

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard Academy
CADET EVALUATION REPORT WORKSHEET
SWAB

INSTRUCTIONS

- Use a pen or pencil.
- Darken the oval completely.
- Do not make any stray marks on this form.

CORRECT MARK



INCORRECT MARKS



Reference: (a) Regulations of the Corps of Cadets SUPTINST M5215.2 (series)

CADET EVALUATION REPORT GUIDANCE

The Cadet Evaluation Report (CER) is the single most significant document in the management of a cadet's career. It is the official record of performance used to determine the cadet's potential to successfully serve at the Coast Guard Academy and the cadet's proficiency in the leadership competencies expected of a SWAB demonstrated during the program covered by this report. Accordingly, our Cadet Evaluation System demands integrity, fairness, accuracy, and timeliness. The responsibility for preserving these tenets rests upon all parties. In addition to regular feedback and mid-period counseling, providing timely, accurate evaluations is a basic leadership function. While every member is responsible for providing carefully crafted supporting material, it is incumbent upon the CER rating chain to draft the appropriate sections and ensure cadets receive the feedback they deserve.

REPORTED-ON CADET: There are no member requirements for supporting documentation during Swab Summer.

RATING CHAIN: Review reference (a) and other pertinent directives that establish policies and procedures for completing Cadet Evaluation Reports and assigning marks against written performance standards. All dimensions within each performance factor must be evaluated.

COMMENTS: Written comments are required to support each mark of 1, 2, 3, 7, Unsatisfactory Conduct, and a Service Potential rating of "Suitability Review." Comments are also required for the Targeted Leadership Competencies for the program covered by this report.

- Supporting comments for a 1, 2, 3, or 7 should be in the space provided after each factor, are limited to two lines of text for each dimension, and should be concise and provide specific examples of performance or behavior.
- Written comments for Unsatisfactory Conduct must be provided on a separate page and must be specific and sufficient enough to fully describe the conduct that led to an unsatisfactory mark.
- Written comments for a Service Potential rating of "Suitability Review" must also be provided on a separate page and must be specific and sufficient enough to describe why the member is recommended for consideration for Suitability for Service Probation.
- Each dimension of this report identifies the leadership competencies covered under that dimension in parentheses. Block 6 of this CER captures the Targeted Leadership Competencies for the program covered by this report. Supporting comments for these Targeted Leadership Competencies should be in the space provided in the Comments block immediately following the applicable dimensions, are limited to two lines of text for each dimension, and should be concise and provide specific examples of threshold proficiency in those leadership competencies.

SERVICE POTENTIAL: Required. Provide written, succinct comments describing the potential for future cadet responsibilities, including potential to successfully serve as a cadet at the Coast Guard Academy and threshold proficiency in the targeted leadership competencies expected of a SWAB for the program covered by this report.

SUPERVISOR: After observing and gathering input on member's performance and behavior, evaluate member's performance against the written performance standards and recommend marks by darkening the appropriate ovals. Provide the completed worksheet with recommended marks and written comments to the Marking Official.

MARKING OFFICIAL: Review the marks recommended by the Supervisor and, considering other information on the member's performance and behavior, recommend marks by darkening the appropriate ovals and entering the numerical equivalent in the "Mark" column. Provide the completed form with recommended marks and written comments to the Approving Official.

APPROVING OFFICIAL: Review the marks recommended by the Marking Official. Marks not concurred with must be discussed with the Marking Official. To change a mark, draw a line through and initial the incorrect mark, assign a new mark, and change the "Mark" column. Confirm that required written comments are provided when required. Ensure that the member is counseled on the marks and the member signs the worksheet.

1. FIRST NAME, MIDDLE INITIAL, LAST NAME	2. CADET CODE	
3. COMPANY / DIVISION OR SUMMER TRAINING PROGRAM	4. START & END MARKING PERIOD (MM/DD/YYYY) _____ TO _____	5. PAY GRADE

6. TARGETED LEADERSHIP COMPETENCIES FOR THE PROGRAM COVERED BY THIS REPORT

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

<p>MILITARY BEARING: The degree to which the member aligned with Coast Guard core values, adhered to uniform and grooming standards, and projected a professional image that brought credit to the Coast Guard. <i>(Aligning Values, Personal Conduct)</i></p>	1	Failed to consistently adhere to uniform standards, or grooming standards, or to align behavior with core values. Actions brought discredit to the Coast Guard.	3	Aligned behavior with Coast Guard core values. Portrayed positive public image through adherence to uniform and grooming standards.	5	Demonstrated strongest commitment to core values and promoted a culture that embodied adherence to core values. Set the standard for uniform and grooming excellence, and served as a model for others.	7	MARK
<p>CUSTOMS, COURTESIES, AND TRADITIONS: The extent to which the member conformed to military customs, courtesies, and traditions. <i>(Aligning Values, Personal Conduct)</i></p>	1	Disregarded military customs, courtesies, or traditions.	3	Maintained military formality, precedence, courtesies, and respect to rank and privilege.	5	Exemplified military customs, courtesies, and traditions in all situations. Inspired similar standards in others.	7	MARK

Comments (Limited to a maximum of two lines of text per dimension):

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

<p>QUALITY OF WORK: The degree to which the member utilized knowledge, skills, and expertise to effectively organize and prioritize tasks and use resources efficiently to complete quality work. <i>(Accountability and Responsibility, Personal Conduct, Technical Proficiency)</i></p>	1	Work frequently failed to meet expectations. Failed to stand proper watches, if assigned.	3	Used training, experience, and proper procedures to produce finished work of good quality. Worked efficiently. Stood responsible watches, if assigned.	5	Consistently produced work of the highest quality. Exceeded expectations and/or standards for tasks. Effectively set priorities for tasks.	7	MARK
<p>COMMITMENT: The degree to which the member worked cooperatively with supervisors and peers in an outcome-oriented manner. Recognized the impact of personal behavior and acted effectively under conditions that were demanding and mentally or physically fatiguing. <i>(Aligning Values, Personal Conduct, Team Building)</i></p>	1	Did not obey orders. Did not take responsibility after violating a policy or making a mistake. Resisted working beyond normal hours. Productivity below standards.	3	Demonstrated commitment to service and unit through attitude and behavior. Took ownership of mistakes. Handled tense situations well. Worked beyond normal hours as required.	5	Inspired others through personal action. Willingly worked overtime with no loss of productivity or safety during demanding situations or extended work hours. Displayed high level of enthusiasm and energy.	7	MARK

Comments (Limited to a maximum of two lines of text per dimension):

PROFESSIONAL QUALITIES: Measures those qualities the Coast Guard values in its people.								
<p>DECISION MAKING AND PROBLEM SOLVING: The degree to which the member demonstrated self-confidence and a self-starting nature to identify and analyze problems; used facts, input from others, and sound reasoning to make safe decisions. <i>(Influencing Others, Effective Communications)</i></p>	1	Exhibited difficulty comprehending routine tasks. Showed poor judgment when attempting to solve problems. Disregarded input from others. Failed to adequately identify hazards, showed disregard for safety procedures, or worked without safety equipment.	3	Used reason and logic to identify, analyze, and solve problems with minimal guidance. Made good decisions on and off duty in accordance with policies. Advocated and supported safety policies and procedures.	5	Consistently provided creative solutions and/or improvements to problems. Proactively sought input from others when making decisions. Made significant and notable safety contributions. Judiciously identified hazardous or high-risk conditions.	7	MARK
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<p>MILITARY READINESS: The degree to which the member effectively identified and managed stress and engaged in activities that promoted physical fitness and emotional well-being. Maintained compliance with personal readiness standards. <i>(Health and Well Being)</i></p>	1	Lacked effort to comply with readiness standards. Performance suffered due to lack of compliance with health, well-being, or readiness standards.	3	Managed stress to prevent negative impact on job performance and emotional well-being. Maintained compliance with medical and readiness standards, mandated training, and qualifications. Complied with weight standards throughout the entire period. Demonstrated financial responsibility. Used alcohol responsibly, if at all. Participated in physical fitness activities.	5	Supported a healthy workplace culture by promoting physical and emotional well-being. Actively assisted others with readiness standards. Made notable contributions to unit readiness.	7	MARK
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<p>SELF AWARENESS AND LEARNING: The degree to which the member was willing to assess self and personal behavior, seek and listen to feedback, and identify strengths and areas for improvement. <i>(Self Awareness and Learning, Personal Conduct)</i></p>	1	Failed to assess personal strengths or weaknesses. Not receptive to feedback from supervisors. Displayed an unwillingness to make changes in behavior.	3	Identified personal strengths and weaknesses. Was receptive to guidance and feedback from supervisors. Recognized the impact of personal behavior.	5	Created a plan to identify personal strengths and weaknesses, and took steps toward self-improvement. Skillfully adapted behavior and work methods based on feedback from others.	7	MARK
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Comments *(Limited to a maximum of two lines of text per dimension):*

LEADERSHIP: Measures a member's ability to direct, guide, develop, influence, and support others in performing their work.

<p>RESPECT FOR OTHERS: The degree to which the member contributed to an environment that supported diversity, fairness, dignity, compassion, and creativity. <i>(Respect for Others and Diversity Management)</i></p>	1	Treated others unfairly or with bias. Displayed or enabled language or behavior which demeaned, offended, or disrespected others.	3	Treated all individuals fairly and without bias. Acted in compliance with policies. Showed respect for cultural differences.	5	Supported a workplace climate that promoted inclusion, equity, and respect. Made positive contributions to unit climate through personal actions.	7	MARK
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<p>FOLLOWERSHIP: The degree to which the member sought mentoring opportunities. The willingness of the member to follow others. <i>(Followership)</i></p>	1	Resisted work assignments or intentionally refused to follow supervisor's direction. Defensive towards increasing workload.	3	Sought mentoring opportunities. Willingly accepted work assignments and followed supervisor's direction.	5	Participated in unit organizational goals or work tasking with enthusiasm. Supported supervisor's vision even when unpopular. Committed to high performance and actively sought constructive feedback.	7	MARK
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Comments *(Limited to a maximum of two lines of text per dimension):*

CONDUCT The degree to which the member, through personal behavior, conformed to the rules, regulations, and military standards, and Coast Guard Core Values, both on and off duty.	UNSATISFACTORY <i>(Comments must be provided on a separate page. Comments should be specific and sufficient to describe the conduct that led to an "Unsatisfactory" mark.)</i> Failed to meet minimum standards as evidenced by Cadet Class I offense, NJP, CM, or civil conviction; or brought discredit to the Coast Guard as evidenced by adverse CG-3307 entries including financial irresponsibility, or alcohol incidents; or failed to conform to civilian and military rules, regulations, and standards. Received 75% or more than the maximum allowable demerits.	SATISFACTORY No Cadet Class I offense, NJP, CM, or civil conviction; promoted and supported respect for rules, regulations, and civilian and military standards. Received below the maximum allowable demerits.		
SERVICE POTENTIAL: Required. Provide written, succinct comments describing the potential for future cadet responsibilities, including potential to successfully serve as a cadet at the Coast Guard Academy and threshold proficiency in the targeted leadership competencies expected of a SWAB for the program covered by this report.				
Comments <i>(Comments are required; however, all lines are not required to be used):</i>				
DISTINCTION: Assign this mark if, in the view of the rating official, at the time of this evaluation, the individual is performing with distinction and is demonstrating proficiency in the required leadership competencies of a Swab. READY: Assign this mark if, in the view of the rating official, at the time of this evaluation, the individual is performing satisfactorily and is proficient in the required leadership competencies of a Swab. SUITABILITY REVIEW: Assign this mark if, in the view of the rating official, the individual is performing unsatisfactorily and does not demonstrate proficiency in the required leadership competencies of a Swab. The member may be recommended for suitability for service hearing or any Core Value remediation.				
SUPERVISOR: <input type="radio"/> Distinction <input type="radio"/> Ready <input type="radio"/> Suitability Review	I CERTIFY THAT I HAVE EVALUATED THE MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS, AND I HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 3, 7, UNSATISFACTORY CONDUCT, OR POTENTIAL FOR SUITABILITY FOR SERVICE PROBATION.			
	SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	RATE/RANK	DATE
MARKING OFFICIAL: <input type="radio"/> Distinction <input type="radio"/> Ready <input type="radio"/> Suitability Review	I CERTIFY THAT I HAVE EVALUATED THE MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS, AND I HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 3, 7, UNSATISFACTORY CONDUCT, OR POTENTIAL FOR SUITABILITY FOR SERVICE PROBATION.			
	MARKING OFFICIAL'S NAME	MARKING OFFICIAL'S SIGNATURE	RATE/RANK	DATE
APPROVING OFFICIAL: <input type="radio"/> Distinction <input type="radio"/> Ready <input type="radio"/> Suitability Review	<input type="radio"/> Concur <input type="radio"/> Do Not Concur, changes made <input type="radio"/> Required comments for unsatisfactory conduct or recommended for suitability for service probation.			
	APPROVING OFFICIAL'S NAME	APPROVING OFFICIAL'S SIGNATURE	RATE/RANK	DATE
REPORTED-ON CADET:	I ACKNOWLEDGE HAVING BEEN COUNSELED ON AND REVIEWED MY CADET EVALUATION REPORT WORKSHEET FOR THIS PERIOD. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE SIGNIFICANCE THAT THE ASSIGNED MARKS HAVE ON MY CADET STANDING. I UNDERSTAND THAT I HAVE THREE CALENDAR DAYS IN WHICH TO APPEAL MY CER IN WRITING IN ACCORDANCE WITH THE REGULATIONS OF THE CORPS OF CADETS, SUPTINST M5215.2 (SERIES).			
SIGNATURE:		DATE:		
Privacy Act Statement				
Authority: 14 USC 633. Purpose: To provide feedback on cadet's performance and assist in determining suitability for promotion, selection, and assignment. Routine Uses: Same. Disclosure: Mandatory. Failure to disclose required information may adversely affect promotion, selection, and assignment decisions.				