



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-0000

BUPERSINST 1610.10H CH-1  
PERS-32  
16 Dec 2025

BUPERS INSTRUCTION 1610.10H CHANGE TRANSMITTAL 1

From: Chief of Naval Personnel

Subj: NAVY PERFORMANCE EVALUATION SYSTEM

Ref: OPNAVINST 6110.1L

Encl: (1) Revised enclosure (1) pages 9 and 12 through 12a, enclosure (2) pages 1-5 through 1-8, 1-12 through 1-14, 1-20 through 1-21, 9-5, 10-4, 18-2 through 18-2a, 19-2 through 19-3.

1. Purpose. To transmit revised page of enclosure (1) to the basic instruction.
2. Action. Remove enclosure (1) pages 9 and 12 through 12a, enclosure (2) pages 1-5 through 1-8, 1-12 through 1-14, 1-20 through 1-21, 9-5, 10-4, 18-2 through 18-2a, 19-2 through 19-3 of the basic instruction and replace with enclosure 1 of this change transmittal.
3. Records Management
  - a. Records created as a result of this change transmittal, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.
  - b. For questions concerning the management of records related to this change transmittal or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

K. M. KENNEDY  
Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site: <https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/>.



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BUPERSINST 1610.10H  
PERS-32  
30 Jul 2025

BUPERS INSTRUCTION 1610.10H

From: Chief of Naval Personnel

Subj: NAVY PERFORMANCE EVALUATION SYSTEM

Ref: (a) U.S. Navy Regulations 1990  
(b) BUPERSINST 1070.27E  
(c) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)  
(d) SECNAVINST 1650.1J  
(e) OPNAVINST 1412.14  
(f) BUPERSINST 1001.39F  
(g) OPNAVINST 5354.1H  
(h) BUPERSINST 1430.16G

Encl: (1) Navy Performance Evaluation System Overview for Commanding Officers,  
Delegated Reporting Seniors, and Raters  
(2) Navy Performance Evaluation System Manual (EVALMAN)

1. Purpose. To provide policy and procedures for the Navy Performance Evaluation System. Enclosure (1) provides an overview of the program for commanding officers (CO), delegated reporting seniors, and raters. Enclosure (2) provides guidance for performance evaluations and requirements for completion and submission of the report forms. Major changes are listed in paragraph 4 below. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. BUPERSINST 1610.10G.

3. Scope and Applicability. This instruction is applicable to all active duty, and Training and Administration of the Reserve (TAR) and inactive duty reserve personnel.

4. Significant Changes. This instruction includes the following changes:

a. Updated NAVPERS 1616/27 Evaluation and Counseling Record (E7-E9) and all content related to these changes,

b. Removal of eNavFit Program details, directives, and references to electronic signatures,

c. Clarification when using SPOT promotion, block 8 Promotion Status Table, and

d. Clarification to Letter Extension format, Exhibit 3-1.

5. Change Recommendations. Performance evaluation policies, procedures, and requirements may be modified only by change to this instruction. Submit recommendations to Navy Personnel Command (NAVPERSCOM) Performance Evaluations Division (PERS-32).

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, PERS-32 will review this instruction annually around the anniversary of its issuance date using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9.

8. Forms

a. DD forms are available at: [https://www.esd.whs.mil/Directives/forms/?utm\\_source=mynavyhr](https://www.esd.whs.mil/Directives/forms/?utm_source=mynavyhr).

(1) DD 149 Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552.

(2) DD 2875 System Authorization Access Request (SAAR)

b. NAVPERS forms are available at: <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.

(1) NAVPERS 1070/605 History of Assignments

(2) NAVPERS 1070/613 Administrative Remarks

(3) NAVPERS 1610/1 FITREP/EVAL Summary Letter

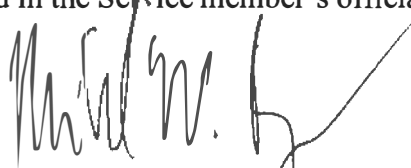
(4) NAVPERS 1610/2 Fitness Report and Counseling Record (W2-O6)

- (5) NAVPERS 1610/5 Fitness Report and Counseling Record (O7-O8)
- (6) NAVPERS 1610/19 Military Individual Development Plan
- (7) NAVPERS 1610/20 Mid-Term Counseling Checklist
- (8) NAVPERS 1616/26 Evaluation Report and Counseling Record (E1-E6)
- (9) NAVPERS 1616/27 Evaluation and Counseling Record (E7-E9)

c. The following forms are automated forms generated within the Navy Integrated Personnel System (NSPIS):

- (1) NAVPERS 1070/880 Awards Record
- (2) NAVPERS 1070/881 Training Education and Qualifications History

d. NAVPERS 1616/23 Fitness Report/Enlisted Evaluation Memorandum is a controlled form completed (as needed) by PERS-32 and filed in the Service member's official military personnel file (OMPF).



M. W. BAZE  
Deputy Chief Naval Personnel

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**NAVY PERFORMANCE EVALUATION**

**SYSTEM OVERVIEW FOR**

**COMMANDING OFFICERS,**

**DELEGATED REPORTING**

**SENIORS, AND RATERS**

1. Purpose. This enclosure (1) provides an overview of the Navy Performance Evaluation System. While each of the statements in this enclosure (1) constitutes policy, specific actions may require the detailed instructions found in the Navy Performance Evaluation System Manual (EVALMAN), enclosure (2).

2. How Does the Report Work? NAVFIT98A software application uses NAVPERS 1610/2 Fitness Report and Counseling Record (W2-O6) and NAVPERS 1610/5 Fitness Report and Counseling Record (O7-O8) for fitness evaluations (FITREP) for officers, NAVPERS 1616/27 Evaluation and Counseling Record (E7-E9) for chiefs' evaluations (CHIEFEVAL), and NAVPERS 1616/26 Evaluation Report and Counseling Record (E1-E6) for all other enlisted personnel evaluations (EVAL). Performance traits are graded on a 5-point scale from 1.0 (lowest) to 5.0 (highest) using performance standards printed on the forms. The performance trait grade of 3.0 represents performance to full Navy standards. Higher grades are reserved for performance that significantly exceeds standards. All forms provide a five-step promotion recommendation scale: "Significant Problems," "Progressing," "Promotable," "Must Promote," and "Early Promote." "Early Promote" recommendation is based solely on performance and does not require eligibility for early promotion. However, there are mandatory limits on the number of "Early Promote" recommendations. For paygrades O-1 and O-2, with the exception of limited duty officers (LDO), no promotion recommendation higher than "Promotable" is allowed. For the more senior officer and enlisted paygrades, there are also limits on "Must Promote" recommendations. These limits ensure a sufficient range of recommendations that make the reports useful to the promotion system. For enlisted personnel, the promotion recommendation is also the performance mark average for the report period. Refer to chapter 16, section 16-3 for guidance.

3. Who Can Be a Reporting Senior?

a. Commanding officers (CO) and officers in charge (OIC) are reporting seniors by virtue of their command authority. They may submit properly authorized FITREPs, CHIEFEVALs, and evaluations (EVAL) on any Service member who has reported to them for duty, whether junior or senior to them in grade. The term "commanding officer" (CO) is inclusive of all Department of Defense (DoD) Services and their civilian equivalents within the United States (U.S.) Federal Government. OICs are reporting seniors if they are in charge of commissioned or established activities listed in the OPNAVINST 5400.45A. When a member is assigned to a non-U.S. Government activity, the reporting senior is the member's U.S. administrative commander, unless another reporting senior is assigned by order or directive. A member in this category may receive a letter-type report from the non-U.S. Government activity for attachment to a FITREP, CHIEFEVAL, or EVAL.

b. Delegation of reporting-senior authority is an actual transfer of that authority and not merely an authorization to sign "by direction." For this reason, delegation is held to the highest level consistent with effective observation of performance and the CO's oversight responsibilities are carefully defined. For specific direction concerning delegated reporting seniors, refer to chapter 2 of enclosure (2).

c. An immediate superior in command is a reporting senior for assigned COs and is authorized to assume the reporting-senior authority of a subordinate CO whose capacity to act as a reporting senior becomes impaired. Specific guidance is contained in chapter 2 of enclosure (2).

d. An enlisted OIC in the grade of E-9 and civilians in command positions who hold the grade of GS-9 through GS-12 may sign reports on E-5 and below. A chief petty officer (CPO) or senior chief petty officer (SCPO) may sign reports on personnel E-4 and below only. GS-13 or equivalent may sign reports for E-1 through E-9. Reporting-senior authority for enlisted OICs in the grade of E-7 and E-8 may be delegated to sign E-5 reports with prior written approval of Navy Personnel Command (NAVPERSCOM) Performance Evaluations Division (PERS-32). All other reports will be signed by a senior in the chain of command having authority to report on the Service member concerned.

4. Who are the Raters and Senior Raters? What Do They Do? EVALs on personnel E-6 and below should contain the signatures of a rater and senior rater. The signature of the reporting senior is required. This ensures that Navy's senior enlisted and junior officer supervisors are properly included in the enlisted EVAL process.

a. The rater for personnel E-1 through E-4 may be an E-6 or civilian equivalent (GS-5). For personnel E-5 through E-6, the rater should be a Navy CPO whenever possible; however, if none are available within the command, the rater may be a military or civilian supervisor who is an E-7 equivalent (GS-6) or higher. Typically, the senior rater will be the Service member's division officer or department head. The senior rater may be omitted where the reporting senior is the rater's immediate supervisor. Table 2-1 in chapter 2 provides guidance on evaluation raters, senior raters, and reporting seniors for various sized commands.

b. The development of evaluations must be a team effort. The objective is to develop a better evaluation than could be achieved by any single member of the team. The rater, senior rater, and reporting senior must work together to ensure consistent interpretation and application of Navy standards. The rater should first collect input from the Service member, the primary and collateral duty supervisors, the duty section leader, etc. The rater will then review the member's performance, assign trait grades using the performance standards, propose career recommendations, and (as a minimum) draft justifying comments on performance. The senior rater will review the rater's trait grades and career recommendations, expand the comments (if necessary), and propose a promotion recommendation. The reporting senior will ensure evaluation standards have been respected and determine the final distribution of promotion recommendations within the member's summary group. The smooth report will then be prepared and signed by all members of the team.

5. How Do We Perform the Counseling? COs and OICs dictate the counseling methods they will use. Performance counseling will be performed at the mid-point of the periodic report cycle and at the signing of the report. The mid-term performance-counseling schedule is listed in chapter 18 of

enclosure (2) in this instruction. The supervisor as coach, henceforward referred to as “supervisor,” will be a supervisor who participates in the Service member’s EVAL, CHIEFEVAL, or FITREP preparation. COs will oversee the counseling program and monitor the supervisor’s performance and results. The objectives are to provide feedback to the Sailor as performer, henceforward called “member” and motivate and assist improvement. Performance counseling starts with a fair assessment of the Service member’s performance and capabilities, to which the member contributes. It identifies the member’s strengths and opportunities for improvement. It should concentrate on performance and preparing to give, receive, and ask for feedback. NAVPERS 1616/26 (EVAL form), NAVPERS 1616/27 (CHIEFEVAL form), NAVPERS 1610/2 and 1610/5 (FITREP) forms, and NAVPERS 1610/19 Military Individual Development Plan (IDP) are used as counseling worksheets and must be signed by the supervisor and member. Supervisors may use the tick marks next to each performance standard and assign tentative trait ratings and may write comments. Under no circumstances should a future promotion recommendation be promised during performance counseling. Guidance regarding the delivery of counseling and feedback is available on the MyNavyHR Web site: [https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/MidTerm\\_Counseling/](https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/MidTerm_Counseling/), also paragraph 9 of this enclosure (1) and chapters 13 and 18 of the EVALMAN (enclosure (2)). For guidance on Get Real Get Better (GRGB) behaviors and characteristics to facilitate counseling, expectation setting, and performance assessments see the GRGB Web site: <https://grgb.navy.mil>.

6. How Do We Administer the System? The Navy Performance Evaluation program is the responsibility of the Chief of Naval Personnel. As such, only that office may modify personnel evaluation policies and procedures. COs and OICs are encouraged to establish local procedures for such matters as Service member input forms, delegation plan, guidance for delegated reporting seniors and raters, maintaining uniform grading and promotion recommendation standards, and review of adverse or other delegated reports that require command review.

7. Set Performance Expectations. Reporting seniors of officers, warrant officers, and CPOs must conduct a performance expectation-setting meeting with subordinates within 30 days of a member’s check-in with the command or the previous FITREP or CHIEFEVAL date. Raters, senior raters, or reporting seniors must conduct an expectation setting meeting with E-6 and below within 30 days of a member’s check-in with the command or the previous EVAL report date. These expectations should be recorded and revisited during the member’s Mid-term counseling.

8. Navy Sexual Assault Prevention and Response (SAPR) Narrative. Adherence to the requirements of the SAPR Program, along with handling of sexual harassment and sexual assault cases, may be considered and assessed utilizing Block 37 (CHIEFEVAL) and 34 (FITREP) for all CPOs, warrant officers, and officers or Block 35 (EVAL) for all third-class petty officers and above. SAPR statements are not mandatory for Service members but may be included as part of a primary/collateral duty or when collaborative documentation is warranted. If the SAPR process involves requesting an individual to provide their personal information (such as name, date of birth, Social Security number etc.), a Privacy Act statement should be provided and must include key

information. This includes the legal authority for collecting the information, the purpose for collection, how the information will be used, who it may be disclosed to outside the agency, whether providing the information is required or voluntary, and the consequences of not providing it (if any).

9. Get Real Get Better (GRGB). GRGB is a call to action for every Navy leader to apply a set of Navy-proven leadership and problem-solving best practices that empower our people to achieve exceptional performance. All reporting seniors must comment in narrative block 41 about specific behaviors that support GRGB for all commander and captain FITREPs. Reporting seniors should also comment regarding specific GRGB behaviors in other FITREPs and EVALs when warranted by performance. GRGB concepts should be front of mind for all personnel and adhering to these standards should be part of goal setting, midterm counseling, and performance evaluation. General guidance for GRGB is provided below (find more resources at <https://grgb.navy.mil>).

a. Get Real. Get Real is about having the courage to self-assess, to build teams that embrace honest, hard, transparent looks at our performance to understand our actual strengths and shortcomings. We must be our own toughest critics.

b. Get Better. Get Better is about a commitment to improve; to be self-correcting. It involves taking pride in high standards and fixing problems together when they are small, before they grow large and complex. Get Better also involves applying proven methods to address top priorities in a focused and disciplined way, and not by just adding activity.

c. GRGB Comment Implementation. Reporting seniors must avoid making vague/generalized comments. Comments must be specific and substantiated with data or metrics in the write-up that tie leadership behaviors or performance to measurable outcomes and process improvement. Examples below demonstrate statements that should or should not be used in write-ups when referring to GRGB:

(1) Should not be used:

- (a) “Captain Smith exhibits GRGB behaviors daily.”
- (b) “Commander Smith embraces the red.”

(2) Should be used:

(a) “By embracing the red, Captain Smith identified process challenges in her engineering department and streamlined them 30% through root cause analysis – directly enabling a successful inspection and survey (INSURV).”

(b) “Commander Smith identified two crew qualifications that were no longer required and raised the barrier to her immediate superior in command– the quals were removed across the wing returning 200 flying hours to each squadron.”

d. GRGB Behaviors. The three categories of GRGB behaviors are described below. These behaviors serve as foundational expectations for all Sailors, regardless of rank.

(1) Getting Real. Sailors must act transparently, assessing themselves with honesty and openness. This includes aligning on standards and goals and finding and embracing “the red.”

(a) Aligning Standards and Goals. Sailors must act with a clear sense of mission, understanding the standards and goals that they or their teams are working towards. This includes the pursuit of data to create or clarify measures and metrics. Sailors must act transparently. They should seek clarity and direction, instead of making assumptions, and they should find stakeholders who can assist. Leaders must, for every task, ensure their people understand “the why” and the task’s standards or goals. Comments that reflect aligning standards and goals should include implementing and documenting process improvement that use Navy best practices. Effective use of daily management and daily visual management techniques are also attributes of aligning standards and goals.

(b) Finding and Embracing the Red. “The red” refers to those areas where Navy teams or Sailors are not meeting standards or goals or progressing toward desired outcomes. Sailors must be curious and exercise extreme ownership in identifying those “red” areas for improvement. Transparency matters. Sailors must have the courage to shine a light on areas where they or their teams fall short, embracing both the obligation to speak up and the opportunity to get better. All Sailors are expected to foster an environment that inspires others to act transparently through hard, open and honest conversations that encourage everyone to get better. Comments that reflect finding and embracing the red should include how Sailors act with transparency of both themselves and their organizations. How they display exceptional ownership of an issue or foster an environment that encourages open and honest communication.

(2) Getting Better. Sailors must act on what matters most, self-correcting effectively. This includes using proven problem-solving methods and fixing or elevating barriers.

(a) Using Proven Problem-Solving Methods. Sailors must take time to understand what problem they are trying to solve and apply Navy performance improvement tools to those problems. Sailors must move beyond symptoms of problems to help identify root causes. This often involves visiting the location of the problem and collaborating with other stakeholders. Sailors are expected to use critical thinking to determine and act on what matters most in fixing problems facing their teams. Sailors should put solutions in place that will last beyond their tenure. Comments that reflect using proven problem-solving methods should demonstrate the effective use of root cause analysis, problem solving canvases, or other techniques to gain deeper understanding of challenges.

(b) Fixing or Elevating Barriers. Sailors must identify and act on what matters most, addressing and communicating specific barriers that limit performance or mission accomplishment. They must work to fix barriers internally or with peer help. Sailors should focus on those barriers to performance that matter most and elevate those barriers that require external assistance by candidly reporting them as needed. Comments that reflect fixing or elevating barriers should document how a Sailor effectively identifies, fixes, or elevates specific barriers. Comments on how effective they are in receiving barriers from their subordinates are appropriate as well.

(3) Building Learning Teams. Underlying the behaviors of GRGB are the behaviors of building high-performance learning teams. Two specific areas of behavior that support building learning teams are encouraging learning through trust and respect and specifying ownership.

(a) Encouraging Learning through Trust and Respect. Sailors must model humility, be authentic, show empathy, and nurture trust and respect for each person. They should reject the idea of being a “know-it-all” in favor of being a “learn-it-all.” This involves seeking and considering all views and previous lessons learned. Sailors must also encourage others to speak up and share their ideas. Leaders must ensure that the climate of their teams reflect these values. Comments that reflect encouraging learning through trust and respect should include statements on how a Sailor encourages psychological safety, inspires and develops subordinates both professionally and personally, as well as how they specifically create and develop effective teams.

(b) Specifying Ownership. Sailors are expected to seize ownership of their assigned missions and provide full support to those who own standards, goals, barriers, or problems. Comments that specify ownership should demonstrate how a Sailor links tasks to outcomes; ties accomplishments to purpose; or when acting between organizations, effectively employs a supported/supporting commander construct.

10. Report Types. There are three types of reports:

a. Regular. Regular reports are the foundation of the performance record and must be submitted periodically per Table 1 schedule and on other occasions specified in the EVALMAN. They must cover, day-for-day, all naval service on active duty (ACDU) or inactive duty (INACT) drilling Reserve duty, except for enlisted initial entry training and other limited circumstances.

b. Concurrent Reports. Concurrent reports provide a record of significant performance for members fulfilling additional duty or temporary additional duty. They are optional, unless directed by higher authority and may not be submitted by anyone in the regular reporting senior's direct chain of command. A Concurrent report must be countersigned by the regular reporting senior, who may also make it the Regular report for the period concerned if continuity is maintained with the previous Regular or Regular/Concurrent report. Refer to EVALMAN, chapter 4 for detailed requirements.

c. Operational Commander Reports. Operational Commander reports are optional and may only be submitted for COs or OICs, as observed by their operational commanders who are not also their regular reporting seniors. Refer to EVALMAN, chapter 5 for detailed requirements.

11. What are the Administrative Blocks? The administrative blocks (i.e., blocks 1, 3-19, 22-26, block 44 (FITREP), block 51 (CHIEFEVAL), and block 48 (EVAL)) identify the report, define the context in which it was received, and makes it more informative to detailers and selection boards. They also permit computerized compliance audits by Navy Personnel Command (NAVPERSCOM) to assure fairness to all Service members and reporting seniors. Each command should have a quality review procedure for FITREPs, CHIEFEVALs, and EVALs paying very close attention to ensure the correct member and reporting senior's Social Security numbers (SSN) are accurate to avoid report rejections by NAVPERSCOM's automated data file systems. After acceptance to the official military personnel file (OMPF), the correction of an incorrect reporting senior's SSN requires submission of supplemental material to correct the discrepancy. Throughout this process, administrative handling, security, and protection of the member's SSN will be of paramount importance to prevent mishandling, loss, or sharing of the SSN with those who do not have a need to know. For specific directions concerning supplementary material, refer to chapter 15.

12. Guidance on Trait Grades. The meanings of the trait grades are printed on the form, along with representative performance standards. The 5.0 trait grade is reserved for performance that is far above standards. The 1.0 trait grade means poor performance that is not improving or unsatisfactory performance with respect to a single standard. For the majority of Service members, most trait grades should be in the 3.0 to 4.0 range. Definitions are stated relative to both performance in that trait and promotability with respect to that trait.

a. Superstar Performance - 5.0: Could be promoted two paygrades and still be a standout in this trait.

b. Advanced Performance - 4.0: Is far more than promotion-ready in this trait right now.

c. Dependable, "Fully Qualified," Journeyman Performance - 3.0: Can handle this aspect of the next higher paygrade.

d. Useful, Promising Performance - 2.0: Needs development in this trait, but member is promotable if overall performance warrants it. Exception - 2.0 trait grade cannot be assigned in command or organizational climate/equal opportunity on reports in paygrades E-1 through E-6 and W-1 through O-6 and maintain a promotion recommendation of "Promotable" or higher. For paygrades E-7 through E-9, a 2.0 trait grade cannot be assigned in character and maintain a promotion recommendation of "Promotable" or higher.

e. Disappointing Performance - 1.0: Until deficiencies are remedied in this trait, should not be promoted, regardless of performance in other traits.

13. What Should Go in the Comments Block? Comments must be specific in nature to avoid generalities or vague statements. Additionally, comments should be based on verifiable facts and must include any mandatory comments as required in this instruction (e.g., GRGB behaviors for commander and captain FITREPs, CO reporting senior cumulative average or physical readiness test and or combat fitness test (CFT)- or physical fitness assessment and or combat fitness assessment (CFA)-related comments). Numerical ranking (soft breakout) among peers is authorized. Explanation of the reporting senior's forced distribution is also useful. Use input from the Service member and the member's immediate supervisor(s), as well as the raters' and reporting senior's personal observations.

a. Basic "Do's and Don'ts." Continuation sheets and enclosures are not allowed, except an endorsed statement submitted by the Service member, a flag officer endorsement (where required), a civilian or foreign letter report, a letter-extension of a Concurrent/Regular report, or a classified letter-supplement. Specifically, substantiate all 1.0 grades, three 2.0 grades, and any grade below 3.0 in character, or command or organizational climate/equal opportunity in the comments. The list of required and prohibited comments and special interest items are available in chapter 13 of the EVALMAN.

b. Style and Content. Use direct, factual writing that allows the performance to speak for itself. Bullet style is preferred. Give examples of performance and results. Quantify wherever possible, but do not stress quantity at the expense of quality. Be consistent with the trait marks. Comment on poor performance or misconduct (where necessary) but be judicious.

14. How Do We Fill Out the Promotion Recommendation Block? Promotion recommendations should be consistent with performance trait grades and with the individual or Service member trait average displayed on the form. Do not recommend any member as "Promotable" who cannot, if called on, perform the basic duties of the next higher grade. Use the same standards for trait grades and recommendations as are used for other Service members of the command. For enlisted personnel, a recommendation of "Promotable" or above is the CO's official recommendation for advancement, even if made by a delegated reporting senior. A mark of "Progressing" cannot be assigned on an EVAL or CHIEFEVAL when a "Promotable" or higher promotion recommendation for advancement was given in a previous report in the same paygrade. A Service member's promotion recommendation can go from "Significant Problems" on one report to "Early Promote" on the next report based on the member's performance and the reporting senior's recommendation.

15. What are Promotion Recommendation Summary Groups? Enlisted summary groups generally consist of all Service members in the same paygrade (regardless of rating) and same promotion status who receive the same type of report from the same reporting senior, on the same ending date. The unit identification code is also a breakout for enlisted summary groups. Officer summary groups are similar but are further subdivided by competitive category (unrestricted line officers, limited duty officers (LDO), each designator

within the restricted line, and each designator within the Staff Corps). Certain other criteria also apply, as detailed in the EVALMAN, chapter 1, instructions for the summary group block. Each group of reports must be mailed to PERS-32 with a summary letter marked "Controlled Unclassified Information," which includes the names, SSNs or DoD identifications (ID), member trait averages, summary group average, and distribution of promotion recommendations for that group. It is mandatory to verify or handwrite the reporting senior's e-mail address and telephone number on the bottom of the summary letter in the blocks provided. If there is an error on a report in a batch, it will help PERS-32 to expedite corrections.

16. What About Misconduct Reporting? Adverse or downgraded FITREPs, CHIEFEVALs, and EVALs may not be directed as punishment or used as an alternative to the proper disposition of misconduct under 10 U.S.C. chapter 47, Uniform Code of Military Justice (UCMJ). Reports may not mention non-punitive censure or investigatory, judicial, or other proceedings which are not concluded or which have exonerated the Service member. Subject to these limitations, FITREPs, CHIEFEVALs, and EVALs should take into account misconduct established through reliable evidence to the reporting senior's satisfaction.

17. Can We Change or Supplement a Report After Submission? The reporting senior may, for good cause, submit an administrative change at any time or an evaluative supplement within 2 years from the ending date of a report. A supplemental report does not replace or change the original report, nor does it change the Service member's Performance Summary Report (PSR). It only supplements the report. See chapter 15 for further guidance.

18. What are the Responsibilities and Rights of a Service Member Reported On? Service members must sign all their reports, unless impossible to do so. Members must receive a copy of every report from the reporting senior at the time signed. Members have the right to submit a statement to the record concerning their report, either at the time of the report or within 2 years thereafter. The statement must be endorsed by the original reporting senior and forwarded to PERS-32. If the reporting senior feels that a member's statement does not meet the requirements prescribed in chapter 17, the reporting senior should counsel the member. If the member refuses to change his or her statement, the reporting senior should submit the member's statement and endorsement to PERS-32 for review. Members have the right to review their record and have the responsibility to ensure that it is accurate and complete. Members have the right to communicate directly with selection boards and have various avenues by which to appeal for change or removal of their report.

19. How Long Must I Retain Reports? The reporting senior must retain copies of fitness reports (FITREP) on all officers and CHIEFEVALs on all CPOs for at least 5 years. The command must retain copies of enlisted EVALs and CHIEFEVALs for 2 years. It is required that all efforts to properly protect and secure any personal identifiable information (PII) that may be recorded within these reports, whether physical or electronic, be observed and enacted.

20. Numerical Error Codes for Rejected Reports. The original reporting senior must correct performance EVAL reports that are rejected by PERS-32. The numerical error code is annotated on the Service member's Bureau of Naval Personnel (BUPERS) Online "Continuity" page. Definitions for each numerical error code may be located on the NAVPERSCOM Web site at: <https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/Error-Codes-Reasons/>.

21. What Happens If a Reporting Senior Does Not Correct a Rejected Report? PERS-32 will include a rejected performance evaluation in the official record "as is" when a reporting senior or command fails to respond to reject notification after 180 days. NAVPERS 1616/23 Fitness/Evaluation Memorandum Entry will be placed alongside the performance evaluation in the official military personnel file (OMPF) documenting the reject reason, documenting change to data to place report on OMPF, and the non-response from the reporting senior or command. Performance summary records (PSR) will be updated to reflect the NAVPERS 1616/23 action as supplemental data. For officer reports for superior performance, NAVPERS 1616/23 will be placed in Service member's OMPF, but no data will be placed on PSR. Exceptions are:

- a. Unsigned or improperly annotated adverse performance evaluations will not be accepted,
- b. A Regular report performance EVAL for a member that already has a Regular report for the same time-period on the official military personnel file (OMPF),
- c. Unreadable performance EVAL reports,
- d. Officer reports for superior performance,
- e. A periodic report with a non-periodic end-date will have the occasion of report changed to "Special," and
- f. A non-LDO ensign or lieutenant (junior grade) report with an "Early" or "Must Promote" promotion recommendation will have the recommendation changed to "Promotable."

Note: Corrected evaluations received after disposition, submitted after 180 days, will be stamped "Corrected Report Received DDMMYYYY" and placed in the OMPF, alongside any previously accepted documents associated with the rejected EVAL.

**TOTAL FORCE FITREP/EVAL PERIODIC REPORT CALENDAR**  
 (Applies to all ACDU, TAR, and INACT Reserve personnel.)

**Effective through 31 December 2026.**  
**Table 1A on page 13 of Enclosure (1) is the revised Calendar effective 1 January 2027.**

FITREP ending dates are the last day of the month for all officers. CHIEFEVAL and enlisted EVAL ending date is the 15<sup>th</sup> day of the month.

	<b>PERIODIC FITREP/CHIEFEVAL/EVAL</b>	
	<b>Officers (All)</b>	<b>Enlisted (All)</b>
<b>Jan</b>	O-3	
<b>Feb</b>	O-2	
<b>Mar</b>	W-3, W-4, W-5	E-5
<b>Apr</b>	O-5	E-9
<b>May</b>	O-1	
<b>Jun</b>		E-4
<b>Jul</b>	O-6	E-1, E-2, E-3
<b>Aug</b>		
<b>Sep</b>	W-1, W-2	E-7, E-8
<b>Oct</b>	O-4	
<b>Nov</b>		E-6, E-8 (CMDCS)
<b>Dec</b>		

**Table 1**

A periodic report may be omitted if a Service member has received a graded Regular report within the prior 3 months. The omitted period is included in the next Regular report. Otherwise, periodic reports must be submitted on the above dates and may be extended by letter for up to 3 months in lieu of a detachment report. Regular reports, including letter extensions, may not cover more than 15 months without PERS-32 prior approval.

**TOTAL FORCE FITREP/EVAL PERIODIC REPORT CALENDAR**  
(Applies to all ACDU, TAR, and INACT Reserve personnel.)

**Effective 1 January 2027,  
the O-6 PERIODIC FITREP ending date will change from 31 July to 31 March and  
the O-5 PERIODIC FITREP ending date will change from 30 April to 30 June.  
All other FITREP and enlisted 'EVAL ending dates remain the same.**

FITREP ending dates are the last day of the month for all officers and CHIEFEVAL and  
enlisted EVAL ending date is the 15<sup>th</sup> day of the month.

	PERIODIC FITREP/CHIEFEVAL/EVAL	
	Officers (All)	Enlisted (All)
<b>Jan</b>	O-3	
<b>Feb</b>	O-2	
<b>Mar</b>	O-6 <sup>1</sup> , W-3, W-4, W-5	E-5
<b>Apr</b>		E-9
<b>May</b>	O-1	
<b>Jun</b>	O-5 <sup>2</sup>	E-4
<b>Jul</b>		E-1, E-2, E-3
<b>Aug</b>		
<b>Sep</b>	W-1, W-2	E-7, E-8
<b>Oct</b>	O-4	
<b>Nov</b>		E-6, E-8 (CMDCS)
<b>Dec</b>		

Table 1A

A periodic report may be omitted if a Service member has received a graded Regular report within the prior 3 months. The omitted period is included in the next Regular report. Otherwise, periodic reports must be submitted on the above dates and may be extended by letter for up to 3 months in lieu of a detachment report. Regular reports, including letter extensions, may not cover more than 15 months without PERS-32 prior approval.

<sup>1</sup> The longest possible period of report is 1 August 2026 to 31 March 2027.

<sup>2</sup> The longest possible period of report is 1 May 2026 to 30 June 2027.

BUPERSINST 1610.10H  
30 Jul 2025

**NAVY PERFORMANCE  
EVALUATION SYSTEM MANUAL  
(EVALMAN)**

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## INTRODUCTION

1. Requirement for Officers W-1 through O-6 and O-7 through O-8 Fitness Evaluation (FITREP), Chief Petty Officers (CPO) E-7 through E-9 Evaluation (CHIEFEVAL), and Enlisted Members E-1 through E-6 Evaluation (EVAL) Reports. Reference (a), article 1129 requires records to be maintained on naval personnel "which reflect their fitness for the Service and performance of duties." FITREPs, CHIEFEVALs, and evaluations (EVAL) are used for many career actions, including selection for promotion, advanced training, specialization or sub-specialization, and responsible duty assignments.

### 2. Privacy Act Statement

a. Authority. The authority for the Privacy Act for evaluations are 5 U.S.C., section 301 and 10 U.S.C section 5013.

b. Purpose. Evaluations are the primary source of information for officer and enlisted personnel management decisions and guide the member's performance and development, enhance the accomplishment of the organization mission, and provide additional information to the chain of command.

c. Routine Use. Evaluations must be maintained in the Service member's official military personnel file (OMPF). A copy will be either given directly to the member or sent to a forwarding address. Other routine uses are contained in the Electronic Military Personnel Records System (System of Records Notice) (SORN) published at: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/570310/n01070-3.aspx>

d. Disclosure. Disclosure of the Service member's or reporting senior's social security number (SSN) is mandatory for wet-signed documents submitted via the United States Postal Service (USPS). Failure to verify the SSN may result in delayed or erroneous processing of the evaluation report and should be verified from a source document. Throughout this process, administrative handling, security, and protection of the member's SSN will be of paramount importance to prevent mishandling, loss, or sharing of the SSN with those who do not have a need to know.

3. Organization of this Manual. This manual consists of a brief introduction and a series of chapters. Chapter 1 is the basic user's guide for O-6 and below performance reports and includes block-by-block instructions, entry tables, and examples. Much of chapter 1 is available as "help screens" and "drop-downs" in the FITREP, CHIEFEVAL, and EVAL form-filler distributed by Navy Personnel Command (NAVPERSCOM) via NAVFIT98A software application. Chapter 19 is the basic user's guide for flag FITREPs and includes block-by-block instructions, entry tables, and examples. The remaining chapters describe particular aspects of the evaluation system.

4. Adverse Matter. Reference (a), article 1122 and reference (b) require a FITREP, CHIEFEVAL, or EVAL containing adverse matter to be referred to the Service member for a statement before it is placed in the OMPF. A member who does not wish to make a statement, must make a statement in writing. This referral is normally accomplished when the report is presented to the member for signature. While not an all-inclusive definition, NAVPERSCOM will consider a report adverse if it contains:

- a. A trait grade of 1.0, a promotion recommendation mark of "Significant Problems," Command or Organizational Climate/Equal Opportunity trait graded below 3.0 for E-1 through E-6 and W-1 through O-6 reports, or a trait grade less than 3.0 in "Character" on E-7 through E-9 reports;
- b. Has more than two traits graded as 2.0; or
- c. Contains comments indicating serious weakness, incapacity, or lack of qualifications for promotion or assignment.

Note: A report is not adverse solely because it may make the member less competitive than another for promotion or assignment.

5. Performance of Military Justice Duties. FITREPs, CHIEFEVALs, and EVALs must respect the principles of judicial independence per the Manual for Courts-Martial, part II, rule 104. Performance as a courts-martial member or a summary courts-martial officer may not be evaluated, in either grades or comments. The fact of having served may be noted without identifying or characterizing particular cases. Performance as counsel may be evaluated, but a defense counsel may not be given a less favorable grade, comment, or recommendation because of the zeal with which that officer has represented an accused. FITREPs on military judges and appellate judges may properly evaluate their professional and military performance, but may not include marks, comments, or recommendations based on their judicial opinions or rulings, or the results thereof. The convening authority may not act as reporting senior for a military judge detailed to a general court-martial. The Judge Advocate General or designee will be the reporting senior for members of the United States Navy-Marine Corps Court of Criminal Appeals.

6. Review, Change, or Endorsement of Reports. The contents of a FITREP, CHIEFEVAL, or EVAL are the responsibility of the reporting senior who signs it, and are not subject to review, change, comment, or endorsement by other persons within or outside the chain of command, except as provided in this manual.

7. Copies, Logs, and Records. FITREPs, CHIEFEVALs, and EVALs are subject to Public Law 93-579 (Privacy Act of 1974). The personal data on Service members and reporting seniors are sensitive and strict control of access must be maintained at all times. Submission of performance EVAL reports and related documents are considered to be Chief of Naval Operation's (CNO) special interest items and are included in all command inspections. The following rules apply:

a. Notes and Drafts. Raters and reporting seniors may keep notes for their personal use as memory aids provided these materials are safeguarded to prevent unauthorized disclosure and are not circulated to anyone else. Report drafts should be destroyed when the finished report is signed.

b. Reports on Officers and CPOs. Reporting seniors must retain copies of FITREPs on officers and CHIEFEVALs on CPOs for at least 5 years, and they must provide additional copies to the individual reported on (if requested). The reporting seniors must not give or show officer reports to their successors or any other unauthorized person. Officer reports must not be retained in command records, but the command must maintain a log of FITREPs submitted and periods covered.

c. Reports on Enlisted Personnel. Commands must retain copies of evaluations on all enlisted personnel (E-1 through E-9) for at least 2 years following the end-date of the report.

d. Permissible Use of Previous Reports. Reporting seniors should not use a Service member's previous evaluation solely to form his or her own evaluation of the member's performance.

e. Requests for Copies of Missing Reports. The reporting senior or the Service member may request a copy of a missing report per reference (c), MILPERSMAN 1070-150.

## CHAPTER 1

### BASIC GUIDE FOR COMPLETING, PROCESSING, AND MAILING REPORTS

1-1. Purpose. This chapter provides the basic information needed to complete performance reports and summary letters.

1-2. Instructions for Specific Blocks. See specific chapters and report examples for exceptions to the below instructions.

---

**BLOCK 1**      **NAME**  
Enter the member's last name, first name, middle initial, and suffix (if any) separated by spaces. Place a comma after the last name. Omit spaces and punctuation within a name (e.g., Denney, John A; STJohn, Melvin J II; Walters, J Arthur; Obrien, Mary S; Martin, Paul T JR; SmithJones, Ann.). The full middle name is acceptable but not required. NMN may be used if member does not have a middle name.

---

**BLOCK 2**      **GRADE/RATE**  
Enter the grade or rate the Service member is actually wearing on the ending date of the report.

Enlisted: Use standard rate abbreviations (e.g., SA, ADAN, CS2, BM1, LNC, EMCS, PSCM, etc.).

Officers: Use standard grade abbreviations (e.g., CAPT, CDR, LCDR, LT, LTJG, ENS, CWO5, CWO4, CWO3, CWO2, WO1 etc.).

Note 1: This field is used for summary group comparison.

Note 2: The CHIEFEVAL identifies this block as "Rating." Standard abbreviations remain as the required information and the rate/rating the member is currently wearing should be entered here.

---

**BLOCK 3**      **DESIG**  
Enter officer designator or enlisted warfare qualification designation.

Enlisted: Enter up to two enlisted warfare/qualification designators. If two designators are entered, separate with a slash. Do not leave spaces (e.g., AW, AW/PJ, SS/DV etc.) (if none, leave blank).

Officers: Enter the four-digit officer designator as of the ending date of report. Do not use an alpha character for a numerical character.

Note: This field is used for summary group comparison.

---

**BLOCK 4**

**Department of Defense (DoD) ID/SSN**

Enter the Service member's full SSN with hyphens after the third and fifth digits. It should be used for all reports that are mailed (e.g., 000-00-0000).

---

**BLOCK 5**

**DUTY/COMPETITIVE STATUS**

This field is used for summary group comparison. For enlisted, group all ACT and Training and Administration of Reserves (TAR) together and group inactive duty (INACT) and annual training (AT)/active duty for operational support (ADOS) separately. For officers, do not mix summary groups. Place an X in only one box to indicate the member's status as follows:

ACT – All active duty (ACDU) Navy who compete together for the same active-duty promotion quotas.

TAR – All Navy Reserve personnel designated TAR who compete for TAR promotion quotas.

INACT – All Navy reservists on INACT duty (drill status) who compete for INACT promotion quotas (refer to chapter 9).

AT/ADOS – All Navy Reservists on temporary ACDCU but still compete for INACT promotion quotas. Includes all annual training (AT), active duty for training (ADT), active duty for ADOS, 1-year recall (OYR), canvasser recruiter (CANREC), mobilization, recall, etc. (refer to chapter 10).

---

**BLOCK 6**

**Unit ID Code (UIC)**

Enter the UIC of the Service member's ship or station. Normally a UIC is a breakout for enlisted personnel; however, if reporting seniors have more than one UIC with enlisted personnel attached, but desires to group all enlisted personnel together, they may do so. If using UIC as a summary group comparison, block 6 should match the primary UIC of the reporting senior in block 26. For activities which no UIC is assigned, enter five zeros. The first four characters of a UIC must be numbers.

Reserve Members: For Regular reports on INACT duty reservists, enter the Service member's assigned unit mobilization unit identification code (UMUIC), and not the member's Navy

Reserve activity (NRA) UIC. Use training unit identification code (TRUIC) if member is in-assignment processing (IAP) (refer to chapter 9).

Note: This field is used for summary group comparison.

---

**Block 7**

**SHIP/STATION**

Enter the abbreviated name of the activity to which the member is assigned, for the duty reported on. Do not spell out letters and numbers (e.g., use A instead of ALFA, 1 instead of ONE etc.).

Enlisted: Use the command name, even if a component UIC is entered in block 6.

Officers: Enter the activity where the officer is assigned, not the reporting senior's command. For Service members assigned to civilian or foreign activities, enter the civilian or foreign activity, not the administrative commander's activity. The entry may fill the space allowed, but it must be unique and recognizable within the first 18 characters and spaces (the number stored in the NAVPERSCOM data file). Format the entry as follows:

Ship: Enter the hull number followed by the name. Omit USS (e.g., DDG-90 CHAFEE).

Aviation Wing or Squadron: Enter short-form wing or squadron designation (e.g., CVW-9, VR-58).

Staff or Shore Activity: Use the plain language address (PLA) or a commonly accepted short title. Further condense the PLA (if necessary) to make it recognizable within the first 18 positions (e.g., COMSUBDEVRON 12, COMLANTFLT NORFOLK VA, RLSO MIDLANT).

---

**BLOCK 8**

**PROMOTION STATUS**

Enter the member's promotion status on the ending date of the report period as follows:

**Block 8 - Promotion Status Table**

Block 8 Entry	Meaning
Regular	<u>Regularly promoted</u> to the grade or rate entered in block 2, not currently frocked, spot-promoted, or selected to higher grade.
Frocked	<u>Frocked</u> to the grade or rate entered in block 2, but not yet regularly promoted.

Selected	<u>Selected</u> to a grade or rate higher than shown in block 2, but not yet frocked or regularly promoted or advanced. Enlisted personnel selected for commissioning programs that would make them ineligible for the E-7 through E-9 selection boards (i.e., limited duty officer (LDO)/chief warrant officer (CWO) In-service Program) may use this promotion status. However, personnel selected to other commissioning programs (Seaman to Admiral, Medical Enlisted Commissioning Program, and Medical Service Corps In-Service Procurement Program) remain eligible for the E-7 through E-9 selection board and may not use this promotion status.
Spot	<u>Spot-promoted</u> to the new paygrade entered in block 2. (Use SPOT rather than SELECTED for a spot-promoted Service member who has been promoted for the next higher grade).

Note: This field is used for summary group comparison

**BLOCK 9**

**DATE REPORTED**

Use the date the Service member reported to the command in block 7. Date may be selected from the drop-down calendar or recorded in YYMMDD format (e.g., 96OCT17).

**BLOCKS 10-13**

**OCCASION FOR REPORT**

Select all applicable options or place an "X" in each block that applies. See chapter 3 for reporting occasions.

Note: More than one occasion may apply, except Special cannot be combined with another occasion. Do not submit a Special report if another occasion applies.

**BLOCKS 14-15**

**PERIOD OF REPORT**

Enter the beginning FROM and ending TO dates of the report period. Date may be selected from the drop-down calendar or recorded in YYMMDD format (e.g., 96OCT17).

Regular Reports: The FROM date must be the day following the TO date of the last Regular report. It can be earlier than block 9 if en route leave, travel, or temporary duty (TEM DU) is included.

First EVAL on Enlisted Member: The FROM date is the date detached from initial entry training (refer to paragraph 8-2 for the definition of initial entry training).

First FITREP on Newly Commissioned Officer: The FROM date is the commissioning date. If the commissioning date has been back-dated, enter details in block 29 (i.e., commissioning back-dated to YYYYMMDD).

First FITREP on Enlisted Member Commissioned from Officer Candidate School, etc. The FROM date will start the day after the ending date of the last enlisted report.

First ACDU Report on Recalled Member: The FROM date is the recall date.

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**BLOCK 16** **NOT OBSERVED REPORT (NOB)**

If this is a wholly Not Observed report, select the NOB option or enter an “X” in block 16. The trait grades must be left blank, no career recommendation is permitted, the promotion recommendation must be NOB, and the promotion recommendation summary must be left blank. In addition, the Member Trait Average and Summary Group Average blocks on the FITREP and CHIEFEVAL and the Individual Trait Average and Summary Group Average blocks on the EVAL must be left blank. Comments are allowed but should be limited primarily to administrative, training/educational/schools/fellowship performance.

Refer to chapter 6 for detailed instructions, exceptions, and an example. Also refer to chapter 10 for instructions on Navy Reserve annual training (AT) not observed (NOB) reports.

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**BLOCKS 17-19** **TYPE OF REPORT**

Select the option or place an “X” in the block that applies. If this is a Concurrent/Regular report, place an “X” in blocks 17 and 18. See chapter 4 for instructions and examples of all types of Concurrent reports.

Note: This field is used for summary group comparison.

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**BLOCK 20** **PHYSICAL READINESS**

Note: Ensure data entered here matches data entered into the official Navy Physical Readiness Information Management System (PRIMS 2) for the cycles being referenced. Utilizing the dropdown feature (CHIEFEVAL) select the date and category for the result of each official physical fitness assessment (PFA) or combat fitness assessments (CFA) conducted in the reporting period. Document all official PFAs/CFAs in block 20 using the following format (FITREP/EVAL): PPP. This indicates the individual passed three official PFAs/CFAs during the reporting period. Do not enter spaces or slashes between the characters. Enter specific PFA cycle ID information in block 29. Do not use physical readiness tests (PRT) or combat fitness tests (CFT) and body composition assessments (BCA) that are not part of an official PFA/CFA. Performance trait grades and recommendations must conform to the following:

a. No mandated or prohibited trait mark required in "Military Bearing"/"Professionalism" for promotability and or retention for reporting period in which member's first or second PFA failure occurs. COs will evaluate the Sailor's PFA progress or lack of progress when evaluating performance.

b. For reporting period in which a member accumulated three PFA failures in a 4-year period:

(1) Enlisted members are mandated to receive minimal marks or trait grades in "Military Bearing/Professionalism" (CHIEFEVAL block 35 and EVAL block 36) or "Significant Problems" and "Retention Not Recommended" (CHIEFEVAL block 48, EVAL block 45, and block 47). COs are encouraged to document a member's progress and initiative in attaining current physical fitness standards in the narrative section (CHIEFEVAL block 40 or EVAL block 43) and suitability for retention (EVAL block 47).

(2) Officers are mandated to receive minimal marks or trait grades in "Military Bearing" (FITREP block 35) or marked for "Significant Problems" (FITREP block 42). COs are encouraged to document members' progress and initiative in attaining current physical fitness standards and suitability for retention in comments section (FITREP block 41).

(c) Retention/reenlistment eligibility for enlisted members will be at the CO's discretion. However, if retention or reenlistment eligibility was removed, the CO may submit a special evaluation report to restore eligibility.

**Block 20 Physical Fitness Assessment (PFA)/Combat Fitness Assessment (CFA) Codes**

P	Overall Passed PFA/CFA. Pass both BCA and PRT/CFT or Failed BCA and earned an outstanding-low or above on the official PRT_per Guide 1 and see Guide 5 for BCA on the CFT (see Note 2 below).
B	Passed BCA but was authorized non-participation in the physical readiness test (PRT)/CFT for other-than-medical waiver reasons (see code "N" for non-participation reasons). Service members who achieved the PRT incentive and are "validated" in PRIMIS 2 are also required to use this code. Use of this code requires a comment in block 29 (primary/collateral/watch-standing duties) with reason for non-participation in PRT.
F	Overall PFA/CFA failure. Failed BCA and PRT/CFT or Failed BCA and did not earn an excellent-low or above on the official PRT/CFT per NAVADMIN 242-24 (see Note 2 below)
M	Medically waived from the entire PFA/CFA (BCA and PRT/CFT)
W	Passed BCA or medically waived from BCA and or medically waived from one or more PRT/CFT events (not full PFA waiver)

N	No PFA conducted during reporting period. Non-participation in entire PFA (BCA and PRT/CFT) due to deployment or operational assignment (Dep/Op), Individual Augmentee Manpower Management (IAMM), Global War on Terrorism Support Assignment (GSA), Overseas Contingency Operations Support Assignment (OSA), pregnancy, temporary additional duty (TEMADD), or excused. (Note: BCAs must still be accomplished on all members, even if on board for less than 10 weeks or unable to participate in PRT due to Dep or Op). Dep or Op for BCA must be approved by the immediate superior in command (ISIC). Use of this code does not require justification in the comments on performance block. If using this code because of pregnancy, no directed comments should be used in the performance section.
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Note 1: Format for block 20 must be from oldest to most recent PFA/CFA performed during the reporting period (e.g., PBF in block 20 and PFA: 17-2/18-1/18-2 in block 29 indicates that the member passed the overall 2017 cycle two, did not participate in the PRT portion of 2018 cycle one, and failed 2018 cycle 2).

Note 2: Changes to the PFA pass or fail codes are effective for the CY2025 PFA cycle and beyond per NAVADMIN 242/24. Previous pass or fail codes apply for cycles prior to CY2025. Evals and FITREPs prior to CY2025 PFA cycle should reflect previous pass/fail codes and must not be updated/corrected with the new codes outlined in the table above.

Note 3: Pulldown menu on CHIEFEVAL block 20 requires date of PFA/CFA and score. If there is more than one PFA or CFA conducted during the rating period, use the most recent one in block 20 and include official documentation of other PFA or CFA in any correspondence to selection boards. Additionally, place “PFA,” date of PFA or CFA, and score as the last entry in block 29. Example: PFA 7/2025 “Excellent.” Members assigned to joint units participating in another Service’s PFA equivalent or the combat fitness assessment should indicate date of test, select “other” than specify PRIMS score in Block 29 (i.e., “USMC PFA, date, USMC Pass.”). For the CFT, annotate a CFT was completed, BCA within standards/not within standards, numbered score between 1-100 and the overall CFT score category (i.e., “CFT, WS/1-99/OH”). Additionally, if no PFA was administered during the reporting period, select “other” and annotate “no PFA conducted this reporting period” into block 29.

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**BILLET SUBCATEGORY (IF ANY)**

**BLOCK 21** Select or enter the billet subcategory code, if authorized, or enter “NA.” Do not leave blank. Qualifying commands may subcategorize certain members by billet type when determining summary groups. See instructions within the table to determine which commands qualify. Do not use any code that does not appear in table 1-1.

**Block 21 - Billet Subcategory Entry**

NA	Subcategories not used. (Should appear in most reports.)
BASIC	Member of the basic group if subcategories are used. (e.g., training activities that subcategorize instructors and students will enter "BASIC" for administrative staff.)
APPROVED	Mandatory requirement to use Approved in block 21 for anyone who has an approved separation, resignation, retirement, or Fleet Reserve date. The message of intent will serve as approval for this purpose. The following is the exception: E-6, E-7, and E-8 personnel eligible for the next advancement selection board who have an approved Fleet Reserve date matching their mandated high year tenure (HYT) date. *See below
INDIV AUG	Mandatory requirement to use "INDIV AUG" in block 21 for ACDU (including TAR) members under NAVPERSCOM Augmentation Management Division (PERS-46) orders who have been at their parent command for less than 240 days or for periods of performance less than 240 days. If the member was at the parent command for greater than or equal to 240 days of the reporting period, this billet subcategory cannot be used. Regular reporting seniors must also use this billet subcategory for any Regular performance evaluations required (e.g., periodic, detachment of individual, detachment of reporting senior) with a reporting period end-date less than or equal to 180 days after a member has returned to his or her parent command from an individual augmentee (IA) assignment. The 180-day period does not apply if a member transfers to a new parent command. IA supported commands must enter "INDIV AUG" code on all concurrent performance EVAL reports.
Standard Billet Subcategories use is optional. All Service members in each subcategory must be summarized together. If annotated with an * below, Block 21 should match entry in Block 29.	
CO AFLOAT	CO of ships, squadrons, or other tactical units
CO ASHORE	COs of shore activities
OIC	Officer in charge (OIC) of remote or deploying detachments
SEA COMP	Members of Sea Component (activities with Sea and Shore Components). Group together all Sea Component members with the same reporting senior.
CRF*	Members of the career recruiter force in a recruiting command
CANVASSER*	Canvassers and CANREC in a recruiting command
RESIDENT*	Residents in teaching hospitals or dental centers
INTERN*	Interns in teaching hospitals, dental centers, training commands, or other Government-approved internship programs
INSTRUCTOR	Primary duty instructors in training commands and training squadrons
STUDENT*	Primary duty students in training commands and training squadrons

RESAC1	INACT reservists temporarily on ACDU for 1 month or more, but less than 6 months
RESAC6	INACT reservists temporarily on ACDU for 6 months or more
SCREENED	E7 or E8 personnel who have been screened for the next paygrade but have not yet been advanced via the Senior Enlisted Marketplace should be placed in the “Screened” billet subcategory. If they have not yet been frocked, they should be “regular” in the promotion status. If an E7 or E8 has been frocked (after the receipt of orders, OBLISERV, and successful screening relevant to the job for which they’ve been selected), they would be placed in the “frocked” category in promotion status. For screened personnel who are normally included in another billet subcategory (i.e., SPECIAL03), enter “Screened” into Block 21, and enter the normal billet subcategory into Block 29 (i.e., Block 21: SPECIAL03). These screened personnel will be grouped based upon the billet subcategory, annotated in Block 29 (e.g., all screened SPECIAL03 personnel will create an independent summary group).
SPECIAL01 THROUGH SPECIAL20	Use the number authorized by Navy Personnel Command (NAVPERSCOM) Performance Evaluations Division (PERS-32) in the approval letter. Do not include a space between the word SPECIAL and the number. Be sure the reporting senior's UIC is also the UIC specified in the approval letter. Submit each batch of reports using these codes with a copy of approval letter attached via USPS.

Special Billet Subcategories Must Be Approved Before Use. Forward a request via the chain of command to PERS-32, including the types and numbers of billets involved, how they are to be subcategorized, approximate total in each resulting summary group, and justification. Normally, each resulting summary group should have at least five officers or eight enlisted members. Excessive numbers of subcategories will not be approved. Approvals are not permanent and will be automatically rescinded 3 years after the date approved. Authority to utilize approvals must be updated upon the CO's PRD.

E-6, E-7, and E-8 personnel eligible for the next advancement selection board who have approved Fleet Reserve dates on their mandated HYT date are not authorized to use the APPROVED billet subcategory.

Note: This field is used for summary group comparison.

**REPORTING SENIOR**

**BLOCK 22** Enter the last name, initials, and suffix (if any) of the reporting senior. Place a comma after the last name (e.g., STJOHN, O F). Omit spaces and punctuation within a name. Block 22 must be the same on all reports in the batch. Be sure the name and signature match.

Note: This field is used for summary group comparison.

**BLOCK 23**

**GRADE**

Enter the reporting senior's grade.

Navy and Other Sea Service Officers: Use ADM, VADM, RADM, RDML, CAPT, CDR, LCDR, LT, LTJG, ENS, CWO5, CWO4, CWO3, CWO2, or WO1.

Army (USA), Air Force (USAF), Marine Corps (USMC), or Space Force (USSF) Officers: Use GEN, LGEN, MGEN, BGEN, COL, LTC, MAJ, CPT, 1LT, 2LT, CWO5, CWO4, CWO3, CWO2, or WO1.

Enlisted Reporting Seniors: Use the same rules as block 2.

Civilian Reporting Seniors: Use U.S. Federal Government civilian grade (e.g., GS15, SES4). If the reporting senior does not have a grade designation, enter "CIV."

Entry must be five characters or less. Do not use hyphens. Do not leave blank.

Note: Reservists who submit reports as civilians must use their civilian vice military grade.

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**BLOCK 24**

**DESIG**

Enter reporting senior's four-digit officer designator. Exceptions: If an assigned reporting senior is enclosing a letter report, enter "LTR" (see chapter 7). If the reporting senior is a member of another Service, enter abbreviation for branch of Service (e.g., USAF, USA, USMC, USCG, USSF, U.S. Public Health Service (USPH), National Oceanic and Atmospheric Administration (NOAA)). If the reporting senior is Navy enlisted or civilian, leave blank.

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**BLOCK 25**

**TITLE**

Enter the reporting senior's title (abbreviated if necessary). The entry may be up to 14 characters and spaces. Always use "CO" for commanding officer (CO) and "OIC" for officer in charge. For other titles, use the complete title or a common abbreviation (e.g., commander, XO, Dept. Head, DCNO etc.).

Delegated Reporting Senior: Indicate the level of delegation rather than function (e.g., XO vice ACTING CO, DEPT HEAD rather than SUPPLY OFFICER). DIRECTOR, standing alone, may be used only as a command title. Delegated reporting seniors use DEPT DIRECTOR, DIV DIRECTOR, etc., to indicate the level of delegation. Refer to chapter 2 for delegated reporting-senior authority.

Exception for Assigned Reporting Seniors, Immediate Superiors in Command or their Designee, or General Courts-Martial Convening Authorities (GCMCA): Enter “Assigned,” “ISIC,” “ISIC Designee,” or “GCMCA.” (Provide command’s title in EVAL block 48 or FITREP block 44.)

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### UIC

**BLOCK 26** Enter the UIC of the reporting senior's command. All reports from the same command must use the same reporting senior UIC (i.e., a delegated reporting senior must enter the same UIC used on reports submitted by the CO).

Note: Reporting senior UIC may vary from member’s UIC in block 6.

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### SSN

**BLOCK 27** Enter the reporting senior's full SSN with hyphens after the third and fifth digits (e.g., 000-00-0000).

It is optional for reporting seniors to provide a copy of a report without their SSN to the member and on the command files. It is required that all efforts to properly protect and secure any PII that may be recorded within these reports, whether physical or electronic, be observed and enacted. The copy for filing to the member’s OMPF must have the reporting senior’s full SSN to track the reporting senior’s cumulative average. Throughout this process, administrative handling, security, and protection of the member’s SSN, whether physical or electronic, will be of paramount importance to prevent mishandling, loss, or sharing of the SSN with those who do not have a need to know.

Note: After a report has been accepted to the OMPF, the correction of an incorrect reporting senior’s SSN requires the submission of supplemental material from the reporting senior whose name appears in Block 22. For specific directions concerning supplementary material, refer to chapter 15.

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### COMMAND EMPLOYMENT AND COMMAND ACHIEVEMENTS

**BLOCK 28** Enter a brief statement of command employment and significant command awards or achievements during the period of the report. Provide information that will help report users understand the context in which the member's duties were performed. Use the following guidelines for command employment:

Operating Forces: Operational, training, and maintenance periods, including general areas and months (unclassified only) (e.g., upkeep/Training-8; Deployed WESTPAC-3).

Shore Activities: In smaller commands, briefly state the command mission. In larger commands, identify the member's department or division and summarize its function.

Example of Command Mission: Manage Navy personnel policies and functions.

Example of Department or Division Function: NAVPERSCOM (PERS- 32), Administer Navy Performance Evaluation System; processes 700,000 FITREPs, CHIEFEVALs, and EVALs per year and supports all selection boards.

Reserve Units: Indicate the unit's ACDU gaining command (i.e., active unit identification code (AUC)) and contributory support functions (as applicable).

Assessments or Inspections (CHIEFEVAL-Specific): If a command undergoes an assessment or inspection during the rating period and is referenced in this block, the score must be included if the member contributed to the result. For example: "Supply Management Inspection (SMI)-Outstanding." Supply ratings must include the SMI reference, whereas Engineering ratings may not, unless directly involved. Classified inspection results should not be included. Inspections that can be considered comprehensive to the command (INSURV) should be included, unless results have been deemed classified.

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#### **PRIMARY/COLLATERAL/WATCHSTANDING DUTIES/PFA**

##### **BLOCK 29**

Enter an abbreviation of 14 or fewer characters and spaces for the most significant primary duty for the period reported on. Enter text in the small box to the right of the caption. Refer to Block 21. Block 29 should match Block 21 in some circumstances. The remainder of Block 29 consists of one to four elements, as follows:

Duty Titles: Beginning to the right of the abbreviation box, enter duty titles and number of months each duty was assigned during this report period. Enter duty titles in the following order: Most significant primary duty (corresponds to the abbreviation), other primary duties, collateral duties, and then watch-standing duties (e.g., COMMUNICATIONS OFFICER-7; ASST COMM-3; MESS TREASURER-8; OOD UNDERWAY-3).

Job Scope Statement: Briefly state the scope of primary duty responsibilities. Include such items as technical or professional duties, personnel supervised, and budget administered. Job-scope statements are optional for operational billets (e.g., responsible for base maintenance, supervising 15 military and 65 civilians, and managing \$5 million).

Periods Not Available for Duty: Identify any periods no duties were assigned. Such periods may include enroute time prior to reporting, TEMADD, unusually long leave, etc. (Note- parental leave is identified as "Leave" and need not be specified) (e.g., TEMADD: 21OCT18-21NOV30; LEAVE/TRANSIT: 21JUN18-21JUL30).

PFA/CFA: Annotate the PFA/CFA cycle results as reflected in PRIMs: cycle, overall pass/fail, BCA within standards/not within standards, numbered PRT/CFT score, and overall PRT/CFT score category. Example: For a FY26 cycle 1 PFA/CFA: passed overall PFA/CFA, within BCA standards, scored a 95 on the PRT/CFT, and an overall score category of outstanding high will reflect "26-1: P/WS/95/OH"

29. Primary/Collateral/Watchstanding duties (Enter primary duty abbreviation in box)	
<input type="text"/>	
26-1: P/WS/75/GH, 26-2: P/NWS/100/OH	

Specific to CHIEFEVAL: Qualification and watch-standing progress reporting should/can be abbreviated as Q (qualified), P (progressing), R (remedial, or DNQ (delinquent). These qualifications or watches refer to those that are mandatory based on rating or position.

**Note:** See Chapter 18 for guidance on performing mid-term counseling.

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### DATE COUNSELED

**BLOCK 30** If mid-term counseling was received during the report period, enter the date counseled from the counseling worksheet. Date may be selected from the drop-down calendar or recorded in YYMMDD format (e.g., 22FEB20).

Counseling Not Performed During Report Period: A mid-term counseling session should be documented only once on the report for the period in which it occurred. If counseling was not performed because the counseling date did not fall within the report period, enter “NOT REQ” in block 30. If counseling was not performed for any other reason, enter “NOT PERF.”

**Note:** See Chapter 18 for guidance on performing mid-term counseling.

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### COUNSELOR

**BLOCK 31** This block is signed on the counseling worksheet only. On the fitness or evaluation report, type the name of the counselor from the counseling worksheet. If the entry in block 30 is NOT PERF, enter a brief explanation in block 31 (e.g., TEMADD or ILLNESS). If a longer explanation is needed, enter “SEE COMMENT” and provide an explanation in the Comments block.

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### SIGNATURE OF INDIVIDUAL COUNSELED

**BLOCK 32** To reduce the number of signatures required and possible rejection issues, there is no requirement to sign block 32; it should be left blank. The signature of the reporting senior (Blocks 45 or 50) and the individual evaluated (Blocks 46, 49 or 51) verifies Blocks 30 and 31 are accurate but does not mean that the counseling was considered adequate. An individual who believes the counseling was inadequate may submit a statement to the record.

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### PERFORMANCE TRAITS

**BLOCKS 33-39** Every Service member is accountable on each evaluation or FITREP for contributions to command or organizational climate/equal opportunity, military bearing, and character. To achieve high marks in these areas, members must demonstrate how they have cultivated or maintained command climates where improper discrimination of any kind is not tolerated, where all hands are treated with dignity and respect and professionalism is the norm.

For each trait, select from the dropdown (CHIEFEVAL) or place an “X” (FITREP/EVAL) in only one box. The meanings of the trait grades are printed on FITREP and EVAL form along

with representative performance standards. For CHIEFEVAL, each grade has language automatically inserted describing what is required for 1.0 - 5.0; three bullets (2 lines each) for amplifying remarks, justifying or explaining grade given. Grade NOB if there has not been enough observation to grade with confidence. Reporting seniors are not required to fill every line in comment blocks.

Command or Organizational Climate/Equal Opportunity (paygrades E1 – E6 and W1 through O6) and Accountability (paygrades E7 – E9): For COs, indicate extent to which they have or have not established a command climate where allegations of sexual assault are properly managed and fairly evaluated and a victim of criminal activity, including sexual assault, can report the criminal activity without fear of retaliation, including ostracism and group pressure from other members of the command. In reports on COs, executive officers, CMDCMs, department heads, division officers, CPOs, and leading petty officers who are responsible for officer and enlisted personnel, comment on efforts by the member and quality of results in fostering a command and workplace environment conducive to growth and development of personnel. Transparency, sensitivity, and responsiveness to concerns are hallmarks of superior performance in this area. Consider member's contribution to personnel advancement, increased educational opportunities, overall career development, and results of retention excellence award programs. Where appropriate, comment on successful retention of quality members and member's contributions toward the personal and professional development and fair treatment of assigned personnel. Marks in this block include an evaluation of contributions to the CNO's retention and attrition goals. A 4.0 mark will document above-average contribution toward achieving these goals in addition to equal opportunity and command and community involvement. A 5.0 mark will recognize exceptional performance in improving achievement of the CNO's leadership in equal opportunity and community involvement in activities benefiting Navy personnel and their families.

Military Bearing and Character (FITREP/EVAL) and Professionalism (CHIEFEVAL): Do not grade 5.0 unless the member meets all 5.0 standards for this trait. Strict adherence of every member to the highest personal and professional standards of conduct is paramount in assessing military bearing and character. This performance trait also encompasses standards of physical appearance, fitness, and readiness. To merit high marks, a member must meet and model the highest standards of professionalism in demeanor, deportment, and interaction with, and treatment of, superiors, peers, and subordinates.

All members are personally responsible for their individual readiness including medical, dental, mental, physical, financial, and family care. As a result, anytime a member willfully becomes non-deployable (i.e., non-compliant-issue related to medical or dental treatment or administrative measures preventing deployment) or willfully incurs an individual medical readiness (IMR) deficit, it is considered a fitness/performance factor when evaluating individual readiness. Accordingly, reporting seniors must document willful non-deployability/IMR-deficit per reference (c), MILPERSMAN 1610-015 and consider it as a substantial failure in military bearing, character, and professionalism when grading this trait.

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**EVAL BLOCK 40**

**CHIEFEVAL BLOCK 43 (Shown as "Member Trait" on CHIEFEVAL)**

**INDIVIDUAL TRAIT AVERAGE**

Enter the average of the trait grades for this report.

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**EVAL BLOCK 41**

**FITREP BLOCK 40  
CHIEFEVAL BLOCK**

**CAREER RECOMMENDATIONS**

Enter one or two career recommendations. The second recommendation is not required. Each entry may have a maximum of 20 characters and spaces. If necessary, use two lines for the entry. Do not leave blank. If no recommendation is appropriate, enter "NA" or "NONE" in the first block. These are the reporting senior's recommendations, based on performance. They are not binding on detailers; do not preclude consideration for other opportunities or replace duty preference cards. Be realistic. Do not recommend for programs or assignments that the member is not or cannot become qualified for. Be specific. The instructions on the form give examples of areas to be considered, not necessarily the specific entries desired. For officers, the first recommendation should be for their next significant career milestone.

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**EVAL BLOCK 42**

**SIGNATURE OF RATER**

Type the last name, initials, and grade or rate of the rater and obtain the wet signature. If the signature is unobtainable, see chapter 14-2b.

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**SUMMARY RANKING**

**CHIEFEVAL BLOCK 42** Every member's ranking (hard breakout) within their competitive group must be displayed here. Regular, frocked, selected from block 8 or approved or screened from Block 21. Sailors screened for the next paygrade through the Senior Enlisted Marketplace, but not yet frocked or advanced, must be separated from members in an advanced (paid) status at current paygrade.

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**EVAL BLOCK 43**

**FITREP BLOCK 41  
CHIEFEVAL BLOCK 40**

**COMMENTS ON PERFORMANCE**

See chapter 13 for specific guidance on preparation, organization, style, reporting on misconduct, prohibited comments, and special interest items (e.g., Get Real Get Better behaviors (GRGB)) that must be mentioned when they apply.

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**EVAL BLOCK 44**

**QUALIFICATIONS/ACHIEVEMENTS**

Enter courses and credit hours completed, degrees or certificates awarded, special Navy or other qualifications attained or renewed, personal awards or letters of commendations received, other special honors or recognition received, and or community involvement. This block is reserved for completed not anticipated achievements. Do not repeat information from earlier reports. For E-7 through O-6 members, use FITREP block 41 or CHIEFEVAL block 40 for qualifications and achievements.

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**EVAL BLOCK 45**

**INDIVIDUAL (PROMOTION RECOMMENDATION)**

**FITREP/CHIEFEVAL  
BLOCK 48**

Select an option or place an "X" in the box for the promotion recommendation. The recommendation may be NOB if appropriate (e.g., short period and no more than three trait grades are entered.) Ensure justification is provided in the comments section if a partially-graded NOB report is issued.

Promotable, Must Promote, and Early Promote are all recommendations for promotion. The recommendation should be consistent with the performance trait grades and consistent with comments block(s). Additionally, the recommendation may also consider the difficulty of the assignment and the reporting senior's judgment of the member's likely value to the Navy in the next higher grade. A promotion recommendation should not be withheld until completion of time-in-grade or other administrative requirements. For enlisted performance mark average, see chapter 16 for details. A Promotable promotion recommendation allows up to two traits, excluding Character or Equal Opportunity to be assessed as Progressing (2.0) and still maintain an overall evaluation and promotion recommendation of Promotable. This means a member who receives one or two 2.0 trait grades cannot receive a promotion recommendation higher than Promotable. Command or Organizational Climate and Equal Opportunity (FITREP/EVAL) and Accountability (CHIEFEVAL) must be evaluated as 3.0 or higher to maintain eligibility for advancement and receive a recommendation of Promotable. A recommendation of Must Promote or Early Promote may not be assigned with any trait assessed as 2.0. A Promotable or higher recommendation may not be assigned with any trait graded 1.0.

Note 1. Per reference (d), enlisted members who receive any 1.0 trait grade lose eligibility for the Navy Good Conduct Medal and must reestablish a new 3-year period following the end-date of the report.

Note 2. Ensign and lieutenant junior grade FITREPs for designators, other than LDO (6XXX), are prohibited from receiving a promotion recommendation higher than Promotable. Progressing means the Service member is making progress but is not ready to be recommended for promotion. For enlisted personnel, do not mark Progressing if an individual has received

Promotable, Must Promote, or Early Promote on the most recent CHIEFEVAL or EVAL in the current grade. Once recommended for promotion, a reporting senior must first withdraw the promotion recommendation for enlisted personnel by submitting a Significant Problems EVAL

or CHIEFEVAL. When the individual's performance has improved sufficiently, the reporting senior may then mark the EVAL or CHIEFEVAL recommendation as Progressing or assign a promotion recommendation of Promotable, Must Promote, or Early Promote.

Significant Problems is a recommendation against promotion and must be justified in the comments. This withdraws an advancement recommendation previously in effect. For E-7 and above, a mark of Significant Problems is also a recommendation against retention, unless specifically recommended for retention in the comments. For E-6 and below, use EVAL block 47 for the retention recommendation. Refer to chapter 2 for information concerning who is authorized to sign a report that withdraws a member's advancement recommendation after notification of selection has been made.

Upper Limits on Early Promote and Must Promote Recommendations:

Early Promote (all paygrades except non-LDO O-1 and O-2. See note 2 above). – Twenty percent of each summary group (rounded up to nearest whole number).

Early Promote and Must Promote Combined (percent of summary group, rounded up to nearest whole number):

E1-E4 – No limit	LDO O1-O2 – No limit	O3 – 60%
E5-E6 – 60%	W1-W2 – No limit	O4 – 50%
E7-E9 – 50%	W3-W5 – 50%	O5-O6 – 40%

For summary groups of 30 or less, use table 1-2 on the following page.

For summary groups of more than 30 members, calculate the maximums using the following example: Assume 42 E-6s in a summary group, 60 percent maximum Early Promote and Must Promote combined:

Early Promote + Must Promote Maximum =  $42 \times 0.6 = 25.2$ , which = 26 (rounded up).

Early Promote Maximum =  $42 \times 0.2 = 8.4 = 9$  (rounded up).

Must Promote Maximum =  $26 - 9 = 17$ .

Note: The Must Promote maximum is the difference between the rounded numbers. Must Promote recommendations may be increased by one for each Early Promote quota not used. All summary groups of two can receive one Early Promote and one Must Promote.

**Maximum Limits on "Early Promote" and "Must Promote" Recommendations**

Summary Group Size	Early Promote	Must Promote (May be increased by one for each Early Promote recommendation not used)				Promotable
	E1-E9 LDO O1-O2 W1-W5 O3-O6	E1-E4 W1-W2 LDO O1-O2	E5-E6 O3	E7-E9 W3-W5 O4	O5-O6	O1-O2 (ALL EXCEPT LDO)
1	1					
2	1	No Limit	1	1	1	No Limit
3	1		1	1	1	
4	1		2	1	1	
5	1		2	2	1	
6	2			2	1	
7	2		3	2	1	
8	2		3	2	2	
9	2		4	3	2	
10	2		4	3	2	
11	3		4	3	2	
12	3		5	3	2	
13	3		5	4	3	
14	3		6	4	3	
15	3		6	5	3	
16	4		6	4	3	
17	4		7	5	3	
18	4		7	5	4	
19	4		8	6	4	
20	4		8	6	4	
21	5		8	6	4	
22	5		9	6	4	
23	5		9	7	5	
24	5		10	7	5	
25	5		10	8	5	
26	6		10	7	5	
27	6		11	8	5	
28	6		11	8	6	
29	6		12	9	6	
30	6		12	9	6	

**TABLE 1-2**

**Note 1.** All summary groups of two can receive one Early Promote and Must Promote.

**Note 2.** For E-7 through E-9, W-3, W-4, W-5, and O-4 the Must Promote maximum declines by 1 for groups of 6, 16, 26, etc. due to arithmetical transfer of a quota to the Early Promote column. Total Early Promote/Must Promote quotas remain at 50 percent.

<b>EVAL BLOCK 46</b>
<b>FITREP BLOCK 43 CHIEFEVAL BLOCK 48</b>

**SUMMARY**

Enter the number in this Service member's summary group who has received each promotion recommendation. A summary group consists of all reports that share all the characteristics in the following tables.

**Summary Group Officers (W-1 through O-6)**

<b>Block</b>	<b>Block Label</b>	<b>Remarks</b> (Group officer reports that share <u>all</u> the following characteristics.)
2	Grade/Rate	Group by grade worn on report ending date.
3	Designator	Group by competitive designator category (see below).
5	Duty/Competitive Status	Group by box marked in Block 5.
8	Promotion Status	Group by promotion status.
15	To	Group by ending date of report.
17-19	Type of Report	Group by type of report.
21	Billet Subcategory	Group by entry in this block.
22	Reporting Senior	Group by reporting senior. ("Dual-hatted" commanders may group by command, if block 26 displays a separate UIC for each command. On Dual-hatted reports, blocks 6 and 26 must match. Dual-hatted defines a flag officer specifically identified in OPNAVINST 5400.45A Standard Naval Distribution List (SNDL) with two or more separate organizations as opposed to having one command with multiple UICs.
42	Promotion Recommendation	Must have Observed promotion recommendation. Do not include NOB promotion recommendations in a summary group.

**TABLE 1-3**

Officer Competitive Categories. Convert block 3 entry into competitive designator categories as detailed below. Each category consists of all designators within the parentheses. Where a category consists of more than one designator, that block on the summary letter is left blank. Do not use this code on the report itself. Note: Active, TAR, and INACT officers are separated in different summary groups by the entry in block 5.

Manual of Navy Officer Manpower and Personnel Classifications, Part A contains the official list of officer designator codes: <https://www.mynavyhr.navy.mil/References/NOOCS-Manual/NOOCS-VOL-1/>

**Unrestricted Line (URL)**

URL 11xx/13xx/19xx

**Restricted Line**

Special Duty (Human Resources) (12xx)  
Special Duty (Permanent Military Professor) (123X)  
Special Duty (Permanent Professional Recruiter) (128x)  
Engineering Duty (14xx)  
Aerospace Engineering Duty (150x)  
Aerospace Engineering Duty (Engineering) (151x)  
Aerospace Engineering Duty (Maintenance) (152x)  
Aviation Duty (154x)  
Special Duty (Public Affairs) (165x)  
Special Duty (Strategic Sealift) (166x)  
Special Duty (Recruiter) (168x)  
Special Duty (Foreign Area) (17xx)

**Information Warfare Line**

Information Warfare Oceanography (180x)  
Information Warfare Cryptologic Warfare (181x)  
Information Warfare Information Professional (182x)  
Information Warfare Intelligence (183x)  
Information Warfare Cyber Warfare Engineer (184x)  
Information Warfare Maritime Space (187x)  
Information Warfare Maritime Cyber Warfare (188x)  
Information Warfare Flag Officer (186x)

**Staff**

Medical Corps (210x)  
Dental Corps (220x)  
Medical Service Corps (230x)  
Judge Advocate General's Corps (250x)  
Senior Health Care Executive (270x)  
Nurse Corps (290x)  
Supply Corps (310x)  
Chaplain Corps (410x)  
Civil Engineer Corps (510x)

**Reserve Limited Duty Officer/Warrant Officer**

Officer (Line) (61xx/62xx/63xx/64xx)  
Limited Duty Officer (Staff) (65xx)  
Chief Warrant Officer (all 7xxx)

**Active Limited Duty Officer**

Surface (61xx)  
Submarine/Nuclear (62xx)  
Aviation (63xx)  
General Line (64xx)  
Civil Engineer (653x)  
Supply (651x)  
Information Warfare (68xx)

**Active Chief Warrant Officer**

Surface (71xx)  
Submarine/Nuclear (72xx/740x)  
Aviation (73xx)  
General Line (74xx)  
General Staff (75xx)  
Unmanned Aerial Vehicle (UAV) (7371)  
Information Warfare Community (78xx)

**Summary Group Enlisted (E-1 through E-9)**

<b>Block</b>	<b>Block Label</b>	<b>Remarks</b> (Group enlisted reports that share all the following characteristics.)
2	Rate	Group by current <u>paygrade</u> , regardless of rating.
5	Duty/Competitive Status	For enlisted, group ACT and TAR together, group INACT, AT/ADOS separately.
6	UIC	If reporting seniors have more than one UIC, but desire to group all enlisted personnel together, they may do so. If multiple summary groups, Block 6 should match the primary UIC of the reporting senior in block 26.
8	Promotion Status	Group by promotion status.
15	To	Group by ending date of report.
17-18	Type of Report	Group by type of report.
21	Billet	Group by entry in this block.
22	Reporting Senior	Group by reporting senior.
45EV 48CE	Promotion Recommendation	Must have Observed promotion recommendation. Do not include NOB promotion recommendations in a summary group.

**Table 1-4**

**EVAL BLOCK 47**

**RETENTION**

Select or place an "X" in Not Recommended or Recommended.

Recommended means that the reporting senior recommends reenlistment or extension based on performance but does not certify that all reenlistment requirements have been met. If the report contains any adverse mark or comment, briefly explain the retention recommendation in block 43 in the context of the adverse matter.

Note: For officers and CPOs, a retention recommendation will be assumed unless the report is adverse.

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**EVAL BLOCK 48**

**FITREP BLOCK 44**  
**CHIEFEVAL BLOCK 51**

**REPORTING SENIOR ADDRESS**

Enter the reporting senior's address and phone number for receiving NAVPERSCOM inquiries concerning the report. For ACDU reporting seniors with transfer or retirement orders, enter the address of the next command or home address (as appropriate).

Navy Reserve Reporting Seniors: For all INACT duty reports, use either the reporting senior's civilian mailing address or the reporting senior's NRA mailing address.

Note: It is optional for reporting seniors to provide a copy of a report without their home address to the member. Reporting seniors must still provide their address for the report copy that is submitted to the member's OMPF.

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**EVAL BLOCK 49**

**SIGNATURE OF SENIOR RATER**

Type the last name, initials, and grade or rate of the senior rater and obtain the wet signature. If no senior rater (e.g., when the reporting senior is the rater's immediate superior), enter "NONE AVAILABLE." If the signature is unobtainable, see chapter 14-2b.

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**EVAL BLOCK 50**

**FITREP BLOCK 45**  
**CHIEFEVAL BLOCK 50**

**SIGNATURE OF REPORTING SENIOR**

The reporting senior whose name appears in block 22 must wet-sign using blue or black ink all reports. By direction, for, acting, ghosted, stamped, or facsimile signatures are not authorized. Do not type in this space. If the reporting senior is a rear admiral (O-7) selectee and the report is on a captain in the same competitive category, add "RDML(S)" following the signature. This verifies a flag officer endorsement is not required. If the signature is unobtainable, see chapter 14.

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**EVAL BLOCK 51**

**FITREP BLOCK 46**  
**CHIEFEVAL BLOCK 49**

**SIGNATURE OF INDIVIDUAL EVALUATED**

Review. Give the Service members an opportunity to review their reports. Have the members verify their name, SSN, and other administrative entries. Discuss member's performance with them. Explain any adverse matter. Verbal explanation is sufficient, but the form in exhibit 14-1 may be used to notify the member in writing if desired.

Signature. After reviewing the report, the Service members will check the box indicating their intention to submit or not to submit a statement and wet-sign and date all copies. The member's signature does not imply agreement with the report but merely certifies the member has seen the report and understands his or her right to submit a statement. In general, the member's signature is required on all Regular reports for all paygrades. Exceptions for certain types of reports and reporting situations are found in the chapters devoted to those reports. If the members cannot or do not sign a report that requires their signature, see chapter 14.

Statement. The Service member may submit a statement on any report, whether or not the reporting senior considers it adverse. If the member desires to submit a statement, refer to chapter 17.

Member Not Available to Sign a Non-adverse Report. If the Service member is not expected to return to or visit the command within 15 days ACDU or 30 days (INACT duty) and the report is not adverse, the reporting senior will enter "Certified Copy Provided" in the signature block of the member. That signifies the member will be provided a copy of the report by some means. "Unsigned Advance Copy" is not authorized.

Member not available or refuses to sign adverse report. Refer to chapter 14.

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#### **REGULAR REPORTING SENIOR SIGNATURE ON CONCURRENT REPORT**

<b>FEVAL BLOCK 52</b>	Concurrent and Concurrent/Regular reports must be forwarded to the member's regular reporting senior for signature. Type the name, rank, title, and command of the regular reporting senior. The regular reporting senior will wet-sign using blue or black ink and date the report. To convert the report to Concurrent/Regular, also select or place an "X" in block 17. A report may not be endorsed as Concurrent/Regular unless it maintains Regular report continuity, see chapter 4.
<b>FITREP BLOCK 47</b>	
<b>CHIEFEVAL BLOCK 52</b>	

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1-3. Preparing the Summary Letter. Each summary group must be mailed with a summary letter, even if the summary group consists of only one report. See exhibit 1-7 for the summary letter format. Summary letters for Not Observed reports will be identified by "NOB" in the Trait Average column and the promotion recommendation breakout will be blank. The summary letter must be prepared and wet-signed using black or blue-black ink on a preprinted NAVPERS 1610/1 FITREP/EVAL Summary Letter and mailed.

Note: Summary letters are required for all reports and must be signed using blue or black ink.

1-4. Submission/Mailing Procedures. All reports must be submitted within 15 days of the ending date for active-duty members and within 30 days for INACT members. Summary groups must include the wet-signed summary letter and all original reports.

a. Mailing to NAVPERSCOM

(1) Mail the reports and summary letters flat in a standard 9" x 12" envelope. Do not separate the summary group. Mail all reports in a summary group in one package. Do not use security wrappings, unless a classified supplement is enclosed (see below). More than one summary group may be enclosed in each envelope. Special mailing (i.e., certified or registered mail) is not required.

(2) When mailing 25 or more hard-copy FITREPs or evaluations containing PII, the package must be double wrapped and the inner package marked "Controlled Unclassified Information (CUI). Any misuse or unauthorized disclosure may result in both civil and criminal penalties." Additionally, SF901 Controlled Unclassified Information (CUI) Cover Sheet must be inserted inside the outer wrapping. All such packages must be tracked with Government or commercial delivery services.

(3) If a member is not available for signature, do not delay the entire summary group. The reporting senior should clearly enter in the member's signature block "Certified Copy Provided" (excluding adverse reports) and forward the entire summary group to PERS-32. Ensure the member is provided a copy by some means. Information concerning adverse reports and signature requirements is found in chapter 14.

(4) Address all reports to:     COMMANDER  
                                      NAVY PERSONNEL COMMAND PERS-32  
                                      5720 INTEGRITY DRIVE  
                                      MILLINGTON TN 38055-3200

b. Mailing to via addressee (regular reporting senior on a Concurrent report). If all reports in the same summary group have the same via addressee, forward advance copies of entire summary group(s) directly to PERS-32 in conjunction with mailing the reports for the required countersignature and or endorsement. Retain a reproduced copy in case the originals are lost or misplaced. The via addressee(s), after completing their action, will forward the entire summary group to PERS-32 and forward a reproduced copy of the countersigned reports back to the originator. If the reports do not have the same via addressee, then the concurrent reporting senior will forward advance copies of entire summary group(s) directly to PERS-32 in conjunction with forwarding the original report(s) to the regular reporting seniors for countersignature. The regular reporting senior must sign and return the original report to PERS-32 for action and provide a copy to the concurrent reporting senior.

(1) Mailing to a Member. Double envelopes are not required, provided the mailing envelope is opaque. The copy may be folded. Mark the envelope PERSONAL.

(2) Classified Supplements. The supplement must have all required security markings. Do not classify the report form. Mail the report and classified supplement with its summary group, regardless of whether classified supplements are submitted with the other reports in the group. Refer to SECNAVINST 5510.36B for instructions on mailing classified material.  
Address all classified supplements and reports to:

COMMANDER  
NAVY PERSONNEL COMMAND PERS-534  
SECURITY MANAGER  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-5340

**EXHIBIT 1-1**  
**FITREP - FRONT (BLOCKS 1-32)**

<b>Block 5.</b> Duty Status. <input checked="" type="checkbox"/> ACT <input type="checkbox"/> ITS <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW/MS		<b>Blocks 6/7.</b> Member's activity 6. UIC: 12345    7. Ship/Station: DESRON 82		<b>Block 8.</b> Regular, Frocked, Selected, or Spot. 8. Promotion Status: REGULAR	
<b>Block 1.</b> Must have a comma after the last name. 1. Name (Last, First MI Suffix): SAMPLE, HARVEY J		<b>Blocks 9, 14, and 15.</b> YYMMDD format. 2. Grade/R: LT    4. Period of Report From: 09FEB01    5. To: 10JAN31		<b>Block 21.</b> Usually NA but <b>MUST</b> have an entry. 21. Billet Subcategory (if any): NA	
10. Occasion for Report: Periodic <input checked="" type="checkbox"/> 11. Detachment of Individual <input type="checkbox"/> 12. Detachment of Reporting Senior <input type="checkbox"/> 13. Special <input type="checkbox"/>		16. Not Observed Report <input type="checkbox"/> 17. Regular <input checked="" type="checkbox"/> 18. Concurrent <input type="checkbox"/> 19. Ops Cdr <input type="checkbox"/>		20. Physical Readiness: PP    27. UIC: 12345	
22. Reporting Senior (Last, FI MI): SENIOR, R R		23. Grade: CAPT    24. Desig: 1110    25. Title: COMMODORE		<b>Block 26.</b> Delegated Reporting Seniors use CO's UIC.	
28. Command employment and command achievements. Readiness support for four DDG-51 class and two DD-963 class destroyers. COMMNAVSRFLANT Letter of Commendation for outstanding response during Oper Eagle/Enduring Freedom. Upkeep/Training-8 Deployed Noble Eagle-3					
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) <b>ADMIN OFFICER</b> Administrative Officer-12. Responsible for all staff administrative personnel and PAO functions. Leads 4 officers and 6 enlisted personnel. COLL: Executive Steering Committee-7. Watch: Staff Watch Officer. PFA:09-1/09-2					
<b>Block 29 (inside box).</b> Up to 14 characters or spaces. <b>Block 29.</b> Shore commands include job scope statement. Job scope statement is optional for operational billets.		<b>Block 28.</b> Large shore commands enter employment of member's DEPT/DIV, etc.		<b>Blocks 30-32.</b> Copy date and name from counseling worksheet. If not counseled during period, enter NOT REQ or NOT PERF in block 30.	
For Mid-term Counseling Use. (When completing FITREP enter 30 and 31 from counseling worksheet, then 32.)		30. Date Counseled: 09JUL15		31. Counselor: SMITH, J J    32. Signature of Individual Counseled	

**EXHIBIT 1-2  
FITREP – REVERSE**

FITNESS REPORT AND COUNSELING RECORD (W2-O6) (cont 'd)																													
1. Name (Last, First M) Suffix) <b>SAMPLE, HARVEY J</b>		2. Grade/Rate <b>LT</b>		3. Design <b>1110</b>																									
PERFORMANCE TRAITS	1.0 Below Standards	2.0 Progressing	3.0 Meets Standards	4.0 Above Standards	5.0 Exceeds Standards																								
38. LEADERSHIP (Organizing, motivating and developing others to accomplish goals)	Effectively promotes development of subordinates. Fails to organize, execute problems for subordinates. Does not set or achieve goals relative to assigned mission and vision. Lacks ability to cope with or follow stress. Understands command and Tolerates hazards in stressful situations.		Effectively stimulates growth/development in subordinates. Organizes successfully, implementing positive improvements and efficiencies. Integrates useful, realistic goals that support command mission. Performs well in stressful situations. Clear, timely communication. Ensures safety of personnel and equipment.		Inspiring motivator and positive subordinates reach highest level of growth and development. Significantly organizes, plans, integrates, develops positive improvements and efficiencies.																								
39. TACTICAL PERFORMANCE (If officer qualified officers only) Basic and tactical employment of weapons systems.	Has difficulty attaining qualifications expected for the rank and experience. Has difficulty to deploy aircraft or weapons systems employment. Below others in knowledge and employment. Warfare skills or specialties are below standards compared to others of same rank and experience.		Achieves qualifications as required and expected. Capable employs aircraft, aircraft or weapons systems. Equal to others in warfare knowledge and employment. Warfare skills or specialties are equal to others of same rank and experience.		Exceeds others in knowledge and employment. Warfare skills or specialties are well above others of same rank and experience.																								
40. I recommend promoting this individual for next career advancement as follows: (maximum of two). Recommendations may be for competitive schools or duty assignments such as: LCPLA, DEPT CPA, SDA, CMUC, CWO, LEO, DSG Head, XO, OIC, CO, Major Command, War College, ID School.																													
				PG SCHOOL																									
				XO AFLOAT																									
41. COMMENTS ON PERFORMANCE: * All 1.0 marks, three 2.0 marks, and 2.0 marks in Block 34 must be specifically substantiated in comments. (3.0 mark must be 12 or 12 Plus (13 or 12. Point) only. Use upper and lower case.) #2 of 5. There is virtually no difference between my number 1 and 2 Lieu Early Promotes. The rules force me to make him a Must Promote. He would any other setting. -Exceptionally creative and innovative officer. His success in filling manning deficiencies enabled the squadron to deploy in the highest state readiness. -Obtained \$206,000 in approved CNETS funding for Learning Resource Cente ships and assisted COMNAVBASE in obtaining similar funding ashore. -Brilliant coordinator. Impressively coordinated 5 VIP and flag officer -Under his direction, ADMIN Department showed marked improvement in all administrative supports to the squadron and its units. -Mentored 4 JOs through engineering and deck qualifications. Conducted a reviews and had several discrepancies corrected in these officers' offic Provided training on officer programs and SMO qualification requirements staff: 3 individuals applied and were accepted for STA 2;. His division retention rate throughout this reporting period. -Completed Joint Professional Military Education (Phase 1) through the S Continuing Education Non-Resident Seminar Program.																													
42. COMMENTS ON PERFORMANCE: * All 1.0 marks, three 2.0 marks, and 2.0 marks in Block 34 must be specifically substantiated in comments. (3.0 mark must be 12 or 12 Plus (13 or 12. Point) only. Use upper and lower case.) #2 of 5. There is virtually no difference between my number 1 and 2 Lieu Early Promotes. The rules force me to make him a Must Promote. He would any other setting. -Exceptionally creative and innovative officer. His success in filling manning deficiencies enabled the squadron to deploy in the highest state readiness. -Obtained \$206,000 in approved CNETS funding for Learning Resource Cente ships and assisted COMNAVBASE in obtaining similar funding ashore. -Brilliant coordinator. Impressively coordinated 5 VIP and flag officer -Under his direction, ADMIN Department showed marked improvement in all administrative supports to the squadron and its units. -Mentored 4 JOs through engineering and deck qualifications. Conducted a reviews and had several discrepancies corrected in these officers' offic Provided training on officer programs and SMO qualification requirements staff: 3 individuals applied and were accepted for STA 2;. His division retention rate throughout this reporting period. -Completed Joint Professional Military Education (Phase 1) through the S Continuing Education Non-Resident Seminar Program.																													
43. PROMOTION RECOMMENDATION																													
<table border="1"> <thead> <tr> <th>Promotion Recommendation</th> <th>NOB</th> <th>Significant Problems</th> <th>Progressing</th> <th>Promotable</th> <th>Must Promote</th> </tr> </thead> <tbody> <tr> <td>43</td> <td></td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>44</td> <td></td> <td></td> <td></td> <td>0</td> <td>3</td> </tr> <tr> <td>45</td> <td></td> <td></td> <td></td> <td>1</td> <td></td> </tr> </tbody> </table>						Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	43					X	44				0	3	45				1	
Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote																								
43					X																								
44				0	3																								
45				1																									
46. Signature of Individual Evaluated: "I have seen this report, been apprised of my performance, and understand my right to make a statement." I intend to submit a statement: <input type="checkbox"/> do not intend to submit a statement: <input checked="" type="checkbox"/>																													
Member Trait Average: 4.00   Summary Group Average: 4.00																													
47. Typed name, grade, command, UIC, and signature of Regular Reporting Officer																													
Block 47. Use for concurrent reports ONLY.																													
Block 41. -Include required admin comments (e.g., Comment from Block 34 ), reason for Special Report, etc.). -Specifically justify 1.0 comments. -Comment on all performance in general. -Consider special interest items. -Ranking is authorized.																													
Block 43. Observe distribution rules.																													
Block 39. Must be NOB if not a warfare qualified officer and must have an entry in NOB if trait not graded).																													
Block 34. Repeat from front.																													
Summary Group Average: NAVFIT98 will auto-populate this field. To do a manual calculation of the Summary Group, sum all graded Individual Trait Grades (Blks 33-39) and then divide by the number of graded Individual Traits. Note: a trait with an NOB grade is not considered a graded trait.																													

**EXHIBIT 1-3**  
**CHIEFEVAL – FRONT (BLOCKS 1 – 36)**

EVALUATION & COUNSELING RECORD (E7 - E9)									
1. Name (Last, First MI Suffix)			2. Rating	3. Designation	4. SSN				
5. ACT <input checked="" type="checkbox"/>	TAR <input type="checkbox"/>	INACT <input type="checkbox"/>	AT/ADOS/265 <input type="checkbox"/>	6. UIC	7. Ship/Station	8. Promotion Status		9. Date Reported	
10. Periodic <input type="checkbox"/>		11. Detachment of Individual <input type="checkbox"/>		12. Detachment of Senior <input type="checkbox"/>		13. Report on <input type="checkbox"/>		15. To: <input type="checkbox"/>	
Block 5. Duty Status		17. Regular <input type="checkbox"/>		Block 6/7. Member's activity (see note below)		19. Ops Cdr <input type="checkbox"/>	20. Physical Readiness <input type="checkbox"/>		21. Billet Subcategory (if any) <input type="checkbox"/>
22. Reporting Senior (Last, FI MI)			23. Grade	24. Desig	25. Title		Block 8. Regular, Frocked, or Selected.		26. UIC
28. Command Employment and Command Achievements									
29. Primary/Watch-standing Duties/Collateral. (Enter Primary duty abbreviation)									
Block 29 (inside box). Up to 14 characters or spaces.			Block 28. Large shore commands enter employment of member's DEPT/DIV, etc.			Block 26. Delegated Reporting Seniors use CO's UIC.			
When completing CHIEFEVAL Error 30 and 31 from Military Individual Development Plan (NAVPERS 1610/19).			30. Date Counseled	31. Counselor			32. Signature of Individual Counseled		
Block 29. Shore commands include job scope statement. Job scope statement is optional for operational billets.			Blocks 30-32. Copy date and name from counseling worksheet. If not counseled during period, enter NOT REQ or NOT PERF in block 30.						

**Notes:**  
 Block 3 (for CPOs): 1 or 2 qualifications or blank.  
 Blocks 6/7 (for CPOs): If the reporting senior has more than one UIC but desires to group all enlisted personnel together, block 6 and block 26 should match. Block 7 shall be the member's actual command.

**EXHIBIT 1-4  
CHIEFEVAL – REVERSE**

EVALUATION & COUNSELING RECORD (E7 - E9)			
1 Name (Last, First MI Initial)		3 Rating	3 Description
<b>PERFORMANCE TRAITS</b>		<b>PERFORMANCE GRADE</b>	<b>PERFORMANCE COMMENTS</b>
C H A R A C T E R	27. <b>ACCOUNTABILITY:</b> - Attends assigned assignments for completion. - Considers others, providing assistance if needed. - Works well with peers, especially during assignments, and has a strong commitment to self-improvement.	NOE  0.0	Block 1-4. Repeat from front.
	31. <b>BACKPLATE LEADERSHIP:</b> - Initiates, organizes, and directs activities. - Understands personnel strengths and abilities. - Reads and interprets orders, reports, and communications. - Develops plans to be followed.	NOE  0.0	
	39. <b>TEAM EFFECTIVENESS:</b> - Provides a leader (provide 0-3) below: - Encourages confidence, promotes teamwork, achieves best results. - Develops a framework for: practice. - Achieves and performs beyond the bounds of the assignment? (most commonly, the general performance of all team units was	NOE  0.0	
40. REPORTING SENIOR COMMENTS ON PERFORMANCE * All 1-3 marks and 2-3 marks in blocks 33-39 must be specifically addressed by comment.			
Summary Ranking: Indicates individual ranking and Summary Group size		Member Trait Average: Average of Blocks 33-39	
<b>PROMOTION RECOMMENDATION</b>		<b>AVERAGES</b>	
42. Enlisted	NOE	43. Member Trait	44. ESQA
43. Summary Ranking	of	0.00	45. Group Summary
46. Summary Group Breakdowns		47. Second Recommendation	
48. Significant Position: Promotable, Promotable, Most Promote, Early Promote		Block 48. Observe distribution rules.	
49. Signature of individual evaluated: "I have seen this report, been approved of my performance, and understand my right to make a comment."		I intend to submit a comment: <input type="checkbox"/> I do not intend to submit a comment: <input type="checkbox"/>	
50. Signature of Reporting Senior		51. Reporting Senior Address and Phone Number	
52. Typed name, grade, command LTC, and signature of Reporting Senior on Concurrent Report		Block 52. Use for concurrent reports ONLY	

**EXHIBIT 1-5**  
**EVAL – FRONT (BLOCKS 1 – 32)**

Block 1. Must have a comma after the last name.		Block 3. 1 or 2 quals or blank.		Block 8. Regular, Frocked, or Selected.	
1. Name (Last, First MI Suffix) SAILOR, HARVEY J		2. Rate YN1		3. Desig SW/AW	
4. ACT <input checked="" type="checkbox"/> ITS <input type="checkbox"/> ISACT <input type="checkbox"/> AT/AISW <input type="checkbox"/> 255		6. UIC 12345		7. Ship/Station DESRON 82	
8. Promotion Status REGULAR		9. Date Reported 08 JUN 12			
10. Block 5. Duty Status.		12. Frocking <input type="checkbox"/>		14. From: 09NOV16 15. To: 10NOV15	
16. Report <input checked="" type="checkbox"/> Regular		18. Concurrent <input type="checkbox"/>		20. Physical Readiness PP	
22. Reporting Senior (Last, FIM) SENIOR, R R		23. Grade CAPT		24. Desig 1110	
		26. UIC 12345		Block 21. Usually NA but <b>MUST</b> have an entry.	
28. Command employment and command achievements Readiness support for four DDG-51 class and two DD-963 class destroyers. COMNAVSURPLANT Letter of Commendation for outstanding response during Op Eagle/Enduring Freedom. Upkeep/Training-8 Deployed Noble Eagle-3					
29. Primary/Collateral/Watchstanding duties (Enter primary duty abbreviation in box.) ADMIN/PERS LPO Pri: Admin/Personnel Department LPO-12. Supervise: 9 personnel in 4 ratings. Monitors \$25,000 TAD budget. Coll: Retention Team member-12; Educational Services Assistant-12. Watch: Import Staff Duty Officer-12. PFA: 10-1/10-2					
30. Date Counseled 10MAY15		31. Counselor JONES, T T		32. Signature of Individual Counseled	

Block 29 (inside box).  
Up to 14 characters or spaces.

Block 28.  
Large shore commands enter employment of member's DEPT/DIV, etc.

Block 26.  
Delegated Reporting Seniors use CO's UIC.

Block 29.  
Shore commands include job scope statement. Job scope statement is optional for operational billets.

Block 30-32. Copy date and name from counseling worksheet. If not counseled during period, enter NOT REQ or NOT PERF in block 30.

Note:  
Blocks 6/7: If the reporting senior has more than one UIC but desires to group all enlisted personnel together, block 6 and block 26 should match. Block 7 shall be the member's actual command.

**EXHIBIT 1-6  
EVAL - REVERSE**

EVALUATION REPORT & COUNSELING RECORD (E1-E6) (cont 'd)						
1. Name (Last, First MI Suffix) <b>SAILOR, HARVEY J</b>		2. Rate <b>YN1</b>		3. Desig <b>SW/AW</b>		4. <b>Blocks 1-4. Repeat from front.</b>
PERFORMANCE TRAITS	1.0 Below Standards	2.0 Progressing	3.0 Meets Standards	4.0 Above Standards	5.0	Grade
38. TEAMWORK: Contributes to team building and team results.	- Creates conflict, unwilling to work with others, puts self above team. - Fails to understand team goals or team work techniques. - Does not take direction well.		- Reinforces others' errors, makes comments as to team. - Understands goals, employs good teamwork techniques. - Accepts and offers team direction.		- Team builder, inspires cooperation and progress. - Encourages and seeks input for team. - The best at accepting and offering team direction.	
NOB <input type="checkbox"/>					<input checked="" type="checkbox"/>	
39. LEADERSHIP: Organizing, motivating and developing others to accomplish goals.	- No. of Fail for Dev. Inc. Inc. Inc. Inc. Inc. Inc.		- Effectively stimulates growth/development in subordinates. - Organizes effectively, implementing process improvements and efficiencies. - Establishes goals, realistic goals that support continued success. - Performs well in stressful situations. - Clear, timely communicator. - Ensures safety of personnel and equipment.		- Inspiring motivator and trainer, subordinates reach highest level of growth and development. - Support organizer, good insight, develops process improvements and efficiencies. - Leadership achievements dramatically further continued mission and vision. - Perseveres through the toughest challenges and inspires others. - Effective communicator. - Ensures subordinates safety, conduct, status, and safety record. - Intensely improves the personal and professional lives of others.	
NOB <input type="checkbox"/>	<b>Block 40. Average of Blocks 33-39.</b>					<b>Block 41. Make specific, useful recommendations</b>
40. Individual Trait Avg. based on trait scores divided by number of graded traits.		4.00				
41. I recommend this individual for inclusion of J-Code: <b>ADMINISTRATIVE OFFICER</b> . See Special Programs, Special Duty Program, Commissioning Program, Special Warfare Program, Range for Special Duty, Other (See 1610.10H).		RDC	COMMISSION PROGRAM	JOHNSON, R T, ENC		
43. COMMENTS ON PERFORMANCE: * All 1.0 marks, more 2.0 marks, and 2.0 marks in Block 33 must be specifically substantiated in comments. Comments in this area must be 10 or 12 lines (10 or 12 lines) only, the upper and lower case. Ranked #1 of 3 in Admin Department and #3 of 13 overall. An absolute must call - Through his leadership, Admin Department completed a flawless command admin record inspection. Personnel records management was specifically praised by the COMNAVSURFLANT inspection team. His performance was reflected in his selection of Quarter. Meticulously tracked a \$25, 000 TAD budget. - Kodel appearance, flawless conduct. Scored outstanding on last 3 PFAs. Has a semester hours toward an Associate Degree in Management. His involvement in mentoring junior personnel has resulted in 10 reenlistments and his department a 100 percent retention rate. - President of the J. P. Jones Elementary School Parent/Teacher Association,  YN1 Sailor is ready for immediate promotion to YNC. He has the mental toughness, administrative knowledge to be an outstanding Limited Duty Officer and is strongly recommended for a commissioning program.						
44. QUALIFICATIONS/ACHIEVEMENTS - Education, awards, community involvement, etc., during this tour: Worked 500 hours repairing playground equipment and active in the Adopt a School Program, 2nd Qtr SOO.						
Promotion	Special	Strategic	Emerging	Proven	Most Proficient	Early Promoted
						<input checked="" type="checkbox"/>
<b>Block 44. Completed, NOT "expected" achievements.</b>						<b>Block 45. Observe distribution rules.</b>
Summary Group Average: NAVFT98 will auto-populate this field. To do a manual calculation of the Summary Group sum all graded Individual Trait Grades (Blks 33-39) and then divide by the number of graded Individual Traits. Note: a trait with an NOB grade is not considered a graded trait.						<b>Block 46. Must have an entry in each box, even if 0.</b>
50. Signature of Reporting Senior:						
Summary Group Average: 4.00						
52. Type name, grade, rate, UIC, and station of Reporting Senior:						
Date:						
<b>Block 52. Use for concurrent reports ONLY.</b>						



## CHAPTER 2

### QUALIFICATIONS OF REPORTING SENIORS AND RATERS

2-1. Purpose. This chapter provides information needed to determine the qualifications of reporting seniors and raters and the extent and limits of their reporting authority.

2-2. Reporting Senior. U.S. Military Services or civilian officials of the U.S. Federal Government who are authorized under this instruction to submit FITREPs, CHIEFEVALs, and EVALs on authorized occasions may evaluate performance only for the period during which the Service member is subject to the reporting senior's authority, unless otherwise provided in this instruction.

2-3. Reporting Senior Authority of COs. A CO may submit properly authorized FITREPs, CHIEFEVALs, and EVALs on any individual, regardless of rank, who has reported to that CO for permanent, temporary, or additional duty (ADDU) under competent written orders. For purposes of this manual, a CO is any person (military or civilian) who exercises command or direction of a commissioned or established Navy or Marine Corps unit or activity or an administrative or task organization of such units or activities which has been established by competent authority; or an equivalent unit, activity, or organization in another department or agency of the U.S. Federal Government. Normally, a Navy or Marine Corps unit or activity has been commissioned if it is listed in the OPNAVINST 5400.45A (Standard Navy Distribution List (SNDL)). A Navy Reserve unit has been established if it has an approved reserve unit assignment document (RUAD).

2-4. Authority of OICs. OICs and persons with equivalent titles are reporting seniors in their own right only if in charge of commissioned units or established activities, as defined in paragraph 2-3 above. Otherwise, they may submit reports only if appointed as a delegated reporting senior. COs having subordinate OICs must ensure their reporting authority is clearly and correctly defined.

2-5. Authority of Enlisted OICs and Federal Civilian Employees in Command Positions. An enlisted OIC in the grade of E-9 and civilians in command positions who hold the grade of GS-9 through GS-12, may sign reports on E-5 and below. A CPO or senior chief petty officer (SCPO) may sign reports on personnel E-4 and below only. GS-13 or equivalent may sign reports for E-1 to E-9. Reporting-senior authority for enlisted OICs in the grade of E-7 and E-8 may be delegated to sign E-5 reports with the prior written approval of NAVPERSCOM PERS-32. All other reports must be signed by a senior in the chain of command having authority to report on the member concerned.

2-6. Raters. EVALs on enlisted personnel (E-6 and below) should contain the signatures of a rater and senior rater. The signature of the reporting senior is required. This ensures Navy's senior enlisted and junior officer supervisors are properly included in the enlisted evaluation process.

Raters and senior raters are designated by the command using the guidelines in table 2-1. The rater should be Navy CPO for E-5 and E-6 personnel, whenever possible. If none is available within the command, the rater will be a military or civilian supervisor who is an E-7 equivalent or higher. The senior rater may be omitted where the reporting senior is the rater's immediate supervisor. Typically, the senior rater is the division officer or department head. Raters do not sign FITREPs or CHIEFEVALs on officers and CPOs, but a similar system may be used for drafting FITREPs and CHIEFEVALs. For E-4 and below personnel, the rater may be an E-6.

2-7. Delegated Reporting Seniors. A delegated reporting senior is a person designated in writing by a CO to submit FITREPs, CHIEFEVALs, or EVALs for which that CO would otherwise be responsible. This delegation of authority must not be solely for the purpose of reducing the summary-group size or increasing the promotion quotas. Delegation of reporting-senior authority constitutes a transfer of that authority with the CO retaining certain oversight responsibilities as set forth below:

a. Delegation of Reports on Officers. Generally, FITREPs on officers are held to the CO level with delegation permitted. Delegated reporting seniors for officer reports must be in the grade of commander (O-5), GS-14, or equivalent. Delegation of officer reports is normally limited to the following commands:

(1) Shore Commands Headed by Flag Officers or Equivalent. In shore commands or non-Navy equivalents having a flag officer-level command billet, reporting-senior authority for officers may be delegated to the chief of staff-level or equivalent without prior PERS-32 approval. This authority continues if the flag officer billet is temporarily occupied by an O-6 but ends if the billet grade is permanently downgraded.

(2) Shore Commands with Remote Components. In shore commands having components that are permanently located more than 50 miles from the headquarters, reporting-senior authority for officers may be delegated to heads of those components without prior PERS-32 approval.

(3) Training Commands. In training commands and replacement training squadrons, reporting-senior authority for student officers may be delegated to the department-head level without prior PERS-32 approval. In these commands, reporting seniors may be in the grade of lieutenant commander (O-4). Only the CO may submit adverse reports on student officers. Adverse reports submitted by the CO must be in a separate summary group.

(4) Other Commands. In all other commands, reporting-senior authority for officers may be delegated only with the prior written approval of PERS-32. Request this approval by letter explaining the details of the proposed delegation plan, the number of officers to be reported on by each delegated reporting senior, and the benefits to be derived from the delegation.

b. Delegation of Reports on Enlisted Personnel (E-1 to E-9). Reports on enlisted personnel may be delegated to that level of the command that can best observe and report on performance subject to the following limitations:

(1) Reports on E-5 Through E-9. Reports on Service members in the grades of E-5 through E-9 (including members frocked to E-5) may not be delegated below the grade of O-3 designated department heads, training and replacement training squadrons, GS-12, or equivalent. Other exceptions require prior PERS-32 approval.

(2) Reports on E-4 and Below. Reports on Service members in the grade of E-4 and below may not be delegated below the grade of E-7, GS-11, or equivalent. Exceptions are not permitted.

(3) Reports on Individuals Assigned to a Command in a Transient Status. The officer exercising control over the transient account may be delegated reporting-senior authority.

c. Method of Delegation. Delegation should not be ad hoc but instead be accomplished by a command instruction that designates delegated reporting seniors by billet and defines the scope of their authority. Delegation must follow the normal chain of command. If the incumbent of a designated billet is not senior enough in paygrade or is unable to sign reports or the CO withdraws an incumbent's reporting authority, the reports will be signed by the next senior in the chain of command or by the CO.

d. Scope of Delegated Reporting-Senior Authority. COs must define the scope of delegated authority within their commands subject to the following requirements:

(1) Delegated reporting seniors may report only on Service members who are junior to them in grade or seniority. Members must also be directly subordinate to the delegated reporting senior, except as designated by the CO.

(2) Delegated reporting-senior authority must include the CO's authority to recommend for or against promotion and advancement.

(3) A delegated reporting senior's authority may be limited to certain paygrades, but they must include all subordinate members in those paygrades. Except for special situations defined in the following paragraph, the CO may not sign selected reports in a delegated group.

e. Responsibilities of the COs for Delegated Reports. Delegated reporting seniors are solely responsible for the content of reports submitted over their signatures. The COs may not change or add comments to a delegated report, nor may they submit a report that covers any part of the same period. COs retain the following responsibilities:

(1) COs must ensure all reports are promptly and properly submitted, and that equitable standards are used throughout the command.

(2) The CO must sign any report that withdraws an enlisted member's advancement recommendation after notification of selection has been made. A flag officer may delegate this authority to an O-6 or above.

(3) The CO must review the following reports and may sign any or all of these reports, delegate that authority separately, or return the reports to the original delegated reporting senior for signature:

(a) Adverse reports (trait mark of 1.0, promotion recommendation of Significant Problems, etc.).

(b) Reports on enlisted personnel marked Progressing (i.e., do not recommend for advancement) that are submitted after all other prerequisites to compete for advancement have been met.

(c) Special reports on enlisted personnel submitted for meritorious performance or that contain a recommendation for an officer commissioning program.

(d) Reports or supplements that have been directed as redress under reference (a), article 1150 or 10 U.S.C. chapter 47, Uniform Code of Military Justice (UCMJ), article 138.

(e) Reporting seniors, raters, and senior raters are prohibited from evaluating personnel who have filed an accusation of sexual misconduct against the reporting senior, rater, or senior rater during the pendency of the investigation or if the reporting senior, rater, or senior rater has been relieved or suspended from his or her position.

f. Promotion Recommendation Summary in Delegated Reports. Summarize members in the Promotion Recommendation Summary block only with other members reported on by the same reporting senior.

g. Suspension or Withdrawal of Delegated Reporting-Senior Authority. A CO may, for good cause, suspend or withdraw a delegated reporting senior's authority, either entirely or with respect to individual members. If suspended for an individual member, authority to report on that member may not be restored to the same delegated reporting senior. COs may not otherwise endorse, change, add to, or replace a report signed by a delegated reporting senior, except to afford redress under reference (a), article 1150 or UCMJ, article 138.

2-8. Assigned Reporting Senior. A reporting senior, other than the official to whom a member reports for duty, may be assigned in the member's orders or by other NAVPERSCOM correspondence. When a member reports for duty to a non-U.S. Government activity with a foreign reporting senior (in the case of a joint U.S./foreign command), the member's U.S. administrative commander is the assigned reporting senior, unless otherwise stated in the orders.

2-9. Non-Government and Foreign Reporting Officials. Non-government and foreign reporting seniors may submit letter reports only. The U.S. assigned reporting senior must submit reports, per this instruction, with the foreign reporting senior's letter report. When a member receives a letter report from a civilian (non-U.S. Federal Government) or foreign activity, the official submitting the report will be selected by the activity concerned; however, that official should be the person who would normally be the reporting senior in a comparable Navy command.

2-10. Assumption of Reporting-Senior Authority by the ISIC. The ISIC must assume the reporting senior responsibility and authority of a subordinate CO that dies, becomes incapacitated, is summarily relieved or detached for cause, or becomes seriously delinquent in submitting reports. The ISIC must also assume reporting authority in circumstances (such as decommissioning) where FITREPs, CHIEFEVALs, and EVALs performance reporting responsibility may be unclear. In addition, the ISIC may assume the reporting-senior authority of a CO that is involved in an investigation, inquiry, or disciplinary proceedings if the CO's capacity to submit impartial reports may be in question. This may be done either at the ISIC's initiative or at the request of the CO concerned. An ISIC may not assume reporting-senior authority after a FITREP, CHIEFEVAL, or EVAL performance report has been filed in the official record, unless directed to do so by the Secretary of the Navy or a general-courts-martial convening authority that has directed the removal of the original report from the record.

a. Designation of Reporting Senior by ISIC. The ISIC may personally submit the affected reports or designate another officer to do so. The ISIC may not designate the original reporting senior, but it may take the original reporting senior's judgment into account in preparing the reports. The ISIC or designee may submit reports without having continuously observed the member reported on throughout the period, but the basis for observation must be clearly explained in the report.

b. Notification. When assuming reporting-senior authority, the ISIC must give written notice to the reporting senior and seniors in the chain of command with a copy to the members concerned. Include the name and title of the ISIC's designated reporting senior, if any. A reporting senior must not submit FITREPs, CHIEFEVALs, or EVALs after verbal or written notification that the ISIC has assumed authority.

c. Reports to be Submitted. The ISIC or designee must submit all reports not yet submitted and all reports that subsequently become due, including Detachment of Reporting Senior reports. (Exceptions: In cases of delinquency in submitting reports, the ISIC will assume authority only for

the overdue reports. In cases of inquiry or investigation, the assumption of authority may be limited to reports on the member or members involved.) Once filed in the official record, a report properly submitted by the ISIC or designee may not be withdrawn and may not be supplemented by anyone other than the officer who submitted it, except as the result of an appeal procedure.

d. Status of Delegated Reporting Seniors. Upon assuming reporting-senior authority, the ISIC will review delegations of authority currently in effect and may continue or suspend such authority as circumstances require.

e. Missing Reports. PERS-32 may direct an ISIC to submit a missing report when the original reporting senior is unable to do so.

2-11. Assumption of Reporting-Senior Authority by a General Courts-Martial-Convening Authority. If a general court-martial-convening authority grants FITREP, CHIEFEVAL, or EVAL relief under reference (a), article 1150 or 10 U.S.C. chapter 47, Uniform Code of Military Justice (UCMJ), article 138 the convening authority granting the relief may assume authority for the affected report, including administrative changes and supplements to the report.

2-12. Navy Evaluation Adviser in Non-Navy Commands. U.S. commands and agencies other than Navy are encouraged to appoint a Navy personnel evaluation adviser who will monitor evaluation practices with regard to Navy personnel and provide assistance and advice. If necessary, the nearest Navy command will provide this service. Informal review of rough reports by the Navy personnel evaluation adviser is encouraged to ensure conformity to this instruction and to accepted Navy practices. Reviewer endorsements, comments, and signatures on the completed report are not authorized. Problems that cannot be resolved informally should be reported to PERS-32.

2-13. Joint Duty. Joint commands present unique challenges in determining reporting responsibilities because Services use different terminology to describe roles and responsibilities. Definitions, roles, and responsibilities of a rater, senior rater, or reporting senior are applicable to officers of other branches of the Armed Services and civilians in positions of authority under whom the member serves. Normally, the supervisory chain will serve in these roles and evaluate the member. Joint commands should clearly define reporting responsibility in command guidance. Grade restrictions specified in this chapter for reporting responsibility will still apply for Navy personnel assigned to a joint command.

**REPORTING SENIORS' AND RATERS' REPORTS ON E-1 THROUGH E-6**

		Command Size (Number of Enlisted)		
		Small (<250)	Medium (250-650)	Large (>650)
E-1 through E-4	Rater	Division or department E-6 or E-7	Division or department E-6 or E-7	Work center E-6 or division E-7
	Senior Rater	Division officer, department head, or executive officer	Division officer or department head	Branch head or division officer
	Reporting Senior	Executive officer	Department head or executive officer	Division officer or department head
E-5 through E-6	Rater	Division E-7 or department E-7	Division E-7 or department E-7	Work center E-7 or division E-7
	Senior Rater	Division officer, department head, or executive officer	Division officer or department head	Branch head or division officer
	Reporting Senior	Commanding officer	Department head, executive officer or CO	Department head, executive officer, or CO

**Exhibit 2-1**

The rater should be a Navy E-7 for E-5 and E-6 personnel whenever possible. If none is available within the command, the rater will be a military or civilian supervisor who is an E-7 equivalent or higher. The senior rater may be omitted where the reporting senior is the rater's immediate supervisor. Typically, the senior rater is the division officer or department head. Raters do not sign FITREPs on officers and CHIEFEVALs on CPOs, but a similar system may be used for the drafting of FITREPs and CHIEFEVALs. For E-4 and below personnel, the rater may be an E-6.

## CHAPTER 3 REGULAR REPORTS

3-1. Purpose. This chapter provides the information needed to determine when to submit Regular FITREPs, CHIEFEVALs, and EVALs. Specific block instructions are in the Basic Guide (chapter 1). (Note: Special reports are normally considered Regular reports for both officers and enlisted (exception: Concurrent reports). Special Regular reports must maintain regular report continuity).

3-2. Continuity and Frequency of Regular Reports. The Regular report is the only report that provides continuity. The Regular report must be continuous for all active and drilling reserve service, except for initial entry training (see chapter 8), and other contingencies stated in this chapter. Retired personnel (retired/retained) serving on ACDU will not receive performance EVAL reports. Begin each Regular report on the day following the ending date of the previous report. Regular reports, including letter extensions, may not cover more than 15 months without PERS-32 approval.

3-3. Letter-Extension of Reports. Commands may extend previously submitted reports by letter for up to 3 months in place of another report occasion (e.g., Periodic or Detachment of Reporting Senior report). Exception: Commands may not extend a previously submitted Promotion/Frothing or Detachment of Individual report in place of another report occasion. Letter extensions may not change or add to the performance traits or grade/rate, comments, or promotion recommendation on the original report but may add to the duties performed and qualifications attained (block 29). More than one extension may be submitted, but a report may not be extended for a cumulative period of more than 3 months (including terminal leave) or if it will result in a total report period exceeding 15 months. Submit letter-extensions to PERS-32 and provide a copy of the letter extension to the member. See exhibit 3-1 for a sample letter extension.

3-4. Periodic Reports. A Periodic report may not be delayed and combined with another report in a Service member's current paygrade. Periodic reports are scheduled to allow necessary processing time prior to statutory selection boards. It is incumbent upon the reporting senior to submit Periodic reports on time so they may be processed in time to reach the selection board. Submit Periodic reports per table 1 of enclosure (1) of this instruction. A Periodic report may be extended in place of a Detachment of Individual, Detachment of Reporting Senior, or a Frothing report. Letter-extensions for Periodic reports on officers may only be signed by the original reporting senior or the new reporting senior from the originating command. Letter- extensions for Periodic reports on enlisted personnel may be signed by the original reporting senior, new reporting senior, or by direction from an authorized representative from the originating command.

a. The Master Chief Petty Officer of the Navy, fleet master chiefs, force master chiefs, and command master chiefs (CMDCM) who carry the 8CMC Navy enlisted classification code (NEC) and directly report to a flag or general officer will no longer receive periodic or detachment of individual reports.

b. CMDCMs who carry the 8CMC NEC and do not directly report to a flag or general officer are only required to receive detachment of individual reports in line with this instruction.

c. CMDCSs will now receive periodic reports ending on 15 November and will continue to receive reports as required by this instruction.

d. Chiefs of the boat (COB) in the pay grade of E-8 or E-9 will continue to receive periodic reports ending on 15 September or 15 April, respectively. In occasions when a COB would be in the same summary group as other senior chiefs or master chiefs (for COBs that are an E-9), the reporting senior may elect to adjust the COB's billet subcategory to SPECIAL01 in the billet subcategory block (Block 21) of the evaluation, separating them from the regular summary group.

e. Source-rated master chiefs or senior chiefs who serve in senior enlisted leader roles (e.g., collateral duty positions) will continue to receive reports in line with this instruction.

f. Reporting seniors are encouraged to document deficiencies in performance or behavior in a special report.

3-5. Omission of Periodic Report. If the Service member received an Observed Regular report ending no more than 3 months prior to the Periodic report date, the Periodic report may be omitted. If omitted, include the period in the next Regular report. The frequency between Regular reports must not exceed 15 months without PERS-32 approval.

### 3-6. Detachment of Individual Reports

a. Transfer. Submit a report when a Service member is permanently detached with orders to report to another command. Do not submit a report if the member transfers from one UIC or command to another and does not change reporting seniors. Also, do not submit a report if an activity is merely reconstituted with a different name or UIC and the member has the same reporting senior.

b. Reassignment of an Officer to Another Reporting Senior. Submit a Detachment of Individual report if an officer is reassigned to another reporting senior within the command. This report is optional for enlisted personnel.

c. Separation. Submit a report when a member is discharged, released to INACT, or resigns. If transferred for separation processing (i.e., from overseas to a continental U.S. shore activity) and the exact date of separation is unknown, the transferring command must submit the report with an ending date of the member's expected expiration of active obligated service.

d. Retirement or Death. Only submit a report upon retirement, transfer to the Fleet Reserve, or transfer to the Temporary Disability Retired List if the reporting senior wishes to make the performance a matter of record. Do not submit reports upon a member's death or for personnel in a retired/retained status.

e. Missing or Prisoner of War Status. Submit a report when a member is declared to be in a missing or prisoner of war status. Additional reports are not necessary.

f. Incarceration, Unauthorized Absence, and Deserter Status. Maintain Regular report continuity while the member remains on board the command or until the member is moved from the command's UIC and transferred to the deserter UIC. Submit a Detachment of Individual report upon transfer to a place of confinement or when a member who is declared a deserter has been transferred from the command to the deserter UIC. Reports are not required while at a place of confinement, on release, or during appellate leave following confinement. (Note: Block 15, report end date, on deserter reports should be the date the member is moved from the command's UIC to Navy Absentee Collection and Information Center. If an officer is returned to duty following confinement, contact PERS-32 for guidance).

g. Relief from Command without Detachment. When a command triad member (CO, XO, or CMC) is permanently relieved but is not detached, submit a Detachment of Individual report as of the date relieved. Note circumstances in the comments.

h. Detachment for Cause. Detachment for cause is a formal action that must be approved by NAVPERSCOM, Personnel Performance and Transition Division (PERS-83). Detachment for cause is described in reference (c), MILPERSMAN 1611-020 (officers) and MILPERSMAN 1616-010 (enlisted). Use the following FITREP and EVAL procedures while PERS-83 is adjudicating the detachment for cause request:

(1) Do not submit a Special report solely to support a detachment for cause request.

(2) If the individual is assigned TEMADD to another command, do not submit a Detachment of Individual Regular report. Maintain Regular report continuity until the member receives permanent change of station (PCS) or (TEMDU) orders. The member may receive Concurrent or Concurrent/Regular reports from the TEMADD command.

(3) If the individual is ordered PCS or TEMDU to another command, submit a Detachment of Individual Regular report.

(4) Do not mention the detachment for cause request in a FITREP, CHIEFEVAL, or EVAL unless PERS-83 has approved it. The underlying performance may be reflected and discussed in the report and the detachment for cause may be mentioned in a supplement to the report after it has been approved.

i. Reorganization and Submission of Reports. Contact PERS-32 for assistance when it is not clear whether to submit a Detachment of Individual or Detachment of Reporting Senior report when a command has been decommissioned or reorganized.

### 3-7. Detachment of Reporting Senior Reports

a. Officers. Submit Detachment of Reporting Senior reports upon detachment of a regular reporting senior, or in the case of a delegated reporting senior, reassignment of the reporting senior within the command. (Note: Detachment of Reporting Senior reports are not required from an interim reporting senior who has been on board for 3 months or less if the reporting senior's permanent relief agrees to cover the period in the next Regular report. The interim reporting senior must submit Periodic and Detachment of Individual reports when due.) Detachment of Reporting Senior reports may be extended.

b. Enlisted. Detachment of Reporting Senior reports are optional for E-1 through E-9. If Detachment of Reporting Senior reports are submitted, the reporting senior must submit reports on all personnel in the same paygrade who are normally evaluated by that reporting senior. Detachment of Reporting Senior reports for E-1 through E-6 are discussed in this chapter under paragraph 3-9.

c. Officers and Enlisted. If Detachment of Reporting Senior reports were submitted for a particular paygrade and if the next report is the Periodic report but is less than 90 days from the previous Detachment of Reporting Senior report, the Periodic report may be omitted and added to the next period. However, if the new reporting senior submits a Periodic report, he or she must do so for all personnel in the same paygrade who are normally evaluated by that reporting senior. Detachment of Reporting Senior reports may be extended in place of a Periodic or Detachment of Individual report. Letter extensions for Detachment of Reporting Senior reports on officers may only be signed by the new reporting senior from the originating command. Letter extensions for Detachment of Reporting Senior reports on enlisted personnel may be signed by the new reporting senior or by direction from an authorized representative from the originating command.

### 3-8. Promotion/Frocking Reports

a. Enlisted. Normally, a promotion frocking report is not required, except as noted in this paragraph. Always submit a Promotion/Frocking EVAL upon promotion or frocking to E-7. The Promotion/Frocking report closes out the EVAL record in the lower paygrade. Enter the old rate in block 2, enter “Selected” in block 8, and show the ending date as the date prior to frocking (or promotion if not previously frocked). Do not submit a report when a frocked member is permanently promoted. The report may be Not Observed if it covers only a relatively short period.

b. Officers and Enlisted. Do not submit a promotion/frocking report for an officer or enlisted member who has been promoted, unless the change will result in more than 15 months between Regular reports (e.g., Periodic, Detachment of Individual, or Detachment of Reporting Senior).

Exception: For ensigns promoting to LTJG, enter “REGULAR” in block 8, mark the report SPECIAL, and enter “PROMOTING TO LTJG” at the top of block 41.

Note: Promotion/Frocking reports may not be extended.

3-9. Special Reports. Special reports are considered special occasions for submission of Regular and Concurrent reports. Regular reports must maintain Regular report continuity. State the justification for the Special report as the opening sentence of the comments (e.g., Submitted upon member eligible for Promotion Board (Board Number)). Do not submit a Special report for any other board (e.g., command screening, transfer/redesignation, continuation, etc.). A report without this statement will be returned for correction. Circumstances under which Special reports may be submitted are:

#### a. Member Eligible for Promotion Selection Board

(1) Officers and CPOs. A new reporting senior who has not written an “Observed” report on a Service member may submit a Special report on an officer or CPO who is eligible before a promotion selection board if the individual has performed significant duties under that reporting senior for at least 3 months. A CO may not assign the member to a new reporting senior for this purpose. In the case of a Navy Reserve member who is beginning or resuming drill participation, the 3-month minimum report period may be waived, but grades should be limited to those traits the reporting senior could realistically observe. Not Observed reports are permitted if the purpose is merely to inform the board of the renewed participation status.

(2) Enlisted (E-6 only). An E-6 who has performed duty at a new command for at least 3 months and has not yet received an Observed report at that command, may receive a Special report for a promotion selection board. This report may not be used to recompute a performance mark average score or to establish board eligibility.

b. Elimination of Physical Readiness Deficiency. If retention or reenlistment eligibility was removed, the CO may submit a special evaluation report to restore eligibility.

c. Appointment to Officer Status (enlisted only). Submit a Special report ending the day prior to appointment to officer status. This report closes out the member's enlisted status. Additionally, an officer FITREP is required to be submitted when the member transfers from the command where commissioned.

d. Submission or Withdrawal of an Enlisted Promotion/Advancement Recommendation or Establishment of a Performance Mark Average (enlisted only). Submit a Special report if needed for an enlisted advancement cycle to recommend a member for advancement who is not already in a recommended status, withdraw an advancement recommendation, or to establish a performance mark average when no report that can be used for this purpose has been submitted in the member's current rate. A Special report may not be submitted for the sole purpose of raising a performance mark average (see chapter 16 for Enlisted Advancement System issues).

e. Misconduct. Misconduct should normally be reported when the next FITREP, CHIEFEVAL, or EVAL comes due; however, a Special report may be submitted if the reporting senior believes that facts should be placed on the record before the next occasion for a report. Do not submit an adverse Special report for any of the following reasons:

(1) Solely to support a detachment for cause request or other administrative or judicial action. Document the deficiencies in correspondence specific to that action,

(2) As punishment, as an alternative to corrective action or in lieu of UCMJ proceedings,  
or

(3) To document a civil conviction or nonjudicial punishment (NJP), unless necessary to place facts on the record in a timely manner.

Note: If it is desired to limit an adverse report to a specific period that began after the ending date of the last Regular report, submit two Special reports - one maintaining continuity to the beginning of the period of concern and the second covering the period itself.

f. Fleet-up Certification. A Service member who does not receive a fleet-up certification for command, as required by reference (e). Do not submit the Special report until the type commander has made the final determination on the officer's fleet-up status.

g. Reduction in Rate (enlisted only). Submit a Special report in the old rate, ending on the date of conviction or award of punishment. If the reduction resulted from a courts-martial or NJP, the signature date (as opposed to ending date) must be on or after the date the proceedings were concluded (see paragraph 13-6). Reduction in Rate reports may not be extended.

h. Detachment of Reporting Senior (E-1 through E-6). Detachment of Reporting Senior reports are optional for E-1 through E-6 and are submitted as Special reports. Reports must be submitted on all personnel in the same paygrade who are normally evaluated by that reporting senior. Ensure the first sentence states the reason for the Special report. Detachment of Reporting Senior reports for E-7 through E-9 are discussed in paragraph 3-7.

i. Special FITREPs on Officers (Superior Performance). Special FITREPs for superior performance or recommendations are specifically prohibited for officers.

j. Superior Performance or Recommendation for Special Program (enlisted only). A Special report may be submitted on an enlisted member to document particularly superior performance or to recommend the enlisted member for a commissioning program or other special program.

k. PERS-32 Request. PERS-32 may request a Special FITREP, CHIEFEVAL, or EVAL.

l. Completion of Medical Postgraduate Internship Program or Medical Resident/Fellow Graduate Program. A Special report may be submitted for those officers who are assigned PCS orders to the same medical facility upon graduation.

m. Extension of Special Report. A Special report may be extended for up to 3 months, unless it was submitted for the reduction-in-rate of an enlisted member or upon the promotion of an officer or CPO.

3-10. Reporting on TEMDU. Regular report continuity must be maintained during all periods of TEMDU, which are short periods of duty between permanent duty assignments. The following rules apply to TEMDU other than for training. See chapter 8 for TEMDU under instruction.

a. TEMDU Lasting 3 Months or Less. Submit a Detachment of Individual Regular report if the TEMDU involved significant performance and was not for administrative or orientation purposes only. Ensure continuity with the previous Regular report. A Not Observed report (see chapter 6) may be appropriate if the purpose is merely to describe the TEMDU, but not evaluate it. Periodic and Detachment of Reporting Senior reports are not required during TEMDU. If a FITREP, CHIEFEVAL, or EVAL is not submitted, prepare a performance information memorandum (PIM) (see chapter 12) for transmittal to the member's next command. Commands receiving a member from TEMDU must determine whether the TEMDU period was covered by a FITREP, CHIEFEVAL, or EVAL. If not, include the period in the next Regular report.

b. TEMDU Exceeding 3 Months. Submit all Regular reports that would be due if the member was permanently assigned, except that Detachment of Reporting Senior reports are optional for both officers and enlisted.

**EXHIBIT 3-1**  
**LETTER EXTENSION**

**(Note: Ensure your memo/ltr is per DoD Instruction 5200.48 (Controlled Unclassified Information))**

CUI  
Command Letter Head (if appropriate)

1610  
(Member's SSN)  
(Date)

From: CAPT Reginald R. Senior, USN, Destroyer Squadron 82  
To: Commander, Navy Personnel Command (PERS-32)

Subj: FITNESS (or EVALUATION) REPORT EXTENSION

1. Identification of original report

- a. Blocks 1-4: SAMPLE, HARVEY J, LT, 1110, 000-00-0000
- b. Blocks 10-13: Periodic
- c. Blocks 14-15: 21APR06 - 22JAN31
- d. Blocks 17-19: REGULAR
- e. Block 22: SENIOR, R R

2. Extension data

- a. Blocks 10-13: Add 11. Detachment of Individual
- b. Block 15: Change to 22MAR10
- c. Block 29: (Optional: add duties/change months assigned.)
- d. Block 41/43: ULTDUSTA:TSC, NORVA

(Do not change any other blocks in a letter extension)

3. If there are any questions, I can be reached at commercial (901) 874-0000/DSN 882.

(Signature)

Copy to:  
(Member Reported On)

Controlled by: DON  
Controlled by: NAVPERSCOM (PERS-3)  
CUI Category: PRVCY  
Distribution/Dissemination Control: FEDCON  
POC: IM [Singer@us.navy.mil](mailto:Singer@us.navy.mil)

CUI

## CHAPTER 4

### CONCURRENT AND CONCURRENT/REGULAR REPORTS

4-1. Purpose. This chapter provides information needed to complete Concurrent FITREPs, CHIEFEVALs, and EVALs. Concurrent reports provide a record of significant achievement that was not directly observable by the regular reporting senior for ACDU and TAR members who serve on ADDU or temporary additional duty (TEMADD) orders and for INACT duty reservists with cross-assignment billets or no billet. See paragraph 9-2 for definitions of reserve assignments and categories. Concurrent reports assist the regular reporting senior with evaluating a member's performance during the assignment period.

4-2. Concurrent Reporting Senior. Concurrent reporting senior is defined as the CO or OIC of a UIC or command to which a member has been temporarily assigned via competent orders or directives.

a. For ACDU and TAR members, the concurrent reporting senior is the CO or OIC of the active unit identification code (AUIC) where the member has been assigned for ADDU or TEMADD.

b. For INACT duty reservists not on temporary ACDU, the concurrent reporting senior may be the CO or OIC of the members' TRUIC, per paragraph 9-6, if the mobilization billet is a cross-assignment and significant support is provided to the TRUIC. A cross-assignment describes a reservist who drills with a local TRUIC, but who is assigned to a mobilization billet with another UMUIC, where the billet resides. In other words, the TRUIC and UMUIC do not match on the unit's RUAD.

c. For INACT duty reservists with no assigned billet (such as IAP) or who are members of the voluntary training unit (VTU) or Stand-by Reserve-Active (USNR-S1) but who are assigned to a local NRA TRUIC, the concurrent reporting senior is the CO or OIC of the UIC where they may be assigned for temporary duty.

d. Individuals in the same command or UIC as the regular reporting senior may not act as a Concurrent reporting senior, even if ADDU, TEMADD, or cross-assignment orders have been issued. Neither may anyone who is senior or subordinate to the regular CO or OIC in the same immediate chain of command act as a Concurrent reporting senior.

4-3. Criteria for Submitting Concurrent Reports. Concurrent reports should be submitted for members on assignments wherein their performance is significant but cannot be sufficiently evaluated by their regular reporting senior. A trait graded Concurrent report should be submitted

when an assignment exceeds 90 days, except for duty under instruction (DUINS). They may also be submitted when Periodic reports are due, particularly if the report is to be endorsed as Concurrent/Regular. Periods from 10 to 90 days may be a Not Observed (NOB) report per chapter 6. A Concurrent report (not a Concurrent/Regular report) may cover a period exceeding 15 months. Periods fewer than 10 days should be covered by a PIM per chapter 12. Concurrent reports are optional except as follows:

a. Mandatory Concurrent Reports for Designated Billets. Concurrent reports may be required on individuals occupying designated billets. These requirements may be established only by NAVPERSCOM orders or by directives of the Secretary of the Navy; the Chief of Naval Operations; Commander, Navy Personnel Command; or a common superior to the permanent duty and supported commanders.

b. Detachment for Cause. This is an exception to the rule that allows a Concurrent report to be submitted by a reporting senior in the same chain of command as the original reporting senior. Refer to chapter 3, subparagraph 3-6h.

4-4. Occasions for Concurrent Reports. Concurrent reports are submitted on detachment of the concurrent reporting senior (for officers) and or detachment of the individual (officer/enlisted) from the ADDU or TEMADD, crossed-assigned out (CAO), or designated billet assignment. They may also be submitted when Periodic reports are due, particularly if the report is to be endorsed as Concurrent/Regular. A Concurrent report (but not a Concurrent/Regular report) may cover a period exceeding 15 months.

4-5. Concurrent Special Reports. Concurrent reporting seniors may submit Special reports on the circumstances noted below. Concurrent Special reports will not account for continuity purposes unless endorsed by the regular reporting senior as Concurrent/Regular and maintain regular report continuity.

a. Submit/Withdraw Enlisted Advancement Recommendations or Establish Performance Mark Averages. Special reports may be submitted on enlisted members to recommend them for advancement if not already in a recommended status, withdraw advancement recommendations, or establish performance mark averages (PMA) when they have no report submitted in their current rate. Reports may not be submitted for the sole purpose of raising a PMA. See chapter 16 for enlisted advancement issues.

b. Misconduct. Special reports may be submitted when the concurrent reporting senior believes certain facts should be placed on the record before the next required periodic report. Refer to paragraph 13-6 regarding misconduct reporting.

c. Reduction in Rate (enlisted only). Submit a Special report in the old rate, ending on the date of conviction or award of punishment. If the reduction resulted from a court-martial or NJP, the signature date (vice ending date) must be on or after the date the proceedings concluded per paragraph 13-6.

d. Detachment of Reporting Senior (E-1 through E-6). Detachment of Reporting Senior reports are optional for E-1 through E-6 but may be submitted as Special reports. If submitted, the reports must include all personnel in the same paygrade normally evaluated by the reporting senior. Detachment of Reporting Senior reports for E-7 through E-9 are discussed in paragraph 3-7.

4-6. Promotion Recommendation Summary Groups. Concurrent reports are normally grouped together, but separately from Regular reports. Concurrent/Regular reports are considered Concurrent reports for summary group purposes. As an option, the concurrent reporting senior may group Regular and Concurrent reports together if they are submitted on the same date and distinctly assess the same duties for the same period. If this is done, indicate the exception on the summary letter.

#### 4-7. Policies and Procedures for Submitting Concurrent Reports

a. Preliminary Summary Group(s). Concurrent reporting seniors must submit preliminary copies for their entire summary group(s) directly to PERS-32. Upon receipt, NAVPERS 1616/23 Fitness Report/Enlisted Evaluation Memorandum entry will be placed in the member's OMPF stating the report was accepted without the regular reporting senior's endorsement. When the final countersigned report(s) is received, both the unsigned report and NAVPERS 1616/23 will be removed.

b. Countersignature(s). Concurrent reporting seniors must transmit all completed FITREPs, CHIEFEVALs, and EVALs to the appropriate Regular reporting senior(s), as noted in paragraph 4-2, to be countersigned in either block 47 or 52. This may include Concurrent reports in same summary group but with different Regular reporting seniors.

c. Official Submission. Upon receipt of Concurrent reports, Regular reporting seniors must endorse and submit countersigned original reports to PERS-32 and provide signed copies to the originator and member. A countersignature only verifies that the report has been submitted, but it does not necessarily imply agreement with its content. Furthermore, a Regular reporting senior's cumulative average is not affected by Concurrent reports or Concurrent/Regular reports.

d. Records Management. Concurrent reporting seniors must coordinate with Regular reporting seniors to ensure all reports in their summary group(s) are submitted to PERS-32.

Both parties are required to maintain copies in their respective command files. However, it is the responsibility of the Regular reporting senior to provide copies of the final countersigned report to both the member and the Concurrent reporting senior.

4-8. Endorsement as Concurrent/Regular Report. A Concurrent report may be endorsed as Concurrent/Regular at the discretion of the Regular reporting senior to fulfill a member's annual periodic report requirement per the following criteria:

a. Endorsement. The Regular reporting senior must ensure that boxes 17 and 18 are both marked with an "X." If block 17 is unmarked, the report will remain Concurrent. Block 20 must be marked if a PFA was not performed at the concurrent command. However, no further comments may be entered in block 40, 41, or 43. When reports are endorsed as Concurrent/Regular, the reporting senior's cumulative average is still based on the Concurrent reporting senior.

b. Maximum Period and Gaps. There must be no gap or break between the beginning date of the Concurrent report and the ending date of the previous Regular report. Additionally, when combined, a Concurrent/Regular report may not exceed a total period of 15 months.

c. Period Overlaps. Concurrent reports with dates that overlap with a member's prior Regular report may be endorsed as Concurrent/Regular.

4-9. Extension of Concurrent and Concurrent/Regular Reports. A Concurrent report may be extended by letter, per paragraph 3-3. Use the format of exhibit 3-1 and forward a copy of the extension to the regular reporting senior for file. A regular reporting senior may extend a Concurrent/Regular report with a copy to the concurrent reporting senior, provided the resulting total report period does not exceed 15 months.

4-10. Adverse Concurrent Reports. If there is any adverse matter in either a Concurrent or Concurrent/Regular report, the regular reporting senior must ensure that appropriate NAVPERS 1070/613 Administrative Remarks (page 13) entries have been made (for enlisted) and that the member has signed and been afforded the right to submit a statement. Both reporting seniors must endorse the member's statement.

4-11. Flag Officer Endorsements of Reports on Captains. When the officer reported on is a Navy captain and the concurrent reporting senior is also a Navy captain in the same competitive category, the report must be endorsed and may be commented on by either the first flag, general officer, or selectee in the chain of command or another flag officer designated for this purpose. The endorsement is not required for Not Observed reports or if the concurrent reporting senior is a flag officer selectee. See chapter 11 for endorsement procedures.

4-12. Instructions for Specific Blocks of Concurrent and Concurrent/Regular Reports. Complete reports using the instructions outlined in chapter 1, except as follows:

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**BLOCKS 6 and 7**

**UIC/SHIP/STATION**

Enter the Concurrent UIC and command name.

Exception: For CO reports, if the report covers ADDU or TEMADD in a command role, enter the activity the officer commands.

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**BLOCKS 17-19**

**TYPE OF REPORT**

Concurrent Report: Select or place an “X” in block 18.

Concurrent/Regular Report: To endorse as Concurrent/Regular, the Regular reporting senior must mark block 17 (Regular).

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**BLOCK 20**

**PHYSICAL READINESS**

Make an entry only if the Concurrent reporting senior conducted an official PFA during the reporting period, otherwise, leave blank. If there is no block 20 entry, the regular reporting senior will make entries for any official PFAs conducted and initial all official copies.

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**BLOCKS 22-27**

**REPORTING SENIOR**

Enter the Concurrent reporting senior data.

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**BLOCKS 30-32**

**COUNSELING**

Concurrent Report: Leave blank, unless mid-term counseling was performed at the Concurrent command.

Concurrent/Regular Report: The Regular reporting senior must make appropriate entries on all printed copies of the report.

Note: See Chapter 18 for guidance on performing mid-term counseling.

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**EVAL BLOCK 43**

**FITREP BLOCK 41**

**CHIEFEVAL BLOCK 40**

**COMMENTS ON PERFORMANCE**

State the justification for a Concurrent report in the opening statement. Only the Concurrent reporting senior will assess the member. The Regular reporting senior may not add further comments, even if endorsing as Concurrent/Regular. If additional comments are desired, submit a separate report. See chapter 13 for specific guidance on preparation, organization, style, reporting on misconduct, prohibited comments, and special interest items (e.g., GRGB behaviors) that must be mentioned when they apply.

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<b>EVAL BLOCK 50</b>	<b>SIGNATURE OF REPORTING SENIOR</b> The Concurrent reporting senior named in block 22 must wet sign all reports.
<b>FITREP BLOCK 45</b> <b>CHIEFEVAL BLOCK</b>	

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<b>EVAL BLOCK 51</b>	<b>SIGNATURE OF INDIVIDUAL EVALUATED</b> <u>Concurrent Report:</u> Provide counsel and wet signature if member is still on board. <u>Concurrent/Regular Report:</u> If endorsed as Concurrent/Regular, the regular reporting senior should obtain the signature and provide the member copy. Member's signature is not required unless the report is adverse.
<b>FITREP BLOCK 40</b> <b>CHIEFEVAL BLOCK 49</b>	

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<b>EVAL BLOCK 52</b>	<b>SIGNATURE OF REGULAR REPORTING SENIOR</b> Type the Regular reporting senior's last name and initials, grade, command, and UIC. The Regular reporting senior must wet sign all copies.
<b>FITREP BLOCK 47</b> <b>CHIEFEVAL BLOCK 52</b>	

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EXHIBIT 4-1  
CONCURRENT REPORT

EVALUATION REPORT & COUNSELING RECORD (E1-E6)						RCS BUPERS 1610-1	
1. Name (Last, First MI Suffix) <b>SAMPLE, HARVEY J</b>			2. Rate <b>YN1</b>	3. Desig <b>SW</b>	Block 20. Blank if not performed at Concurrent command		
4. ACT <input checked="" type="checkbox"/>	5. FTR <input type="checkbox"/>	6. INACT <input type="checkbox"/>	7. AWARD/2AS <b>2AS</b>	6. UIC <b>12345</b>	7. Ship/Station <b>DDG 113 NELSON</b>	REGULAR	09MAR18
8. Occasion for Report 10. Periodic <input type="checkbox"/>		11. Detachment 11. of Individual <input checked="" type="checkbox"/>		12. Promotion/Tracking <input type="checkbox"/>		13. Special <input type="checkbox"/>	
16. Not Observed Report <input type="checkbox"/>			17. Regular <input type="checkbox"/>		18. Concurrent <input checked="" type="checkbox"/>		14. From: <b>09MAR18</b>
15. To: <b>09SEP15</b>			20. Physical Readiness		21. Billet Subcategory (if any) <b>INDIV AUG</b>		
22. Reporting Senior (Last, FI MI) <b>SKIPPER, A L</b>			23. Grade <b>CDR</b>	24. Desig <b>1110</b>	25. Title <b>CO</b>	26. Block 18. Mark Concurrent	
28. Command employment and command achievements: <b>OPERATION NOBLE EAGLE/ENDURING FREEDOM; EAST II; TSTA I, II, AND III</b>							
29. Primary/Collateral/Watchstanding duties (Enter primary duty abbreviation in box) <b>LPO</b> PRI: Admin Department LPO. COLL: ESO. Watch: COD (Import). State reason for a Special, Concurrent, or Ops Cdr report, either in Block 29 or at beginning of comments.							
30. Date Covered <b>NOT REQ</b>			31. Counselor		32. Signature of Individual COUNSELED		
Block 40. Enter average of Blocks 33-39.			Block 40 (FITREP/CHIEFEVAL) or Block 41 (Eval). Make recommendations or enter NONE.		Block 30-32. Blank if not counseled at Concurrent command		
33. COMMENTS ON PERFORMANCE - All 1-10 marks, plus 2-10 marks, and 2-10 marks in block 33 must be specified. (See instructions on back of report.) Submitted on the occasion of YN1 Sample's detachment from -Recognized administrative expert. Consistently sought out by department for his superior technical knowledge and professional expertise. An extremely meticulous and productive administrator whose stamina and dedication resulted in the Admin Department passing a Navy IG inspection with no discrepancies. -During short period onboard visited every department trained, audited, and improved areas for the squadron							
34. QUALIFICATIONS/ACTIVITIES - Education, awards, community involvement, etc., during this period.							
35. SUMMARY GROUP AVERAGE: NAVFIT98 will auto-populate this field. To do a manual calculation of the Summary Group sum all graded Individual Trait Grades (Blks 33-39) and then divide by the number of graded Individual Traits. Note: a trait with an NOB grade is not considered a graded trait.							
36. SIGNATURE OF SENIOR (Typed Name & Grade/Rate) I have reviewed the evaluation of this member against these performance standards and have provided written explanation to support the marks of 1-10.							
37. Signature of Individual Evaluated: <b>JOHNSON, A L, LT</b>			38. Signature of Regular Reporting Senior or Concurrent Reporting Senior: <b>SENIOR, R R, CAPT, USS JONES, 34567</b>		39. Summary Group Average: <b>4.00</b>		
Block 46 (FITREP), Block 49 (CHIEFEVAL) or Block 51 (EVAL). Member's signature desired but not required, unless adverse.			Block 47 (FITREP), Block 52 (CHIEFEVAL) or Block 52 (EVAL). Regular reporting senior identification and signature.				

EXHIBIT 4-2  
CONCURRENT/REGULAR REPORT

Evaluation Report & Counseling Record (E1-E6)						RCE BUPERS 1610-1	
1. Name (Last, First MI Suffix) SAILOR, HARVEY J		2. Rate YN1	3. Desig SW/AM	Block 21. Usually NA but <b>MUST</b> have an entry.			
5. ACT FTS INACT AT/ADSW <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		6. UIC 12345	7. Ship/Station DDG 113 NELSON		8. Promotion S REGULAR <input checked="" type="checkbox"/>		
Block 18. The Regular Reporting Senior will mark X here is desired		12. Promotion/ Frocking <input checked="" type="checkbox"/>	13. Special <input type="checkbox"/>	14. From: 09NOV16		15. To: 10SEP15	
16. Not Observed Report <input type="checkbox"/>	Type of Report		17. Regular <input checked="" type="checkbox"/>	18. Concurrent <input checked="" type="checkbox"/>	20. Physical Readiness N	21. Billet Subcategory (if any) INDIV AUG	
22. Reporting Senior (Last, FI MI) SENIOR, R R		23. Grade CAPT	24. Desig 1110	25. Title	26. UIC	27. SSN	
28. Command employment and command achievements. Operation Noble Eagle/Enduring Freedom; CART II, TSTA							
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box) ADMIN LEO Pri: Admin/Personnel Department LPO-11. Supervises 9 personnel in 4 ratings. Monitors \$25, 000 TAB budget. COLL: Retention Team member-11; Educational Service Assistant-11. Watch: Import Staff Duty Officer-11							
For Non-Team Counseling Use. (When completing EVAL over 30 and 31 on counseling worksheet, sign 32)		30. Date Counseled NOT REQ	31. Counselor		32. Signature of Individual Counseled		
40. Individual Eval Avg. Total of Eval scores divided by number of evaluations		41. Comments of this individual (maximum of two paragraphs of 1000 characters each) (Enter primary duty abbreviation in box)	42. Comments of Senior (maximum of two paragraphs of 1000 characters each) (Enter primary duty abbreviation in box)				
43. ELEMENTS OF PERFORMANCE: 7 AT 10 marks, 5 at 9 marks, 3 at 8 marks, and 2 at 7 marks or below. Total must be 15 or 43 marks (11 marks minimum). Use appropriate mark only.		INSTRUCTOR DUTY	CHIEF	Blocks 30-32. Leave blank if not counseled at the Concurrent command.			
44. MEMBER'S PERFORMANCE: Submitted on the occasion of YN1 Samp's detachment from USS NELSON (DDG 113). Recognized administrative expert. Consistently sought out by department for his superior technical knowledge and professional expertise. An extremely meticulous and productive and dedication resulted in the Admin Department running a Navy office. visited every department trained, audited, and improved leaving grades of outstanding in every area for the squadron during squadron administrative and material inspection.		Member Trait Average. Average of Blocks 33-39.					
45. QUALIFICATIONS/ACHIEVEMENTS - (Date)		Block 43 (EVAL) (FITREP/CHIEFEVAL) or Block 41. This block is completed by the Concurrent reporting senior. The Regular Reporting Senior may NOT make comments here even if endorsing as Concurrent/Regular if comments desired, a separate report must be submitted as the Regular report.					
46. SIGNATURE OF SENIOR (Typed Name & Grade) and 1 line maximum (maximum of this and block 47 combined must be within provided writing space) (maximum 400 characters)	47. SIGNATURE OF MEMBER (Typed Name & Grade) and 1 line maximum (maximum of this and block 48 combined must be within provided writing space) (maximum 400 characters)	48. SIGNATURE OF SENIOR (Typed Name & Grade) and 1 line maximum (maximum of this and block 49 combined must be within provided writing space) (maximum 400 characters)	49. SIGNATURE OF MEMBER (Typed Name & Grade) and 1 line maximum (maximum of this and block 50 combined must be within provided writing space) (maximum 400 characters)	50. SIGNATURE OF SENIOR (Typed Name & Grade) and 1 line maximum (maximum of this and block 51 combined must be within provided writing space) (maximum 400 characters)	51. SIGNATURE OF MEMBER (Typed Name & Grade) and 1 line maximum (maximum of this and block 52 combined must be within provided writing space) (maximum 400 characters)	52. SIGNATURE OF SENIOR (Typed Name & Grade) and 1 line maximum (maximum of this and block 53 combined must be within provided writing space) (maximum 400 characters)	53. SIGNATURE OF MEMBER (Typed Name & Grade) and 1 line maximum (maximum of this and block 54 combined must be within provided writing space) (maximum 400 characters)
Block 46 (FITREP), Block 49 (CHIEFEVAL) or Block 51 (EVAL). Member's signature desired but not required, unless adverse.		Block 47 (FITREP), Block 52 (CHIEFEVAL) or Block 52 (EVAL). Regular reporting senior identification and signature.	SENIOR, R R, CAPT, USS JONES, 34567				

## CHAPTER 5

### OPERATIONAL COMMANDER REPORTS

5-1. Purpose. This chapter provides the information needed to complete Operational Commander FITREPs. Operational Commander reports provide a supplemental record of performance for active-duty COs or OICs, as observed by their operational commanders. Submission of an Operational Commander report is optional. Eligibility includes OICs of deployed detachments regardless of Chief of Naval Operations-established. Reports on others who are temporarily assigned during operational periods must be submitted as Concurrent reports (e.g., chaplains or medical personnel TEMADD to the operational commander, enlisted officers-in-charge, etc.).

5-2. Operational Commander Reporting Senior. An operational commander reporting senior must be a commander, other than the regular reporting senior, to whom a CO or OIC has reported for operational command and control, pursuant to competent written orders.

5-3. Occasion for an Operational Commander Report. An Operational Commander report is normally submitted on detachment of the reporting senior or individual, but such a report may also be submitted when a Periodic Regular report is due.

5-4. Promotion Recommendation Summary Groups. Operational Commander reports are summarized among themselves. Summary group criteria are the same as for Regular reports (see chapter 3).

5-5. Forwarding of Operational Commander Reports. Forward Operational Commander reports directly to PERS-32 and provide a copy to the individual reported on and the regular reporting senior. The regular reporting senior does not countersign an Operational Commander report and may not endorse it as a Regular report, but the regular reporting senior may comment on it in a subsequent Regular report and may cite it as justification for a Not Observed Regular report for the same period. If a flag officer endorsement is required (a captain reporting on a captain in the same competitive category), forward the report via the operational commander's endorsing flag officer.

5-6. Instructions for Specific Blocks of Operational Commander Reports. Follow instructions in chapter 1, except as follows:

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<b>EVAL, CHIEFEVALS, and FITREP BLOCKS 6 and 7</b>
--

**UIC AND SHIP/STATION**

Enter the UIC and unit that the individual being reported on commands. For an OIC of a deployed detachment, enter “DET” ahead of the abbreviated name of the parent unit. If the report covers performance in command of a task organization with subordinate elements, enter the task organization (e.g., DDG-51 ARLEIGH BURKE, DET HSM-77, TASK GROUP 40.7).

---

<b>FITREP/CHIEFEVAL BLOCKS 17-19</b>
--

**TYPE OF REPORT**

Enter an “X” in block 19 (OPS CDR).

---

<b>FITREP/CHIEFEVAL BLOCK 20</b>
--------------------------------------

**PHYSICAL READINESS**

Enter “N,” unless the operational commander conducted PFAs/BCAs in the reporting period.

---

<b>FITREP/CHIEFEVAL BLOCKS 22-27</b>
--

**REPORTING SENIOR**

Enter data for the operational commander reporting senior. Use the task commander designation in block 29 (if applicable).

---

<b>FITREP/CHIEFEVAL BLOCKS 30-32</b>
--

**COUNSELING**

Leave blank.

---

<b>FITREP BLOCK 41 CHIEFEVAL BLOCK 40</b>
---

**COMMENTS ON PERFORMANCE**

State the justification for the Operational Commander report at the beginning of block 41 (FITREP) or block 40 (CHIEFEVAL). See chapter 13 for specific guidance on preparation, organization, style, reporting on misconduct, prohibited comments, and special interest items (e.g., GRGB behaviors) that must be mentioned when they apply.

---

<b>EVAL BLOCK 50</b>
<b>FITREP BLOCK 45</b> <b>CHIEFEVAL BLOCK 50</b>

**SIGNATURE OF REPORTING SENIOR**

The operational commander reporting senior whose name appears in block 22 must wet-sign all reports.

---

<b>FITREP BLOCK 46</b> <b>CHIEFEVAL BLOCK 49</b>
---

**SIGNATURE OF INDIVIDUAL EVALUATED**

Signature is desirable but not required unless report is adverse.

---

## CHAPTER 6

### NOT OBSERVED (NOB) REPORTS

6-1. Purpose. This chapter provides the information needed to complete NOB reports using FITREPS, CHIEFEVALS, and EVALS. Selection of NOB or placing an “X” in block 16 identifies a NOB report and comments in blocks 40 (CHIEFEVAL), 41 (FITREP), or 43 (EVAL) are limited to administrative, in-residence education and fellowships, and training information. Do not grade member traits, except as noted in paragraph 6-3.

6-2. Uses of NOB Reports. NOB reports are intended to fulfill reporting requirements during periods of service when a detailed assessment cannot be provided. They may be used to document temporary administrative or training duty, document performance and recommendations associated with in-residence education and fellowships, and or supplement reporting periods that will be evaluated in Regular, Concurrent, or Operational Commander reports.

a. NOB Periods. NOB reports may be submitted for short periods of duty or TEMDU (no more than 3 months) that are purely for administrative or training purposes, during which members’ performance is independent of their permanent command’s influence. NOB reports are suitable for periods over 10 days, whereas periods under 10 days may be assessed by a performance information memorandum (PIM) per chapter 12.

b. Exception. A reporting senior may submit a NOB report for any period if the reporting senior does not feel that there has been enough observation to grade with confidence (i.e., member has been onboard for 6 months, but member was TEMADD for a majority of the reporting period, etc.) to document performance and recommendations associated with accomplishment of in-residence education or fellowships. Justification and explanation must be provided in the comments field.

6-3. Observed Report with Not-Observed Traits or Promotion Recommendation. When circumstances warrant, it is allowable to evaluate a maximum of three traits without making a promotion recommendation. In such cases, leave block 16 blank and submit an Observed report. Grade up to three traits and mark all other traits and the promotion recommendation as “NOB.” Leave the promotion recommendation summary blank and make any career recommendations deemed appropriate. State the reason for not making a promotion recommendation and make comments on the three graded traits in block 40 (CHIEFEVAL), 41 (FITREP), or 43 (EVAL). All traits graded will be added to the reporting senior’s cumulative average. An Observed report with an “NOB” promotion recommendation cannot be submitted if the member receives a 1.0 in any trait, a single 2.0 or below in Command or Organizational Climate/Equal Opportunity or Character, three 2.0 trait grades, or adverse information in the comments.

a. Academic and Fellowship FITREPS. Service Schools (e.g., Naval War College, Naval Postgraduate School, National Defense University, etc.) and Fellowships will use Not Observed reports IAW section 6-3 and per chart 6-5 below for students within the program. Faculty or staff members will continue to utilize the normal FITREP reporting process. Naval War College and Naval Postgraduate School must promulgate school specific instruction with regard to using up to three traits. Additionally, the school instruction will formalize the inputs into block 41 (FITREP), block 40 (CHIEFEVAL), block 43 (EVAL), including comments on academic performance and recommendations on both talent management and re-utilization tours. During an academic or fellowship tour, FITREPS may be submitted at the end of the curricula, not to exceed 15-month periodicity. If the course of study or fellowship will exceed 15 months, the school may determine the appropriate time to provide periodic feedback using this type of FITREP, not to exceed 15 months between FITREPS. Naval War College must provide appropriate guidance for non-Navy service schools.

b. Exception. Academic and Fellowship FITREPS may include a promotion recommendation in Block 41, consistent with school-specific instructions from Naval War College and or Naval Postgraduate School.

6-4. Summary Letters. Summary letters are required for all mailed submissions. Enter data for all NOB reports with the same reporting senior and ending date. The NAVFIT98A application software will produce a summary letter for all NOB reports with the same reporting senior and ending date. Include this letter with all mailed reports.

6-5. Instructions for Specific Blocks of Not-Observed Reports. The below table provides guidance for the blocks of a completely NOB report that must, may, or may not have entries. Notes on specific requirements for the selected blocks follow.

	<b>Must have:</b>	<b>May have:</b>	<b>May not have:</b>
<b>NOB EVAL</b>	1, 2, 4-16, 20-29, 45 (must be NOB), 48, 50	3, 17-19, 30-32, 40 (blank or 0.00), 42-44, 49, 51, 52	33-39, 41, 46, 47
<b>NOB FITREP</b>	1, 2, 4-16, 20-29, 42 (must be NOB), 44, 45	3, 17-19, 30-32, 41, 46, 47	33-40, 43
<b>NOB CHIEFEVAL</b>	1, 2, 4-16, 20-29, 41 (must be NOB), 50, 51	3, 17-19, 30-32, 40, 49, 52	33-39, 46, 47, 48
<b>NOB Academic/Fellowship FITREP</b>	1-16, 20-29, 30-32 40-42 (42 must be NOB), 44, 45	17-19, 33-39 (cannot have more than 3 of these blocks marked), 46, 47	43

**BLOCK 8**

**PROMOTION STATUS**

Enter the member's promotion status on the ending date of the reporting period.

---

**BLOCK 16**

**NOT OBSERVED REPORT (NOB)**

Select "Yes" or enter an "X." (except as noted in paragraph 6-3)

---

**BLOCK 20**

**PHYSICAL READINESS**

If a Regular NOB report, an entry is required. Enter the PFA results if obtained at the command. Otherwise, enter "N." See reference (a) for PFA requirements on temporary duty.

---

**BLOCK 21**

**BILLET SUBCATEGORY (IF ANY)**

For NOB reports: Always select or enter "NA" for the member.

---

**BLOCK 28**

**COMMAND EMPLOYMENT AND COMMAND ACHIEVEMENTS**

Enter a brief statement of command employment.

---

**BLOCK 29**

**PRIMARY/COLLATERAL/WATCHSTANDING DUTIES**

Enter the same primary duty abbreviation and duty statements that would be required on an Observed report. The number of months assigned may be omitted. For INACT duty reservists on AT, see paragraph 10-9 for block 29 guidance.

PFA: If conducted, document the PFA cycle(s) reported in block 20 per this example: PFA 18-1. If not, no entry required.

---

**BLOCKS 30-32**

**COUNSELING**

Mid-term counseling is always recorded on the next Regular report, even if the report is NOB. If Regular report and counseling was performed, enter the date, the counselor's name, and obtain member's signature. Otherwise, enter "NOT REQ" or "NOT PERF" (as appropriate) in block 30.

---

**BLOCKS 33-39**

**PERFORMANCE TRAITS**

Leave all blank if block 16 is marked. If any trait is graded, the report must be observed. See paragraph 6-3.

---

**EVAL BLOCK 40**

**INDIVIDUAL TRAIT AVERAGE**

Leave blank. (Note: Interface may print 0.00)

---

---

EVAL BLOCK 41
FITREP BLOCK 40
CHIEFEVAL BLOCK 46-47

**CAREER RECOMMENDATIONS**

Leave blank. (Submit an Observed report if career recommendation is desired.)

---

EVAL BLOCKS 42 and 49
--------------------------

**RATER AND SENIOR RATER**

May be left blank, as no rating is needed.

---

EVAL BLOCK 43
FITREP BLOCK 41
CHIEFEVAL BLOCK

**COMMENTS**

State the NOB report reason (TEMADD, school, fellowship, etc.) and administrative information. Allowable comments include statements on performance (such as in an in-residence academic or fellowship environment, training, duties performed), talent management, and use of education in future career assignment and utilization tours. Do not make a promotion recommendation or include adverse comments. To make evaluative or adverse remarks, submit an Observed report and mark at least three traits to justify the remarks per paragraph 6-3.

---

EVAL BLOCK 51
FITREP BLOCK 46
CHIEFEVAL BLOCK 49

**SIGNATURE OF INDIVIDUAL EVALUATED**

Desired, but not required for NOB.

---

**EXHIBIT 6-1  
NOT OBSERVED (NOB) REPORT**

EVALUATION REPORT & COUNSELING RECORD (E1-E6)										RCS BUPERS 1610-1	
1. Name (Last, First MI Suffix) SAMPLE, HARVEY J				2. Rate BM3		3. Desig SW		4. SSN Block 21. NA.		9	
5. ACT <input checked="" type="checkbox"/>		FIS <input type="checkbox"/>		DMCT <input type="checkbox"/>		AT/ADSW <input type="checkbox"/>		6. UIC 12345		7. Ship/Station NAVSCOLCMD VA	
8. Promotion Category REGULAR		9. Date Reported 10JAN11		10. Occasion for Report Periodic <input type="checkbox"/> Detachment <input checked="" type="checkbox"/>		11. of Individual Block 16.		12. Special <input type="checkbox"/>		13. Period of Report 14 From: 10JAN11 15. to: 10MAR12	
16. Not Observed Report <input checked="" type="checkbox"/>		17. Regular <input checked="" type="checkbox"/>		18. Command employment and command achievements Surface ship deck evolution training.		19. Physical Readiness		20. Bullet Category (if any) NA		21. Reporting Senior (Last, FI MI) SKIPPER, A L	
22. Grade CDR		23. Desig 1110		24. Title		25. UIC		26. SSN		27. SSN	
28. Primary/Collateral/Watchstanding duties (Enter primary duty abbreviation in box.) STUDENT Maritime/pipe seamanship (X-1A-1111) (9 weeks)											
29. Primary/Collateral/Watchstanding duties (Enter primary duty abbreviation in box.) STUDENT Maritime/pipe seamanship (X-1A-1111) (9 weeks)				30. Date Canceled NOT REQ		31. Counselor		32. Signature of Individual COUNSELED			
33. Leave Blank.				34. Date Canceled NOT REQ		35. Counselor		36. Signature of Individual COUNSELED			
37. For NOB-Team Counseling Use (When completing EVAL, enter 30 and 31 from counseling worksheet, right 32.)				38. Date NOT		39. Counselor		40. Signature of Individual COUNSELED			
41. Block 40 (FITREP), Block 46-47 (CHIEFEVAL), or Block 41-42 (EVAL). Leave blank.											
42. Block 41 (FITREP), Block 40 (CHIEFEVAL), or Block 43 (EVAL). Explain purpose of NOB report. Describe academic school performance, TEMDU, Reservist AT, etc. Limit evaluative comments to duties performed and or training received.											
43. QUALIFICATIONS/ACHIEVEMENTS											
44. Promotion Recommendation		NOB		Significant Problems		Progressing		Promotable		Must Promote	
45. INDIVIDUAL		X								47. Retention: Not Recommended <input type="checkbox"/> Recommended <input type="checkbox"/>	
46. SUMMARY										48. Reporting Senior Address COMMANDER, NAVSCOLCMD 99 NAVY DRIVE ANYTOWN, VA 23456-7890	
49. Signature of Senior Ratee (Typed Name, Grade, and Signature) (When completing EVAL, enter 30 and 31 from counseling worksheet, right 32.) Member Trait Average/Summary Group Average. Leave blank on all NOB reports.											
50. Signature of Reporting Senior (Typed Name, Grade, and Signature) (When completing EVAL, enter 30 and 31 from counseling worksheet, right 32.) Block 46 (FITREP), Block 49 (CHIEFEVAL), or Block 51 (EVAL). Member's signature desired but not required.											
51. Date:											

## CHAPTER 7

### REPORTS ON MEMBERS ASSIGNED TO CIVILIAN (NON-U.S. FEDERAL GOVERNMENT) OR FOREIGN ACTIVITIES

7-1. Purpose. This chapter provides the information needed to complete a report on a member assigned to civilian (other than U.S. Federal Government) or foreign activities. These activities are not authorized to submit U.S. Navy FITREPs, CHIEFEVALs, or EVALs but should submit letter reports to the member's assigned reporting senior.

7-2. Responsibility for Reports. When a member is ordered for duty to a civilian (other than U.S. Federal Government) or foreign activity, the orders will normally designate an assigned reporting senior. If none is designated, the member's U.S. administrative commander is the assigned reporting senior.

Note: The administrative commander is the ultimate gaining activity, not the transaction service center (TSC), unless the two are identical.

7-3. Letter Reports from Civilian and Foreign Officials. When a Service member performs regular duties (e.g., Personnel Exchange Program (PEP), Federal Executive Fellow, etc.); the assigned reporting senior will obtain a letter report from the member's civilian or foreign activity. The assigned reporting senior will attach any letter reports to the Regular FITREP, CHIEFEVAL, or EVAL. A letter report is optional for students under instruction.

a. Reporting Official. The reporting official for letter reports will be selected by the activity with which the member is serving but should normally be the official who would be the reporting senior in a comparable U.S. Navy command.

b. Occasions for Letter Reports. Letter reports are desired 1 month before a Periodic report is due and on detachment of the member. The assigned reporting senior should notify the civilian or foreign reporting official of letter report due dates and reporting requirements and assistance needed. If a letter report is not submitted, the assigned reporting senior should attempt to obtain verbal comments for inclusion in the Regular FITREP, CHIEFEVAL, or EVAL.

c. Format for Letter Reports. Letter reports will be in narrative format. Use of the Navy report form or civilian or foreign reporting forms is not desired. The guidelines for FITREP, CHIEFEVAL, and EVAL comments should generally be observed. Ensure the period of the report is included in the narrative. See exhibit 7-2 for a sample Report Letter.

7-4. Report Submission by Assigned U.S. Reporting Senior. Assigned reporting seniors use special entries in blocks 24 and 25. Reporting requirements are as follows:

a. Regular Reports. The assigned reporting senior must submit Periodic and Detachment of Individual Regular reports. Attach letter reports to Regular FITREPs, CHIEFEVALs, and EVALs with an English translation as needed. A letter report received on detachment of a civilian or foreign reporting official may be held and attached to the next Regular report. Detachment of Reporting Senior reports on both officers and enlisted Service members are optional on detachment of the assigned reporting senior.

b. Observed and Not Observed (NOB) Reports. The assigned reporting senior may submit either an Observed or NOB report, as deemed appropriate, regardless of whether a letter report is attached. Marks and comments in Observed reports may be based upon the assigned reporting senior's own observation or comments in attached letter reports, or both. Any trait that cannot be evaluated with confidence from either direct observation or letter reports should be graded "NOB."

c. Letter Report Not Received. Do not delay Regular FITREPs, CHIEFEVALs, and EVALs unduly to await arrival of a letter report. Submit the Regular report on time and submit the letter report (when received) as an enclosure to a letter- supplement or as an attachment to the next Regular report.

7-5. Instructions for Specific Blocks of Reports on Service Members Assigned to Civilian (Non-U.S. Federal Government) or Foreign Activities. Instructions are the same as found in chapter 1, except as follows:

---

**BLOCK 6**      **UIC**  
Enter the UIC of the civilian or foreign activity named in block 7 or the UIC of the program to which a member is assigned. UICs are assigned to most PEP and civilian academic institutions. These UICs normally appear as the "ultimate activity" UIC on the member's orders. If no UIC is assigned, enter 00000.

---

**BLOCK 7**      **SHIP/STATION**  
Enter the name of the activity to which the Service member reports for duty, not the assigned reporting senior's activity. If the name is too long for the space, truncate it to fit in block 7, and repeat the entire name in block 28. Use the following formats:

Personnel Exchange Program (PEP): Enter PEP followed by country and name of command.  
Example: PEP CANADA/410 SQN.

Out-Service Training (OST): Enter OST followed by name of college or university.  
Example: OST UNIV OF PITTSBURGH

Medical Enlisted Commissioning Program (MECP): Enter MECP followed by the name of activity to which assigned and State or country. Example: MECP JONESVILLE COMMUNITY COLLEGE, TX

Others: Enter the program abbreviation (if any) followed by the name of the civilian or foreign activity to which assigned, including country if not U.S.

---

**BLOCK 20**

**PHYSICAL READINESS**

Either conduct the PFA at the administrative command or arrange for it to be conducted at the member's duty station and reported to the assigned reporting senior.

---

**BLOCK 22**

**REPORTING SENIOR**

Enter the name of the assigned U.S. reporting senior, whether or not a letter report is attached.

---

**BLOCK 24**

**DESIGNATOR**

Enter "LTR" if a letter report is attached, otherwise make the normal entry for this block.

---

**BLOCK 25**

**TITLE**

Enter "ASSIGNED" in place of the reporting senior's title.

---

**EVAL BLOCKS  
42 and 49**

**RATER AND SENIOR RATER**

If none, enter "NONE AVAILABLE." (If this is an Observed EVAL, it is highly desirable that at least a rater be employed.)

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<b>EVAL BLOCK 43</b>
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<b>FITREP BLOCK 41</b>
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<b>CHIEFEVAL BLOCK 40</b>
---------------------------

### **COMMENTS ON PERFORMANCE**

At the beginning of the comments, clarify the member's assignment. If necessary, provide an English translation of the name of the activity. If no letter report is attached, give the reason.

Comments may be based upon the assigned reporting senior's personal observations, an attached letter report, or both. Comments should not take issue with a letter report but may note differences in evaluation practices between the U.S. Navy and the activity submitting the letter report. If a letter report contains inappropriate comments and it is not feasible to obtain a revision, forward the letter report and the FITREP, CHIEFEVAL, or EVAL to PERS-32 with a cover letter recommending deletion of the material in question via mail.

---

<b>EVAL BLOCK 46</b>
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<b>FITREP BLOCK 43</b>
------------------------

<b>CHIEFEVAL BLOCK</b>
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### **PROMOTION RECOMMENDATION SUMMARY GROUP**

Summarize only with other Service members who are assigned to the same civilian or foreign activity. Other summary group criteria are the same as for Regular reports.

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<b>EVAL BLOCK 51</b>
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<b>FITREP BLOCK 46</b>
------------------------

<b>CHIEFEVAL BLOCK</b>
------------------------

### **SIGNATURE OF INDIVIDUAL EVALUATED**

Obtain a signature by mail if necessary. If a wet-ink signature is not feasible due to remoteness of member from the administrative command, see chapter 14. A signature is mandatory if the report is adverse.

---

**EXHIBIT 7-1  
MEMBER SERVING AT CIVILIAN OR FOREIGN ACTIVITY**

FITNESS REPORT & COUNSELING RECORD (W2-O6)									
1. Name (Last, First MI Suffix) <b>SMITH, HARVEY J</b>			2. Grade/Rate <b>LTR</b>		3. Desig <b>1130</b>		Block 20 Assigned Reporting Senior must conduct or arrange for tests.		
4. ACT, PFA, PACT, AIN/BSW <b>12345</b>			6. UIC <b>12345</b>		7. Ship/Station <b>PEP GERMANY</b>				
8. Detachment of Individual <input type="checkbox"/>			12. Reporting Senior <input type="checkbox"/>		13. Special <input type="checkbox"/>		14. Period of Report From: <b>09FEB01</b> To: <b>10JAN31</b>		
17. Regular <input checked="" type="checkbox"/>			18. Concurrent <input type="checkbox"/>		19. Ops Cdr <input type="checkbox"/>		20. Physical Readiness <b>PP</b>		21. RUIA Subcategory (if any) <b>SPECIAL01</b>
22. M1 <b>LTR</b>		23. Grade <b>COL</b>		24. Desig <b>LTR</b>		25. Title <b>ASSIGNED</b>		26. UIC <b>#7.55N</b>	
28. Current employment and command achievements <b>KAMPFSCHIMMERKORPS training and exer</b>									
29. Primary Citation/Worksheet <b>COMBAT SWIMMER 09-1/09-2</b>									
30. Counselor <b>TAD</b>									
31. Signature of Individual Counselor									
40. I recommend screening this individual for new career milestones as follows: (Maximum of two) Recommendations may be for competition or duty assignments such as: LCPO, DEPT CPO, SEA, CHIC, CWO, LDO, Dept Head, XO, CIC, CO, Major Command, War College, War School. <b>DEPT HEAD</b> <b>XO</b>									
41. COMMENTS ON PERFORMANCE: All 1-9 marks, show 2-9 marks, and 7-9 marks to Block 41 must be specifically substantiated by comments. Comments must be verifiable. (For marks 10 or 12, Part 10 or 12 (both) only, 0-6 upper and lower case.) Grades are based on limited personal contact and the contents of the attached letter report. -Impeccable appearance and demeanor when meeting with me and confirmed by letter report. -The letter report singles out LT Smith's rapid integration into unit activities. His liaison work and leadership he exercised with follow-on exercises involved. In summary, LT Smith appears to States and the US Navy as well specialty. -highly successful US/German assigned to me by the US Commander job of representing the United capability in his warfare									
42. Promotion Recommendation <b>INDIVIDUAL</b>									
43. Member Trait Average Average of Blocks 33-39									
44. Signature of Individual Evaluated: I have used this report, been approved of me to make a statement. I do not intend to submit a statement. <input checked="" type="checkbox"/>									
47. Typed name, grade, command, UIC, and									

**Blocks 8-7**  
UIC and name of civilian or foreign activity. Begin with program abbreviation if applicable.

**Blocks 22-27**  
Enter data for assigned Reporting Senior. For Block 24, enter LTR if letter report is attached; otherwise enter designator. For Block 25, enter ASSIGNED.

**Note:** Also use these guidelines when submitting a NOB report for members serving on civilian or foreign duty.

**Blocks 30-32** Copy data and name from counseling worksheet. If not counseled during report period, enter NOT PERF or NOT REQ in block 30.

**Blocks 44/45 (FITREP), Blocks 50/51 (CHIEFEVAL), or Blocks 48/50 (EVAL).**  
Assigned reporting senior's signature and address.

**Block 46 (FITREP), Block 49 (CHIEFEVAL), or Block 51 (EVAL).** See chapter 14 if member's signature is hard to obtain.

**Summary Group Average:** NAVFIT98 will auto-populate this field. To do a manual calculation of the Summary Group, sum all graded Individual Trait Grades (Blks 33-39) and then divide by the number of graded Individual Traits. Note: a trait with an NOB grade is not considered a graded trait.

BUPERSINST 1610.10H  
30 Jul 2025

**EXHIBIT 7-2**  
**REPORT LETTER**

**(Note: Ensure your memo/ltr is per DoD Instruction 5200.48 (Controlled Unclassified Information))**

CUI  
Command letter head (if appropriate)

1610  
Code/Ser  
(date)

From: (Civilian or Foreign Activity)  
To: Commander, Navy Personnel Command (PERS-32)  
Via: (Member's *Military Reporting Senior*)

Subj: FITNESS (CHIEFEVAL OR EVALUATION) REPORT ICO John L. Doe USN  
000-00-0000/1110 FOR THE PERIOD YYMMMDD TO YYMMMDD

Ref: (a) BUPERSINST 1610.10H

1. Per reference (a), the following information is provided:
  - a. Period of duty, (similar to block 14/15). YYMMMDD to YYMMMDD. Provide start and end dates of assignment.
  - b. Type of duty, (similar to block 28).
  - c. Duties assigned, (similar to block 29). Provide a statement regarding primary and collateral duties.
2. Comments (similar to block 40, 41 or 43). Provide a summary of performance and assess the quality of support provided.
3. If there are any questions, I may be reached at e-mail: joe.doe@email.mil and  
Phone: (XXX) XXX-XXXX/DSN XXX.

J. L. DOE

Copy to:  
(Member Reported On)

Controlled by: DON  
Controlled by: NPC/PERS-3  
CUI Category: PRVCY  
Distribution/Dissemination Control: FEDCON  
POC: IM [Singer@us.navy.mil](mailto:Singer@us.navy.mil)  
CUI

## CHAPTER 8

### REPORTS ON DUTY UNDER INSTRUCTION (DUINS)

8-1. Purpose. This chapter provides the information needed to prepare FITREPs, CHIEFEVALs, and EVALs on students or Service members on officially sponsored fellowship programs. It applies to all types of duty or temporary duty under instruction (TEM DUINS) at education, fellowship, and training activities. Also refer to this chapter for DUINS at civilian institutions.

8-2. Enlisted Initial Entry Training (IET). IET is defined as recruit training; veteran, New Accession Training Program (formerly called Non-Prior Service Basic) indoctrination; and schools following in direct sequence prior to reporting to first permanent duty station. Do not submit EVALs during or on completion of IET, except as follows:

a. Report Required for Special Purpose. Reporting seniors will submit a Special report when needed for a purpose such as the establishment of an advancement recommendation, document superior or substandard performance, a recommendation for a special program, reduction in rate, etc. The type of report will be Regular, but the requirement for Regular report continuity will not apply.

b. Report on Separation of Service Member. Submit a Detachment of Individual report if required to characterize a discharge, establish reenlistment eligibility, or for other purposes.

c. Beginning Regular Report Continuity. Begin Regular EVAL continuity as of the date of detachment from the final phase of IET or at the end of the second regular reporting period during IET, if the training is expected to exceed 1 year.

d. Fleet Students. Fleet students attending the same courses as IET students require EVAL reports or PIM, as specified below. The continuity of these students' Regular EVALs must be maintained.

8-3. Duty Under Instruction (DUINS) or TEM DUINS. Regular report continuity must be maintained through DUINS or TEM DUINS periods, other than IET. Use the following rules:

a. DUINS or TEM DUINS Lasting 3 Months or Less. Either submit a Detachment of Individual Regular report or provide a PIM for submission to the next reporting senior. PIMs are authorized for active-duty officers as well as enlisted. A Detachment report should be submitted if significant non-academic duties were performed. If the training activity does not submit a FITREP, CHIEFEVAL, or EVAL, the next Regular report must include the DUINS or TEM DUINS period in block 29 and must provide Regular report continuity.

b. DUINS or TEMDUINS Lasting More than 3 Months, But Less than 1 Year. Submit a Detachment of Individual Regular report, even if the member is detaching to enter another phase of the same training at a different command. Submit Promotion/Frocking reports on enlisted members (E-6 only) when due. Periodic and Detachment of Reporting Senior reports are not required, except in the case of medical department officers, but may be submitted if the member will be considered by any selection board before a Detachment of Individual report will be due.

c. DUINS for 1 Year or More. Submit Periodic and Detachment of Individual reports. Detachment of Reporting Senior reports are optional. The normal extension rules apply to Periodic reports. For DUINS only, a report may be delayed up to 3 months to the end of an academic period, provided it is submitted in time for any selection board for which the member may be eligible. This is an exception to the general rule against delay of Periodic reports. If a report is delayed, make the report a Detachment report, not Periodic.

8-4. Temporary Additional Duty under Instruction (TEMADDINS). For TEMADDINS of any length, either submit a Detachment of Individual Concurrent report or furnish a PIM to the regular reporting senior in preparing the next Regular report.

8-5. AT (or ADT) Under Instruction. Reporting requirements for Navy Reservists are the same as for regular AT or ADT. Reports for periods of less than 90 days are not required, but commands should provide a PIM, per chapter 12, or certificate of course completion to the member for delivery to the reserve reporting senior. Refer to chapter 10 for additional criteria on reserve AT and ADT reports.

8-6. Not Observed (NOB) Reports on Students or Service Members in Fellowship Programs. Subject to the reservations in the preceding paragraphs, NOB reports (see chapter 6) may be submitted for all periods that involve satisfactory academic performance. Comments should include not only academic or fellowship performance, but also relevant comments regarding talent management and the use of education and fellowship skills in future assignments and utilization tours. Comments may include such matters as grades, class standing, military performance, and physical readiness, so long as these comments are not adverse. If performance was such as to merit a 1.0 trait grade or unfavorable comments, prepare an Observed report.

8-7. Instructions for Specific Blocks of Student Reports. Follow instructions found in chapter 1, except as noted below:

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**BLOCK 29**

**PRIMARY/COLLATERAL/WATCHSTANDING DUTIES**

For primary duty abbreviation, enter "STUDENT" or appropriate fellowship abbreviation. For courses taken during the report period, provide the course short-title, course ID number, and number of weeks (e.g., MARLINESPIKE SEAMANSHIP (X-0A-0000) (10WKS). Also list non-academic duties (if applicable).

Detail PFA results attained during the period as listed in block 20 (e.g., PFA: 10-1/10-2/11-1). No entry is required if no official PFA was conducted during the period.

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**EVAL BLOCK 43**

**FITREP BLOCK 41**  
**CHIEFEVAL BLOCK**

**COMMENTS ON PERFORMANCE**

For each course completed during the period, provide academic performance information in whatever form the school considers appropriate (grade average, class standing, pass/fail, etc.). Also, briefly describe course content, if it would not be evident to knowledgeable detailers or selection boards from the course title alone. Comments for education and fellowship programs should include not only performance measures, but also relevant comments regarding talent management and the use of education and fellowship skills in future assignments and utilization tours. Comments may include such matters as grades, class standing, military performance, and physical readiness, so long as these comments are not adverse. If performance was such as to merit a 1.0 trait grade or unfavorable comments, prepare an Observed report.

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## CHAPTER 9

### IN-ACTIVE (INACT) DUTY REPORTS ON NAVY RESERVISTS

9-1. Purpose. This chapter provides information needed to prepare FITREPS, CHIEFEVALs and EVALs on members of the Navy Reserve in what is commonly known as drilling status, but officially termed In-Active Duty Navy Reservists - Members who are Selected Reservists, reservists assigned to a voluntary training unit (VTU), or Stand-by Reserve-Active (USNR-S1) members as defined by reference (f); eligible for promotion or advancement; or serving on paid or unpaid inactive duty for training (IDT) orders (also known as drill orders. See chapter 10 for reports on reservists assigned to ACDU commands.

9-2. Definitions. The terms below are provided to ensure proper application of this chapter. For details on reserve status, refer to figure 1-1 in reference (f).

- a. In Assignment Processing (IAP) - A holding status for drilling reservists awaiting assignment to an authorized billet.
- b. Reserve Unit Identification Code (RUIC) - A five-digit code used to identify a Reserve unit.
- c. Training Unit Identification Code (TRUIC) - The local Reserve unit wherein a reservist trains, but is not necessarily billeted (i.e., member can be IAP or hold a billet via a cross-assignment).
- d. Unit Mobilization Unit Identification Code (UMUIC) - The unit wherein a reservist is billeted, holds a mobilization assignment, conducts monthly Inactive-Duty (INACT) Training Drills if locally assigned or at a minimum, quarterly drills if not locally assigned.
- e. Cross-Assignment – An assignment where a reservist is administratively assigned to a local training unit, as well as assigned operationally to another. A cross-assigned Sailor is cross assigned out (CAO) from the local TRUIC unit and cross-assigned in (CAI) to the UMUIC unit where the mobilization billet resides. Cross-assigned Sailors have two chains of command, the administrative (via the TRUIC) and the operational (via the UMUIC). Effective management of cross-assigned Sailors require constant and proactive communications.
- f. AUIC - The active-duty unit that is supported by the UMUIC and owns the Reserve billet to which members are actually assigned, regardless of the members' local or cross-assignment status. The AUIC is normally where the reservists perform their AT or 2 weeks of ACDU.
- g. VTU - A TRUIC for non-billeted reservists who earn retirement points for non-paid drills and may occasionally perform paid ADT or ADOS.

h. USNR-S1 - Reservists that participate in non-paid training per SECNAVINST 1001.32D. Any drills and or ADT must be performed in a non-pay status.

9-3. Requirement for INACT Reports. FITREPS, CHIEFEVALS and EVALS must be done for all periods in which a reservist is assigned by IDT orders to a drilling Reserve billet and or unit. This includes members in an IAP status (i.e., no mobilization billet orders) and drilling VTU or USNR-S1 members. Submit periodic reports as specified in table 1 of enclosure (1) in this instruction. Block 5 must be marked INACT and the report must be submitted by the appropriate reporting senior as defined in paragraph 9-4 below.

9-4. INACT Duty Reporting Seniors and Raters

a. Regular Reporting Senior for Navy Reserve Unit COs

(1) COs of commissioned/operational Navy Reserve units will be reported on by the delegated reporting senior in the chain of command. Such officers may be assigned in an additional duty (ADDU) status to the supporting Navy Reserve Activity (NRA) or respective Navy Reserve echelon 4 commander.

(2) COs of non-commissioned/readiness/augment Navy Reserve units will be reported on by the commander or CO of the unit's ACDU supported command. Such officers will also be assigned in an ADDU status to their respective Navy Reserve echelon 4 commander.

b. Regular Reporting Senior for Navy Reserve Unit Personnel. Members of Navy Reserve units (e.g., commissioned/operational and readiness/augment) will be reported on by the CO or officer in charge (OIC) of the UMUIC where the billet resides. The source document for the billet/members is the Reserve unit assignment document (RUAD). Members who are not assigned to a mobilization billet (e.g., who are in an IAP status) do not have an associated UMUIC, therefore the reporting senior will be the TRUIC CO or OIC. The reporting senior for IAP members in readiness support unit, formerly known as operational support units and those in VTUs will be the designated TRUIC CO or OIC or the Navy Reserve Center (NRC) CO. Navy Reserve units should submit a performance information memorandum (PIM) to the UMUIC CO for members who provide support to the TRUIC and or NRA when not performing duties at the UMUIC.

9-5. Regular Reports. Regular INACT Duty Periodic reports should include all IDT (drill) and inactive duty for training and travel (IDTT) activities performed in the reporting period. INACT duty periodic reports may also mention AT or ADT performed during the reporting period. When AT or ADT is included on Regular reports, block 40, 41, or 43 should clearly differentiate duties performed with the assigned UIC in block 6 from those performed on the AT and ADT. If the AT and ADT is described on a PIM, the Regular report should include information detailed in the PIM.

9-6. Concurrent Reports. TRUIC reporting seniors follow procedures in chapter 4 to submit INACT duty Concurrent reports on their shared cross-assigned members to recognize those who significantly support their TRUIC billets via IDT.

9-7. Occasions for INACT Duty Reports

a. Periodic Reports. Submit annual periodic regular reports on the dates specified for INACT Navy reservists in table 1 of enclosure (1) of this instruction.

b. Detachment of Individual Reports. Submit Detachment of Individual reports as follows:

(1) Transfer between Navy Reserve Units. Submit a report when a member is transferred to another Navy Reserve unit or individual mobilization augmentee (IMA) assignment. Identify the new assignment (if known) in the comments.

(2) Do not submit reports if the unit is merely reconstituted with a different name or UIC. Note the change of name or UIC in the next Regular report.

(3) Transfer to Non-Drilling Navy Reserve, Discharge, or Resignation. Submit a report upon transfer to a non-drilling status (including medical retention review), even if the member is not expected to resume drilling prior to retirement or discharge. Submit a report when a member is discharged or when an officer resigns.

(4) Retirement, Death, Missing in Action, or Prisoner of War Status. Refer to subparagraphs 3-6d and 3-6e for guidance. Submit reports upon removal from the TRUIC or RUAD.

(5) Individuals performing ACDU not with their UMUIC. IDT reporting seniors must submit a Detachment of Individual report or letter-extension (see paragraph 3-3) when members are recalled to ACDU for a period of 90 days or greater.

c. Detachment of Reporting Senior Reports. Submit IDT Detachment of Reporting Senior reports on the same basis as active-duty reports. Exception: If the detachment is due to the mobilization of the CO, submit Detachment of Reporting Senior reports only on those officers and CPOs the reporting senior will no longer command after mobilization. Enlisted reports are optional. Use the detachment date of the individual reported on as the ending date.

d. Promotion/Frocking and Special Reports. Requirements are the same as for active-duty personnel (refer to chapter 3).

9-8. Additional Detachment Guidance. NRA COs should monitor their assigned drilling UICs (including respective COs and OICs) to ensure separating reservists receive detachment reports as part of the NRA check-out process. If rapid mobilization or transfer renders

preparation of individual detachment reports impractical by the TRUIC or UMUIC CO, the appropriate immediate superior in command (ISIC) may assume reporting-senior authority for detaching members. The circumstances of such assumed authority should be noted in the comments block on the report.

9-9. INACT Duty Report Due Dates. INACT duty reports should be submitted to PERS-32 no later than 30 days after the ending date of the report. Allow extra lead-time for concurrent reports and reports requiring flag officer endorsement.

9-10. Monitoring of Report Submission. The UMUIC CO must ensure timely submission of INACT duty reports.

9-11. Instructions for Specific Blocks of INACT Duty Reports. Complete FITREPS, CHIEFEVALs, and EVALs on INACT duty reservists per the instructions outlined in chapter 1, except as follows:

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**BLOCK 5**

**DUTY/COMPETITIVE STATUS**

Mark INACT (IDT (inactive duty training)). (Note: If the report covers both IDT and temporary ACDU, mark INACT or AT/ADOS, depending on status on the ending date of the report. Identify the specific periods of active and INACT in block 29.

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**BLOCK 6**

**UIC**

Enter UIC of command (TRUIC/UMUIC/AUIC) to be named in block 7.

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**BLOCK 7**

**SHIP/STATION**

Regular Report: Enter the short title (in all capitalization (CAPS)) of the UMUIC or TRUIC for IAP personnel, from the RUAD.

Concurrent Report: Enter the TRUIC's short title. Include the prefix NR for Navy Reserve (as applicable).

Examples: NR RLSO SOUTHEAST or NR NIOC Hawaii. For activities with plain language addresses (PLA) (e.g., ships, wings, squadrons, etc.), use the command's PLA or commonly accepted short title, such as COMLANTFLT Norfolk.

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**BLOCK 20**

**PHYSICAL READINESS**

Enter the one-letter code for the result of each official PFA or CFA conducted in the reporting period. Ensure this result matches what is reported in the Navy's Physical Readiness Information Management System (PRIMS 2) for the period. Enter specific physical fitness assessment (PFA) and CFA cycle in block 29.

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**BLOCK 22**

**REPORTING SENIOR NAME**

Regular Report: Enter Service member's UMUIC CO or TRUIC for IAP personnel in block 22.

Concurrent Report: Enter TRUIC CO's name in block 22 and enter the UMUIC CO's name into either block 52 or 47.

---

**BLOCK 28**

**COMMAND EMPLOYMENT AND COMMAND ACHIEVEMENTS**

Concurrent Report: Enter TRUIC mission here.

Regular Report: Briefly describe the UMUIC's mission and clarify the context in which the member's duties were performed. For IAP personnel (at a minimum), provide the TRUIC's type or program and unit's contributory support tasking (e.g., NR Program 36 Region Legal Support Office (RLSO); Contributory Support: Command Services and legal assistance within assigned area of responsibility).

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**BLOCK 29**

**PRIMARY/COLLATERAL/WATCHSTANDING DUTIES**

Concurrent Report: In the box below the caption, enter member's primary role to TRUIC.

Regular Report: Enter member's primary UMUIC or TRUIC if IAP, role in the box. Then: (1) list primary (PRI) duties and collateral (COLL) duties and a brief job scope that augments block 28. (2) If in support of an IAP member, note member's MOB billet status as IAP.

PFA: Document specific PFA cycle(s) reported in block 20 utilizing the following format as reflected in PRIMIS: cycle, overall pass/fail, BCA within standards/not within standards, numbered PRT/CFT score, and overall PRT/CFT score category. (Example: for a FY26 cycle 1 PFA/CFA: passed overall PFA/CFA, within BCA standards, scored a 95 on the PRT/CFT, and an overall score category of outstanding high will reflect "26-1: P/WS/95/OH." If a code letter in block 20 is "B," note the reason for PRT non-participation. Example: if a member is exempt from the PRT because of a validated PRT, then make the following entry: PFA: 26-1/26-2 (B-validated PRT). An entry is not required if the member did not participate in any official PFAs during the reporting period.

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<b>EVAL BLOCK 43</b>
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<b>FITREP BLOCK 41</b> <b>CHIEFEVAL BLOCK 40</b>
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### COMMENTS ON PERFORMANCE

In general, comments should address how member supported the Reserve Component (RC) and Active Component (AC) needs and how such support enhanced the member's growth. Specifically, include statements on the below activities:

Warfighting Readiness: Report and assess the member's effort and ability to maintain, improve, or enable individual training and mobilization readiness. This includes efforts to train at and fulfill the UIC (supported command) mission entered in block 28. For Navy Reserve Operational Unit and Navy Reserve Readiness Unit triad members, comment on their effort to maintain, improve, and enable unit level training and mobilization readiness. Explain if member's rating/designator and or qualifications were used or advanced. See chapter 13 of this manual for specific guidance on preparation, organization, style, reporting on misconduct, prohibited comments, and special interest items (e.g., GRGB behaviors) that must be mentioned when they apply.

Civilian and Civic Activities: For CPOs and officers, block 41 (FITREP) or block 40 (CHIEFEVAL) may be used for brief comments on civilian activities or qualifications that enhance the member's value to the Navy. For E-6 and below, such comments can be made in either block 43 or 44.

AT/ADT/IDTT (Operational Support) During Period: If support of member's assigned billet via AT/ADT/IDTT is entered in block 29, do not repeat dates/locations in block 41/43. Annotate if PIM provided and how duty was assessed.

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<b>EVAL BLOCK 52</b>
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<b>FITREP BLOCK 47</b> <b>CHIEFEVAL BLOCK 52</b>
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Concurrent Report: Reserve member's regular reporting senior will sign in block 52 or 47. Report must be forwarded to member's regular (UMUIC) reporting senior for signature. To convert report to Concurrent/Regular, mark X in both blocks 17 and 18 (See chapter 4).

**EXHIBIT 9-1  
INACTIVE (INACT) DUTY TRAINING REPORTS ON DRILLING RESERVISTS**

**FITNESS REPORT & COUNSELING RECORD (W1-06)**

Block 5. Mark AT/ADSW for any INACT Reservists on temporary ACDU service orders.

Block 21. Usually NA but **MUST** have an entry.

Block 16. Provide NOB for all periods of AT/ADT/ADSW of at least 10 days and less than 89 days.

Block 21. Enter NA unless necessary to subcategorize by length of ACDU service.

Block 29. Abbreviation begins with type of duty if AT or ADT.

Blocks 30-32. Copy date and name from counseling w/s. If not counseled during period, enter NOT REQ or NOT PERF in Block 30.

Block 41 (FITREP), Block 40 (CHIEFEVAL), or Block 43 (EVAL). Similar to ACDU reports but see instructions for this block under paragraph 10-8 for details. Comments should address specific Reserve contributions to the ACDU and not include work done with the TRUIC. Duty performed with the TRUIC should be captured on INACT or concurrent reports. See instructions for this block under paragraphs 9-4, 9-5, 9-6, and 9-11 for details.

Block 46 (FITREP), Block 49 (CHIEFEVAL) or Block 50 (EVAL). Member's signature is desired but not required if report covers less than 3 months and is not adverse.

Block 47 (FITREP), Block 52 (CHIEFEVAL/EVAL). Use for concurrent reports only.

Member Trait Average. Average of Blocks 33-39. Can leave blank for NOB reports.

Block 47 (FITREP), Block 52 (CHIEFEVAL/EVAL). Use for concurrent reports only.

1 Grade Rate: LCDR, Dev: 1125

2345, 23456

Occasion for Report: 10 Periodic, 11 of Individual, 12 Reporting Source, 13 Special

Period of Report: 14 From 09JUL08, 15 To 09JUL19

16 Not Observed Report: X

17 Reporting Source (Last): SKIPPER

20 Physical Readiness: CO

21 Rating Subcategory (if any): NA

28 Command employment and command achievements: Submarine Operating Base

29 Primary (Optional) Workstanding Duties (Last primary duty abbreviation in first): AT-OJT

30 Date Completed: NOT REQ

31 Comments: Performed study to the Combat Systems Maintenance Officer.

32 Signature of Individual Counseled

40 COMMENTS ON PERFORMANCE: \* AT 10 marks, 20 marks, and 30 marks are to be specifically indicated in comments. Comments must be written. For marks 10 or 12 (Mark 10 or 12) only. Use upper and lower case.

Completed a 15 page study of parts inventory and control procedures with specific recommendations for parts delivery. Worked night by the end of the 2 week AT year.

Has maintained active duty expertise from civilian work.

44 Reporting Source Address: CO, NAVSUBBASE BANJON, 121 TRIDENT WAY, BANJON, WA 95678-7894

45 Signature of Reporting Source

Member Trait Average: NOB, Supplementary Group A

## CHAPTER 10

### REPORTS ON INACTIVE DUTY (INACT) NAVY RESERVISTS SERVING ON TEMPORARY ACTIVE DUTY

10-1. Purpose. This chapter provides the information needed for ACDU commands to complete FITREPs, CHIEFEVALs, and EVALs on inactive duty (INACT) Navy reservists serving on temporary ACDU orders and who will continue to compete as INACT reservists for promotion. Reports for Navy reservists on INACT duty (drill status) are covered in chapter 9. Use ACDU reporting criteria for Navy Reserve members on extended ACDU and who compete as INACT Reservists or TAR for promotion.

10-2. General Reporting Requirement. ACDU commands must submit Regular reports (periodic, detachment of reporting senior or detachment of individual) as required by paragraph 10-5 for all periods greater than 90 days that a reservist serves on temporary ACDU orders. For periods of temporary ACDU less than 90 days, submit a PIM per paragraph 12-2.

10-3. Reporting Senior. The reporting senior for reservists on temporary ACDU should be the same person who would be his or her reporting senior if they were permanently assigned to the AUIC. This should normally be the person who supervises and can most accurately assess the members during ACDU assignment. Reporting seniors will rank and summarize reservists separate from ACDU and TAR since they compete as INACT reservists for promotion.

Example: If NAVPERSCOM Director, Surface Officer Distribution Division (PERS-41) signs FITREPs for lieutenant commanders (LCDR) that are permanently assigned to the division, then he or she should also sign lieutenant commander reservists who support PERS-41 during temporary ACDU periods.

10-4. Multiple Training Periods. Consecutive periods of ACDU support for the same reporting senior and AUIC may be covered in a single FITREP, CHIEFEVAL, EVAL, or PIM. Non-consecutive support periods may also be combined for single reports, provided they are separated by gaps of no more than 10 days. Identify any gapped periods in block 29 or in the PIM as a period "Not available for duty." The Detachment of Individual report should be submitted upon conclusion of the final training period. PIMs will be used for periods of duty less than 90 days.

10-5. Reports for Reservists on ACDU. The command where the Service member is assigned for ACDU must submit reports as stipulated below:

a. Periodic Reports. Submit required periodic annual reports per the schedule specified in table 1 of enclosure (1) in this instruction. Refer to paragraph 3-5 for guidance about omitting periodic reports.

b. Detachment of Individual Reports. Submit upon transfer or release from ACDU. If a periodic report was done less than 90 days prior to detachment and was no more than 12 months in length, provide the member a letter-extension per paragraph 3-3.

c. Detachment of Reporting Senior Reports. Detachment of Reporting Senior reports are required on officers and CPOs who have been on ACDU for more than 90 days. Enlisted reports are optional.

d. ACDU Orders with Service Member's Billeted Commissioned AUIC

(1) Reservists who mobilize or otherwise serve on ACDU orders with their billeted commissioned Navy Reserve AUIC under its own Navy Reserve CO do not require reports to fill gaps since their last periodic report. No detachment report should have been made per subparagraph 9-7b. The member's next report occasion will combine all ACDU and INACT duty service since the last regular report.

(2) Upon release from ACDU or mobilization and member remains in the same unit with the same CO, the ACDU Detachment of Individual report may be omitted. In this case, the first INACT duty report occasion after release must include the final period of ACDU to maintain continuity of Regular reports.

(3) In all cases, any report covering combined duty must identify the respective ACDU and INACT duty service periods in block 29 and assess performance in block 40, 41, or 43.

10-6. Billet Subcategories. To base the distribution of promotion recommendations on equal lengths of observation, all Navy reservists on temporary ACDU, regardless of type of orders, may be placed in standard billet subcategories keyed to their time on ACDU. Subcategories are listed below in the instructions for block 21.

10-7. Forwarding of Reports. Reports should be submitted to PERS-32 no later than 30 days after the ending date of the report. Provide the member a copy. Refer to chapter 4 for instructions on forwarding Concurrent reports.

10-8. Instructions for Specific Blocks of Reports on INACT Duty Navy Reservists Serving on Temporary ACDU. Complete FITREPS, CHIEFEVALs, and EVALs on INACT duty reservists per the instructions outlined in chapter 1, except as follows:

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**BLOCK 5**      **DUTY STATUS**

Mark the AT/ADOS box on all reports covered by this chapter. This box identifies all INACT duty Navy reservists, regardless of ACDU order type.

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**BLOCKS 17-19**

**TYPE OF REPORT**

Concurrent Report: Enter an "X" in block 17 (REGULAR). A concurrent report may be submitted if the member is assigned ADDU or TEMADD from one active-duty command to another. Refer to chapter 4 for concurrent report procedures.

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**BLOCK 21** **BILLET SUBCATEGORY**

If not subcategorizing, enter NA. If subcategorizing by length of ACDU service, enter:

RESAC1 - On ACDU more than 1 month, but less than 6 months as of ending date of report, or

RESAC6 - On ACDU 6 months or more as of report ending date.

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**BLOCK 29**

**PRIMARY/COLLATERAL/WATCHSTANDING DUTIES**

Enter duties based upon order types as follows:

a. For AT or ADT With Member's Billeted Command: Enter either AT-Billet or ADT-Billet. (Must hold billet via AUIC's assigned UMUIC or billet listed on AUIC activity manning document (AMD). In rest of block 29, indicate duties of the member's billet.

b. For AT or ADT Not with Member's Billeted Command: Enter "AT"- or "ADT"- (followed by the below word that best applies):

- BOARD (board service)
- EXERCISE (exercise support)
- OJT (on-the-job skill or mobilization training)
- STUDENT (student in formal course of instruction with course identification number (CIN))
- INSTRUCT (if member served as an instructor for a formal course)
- SPECPROJ (special assignment utilizing reservist's skills)

Example: AT-STUDENT ADT-EXERCISE

In the rest of block 29, describe actual duties performed or give name and CIN of formal course attended.

Examples: WATCH OFFICER, EXERCISE TEAM SPIRIT (or) STUDENT, DAMAGE CONTROL COURSE (Y-0Z-9999) (2WKS)

c. For All Other Types of Duty: Enter only the duty type (e.g., ADOS, OYR, CANREC, MOB, IA, Recall). In the rest of block 29, list primary (PRI) and collateral (COLL) duties with a brief job scope as normal.

d. PFA/CFA: Annotate the PFA/CFA cycle results as reflected in PRIMIS: cycle, overall pass/fail, BCA within standards/not within standards, numbered PRT/CFT score, and overall PRT/CFT score category. Example: For a FY26 cycle 1 PFA/CFA: passed overall PFA/CFA, within BCA standards, scored a 95 on the PRT/CFT, and an overall score category of outstanding high will reflect the following: "26-1: P/WS/95/OH."

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<b>EVAL BLOCK 43</b>
<b>FITREP BLOCK 41</b>
<b>CHIEFEVAL BLOCK</b>

**COMMENTS ON PERFORMANCE**

For periods of ACDU greater than 90 days, all ACDU general comment requirements apply. Emphasize tasks accomplished, professional skills and knowledge displayed, qualifications attained, military bearing, and assess RC to AC integration. Especially note if member holds a billet in the command and or would be qualified to fill a billet with these duties. See chapter 13 of this manual for specific guidance on preparation, organization, style, reporting on misconduct, prohibited comments, and special interest items (e.g., GRGB behaviors) that must be mentioned when they apply.

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**EXHIBIT 10-1  
REPORTS ON INACTIVE DUTY (INACT) NAVY  
RESERVISTS SERVING ON TEMPORARY  
ACTIVE DUTY (ACDU)**

EVALUATION REPORT & COUNSELING RECORD (E1-E6)										RCS BUPERS 1610-1
<b>Block 5. Always INACT</b>		1. First MI Suffix 4E I	2. Rate I.S.I.	3. Desig SW	<b>Block 21. Usually NA but MUST Have an entry.</b>					
<input checked="" type="checkbox"/> INACT		4. AT/ADSW/ 265	6. UIC 12345	7. Ship/Station NR FLTNETCOM			8. Prom REGULAR	9. Period 20OCT22		
10. Occasion for Report Periodic <input checked="" type="checkbox"/>		11. Detachment of Individual <input type="checkbox"/>		12. Promotion/Frothing <input type="checkbox"/>		13. Special <input type="checkbox"/>		14. Period of Report From: 20NOV16 To: 21NOV15		
16. Not Observed Report <input type="checkbox"/>		17. Type of Report <b>Blocks 6-7. Enter TRUIC or UMUIC and short title name. Include "NR" if applicable.</b>		20. Physical Readiness NN		21. Biller Subcategory (if any) NA				
22. Reporting Senior (Last, FI M) SENIOR, M J				25. Title CO		<b>Block 28. Enter TRUIC or UMUIC as needed. Note: Reserve program, gaining command and contributory support tasking, if any.</b>				
28. Command employment and command achievements. Naval Reserve Intelligence and Network Security. Provided support conducting studies and compiling reports										
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) INTEL ANALYST PRI: Responsible for running all aspects of the intelligence and... DMIN XXX/20 suspended PFAs.										
30. Date Counseled 21MAY21			31. Counselor BEST, J J			32. Signature of Individual Counseled				
43. COMMENTS ON PERFORMANCE: * All 1.0 marks, three 2.0 marks, and 2.0 marks in Block 35 must be specifically substantiated in comments. Comments must be verifiable. Point must be 10 or 12 Pitch (10 or 12 point) only. Use upper and lower case. ** AN OUTSTANDING TECHNICAL AND LEADERSHIP! ** - DILIGENT AND COMPETENT skills. demonstrated strong technical - Provided significant support to the... - Completed all training requirements and ready to deploy. - HARD CHARGER. WCS qualified; dedicated 45 hours training his peers in WCS/RPPO responsibilities.										
<b>Block 30-32. Copy date and name from counseling worksheet. If not counseled during period, enter NOT REQ or NOT PERF in block 30.</b>										
<b>Block 41 (FITREP), Block 40 (CHIEFEVAL), or Block 43 (EVAL). Similar to ACDU report criteria but differentiate duty performed with the TRUIC (PIM input) from duty performed with UMUIC or AUIC during AT/ADT/ADSW periods. See instructions for this block under paragraphs 9-4, 9-5, and 9-11 for details.</b>										
44. QUALIFICATIONS/ACHIEVEMENTS - Education, awards, community involvement, etc. (do not include these performance awards) Received a Navy Achievement Medal										
45. INDIVIDUAL PROMOTION RECOMMENDATION		NOB	Significant	Progressing	Promotable	Must Promote	Early Promote	47. Retention: Not Recommended <input type="checkbox"/> Recommended <input checked="" type="checkbox"/>		
SUMMARY			0	0	0	2	1	48. Reporting Senior Address CO NR FLTNETCOM 13443 SECURITY ROW INTEL, GA, 87374		
49. Signature of Senior Rater (Typed Name & Grade/Rate) I have reviewed the evaluation of this member and agree these performance awards and have provided written explanation to support the marks of 1.0 and 5.0 DIVO, I I Date:						50. Signature of Reporting Senior Summary Group Average: 0.00 Date:				
51. Signature of Individual Evaluated. "I have seen this report, been apprised of my performance, and understand my right to submit a statement." I intend to submit a statement. <input type="checkbox"/> I do not intend to submit a statement. <input type="checkbox"/> Date:						52. Type name, grade, command UIC and signature of Reporting Senior on Concurrent Report <b>Block 47 (FITREP) and Block 52 (CHIEFEVAL/EVAL). Use for concurrent reports ONLY.</b>				

## CHAPTER 11

### FLAG OFFICER ENDORSEMENTS ON REPORTS ON CAPTAINS

11-1. Purpose. This chapter provides the information needed to complete the flag officer endorsement that is required when a captain (or below) reports on another captain in the same competitive category.

11-2. Requirement for Flag Officer Endorsement. When the officer reported on is a captain and the reporting senior is a captain (or below) in the same competitive category, the report must be endorsed and may be commented on by the first flag or general officer or selectee in the chain of command or other flag officer designated for this purpose. The endorsement is not required if the report is Not Observed or if the reporting senior is a flag officer selectee. Refer to chapter 9 FITREP block 45 instructions.

11-3. Action by Reporting Senior. The flag officer endorsement will be prepared in letter format. The reporting senior will forward the report(s) and summary letter for endorsement using the format in exhibit 11-1. There must be a separate forwarding letter for each report to be endorsed. Blocks may be wet-signed using only black or blue-black ink if the report is submitted via mail

a. Regular Reports. Forward to the first flag or general officer or selectee in the chain of command or other flag officer designated to endorse FITREPs submitted from the reporting senior's command.

b. Concurrent and Concurrent/Regular Reports. If the regular reporting senior is a flag or general officer or selectee, they will complete the flag officer endorsement, in addition to countersigning the report. In other cases, the regular reporting seniors will countersign the report and then forward it via the appropriate flag officer or selectee in the concurrent reporting senior's chain of command. (This order of routing may be reversed at the direction of the endorsing flag officer.)

c. Operational Commander Reports. Forward the report, via the appropriate flag officer or selectee in the operational commander's chain of command, with a copy to the regular reporting senior.

11-4. Action by Endorsing Flag Officer. Execute the first endorsement to the forwarding letter. This may be a one-page or same-page endorsement (see exhibit 11-1 for the basic format). Indicate concurrence or non-concurrence with the promotion recommendation and comment (if desired). Provide a copy of the endorsement to the reporting senior and officer reported on.

11-5. Adverse Flag Officer Endorsement. If the flag officer endorsement contains comments that the endorsing officer considers to be adverse, the entire report and endorsement must be referred to the officer reported on. The officer reported on must respond by letter to PERS-32 via the endorsing officer. The letter must either include a statement from the officer or an acknowledgement that the officer has seen the report and endorsement and does not desire to make a statement.

**EXHIBIT 11-1**  
**FLAG OFFICER ENDORSEMENT**

(Note: Ensure your memo/ltr is per DoD Instruction 5200.48 (Controlled Unclassified Information))  
CUI  
Command Letter Head (if appropriate)

1610  
000-00-0000  
Date

From: CAPT Reginald R. Senior, USN, 1110  
To: Commander, Navy Personnel Command (PERS-32)  
Via: RADM James F. Officer, USN

Subj: FITNESS REPORT ICO CAPTAIN JOSEPH J. JOHNSON, USN, 000-00-0000/1110  
FOR THE PERIOD 21FEB02 TO 21JUL31

Encl: (1) Subject FITNESS Report

1. Enclosure (1) is forwarded for flag officer endorsement.

R. R. SENIOR

Copy to:  
CAPT Johnson

FIRST ENDORSEMENT

---

Ser  
Date

From: RADM James F. Officer, USN  
To: Commander, Navy Personnel Command (PERS-32)

1. Forwarded, concurring (or non-concurring) with the promotion recommendation.
2. (Optional comments)

J. F. OFFICER

Copy to:  
CAPT Senior

Controlled by: DON  
Controlled by: NAVPERSCOM (PERS-3)  
CUI Category: PRVCY  
Distribution/Dissemination Control: FEDCON  
POC: IM [Singer@us.navy.mil](mailto:Singer@us.navy.mil)

CUI

## CHAPTER 12

### PERFORMANCE INFORMATION MEMORANDUM (PIM)

12-1. Purpose. This chapter provides the information needed to prepare a PIM. A PIM is a narrative-style report that provides an assessment of brief periods of training and or duties performed outside the purview of the Regular reporting senior. PIMS are most suitable for short periods of duty or training to document significant accomplishments. For periods over 10 days but less than 90 days, consider submitting a Not Observed (NOB) report per chapter 6. For periods over 90 days, consider an observed Concurrent report per chapter 4.

12-2. Uses. A PIM provides performance information to another command for consideration in a Regular FITREP, CHIEFEVAL, or EVAL. It is not added to an OMPF, as the information provided is intended for inclusion on the member's next Regular report. A PIM is suitable for:

- a. Any personnel performing duty under instructions (DUINS) or temporary DUINS (TEM DUINS) for periods less than 90 days.
- b. AC DU and TAR personnel serving on short-term ADDU or TEMADD orders.
- c. INACT duty reservists on inactive duty training (IDT) or IDT for travel (IDTT) performing temporary duty away from their UMUIC. For other temporary active-duty work performed refer to chapter 10.
- d. INACT duty reservists on AC DU-orders for periods less than 90 days.

12-3. Format. Exhibit 12-1 is a suggested format, but commands may prepare other formats tailored to their own requirements. However, all PIMS must include similar data comparable to an actual report such as duty period (similar to block 14), duty type (similar to block 28), duties assigned (similar to block 29), and comments on performance (similar to block 40, 41 or 43). A PIM that contains only administrative or academic information may be signed "By direction." When evaluative comments are included, the PIM must be signed by a person eligible to act as reporting senior for the Service member.

12-4. Forwarding the PIM. Forward the original PIM to the Service member's regular reporting senior within 15 days of assignment completion. Do not send a copy to PERS-32, as it will not be placed in the OMPF. Provide a copy to the member if possible. Any adverse

information must be discussed with the member by the command receiving the PIM, but a written statement by the member is not required. A PIM should be retained by the reporting senior as long as it may be needed (e.g., retain an adverse PIM used to justify FITREP, CHIEFEVAL, or EVAL marks or comments). A PIM may be discarded or returned to the member after its purpose has been served.

12-5. Action Required by a Command Receiving a PIM

- a. Take the performance reported by the PIM into account in the next report.
- b. Ensure the period of duty covered by the PIM is included in Regular report continuity.

Note: A PIM does not replace a report. The next Regular report must include the period covered by the PIM.

**EXHIBIT 12-1**  
**PERFORMANCE INFORMATION MEMORANDUM**

(Note: Ensure your memo/ltr is per DoD Instruction 5200.48 (Controlled Unclassified Information))

CUI  
Command Letter Head (if appropriate)

1610  
Orig Code/Ser  
Date

PERFORMANCE INFORMATION MEMORANDUM

From: (Originating Command)

To: (Member's Permanent Duty Command)

Subj: PERFORMANCE INFORMATION MEMORANDUM ICO (Rank/Rate, Name)

Ref: (a) BUPERSINST 1610.10H

1. Per reference (a), the following information is provided:

a. Period of duty: Similar to block 14 (YYMMDD to YYMMDD). If the period is a course, provide start and end dates of course.

b. Type of duty: Similar to block 28. Note if TEMDU, TEMADD, IDT/IDTT, etc. Add "Under Instruction," if applicable.

c. Duties assigned (or courses attended): Similar to block 29. Provide a statement regarding primary and collateral duties. If the PIM is for a course attended, indicate student status.

d. Comments: Similar to block 40, 41 or 43. Provide a summary of performance and assess quality of support provided. If the PIM is for course attendance, provide the data needed to update Service member's official military personnel file (OMPF) (e.g., course title and identification number, school location, Navy enlisted classification codes earned (if any), course length, final mark, and class standing). If the course was not completed, state the reason.

I. M. OFFICER

Controlled by: DON  
Controlled by: NAVPERSCOM (PERS-3)  
CUI Category: PRVCY  
Distribution/Dissemination Control: FEDCON  
POC: IM Singer@us.navy.mil

CUI

## CHAPTER 13

### GUIDANCE FOR COMMENTS

13-1. Purpose. This chapter provides expanded guidance for comments and to supplement the block instructions in chapter 1. Included are suggestions on preparation, style, and special interest items that must be considered by law or directives.

#### 13-2. Technical Aspects

##### a. Typography and Style

(1) NAVFIT98A reports with 10- or 12-pitch will still be accepted.

(2) Be concise. Comment space is very limited. Bullet style is preferred; do not use distracting or irrelevant comments.

(3) Be consistent. Be consistent between performance trait marks, comments, and summary group breakdown.

(4) Use everyday language. Do not use flowery adjectives or other extremes of style. Let the member's performance speak louder than words.

(5) Give examples of performance and results. Be specific. Concentrate on verifiable accomplishments that are measurable.

(6) Quantify. Give credibility to the statements wherever possible, but do not stress quantity at the expense of quality.

(7) Do not make everyone sound alike. Selection boards may discount narratives assembled from a list of stock comments used for everyone in the command.

(8) Do not combine outstanding comments with average or below average marks (or the reverse). This makes the entire report unconvincing.

(9) Ranking. Ranking in the comments field is authorized.

(10) Clarity. The report must be understandable by all readers, both now and in the future. Limit the use of acronyms or command specific terms.

##### b. Continuations, Attachments, and Enclosures

(1) Continuation sheets will not be accepted. Limit comments to the space on the form.

(2) Do not attach or enclose documents, except an endorsed statement submitted by the member, a flag officer endorsement (where required), a civilian or foreign letter report, a letter-extension of a Concurrent/Regular report, or a classified letter-supplement, as described below.

(3) Do not enclose citations or commendations.

c. Classification

(1) Under no circumstances may the report form be classified.

(2) If classified comments are unavoidable, prepare a 1-page letter-supplement classified no higher than SECRET. Do not include special access material.

(3) The combined length of classified and unclassified comments should not exceed the space normally available on the form.

(4) Do not submit classified comments merely to explain the command's mission.

(5) Mail the report and classified supplement together as classified matter, per SECNAVINST 5510.36B.

(6) The mailing address for classified comments is provided in chapter 1, subparagraph 1-6b(2). Note at the end of the comments block that a classified supplement has been submitted.

13-3. General Comments. A specific comment is desired on the following items when they are a significant part of the Service member's duties or the member displays particularly strong or weak performance:

a. Give the authorized reason for a Concurrent, Special, or Operational Commander report. This must be the first sentence of the comments in any report other than a Regular report;

b. On a Detachment of Individual Report, identify the next assignment (if known) to assist users in following the continuity of the record;

c. Operational and combat performance;

d. Leadership and development of subordinates;

e. Material condition of platforms and equipment;

f. Acts of courage;

g. If the report is submitted under an assumption of authority by the ISIC or by a general court-martial convening authority, note the circumstances at the beginning of EVAL block 43, FITREP block 41, or CHIEFEVAL block 40; and

h. Note any change in designator since the previous Regular report.

#### 13-4. Required Comments

a. Specifically substantiate all 1.0 grades and when three or more traits are evaluated 2.0. Correlate the comments by block number to the performance trait being discussed. General comments on the remainder of the evaluative blocks are required. You may substantiate more than one trait with a single bullet or paragraph.

b. Substantiation of grades below 3.0 in Command or Organizational Climate/Equal Opportunity or character. Grades below 3.0 may be used to substantiate adverse retention recommendations.

c. Adverse Recommendations and Comments:

(1) Substantiate any promotion recommendation of Significant Problems and any recommendation against retention.

(2) If an officer or CPO has a recommendation of Significant Problems, it will be assumed to be a recommendation against retention, unless the reporting senior specifically recommends retention in the comments.

(3) Confirmed Illegal Drug Use or Possession. Document confirmed illegal drug use or possession in a Special report or in the next Regular report.

(4) Alcohol Abuse. Comment on alcohol abuse that is proving detrimental to a member's performance or personal behavior. Comments are required on conviction for, or finding of, driving under the influence of alcohol.

(5) NJP or Criminal Conviction. Document concluded judicial or NJP or criminal conviction cases where there has been a finding of guilty or awarding of punishment.

(a) Give the date of the conviction or award of punishment and the concluding date of the proceeding.

(b) The reporting senior's signature date must not be earlier than the concluding date.

(6) Any comment concerning adverse actions against the member or suggesting persistent weaknesses, continuing incapacity, or unsuitability for specific assignment or promotion must also be treated as adverse matter, regardless of grades assigned.

(7) A reporting senior has a duty to report significant and persistent weaknesses, but do not use comments merely to get the member's attention.

(8) Declining Performance. A decline in performance is defined as receiving lower grades on two or more performance traits in the same paygrade by the same reporting senior on subsequent reports. Comments should justify the decline.

(a) A change in promotion recommendation caused by forced distribution is not considered a decline in performance or an adverse report and comments should explain as such.

(b) Removal from leadership positions should be noted and explained.

(9) When a reporting senior has determined a member willfully failed to comply with deployable requirements, enter the following comment: "Member willfully failed to comply with deployability standards."

d. Command Triad Specific Guidance:

(1) Command Climate Assessments. Document whether commanders, COs, and OICs conducted required command climate assessments per reference (g). Reporting seniors must clearly document the failure to conduct the required command climate assessment. The failure to conduct required command assessments is considered a leadership deficiency for grading purposes.

(2) Personnel Security Program. When evaluating unit commanders and COs, reporting seniors must take into account the performance of a command's personnel security program (e.g., procedural and substantive compliance with SECNAVINST 5510.30C).

(3) Training and Utilization of Navy Reservists. Strongly desired in reports on COs, OICs, or other officers whose duties include using Navy Reserve units and or their individual reservists.

(4) Management of Civilian Employees. Desired in reports on COs and department heads with responsibility for civilian employees.

e. Officer and Senior Enlisted Specific Guidance:

(1) Get Real Get Better (GRGB). All reporting seniors must comment in narrative block 41 about specific behaviors that support GRGB for all commander and captain FITREPs. Reporting seniors should also comment regarding specific GRGB behaviors in other FITREPs and EVALs when warranted by performance.

(a) GRGB is a call to action for every Navy leader to apply a set of Navy-proven leadership and problem-solving best practices that empower our people to achieve exceptional performance. GRGB concepts should be front of mind for all personnel and adhering to these standards should be part of goal setting, midterm counseling, and performance evaluation.

(b) See paragraph 9 of enclosure (1) and chapter 18 of enclosure (2) of this instruction for detailed guidance on GRGB behaviors. For further resources go to the GRGB Web site: <https://grgb.navy.mil>.

(2) Command Climate. All officers and senior enlisted personnel must be assessed on their efforts and quality of results in fostering a command and workplace environment conducive to the growth and development of personnel.

(3) Talent Management. Consider the member's contribution to personnel advancement, increased educational opportunities, and overall career development. Where appropriate, comment on successful retention of quality members in support of the Chief of Naval Operation's goals and initiatives. For officers attending academic institutions, comment on talent management and use of education in future assignments and utilization tours.

f. Billet Specific Guidance:

(1) Joint/Combined Performance. Comment on joint effort with other Services, agencies, or foreign nations (if applicable), regardless of whether assigned to a joint billet.

(2) Performance of Security Responsibilities. Where responsibilities involve the use, custody, or management of classified information; comment on performance in discharging those responsibilities. Also, comment on an officially determined ineligibility for a security clearance if this impacts the member's performance or assignability.

(3) Implementation of Navy and DoD Management Improvement Programs. Comment on initiative and effectiveness in implementing these management improvement programs. Programs to be considered include, but are not limited to, the Defense Acquisition Workforce Improvement Act (DAWIA), the Chief of Naval Operations Management Control Program, and the DoD and Department of the Navy outsourcing and privatization programs.

(4) Energy Conservation. Comment on efforts by a member and the quality of results in fostering a command culture and workplace environment conducive to the judicious use of energy (fuel, shore power, etc.) as a strategic resource for achieving greater combat readiness.

(5) Equal Opportunity. Comment on initiative in supporting the Command Managed Equal Opportunity (CMEO) Program and maintaining an environment free of racial or sexual bias or harassment. Consider performance with respect to civilian employees as well as military members.

(6) Subspecialty Performance. Where an officer has a subspecialty code and is performing in that subspecialty, comment (as appropriate) and consider the performance trait grades. For other officers, provide comments (if appropriate) which might assist subspecialty selection boards.

(7) Audit Resolution and Follow-up. Desired in reports on officers responsible for audited functions. Comment on performance in resolving and following up on audit recommendations.

(8) Navy Installation Commanders and Navy Facility Engineering-Command Commanders. For all Navy installation COs, reporting senior comments are required in block 41 on their performance in managing family and unaccompanied housing programs. For all Naval Facilities Engineering Command COs, comments are required in block 41 on their performance in facility management of family and unaccompanied housing and enforcement of Public Private Venture in business agreements.

g. Comments Specific to E-1 through E-6 Evaluations:

(1) Qualifications attained during the reporting period

(2) Courses completed during the reporting period

(3) Civic activities beneficial to the Navy

(4) Awards and Commendations. Note personal awards received during the period and significant letters of commendation or appreciation. Citations and letters may be quoted but not attached to the report.

(5) Reporting seniors must incorporate their post summary group (PSG) reporting senior cumulative average (RSCA) score for E-5 and E-6 evaluations into block 43 (Comments on Performance). This RSCA score will be on the last line of the comments.

13-5. Prohibited Comments. (Do not comment on the following, except as noted):

- a. Previous failure of selection (FOS);
- b. Submission or withdrawal of resignation under honorable circumstances;
- c. Judicial or nonjudicial proceedings not concluded;
- d. Non-punitive letters of caution are leadership tools and should not be mentioned in an official record;
- e. Investigations and investigative reports;

(1) Do not refer to investigations until they are concluded and do not quote directly from investigative reports;

(2) Do not use information from investigative reports, if such use is prohibited by the regulations for that type;

(3) This does not preclude the use of facts determined independently to the satisfaction of the reporting senior;

f. Marital status, spouse, or family members: Do not comment on the member's marital status or the activities of the member's spouse or family members;

g. Medical Reports and Summaries:

(1) Do not quote from medical reports or summaries and do not include comments pertaining to medical issues (physical and or psychological) such as pregnancy, hypertension, etc.

(2) Members must not be given a less favorable report solely because of medical issues.

h. Service on courts-martial, board of inquiry, or an administrative discharge board:

(1) Do not comment on performance as a courts-martial member, a summary courts-martial officer, or a member of a board of inquiry or an administrative discharge board, except to note having served without identifying the particular case.

(2) Comments on performance as a military judge or an appellate judge may not be based upon judicial opinions, rulings, or the results thereof.

(3) A defense counsel may not be given less favorable comments because of the zeal with which that officer represented any accused. See “Performance of Military Justice Duties” in the introduction.

i. Recommended Awards or Decorations. Do not refer to award recommendations. Awards and decorations should be mentioned only when received; and

j. Civilian Employment. Do not make comments regarding a member’s potential for civilian employment or the civilian employment of reservists.

13-6. Comments on Misconduct, Judicial or NJP Proceedings, and Corrective Measures

a. General Commenting on Misconduct. Comments may be included on misconduct whenever the facts are clearly established to the reporting senior’s satisfaction:

(1) Do not use FITREP, CHIEFEVAL, or EVAL comments as a substitute for appropriate corrective action or UCMJ proceedings.

(2) Take reasonable care to avoid comments that may later be invalidated by official findings.

b. Commenting on Judicial or NJP Proceedings. Do not refer to civil, courts-martial, or NJP proceedings unless there has been a finding of guilty or award of punishment and the reporting senior’s signature date is on or after the “concluding date” of the proceedings as defined above:

(1) When commenting on a conviction or NJP, give both the date of conviction or award of punishment and the “concluding date.”

(2) A civil prosecution is concluded when the trial court makes a determination.

(3) A court-martial is concluded when the convening authority approves the findings and sentence.

(4) NJP proceedings are concluded when they are final on appeal or when it has been determined that the member has waived the right of appeal (normally 5 days after imposition of punishment).

(5) For additional guidance, refer to the JAGINST 5800.7G Manual of the Judge Advocate General, chapter I.

(6) Do not delay a report in order to comment on proceedings that are pending or in progress. The report may be supplemented after the proceedings are concluded. In the latter case, the reporting senior need not have been the member's reporting senior at the time the offense occurred.

c. Commenting on Non-punitive Administrative Corrective Measures. The comments may refer to non-punitive administrative corrective measures other than a non-punitive letter of caution but first take into account the non-punitive intent of these measures and whether the member has subsequently improved. Non-punitive measures that merit comment include formal counseling such as through a Letter of Instruction or other formal counseling that have been unsuccessful in correcting or improving performance.

## CHAPTER 14 GUIDANCE FOR SIGNATURES

14-1. Purpose. This chapter provides procedures to follow when required signatures are difficult or impossible to obtain. All reports will be submitted via mail with a wet-signature using blue or black ink only.

### 14-2. Rater and Senior Rater Signatures

a. Rater or Senior Rater Unavailable to Sign. Type or select the alternative signature reason (e.g., “Detached,” “Deployed,” “Leave,” or a similar phrase in the signature block). The report will be accepted without the signature.

b. No Rater or Senior Rater Available. If no one is available to serve as rater or senior rater, type or select “None Available” in place of a signature. When only one person is available, that person should sign as the rater, rather than senior rater. The same person may not sign two or more blocks.

c. Rater or Senior Rater Fails to Sign. The rater, senior rater, and reporting senior are expected to reach overall agreement. In the unusual situation where a reporting senior does not agree with the trait grades or related comments assigned by either the rater or senior rater and consensus cannot be reached, the evaluation will reflect the reporting senior's decision. On the finished report, select or type "Refused to sign" in the signature blocks for either the rater, senior rater, or both, whichever may be the case. Neither the rater nor senior rater may submit a report separate from the reporting senior. The rater and senior rater may not endorse a statement submitted by the member.

14-3. Reporting Senior Signature. Reporting seniors must personally sign each report on which their name appears. In addition, the reporting senior will include the member's trait average (FITREP and CHIEFEVAL only) and summary group average next to the line identifier in block 50 (EVAL/CHIEFEVAL) and block 45 (FITREP). This information is provided to the members so they are aware of their standing within the group being evaluated at that time. Guidelines are in chapter 2.

14-4. Member Signature. A member's signature is desired on all reports and is required on most Regular reports. For exceptions, see the chapters devoted to specific reporting situations. Use the following guidance when a signature is required but difficult or impossible to obtain.

a. Member on Leave, Assigned TEMADD, or Remotely Assigned. If the Service member is not expected to return to or visit the command within 15 days (ACDU) or 30 days (INACT)

and the report is not adverse, the reporting senior should select the alternate signature or enter "Certified Copy Provided" in the member's signature block and submit the report to PERS-32. Forward a copy to the member's current address. This copy becomes the official copy filed in the member's OMPF. A wet-signed copy from the member is not required and PERS-32 will not remove the certified copy from the member's official military personnel file (OMPF) and replace it with a signed copy.

b. Member Transferred Before Report is Signed. A reporting senior should complete the report and obtain a signature before the member leaves the command. If the member has left the command, use the following procedures:

(1) E-1 to E-4. The reporting senior must sign and date all copies. Retain the command copy and send all other copies to the member's new command under a cover letter (see exhibit 14-2). If the member submits a statement, the receiving command will forward the statement to the reporting senior to be endorsed and returned. The option to use "Certified Copy Provided" in the signature block is authorized by the detaching command if the report is not adverse.

(2) E-5 to E-9

(a) Report Not Adverse. The reporting senior must sign and date all copies and select the alternative signature or write "Certified Copy Provided" in the member's signature block and submit the report to PERS-32. Send the member's copy to the member's new command under a cover letter (see exhibit 14-2).

(b) Report Adverse. The reporting senior must sign and date all copies. Mail an advance copy to PERS-32 with its summary group (see chapter 1). Retain the command copy and send all other copies to the member's new command under a cover letter (see exhibit 14-2). The receiving command will obtain the signature and return the reporting senior and NAVPERSCOM copies to the originating command. If the member submits a statement, also return the statement to the reporting senior for endorsement and forwarding to PERS-32.

(3) Officers

(a) Report Not Adverse. The reporting senior must sign and date all copies and select or enter "Certified Copy Provided" in the member's signature block and submit the report to PERS-32. Send the member's copy to the member's new address.

(b) Report Adverse. The reporting senior must sign and date the member's copy only. Make three extra copies, retain two, and mail the other as an advance copy to PERS-32 with its summary group (see chapter 1). Mail the NAVPERSCOM's copy, member's copy, and

reporting senior's copy to the officer with a stamped return envelope. Direct the officer to sign and return NAVPERSCOM's copy and the reporting senior's copy within 10 calendar days. Explain the procedures for preparing a statement and enclose a copy of the instructions in chapter 17 concerning statements. Upon return of NAVPERSCOM's copy and the reporting senior's copy, the reporting senior will sign and date the NAVPERSCOM copy (using the original signature date) and forward the report to PERS-32.

c. Member Separated

(1) Report Not Adverse. Do not attempt to obtain the signature of a separated member who has already departed the area. Select the alternative signature or enter "Separated" and the date separated. Send a copy to the member's home address.

(2) Report Adverse. Attempt to obtain a signature by mail. The reporting senior will sign the member's copy and a reproduced record copy. Mail these copies to the member's home address. Explain the adverse matter, the right to make a statement, and direct the member to sign and return the reproduced record copy with a statement, if desired. (See exhibit 14-3 for the cover letter.) When the member returns the report, send the original copy to PERS-32.

d. Procedures When Member's Signature Is Not Obtained. If actions to obtain the member's signature have been unsuccessful, close out the report as follows:

(1) Report Forwarded for Signature and Not Returned. Initiate tracer action after 15 days. If no response has been received after an additional 15 days, forward a copy of the report to PERS-32, noting that no reply was received. Select the alternative signature or enter in the signature block "Transferred – no response to tracer."

(2) Member Fails or Refuses to Sign. If member is missing, deployed on a strategic deterrent patrol, in an unauthorized absence status, deserter status, etc. and cannot sign or refuses to sign, enter an explanatory phrase in the signature block. Forward the report to PERS-32. Provide a copy of the letter to the member. If an enlisted member has refused to sign, complete NAVPERS 1070/613 Administrative Remarks (using electronic service record) entry witnessed by the reporting senior and submit to the member's OMPF.

**EXHIBIT 14-1**

**LETTER REFERRING ADVERSE REPORT TO MEMBER FOR STATEMENT**

(Note: Ensure your memo/ltr is per DoD Instruction 5200.48 (Controlled Unclassified Information))

CUI

Command Letter Head (if appropriate)

1610  
Orig. Code  
Date

From: (command)  
To: (Service member)

Subj: ADVERSE PERFORMANCE EVALUATION REPORT

Ref: (a) BUPERSINST 1610.10H  
(b) U.S. Navy Regulations 1990, Article 1108

Encl: (1) EVAL, CHIEFEVAL, or FITREP Form

1. Enclosure (1) is your performance evaluation report for the period (date) to (date). This report contains adverse matter as follows: [specify blocks].

2. Reference (a) requires you to sign this report and indicate whether you intend to submit a statement at this time. Your signature does not mean that you agree with the report, only that you have had an opportunity to see the report and submit a statement, if desired.

3. If you wish to submit a statement before the report is filed, you must do so within 10 days after you receive the report. You may request assistance in preparing your statement. Your statement may not exceed two pages and may not have enclosures. Per reference (b), your statement must be phrased in temperate language and confined to pertinent facts. You may not make accusations, counter-charges, or impugn the motives of any other person. The statement may not include requests. Address the statement as follows:

(Insert addressees. Letters are addressed to Commander, Navy Personnel Command (PERS-32) via the reporting senior.)

4. If you do not submit a statement at this time, you may still submit a statement, via the reporting senior who signed the original report, within 2 years of the ending date of the report. Additional information may be found in reference (a).

I. M. SIGNER  
By direction

Controlled by: DON  
Controlled by: NAVPERSCOM (PERS-3)  
CUI Category: PRVCY  
Distribution/Dissemination Control: FEDCON  
POC: IM Singer@us.navy.mil

CUI

**EXHIBIT 14-2**  
**LETTER FORWARDING ADVERSE REPORT TO ANOTHER COMMAND FOR**  
**TRANSFERRED ENLISTED MEMBER'S SIGNATURE**

(Note: Ensure your memo/ltr is per DoD Instruction 5200.48 (Controlled Unclassified Information))

CUI  
Command Letter Head (if appropriate)

1610  
Orig. Code  
Date

From: (transferring command)

To: (gaining command)

Subj: ADVERSE PERFORMANCE EVALUATION REPORT ICO YN2 JOHN D. DOE,  
000-00-0000, FOR THE PERIOD 16MAR16-16AUG25

Ref: (a) BUPERSINST 1610.10H

Encl: (1) NAVPERS 1616/26  
(2) Referral Letter for Adverse Report (see exhibit 14-1)

1. Enclosure (1) is an adverse performance evaluation report on the subject named member who has been transferred with orders to your command. The member's signature is required.
2. Request you comply with reference (a), chapter 14 concerning the signatures of a transferred member. If the member is not onboard and cannot be located, please return the report to this command.
3. Please provide enclosure (2) to subject member and explain the member's rights concerning this adverse report. If the member submits a statement, please return the signed report and statement to this command.

I. M. SIGNER  
By direction

Controlled by: DON  
Controlled by: NAVPERSCOM (PERS-3)  
CUI Category: PRVCY  
Distribution/Dissemination Control: FEDCON  
POC: IM Singer@us.navy.mil

CUI

BUPERSINST 1610.10H  
30 Jul 2025

**EXHIBIT 14-3**  
**LETTER FORWARDING ADVERSE REPORT TO SEPARATED**  
**MEMBER FOR SIGNATURE**

(Note: Ensure your memo/ltr is per DoD Instruction 5200.48 (Controlled Unclassified Information))

CUI  
Command Letter Head (if appropriate)

1610  
Orig. Code  
Date

From: (transferring command)  
To: (member's last known address)  
  
Subj: PERFORMANCE EVALUATION REPORT  
  
Ref: (a) BUPERSINST 1610.10H  
  
Encl: (1) Subject report (two copies)

1. Enclosure (1) is your Navy performance evaluation (or fitness) report for period (date) to (date). This report contains adverse matter as follows: (specify).
2. Reference (a) requires you to sign this report and indicate whether you intend to submit a statement. Your signature does not mean that you agree with the report, only that you have had an opportunity to review the report and submit a statement if desired.
3. Please sign one copy of the report and return it to this command within 10 days in the envelope provided. Indicate your intention concerning a statement by marking the appropriate box in the signature block. If you wish to submit a statement, address it to this command, sign it, and enclose it with the signed report. Your statement may not exceed two pages and may not have enclosures. The statement must be factual and phrased in temperate language. You may not make accusations, countercharges, or impugn the motives of any other person. The statement may not include requests. If the statement meets these criteria, it will be filed in your official record.
4. If you need additional information you may telephone (contact person) at: (commercial area code and number).

I. M. SIGNER  
By direction

Controlled by: DON  
Controlled by: NAVPERSCOM (PERS-3)  
CUI Category: PRVCY  
Distribution/Dissemination Control: FEDCON  
POC: IMSinger@us.navy.mil

CUI

## CHAPTER 15

### CHANGES AND SUPPLEMENTS TO REPORTS

15-1. Purpose. This chapter provides information needed to submit administrative changes and supplements to FITREPs, CHIEFEVALs, and EVALs.

15-2. General Policy. After a FITREP, CHIEFEVAL, or EVAL has been filed in the OMPF, it may be modified only through an administrative change or the addition of supplementary material, discussed in this chapter or through an appeal process (discussed in chapter 17).

a. These letters should not be used if a report is in a rejected status. If the report is rejected, it is preferred that the original reporting senior have the report retyped and re-signed by all parties. Other options to correct reports are to tape-over, white-out, or line-out the incorrect information and enter the correct information. The original reporting senior must initial these changes. Whichever method is used, ensure corrected reports are provided to the members for their files and command files are replaced accordingly.

b. Administrative changes correct the administrative blocks of the FITREP, CHIEFEVAL, or EVAL. Supplementary material clarifies, amends, or corrects the evaluative blocks. Supplemental material does not change original information on the Service member's performance summary record (PSR) or replace the original report on the member's OMPF, it only supplements the original report. Selection boards are briefed that any supplemental changes are the report of record and should disregard the evaluative information on the original report.

15-3. Administrative Changes. The command or reporting senior originating the report or the member's current command may request administrative changes to block 1, blocks 3-19, blocks 22-26, block 44 (FITREP or CHIEFEVAL) or 48 (EVAL). Also see paragraph 15-5 below, which allows the member to make changes to obvious administrative errors. A change to any other block is supplemental material (see paragraph 15-4). Submit all administrative change requests to PERS-32 in the format of exhibit 15-1. PERS-32 cannot accept changes or corrections by telephone. An administrative change will not be made solely to reflect a backdated promotion. If the change will place the member in a different promotion recommendation summary group, submit it as supplementary material. Any administrative change letter that does not meet the criteria, as discussed in this chapter, will be rejected and returned for correction and resubmission.

15-4. Supplementary Material. The original reporting senior may submit supplementary material within 2 years after the ending date of the report. If supplementary material changes the member's promotion recommendation summary group, supplements must be submitted in the

same package for all other members affected. Supplementary material may be submitted as either a letter-supplement or a supplemental report. The letter-supplement is preferred. Supplemental material does not replace the original report on the member's OMPF, nor does it change the information on the member's PSR, it only supplements the original report. Refer to paragraph 15-7.

a. Letter-Supplement. A letter supplement must be limited to two pages. It may not have enclosures, unless submitted to forward a letter report (see chapter 7). A letter supplement may include changes to both the administrative and evaluative blocks of the report. It may not include any recommendations for action or suggestions concerning appeals. See exhibit 15-2 for the required format.

b. Supplemental Report. A supplemental report is a revised version of the original report and should only be used when there is so much supplementary information that a letter-supplement is not practical. Complete the supplemental report as if it were the original report, except the reporting senior signature block must contain the date the supplemental report was signed, rather than the date on the original report. The supplemental report must not be marked or referred to as a revised report. Submit with a cover letter containing the same elements as a letter-supplement (see exhibit 15-3). Do not include any recommendations for action or suggestions concerning appeals in either the cover letter or the revised report.

c. Late Submission of Supplementary Material. Supplementary material submitted more than 2 years after the report ending date (block 15) will be accepted only if the reporting senior demonstrates in a cover letter, to PERS-32, why the material could not have been submitted in a timelier manner. Reconsideration by the reporting senior or a member's failure of selection will not justify late submission of supplementary material. There must have been circumstances beyond the reporting senior's control (e.g., judicial action that took more than 2 years to complete.)

d. Submission by General Courts-Martial Convening Authority. If an investigation is conducted by a General Courts-Martial convening authority under 10 U.S.C. chapter 47, Uniform code of Military Justice (UCMJ), article 138, or U.S. Navy Regulations 1990, article 1150 and FITREP, CHIEFEVAL, or EVAL relief is specified in the decision; the convening authority granting relief may submit supplementary material or direct the original reporting senior to do so. The decision may also direct the removal of all or part of the original report. See chapter 17 concerning article 138 and article 1150 appeals.

15-5. Submission of Corrections by Service Member Reported On. A Service member who discovers an obvious technical error in a FITREP, CHIEFEVAL, or EVAL and is unable to contact the original reporting senior may submit an administrative change request directly to

PERS-32. Changes may not affect the promotion recommendation summary group. If PERS-32 declines to make the change, the member may submit a statement to the record.

15-6. Restriction on the Use of Supplementary Material to Compute a Performance Mark Average. Supplementary material that is submitted after the first day of the month in which an advancement examination is scheduled may not be used to compute or re-compute the performance mark average for that advancement cycle.

15-7. Entry of Changes and Supplements in the NAVPERSCOM's Files

a. Record File (Image File). NAVPERSCOM stores the signed record copy of each report in an image file. Administrative change requests and supplementary materials, when accepted, are also stored in the image file, but the original report remains unchanged in the file, unless altered or removed as the result of a member's appeal (see chapter 17).

b. Automated Data File and PSR. Most report data, except for the narrative blocks, are also stored electronically in the NAVPERSCOM's automated data file. Selected information from this file is printed on the PSR. Most changes to the administrative blocks of a report replace the original data in the automated file; however, the administrative blocks 10-13 and 17-19 cannot be corrected on a member's PSR. In this case, the administrative change letter is filed to the member's image file alongside the original report. Amendments or additions to the evaluative blocks (i.e., grades, recommendations, reporting senior's SSN, and reporting senior's cumulative averages) are regarded as supplements to the original report, rather than changes. They are not entered in the automated file and PSR, but instead, a notation will appear to indicate that supplementary material has been placed in the image file.

BUPERSINST 1610.10H  
30 Jul 2025

**EXHIBIT 15-1**  
**ADMINISTRATIVE CHANGE REQUEST**

(Note: Ensure your memo/ltr is per DoD Instruction 5200.48 (Controlled Unclassified Information))

CUI  
Command Letter Head (if appropriate)

1610  
Member's SSN  
Date

From: (original reporting senior (or) member)  
To: Commander, Navy Personnel Command (PERS-32)

Subj: FITNESS REPORT ADMINISTRATIVE CHANGE

1. Identification of original report

- a. Blocks 1-4: SAMPLE, HARVEY J, LTJG, 1110, 000-00-0000
- b. Blocks 10-13: DETACHMENT OF INDIVIDUAL
- c. Blocks 14-15: 16JUL01 - 16NOV18
- d. Blocks 17-19: REGULAR
- e. Block 22: SENIOR, R R

2. Changes

- a. Block 3: Change from 1110 to 1115
- b. Block 14: Change to 16JUN01

3. Reason. Correct administrative errors in original report.

4. If there are any questions, I can be reached at DSN 882-0000 or commercial (901) 874-0000.

(Signature)

Copy to:  
LTJG Sample

Controlled by: DON  
Controlled by: NAVPERSCOM (PERS-3)  
CUI Category: PRVCY  
Distribution/Dissemination Control: FEDCON  
POC: IM [Singer@us.navy.mil](mailto:Singer@us.navy.mil)

CUI

**EXHIBIT 15-2**  
**LETTER-SUPPLEMENT**

(Note: Ensure your memo/ltr is per DoD Instruction 5200.48 (Controlled Unclassified Information))

CUI  
Command Letter Head (if appropriate)

1610  
Member's SSN  
Date

From: (Original reporting senior)  
To: Commander, Navy Personnel Command (PERS-32)

Subj: EVALUATION (CHIEFEVAL OR FITNESS) REPORT LETTER-SUPPLEMENT

1. Identification of original report

- a. Blocks 1-4: SAMPLE, HARVEY J, BM1, SW, 000-00-0000
- b. Blocks 10-13: PERIODIC
- c. Blocks 14-15: 16JUN01 - 16NOV15
- d. Blocks 17-19: REGULAR
- e. Block 22: SENIOR, R R

2. Changes and supplements (with justification)

- a. Block 33: Change the grade from 3.0 to 4.0. Information received after report was written justifies a higher grade, specifically:
- b. Block 43: Add new bullet: "Accomplished."

3. Promotion Recommendation Summary Group Information. "I certify that no modifications to reports on other members are required" (or) "Necessary modifications to reports on other members have been submitted (or are enclosed)."

4. If there are any questions, I can be reached at DSN 882-0000 or commercial (901) 874-0000.

(Signature)

Copy to:  
BM1 Sample

Controlled by: DON  
Controlled by: NAVPERSCOM (PERS-3)  
CUI Category: PRVCY  
Distribution/Dissemination Control: FEDCON  
POC: IM Singer@us.navy.mil

CUI

**EXHIBIT 15-3**  
**COVER LETTER FOR SUPPLEMENTAL REPORT**

(Note: Ensure your memo/ltr is per DoD Instruction 5200.48 (Controlled Unclassified Information))

CUI  
Command Letter Head (if appropriate)

1610  
Member's SSN  
Date

From: (Original reporting senior)  
To: Commander, Navy Personnel Command (PERS-32)  
Subj: SUPPLEMENTAL FITNESS (CHIEFEVAL OR EVALUATION) REPORT  
Encl: (1) Revised FITREP (CHIEFEVAL or EVAL)

1. Identification of original report

- a. Blocks 1-4: SAMPLE, HARVEY J, LTJG, 1110, 000-00-0000
- b. Blocks 10-13: DETACHMENT OF INDIVIDUAL c. Blocks 14-15: 19JUL01 - 19NOV18
- c. Blocks 17-19: REGULAR
- d. Block 22: SENIOR, R R

2. Reason for submitting revised report. (Justify the modifications to the original report.)

3. Promotion Recommendation Summary Group Information. "I certify that no modifications to reports on other members are required" (or) "Necessary modifications to reports on other members have been submitted (or are enclosed)."

4. If there are any questions, I can be reached at DSN 882-0000 or commercial (901) 874-0000.

Copy to:  
LTJG Sample

(Signature)

Controlled by: DON  
Controlled by: NAVPERSCOM (PERS-3)  
CUI Category: PRVCY  
Distribution/Dissemination Control: FEDCON  
POC: IM [Singer@us.navy.mil](mailto:Singer@us.navy.mil)

CUI

## CHAPTER 16

### **ENLISTED ADVANCEMENT RECOMMENDATIONS, PERFORMANCE MARKS, PERFORMANCE MARK AVERAGES, AND ELECTRONIC SERVICE RECORD ENTRIES**

16-1. Purpose. This chapter provides the information needed to determine enlisted advancement recommendations and computation of performance marks and performance mark averages (PMA). This information supplements reference (c), articles 1400-1499 and reference (i). The term "advancement," as used in the Enlisted Advancement System, is synonymous with "promotion," as used in the FITREP and EVAL System.

16-2. Enlisted Advancement Recommendation. The enlisted CHIEFEVAL and EVAL promotion recommendations are the CO's official recommendation for or against advancement. This is true even if the report is signed by a delegated reporting senior. Be sure to check the CHIEFEVAL and EVAL before signing the Advancement Worksheet. The promotion recommendations have the following meanings as advancement recommendations:

- a. "Promotable," "Must Promote," and "Early Promote" are recommendations for advancement. "Must Promote" and "Early Promote" recommendations do not guarantee immediate advancement, but such recommendations may make it more likely that an eligible person will be advanced by influencing the final multiple-score or the decision of a selection board.
- b. "Progressing" is not a recommendation either for or against advancement. "Progressing" may not be marked if a "Promotable" or higher advancement recommendation is already in effect in the current grade, even if the recommendation came from a previous command. If a mark of "Progressing" is made in violation of this rule, the advancement recommendation will continue in effect, but the report must be returned to the reporting senior for correction.
- c. "Significant Problems" is a recommendation against advancement, and it withdraws any previous advancement recommendation in the current grade. This mark is adverse and must be explained in the comments and referred to the member for a statement. If a "Significant Problems" mark withdraws a previous advancement recommendation after notification of selection has been made, refer to reference (i) for a NAVPERS 1070/613 entry and other requirements.

16-3. Computing Performance Marks and Electronic Service Record (ESR) Entries. File each enlisted CHIEFEVAL or EVAL in the command evaluation file and make ESR NAVPERS 1070/881 Training Education and Qualifications History, NAVPERS 1070/880 Awards Record, and NAVPERS 1070/613 Administrative Remarks entries per paragraph 16-3a -b below:

a. Review blocks 43 and 44 of the EVAL or block 40 of the CHIEFEVAL for significant qualifications and awards and make any necessary NAVPERS 1070/881 and or NAVPERS 1070/880 entries. Also, make any ESR administrative remarks' entries on NAVPERS 1070/613 required by an adverse or other report.

b. Refer to chapter 3 of BUPERSINST 1430.16G for use and calculation of the Sailor's PMA. Evaluations provide critical data points for the Enlisted Advancement Worksheet (EAW) and billet-based advancement programs.

16-4. Filing Administrative Changes, Supplementary Materials, and Statements. Retain a copy of an administrative change, letter-supplement, supplemental report, or member statement in the command evaluation file with the original report. Do not alter or remove the original report.

16-5. Filing a PIM. The PIM for a departing member should be part of the member's transfer package for use by the next command. The gaining command should examine it for pertinent Service record information and route it to the reporting senior. A PIM may include information that should be recorded on NAVPERS 1070/881 Training, Education, and Qualification History and or NAVPERS 1070/880 Awards Record. They may be retained in the new command's evaluation file or discarded when they have served their purpose.

16-6. Electronic Service Record Review. When a member reports to a new activity, the command's administrative office must provide the member's new reporting senior with the ending date and advancement recommendation from the previous Detachment of Individual report and a copy of any PIM document received en route to the new command. For a member reporting from initial entry training, verify the period of training from the NAVPERS 1070/881 and the NAVPERS 1070/605 History of Assignments. Initiate tracers on any missing reports. If a missing report is not obtainable, refer to chapter 17 for guidance on submitting a member's statement in lieu of a missing report.

## CHAPTER 17

### MEMBER INPUT, REVIEW OF RECORD, STATEMENT, AND APPEAL

17-1. Purpose. This chapter provides information needed by Service members to understand their rights and responsibilities, to submit input to reports, review and correct their records, and submit statements and appeals.

17-2. Member Responsibilities. Members are responsible for ensuring the continuity of their FITREP, CHIEFEVAL, or EVAL record. Upon reporting to a new duty station, provide the new reporting senior with any PIM or other letter, course certificate, etc. received en route. Officers must also provide the ending date of their last Regular report. If required to report by letter to an assigned reporting senior, promptly submit the letter. If reporting to a civilian or a foreign activity, ensure the responsible official is aware of the requirement to submit letter reports. Service members should also review their records periodically and take action to correct oversights.

17-3. Report Input. Service members will not be required to write their own performance EVAL reports. However, the Service member's input aids a rater or reporting senior in preparing a timely and complete report. A Service member has the right to submit FITREP, CHIEFEVAL, or EVAL inputs and has the duty to do so if requested by the rater or reporting senior. Suggested outlines are provided in exhibits 17-1 and 17-2.

17-4. Review of the NAVPERSCOM Record. All Service members should periodically review their NAVPERSCOM records. Complete this review at least 6 months prior to any board convening date to allow time to correct discrepancies. Processing time for EVALS, CHIEFEVALS, and FITREPS vary based upon selection board priority. Members should review their continuity of reports on BUPERS Online (BOL) after the reports are signed and mailed to NAVPERSCOM. The processing time varies due to the requirement for manual quality control checks for mailed submissions. If the reports are rejected, a numerical error code should appear in the status block on the member's BOL continuity. Definitions for the numerical error codes are located at the following Web site: . <https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/Error-Codes-Reasons/>. Members should report the reject status to their administrative office and have the command correct the report or have a command representative call PERS-32 at: COMM (901) 874-4881/4882/3313/DSN 882 for additional assistance.

a. OMPF

(1) The OMPF contains a copy of each FITREP, CHIEFEVAL, or EVAL and other selected documents. Members may view their OMPF using OMPF-My Record. A valid

DoD level-3 public key infrastructure certificate and a BOL account are required. For access, log on to: <https://www.bol.navy.mil> and select the "Official Military Personnel File (OMPF)-My Record" link.

(2) Members may also download a copy of their OMPF from the OMPF-My Record application by selecting the "Download OMPF" button. This option allows the member to download their entire OMPF as individual pdf documents contained within a single WinZip file.

b. Performance Summary Record (PSR). The PSR summarizes a Service member's professional and performance history. Exhibit 17-3 contains an example of the PSR. Selection boards use the PSR with (not instead of) the official digital record. To print a copy of the PSR, members may logon to BOL and click on ODC, OSR, PSR, ESR or they can logon directly to [www.bol.navy.mil](http://www.bol.navy.mil).

17-5. Administrative Corrections. The Service member may request correction to obvious administrative errors in a FITREP, CHIEFEVAL, or EVAL if the reporting senior is not available to submit the request. See chapter 15 for method of requesting corrections. A member may not request NAVPERSCOM to change any evaluative mark or comment or any administrative or evaluative data that would modify summary group averages, the reporting senior's cumulative average, or place the member in another promotion recommendation summary group. If there is a discrepancy between a FITREP, CHIEFEVAL, or EVAL and the PSR, notify PERS-32 by letter, giving the period of the report (FROM and TO dates) and the name of the reporting senior. Enclose a copy of the PSR with corrections marked and a copy of the report, if available. Note: PERS-32 can correct only the FITREP, CHIEFEVAL, or EVAL administrative data. For corrections to the career data on the top sheet of the PSR, see the furnished directions.

17-6. Replacement of Missing Reports. Missing FITREPs, CHIEFEVALs, or EVALs do not disqualify a member before a selection board, but missing reports can make the work of the board more difficult. As a minimum, a member should attempt to obtain any missing report covering significant duty in the grades of E-5 or above within the past 5 years.

a. Submission of Missing Report. Send a copy of the original report (if available) to PERS-32. The copy must display all required signatures, initials, and dates and must be submitted with a signed cover letter requesting the duplicate report be filed in the official record. If a signed and dated copy of the report is not available, try to obtain submission or resubmission of the report by the original reporting senior.

b. Member Statement in Lieu of Missing Report. If unable to obtain a Regular report after reasonable effort, submit a one-page letter to PERS-32 explaining why the report could not be obtained and provide the information that should have appeared in blocks 1-19 and 22-26 of the

missing report. The letter may mention qualifications attained during the period, but it may not evaluate or grade the member's own performance or include any self-recommendation for assignment or promotion. If the letter is acceptable, it will be filed in the digitized record. Letters in lieu of Regular reports will be accepted only if they fill a gap in Regular report continuity. A letter in lieu of a Concurrent or Operational Commander report will not be accepted. Exhibit 17-4 is a sample copy of a Statement in Lieu of Missing report.

17-7. Statement to the Record. A member may submit a statement to the record about any FITREP, CHIEFEVAL, or EVAL. The statement must be submitted within 2 years after the report ending date or provide acceptable justification for the delay. The statement and the reporting senior's one-page endorsement will, upon acceptance, be filed in the NAVPERSCOM digital file.

a. Content of Statement. Statements may be no more than two pages and may not have enclosures. Statements must be temperate in tone and confined to pertinent facts. They may not include accusations or countercharges, and statements may not question or impugn the motives of the reporting senior or other individuals. Statements may not contain a request to modify, remove, replace, or investigate a report. Such requests may be made only as part of one of the appeal processes discussed in this chapter. Include justification if the statement is submitted more than 2 years after the ending date of the report.

b. Submission of Statement. Address the statement to PERS-32 via the reporting senior who submitted the original report or in the case of a Concurrent report via the concurrent and regular reporting seniors. If unable to obtain the original reporting senior's endorsement after reasonable effort, submit the statement directly to PERS-32 with a cover letter explaining why the endorsement could not be obtained. All statements from personnel E-1 through O-6 are sent to PERS-32.

c. Endorsement of Statement. The reporting senior must endorse and forward any statement within 10 days, with a copy back to the member. The endorsement must be limited to one page. A rater and or senior rater may not endorse a member's statement. The reporting senior must ensure the statement meets the requirements of this instruction prior to submission to PERS-32.

17-8. Statement Concerning Adverse Report. A FITREP, CHIEFEVAL, or EVAL containing adverse matter must be referred to the Service member for a statement. All requirements for a statement to the record apply to a statement on an adverse report.

a. Submission of Statement with the Report. A member who desires to make a statement for submission with the report must mark the box labeled "I intend to submit a statement" in FITREP block 46, CHIEFEVAL block 49, or EVAL block 51. The CO will provide the member with reasonable clerical support and access to records. The member must provide the statement to the reporting senior within 10 days after seeing the report. The reporting senior may allow a

short extension, but the report must be submitted in time for any selection board for which the member may be eligible. Do not delay an entire summary group while the member's statement is being prepared and endorsed. A member may submit an additional statement concerning the reporting senior's endorsement, but submission of the original report, statement, and endorsement will not be further delayed for this purpose.

b. Declination to Submit Statement. A member who does not wish to make a statement concerning adverse matter must decline in writing. This is normally accomplished by marking the box labeled "I do not intend to submit a statement" in EVAL block 51, FITREP block 46, or CHIEFEVAL block 49. The signature does not imply agreement with the report but merely acknowledges that the member has seen the report and is aware of the right to submit a statement. A statement may still be submitted within 2 years after the report ending date. A member who either fails to sign an adverse report after being given an opportunity to do so or fails to submit a statement within a reasonable time after indicating an intent to do so, will be presumed to have declined to submit a statement. Enclose a letter of explanation with the report.

c. PERS-32 Request for Statement. PERS-32 may send a report to the Service member with a request for a statement. The member must respond to this request and submit either a statement or decline to do so in writing. Failure to respond within the specified time will be considered a declination to submit a statement and the report will be filed in the official record.

17-9. Communications with Selection Boards. A member eligible for consideration by a selection board may communicate in writing with the board. If a FITREP, CHIEFEVAL, or EVAL is enclosed it will be reviewed for validity before being presented to the board. Procedures for communicating with officer boards are contained in reference (c), MILPERSMAN 1401-010 and MILPERSMAN 1420-010. Procedures for communicating with enlisted boards are contained in the NAVADMIN announcing the E-7, E-8, and E-9 selection boards for each fiscal year. These procedures must be carefully observed. Any documents submitted to a selection board will be shredded upon completion of their respective board and will not become part of their official record.

17-10. Appeals. If Service members believe that a FITREP, CHIEFEVAL, or EVAL is inaccurate, unjust, or wrongly submitted they should first discuss the matter with the reporting senior. The reporting senior may, if justified, submit an administrative change or supplementary material (see chapter 15). Reference (a), article 1151 also provides authority for requesting mast, at which questions concerning FITREPs, CHIEFEVALs, and EVALs may be raised with the CO. If these remedies have been exhausted and the matter cannot be explained in a statement to the record or communication to a selection board, the member may request that a report be investigated, modified, removed, or replaced through one of the following appeal procedures:

a. Request for ISIC Review. A Service member may request an informal review by the reporting senior's ISIC for reports believed to be unjust. If authority to sign as reporting senior has been delegated (see chapter 2), then the ISIC of the delegating authority must conduct the review. A member who desires an ISIC review must make a written request within 10 days of seeing the report. An ISIC may still conduct an informal review if the request is delayed beyond a 10-day period for good cause. Scope of the review is at the discretion of the ISIC but should assess whether the evaluation was an unbiased, fair, accurate, and realistic assessment of the member's performance. The ISIC must complete the informal review of the report within 20 days of receiving the request notification and provide feedback via the reporting senior or delegating authority. If the Service member is not satisfied with the findings of the ISIC review, the Service member may still submit an appeal through one of the formal appeal procedures outlined in paragraphs (b) and (c) of this section.

b. U.S. Navy Regulations, 1990, Article 1126 - Correction of Naval Records. Under provisions of this article, a member may petition the Board for Correction of Naval Records (BCNR) for correction of error or removal of injustice in a FITREP, CHIEFEVAL, or EVAL. Petitions must be submitted on DD 149 Application for Correction of Military Record Under the Provisions of 10 U.S.C., section 1552. DD 149 is available at: [https://www.esd.whs.mil/Directives/forms/dd0001\\_0499/](https://www.esd.whs.mil/Directives/forms/dd0001_0499/) or from the Board for Correction of Naval Records, Washington, DC 20370-5100. Upon presentation of satisfactory evidence by the member concerned, the BCNR may recommend to the Secretary of the Navy that the record be changed. If the petition is to be considered and resolved prior to the convening of a selection board, the petition should be received by the Board for Correction of Naval Records (BCNR) at least 4 months before the board convenes. The BCNR normally will not act on a petition if any other type of appeal is pending or in progress.

c. U.S. Navy Regulations, 1990, Article 1150 - Redress of Wrong Committed by a Superior and 10 U.S.C. Chapter 47, Uniform Code of Military Justice (UCMJ), Article 138 - Complaints of Wrongs. Under the provisions of these articles, a member may submit a complaint against a superior officer. The complaint may include a request to revise, remove, or replace a FITREP, CHIEFEVAL, or EVAL. Submit complaints in the manner prescribed by U.S. Navy Regulations, 1990, article 1150, and JAGINST 5800.7F Manual of the Judge Advocate General, chapter III. Complaints involving FITREPs, CHIEFEVALs, or EVALs must be submitted within 90 days from the time the member knows of the report's submission or within 1 year after it is submitted, whichever is earlier. If relief is granted, the General Courts-Martial Convening Authority granting relief may submit supplementary material or direct the original reporting senior to do so and may direct the removal of all or part of the original report. In this case, forward the entire decision package, including the supplementary material, via BUPERS Office of Legal Counsel (BUPERS-00J), who will affect the relief per the Manual of the Judge Advocate General, paragraph 0308f.

d. Privacy Act. Under the provisions of the Privacy Act of 1974, a member may request that a FITREP, CHIEFEVAL, or EVAL be amended if the report is inaccurate. Amendments are limited to correction of factual matters only. Matters of opinion, such as grades and comments by the reporting senior, are not subject to amendment under these provisions. Prepare Privacy Act amendment requests as specified in SECNAVINST 5211.5F and submit to the Bureau of Naval Personnel (BUPERS) Office of Legal Counsel (BUPERS-00J) via the reporting senior. The reporting senior should forward the request, along with a recommendation regarding granting or denying the request, within 20 days of its receipt.

17-11. Appeals Based on Acquittal, Finding of Not Guilty, Set-Aside, or Reversal. If a Service member believes that any portion of a FITREP, CHIEFEVAL, or EVAL is invalid due to an acquittal, finding of not guilty, set-aside of NJP, or reversal on appeal, the member should initiate a petition to the BCNR. Even though the reporting senior may have supplemented the report, the original report will remain in the record, unless removed as a result of appeal by the member concerned.

17-12. Review of Reports on Acquisition Workforce Members. Under Public Law 101-510, members of the Defense Acquisition Workforce whose reporting senior is not in the same Defense Acquisition Workforce career field, may request a review of their reports by a person in the same Defense Acquisition Workforce career field as themselves. The request may be combined with a statement to the record. Submit the request to PERS-32 via the regular reporting senior or via concurrent and regular reporting seniors for a Concurrent report. All rules and procedures for submitting and endorsing statements to the record (see above) also apply to Defense Acquisition Workforce review requests. The subject line of the letter must read "FITNESS REPORT ACQUISITION WORKFORCE REVIEW REQUEST." Add "AND STATEMENT" if the letter is also a statement to the record. The endorsement must indicate whether the reporting senior is a member of the Defense Acquisition Workforce, and if so, in what career field. Upon receiving the request, NAVPERSCOM will designate the reviewing officer and will provide a copy of the reviewing officer's comments to the member via the reporting senior.

**EXHIBIT 17-1**  
**OFFICER FITNESS REPORT INPUT**

(Note: Ensure memo/ltr is per DoD Instruction 5200.48 (Controlled Unclassified Information))

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(This outline may be used as written or adapted into a command input form. Attach copies of certificates, citations, etc. The reporting senior is the sole judge of which items to use in the report).

1. Administrative Data

- a. Full name
- b. Grade (indicate if frocked, spot-promoted, or a selectee to higher grade)
- c. Designator (indicate if changed during period)
- d. Social Security Number
- e. Date reported to command
- f. Ending date of last Regular FITREP
- g. If a Detachment of Individual report, next permanent duty assignment

2. Duties. (List by title. Include months assigned during this report period.)

- a. Primary duties (most significant first)
- b. Collateral duties
- c. Watch standing duties
- d. ADDU, TEMADD, and or TEMADDINS (if any). List commands, inclusive dates, and duties or courses.
- e. Periods not available for duty (if any) (account for en route time prior to report, lengthy leave, etc., since reporting)

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3. Job Scope

- a. One sentence description of primary duties.
- b. Personnel directly supervised (subdivide by officers, enlisted, civilians, and reservists).
- c. Personnel supervised through subordinates (subdivide as above). Reserve officers may mention cross-assigned personnel supervised (as applicable) to their operational support plan.
- d. Major equipment and material for which responsible.
- e. Size of budget managed.
- f. Subspecialty codes awarded and used, extent of utilization, and whether officially required by billet.
- g. Responsibilities for classified material.

4. Specific Contributions. (Indicate whether as individual, team member, or leader.)

- a. Operational readiness and performance,
- b. Management and administrative performance,
- c. Growth and development of subordinates,
- d. Training,
- e. Inspection results,
- f. Quality improvements and cost savings,
- g. Environmental quality and safety,
- h. Equal respect and opportunity,
- i. Betterment of civilian work force,
- j. Utilization of reserves,
- k. Morale and welfare,

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- l. Retention,
  - m. Specific contributions in support of DoD and Department of the Navy management improvement programs (DMR, DAWIA, Management Control, etc.), and
  - n. Other.
5. Personal Achievements
  - a. Qualifications attained,
  - b. Educational courses completed,
  - c. Awards and commendations during period (attach copies),
6. Other. (Including, but not limited to, "Items for Special Consideration" in chapter 13.),
  - a. Contributions to Command or Organizational Climate/Equal Opportunity and Military Bearing/Character,
  - b. Comment on command culture and workplace environment conducive to the judicious use of energy (fuel, shore power, etc.)
  - c. Comment on contribution to building an innovative culture within the DON, and
  - d. Comment on specific Get Real Get Better (GRGB) behaviors exhibited per paragraph 9 of enclosure (1) of this instruction and the GRGB Web site.
7. Future Duties and Schools Desired

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**EXHIBIT 17-2**  
**CHIEFEVAL/ENLISTED EVALUATION REPORT INPUT**

(Note: Ensure memo/ltr is per DoD Instruction 5200.48 (Controlled Unclassified Information))

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(This outline may be used as written or adapted into a command input form. Attach copies of certificates, citations, etc. The reporting senior is the sole judge of which items to use in the report).

1. Administrative Data

- a. Full name (indicate if changed during period),
- b. Rate and warfare/qualification designator(s) (indicate if frocked or selectee),
- c. Social security number;
- d. USN or USNR. If USNR on ACDU, indicate status (i.e., extended ACDU, TAR, ADOS, OYR, CANREC, AT, ADT, etc.),
- e. Date reported to present command,
- f. Ending date of last Regular report, and
- g. Date of rate.

2. Duties Assigned and Number of Months Assigned During This Report Period (list by duty title)

- a. Division, aircrew, etc. to which assigned
- b. Primary duties
- c. Collateral duties
- d. Watch standing duties

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e. TEMADD/TEMDU/AT/ADT etc. (where, when, and why)

f. Significant periods not available for duty (if any). (If first report at this command, include any delay or TEMDU prior to reporting.) Do not include brief illness or normal leave.

3. Job Information

a. Principal activities and responsibilities. (Include equipment operated or qualified to operate and "customers" served (if applicable)).

b. Individual accomplishments, including experience gained and contributions to team achievements.

c. Responsibilities for classified material.

4. Supervision and Leadership

a. Growth and development of subordinates.

b. Personnel directly supervised (subdivide by military, civilians, and reservists).

c. Personnel supervised through subordinates (subdivide as above). Reserve LCPOs and LPOs may mention cross-assigned personnel supervised (as applicable) to their operational support plan.

d. Equipment and material for which responsible.

e. Size of budget managed.

f. Leadership activities and accomplishments. Include team and subordinate accomplishments that reflect your leadership.

g. Performance as instructor (classroom or on-the-job).

h. Counseling given (formal or informal).

i. Retention efforts and results.

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5. Special achievements

- a. Qualifications achieved during period (or during prior period if not mentioned in previous report),
- b. Educational courses completed and diplomas or certificates awarded, and
- c. Personal awards and letters of commendation or appreciation received.

6. Off-duty Activities

- a. Educational courses attended,
- b. Civic activities,
- c. Voluntary public relations on behalf of the Navy, and
- d. Reservist's civilian employment. Note promotions or special accomplishments during period.

7. Future Duties and Schools desired

8. Other Items for Consideration

- a. Contributions to command or organizational climate/equal opportunity and military bearing/character,
- b. Comment on command culture and workplace environment conducive to the judicious use of energy (fuel, shore power, etc.),
- c. Comment on contribution to building an innovative culture within the DON, and
- d. Comment on Get Real Get Better (GRGB) behaviors exhibited per paragraph 9 of enclosure (1) and the GRGB Web site.

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**EXHIBIT 17-3**

**PERFORMANCE SUMMARY RECORD**

PERFORMANCE SUMMARY REPORT															PAGE 3 OF 3						
NAME (LAST, FIRST MIDDLE) SMITH, JAMES N.										SSN 000-00-0000		PHYSICAL FITNESS ASSESSMENT block 20									
PG	STATION	DUTY	DATES	MOS	REPORTING SENIOR NAME	PG	TITLE	TRAITS					AVERAGE		PROMOTION REC					PHY READ	RPT TYPE
								1	2	3	4	5	IND SUM	R/S CUM	SP	PR	P	MP	EP		
O2	FLTCOMBAT DIR SYS	INSTR	950930 960115	04	WILLIAMS L M	O4	CO		7			3.00	14			X				PAWS	RG
O2	DD967 ELLIOT	ENG OFF	960116 960428	03	BELL WM	O5	CO		5	1		3.17	3			X				PAWS	RG
O3	DD967 ELLIOT	ENG OFF	960429 960831	04	CUPPER S T	O5	CO			2	4	4.66	3				X			PAWS	RG
O3	DD967 ELLIOT	ENG OFF	960901 970131	05	CUPPER S T	O5	CO		3	3		3.50	9				X			PAWS	SUPP
O3	DD967 ELLIOT	ENG OFF	970201 980131	12	CUPPER S T	O5	CO		3	4		3.57	19				X			PAWS	RG
O3	DD967 ELLIOT	ENG OFF	980201 980831	08	JONES R G	O5	CO		5	2		3.29	1					X		PAWS	CR

**EXHIBIT 17-4**  
**STATEMENT IN LIEU OF MISSING REPORT**

(Note: Ensure memo/ltr is per DoD Instruction 5200.48 (Controlled Unclassified Information))

CUI

1610  
SSN  
Date

From: AW1(AW) John L. Doe, USN, 000-00-0000  
To: Commander, Navy Personnel Command (PERS-32)

Subj: STATEMENT IN LIEU OF A MISSING REPORT FOR THE PERIOD 19MAY31 – 19NOV15

Ref: (a) BUPERSINST 1610.10H

1. Per reference (a), the following information is submitted concerning a missing report for the period ending 99NOV15. I have contacted my previous command and they do not have a copy of that report. I do not recall ever having signed a copy. As authorized by reference (a), I am submitting this statement in lieu of my missing report.

Block 1 – Doe, John L	Block 16 – N/A
Block 2 – AW1	Block 17 – X
Block 3 – AW	Block 18 – N/A
Block 4 – 000-00-0000	Block 19 – N/A
Block 5 – Active	Block 21 – N/A
Block 6 – 12345	Block 22 – Senior, R R
Block 7 – VP 1024	Block 23 – CDR
Block 8 – Regular	Block 24 – USN
Block 9 – 99JUL15	Block 25 – CO
Block 10-13 – Periodic	Block 26 – Unknown
Block 14-15 – 19MAY31 – 19NOV15	Block 27 – N/A ( <b>leave blank</b> )

Qualifications attained: EAWS

2. If there are any questions, I can be reached at (901) 874-0000/DSN 882.

J. L. DOE

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Controlled by: NAVPERSCOM (PERS-3)  
CUI Category: PRVCY  
Distribution/Dissemination Control: FEDCON  
POC: IM [Singer@us.navy.mil](mailto:Singer@us.navy.mil)

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## CHAPTER 18 PERFORMANCE COUNSELING AND COACHING

18-1. Purpose. This chapter provides the information needed to conduct performance counseling and coaching (PC&C), both vital in completing a mid-term performance counseling session. The purpose of PC&C is to provide deliberate investment in personal and professional development to support self-assessment, self-reflection, course correction, and steps to take intentional action to unlock every member's potential and increase his or her performance. This should be an open discussion of individual performance with reference to the performance traits on the EVAL or FITREP form. Within this chapter are schedules, requirements, record keeping, and methods for conducting the PC&C sessions.

18-2. Performance Counseling and Coaching Policies. Planned and scheduled PC&C is a major focus of the Navy's Performance Evaluation System. PC&C will be performed at the mid-point of each evaluation cycle (i.e., mid-term performance counseling) and when the fitness or evaluation report is signed.

18-3. Counseling and Coaching Guidance. In general, the performance counseling session should focus on reinforcing the Navy's expectations, providing observations about how the performance of the member matches the standards measured against, and motivating the member toward higher standards of professionalism in support of foundational Navy values and goals as expressed in the Chief of Naval Operation's NAVPLAN, Culture of Excellence and Get Real Get Better call to action. It is an excellent opportunity to share impressions and reinforce expectations.

18-4. Get Real Get Better (GRGB). GRGB is a call to action for every Navy leader to apply a set of Navy-proven leadership and problem-solving best practices that empower our people to achieve exceptional performance. Counseling should address specific GRGB concepts and behaviors as outlined in paragraph 9 of enclosure (1) of this instruction reinforcing traits displayed, as well as areas to implement GRGB moving forward for individual and command improvement.

18-5. Performance Counseling Worksheet. The standard EVAL, CHIEFEVAL, and FITREP report form will be used as the performance counseling worksheet. Blank forms may be generated using the NAVFIT98A Program or downloaded from the MyNavyHR Web site: [https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/MidTerm\\_Counseling/](https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/MidTerm_Counseling/).

a. Using the Worksheets as PC&C Aids. PC&C worksheets need not be typed. As a minimum, complete block 1 and blocks 29-31. Supervisors should discuss performance elements as they relate to the seven performance traits and subcategories on the form. Comments and recommendations for improvement may also be entered in the comments block. Do not enter a promotion recommendation at this time. If you mark trait averages while conducting a performance counseling session, be careful not to make promises or guarantees to the member regarding what the marks or recommendations will be at the end of the performance evaluation period.

b. Using the Worksheet as a Performance Counseling and Coaching Record. At the completion of the performance counseling session, the supervisor will enter the date in block 30 and enter counselor's name in block 31. Give the member a copy of the worksheet and retain the signed original in a command file that complies with provisions of the Privacy Act (see SECNAVINST 5211.5F). Supervisors should ensure files are safeguarded and are only accessible to members of the command who have a demonstrated need to know. When completing the next required EVAL, CHIEFEVAL, or FITREP (following performance counseling) type the date and counselor's name from the worksheet into blocks 30 and 31 of the report, respectively. Upon detachment of the member, the original performance counseling worksheet should be given to the member or destroyed.

c. NAVPERS 1610/19 Military Individual Development Plan (IDP). During performance counseling, the IDP may be used as a development tool for the members. The IDP serves as a guideline for supervisors to guide members through several actionable steps to achieve their desired performance goals.

18-6. Performance Counseling Schedule. Members will receive performance counseling at the midpoint of the evaluation period and at the time of receiving the EVAL, CHIEFEVAL, or FITREP report. The following table shows midterm performance counseling months effective through 31 December 2026. For captain, the addition of a counseling requirement in November 2026 will ensure performance counseling is conducted during the shortened period of report from 31 July 2026 to 31 March 2027. On 01 January 2027, the midterm performance counseling schedule for commander and captain will change as indicated in the table on page 18-2A of enclosure (2). Performance counseling may actually be provided in an earlier or later month if that is more appropriate, but it may not be omitted or unduly delayed. Note: Training commands should integrate performance counseling for students within their established academic counseling programs.

**Midterm Performance Counseling Schedule**  
(Effective through 31 December 2026)

Officers		Enlisted	
Rank	Active <sup>1</sup> TAR <sup>2</sup> Inactive <sup>3</sup>	Rank	Active <sup>1</sup> TAR <sup>2</sup> Inactive <sup>3</sup>
CAPT	January	E-9	October
CDR	October	E-8/E-7	March
LCDR	April	E-6	May
LT	July	E-5	September
LTJG	August	E-4	December
ENS	November	E-3/2/1	January
CWO5/4/3	September		

Midterm Performance Counseling Schedule  
 (Effective 1 January 2027)

Officer		Enlisted	
Rank	Active <sup>1</sup> TAR <sup>2</sup> Inactive <sup>3</sup>	Rank	Active <sup>1</sup> TAR <sup>2</sup> Inactive <sup>3</sup>
CAPT	September	E9	October
CDR	December	E8/E7	March
LCDR	April	E6	May
LT	July	E5	September
LTJG	August	E4	December
ENS	November	E3/2/1	January
CWO5/4/3	September		
CWO2/WO1	March		

Note 1. Active includes all USN and USNR (except TAR) on extended ACDU that compete together for active-duty advancement/promotion quotas.

Note 2. TAR includes USNR officers with XXX7 designators and USNR enlisted who compete for TAR promotion/advancement quotas.

Note 3. Inactive includes reservists on INACT, AT, ADT, ACDU for training, ADOS, OYR, CANREC, or temporary ACDU that compete for inactive promotion/advancement quotas.

18-7. Counseling Objectives. Performance counseling should motivate performance improvement. It involves setting and evaluating expectations in the context of an individual's performance. Below are general procedural guidelines:

a. Setting Expectations. Performance counseling begins with clearly defining performance expectations and goals for an individual or team. These expectations should be specific, measurable, achievable, relevant, and time-bound (SMART). If expectations have already been identified, a fair, accurate, and realistic assessment of the member's performance is crucial to the performance counseling process.

b. Evaluation. At scheduled PC&C intervals, the supervisor and Sailor evaluate their performance against the established expectations. This evaluation involves assessing strengths, areas for improvement, and overall performance outcomes.

c. Counseling. If performance falls below expectations or there are issues that need to be addressed, the supervisor and Sailor discusses challenges and identifies root causes for the upcoming coaching session where an action plan will be developed.

d. Adjustment of Expectations. Expectations may be adjusted based on changing circumstances, feedback, or organizational priorities. This ensures that expectations remain relevant and achievable. Communicate and clarify what is expected before the next scheduled PC&C. Ensure the member understands the supervisor's expectations.

e. Transition Assistance Program (TAP) Military Life Cycle. Ensure TAP military life cycle counseling for members is conducted (if applicable) to members who may be leaving the service during the coming year.

18-8. Coaching Objectives. After performance counseling, incorporating coaching can be highly beneficial for further development and sustained improvement. General procedural guidelines are:

a. Goal Setting. Supervisor and Sailor can work together to set specific, measurable goals based on the outcomes of the performance counseling sessions. These goals should align with the individual's development needs and performance expectations.

b. Skill Development. Coaching conversation can focus on developing specific skills or competencies identified during performance counseling as areas for improvement. The supervisor can provide support to help the Sailor enhance his or her skills and overcome challenges.

c. Feedback and Reflection. Coaching provides a safe and supportive environment for the Sailor to receive ongoing feedback and engage in reflective practices. The supervisor can help the Sailor process feedback from performance evaluations and counseling sessions, identify patterns, and develop strategies for continuous improvement.

d. Accountability. The coaching conversation includes accountability mechanisms to ensure the Sailor stays on track with his or her developmental goals and action plans. The accountability timelines should be identified by the Sailor for both success of goal progression and follow-up to supervisor.

e. Long-Term Development. Coaching goes beyond immediate performance issues to support the Sailor's long-term development and career growth. The supervisor and Sailor can discuss together to create a personalized development plan that addresses both short-term goals and long-term aspirations.

18-9. Preparing for the Counseling Session. Performance counseling sessions are structured meetings designed to address and improve an individual's performance in a professional setting. The session typically follows these key steps:

a. Sailor Performance Counseling Preparation

(1) Complete a self-appraisal using NAVPERS 1610/20 or NAVPERS 1610/19. Include your strengths, areas of improvement, as well as your professional goals, in reference to blocks 33-39 on your performance evaluation. Assess performance to date. Note any growth, accomplishments, desired areas of improvement, and any required resources needed to complete your tasks.

(2) Gather information related to your performance for the period, including specific data on military activities and accomplishments.

b. Supervisor Performance Counseling Preparation. Review the member's self-appraisal (which will be completed by the member using NAVPERS 1610/20 Mid-Term Counseling Checklist or NAVPERS 1610/19 submitted prior to the performance counseling session), performance goals, and job responsibilities. Determine whether the member is performing to or not achieving expectations. Develop a course of action that will either maintain momentum or improve the situation.

18-10. Conducting Performance Counseling. The task of the supervisors is to direct and focus on the performance of their Sailors and to develop their professional and military expertise. The performance counseling process is a dynamic relationship between the supervisor and Sailor in which the Sailor's performance, trajectory, and areas of improvement are evaluated. This is accomplished in the following steps:

a. Performance Counseling Steps

(1) Opening. The session begins with an introduction and setting a positive tone. The supervisor expresses the purpose of the meeting, emphasizing its constructive nature, and the mutual goal of improvement.

(2) Assessment. The Sailor will recap on his or her performance since the last PC&C. The supervisor reviews the individual's performance, providing specific examples and feedback on strengths, areas for improvement, and any concerns. This assessment is based on objective data provided by the Sailor and supervisor observations.

(3) Discussion. A dialogue between the supervisor and Sailor allows for open communication and clarification of strengths and areas for improvement. The Sailor is encouraged to share his or her perspective, challenges, and insights into his or her performance.

(4) Bi- Directional Feedback. Provide specific examples of the Sailor's work or behavior that illustrate your points so that your member understands context. Any feedback you provide should be specific, observable, and timely. Focus on performance, not personality. Characteristics like attitude, adaptability, integrity, dependability, appearance, initiative, etc. should be addressed as they relate to job performance.

(5) Closure. The performance counseling portion of the PC&C concludes with a summary of key points discussed, reiterating the individual's acknowledgement of desired areas of improvement (goals) to be utilized in the coaching section of the PC&C.

b. Changing Leadership Hats. At the conclusion of the performance counseling session, the supervisor should then switch leadership hats from performance counselor to coach. This should be an obvious and clear distinction understood by both parties.

18-11. Conducting Coaching. A coaching conversation is a structured process focused on fostering personal or professional development and accomplishing specific goals. This session will use the previously established areas of growth from the performance counseling session to further determine the best path via the Goal, Reality, Options, and Will (GROW) model. This session entails the following key stages:

a. Coaching Steps

(1) Goal. This is where the supervisor and the Sailor establish a clear and specific goal. The goal should be well-defined and achievable within a certain timeframe. These goals were identified within the performance counseling portion. New goals may arise during the coaching conversation. These can be addressed; however, the focus should be on the goals identified in the previous performance counseling portion. Some questions to consider for this step are:

- (a) "What specific goals do you want to achieve?"
- (b) "Can you clarify what success looks like for you in this situation?"
- (c) "How do your goals align with your core values?"
- (d) "What are your top priorities right now?"
- (e) "How do your goals contribute to your personal growth?"

(2) Reality. In this step, supervisors help Sailors explore their current reality and understand where they currently stand in relation to their goal. Sailors mentally assess their strengths, weaknesses, resources, and any obstacles or challenges they may face. It is important for Sailors to have a realistic understanding of their current situation and how it will impact their ability to achieve their goals. Some example questions are:

- (a) "What is the current situation or reality regarding this goal?"
- (b) "How confident are you in achieving this goal?"
- (c) "How much of this goal is under your control?"
- (d) "What progress have you made towards your goal so far?"
- (e) "What strengths do you have that can help you reach your goal?"

(3) Options. Here, supervisors assist Sailors in the exploration of different options and strategies to move closer to their goal; similar to brainstorming. This step encourages creative thinking and generates potential solutions or approaches to overcoming obstacles generated by the Sailors; resulting in instant buy-in as the solutions are self-generated. Some example questions are:

- (a) "What are some possible strategies or approaches you could take to achieve your goal?"

- (b) “If you had all the resources you needed, what would you do differently?”
- (c) “What have you seen others do successfully in similar situations?”
- (d) “What are the pros and cons of each option?”
- (e) “What options align with your values, strengths, and interests?”

(4) Will. In the final step, Sailors commits to a specific course of action. They decide on the actions they will take to achieve their goal and create a concrete plan with clear milestones and deadlines. The timeframe for these actions is normally asked for by the supervisor once the Sailors identify their solution. This step also involves exploring the potential support required and developing strategies to stay motivated and overcome challenges. Some example questions are:

- (a) “How will you stay accountable and track your progress?”
- (b) “What milestones or checkpoints will you set to evaluate your progress?”
- (c) “What support or resources do you need to implement your plan?”

## CHAPTER 19 FLAG OFFICER FITREPs AND COUNSELING REPORT

19-1. Purpose. This chapter provides the basic information needed to complete and submit flag FITREPs. It assumes that reporting seniors are submitting authorized reports on proper occasions and that they understand all relevant policies contained elsewhere in this manual. Flag officer FITREPs are required for O-7. One FITREP to document performance for O-8 in joint billets is required. Rear admiral (upper half) (O-8) (not in joint billets), O-8 (selects), O-9, and O-10 FITREPs are not required.

19-2. Preparation. A user will need a common access card (CAC) for BOL account login. Note: If not a DoD CAC user, the user must have a DD 2875 System Authorization Access Request (SAAR) on file. An editable form is available at the following link: [https://www.esd.whs.mil/Directives/forms/dd2500\\_2999/](https://www.esd.whs.mil/Directives/forms/dd2500_2999/) Reporting seniors without CACs may also print out a hardcopy of the FITREP and complete. Hardcopy reports require “wet-signatures” and sent to the following address:

COMMANDER NAVY PERSONNEL COMMAND PERS-32  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-3220

### 19-3. Instructions For Specific Blocks

#### Blocks 1, 3-5, 8 – Automatically Entered by User ID Information

(Note: All blocks can be edited by member or reporting senior if found in error).

Block 2 – Grade. From the drop-down menu located in this block, select the appropriate grade (e.g., RDML (sel), RDML, RADM (sel), RADM).

Block 6 – UIC. Enter the UIC that is assigned to you based on the orders you have received from the Office of Chief of Naval Operations (OPNAV) Navy Flag Matters (OPNAV N00F).

Block 7 – Command. Enter the abbreviated command you are assigned to, per your orders received from OPNAV N00F.

Block 9 - Date Reported. Enter the date the member reported to the command named in block 7 in YYYYMMDD format (e.g., 08JAN31).

Blocks 10-13 - Occasion for Report. “Periodic” block will be checked for annual reports. For all others, check applicable report block. Special reports will only be selected for a Concurrent or Operational Commander report.

**Block 14-15 - Period of Report.** In YYMMDD format, enter the beginning (FROM) and ending (TO) dates of the report period (e.g., 08APR17) (the following are incorrect: 17APR08, 080417, 041708). Regular reports: The FROM date must be the day following the TO date of the last Regular report. It can be earlier than block 9 if en route leave, travel, or TEMDU is included. First FITREP on newly selected flag officer: The FROM date is the first day after the officer’s last O-6 FITREP. Newly selected flag officers will not receive a flag FITREP until they either report to their first flag billet or put on the rank of O-7, whichever occurs first.

**SUBMISSION TIMELINE FOR REGULAR REPORTS (O-7 through O-8)**

ASSESSMENT PERIOD (REGULAR REPORTS)	SIGNED BY REPORTING SENIOR NLT	SIGNED BY MEMBER	OPNAV (N00F) SIGN NLT	ARRIVAL AT NAVPERSCOM FOR RECORD ENTRY NLT
1 JUN - 31 MAY	15 JUN	30 JUN	15 JUL	1 AUG

**Table 19-1**

**Block 16 - Not Observed Report (NOB).** If this is a wholly NOB report, enter an “X” in block 16. An X will automatically be placed in all blocks that apply. The trait grades will be left blank, no career recommendation is permitted, and the promotion potential recommendation must be left blank. Comments are limited primarily to administrative and training information. Refer to chapter 6 for detailed instructions and examples. Refer also to chapters 9 and 10 for Navy Reserve reports.

**Blocks 17-19 - Type of Report.** Place an “X” in the block that applies. If this is a Concurrent/Regular report, place an “X” in blocks 17 and 18.

**Block 20 - Physical Readiness.** Enter the one-letter code for the result of each official PFA or CFA conducted in the reporting period. Document all official PFAs/CFAs in block 20 using the following format: PPP. This indicates the individual passed three official PFAs/CFAs during the reporting period. Do not enter spaces or slashes between the characters.

Block 20 Physical Fitness Assessment (PFA) and Combat Fitness Assessment (CFA) Codes	
P	Overall Passed PFA/CFA. Pass both BCA and PRT/CFT or Failed BCA and earned an excellent-low or above on the official PRT per NAVADMIN 242/24 (see Note 2 below).
B	Passed the BCA but was authorized non-participation in the PRT/CFT for other than medical waiver reasons (see code "N" for non-participation reasons). Service members who achieved the PRT incentive and are "validated" in PRIMIS 2 are also required to use this code. Use of this code requires a comment in block 29 (primary/collateral/watch-standing duties) with reason for non-participation in PRT.

F	Overall PFA/CFA failure. Failed BCA and PRT/CFT or Failed BCA and did not earn an excellent-low or above on the official PRT per NAVADMIN 242/24 (see Note 2 below).
M	Medically waived from entire PFA/CFA (BCA and PRT/CFT).
W	Passed BCA or medically waived from BCA and or medically waived from one or more PRT/CFT events (not full PFA waiver).

Note: Format for block 20 must be from oldest to most recent PFA performed during the reporting period. Format for block 20 must be from oldest to most recent PFA performed during the reporting period (e.g., PF in block 20 and PFA: 17-1/18-2 in block 27 indicates that the member passed 2017 cycle one and failed 2018 cycle two.

Blocks 21-24 - Automatically Filled-In. (Note: All blocks may be edited by member or reporting senior if found in error).

Block 25 – UIC. Enter the UIC that is assigned to the reporting senior.

Block 26 - Command Employment and Command Achievements. Enter a brief statement of command employment and significant command awards or achievements during the period of the report. Provide information that will help report users understand the context in which the member's duties were performed. Use the following guidelines for command employment: Navy/Joint Operating Forces: Operational, training, and maintenance periods including general areas and months (unclassified only) (e.g., Upkeep/Training-8; Deployed WESTPAC-3). Shore Activities: In smaller commands, briefly state the command mission. In larger commands, identify the member's department/division and summarize its function (example of command mission: Leads Navy personnel policies and functions).

Block 27 - Primary/Additional Duties Assigned. In the box on the first line, enter an abbreviation of 90 or fewer characters and spaces for the most significant primary duty for the period reported on. Do not use any special characters.

Duty Titles. Enter duty titles and number of months each duty was assigned during this reporting period. Enter duty titles in the following order: Most significant primary duty, other additional duties: Commander, Navy Personnel Command-7; ADDU Deputy Chief of Naval Personnel-7. Periods Not Available for Duty: Identify any periods no duties were assigned. Such periods may include en route time prior to reporting, TEMADD, unusually long leave, etc. (If necessary to include maternity leave, identify only as "Leave.") (e.g., TEMADD 07OCT18- 07NOV30; LEAVE/TRANSIT: 07OCT18-07NOV30). Job Scope Statement: Briefly state the scope of primary duty responsibilities. Include such items as technical or professional duties, personnel

supervised, and budget administered. Job scope statements are optional for operational billets (e.g., responsible for regional installations, managing 1,500 military and 650 civilians, and \$155 million). PFA: Document specific PFA cycle(s) reported in block 20 utilizing the following format: PFA: 17-2/18-1. This entry indicates the PFA results listed in block 20 were attained during the 2017 cycle two and the 2018 cycle one official PFAs. If a code letter in block 20 is “B,” note the reason for PRT non-participation (e.g., if a member is exempt from the PRT because of a validated PRT, then make the following entry: PFA: 17-2/18-1 (B-validated PRT)). An entry is not required if the member did not participate in any official PFAs during the reporting period.

Block 28 - Date Counseled. If mid-term counseling was received during the reporting period, enter the date counseled from the counseling worksheet. Use YYMMMDD format (e.g., 14NOV28). If counseling was not performed, then leave “performed” box unchecked. Flag officer counseling should occur in November of each year. See chapter 18 for more information on counseling.

Block 29 – Counselor. Type the name of the counselor.

Block 30 - Signature of Individual Counseled. The member will sign this block. (Note: If a non-DoD CAC user, the user must have DD 2875 System Authorization Access Request (SAAR) on file). The signature verifies that blocks 30 and 31 are accurate but does not necessarily mean that the counseling was considered adequate.

Block 31-39 Get Real Get Better (GRGB) Behaviors/Performance. For each trait, place an “X” in one and only one box. The meanings of the trait grades are outlined below. NOB will be automatically checked if block 16 was checked. For further resources and descriptions of GRGB behaviors refer to paragraph 9 of enclosure (1) of this instruction or go to Web site: <https://grgb.navy.mil>.

GRGB (Foundation)

Block 31 - Models Navy Core Values. Navy Core Values: Honor, courage, and commitment are the bedrock of a winning Navy. GRGB builds on these values first and must be included in the decision-making calculus. It is also imperative that every leader leads by example and demonstrates these values at all times. Doing so is a consistent reminder to our team of what we expect from each other.

Block 32 - Delivers Outcomes Over Activity. Apply critical problem-solving tools and best practices to shift from more activity to better outcomes, set clear accountability, work collaboratively, and quickly identify and remove barriers to accelerate progress elevating problems to higher leadership, if necessary. Doing this will deliver the outcomes the Navy needs for the future.

GRGB (Mindset)

Block 33 - Self-Assessing: Humble and Transparent. Navy leaders must ruthlessly self-assess; be honest, humble, and transparent about their capabilities and limitations; challenge their beliefs using data, facts, and diverse input; and “embrace the red” - “acknowledge shortcomings” - by being curious and taking pride in finding and fixing problems.

Block 34 - Self-Correcting: Solves Problems in Lasting Way. Navy leaders must deliberately correct; find and fix small problems before they become larger systemic issues; and fix the root causes, not just symptoms. Following up periodically is also essential and (as necessary) sharing feedback and lessons learned to peers, leaders, and program managers will benefit our team.

Block 35 - Always Learning: Growth Mindset. A growth and learning mindset is essential. GRGB requires Navy leaders to share what they learn to help make others more successful; to be courageous and aim high, even if it means initially falling short; to build trust among their teams; to recognize and reward those who adopt GRGB principles; and to experiment frequently to find better solutions, adjusting plans based on learning.

#### GRGB (Actions)

Block 36 - Takes Initiative. Choosing to deliberately think, act, and operate differently than the status quo - there is always room for improvement. Challenge your beliefs and be motivated, curious, and open-minded. Equally foster a command climate that encourages everyone to take initiative and not accept status quo.

Block 37 - Builds Teams. Demonstrating an ability to build teams and rapidly collaborate across diverse organizations to solve problems and achieve lasting outcomes. Model the belief that our people and culture are the Navy's asymmetric advantage, showing dignity and respect for everyone, regardless of background or rank. Measures themselves by creating opportunities to remove barriers to individual, team, and Navy warfighting excellence. This approach empowers our people to find and fix problems - and innovate - at their level, from the deckplate to senior leaders. We reward ownership and ingenuity, and we help each other remove barriers.

Block 38 - Rapidly Collaborates. There are many ways to be a collaborator and each leader will have his or her own style. A few elements that each leader should ensure are present: Organized planning and execution - make the most of your time together, communication with active listening, guide your team but allow space for them to operate and develop ideas on their own, open-minded towards different perspectives but spark healthy debate, mutual trust, and respect - inclusivity towards every team member and an appreciation of your team's ideas and work.

Block 39 - Creates Opportunities to/and Removes Barriers. GRGB challenges leaders to remove barriers for their teams and unleash the power of our people, not burden them with extra requirements, policies, or bureaucracy. This is a measurement of yourself on creating

opportunities for your team to progress. Equally, you must identify and remove barriers that inhibit progress.

Block 40-42 - Potential Traits. For each trait, place an “X” in one and only one box. The meanings of the trait grades are outlined below, but trait grades are biased toward potential instead of measured performance. These traits and scores must be further outlined in the comments section. NOB will be automatically checked if block 16 was checked.

Block 40 - Ability to Lead Change (Advance Navy Culture). The charge of command delineates key competence and character elements necessary to advance our Navy culture.

Block 41 - Sets and Achieves Vision. What is your vision? Choosing the end-state well past the end of your tour but first listen and learn from your command - this will create ‘buy-in’. A simplified, clear/unambiguous and achievable vision statement that everyone can relate to and identify with will be essential to your daily routine and command's culture. It requires continues reinforcement.

Block 42 - Communicates with Impact. Measured by the quality and transparency of your communications internal and external to the command. Ensure clarity and understanding. Trust and effective communications - absolute necessities in combat - must be developed and perfected in times of peace.

Block 43 - Where is this Leader Most Comfortable (Tactical, Operational, or Strategic). Rank 1, 2, and 3 to best characterize.

Block 44 - Individual: Automatic tabulation of the average of the performance and potential traits (12). Reporting Senior Trait Average: Automatic tabulation of all fitness report trait averages for that report grade category (i.e., O-7 ACT, O-7(sel), O-7(sel) (RES), etc.). This Reporting Senior's Trait Average is computed based on all FITREPs ever written in that specific category.

Block 45 - Place three assignments in order of progressing responsibility which you believe the individual has the potential for.

Block 46 - Comments must contain specific potential comments that can be used to frame future assignments and succession planning. Guidance: 1. If in an operational job, specifically comment on operational performance/warfighting, 2. Provide an assessment of career trajectory: towards continued operational assignments or non-operational assignments (e.g., fleet vs DCNO); 3. Demonstrate the leader has begun to embrace the 11 Jan 22 CNO Charge for Navy to Get Real and Get Better, 4. Deliberately avoid high-level GRGB lingo (“sprinkle some GRGB on that;” 5. Describe outcomes (value created) resultant from GRGB; and 6. Specifically highlight: Deliberate problem solving occurred; Root cause was pursued and identified; Barriers identified,

fixed, and or elevated. For Reserve duty (ADSW/AT) type and duration of duty must be annotated at the top of the comments section. See chapter 13 of this enclosure (2) for specific guidance on preparation, organization, style, reporting on misconduct, prohibited comments, results of all PFAs (except most recent) conducted during the reporting period, and special interest items that must be mentioned when they apply. Report will lock after it has been signed by member or reporting senior and will not allow for future edits. The reporting senior of member will need to request the signatures be removed by NAVPERSCOM Flag Matters (PERS-32) on the report to allow edits. Report will also lock if special characters are present. You may only enter the following special characters: - / % ( ) ! @ # ~ ' \$ \* \_ + : ? & . , ; and quotation marks in block 46. You may not combine the "&" and the "#" characters together.

Block 47 - After completing the report, the reporting senior will verify the auto-populated information is correct and ensure the memo is signed with a wet signature.

Block 48 - After reviewing the report, the member will check the box indicating his or her intention to submit or not to submit a statement and sign with a wet-signature. The default option will be to "not intend to submit a statement." The member's signature does not imply agreement with the report but merely certifies the member has seen the report and understands his or her right to submit a statement. Statement: The member may submit a statement on any report whether or not the reporting senior considers it adverse. If the member desires to submit a statement, refer to chapter 18 of this enclosure (2).

Block 49 - Concurrent and Concurrent/Regular reports will be automatically forwarded to member's regular reporting senior for signature. The name, rank, title, and command of the regular reporting senior will be automatically entered from the database. To convert the report to Concurrent/Regular, also place an X in block 18. A report may not be endorsed as Concurrent/Regular unless it maintains regular report continuity. See chapter 4 of this enclosure (2) for additional instructions.

#### 19-4. Web-Enabled Flag FITREP System

a. Purpose. The Web-enabled Flag FITREP System has online standard operating procedures and instructions.

b. Instructions. Users will logon to the BUPERS Online Web site: <https://www.bol.navy.mil> using their common access card (CAC). At the BOL homepage, users will select "FLAG FITREPS" from the list of options. That link will take them into the Flag FITREP Program. The users will then see their homepage and a list of FITREPs in their queue and the status of those FITREPs. Members will select their respective reporting seniors from a drop-down menu found in block 21. At the discretion of the reporting senior, members will then complete or submit a blank report to their reporting senior. Once the report is submitted, the reporting seniors will see the report populate in their queue. Reporting seniors must wait until all reports of their members, of each rank (including ACDU and Reserve) are graded before signing a report. Should an error occur after a signature is accepted, please contact OPNAV (N00F) for further assistance.