

(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.

(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

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

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.

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/ 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))

CUI

(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))

CUI

(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 (leave blank)

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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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.mynavy.hr.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 ¹ TAR ² Inactive ³	Rank	Active ¹ TAR ² Inactive ³
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 ¹ TAR ² Inactive ³	Rank	Active ¹ TAR ² Inactive ³
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/ 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.