

ENLISTED EMPLOYEE REVIEW SUPPORT FORM

PETTY OFFICER
(See Instructions on Page 2)

1. RATE/NAME	2. DIVISION/DEPARTMENT	3. PERIOD OF REPORT FROM: TO:	4. SUPERVISOR'S RATE/NAME
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5. PRIMARY DUTIES	6. COLLATERAL DUTIES

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

1. PROFESSIONAL/SPECIALTY KNOWLEDGE:

2. QUALITY OF WORK:

3. MONITORING WORK:

4. USING RESOURCES:

5. SAFETY:

6. STAMINA:

7. COMMUNICATING:

8. PROFESSIONAL DEVELOPMENT:

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

1. DIRECTING OTHERS:

2. WORKING WITH OTHERS:

3. DEVELOPING SUBORDINATES:

4. RESPONSIBILITY:

5. EVALUATIONS:

6. WORK LIFE SENSITIVITY/EXPERTISE:

7. SETTING AN EXAMPLE:

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

1. MILITARY BEARING:

2. CUSTOMS AND COURTESIES:

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

1. HEALTH AND WELL-BEING:

2. INTEGRITY:

3. LOYALTY:

4. RESPECTING OTHERS:

5. HUMAN RELATIONS:

6. ADAPTABILITY:

7. JUDGEMENT:

8. INITIATIVE:

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

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 evaluatee 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.