Admin Officer Guide: Managing Reporting Senior's Cumulative Average
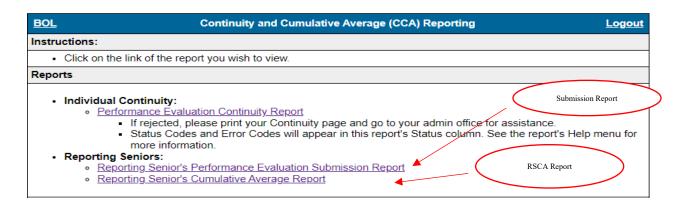
INTRODUCTION

Reporting Seniors (RSs) must be mindful of their RS Cumulative Average (RSCA), and effectively "manage" their average for each paygrade from E5 to O6. As an Administrative Officer (AO), it is your responsibility to counsel RSs on the management of their RSCA. Fitness Reports (FITREPs), Chief Evaluations (CHIEFEVALs), and Evaluations (EVALs) are vital documents in documenting Sailor performance, and RSs must understand their significance. AOs leverage their broad knowledge and experience to strategically manage RSCA at key times throughout the year and offer precise advocacy for paygrades to ensure accurate measurement of Sailors' careers. As an AO, you must offer sound guidance to your CO and other RSs, which may be critical to ensure proper and fair application of their RSCA across the board. Do not assume the Executive Officer (XO) or RS understand RSCA management. Be proactive in your approach when discussing RSCA management with RSs.

OVERVIEW

The RSCA Report and the RS's Submission Report can both be accessed by Navy RSs, Civilian RSs, and other uniformed services RSs via BUPERS Online (BOL). BOL (CCA/FITREP/Eval Report) is the primary location for someone to receive their RSCA report. Paygrade averages update on the first day of the month and 90 days after receipt of new reports. RSCA can be found using the below BOL screenshots as a guide.
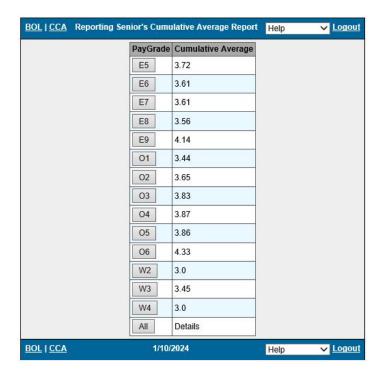

The RSCA report is a historical average of all trait scores that the RS has ever given in the same pay grade. The promotion board uses RSCA to compare the rating of the SM to the historical

average rating of the RS for that rank. Note: The board is only comparing the RS RSCA to the SM's trait score at the time of the report and not to the RS current RSCA at the time of the board. It is seen as favorable if the SM is at or above the RSCA at the time of the report. AOs should obtain the RSCA report to illustrate RSCA for all paygrades, which a RS has observed for each paygrade, an example is provided below:

PayGrade	Cumulative Average
E5	3.72
E6	3.61
E7	3.61
E8	3.56
E9	4.14
O1	3.44
O2	3.65
O3	3.83
O4	3.87
O5	3.86
O6	4.33
W2	3.0
W3	3.45
W4	3.0
All	Details

BOL | CCA   Reporting Senior's Cumulative Average Report   Help   Logout

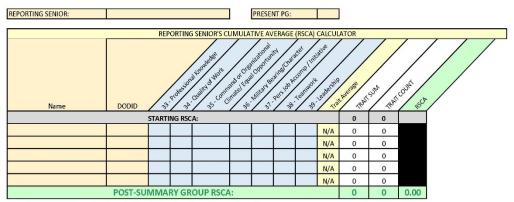BOL | CCA   1/10/2024   Help   Logout

Having this information enables you to advise the RS on properly evaluating performance within a summary group by comparing Individual Trait Averages to their RSCA. This information is incredibly crucial for officers eligible for promotion, but also E5s and E6s regarding their final multiple score when taking the Navy-Wide Advancement Exam.

NAVADMIN 312/18 announced the change to enlisted advancement policies aimed at rewarding talented Sailors who demonstrate sustained superior performance, particularly within the final multiple score of their rating examinations with regard to Individual Trait Average and RSCA Performance Mark Average. Points above RSCA:

POINTS ABOVE RSCA	ADDITIONAL RSCA CALCULATION POINTS
0.05 to 0.19	0.20
0.20 to 0.34	0.40
0.35 to 0.49	0.60
0.50 to 0.64	0.80
0.65 to 0.79	1.00
0.80 to 0.94	1.20
0.95 to 1.09	1.40
1.10 to 1.24	1.60
1.25 or greater	1.80

This guide is published under the direction of the Administrative Limited Duty Officer/Chief Warrant Officer Board of Directors (BOD) and reflects the BOD's collective recommendations.

Provide a RSCA spreadsheet (see below) that identifies the RS's current RSCA for that paygrade, and their Post Summary Group (PSG) RSCA. The Excel file can be accessed through the Navy Enlisted Advancement System at: https://neas.ncdc.navy.mil/. If you are not registered as the command Educational Services Officer (ESO), you can request that the ESO provide you a working document. Note: The effectiveness of this product depends on the accuracy of the information contained within. Pay close attention to detail when using this document.

REPORTING SENIOR:			PRESENT PG:	

REPORTING SENIOR'S CUMULATIVE AVERAGE (RSCA) CALCULATOR

Name	DODID	33 - Professional Knowledge	34 - Quality of Work	35 - Command or Organizational Climate/ Equal Opportunity	36 - Military Bearing/Character	37 - Pers Job Accomp / Initiative	38 - Teamwork	39 - Leadership	Trait Average	TRAIT SUM	TRAIT COUNT	RSCA
STARTING RSCA:										0	0	
									N/A	0	0	
									N/A	0	0	
									N/A	0	0	
									N/A	0	0	
									N/A	0	0	
POST-SUMMARY GROUP RSCA:										0	0	0.00

Note: COMPUTE RSCA must be selected when additional entries or changes are made.

1) List all personnel being rated from a Summary Group.
2) Login BOL, Select "CCA/FITREP/Evals Reports", select "Reporting Senior's Cumulative Average Report", click the proper Paygrade Button, copy The "Total Trait Sum" and "Total Trait Count" numbers from the bottom of the BOL page.
3) Fill in all traits in the sequence from the individual EVAL.
4) Make sure all personnel of the Summary Group are captured, use ADD EVAL button to insert extra rows if necessary.
5) Click on the COMPUTE RSCA button to complete the calculations.
6) Click SAVE AS EXCEL to choose folder location. A copy will be saved as 'PPG RSCA CALCULATION TRACKER FOR NAME Date Time.xlsx'.

RSCA Calculator, RSCA_Tracker   1/30/2024

AOs should be an integral part of the FITREP and EVAL process as subject matter experts. This process involves the entire command working together to accurately assess officers and enlisted Sailors' performance by assigning appropriate performance marks, relative to the Reporting Senior's (RS) paygrade averages. It's essential to ensure that RSs grasp the significance of their RS Cumulative Average (RSCA) concerning promotions and advancements.

AOs are a keystone in this process, collaborating with the RS, regardless of their title (i.e., Commanding Officer, Executive Officer, or Department Head) to ensure proper management of their RSCA throughout their career. A common practice for RSs is to communicate their expectations regarding Individual Trait Averages and Summary Group Averages. The AO's responsibility is to ensure adherence to the RS's expectations, which impacts the effectiveness of the performance report program.

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REFERENCES

BUPERS Online
https://www.bol.navy.mil/bam/

MyNavyHR FITREP & EVAL Reports RSCA
https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/FITREP-EVAL-Reports-RSCA/

MyNavyHR NAVADMIN 2018
https://www.mynavyhr.navy.mil/Portals/55/Messages/NAVADMIN/NAV2018/NAV18312.txt?ver=Gyug8OoVA0Yej2mdQDfzXQ%3d%3d

Navy Enlisted Advancement System
https://neas.ncdc.navy.mil/