



SECDELBAYINST 1616.1

JUL 26 2006

SECTOR DELAWARE BAY INSTRUCTION 1616.1

Subj: ENLISTED EVALUATION SUBMISSION SCHEDULE & DIRECT ACCESS PROCEDURES

Ref: (a) Personnel Manual, COMDTINST M1000.6A, Chapter 10.B

1. PURPOSE. This Instruction outlines policies and procedures for submitting enlisted evaluations for active and reserve members assigned to Sector Delaware Bay AOR, and processing them in Direct Access. The contents of reference (a) will govern any situations not specifically identified within this instruction.
2. ACTION. Department Heads, Division Chiefs, and all assigned supervisors shall ensure compliance with the provisions of this instruction and reference (a).
3. DIRECTIVES AFFECTED. None.
4. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.
5. FORMS/REPORTS.
 - a. Enlisted Employee Review Worksheet, CG Form 3788
 - b. Enlisted Evaluation Support Form, CG Form 3788.E
6. SUBMISSION SCHEDULE. The following is the submission schedule for active & reserve enlisted members IAW reference (a):

DISTRIBUTION – SDL No.

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	
A									3			2		1													
B																											
C	1				1					5													2		1		
D				2																							
E								1			1			1				2	6								
F																											
G																											
H																											

NON-STANDARD DISTRIBUTION:

<u>Pay Grade</u>	<u>Deadline / Due The Last Day Of:</u>
E-1	January (active/reserve) & July (active only)
E-2	January (active/reserve) & July (active only)
E-3	February (active/reserve) & August (active only)
E-4	March (active/reserve) & September (active only)
E-5	April (active/reserve) & October (active only)
E-6	May (active/reserve) & November (active only)
E-7	September (active/reserve)
E-8	November (active/reserve)
E-9	June (active/reserve)

- a. Regular enlisted evaluations for active and reserve members are required to be submitted by the above deadlines. This submission schedule allows for sufficient time for processing and completing the final multiple for Servicewide Examinations and the Warrant Officer process.
- b. Regular evaluations may not be delayed. The rating chain is responsible for ensuring complete evaluations are acknowledged by the member and completed within Direct Access no later than 30 days after the evaluations period end date.

7. PROCESS FOR COMPLETING ENLISTED EVALUATIONS.

- a. The supervisor informs the member to submit a list of significant achievements/comments (E-1 to E-5 support forms are at the supervisor’s discretion; for E-6 and above, a support form is expected by the Command) to the supervisor no later than 14 days before the end of the marking period.
- b. The supervisor logs into Direct Access (Develop Workforce>Plan Careers>Use>Employee Reviews), enters the member’s Employee ID (EMPLID), and begins the process. Once Employee Review is completed by the supervisor, it is forwarded to the Division Chief.
- c. Upon the Division Chief’s review and completion, the Electronic Employee Review is forwarded to the Department Head for final approval. When a member is “Not Recommended” for advancement the Employee Review must be approved by the Deputy Sector Commander. Evaluations for Officers in Charge/Commanding Officers will be forwarded to Sector Commander for final approval.
- d. Department Heads will forward the electronic file to the Administration Officer for final printing and forwarding to the department for counseling.
- e. Upon receipt of electronic copy Admin Officer (within 2 days) will print final approved employee review and forward to division for member counseling.

8. COMMENTS AND REMARKS.

- a. When entering information in Direct Access (such as comments), ensure to hit the save button on

occasion to prevent data loss.

- b. It is recommended using MS Word to draft any remarks (required for marks of 1, 2, 3, or 7, “not recommended for advancement,” “unsatisfactory conduct,” and “recommended for advancement” for E-6 and above).
 - c. Personnel, E-6 and above, must receive a supporting remarks entry, in the recommendation note button, that clearly documents their present and future leadership potential for greater responsibility, with documented examples of demonstrated leadership. These remarks for E-6 and above must be copied from MS Word into the Recommendation for Advancement note button.
 - d. Any enlisted member receiving a mark of “3” must have comments from the rating chain stating how/what is being done to help the member improve performance.
 - e. Any enlisted evaluations commented with “Not Recommended for Advancement” must be Forwarded with comments from the Department Head to Deputy Sector Commander for final approval.
9. SIGNATURE AND VERIFICATION. Within 5 days of receipt of final evaluation counseling sheet Division Chief’s must counsel the member. After the member has been counseled and signs the evaluations, the original will be provided to the member, and a copy will be made of the signed evaluations and sent to admin officer for final approval in Direct Access. Members that have an approved enlisted evaluation will be notified on their Leave and Earnings Statements (LES). It is their responsibility to verify their evaluation and report any discrepancies through their chain of command.

10. TIMEFRAMES.

a. **Members’ Comments to Supervisor:**

Members are to submit a list of achievements/performance accomplishments no later than **14** days before the end of the marking period (E-1 to E-5 is at supervisor discretion; for E-6 and above, support form is expected by Command).

b. **Evals to Division Chief:**

The Supervisor routes the completed employee review to the Division Chief no later than **9** days prior to the end of the marking period.

c. **Evals to Department Head:**

The Division Chief routes the completed electronic employee review to the Department Head no later than **5** days after the end of the marking period, for review and final approval. Once approved by Department Heads the electronic copy will be forwarded to Admin Officer for final printing and routing.

d. **Member Counseled:**

The supervisor counsels the member no later than **21** days after the end of the marking period.

e. **Evals to PSC:**

The Admin Officer is responsible to submit the final electronic evaluations to PSC no later than **30** days after the end of the marking period and maintain a tracking roster to keep command informed on progress to completion of enlisted employee reviews.



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Dist: All Sector Units