

Evaluating a Subordinate 10-5.01-P

SUBMIT an evaluation of a subordinate to your supervisor, as presented in the E-PME Study Guide.

Evaluating a Subordinate

Deadlines for employee reviews are in place to ensure that all reviews are submitted in sufficient time for processing and completing the final multiple for Service Wide Exams (SWE).

The two types of reviews for enlisted personnel are outlined below.

Regular Employee Reviews

For pay grades E-6 and below, regular employee reviews for active duty personnel are conducted semi-annually. E-7s and above receive annual employee reviews. A regular employee review submission schedule is presented in the following chart.

Semi-annual and annual reviews have a mid-point in a review period. It is important to know the significance of the mid-point indicated below.

Regular Enlisted Employee Review Submission Schedule	
Pay Grade	Deadline Due The Last Day of
E-1	January (all) and July (AD only)
E-2	January (all) and July (AD only)
E-3	February (all) and August (AD only)
E-4	March (all) and September (AD only)
E-5	April (All) and October (AD only)
E-6	May (all) and November (AD only)
E-7	September (all)
E-8	November (all)
E-9	June (all)

**Semi-Annual Reviews
Mid-point
92 Days**

**Annual Reviews
Mid-point
184 Days**

**Reserves Reviews
Mid-point
19 Drill Periods**

***Regular Employee
Reviews
(continued)***

A regular employee review should NOT be submitted if:

- A special employee review has been completed within 92 days for E-6 and below employee reviews, 184 days for E-7 and above employee reviews, or 19 drill periods for reservists before the end of a regular period ending date.
- An evaluatee has been assigned to a new duty station for fewer than 92 days for E-6 and below employee reviews, 184 days for E-7 and above employee reviews, or 19 drill periods for reservists on a regular period ending date.

A sample situation where a regular employee review should not be submitted is given below.

DC1 Sparks executes PCS orders from CGC Sherman to ISC Alameda on March 15th. She receives an employee review prior to her transfer. Because this special review was conducted 60 days prior to the regular period ending date, a regular review will not be conducted.

Some situations do NOT require any employee reviews. NO employee review should be completed if the evaluatee is:

- Being discharged, reenlisted, released from active duty, or retired
- Undergoing Class “A,” “C,” advanced, or recruit training, except in disciplinary situations
- In an unauthorized absence or desertion status on the regular period ending date
- Granted leave awaiting appellate review of a court-martial
- In Home Awaiting Order Status awaiting Final Action of a Formal Physical Evaluation Review Board
- Being awarded NJP or civil conviction if the NJP award or conviction was due to an alcohol incident for which the member was previously assigned a special employee review (This exemption applies to alcohol incidents only.)
- Being advanced to any pay grade up to, and including, advancement to pay grade E-6

***Special Employee
Reviews***

While the EERS focuses on regular employee reviews, occasionally a special employee review is in order. For any reason other than a regular employee review, conduct a special employee review. Events that require a special employee review are presented here.

*Events Depending
on Time Review
Completed*

A special employee review is required if the rating chain completed a regular or special employee review for a period ending more than 92 days for E-6 and below employee reviews, 184 days for E-7 and above employee reviews, or 19 drill periods for reservists for any of the following events:

- Advancement or change in rating to pay grade E-7 or above
- Detachment for permanent change of station
- Detachment for intra-command reassignments if the Approving Official will change
- Detachment of an Approving Official who directly supervises an evaluatee
- Evaluatee completes TAD, Active Duty for Special Work-Reserve Component (ADSW-RC), or Active Duty for Special Work-Active Component (ADSW-AC) for any length of time.

(The TAD, ADSW-RC, or ADSW-AC commanding officer should provide written supporting documentation for input in the member's next regular employee review.)

*Events Regardless of
Time of Last Review*

A special employee review is required, regardless of the time since the last employee review, on the date a member is:

- Awarded non-judicial punishment (NJP)
– OR –
- Convicted by a court-martial (CM)

When a member awarded NJP or convicted by CM is stationed at a major Headquarters unit whose designated commanding officer of enlisted personnel is not the member's regular Approving Official, that officer is to send to the member's designated Approving Official:

- A memorandum explaining the circumstances
 - A copy of the Court Memorandum, CG-3304, completed as a result of the NJP or CM
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*Special Disciplinary
Employee Review*

The designated Approving Official uses the information provided to complete a special disciplinary employee review when a member is:

- Awarded NJP or convicted by CM while serving on TAD and is to return to the parent command on completing the TAD
 - Awarded NJP or convicted by CM while serving PCS or as a Class “A” school student
 - Undergoing recruit training and is awarded NJP or convicted by CM
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Additional Resource

Additional information on this subject can be found in Chapter 10.B of the Personnel Manual (COMDTINST 1000.6A) **The information in this manual is not testable.**

***Performing the
Employee
Evaluation***

For this performance requirement, you need to evaluate a subordinate. A significant factor in preparing for employee reviews is to routinely observe the employees’ performance. In order to comment on strong and weak areas, trends, and any degree of improvement, you need to routinely watch performance.

It is imperative that you focus on the behavior, NOT on the person.

Instructions and access to the employee review may be obtained on the (untestable) Personnel Service Center PeopleSoft website:

<http://www.uscg.mil/hq/psc/cghrms/index.htm>

The following worksheets are located in the Additional Resources section of this guide.

- Nonrate worksheet
- Petty Officer worksheet

When you are ready to evaluate a subordinate, contact your supervisor for additional guidance.

Before beginning your evaluation, you may want to review the following sources:

- 10-3.01-P requirement (non-rated performance evaluation), found in the E-3, AN~FN~SN section of this E-PME Study Guide.
 - 10-4.01-P requirement (Petty Officer performance evaluation), found in the E-4, PO section of this E-PME Study Guide.
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