



Internal Comms Bulletin

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Enlisted Evaluation System

BACKGROUND: As an initiative under the Commandant's Human Capital Strategy, the new Enlisted Evaluation System (EES) is designed to better support our members and their rating chains in the evaluation of enlisted members. The Master Chief Petty Officer of the Coast Guard worked with CG-1 and the Personnel Service Center to create a new policy and new forms for the EER (Enlisted Evaluation Report), based on the [Leadership Development Framework](#). The changes were made to modernize the process to provide a more valuable evaluation tool for the member and the service's Human Resource enterprise. The policy, [Enlistments, Evaluations and Advancements, COMDTINST M1000.2B](#), was promulgated in [ACN 017/18](#) with an effective implementation date of **01 March 2018**. On and after that date, Direct Access will be updated to display only the new EER forms for use. The new EES applies to both active duty and reserve enlisted members.

EER Form Change Overview:

All enlisted members in the ranks E-2 through E-9 will be evaluated under the new system. Forms at each grade will differ to include only the leadership competencies expected at that time in a member's career.

Standard Changes to All CG Forms:

- Comments are required for marks of 1, 2, 3, and 7. There is a 220-character limit.
- Comments are required for the Potential block. There is a 550-character limit.
- Comments are required for a "Not Ready" or "Not Recommended" mark. There is an unlimited character limit.
- Comments are required for the Conduct block, if marked Unsatisfactory. There is an unlimited character limit.

A rater may mark that a member is "**Ready**" if:

- The member is capable of performing at the next higher paygrade **and** meets all eligibility and qualification requirements for the next higher paygrade.
- The amount of time in grade/service is not a factor for assignment of this mark.

A rater may mark that a member is "**Not Ready**" if:

- The member is satisfactorily performing their required duties, **but** is not yet ready to carry out the duties and responsibilities of the next higher grade, or has not satisfied all eligibility and qualification requirements for the next higher grade.
- The amount of time in grade is not a factor for assignment of this mark.

A rater may mark that a member is "**Not Recommended**" if:

- The member should not be advanced to the next higher grade, due to substandard performance or negative conduct, to include an unsatisfactory conduct mark or good order and discipline issues.

In order to better audit and provide support to the field, EPM will start auditing EERs submitted through Direct Access. [ALCGPSC 031/18](#) promulgates the release of an [EES Procedures Manual, PSCINST M1611.2A](#), and a training video to articulate the changes of the new EES. For more information on the Enlisted Evaluation System, please visit: <http://www.dcms.uscg.mil/PSC/EPM/EPM3> (Internet) and <https://cg.portal.uscg.mil/units/psc/psc-epm/SitePages/EPM-3.aspx> (Portal).

ACTION: Coast Guard commanding officers, officers-in-charge, supervisors at all levels, and networks from units shall keep abreast of changes brought about by the Human Capital Strategy, promulgated mostly via ACN or ALCOAST, so that they can properly lead their members through these changes. Forums for this information are All Hands sessions, Plans of the Day/Week, e-mail redistribution, and command bulletin boards.