

EERS Responsibilities 10-4.01-K

KNOW the responsibilities of a Supervisor, Marking Official, Approving Official, and Appeal Authority in relationship to the Enlisted Employee Review System, as presented in the E-PME Study Guide.

Enlisted Employee Review Responsibilities

The rating chain is used to evaluate each enlisted member on the required period ending date. This process assesses actual performance since the last recorded employee review. The Enlisted Performance Evaluation System (EPER) was replaced with an electronic version, Enlisted Employee Review System (EERS). This new system provides the ability to electronically:

- Submit the ratings (scores) on an enlisted member
- Route the review through the approval process for final review at the Personnel Support Center (PSC) (adv)

EERS represents a significant change to the former evaluation process and provides important advantages.

EERS Advantages

Advantages of EERS are:

- The module has an extensive tutorial to assist members as they complete the evaluation.
 - The application provides a built-in error report to identify discrepancies before employee reviews are transmitted to PSC (adv).
 - Supervisors and marking officials can append informal comments to the employee review to facilitate the review/approval process. These comments are automatically eliminated when the employee review is transmitted to PSC (adv).
 - Rather than attaching separate administrative remarks to evaluations, the application allows users to add comments directly to each competency (i.e., performance dimension).
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Enlisted Employee Review Rating Chain The enlisted employee review rating chain is presented below.

ENLISTED EMPLOYEE REVIEW RATING CHAIN

UNIT TYPE	SUPERVISOR	MARKING OFFICIAL	APPROVING OFFICIAL	APEAL AUTHORITY
Headquarters	As Division Chief designates	Division Chief	Office and Staff Chiefs	Assistant COMDT (G-A, G-W, etc.)*
Area/MLC Offices	Supervisor as Branch Chief designates	Section Chief	Operators Branch or Chief, Staff Components	Area/MLC Commander
District Offices	Section Chief or as Branch Chief designates	Branch Chief	Division Chief or Chief, Staff Components	District Commander
Academy	Section Chief or as Branch Chief designates	Branch Chief	Division Chief	Superintendent (including EAGLE)
Headquarters Unit	As Division Chief designates	Division Chief	Commanding Officer	Commandant
TRACEN	As Approving Official designates	As Approving Official Designates	Devision Chief or Training Division Branch Chief	Commandant (G-WT)*
Area/District Vessels/Units	As Marking Official designates	Department Head Division Chief	Commanding Officer	Area District Commander
Units/Vessels, Groups, Sections*	As Marking Official designates	Department Head Division Chief	Commanding officer, Group/Section/Activity Commander	District/MLC Commander
Group/Units/Vessels	As Commanding Officer or Officer in Charge designates*	Executive Officer/ Executive Petty Officer	Group Commander* Commanding Officer/Officer in Charge	District Commander
ADASGN Personal and Reservists at PSUs and CNCWUs	As Commanding Officer designates	As Commanding Officer designates	Commanding Officer	District/Area/MLC Commander
Master Chief Petty Officer of the Coast Guard	As designated by Aproving Official	As designated by Approving Official	As designated by Approving Official	Commandant (G-CCS)

***Responsibilities of
Rating Chain***

The responsibilities of the Supervisor, Marking Official, Approving Official, and Appeal Authority in relation to Enlisted Employee Reviews are presented here.

***Supervisor
Responsibilities***

The supervisor must be an E-6 or above. He or she is responsible for:

- Observing and gather input on a subordinate's performance and behavior
 - Evaluating the member's performance against the written performance standards in the proper Form CG-3788 and placing an "X" within the appropriate oval
 - Signing the worksheet
 - Submitting the form with recommended marks and written comments to the Marking Official within the time frames specified in the CG Personnel Manual
 - Counseling and informing member of evaluation results when all of rating chain has reviewed the evaluation
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***Marking Official
Responsibilities***

The marking official is responsible for:

- Reviewing the marks recommended by the supervisor
- Considering other information on the member's performance and behavior
- Recommending marks by darkening in the appropriate ovals and entering the numerical equivalent in the "Mark" column
- Signing the worksheet
- Submitting the form with recommended marks and written comments to the Approving Official within the time frames specified in the CG Personnel Manual

In rare circumstances, the executive officer or executive petty officer may serve as Marking Official, where they provide primary task direction.

Approving Official Responsibilities

The Approving Official must be a Coast Guard officer or officer in charge (E-7 or above). Public Health Service officials assigned to Coast Guard commands may sign as Approving Official.

The Approving Official is responsible for:

- Reviewing the marks recommended by the marking official (Marks not concurred with must be discussed with the marking official. Marks are changed by putting a line through the mark and initialing the incorrect mark, and assigning a new mark and changing the Mark column.)
- Completing the approving official's section
- Ensuring that all required written comments are provided
- Ensuring the member is counseled
- Signing the worksheet
- Ensuring marks are entered into DirectAccess within time frames specified in the CG Personnel Manual

Approving Official authority may not be delegated. If an evaluatee works directly for the Approving Official and no one else supervises the member, the Approving Official completes the entire employee review and any appropriate supporting remarks. The Approving Official's decision on advancement recommendation is final and cannot be appealed.

In most cases, the commanding officer is the Approving Official. However, in some commands, the commanding officer might not be the Approving Official.

The commanding officer (or Approving Official) is responsible for:

- Ensuring all enlisted persons are aware of their right to appeal
 - Ensuring counseling and clerical assistance are provided to any member desiring to exercise the appeal rights
 - Reviewing the marks the evaluatee believes were based on incorrect information, prejudice, discrimination, or disproportionately low marks for the particular circumstances. As a result of the appeal, raise or leave marks unchanged (marks may NOT be lowered)
 - Sending the appeal if the relief does not satisfy or only partially satisfies the member
 - Complying with the change procedures in the CG Personnel Manual, Article 10.B.10.b
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***Appeal Authority
Responsibilities***

The Chief of Staff is the Appeal Authority for enlisted members assigned to the Commandant's and Vice Commandant's staff. When the Commandant personally signs as Marking Official and Approving Official, the Appeal Authority will be the Board for Corrections of Military Records.

The Appeal Authority is responsible for:

- Reviewing and acting on the appeal within 15 calendar days after receiving it. Commander, (CGPC-emp-1) may extend the 15 days if the Appeal Authority needs additional information from either the member or commanding officer before responding to the appeal.
 - Raising or leave unchanged the member's marks, in acting on an appeal, but may not lower any marks an Approving Official assigned.
 - Ensuring copies of the appeal package (member's letter, command endorsement along with all enclosures, and Appeal Authority's action) are sent to Commander (CGPC-adm-3) for filing and to Commanding Officer, PSC (adv) for review and possible update to the member's employee review data.
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