



# FACT SHEET

## MID-TERM PERFORMANCE COUNSELING and RECOMMENDED TRAINING

Attracting, developing, training, retaining, and challenging top talent is the goal of most major organizations and the U.S. Navy is no exception. Navy Personnel Command's Talent Management Task Force is actively working multiple initiatives and program improvements designed to enhance talent management and deliberately invest in our Sailors so the Fleet has the competitive edge it needs to win the Strategic Competition. Further, it opens the door for our Sailors to Get Real, Get Better by promoting greater engagement to have them be honest, humble, and transparent about current performance and continue to self-correct to maximize their performance.

NAVADMIN 039/22 was launched to reinforce and refocus efforts around current Mid-term Performance Counseling. It also announces the requirement for supervisors to conduct performance counseling with their Sailors at least twice per year. Updates to Mid-term Performance Counseling are codified in the new BUPERSINST 1610.10F, Navy Performance Evaluation System.

### BUPERSINST 1610.10F Mid-Term Performance Counseling Updates

- Clarifies that Mid-term Performance Counseling is mandatory
- Instructs members and supervisors on how to prepare for Mid-term Counseling
- Instructs members and supervisors on how to conduct and receive Mid-term Counseling
- Instructs members and supervisors on how to give and receive feedback during performance counseling
- Introduces the use of the *Military Individual Development Plan* (IDP; NAVPERS 1610/19) as an optional tool to track progress on established professional and personal goals
- Introduces the use of the *Mid-term Counseling Checklist* (NAVPERS 1610/20) to serve as a guide to conduct performance counseling conversations
- Preparation requirements for both the supervisor and member prior to conducting the performance counseling session
- Provides five steps for the supervisor to follow during a performance counseling session
- Incorporates from the MyNavy Coaching Initiative the three core coach-like skills of *active listening, empathy, and asking powerful, open-ended questions* during performance counseling conversations

### Overview of Mid-Term Counseling Training Modules

- A single webinar consisting of four self-paced Mid-term Performance Counseling training modules are available at: [https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/MidTerm\\_Counseling/](https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/MidTerm_Counseling/)
  - Training is recommended for all hands within 90 days after release of the NAVADMIN
- Below is a description of the training modules:
  - Module 1: Introduction to Performance Counseling
  - Module 2: Roles & Responsibilities and Conducting Performance Counseling
  - Module 3: Giving and Receiving Feedback
  - Module 4: Completing the Military Individual Development Plan

### Additional Information

- An infographic with a list of five questions each for supervisors and members to use to engage, conduct, and reference during Mid-Term Performance Counseling conversations is available at: [https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/MidTerm\\_Counseling/](https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/MidTerm_Counseling/)
  - For questions regarding this Fact Sheet, contact the MyNavy Career Center at (833) 330-6622 or via e-mail at: [askmnc@navy.mil](mailto:askmnc@navy.mil)
- Policy Guidance Links: [NAVADMIN 267/21](#) / [BUPERSINST 1610.10F](#) / [NAVADMIN 272/21](#)



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~ Questions & Answers ~

### **Q1: What is the purpose of this message?**

A1. NAVADMIN 039/22 was launched to reinforce and refocus efforts around current Mid-term Performance Counseling. It also announces the requirement for supervisors to conduct performance counseling with their Sailors at least twice per year. Updates to Mid-term Performance Counseling are codified in the new BUPERSINST 1610.10F, Navy Performance Evaluation System.

### **Q2: What is performance counseling?**

A2. Performance counseling is a communication tool used by a supervisor to provide candid feedback to the Sailor regarding past job performance. It is an evaluation procedure followed by a developmental process to enhance professional growth and encourage personal development. Performance counseling should be a frank, open discussion of individual performance, with reference to the seven performance traits on the EVAL, CHIEFEVAL, or FITREP form.

### **Q3: Why is this refocus on Mid-term Counseling needed?**

A3. Leadership is responsible to ensure quality performance counseling happens so that Sailors have appropriate feedback to act upon. Sailors should not be surprised with low periodic annual reports because supervisors failed to either conduct Mid-term Counseling or address needed areas of improvement during Mid-term Counseling. Frank performance counseling conversations will provide development opportunities for Sailors. Bottom Line: Our Sailors deserve better communication from leadership. By deliberately developing Sailors and investing in their future performance, the Navy will be promoting greater Sailor engagement and command success.

### **Q4: What is the training aspect of the message and where can I find the training?**

A4. Updates to the BUPERSINST 1610.10F, includes a single webinar comprised of four self-paced training modules on Mid-term Performance Counseling. The training can be found at:

[https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/MidTerm\\_Counseling/](https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/MidTerm_Counseling/)

To maximize the value of performance counseling, it is required that all hands receive this training within 90 days after release of the NAVADMIN.

### **Q5: Where I can I find more information to help with counseling?**

A5. An infographic with a list of five questions is provided for supervisors and members to reference during Mid-term Performance Counseling conversations. These questions serve as the foundation to promote greater member engagement and provide quality feedback to ensure open bi-directional communication and increased self-awareness. Members are encouraged to print their own reference card by visiting:

[https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/MidTerm\\_Counseling/](https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/MidTerm_Counseling/)

### **Q6: Who can I contact if I have questions?**

A6. Questions concerning these changes can be directed to MyNavy Career Center (MNCC) at (833) 330-6622 or via e-mail at: [askmncc@navy.mil](mailto:askmncc@navy.mil)