weight control. Did not adhere to the Coast Guard Fitness Program.	<input type="radio"/>	Maintained weight standards and adhered to the Coast Guard Fitness Program. Used alcohol discriminately or not at all; job performance not affected. Held self and subordinates accountable in meeting minimum standards, on and off duty.	<input type="radio"/>	Consistently demonstrated a significant commitment, beyond setting an example, on and off duty, to the well being of self and subordinates. Actively followed a comprehensive fitness program.	<input type="radio"/>	
2. INTEGRITY The degree to which this member demonstrated the qualities of honesty and fair-mindedness in personal relationships and actions, on and off duty.	<input type="radio"/>	Untrustworthy; shaded the truth. Took advantage of situations for personal gain.	<input type="radio"/>	Honest and truthful. Demonstrated strong moral character. Was fair-minded and trustworthy.	<input type="radio"/>	Consistently adhered to highest standards of honesty, truthfulness, and integrity. Required same of others. Strong moral principles and convictions as demonstrated by personal actions.	<input type="radio"/>	
3. LOYALTY The degree to which this member was committed to the Coast Guard, unit, supervisor, and shipmates.	<input type="radio"/>	Frequently complained or otherwise outwardly showed lack of commitment to Coast Guard and its missions, unit, or well-being of others.	<input type="radio"/>	Exhibited pride in being part of the Coast Guard. Supported decisions of command. Loyal to seniors, shipmates, and subordinates. Backed subordinates. Was committed in doing the best job possible.	<input type="radio"/>	Personal actions consistently demonstrated a strong dedication to duty, Coast Guard, and unit. Extremely loyal and supportive of seniors, shipmates, and subordinates.	<input type="radio"/>	
4. RESPECTING OTHERS The degree to which this member cooperated with other people or units to achieve common goals.	<input type="radio"/>	Showed disregard for feelings of others through inappropriate comments or actions. Did not promote a team effort.	<input type="radio"/>	Treated others in a courteous, thoughtful, and respectful manner. Worked comfortably with others of all ranks and positions.	<input type="radio"/>	Worked to achieve a high state of mutual respect with all. Actively encouraged sensitivity to and understanding of the attitudes, perceptions, and ideas of others. Outstanding cooperation with others.	<input type="radio"/>	
5. HUMAN RELATIONS The degree to which this member fulfilled the letter and spirit of the Coast Guard's Human Relations/Sexual Harassment policy in personal relationships and actions.	<input type="radio"/>	Displayed discriminatory tendencies toward others based on their religion, age, sex, race, marital status, or ethnic background. Allowed bias to influence appraisals or the treatment of others. Was disrespectful or used position to harass others. Did not hold self or subordinates accountable for their human relations/sexual harassment responsibilities.	<input type="radio"/>	Held self and subordinates accountable for living up to the spirit of the Coast Guard's Human Relations/ Sexual Harassment statements. Treated others fairly and with dignity without regard to religion, age, sex, race, marital status, or ethnic background. No bias in work or appraisal actions. Personal actions contributed to unit morale.	<input type="radio"/>	Demonstrated through leadership a strong personal commitment to fair and equal treatment of others in all situations, without regard to religion, age, sex, race, marital status, or ethnic background. Actively campaigned against prejudicial actions or behavior by others. Made noteworthy contributions to prevent and eliminate prejudicial actions in the work place.	<input type="radio"/>	
6. ADAPTABILITY The degree to which this member adjusted and managed change.	<input type="radio"/>	Occasionally had difficulty in adjusting to changes in job, policies, procedures, and environment. Effectiveness impaired by changes to routine.	<input type="radio"/>	Took change in stride. Adapted quickly to changes. Maintained effectiveness despite disruptions to work routine.	<input type="radio"/>	Managed change and adjusted easily to major or last minute changes in job, policies, procedures, and environment. Very flexible. Maintained a high degree of effectiveness.	<input type="radio"/>	

LEADERSHIP: Measures a member's ability to direct, guide, develop, influence, and support others in the performance of work.

(E-3 Personnel Only)

COMPETENCIES	2	4	6	MARK
1. WORKING WITH OTHERS The degree to which this member promoted a team effort in accomplishing goals.	Disregarded the ideas of others. Not a team player; burden on group.	Demonstrated CAN DO attitude. Contributed ideas; carried own share of workload.	Outstanding team member; took on extra duties. Ideas and recommendations sought by others.	
2. 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.	Provided little or no support for policies and decisions. Unwilling to hold self or subordinates accountable for actions. Lax at enforcing military rules and regulations.	Required self, subordinates, and others to conform to military rules and regulations. Fully supported policies and decisions of seniors. Enforced standards uniformly.	Consistently held self, subordinates, and others accountable for performance and behavior. Actively persuaded others to support policies and decisions even if unpopular. Outstanding leader that aggressively worked to ensure that standards were uniformly enforced.	
3. MOTIVATION TOWARDS ADVANCEMENT The degree to which this member pursued completion of courses and training.	Lackadaisical, made little effort in seeking training; slow to complete courses and performance qualifications. Lacked desire to advance.	Demonstrated strong desire to advance. Consistently pursued completion of requirements necessary for advancement.	Determined to advance; completed all requirements ahead of required time frames. Sought additional training to enhance and improve opportunity to advance.	
4. SETTING AN EXAMPLE This member's ability and willingness to seek responsibility and display positive judgment in making decisions.	Projected an apathetic attitude towards assigned work, the Coast Guard, unit policies, or decisions of seniors. Sometimes indecisive or unwilling to make necessary decisions for areas of responsibility. Set poor example by lack of action. Frequently made bad decisions.	Self-starter; influenced others by projecting a positive and enthusiastic attitude. Demonstrated good judgment in making decisions.	Outstanding role model; sought additional responsibility. Made excellent decisions and recommendations. Actively promoted acceptance of all work including unpleasant assignments.	

CONDUCT

COMPETENCY	
CONDUCT The degree to which this member, through personal behavior, conformed to the rules, regulations, and military standards, and Coast Guard core values, on and off duty.	<p style="text-align: center;">UNSATISFACTORY <input type="radio"/></p> Failed to meet minimum standards as evidenced by NJP, CM, or civil conviction; or brought discredit to the Coast Guard as evidenced by adverse CG-3307 entries including financial irresponsibility, non-support of dependents, or alcohol incidents; or failed to conform to civilian and military rules, regulations, and standards.
	<p style="text-align: center;">SATISFACTORY <input type="radio"/></p> No NJP, CM, or civil conviction; and promoted and supported respect for rules, regulations, and civilian and military standards as evidenced by no adverse CG-3307 entries.
RECOMMENDATION FOR ADVANCEMENT NOT RECOMMENDED: Check this block if, in the view of the rating official, the individual is not capable of satisfactorily performing the duties and responsibilities of the next higher paygrade. RECOMMENDED: Check this block if, in the view of the rating official, the individual is fully capable of satisfactorily performing the duties and responsibilities of the next higher paygrade. This block may be checked irrespective of the individual's qualification of eligibility for advancement.	
SUPERVISOR: <input type="radio"/> Not Recommended <input type="radio"/> Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY. <p style="text-align: center;">_____ Signature Rate/Rank Date</p>
MARKING OFFICIAL: <input type="radio"/> Not Recommended <input type="radio"/> Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY. <p style="text-align: center;">_____ Signature Rate/Rank Date</p>
APPROVING OFFICIAL: <input type="radio"/> Not Recommended <input type="radio"/> Recommended	<input type="radio"/> Concur <input type="radio"/> Do not concur, changes made <input type="radio"/> Counseling/ Documentation for 1, 2, and 7's required <input type="radio"/> Counseling required (specify areas) _____ <p style="text-align: center;">_____ Rate/Rank Date</p>

MEMBER: I ACKNOWLEDGE HAVING BEEN COUNSELED ON AND HAVE REVIEWED MY ENLISTED PERFORMANCE FORM FOR THIS PERIOD. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE SIGNIFICANCE THAT THE ASSIGNED MARKS HAVE ON MY GOOD CONDUCT ELIGIBILITY. I UNDERSTAND THAT I HAVE 15 CALENDAR DAYS IN WHICH TO SUBMIT A MARKS APPEAL. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE ACTION TAKEN ON MY ADVANCEMENT POTENTIAL.

Signature

Date