U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-3788F (9-05)

and off duty.

ENLISTED EMPLOYEE REVIEW SUPPORT FORM

MASTER, SENIOR, CHIEF PETTY OFFICER

(See Instructions on Page 2)

1. RATE/NAME	2. DIVISION/DEPARTMENT	3. PERIOD OF REPORT	4. SUPERVISOR'S RATE/NAME
		FROM: TO:	
5. PRIMARY DUTIES		6. COLLATERAL DUTIES	
LEADERSHIP FACTOR: Measur 1. DIRECTING OTHERS:	es a member's ability to direct, gu	ide, influence, and support others in the p	erformance of work.
2. WORKING WITH OTHERS:			
3. DEVELOPING SUBORDINATES:			
4. RESPONSIBILITY:			
5. EVALUATIONS:			
6. WORK LIFE SENSITIVITY/EXPERTISE:			
7. SETTING AN EXAMPLE:			
PROFESSIONAL QUALITIES FA 1. HEALTH AND WELL-BEING:	CTOR: Measures those qualities v	which the Coast Guard values in its people).
2. INTEGRITY:			
3. LOYALTY:			
4. RESPECTING OTHERS:			
5. HUMAN RELATIONS:			
6. ADAPTABILITY:			
7. JUDGEMENT:			
8. INITIATVE:			
PERFORMANCE FACTOR: Mea accomplish work. 1. PROFESSIONAL/SPECIALTY I		cquire knowledge and the ability to use kn	nowledge, skill, and direction to
2. PROFESSIONAL DEVELOPME	:NT:		
3. ADMINISTRATIVE ABILITY:			
4. MONITORING WORK:			
5. USING RESOURCES:			
6. SAFETY AND OCCUPATIONAL HEALTH:			
7. STAMINA:			
8. COMMUNICATING:			
MILITARY FACTOR: Measures	member's ability to bring credit t	to the Coast Guard through personal deme	eanor and professional actions
1. MILITARY BEARING:			
2. CUSTOMS AND COURTESIES:			

CONDUCT: Measures the degree to which a member, through personal behavior, conformed to rules, regulations, and military standards, on

GENERAL INSTRUCTIONS

- Use of this form is optional at the discretion of the command, supervisor, and/or member. The use of separate forms from the command/supervisor and the member is permissible.
- The Enlisted Employee Review Form CG-3788 (series) is not the sole method of advising members of their performance and behavior. Commands throughout the evaluation period should regularly counsel and coach members in regard to their professional development. Positive feedback should be provided, specific weaknesses discussed, and suggestions for improvement made.
- Counseling and coaching are vital elements of the evaluation process and provides the proper perspective.
- Although evaluation reports are submitted at regular intervals, the observance and information gathering for these reports is a day-to-day process. Reference to this information when preparing evaluation reports should ease the stress in attempting to recall the performance and behavior that occurred during the marking period and ensure that evaluations are based on fact.
- This form is designed to capture this information in bullet fashion, i.e., short, concise phrases. Additional pages may be attached.

SUPERVISOR RESPONSIBILITIES

- Performance counseling is an important responsibility of leadership.
- At the beginning of the marking period, complete blocks 1-6 and discuss with the evaluee to ensure a clear understanding exists.
- Monitor, evaluate, and assess the member's performance and behavior and provide timely, positive, and constructive feedback.
- List bullets of significant observances of the member's performance behavior as they occur.

MEMBER RESPONSIBILITIES

- At the beginning of the period, review blocks 1-6 with the Supervisor.
- Monitor and record significant performance of behavior during the marking period.
- Provide this form, with bullet style factual data, to the Supervisor at least 14 days prior to the end of the marking period.

PRIVACY ACT INFORMATION

 Share this form or other data collection information with the member and others in the rating chain only.

FORM DISPOSITION

• Upon conclusion of the marking period, approval of the marks by the Approving Official, submission of any required Administrative Remarks (CG-3307) entries, and counseling of the member on their performance and behavior, this form should be delivered to the member for their disposition.