



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

BUPERSINST 1610.10F CH-1
PERS-32
18 Aug 2022

BUPERS INSTRUCTION 1610.10F CHANGE TRANSMITTAL 1

From: Chief of Naval Personnel

Subj: NAVY PERFORMANCE EVALUATION SYSTEM

Ref: (a) NAVADMIN 259/22

Encl: (1) Revised enclosure 1, page 9 and enclosure 2, pages i, 1-21 through 1-22, 1-24, 1-26, 3-4, and 17-4 through 17-6.

1. **Purpose.** To transmit revised pages of enclosure (1) and (2) to the basic instruction.
2. **Action.** Remove enclosure 1, page 9 and enclosure 2, pages i, 1-21 through 1-22, 1-24, 1-26, 3-4, and 17-4 through 17-6 of the basic instruction and replace with enclosure 1 of this change transmittal.
3. **Records Management**
 - a. Records created as a result of this change transmittal, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.
 - b. For questions concerning the management of records related to this change transmittal or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

A. HOLSEY
Deputy Chief of Naval Personnel

Releasability and distribution:

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



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BUPERSINST 1610.10F
PERS-32
1 Dec 2021

BUPERS INSTRUCTION 1610.10F

From: Chief of Naval Personnel

Subj: NAVY PERFORMANCE EVALUATION SYSTEM

Ref: (a) OPNAVINST 6110.1J
(b) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)
(c) BUPERSINST 1430.16G
(d) SECNAVINST 1650.1J
(e) OPNAVINST 1412.14
(f) OPNAVINST 5354.1G
(g) BUPERSINST 1001.39F
(h) SECNAVINST 5239.24

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

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

2. Cancellation. BUPERSINST 1610.10E.

3. Scope and Applicability. This instruction is applicable to all active duty (ACDU), full-time support (FTS), and inactive (INACT) duty Reserve personnel.

4. Significant Changes. Major changes to this instruction include:

a. Rescinding requirement for administrative change requests to be submitted within 2 years of the performance evaluation end date.

b. Incorporating multiple changes as part of the introduction of eNavFit. The eNavFit interface consolidates the functionality of the current NAVFIT98A software application with the Navy Personnel Command (NAVPERSCOM), Performance Evaluations Division (PERS-32) processing capabilities into a uniform solution for all Service members of the Navy.

This interface is a functionality bridge and is not meant to replace or modify the performance evaluation process. The online, Web-based solution allows users to create, edit, delete, route, validate, and digitally sign reports. As well, it allows a reporting senior to group and process summary group reports. The online application is capable of receiving performance evaluation data from the offline version and to be deployed and operated within BUPERS Online (BOL) as the front-end for fleet users. The offline version uses Adobe Reader forms and provides many of the same capabilities as the online version.

(1) Online performance evaluations submitted to BOL must be digitally signed. The eNavFit User Guide may be reviewed and downloaded at: <https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/>.

(2) Offline performance appraisals submitted via mail (e.g., FedEx, USPS, UPS, DHL, etc.) must be wet signed using only black or blue-black ink.

(3) Summary letters are not required for electronic submissions via BOL.

(4) Personal data may be auto-populated from the BOL server. Data should always be verified to be correct.

c. Updating chapter 18 changes for mid-term counseling and coaching integration. Conducting mid-term counseling is not optional.

(1) Introduced the term “supervisor as coach” to replace the previous terminology of “counselor” due to the guidance, support, and direction they provide during the performance counseling session.

(2) Introduced the term “Sailor as performer” to represent a member, due to the member providing honest, candid feedback regarding gaps and opportunities for them to enhance their performance.

(3) Authorizing NAVPERS 1610/19 Military Individual Development Plan to be used as an optional developmental tool and to serve as a performance counseling record and growth plan.

(4) Introduced addressing specific areas of performance improvement by demonstrating genuine curiosity and asking questions to guide the Service member to create an actionable plan.

(5) Incorporated changes to the supervisor’s preparation requirements to include reviewing the Service member’s self-appraisal, determine any opportunities for development, and to create a rough outline of meeting talking points and goals to discuss.

(6) Incorporated changes to the Service member’s preparation requirements to include preparing a self-appraisal and preparing to receive feedback, both positive and constructive.

(7) Introduced three core skills to be used during a meaningful performance counseling session to include: active listening, empathy, and asking powerful questions.

(8) Incorporated changes to the guidelines for supervisors to include the addition of five new steps: 1) The Introduction, 2) Engage the Member, 3) Diving Deeper, 4) Give Specific Feedback, and 5) Ending the Performance Counseling Session.

(9) Incorporated changes to the follow-up/monitoring of the Service member's performance counseling session to include: The supervisor and Service member will agree to continue open and informal performance conversation after the mid-term performance counseling session has concluded.

d. Incorporating changes to regular reporting senior for Navy, Reserve unit personnel.

(1) All members of Navy Reserve units (e.g., commissioned/operational and readiness/augment) assigned to mobilization billets, will be reported on by the CO or officer in charge (OIC) of the unit mobilization unit identification code (UMUIC) (where the billet resides) effective 2 August 2022. Reports with a reporting senior signature from either the UMUIC or training unit identification code (TRUIC) will be accepted to support a transition period of February 1, 2022 through August 1, 2022.

(2) UMUIC and TRUIC leadership will coordinate during the transition period to determine appropriate submissions/content, taking into consideration professional growth, development, continuity, and member advocacy to minimize any and all disruptions related to fitness reports, enlisted evaluations, and Navy-wide advancement exam cycles. Members who are not assigned to a mobilization billet (e.g., members who are in an "in assignment processing (IAP) status") do not have an associated UMUIC, therefore, the reporting senior will be the TRUIC CO or OIC.

(3) The reporting senior for IAP members in readiness support units (formerly known as to operational support units) and those in voluntary training units (VTU) will be the designated TRUIC CO or OIC, or the Navy operational support center CO.

e. Incorporating changes to concurrent reporting senior for Navy Reserve unit personnel. TRUIC reporting seniors must follow procedures in chapter 4 to submit INACT duty concurrent reports on their shared cross-assigned members to recognize those who significantly contribute to their TRUIC billets via inactive duty for training (IDT). There will be a transition period of February 1, 2022 through August 1, 2022 and UMUIC or TRUIC leadership will coordinate to determine the most appropriate reporting senior for concurrent reports during the transition period.

f. Incorporating changes clarifying the use and what may be included in the comments section for the "N" code, block 20, physical fitness assessment code, for pregnant Service members.

(1) If using the "N" code because of pregnancy, no directed comment should be used in the performance comment section.

(2) Do not quote from medical reports or summaries, and do not include comments pertaining to medical issues (physical and or psychological (e.g., pregnancy, post-partum, etc.) that do not affect the Service member's performance of duties and or his or her effectiveness as a leader.

g. Incorporating NAVADMIN 312/18, announcing reporting seniors must incorporate their post-summary group (PSG) reporting senior cumulative average (RSCA) score for E-5 and E-6 EVALs into block 43 (comments on performance). This RSCA score will be on the last line of the comments.

5. Change Recommendations. Fitness report and enlisted evaluation policies, procedures, and requirements may be modified only by change to this instruction. Submit recommendations to PERS-32.

6. Records Management

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

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

7. Review and Effective Date. Per OPNAVINST 5215.17A, PERS-32 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. Forms

a. DD 149 Application for Correction of Military Record Under the Provisions of Title 10, U.S. code, Section 1552 is available at: https://www.esd.whs.mil/Directives/forms/dd0001_0499/.

b. OPNAV 5239/14 System Authorization Access Request-Navy (SAAR-N) is available at: <https://forms.documentservices.dla.mil/order/>.

c. NAVPERS forms are available at: <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/> from the eNavFit interface via the BOL Web site:

- (1) NAVPERS 1070/605 History of Assignments
- (2) NAVPERS 1070/613 Administrative Remarks
- (3) NAVPERS 1610/1 FITREP/EVAL Summary Letter
- (4) NAVPERS 1610/2 Fitness Report and Counseling Record (W1-O6)
- (5) NAVPERS 1610/5 Fitness Report and Counseling Record (O7-O8)
- (6) NAVPERS 1610/19 Military Individual Development Plan
- (7) NAVPERS 1610/20 Mid-Term Counseling Checklist
- (8) NAVPERS 1616/26 Evaluation Report and Counseling Record (E1-E6)
- (9) NAVPERS 1616/27 Evaluation and Counseling Record (E7-E9)

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

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

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

9. Information Management Control. Report Control Symbol BUPERS 1610-1 Report of Fitness, Evaluation, and Counseling has been assigned to the reports required by paragraph 8 and is approved per SECNAVINST 5214.4 of October 2019.



A. HOLSEY
Deputy Chief Naval Personnel

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NAVY PERFORMANCE EVALUATION

SYSTEM OVERVIEW FOR

COMMANDING OFFICERS,

DELEGATED REPORTING

SENIORS, AND RATERS

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

2. How Does the Report Work? The eNavFit interface and NAVFIT98A application utilizes NAVPERS 1610/2 Fitness Report and Counseling Record (W1-O6) and NAVPERS 1610/5 Fitness Report and Counseling Record (O7-O8) for fitness evaluations (FITREP) for officers, NAVPERS 1616/27 Evaluation and Counseling Record (E7-E9) for evaluations for chiefs (CHIEFEVAL), and NAVPERS 1616/26 Evaluation Report and Counseling Record (E1-E6) for or other enlisted personnel evaluations (EVAL). Performance traits are graded on a 5-point scale, from 1.0 (lowest) to 5.0 (highest), using performance standards printed on the forms. The performance trait grade of 3.0 represents performance to full Navy standards. Higher grades are reserved for performance that significantly exceeds standards. All 1.0 grades must be substantiated in the comments, as well as general comments on the remainder of the evaluative blocks. If there is a promotion recommendation of "Significant Problems," or any recommendation against retention, the report will be treated as adverse. All forms provide a five-step promotion recommendation scale: "Significant Problems," "Progressing," "Promotable," "Must Promote," and "Early Promote." "Early Promote" recommendation is based solely on performance and does not require eligibility for early promotion. There are, however, mandatory limits on the number of "Early Promote" recommendations. For paygrades O-1 and O-2 (with the exception of limited duty officers (LDO)), no promotion recommendation higher than "Promotable" is allowed. For the more senior officer and enlisted paygrades, there are also limits on "Must Promote" recommendations. These limits ensure a sufficient range of recommendations that make the reports useful to the promotion system. For enlisted personnel, the promotion recommendation is also the performance mark average for the report period. The recommendations are translated into marks of 2.0, 3.4, 3.6, 3.8, and 4.0 respectively, on the traditional 4.0 grading scale. Refer to chapter 16, section 16-3 for guidance.

3. Who Can Be a Reporting Senior?

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

b. Delegation of reporting-senior authority is an actual transfer of that authority, and not merely an authorization to sign "by direction." For this reason, delegation is held to the highest level consistent with effective observation of performance, and the CO's oversight responsibilities

are carefully defined. For specific direction concerning delegated reporting seniors, refer to enclosure (2), chapter 2.

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

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

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

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

b. The development of evaluations must be a team effort. The objective is to develop a better evaluation than could be achieved by any single member of the team. The rater, senior rater, and reporting senior must work together to ensure consistent interpretation and application of Navy standards. In some cases, reports can be developed in a single cooperative effort. Where a division of effort is required, the rater should first collect input from the Service member, the primary and collateral duty supervisors, the duty section leader, etc. The rater will then review the member's performance, assign trait grades using the performance standards, propose career recommendations and, as a minimum, draft a justifying comment for each 1.0 grade and any other comments on performance. The senior rater will review the rater's trait grades and career recommendations, expand the comments, if necessary, and propose a promotion recommendation. The reporting senior must ensure the evaluation standards have been respected and will determine the final distribution of promotion recommendations within the member's summary group, using command-directed procedures where applicable. The smooth report will then be prepared and signed by all members of the team.

5. How Do We Perform the Counseling? COs and OICs dictate the counseling methods they will use. Performance counseling will be performed at the mid-point of the periodic report cycle and at the signing of the report. The mid-term performance-counseling schedule is listed in chapter 18. The supervisor as coach, henceforward referred to as “supervisor” (formerly called the counselor), will be a supervisor who participates in the Service member’s EVAL, CHIEFEVAL, or FITREP preparation. COs will oversee the counseling program and monitor the supervisor’s performance and results. The objectives are to provide feedback to the Sailor as performer, henceforward called “member,” and to motivate and assist improvement. Performance counseling starts with a fair assessment of the Service member’s performance and capabilities, to which the member contributes. It identifies the member’s strengths and motivates additional opportunities for improvement. It focuses on important areas of improvement, while not dwelling on unimportant ones. It should avoid personality characteristics and concentrate on performance and preparing to give, receive, and ask for feedback. NAVPERS 1616/26 (EVAL form), NAVPERS 1616/27 (CHIEFEVAL), NAVPERS 1610/2 and 1610/5 (FITREP) forms, and NAVPERS 1610/19 Military Individual Development Plan (IDP) are used as counseling worksheets and must be signed by the supervisor and member. Supervisors may use the tick marks next to each performance standard and assign tentative trait ratings and may write comments. Under no circumstances should a future promotion recommendation be promised during performance counseling.

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

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

a. Regular. Regular reports are the foundation of the performance record and must be submitted periodically per the schedule in table 1 and on other occasions specified in the Navy Performance Evaluation System Manual (EVALMAN). They must cover, day-for-day, all naval service on active duty or inactive duty drilling Reserve duty, except for enlisted initial entry training and other limited circumstances. Prior to submitting Regular reports, efforts should be made to determine the ending date of the previous report, if any, to ensure Regular report continuity is maintained.

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

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

8. What are the Administrative Blocks? The administrative blocks (i.e., blocks 1, 3-19, blocks 22-26, block 44 (FITREP and CHIEFEVAL) or 48 (EVAL)) identify the report, define the context in which it was received, and makes it more informative to detailers and selection boards. They also permit computerized compliance audits by NAVPERSCOM to assure fairness to all Service members and reporting seniors. Each command should have a quality review procedure for FITREPs, CHIEFEVALs, and EVALs paying very close attention to ensure the correct member and reporting senior's social security number (SSN) are accurate.

NAVPERSCOM's automated data file will not accept incorrect name and SSN entries for the Service member, and reports may then have to be returned to the reporting senior for correction. However, after acceptance to the official military personnel file (OMPF), the correction of an incorrect reporting senior's SSN requires the submission of supplemental material to correct the discrepancy, and the automated data files are not adjusted. For specific directions concerning supplementary material, refer to chapter 15. NAVFIT 98A (i.e., FITREP and EVAL form-filler computer application program) will prevent many incorrect entries. The eNavFit interface will prevent many incorrect entries through the application of auto-populated data.

9. Guidance on Trait Grades. The meanings of the trait grades are printed on the form, along with representative performance standards. The 5.0 trait grade is reserved for performance that is far above standards and is notable for its exemplary or leadership quality. The 1.0 trait grade means generally poor performance that is not improving or unsatisfactory performance with respect to a single standard. For the majority of Service members, most of the trait grades should be in the 2.0 to 4.0 range. Arbitrarily "two-blocking" the trait grades will be detrimental for two reasons: The reporting senior's summary group and cumulative trait grade averages will be available to detailers and selection boards for comparison purposes and it will be difficult for the reporting senior to allocate promotion recommendations if everyone's trait grades are the same. Definitions are stated relative to both performance in that trait and promotability with respect to that trait.

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

b. Advanced Performance - 4.0. Far more than promotion- ready in this trait right now.

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

d. Useful, Promising Performance - 2.0. Needs development in this trait, but is promotable if overall performance warrants it (i.e., sufficient progress in this trait and no more than one other 2.0 trait). Exception: 2.0 trait grade cannot be assigned in command or organizational climate/equal opportunity on reports in paygrades E-1 through E-6 and W-1 through O-6 and maintain a

promotion recommendation of “Promotable” or higher. For paygrades E-7 through E-9, a 2.0 trait grade cannot be assigned in character and maintain a promotion recommendation of “Promotable” or higher.

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

10. What Should Go in the Comments Block? Comments should be based on verifiable facts. Numerical ranking among peers is authorized. Explanation of the reporting senior’s forced distribution is also useful. Use input from the Service member and the member's immediate supervisor(s), as well as the raters' and reporting senior's personal observations.

a. Basic “Do's and Don'ts.” Continuation sheets and enclosures are not allowed, except an endorsed statement submitted by the Service member, a flag officer endorsement (where required), a civilian or foreign letter report, a letter-extension of a Concurrent/Regular report, or a classified letter-supplement. Specifically, substantiate all 1.0 grades, three 2.0 grades, and any grade below 3.0 in character, or command or organizational climate/equal opportunity in the comments. Also, make general comments on the remainder of the evaluative blocks. If there is a promotion recommendation of "Significant Problems," or any recommendation against retention, treat the report as adverse. Any comment suggesting persistent weaknesses, continuing incapacity, or unsuitability for a specific assignment or promotion must also be treated as adverse matter, regardless of grades assigned. Do not include classified matter in the report and do not submit classified supplements, unless absolutely necessary. Include required comments and address special interest items (as appropriate). Do not include any of the prohibited comments. (The list of required and prohibited comments and special interest items are available in chapter 13 of the EVALMAN.)

b. Style and Content. Space is limited. Avoid preambles and get directly to performance. Do not use puffed-up adjectives. Use direct, factual writing that allows the performance to speak for itself. Bullet style is preferred. Give examples of performance and results. Quantify wherever possible, but do not stress quantity at the expense of quality. Avoid stock comments that make everyone sound alike. Be consistent with the trait marks. Comment on poor performance or misconduct where necessary, but be judicious. Define seldomly used acronyms. Use the sections of the report that have been set-aside for them. Remember the report will be made a part of the Service member’s OMPF and that the report is a permanent part of the official record.

11. How Do We Fill Out the Promotion Recommendation Block? Promotion recommendations should be consistent with the performance trait grades, and with the individual or Service member trait average displayed on the form. Do not make "Early Promote" and "Must Promote" recommendations merely because quotas are available and do not recommend any member as "Promotable" who cannot, if called on, currently perform the basic duties of the next higher grade. Do not automatically place individuals in the "Early Promote" category when they are evaluated singly. Use the same standards for trait grades and recommendations as are used for other Service members of the command. For enlisted personnel, a recommendation of "Promotable" or above is

the CO's official recommendation for advancement, even if made by a delegated reporting senior. A mark of "Progressing" cannot be assigned on an EVAL or CHIEFEVAL when a "Promotable" or higher promotion recommendation for advancement was given in a previous report in the same paygrade. A Service member's promotion recommendation can go from "Significant Problems" on one report to "Early Promote" on the next report based on the member's performance and the reporting senior's recommendation.

12. What are Promotion Recommendation Summary Groups? Summary groups were formerly known as comparison groups. Enlisted summary groups generally consist of all Service members in the same paygrade (regardless of rating) and same promotion status, who receive the same type of report from the same reporting senior on the same ending date. The unit identification code is also a breakout for enlisted summary groups. Officer summary groups are similar, but are further subdivided by competitive category (unrestricted line officers, LDOs, each designator within the restricted line, and each designator within the Staff Corps). Certain other criteria also apply, as detailed in the EVALMAN, chapter 1, instructions for the summary group block. Each group of reports must be electronically submitted or mailed to PERS-32 with a summary letter marked "For Official Use Only," which includes the names, SSNs, member trait averages, summary group average, and distribution of promotion recommendations for that group. It is mandatory to verify or handwrite the reporting senior's e-mail address and telephone number on the bottom of the summary letter in the blocks provided (summary letters are not required for electronic submissions). If there is an error on a report in a batch, it will help PERS-32 to expedite notifying commands when reports need to be returned for correction.

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

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

15. What are the Responsibilities and Rights of a Service Member Reported On? Service member must sign all of their Regular reports, unless impossible to do so, and must sign other reports where possible. Member must receive a copy of every report from the reporting senior at the time signed. Member has the right to submit a statement to the record concerning their report, either at the time of the report or within 2 years thereafter. The statement must be endorsed by the original reporting senior and forwarded to PERS-32. If the reporting senior feels that the member's statement does not meet the requirements prescribed in chapter 17, the reporting senior should counsel the member.

If member refuses to change their statement, the reporting senior should submit the members' statement, along with their endorsement, to PERS-32 for review. Member has the right to review their record and has the responsibility to ensure that it is accurate and complete. Member has the right to communicate directly with selection boards and has various avenues by which to appeal for change or removal of their report.

16. How Long Must I Retain Reports? The reporting senior must retain copies of FITREPs on all officers and CHIEFEVALs on all CPOs for at least 5 years. The command must retain copies of enlisted EVALs and CHIEFEVALS for 2 years.

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

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

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

18 Aug 2022

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

TOTAL FORCE FITREP/EVAL PERIODIC REPORT CALENDAR
(Applies to all active duty, full-time support, and inactive duty Reserve personnel.)

FITREP ending dates are the last day of the month for all officers, and chief and enlisted EVAL ending date is the 15th day of the month.

	PERIODIC FITREP/CHIEFEVAL/EVAL	
	Officers (All)	Enlisted (All)
Jan	O3	
Feb	O2	
Mar	W3, W4, W5	E5
Apr	O5	E9
May	O1	
Jun		E4
Jul	O6	E1, E2, E3
Aug		
Sep	W1, W2	E7, E8
Oct	O4	
Nov		E6
Dec		

Table 1

A periodic report may be omitted if a Service member has received a graded Regular report within the prior 3 months. The omitted period is included in the next Regular report. Otherwise, periodic reports must be submitted on the above dates, and may be extended by letter for up to 3 months in lieu of a detachment report. In no case, should a total report period exceed 15 months, including letter extensions, without PERS-32 prior approval.

BUPERSINST 1610.10F
1 Dec 2021

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

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INTRODUCTION

1. Requirement for Officers W-1 through O-6 and O7 through O8 Fitness Evaluation (FITREP), Chief Petty Officers (CPO) E-7 through E-9 Evaluation (CHIEFEVAL), and Enlisted Members E-1 through E-6 Evaluation (EVAL) Reports. U.S. Navy Regulations, 1990, article 1129 requires records to be maintained on naval personnel "which reflect their fitness for the Service and performance of duties." FITREPs on officers, CHIEFEVALs on CPOs, and EVALs on other enlisted personnel are used for many career actions, including selection for promotion, advanced training, specialization or sub-specialization, and responsible duty assignments. Timely, realistic, and accurate reports are essential for each of these tasks.

2. Privacy Act Statement

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

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

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

d. Disclosure. Disclosure of the Service member's or reporting senior's social security number (SSN) is mandatory for wet-signed documents submitted via United States Postal Service (USPS). Failure to verify the SSN may result in delayed or erroneous processing of the evaluation report and should be verified from a source document.

3. Organization of this Manual. This manual consists of a brief introduction and a series of chapters. Chapter 1 is the basic user's guide for O-6 and below performance reports and includes block-by-block instructions, entry tables, and examples. Much of chapter 1 is available as "help screens" and "drop-downs" in the FITREP and EVAL form-filler computer interface (eNavFit 2.X) distributed by Navy Personnel Command (NAVPERSCOM) via BUPERS Online (BOL) and NAVFIT98A (while still in use). Chapter 19 is the basic user's guide for flag FITREPs and includes block-by-block instructions, entry tables, and examples. The remaining chapters describe particular aspects of the evaluation system.

4. Adverse Matter. U.S. Navy Regulations, 1990, article 1122, and reference (b), MILPERSMAN 1070-170, require that a FITREP, CHIEFEVAL, or EVAL containing adverse

matter be referred to the Service member for a statement before it is placed in the OMPF. A member who does not wish to make a statement must state in writing. This referral is normally accomplished when the report is presented to the member for signature. While not an all-inclusive definition, NAVPERSCOM will consider a report adverse if it contains a trait grade of 1.0, a promotion recommendation mark of "Significant Problems," Command or Organizational Climate/Equal Opportunity trait graded below 3.0 for E-1 through E-6 and W-1 through O-6 reports, or a trait grade less than 3.0 in "Character" on E-7 through E-9 reports; has more than two traits graded as 2.0; or contains comments indicating serious weakness, incapacity, or lack of qualifications for promotion or assignment. A report will not be considered adverse solely because it may make the member less competitive than another for promotion or assignment.

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

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

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

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

b. Reports on Officers and CPOs. Reporting seniors must retain copies of FITREPs on officers and CHIEFEVALs on CPOs for at least 5 years, and must provide additional copies to

the individual reported on (if requested). The reporting senior must not give or show officer reports to their successors or any other unauthorized person. Officer reports must not be retained in command records, but the command must maintain a log of FITREPs submitted and periods covered.

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

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

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

CHAPTER 1

BASIC GUIDE FOR COMPLETING, PROCESSING, AND MAILING REPORTS

1-1. Purpose. This chapter provides the basic information needed to complete performance reports and summary letters. It assumes that reporting seniors are submitting authorized reports on proper occasions and that they understand all relevant policies contained elsewhere in this manual.

1-2. Preparing With Electronic Forms Software. NAVPERSCOM Performance Evaluations Division (PERS-32) supplies an interface to support automated preparation and submission of FITREPs, CHIEFEVALs, and EVALs. This interface prints complete, filled-in reports on plain paper. The software provides help-screens, spell-check, calculates individual trait averages, and has validation features that will prevent many common errors. The interface is available for downloading at: <http://www.bol.navy.mil/BAM/menu.aspx>. Select “Navy Personnel Document Services.” The eNavFit User Guide may be reviewed and downloaded at: <https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/>. The interface also contains a blank interactive Adobe form for all paygrades that is authorized for use as an offline extension of the eNavFit interface. This interactive Adobe form contains all the validation checks of the online version, permits electronic routing, printing, and digital signature on completed reports. This Adobe form may be uploaded into the eNavFit interface for electronic submission.

1-3. Instructions for Specific Blocks. See specific chapters and report examples for exceptions to the below instructions.

BLOCK 1

NAME

Enter the member's last name, first name, middle initial, and suffix (if any) separated by spaces. Place a comma after the last name. Omit spaces and punctuation within a name. The full middle name is acceptable, but not required. Field may be auto-populated in the online format. Verify input data is correct (e.g., Denney, John A; STJohn, Melvin J II; Walters, J Arthur; Obrien, Mary S; Martin, Paul T JR; SmithJones, Ann.)

BLOCK 2

GRADE/RATE

Enter the grade or rate the Service member is actually wearing on the ending date of the report. Field may be auto-populated in the online format. Verify input data is correct.

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

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

Note: This field is used for summary group comparison.

BLOCK 3

DESIG

Enter the officer designator or enlisted warfare qualification designation. Field may be auto-populated in the online format. Verify auto input data is correct.

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

Officers: Enter the four-digit officer designator as of the ending date of report. Do not use an alpha character for a numerical character, (e.g., "I" or lower case "l" for 1 or "O" for 0 (e.g., 6210, 1317).

Note: This field is used for summary group comparison.

BLOCK 4

Department of Defense (DoD) ID/SSN

Enter the Service member's full Department of Defense identification (DoD ID) for reports submitted online. The full SSN with hyphens after the third and fifth digits should be used for all reports that are mailed. Verify the DoD ID or SSN is correct with a source document (e.g., 000-00-0000).

BLOCK 5

DUTY/COMPETITIVE STATUS

This field is used for summary group comparison. For enlisted, group all ACT and full-time support (FTS) together, and group inactive duty (INACT) and annual training (AT)/active duty for special work (ADSW) separately. For officers, do not mix summary groups. Place an X (offline) in only one box or select the status (online) to indicate the

member's status as follows:

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

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

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

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

BLOCK 6

UIC

Enter the UIC of the Service member's ship or station. Normally a UIC is a breakout for enlisted personnel; however, if reporting seniors have more than one UIC with enlisted personnel attached, but desires to group all enlisted personnel together, they may do so. If using UIC as a summary group comparison, block 6 should match the primary UIC of the reporting senior in block 26. For activities which no UIC is assigned, enter five zeros. The first four characters of a UIC must be numbers. Note: UICs are listed in NAVSO-P 1000, Navy Comptroller (NAVCOMPT) Manual, volume II, chapter 5.

Reserve Members: For Regular reports on INACT duty reservists, enter the Service member's assigned unit mobilization unit identification code (UMUIC), and not the member's Navy Reserve activity (NRA) UIC. Use training unit identification code (TRUIC) if member is in-assignment processing (IAP). Refer to chapter 9.

Note: This field is used for summary group comparison.

Block 7

SHIP/STATION

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

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

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

the NAVPERSCOM data file). Format the entry as follows:

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

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

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

BLOCK 8

PROMOTION STATUS

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

Block 8 - Promotion Status Table

Block 8 Entry	Meaning
Regular	<u>Regularly promoted</u> to the grade or rate entered in block 2, not currently frocked, spot-promoted, or selected to higher grade.
Frocked	<u>Frocked</u> to the grade or rate entered in block 2, but not yet regularly promoted.
Selected	<u>Selected</u> to a grade or rate higher than shown in block 2, but not yet frocked or regularly promoted or advanced. Enlisted personnel selected for commissioning programs that would make them ineligible for the E-7 through E-9 selection boards (i.e., LDO/CWO In-service Program) may use this promotion status. However, personnel selected to other commissioning programs (Seaman to Admiral, Medical Enlisted Commissioning Program, and Medical Service Corps In-Service Procurement Program) remain eligible for the E-7 through E-9 selection board and may not use this promotion status.
Spot	<u>Spot-promoted</u> to the grade entered in block 2. (Currently applies only to certain O-3s spot-promoted to O-4. Use SPOT rather than SELECTED for a spot-promoted Service member who has been selected for the next higher grade).

Note: This field is used for summary group comparison

BLOCK 9

DATE REPORTED

Use the date the Service member reported to the command in block 7. Date may be selected from the drop-down calendar or recorded in YYYYMMDD format (e.g., 96OCT17 (The following formats are incorrect: 17OCT96, 961017, and 101796).

BLOCKS 10-13

OCCASION FOR REPORT

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

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

BLOCKS 14-15

PERIOD OF REPORT

Enter the beginning FROM and ending TO dates of the report period. Date may be selected from the drop-down calendar or recorded in YYYYMMDD format (e.g., 96OCT17. The following formats are incorrect: 17OCT96, 961017, and 101796.

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

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

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

First FITREP on enlisted member commissioned from officer candidate school, etc. The FROM date will start the day after the ending date of the last enlisted report.

First active-duty report on recalled member: The FROM date is the recall date.

BLOCK 16

NOT OBSERVED REPORT

If this is a wholly Not Observed (NOB) report, select the NOB option or enter an “X” in block 16. The trait grades must be left blank, no career recommendation is permitted, the promotion recommendation must be NOB, and the promotion recommendation summary must be left blank. In addition, the Member Trait Average and Summary Group Average blocks on the FITREP and CHIEFEVAL, and the Individual Trait Average and Summary

Group Average blocks on the EVAL must be left blank. Comments are limited primarily to administrative and training information.

Refer to chapter 6 for detailed instructions, exceptions, and an example. Also refer to chapter 10 for instructions on Navy Reserve AT NOB reports.

BLOCKS 17-19

TYPE OF REPORT

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

Note: This field is used for summary group comparison.

BLOCK 20

PHYSICAL READINESS

Note: Ensure data entered here matches data entered into the official Navy Physical Readiness Information Management System (PRIMS) for the cycles being referenced. Enter the one-letter code for the result of each official physical fitness assessment (PFA) conducted in the reporting period. Document all official PFAs in block 20 using the following format: PPP. This indicates the individual passed three official PFAs during the reporting period. Do not enter spaces or slashes between the characters. Enter specific PFA cycle identification information in block 29. Do not use physical readiness tests (PRTs) and body composition assessments (BCAs) that are not part of an official PFA. Performance trait grades and recommendations must conform to the following:

a. No mandated or prohibited trait mark required in "Military Bearing"/"Professionalism" for promotability and or retention for reporting period in which member's first PFA failure occurs.

b. For reporting period in which a member has failed two consecutive PFAs,

(1) Enlisted members will receive:

(a) A grade no greater than 1.0 in "Military Bearing" or "Professionalism" (CHIEFEVAL block 35 or EVAL block 36).

(b) Marks of "Significant Problems" and "Retention Not Recommended" (EVAL block 45 and block 47), respectively.

(2) Officers will receive:

(a) A grade no greater than 1.0 in "Military Bearing" (FITREP block 35).

(b) Mark for promotability must be “Significant Problems”.

(c) Members with two consecutive PFA failures remain ineligible for advancement and ineligible for participation in the advancement exam. However, a member may regain eligibility for advancement and reenlistment by passing one subsequent official PFA. This may require a special evaluation to restore retention or advancement recommendations after the member has passed a later official PFA. In restoring retention or advancement recommendations, reporting seniors must use their discretion when determining “Military Bearing” or “Professionalism” marks for the reporting period. Overall score of "outstanding" or "excellent" are not required for assigning 5.0 in “Military Bearing” or “Professionalism”.

Block 20 Physical Fitness Assessment Codes

P	Passed both, PRT and BCA
B	Passed the BCA, but was authorized non-participation in the PRT 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 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 failure (failed BCA or PRT)
M	Medically waived from entire PFA (BCA and PRT)
W	Passed BCA or medically waived from BCA and or medically waived from 1 or more PRT events (not full PFA waiver)
N	No PFA conducted during reporting period. Non-participation in entire PFA (BCA and PRT) due to deployment or operational assignment (Dep/Op), Individual Augmentee Manpower Management (IAMM), Global War on Terrorism Support Assignment (GSA), Overseas Contingency Operations Support Assignment (OSA), pregnancy, temporary additional duty (TEMADD), or excused. (Note: BCAs must be accomplished on all members, even if onboard less than 10 weeks or unable to participate in PRT due to Dep or Op. Dep or Op for BCA must be approved by the immediate superior in command (ISIC). Use of this code does not require justification for PRT non-participation in the comments on performance block. <u>If using this code because of pregnancy, no directed comment should be used in the performance section.</u>

Note: Format for block 20 must be from oldest to most recent PFA performed during the reporting period (e.g., PBF in block 20 and **PFA: 17-2/18-1/18-2** in block 29 indicates that the member passed 2017 cycle two, did not participate in the PRT portion of 2018 cycle one, and failed 2018 cycle 2.

BLOCK 21

BILLET SUBCATEGORY (IF ANY)

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

All SPECIAL codes must be specifically authorized in advance by a PERS-32 letter as provided for in the chart below.

Block 21 - Billet Subcategory Entry

NA	<u>Subcategories not used.</u> (Should appear on most reports.)
BASIC	<u>Member of the basic group if subcategories are used.</u> (e.g., training activities that subcategorize instructors and students will enter “BASIC” for administrative staff.)
APPROVED	Mandatory requirement to use Approved in block 21 for anyone who has an approved separation (release from ACDU), resignation, retirement or Fleet Reserve date. The message of intent will serve as approval for this purpose. The following is the exception: E-6, E-7, and -8 personnel eligible for the next advancement selection board who have an approved Fleet Reserve date matching their mandated high year tenure (HYT) date. * See below
INDIV AUG	Mandatory requirement to use “INDIV AUG” in block 21 for ACDU (including FTS) members under NAVPERSCOM Augmentation Management Division (PERS-4G) orders who have been at their parent command for less than 240 days or for periods of performance less than 240 days. If the member was at the parent command for greater than or equal to 240 days of the reporting period, this billet subcategory cannot be used. Regular reporting seniors must also use this billet subcategory for any Regular performance evaluations required (e.g., periodic, detachment of individual, detachment of reporting senior) with a reporting period end date less than or equal to 180 days after a member has returned to his or her parent command from an individual augmentee (IA) assignment. The 180-day period does not apply if a member transfers to a new parent command. IA supported commands must enter “INDIV AUG” code on all concurrent performance evaluation reports.

Table 1-1

Block 21 – Billet Subcategory Entry - Continued

<p>Standard Billet Subcategories use is optional. Approval is not required. All Service members in each subcategory must be summarized together. If annotated with an * below, Block 21 should match entry in Block 29.</p>	
CO AFLOAT	Commanding officers (CO) of ships, squadrons, or other tactical units
CO ASHORE	COs of shore activities
OIC	Officer in charge (OIC) of remote or deploying detachments
SEA COMP	Members of sea component (activities with sea and shore components). Group together all sea component members who have the same reporting senior.
CRF*	Members of the career recruiter force in a recruiting command
CANVASSER*	Canvassers and CANREC in a recruiting command
RESIDENT*	Residents in teaching hospitals or dental centers
INTERN*	Interns in teaching hospitals, dental centers, training commands or other Government-approved internship programs.
INSTRUCTOR*	Primary duty instructors in training commands and training squadrons.
STUDENT*	Primary duty students in training commands and training squadrons.
RESAC1	INACT reservists temporarily on ACDU for 1 month or more, but less than 6 months.
RESAC6	INACT reservists temporarily on ACDU for 6 months or more.
SPECIAL01 THROUGH SPECIAL20	Use the number authorized by PERS-32 in the approval letter. Do not include a space between the word SPECIAL and the number. Be sure the reporting senior's UIC is also the UIC specified in the approval letter. <u>Submit each batch of reports using these codes with a copy of approval letter attached via USPS. Do not submit electronically.</u>

Table 1-1 (CONTINUED)

Special Billet Subcategories must be approved before use. Forward a request via the chain of command to PERS-32, including the types and numbers of billets involved, how they are to be subcategorized, approximate total in each resulting summary group, and justification. Example: Geographic dispersal of the group being reported on or unusual specialization, (e.g., sea-air-land (SEAL)/divers versus support personnel in SEAL teams. Normally, each resulting summary group should have at least five officers or eight enlisted members. Excessive numbers of subcategories will not be approved.

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

Note: This field is used for summary group comparison.

BLOCK 22

REPORTING SENIOR

Enter the last name, initials, and suffix, if any, of the reporting senior.

Place a comma after the last name. Omit spaces and punctuation within a name.

Block 22 must be the same on all reports in the batch. Be sure the name and signature match. Field may be auto-populated in the online format. Verify input data is correct (e.g., STJOHN, O F)

Note: This field is used for summary group comparison.

BLOCK 23

GRADE

Enter the reporting senior's grade. Field may be auto-populated in the online format. Verify input data is correct.

Navy and other sea service officers: Use ADM, VADM, RADM, RDML, CAPT, CDR, LCDR, LT, LTJG, ENS, CWO5, CWO4, CWO3, CWO2, or WO1.

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

Enlisted reporting seniors: Use the same rules as block 2.

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

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

Note: Reservists who submit reports as civilians must use their civilian, not military grade.

BLOCK 24 **DESIG**
Enter reporting senior's four-digit officer designator. Exceptions: If an assigned reporting senior is enclosing a letter report, enter "LTR" (see chapter 7). If the reporting senior is a member of another Service, enter abbreviation for branch of Service (e.g., USAF, USA, USMC, USCG, U.S. Public Health Service (USPH), National Oceanic and Atmospheric Administration (NOAA). If the reporting senior is Navy enlisted or civilian, leave blank. Field may be auto-populated in the online format. Verify input data is correct.

BLOCK 25 **TITLE**
Enter the reporting senior's title (abbreviated if necessary). The entry may be up to 14 characters and spaces. Always use "CO" for commanding officer and "OIC" for officer in charge. For other titles, use the complete title or a common abbreviation (e.g., Commander, XO, Dept. Head, DCNO etc.).

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

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

BLOCK 26 **UIC**
Enter the UIC of the reporting senior's command. All reports from the same command must use the same reporting senior UIC (i.e., a delegated reporting senior must enter the same UIC used on reports submitted by the CO). Field may be auto-populated in the online format. Verify input data is correct.

Note: The reporting senior UIC may be different from the member's UIC in block 6.

BLOCK 27 **SSN/DoD ID**
Enter the reporting senior's full Department of Defense identification (DoD ID) for reports submitted online. The full SSN with hyphens after the third and fifth digits should be used for all reports that will be mailed. Verify that the DoD ID or

SSN is correct with a source document (e.g., 000-00-0000).

It is optional for reporting seniors to provide a copy of a report without their SSN to the member and on the command files. The copy for filing to the member's OMPF must have the reporting senior's full SSN in order to track the reporting senior's cumulative average.

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

BLOCK 28

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:

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

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

Example of command mission: Manage Navy personnel policies and functions.

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

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

BLOCK 29

PRIMARY/COLLATERAL/WATCHSTANDING DUTIES/PFA

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

Duty Titles: Beginning to the right of the abbreviation box, enter duty titles and number of months each duty was assigned during this report period. Enter duty titles in the following order: most significant primary duty (corresponds to the abbreviation), other primary duties,

collateral duties, and then watch-standing duties (e.g., COMMUNICATIONS OFFICER-7; ASST COMM-3; MESS TREASURER-8; OOD UNDERWAY-3).

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

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 13OCT18-13NOV30; LEAVE/TRANSIT: 13JUN18-13JUL30).

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. For example, 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 30

DATE COUNSELED

If mid-term counseling was received during the report period, enter the date counseled from the counseling worksheet. Date may be selected from the drop-down calendar or recorded in YYYYMMDD format (e.g., 14FEB20).

Counseling Not Performed During Report Period: A mid-term counseling session should be documented only once on the report for the period in which it occurred. If counseling was not performed because the counseling date did not fall within the report period, enter "NOT REQ" in block 30. If counseling was not performed for any other reason, enter "NOT PERF," and provide a brief explanation in block 31.

BLOCK 31

COUNSELOR

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

BLOCK 32

SIGNATURE OF INDIVIDUAL COUNSELED

In order to reduce the number of signatures required and possible rejection issues, there is no requirement to sign block 32. It should be left blank. This block is omitted on from the eNavFit online interface. The signature of the Reporting senior (Blocks 45 or 50) and the Individual evaluated (Blocks 46 or 51) verifies that blocks 30 and 31 are accurate but does not necessarily mean that the counseling was considered adequate. An individual who believes that the counseling was inadequate may submit a statement to the record.

BLOCKS 33-39

PERFORMANCE TRAITS

Every Service member is accountable on each evaluation or FITREP for contributions to command or organizational climate/equal opportunity, military bearing, and character. To achieve high marks in these areas, members must demonstrate how they have cultivated or maintained command climates where improper discrimination of any kind (e.g., sexual harassment, sexual assault, hazing, and other inappropriate conduct) is not tolerated; where all hands are treated with dignity and respect; and where professionalism is the norm.

For each trait, select or place an "X" in one and only one box. The meanings of the trait grades are printed on the form along with representative performance standards. Grade NOB if there has not been enough observation to grade with confidence. Grade block 39 NOB if it is not applicable to the member. Do not leave block 39 blank unless the report is totally NOB.

Command or Organizational Climate/Equal Opportunity (paygrades E-1 through E-6 and W-1 through O-6) and Character (paygrades E-7 through E-9): For COs indicate the extent to which they have or have not established a command climate where allegations of sexual assault are properly managed and fairly evaluated and a victim of criminal activity, including sexual assault, can report the criminal activity without fear of retaliation, including ostracism and group pressure from other members of the command. In reports on COs, executive officers, command master chiefs, department heads, division officers, CPOs, and leading petty officers, who are responsible for officer and enlisted personnel, comment on efforts by the member and the quality of results in fostering a command and workplace environment conducive to the growth and development of personnel. Efforts include establishing training to and enforcing standards of professionalism. Results are evident in a command where all hands are treated with dignity and respect. COs, executive officers, command master chiefs, department heads, division officers, CPOs, and leading petty officers are expected to fully address input provided in command climate surveys and other tools used in evaluating the environments in their commands. Survey results may help raters perceive measurable progress or regression over time. No survey, however, can capture the whole picture. Survey results should not be relied upon exclusively to assess a command's climate. Transparency, sensitivity, and responsiveness to concerns are also the hallmarks of superior performance in this area. Consider the member's contribution to personnel advancement, increased educational opportunities, overall career development, and results of retention excellence award programs. Where appropriate, comment specifically on the successful retention of quality members. It is the intent to assess the

contribution of the individual being evaluated toward the personal and professional development and fair treatment of assigned personnel, as well as the overall command climate. Marks in this block will now include an evaluation of contributions to the Chief of Naval Operations' retention and attrition goals. A mark of 4.0 will document an above-average contribution toward achieving these goals in addition to equal opportunity and, command and community involvement. A mark of 5.0 will recognize exceptional performance in improving achievement of the Chief of Naval Operations' goals, leadership in equal opportunity, and community involvement in activities benefiting Navy personnel and their families.

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

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

EVAL BLOCK 40

INDIVIDUAL TRAIT AVERAGE

Enter the average of the trait grades for this report.

CAREER RECOMMENDATIONS

EVAL BLOCK 41

**FITREP/CHIEFEVAL
BLOCK 40**

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

member's promise (e.g., do not recommend a LTJG for command screening).

EVAL BLOCK 42

SIGNATURE OF RATER

Type the last name, initials, and grade or rate of the rater, and obtain the signature. This block may be digitally signed for online submission or wet-signed using only black or blue-black ink if the report is submitted via USPS. If the signature is unobtainable, see chapter 14.

EVAL BLOCK 43

**FITREP/CHIEFEVAL
BLOCK 41**

COMMENTS ON PERFORMANCE

See chapter 13 for specific guidance on preparation, organization, style, reporting on misconduct, prohibited comments, and special interest items that must be mentioned when they apply.

EVAL BLOCK 44

QUALIFICATIONS/ACHIEVEMENTS

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

EVAL BLOCK 45

**FITREP/CHIEFEVAL
BLOCK 42**

INDIVIDUAL (PROMOTION RECOMMENDATION)

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

Promotable, Must Promote, and Early Promote are all recommendations for promotion. The recommendation should be consistent with the performance trait grades and may also take into account the difficulty of the assignment and the reporting senior's judgment of the member's likely value to the Navy in the next higher grade. A promotion recommendation should not be withheld until completion of time-in-grade or other administrative requirements. For an enlisted performance mark average, Promotable = 3.6, Must Promote = 3.8, and Early Promote = 4.0 on the advancement system 4.0 scale. All are advancement recommendations. See chapter 16 for details. A Promotable promotion recommendation allows up to two traits, excluding Character or Equal Opportunity to be assessed as Progressing (2.0), and still maintain an overall evaluation and promotion recommendation of Promotable. This means a member who receives one or two 2.0 trait grades cannot receive a promotion recommendation higher

than Promotable. Command or Organizational Climate and Equal Opportunity (FITREP/EVAL), and Character (CHIEFEVAL) must be evaluated as 3.0 or higher to maintain eligibility for advancement and receive a recommendation of Promotable. A recommendation of Must Promote or Early Promote may not be assigned with any trait assessed as 2.0. A Promotable or higher recommendation may not be assigned with any trait graded 1.0. A member must be currently capable, if called upon, of performing the basic functions of the higher grade.

Notes:

1. Per reference (d), enlisted members who receive any 1.0 trait grade loses eligibility for the Navy Good Conduct Medal and must reestablish a new 3-year period following the end-date of the report.
2. Ensign and lieutenant junior grade FITREPs for designators, other than LDO (6XXX), are prohibited from receiving a promotion recommendation higher than Promotable.

Progressing means the Service member is making progress, but is not ready to be recommended for promotion. (For enlisted performance mark, Progressing = 3.4 on the 4.0 scale. For enlisted personnel, do not mark Progressing if an individual has received Promotable, Must Promote, or Early Promote on the most recent CHIEFEVAL or EVAL in the current grade). Once recommended for promotion, a reporting senior must first withdraw the promotion recommendation for enlisted personnel by submitting a Significant Problems EVAL or CHIEFEVAL. When the individual's performance has improved sufficiently, the reporting senior may then mark the EVAL or CHIEFEVAL recommendation as Progressing, or assign a promotion recommendation of Promotable, Must Promote, or Early Promote.

Significant Problems is a recommendation against promotion and must be justified in the comments. For enlisted performance mark, Significant Problems = 2.0 on the 4.0 scale. This withdraws an advancement recommendation previously in effect. For E-7 and above, a mark of Significant Problems is also a recommendation against retention, unless specifically recommended for retention in the comments. For E-6 and below, use EVAL block 47 for the retention recommendation. Refer to chapter 2 for information concerning who is authorized to sign a report that withdraws a member's advancement recommendation after notification of selection has been made.

Upper Limits on Early Promote and Must Promote Recommendations

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

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

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

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

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

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

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

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

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

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

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

Table 1-2

Notes:

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

EVAL BLOCK 46

**FITREP/CHIEFEVAL
BLOCK 43**

SUMMARY

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

characteristics in the following tables.

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

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

TABLE 1-3

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

Unrestricted Line

Unrestricted Line (URL) (11xx/13xx/19xx)

Restricted Line

Special Duty (Human Resources) (12xx)

Special Duty (Permanent Military Professor) (123X)

Engineering Duty (14xx)

Aerospace Engineering Duty (150x)

Aerospace Engineering Duty (Engineering) (151x)

Aerospace Engineering Duty (Maintenance) (152x)

Aviation Duty (154x)

Special Duty (Public Affairs) (165x)

Special Duty (Strategic Sealift) (166x)

Special Duty (Recruiter) (168x)

Special Duty (Foreign Area) (17xx)

Special Duty (Information Warfare Community) (180x/181x/182x/183x, 184x)

Staff

Medical Corps (210x) Dental Corps (220x)

Medical Service Corps (230x)

Judge Advocate General's Corps (250x)

Senior Health Care Executive (270x)

Nurse Corps (290x)

Supply Corps (310x) Chaplain Corps (410x)

Civil Engineer Corps (510x)

Reserve Limited Duty Officer/Chief Warrant Officer

Officer (Line) (61xx/62xx/63xx/64xx/68xx)

Limited Duty Officer (Staff) (65xx)

Chief Warrant Officer (all 7xxx)

Active Limited Duty Officer

Surface (61xx)

Submarine/Nuclear (62xx)

Aviation (63xx)

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General Line (64xx)
Civil Engineer (653X)
Supply (651x)
Information Warfare (68xx)

Active Chief Warrant Officer
Surface (71xx)
Submarine/Nuclear (72xx/740X)
Aviation (73xx)
General Line/Staff (74xx/75xx)
Information Warfare Community (78xx)

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

Block	Block Label	Remarks (Group enlisted reports that share all the following characteristics.)
2	Rate	Group by current <u>paygrade</u> , regardless of rating.
5	Duty/Competitive Status	For enlisted, group ACT and FTS together, group INACT, AT/ADSW separately.
6	UIC	If reporting seniors have more than one UIC, but desires to group all enlisted personnel together, they may do so. If multiple summary groups, Block 6 should match the primary UIC of the reporting senior in block 26.
8	Promotion Status	Group by promotion status.
15	To	Group by ending date of report.
17-18	Type of Report	Group by type of report.
21	Billet	Group by entry in this block.
22	Reporting Senior	Group by reporting senior.
45EV 42CE	Promotion Recommendation	Must have Observed promotion recommendation. Do not include NOB promotion recommendations in a summary group.

Table 1-4

EVAL BLOCK 47

RETENTION

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

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

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

EVAL BLOCK 48

**FITREP/CHIEFEVAL
BLOCK 44**

REPORTING SENIOR ADDRESS

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

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

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

EVAL BLOCK 49

SIGNATURE OF SENIOR RATER

Type the last name, initials, and grade or rate of the senior rater and obtain the signature. This block may be digitally signed for online submission or wet signed using only black or blue-black ink if the report is submitted via USPS. If no senior rater (e.g., when the reporting senior is the rater's immediate superior), enter "NONE AVAILABLE." If the signature is unobtainable, see chapter 14.

EVAL BLOCK 50

**FITREP/CHIEFEVAL
BLOCK 45**

SIGNATURE OF REPORTING SENIOR

The reporting senior whose name appears in block 22 must sign all reports. By direction, for, acting, ghosted, stamped, or facsimile signatures are not allowed. This block may be digitally signed for online submission or wet signed using only black or blue-black ink if the report is submitted via USPS. Do not type in this space. This verifies that a flag officer endorsement is not required. If the signature is unobtainable, see chapter 14.

EVAL BLOCK 51

**FITREP/CHIEFEVAL
BLOCK 46**

SIGNATURE OF INDIVIDUAL EVALUATED

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

Signature. After reviewing the report, the Service members will check the box indicating their intention to submit or not to submit a statement and sign and date all copies. This block may be digitally signed for online submission or wet signed using only black or blue-black ink if the

report is submitted via USPS. The member's signature does not imply agreement with the report, but merely certifies the member has seen the report and understands his or her right to submit a statement. In general, the member's signature is required on all Regular reports for all paygrades. Exceptions for certain types of reports and reporting situations are found in the chapters devoted to those reports. If the members cannot or do not sign a report that requires their signature, see chapter 14.

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

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

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

REGULAR REPORTING SENIOR SIGNATURE ON CONCURRENT REPORT

EVAL BLOCK 52

FITREP/CHIEFEVAL BLOCK 47

Concurrent and Concurrent/Regular reports must be forwarded to the member's regular reporting senior for signature. Type the name, rank, title, and command of the regular reporting senior. The regular reporting senior will sign and date the report. This block may be digitally signed for online submission or wet-signed using only black or blue-black ink if the report is submitted via mail (FEDEX, USPS, UPS, DHL, etc.). To convert the report to Concurrent/Regular, also select or place an “X” in block 17. A report may not be endorsed as Concurrent/Regular, unless it maintains regular report continuity, see chapter 4.

18 Aug 2022

1-4. Preparing the Summary Letter. Each summary group must be mailed with a summary letter, even if the summary group consists of only one report. See exhibit 1-7 for the summary letter format. Summary letters for Not Observed reports will be identified by "NOB" in the Trait Average column and the promotion recommendation breakout will be blank. If the reports are printed and wet-signed, the summary letter must also be prepared and wet-signed on a preprinted NAVPERS 1610/1 FITREP/EVAL Summary Letter and mailed (FEDEX, UPS, USPS, DHL, etc.)

Note: Summary letters are required for offline, mailed reports only and must be signed using black or blue-black ink.

1-5. Submission/Mailing Procedures. All reports must be submitted or mailed within 15 days of the ending date for active-duty members and within 30 days for INACT members. Online reports may be submitted via the eNavFit interface. An offline, wet-signed summary group must include the wet-signed summary letter and all original reports. Use black or blue- black ink.

a. Mailing to NAVPERSCOM

(1) Mail the reports and summary letters flat in a standard 9" x 12" envelope. Do not separate the summary group. Mail all reports in a summary group in one package. Do not use security wrappings, unless a classified supplement is enclosed (see below). Double envelopes are not required. More than one summary group may be enclosed in each envelope. Special mailing (i.e., certified or registered mail) is not required nor desired as it is an unnecessary added expense to the command and does not necessarily mean the report or batch of reports will be processed any faster.

(2) When mailing 25 or more hard-copy FITREPs or evaluations containing PII, the package must be double wrapped and the inner package marked "Controlled Unclassified Information (CUI)." Any misuse or unauthorized disclosure may result in both civil and criminal penalties. "Additionally, DD 2923 Privacy Act Data Cover Sheet must be inserted inside the outer wrapping. All such packages must be tracked with Government or commercial delivery services.

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

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

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

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

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(2) Classified Supplements. The supplement must have all required security markings. Do not classify the report form. Mail the report and classified supplement with its summary group, regardless of whether classified supplements are submitted with the other reports in the group. Refer to SECNAV M-5510.36 of 1 June 2006 for instructions on mailing classified material. Address all classified supplements and reports to:

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

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

<p>Block 5. Duty Status.</p>		<p>Block 8. Regular, Frocked, Selected, or Spot.</p>	
<p>Block 1. Must have a comma after the last name.</p>		<p>Block 21. Usually NA but MUST have an entry.</p>	
<p>Block 6/7. Member's activity</p>		<p>Block 9, 14, and 15. YYMMDD format.</p>	
<p>Block 1. 1. Name (Last, First MI Suffix) SAMPLE, HARVEY J</p>		<p>Block 2. 2. Grade/Rank LT</p>	
<p>Block 5. 5. ACT <input checked="" type="checkbox"/> FTS <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW/265 <input type="checkbox"/></p>		<p>Block 6. 6. UIC 12345</p>	
<p>Block 7. 7. Ship/Station DESRON 82</p>		<p>Block 9. 9. Date Reported 08APR06</p>	
<p>Block 10. 10. Periodic <input checked="" type="checkbox"/> 11. Detachment of Individual <input type="checkbox"/> 12. Detachment of Reporting Senior <input type="checkbox"/> 13. Special <input type="checkbox"/></p>		<p>Block 14. 14. From: 09FEB01 15. To: 10JAN31</p>	
<p>Block 16. 16. Not Observed Report <input type="checkbox"/> 17. Regular <input checked="" type="checkbox"/> 18. Concurrent <input type="checkbox"/> 19. Ops Cdr <input type="checkbox"/></p>		<p>Block 20. 20. Physical Readiness PP</p>	
<p>Block 21. 21. Billet Subcategory (if any) NA</p>		<p>Block 26. 26. UIC 12345</p>	
<p>Block 22. 22. Reporting Senior (Last, FI MI) SENIOR, R R</p>		<p>Block 23. 23. Grade CAPT</p>	
<p>Block 24. 24. Desig 1110</p>		<p>Block 25. 25. Title COMMODORE</p>	
<p>Block 28. 28. Command employment and command achievements. Readiness support for four DDG-51 class and two DD-963 class destroyers. COMNAVSURFLANT Letter of Commendation for outstanding response during Operation Eagle/Enduring Freedom. Upkeep/Training-8 Deployed Noble Eagle-3</p>			
<p>Block 29. 29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) ADMIN OFFICER Administrative Officer-12. Responsible for all staff administrative personnel and PAO functions. Leads 4 officers and 6 enlisted personnel. COLL: Executive Steering Committee-7. Watch: Staff Watch Officer. PPA:09-1/09-2</p>			
<p>Block 30. 30. Date Counseled 09JUL15</p>		<p>Block 31. 31. Counselor SMITH, J J</p>	
<p>Block 32. 32. Signature of Individual Counseled</p>			
<p>Block 29 (inside box). Up to 14 characters or spaces.</p>		<p>Block 28. Large shore commands enter employment of member's DEPT/DIV, etc.</p>	
<p>Block 29. Shore commands include job scope statement. Job scope statement is optional for operational billets.</p>			

**EXHIBIT 1-2
FITREP – REVERSE**

FITNESS REPORT AND COUNSELING RECORD (W2-O6) (cont 'd)					
1. Name (Last, First MI Suffix) SAMPLE, HARVEY J			2. Grade/Rate LT	3. Desig 1110	
PERFORMANCE TRAITS	1.0* Below Standards	2.0 Progressing	3.0 Meets Standards	4.0 Above Standards	Greatly Exceeds Standards
38. LEADERSHIP: Organizing, motivating and developing others to accomplish goals. NOB <input type="checkbox"/>	<ul style="list-style-type: none"> -Neglects growth/development or welfare of subordinates. -Fails to organize, creates problems for subordinates. -Does not set or achieve goals relevant to command mission and vision. -Lacks ability to cope with or tolerate stress. -Inadequate communicator. -Tolerates hazards or unsafe practices. 		<ul style="list-style-type: none"> -Effectively stimulates growth/development in subordinates. -Organizes successfully, implementing process improvements and efficiencies. -Initiates/achieves useful, realistic goals that support command mission. -Performs well in stressful situations. -Clear, timely communicator. -Ensures safety of personnel and equipment. 	<ul style="list-style-type: none"> -Inspiring motivator and trainer, subordinates reach highest level of growth and development. -Superb organizer, great foresight, develops process improvements and efficiencies. 	<ul style="list-style-type: none"> -Lead -Team -Plan -Exec -Mgt -Man -Com -Prof
39. TACTICAL PERFORMANCE: (Warfare qualified officers only) Basic and tactical employment of weapons systems. NOB <input type="checkbox"/>	<ul style="list-style-type: none"> -Has difficulty attaining qualification expected for the rank and experience. -Has difficulty in ship(s), aircraft or weapons systems employment. -Below others in knowledge and employment. -Warfare skills in specialty are below standards compared to others of same rank and experience. 		<ul style="list-style-type: none"> -Attains qualifications as required and expected. -Capably employs ship(s), aircraft, or weapons systems. Signal to others in warfare knowledge and employment. -Warfare skills in specialty equal to others of same rank and experience. 	<ul style="list-style-type: none"> -Full -Prof -Inv -Adv -and -War -Exp 	
40. I recommend screening this individual for next career milestone(s) as follows: (maximum of two) Recommendations may be for competitive schools or duty assignments such as: LCPO, DEPT CPO, SEA, CMC, CWO, LDO, Dept Head, XO, OIC, CO, Major Command, War College, PG School.			PG SCHOOL	XO AFLOAT	
41. COMMENTS ON PERFORMANCE: * All 1.0 marks, three 2.0 marks, and 2.0 marks in Block 34 must be specifically substantiated in comments. Comment must be 10 or 12 Point (10 or 12 Point) only. Use upper and lower case. #2 of 5. There is virtually no difference between my number 1 and 2 Lieu Early Promotes. The rules force me to make him a Must Promote. He would any other setting. -Exceptionally creative and innovative officer. His success in filling manning deficiencies enabled the squadron to deploy in the highest state readiness. -Obtained \$206,000 in approved CNETS funding for Learning Resource Centers and assisted COMNAVBASE in obtaining similar funding ashore. -Brilliant coordinator. Impressively coordinated 5 VIP and flag officer -Under his direction, ADMIN Department showed marked improvement in all administrative supports to the squadron and its units. -Mentored 4 JOs through engineering and deck qualifications. Conducted reviews and had several discrepancies corrected in these officers' office -Provided training on officer programs and SWO qualification requirements staff: 3 individuals applied and were accepted for STA 21. His division retention rate throughout this reporting period. -Completed Joint Professional Military Education (Phase 1) through the N Continuing Education Non-Resident Seminar Program.					
Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote
43					X
43. Member Trait Average. NAVFIT will auto populate or handwrite average of Blocks 33-39.			0	3	1
46. Signature of Individual Evaluated. "I have seen this report, been apprised of my performance, and understand my right to make a statement." I intend to submit a statement. <input type="checkbox"/> do not intend to submit a statement. <input checked="" type="checkbox"/>					
Member Trait Average: 4.00 Summary Group Average: 4.00			47. Typed name, grade, command, UIC, and signature of Regular Reporting Officer		
47. Block 47. Use for concurrent reports ONLY.					
46. Summary Group Average: NAVFIT98 will auto-populate this field. To do a manual calculation of the Summary Group, sum all graded Individual Trait Grades (Blks 33-39) and then divide by the number of graded Individual Traits. Note: a trait with an NOB grade is not considered a graded trait.					

Blocks 1-4. Repeat from front.

Block 39. Must be NOB if not a warfare qualified officer and must have an entry in NOB if trait not graded).

Block 41. Include required admin comments (e.g., Comment from Block 34), reason for Special Report, etc.). Specifically justify 1.0 comments. Comment on all performance in general. Consider special interest items. Ranking is authorized.

Block 43. Observe distribution rules.

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

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

EVALUATION & COUNSELING RECORD (E7-E9)									
1. Name (Last, First MI Suffix) SAMPLE, HARVEY T					2. Grade/Rate ENC				
5. ACT <input checked="" type="checkbox"/> FTS <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW/265 <input type="checkbox"/>		6. UIC 21104		7. Ship/Station FFG 37		8. Promotion Status REGULAR		9. Date Reported 2AUG24	
11. Detachment of Individual <input checked="" type="checkbox"/> 12. Detachment of Reporting Senior <input type="checkbox"/>			13. Reporting Senior			14. Period of Report from: 12SEP16		15. To: 13JUN18	
17. Type of Report			18. Reporting Senior (Last, FI MI) SMITH, J T			20. Physical Readiness P		21. Billet Subcategory (if any) NA	
22. Command employment and command achievements Upkeep/Training-6: WESTPAC-3					26. UIC 2110		28. Regular, Frocked, or Selected.		
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation) [ENG DEPT LCPO] PRI: Engineering I engineers in 4 Divisions. Coll: Force I Leave/Transit: 12AUG24-12SEP15 PFA 12-0					30. Date Counseled NOT REQ		31. Counselor		

Block 1.
Must have a comma after the last name.

Blocks 9, 14, and 15.
YYMMDD format.

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

Block 5.
Duty Status.

Blocks 6/7.
Member's activity (see note below).

Blocks 2/3.
See note below for CPO entries.

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

Block 8.
Regular, Frocked, or Selected.

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

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

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

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

Notes:
Block 3 (for CPOs): 1 or 2 qualifications or blank.

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

**EXHIBIT 1-4
CHIEFEVAL – REVERSE**

EVALUATION & COUNSELING RECORD (E7-E9)					RCS BUPERS 1610-1		
1. Name (Last, First MI Suffix) SAMPLE, HARVEY T			2. Grade/Rate ENC	3. Desig SW/AW		Blocks 1-4. Repeat from front.	
PERFORMANCE TRAITS	1.0* Below Standards	2.0 Pro- gressing	3.0 Meets Standards	4.0 Above Standards			
37. CHARACTER: - Integrity, Adherence to Navy Core Values. - Recognition of Diversity - Contributes to growth, human worth, and community. NOB <input type="checkbox"/>	- Demonstrates exclusionary behavior, fails to value differences from cultural diversity. - Lacks personal integrity and does not take responsibility for actions or decisions. - Fails to live up to Navy Core Values: Honor, Honor, Courage, and Commitment. <input type="checkbox"/>	<input type="checkbox"/>	- Diversity; values differences as strengths, fosters atmosphere of acceptance/inclusion per EO/EEO Policy. - Trustworthy, ethical and honest. - Always lives up to Navy Core Values: Honor, Courage and Commitment. <input checked="" type="checkbox"/>	<input type="checkbox"/>	- Seamlessly integrates diversity into all aspects of the command. - Model of achievement. Develops unit cohesion by valuing differences as strengths. - Leads with an uncompromising code of integrity. - Exemplifies Navy Core Values: Honor Courage and Commitment. <input type="checkbox"/>		
38. ACTIVE COMMUNICATION: - Communication, questioning attitude, energized information flow. NOB <input type="checkbox"/>	- Stifles information exchange, idea sharing and diversity of opinion. - Does not take advantage of the Chief's Mess to discuss, plan, or act on command issues. - Poor communicator; actions negatively impact mission goals and readiness. <input type="checkbox"/>	<input type="checkbox"/>	- Facilitates information exchange, idea sharing and diversity of opinion. - Uses Chief's Mess as an open forum to discuss, plan, and act on command issues. - Effectively communicates and listens to subordinates, peers, and seniors. <input checked="" type="checkbox"/>	<input type="checkbox"/>	- Actively facilitates information exchange, idea sharing and diversity of opinion. - Actively uses Chief's Mess as an open forum to discuss, plan, and act on command issues. - Energizes communication flow up and down the chain of command. <input type="checkbox"/>		
39. SENSE OF HERITAGE: - Know and teach customs, and traditions, understand naval history. NOB <input type="checkbox"/>	- Lacks knowledge and understanding of naval customs and traditions. - Ignores naval traditions, customs, and practices when considering decisions, in training, or in daily leadership. - No grasp of naval history. <input type="checkbox"/>	<input type="checkbox"/>	- Good understanding of naval customs and traditions. - Integrates naval traditions, customs, and practices into decision making processes, training and daily leadership. - Occasionally uses naval history to demonstrate who we are as a service. <input type="checkbox"/>	<input checked="" type="checkbox"/>	- Thorough understanding of naval customs and traditions. - Proactively integrates naval traditions, customs, and practices into decision making processes, training and daily leadership. - Consistently uses naval history to demonstrate who we are as a service. <input type="checkbox"/>		
40. I recommend screening this individual for next career milestone(s) as follows: (Maximum of two) Recommendations may be for competitive schools or duty assignments such as LCPO, DEPT CPO, SEA, CMC					SEA	CMC	
41. COMMENTS ON PERFORMANCE. *All 1.0 marks, three 2.0 marks, and 2.0 marks in Block 37 must be specifically substantiated in comments. Font must be 10 or 12 pitch (10 to 12 point) only. Use upper and lower case. Ranks #2 of 10 Chiefs assigned PROVEN MANAGER AND LEADER: As engineering Department's leading Chief Inspection and Survey (INSURV) Coordinator, he flawlessly orchestrated completion of over 130 safety checks and achieved the objectives for "n MASTERFUL TRAINER: Directly responsible for the training, and qualified Engineering Officer's of the Watch (EOOW) and four Engineering Propulsion (EPCC) operators. As Engineering Training Team (ETT) Coordinator, orga ETT Members and Two underway watch teams during the ship's training cycle TRUSTED MEMBER: During the training cycle and maintenance availability, Engineering retention rate of 86%, with 100% command mission attainment Chief Sample's unmatched dedication and technical expertise has sustain at the Senior Chief Petty Officer level. PROMOTE NOW TO SENIOR CHIEF PETTY OFFICER!					Block 41. -Include required admin comments (e.g. Comment from Block 34, reason for Special Report, etc.). -Specifically justify 1.0 comments. -Comment on all performance in general. -Consider special interest items. -Ranking is authorized.		
Promotion Recommendation	NOB	Block 43. Observe distribution rules.		Just Promote	Early Promote	44. Reporting Senior Address COMMANDING OFFICER USS NELSON (SSN 794) FPO AP 96662-1492	
42. INDIVIDUAL					<input checked="" type="checkbox"/>		
43. SUMMARY	<input checked="" type="checkbox"/>	0	0	0	0	1	
45. Signature of Reporting Senior		Member Trait Average. average of Blocks 33-39.				Signature of individual evaluated. "I have seen this report, been apprised of my performance, and understand my right to make a statement." I submit a statement <input type="checkbox"/> do not intend to submit a statement <input checked="" type="checkbox"/>	
Member Trait Average: 3.86		Summary		Date:			
47. Typed name, grade, command, UIC, and signature		Block 47. Use for concurrent reports ONLY.				Date:	
NAVPEL FOR OFFICIAL USE ONLY-PRIVACY ACT SENSITIVE.							

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

<p>Block 1. Must have a comma after the last name.</p>		<p>Blocks 6/7. Member's activity (see note below).</p>		<p>Block 3. 1 or 2 quals or blank.</p>		<p>Block 8. Regular, Frocked, or Selected.</p>	
1. Name (Last, First MI Suffix) SAILOR, HARVEY J		2. Rate YN1		3. Desig SW/AW		9. Date Reported 08 JUN 2	
5. ACT <input checked="" type="checkbox"/> FTS <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW <input type="checkbox"/> 265		6. UIC 12345		7. Ship/Station DESRON 82		8. Promotion Status REGULAR	
10. Attachment individual <input type="checkbox"/> 12. Frocking <input type="checkbox"/>		14. From: 09NOV16		15. To: 10NOV15		21. Billet Subcategory (if any) NA	
16. Report <input checked="" type="checkbox"/> 17. Regular <input type="checkbox"/> 18. Concurrent <input type="checkbox"/>		20. Physical Readiness PP		26. UIC 12345		Block 21. Usually NA but MUST have an entry.	
22. Reporting Senior (Last, FI MI) SENIOR, R R		23. Grade CAPT		24. Desig 1110		25. Desig COMMODORE	
28. Command employment and command achievements. Readiness support for four DDG-51 class and two DD-963 class destroyers. COMNAVSURFLANT Letter of Commendation for outstanding response during Op Eagle/Enduring Freedom. Upkeep/Training-8 Deployed Noble Eagle-3							
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) ADMIN/PERS LPO Pri: Admin/Personnel Department LPO-12. Supervises 9 personnel in 4 ratings. Monitors \$25,000 TAD budget. Coll: Retention Team member-12; Educational Services Assistant-12. Watch: Import Staff Duty Officer-12. PPA: 10-1/10-2							
For Mid-term Counseling Use, (When completing EVAL enter 30 and 31 from counseling worksheet, sign 32.)		30. Date Counseled 10MAY15		31. Counselor JONES, T T		32. Signature of Individual Counseled	

Block 5.
Duty Status.

Block 9, 14, and 15.
YYMMDD format.

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

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

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

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

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

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

**EXHIBIT 1-6
EVAL - REVERSE**

EVALUATION REPORT & COUNSELING RECORD (E1-E6) (cont 'd)

1. Name (Last, First MI Suffix)
SAILOR, HARVEY J

2. Rate
YN1

3. Desig
SW/AW

4.5. **Blocks 1-4. Repeat from front.**

PERFORMANCE TRAITS	1.0* Below Standards	2.0 Pro- gressing	3.0 Meets Standards	4.0 Above Standards	Gen
38. TEAMWORK: Contributions to team building and team results.	• Creates conflict, unwilling to work with others, puts self above team. • Fails to understand team goals or teamwork techniques. • Does not take direction well.		• Reinforces others' efforts, meets commitments to team. • Understands goals, employs good teamwork techniques. • Accepts and offers team direction.		• Team builder, inspires cooperation and progress. • Focuses goals and techniques for teams. • The best at accepting and offering team direction.
NOB <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
39. LEADERSHIP: Organizing, motivating and developing others to accomplish goals.	• Neglects subordinates. • Fails to set goals. • Does not communicate clearly. • Lacks initiative. • Tolerates poor performance.		• Effectively stimulates growth/development in subordinates. • Organizes successfully, implementing process improvements and efficiencies. • Sets/achieves useful, realistic goals that support command mission. • Performs well in stressful situations. • Clear, timely communicator. • Ensures safety of personnel and equipment.		• Inspiring motivator and trainer, subordinates reach highest level of growth and development. • Superb organizer, great foresight, develops process improvements and efficiencies. • Leadership achievements dramatically further command mission and vision. • Perseveres through the toughest challenges and inspires others. • Exceptional communicator, makes subordinates safety-conscious, maintains top safety record, instantly improves the personal and professional lives of others.
NOB <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Individual Trait Avg. total of trait scores divided by number of graded traits.	41. I recommend this individual for (maximum of three): Assignment in Rating, Sea Special Programs, Shore Special Programs, Commissioning Programs, Special Warfare Programs, Rating in Special Duty, Other (be specific)		42. Summary Group Average		
4.00	RDC		COMMISSION PROGRAM		
43. COMMENTS ON PERFORMANCE: * All 1.0 marks, three 2.0 marks, and 2.0 marks in Block 35 must be specifically substantiated in comments. Comments on Post must be 10 or 12 Pich (10 or 12 points) only. Use upper and lower case.					
<p>Ranked #1 of 3 in Admin Department and #3 of 13 overall. An absolute must see.</p> <p>-Through his leadership, Admin Department completed a flawless command admin record inspection. Personnel records management was specifically praised by the COMNAVSURFLANT inspection team. His performance was reflected in his selection of Quarter. Meticulously tracked a \$25,000 TAD budget.</p> <p>-Model appearance, flawless conduct. Scored outstanding on last 3 PFAs. Has completed semester hours toward an Associate Degree in Management. His involvement in mentoring junior personnel has resulted in 10 reenlistments and his department a 100 percent retention rate.</p> <p>-President of the J. P. Jones Elementary School Parent/Teacher Association.</p> <p>YN1 Sailor is ready for immediate promotion to YNC. He has the mental toughness, administrative knowledge to be an outstanding Limited Duty Officer and is strongly recommended for a commissioning program.</p>					
44. QUALIFICATIONS/ACHIEVEMENTS - Education, awards, community involvement, etc., during this tour.					
Worked 500 hours repairing playground equipment and active in the Adopt a School Program. 2nd Qtr SOQ					
Promotion	Significant	Progressing	Promotable	Must Postulate	Early Promote
					<input checked="" type="checkbox"/>
Block 44. Completed, NOT "expected" achievements.					
Block 45. Observe distribution rules.					
Summary Group Average: 4.00					
50. Signature of Reporting Senior					
52. Type name, grade, rate, and signature of Regular Reporting Senior on Concurrent Report					
Block 46. Must have an entry in each box, even if 0.					
Block 52. Use for concurrent reports ONLY.					

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CHAPTER 2

QUALIFICATIONS OF REPORTING SENIORS AND RATERS

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

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

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

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

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

2-6. Raters. EVALs on enlisted personnel, E-6 and below, should contain the signatures of a rater and senior rater. The signature of the reporting senior is required. This ensures Navy's senior enlisted and junior officer supervisors are properly included in the enlisted evaluation process. Raters and senior raters are designated by the command using the guidelines in table 2-1. The rater should be Navy CPO for E-5 and E-6 personnel, whenever possible. If none is available within the command, the rater will be a military or civilian supervisor who is an E-7 equivalent or higher. The senior rater may be omitted where the reporting senior is the rater's immediate supervisor.

Typically, the senior rater is the division officer or department head. Raters do not sign FITREPs or CHIEFEVALs on officers and CPOs, but a similar system may be used for drafting FITREPs and CHIEFEVALs. For E-4 and below personnel, the rater may be an E-6.

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

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

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

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

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

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

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

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

exceptions require prior PERS-32 approval.

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

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

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

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

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

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

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

e. Responsibilities of the CO for Delegated Reports. A delegated reporting senior is solely responsible for the content of reports submitted over their signature. The CO may not change or add comments to a delegated report, or submit a report that covers any part of the same period. COs retain the following responsibilities:

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

(2) The CO must sign any report that withdraws an enlisted member's advancement recommendation after notification of selection has been made. A flag officer may delegate this authority to an O6 or above.

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

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

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

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

(d) Reports or supplements that have been directed as redress under U.S. Navy Regulations, 1990, article 1150, or 10 U.S.C. chapter 47, Uniform Code of Military Justice (UCMJ), article 138.

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

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

g. Suspension or Withdrawal of Delegated Reporting-Senior Authority. A CO may, for good cause, suspend or withdraw a delegated reporting senior's authority, either entirely or with respect to individual members. If suspended for an individual member, authority to report on that member may not be restored to the same delegated reporting senior. COs may not otherwise endorse, change, add to, or replace a report signed by a delegated reporting senior except to afford redress under U.S. Navy Regulations, 1990, article 1150 or UCMJ, article 138.

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

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

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

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

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

c. Reports to be Submitted. The ISIC or designee must submit all reports not yet submitted and all reports that subsequently become due, including Detachment of Reporting Senior reports. (Exceptions: In cases of delinquency in submitting reports, the ISIC will assume authority only for the overdue reports. In cases of inquiry or investigation, the assumption of authority may be limited to reports on the member or members involved.) Once filed in the official record, a report properly submitted by the ISIC or designee may not be withdrawn and may not be supplemented by anyone other than the officer who submitted it, except as the result of an appeal procedure.

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

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

2-11. Assumption of Reporting-Senior Authority by a General Courts-Martial-Convening Authority. If a general court-martial-convening authority grants FITREP, CHIEFEVAL, or EVAL relief under U.S. Navy Regulations, 1990, article 1150 or 10 U.S.C. chapter 47, Uniform Code of Military Justice (UCMJ), article 138 the convening authority granting the relief may assume authority for the affected report, including administrative changes and supplements to the report.

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

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

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

		Command Size (Number of Enlisted)		
		Small (<250)	Medium (250-650)	Large (>650)
E1 - E4	Rater	Division or department E-6 or E-7	Division or department E-6 or E-7	Work center E-6 or division E-7
	Senior Rater	Division officer, department head, or executive officer	Division officer or department head	Branch head or division officer
	Reporting Senior	Executive officer	Department head or executive officer	Division officer or department head
E5-E6	Rater	Division E-7 or department E-7	Division E-7 or department E-7	Work center E-7 or division E-7
	Senior Rater	Division officer, department head, or executive officer	Division officer or department head	Branch head or division officer
	Reporting Senior	Commanding officer	Department head, executive officer or commanding officer	Department head, executive officer, or commanding officer

Exhibit 2-1

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

CHAPTER 3 REGULAR REPORTS

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

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

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

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

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

3-6. Detachment of Individual Reports

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

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

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

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

e. Missing or Prisoner of War Status. Submit a report when a member is declared to be in a missing or prisoner of war status. Additional reports are not desired for members in either of these statuses.

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

g. Relief from Command without Detachment. When a CO is permanently relieved of

command, but is not detached, submit a Detachment of Individual report as of the date relieved. Note circumstances in the comments.

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

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

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

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

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

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

3-7. Detachment of Reporting Senior Reports

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

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

the next period. However, if the new reporting senior submits a Periodic report, he or she must do so for all personnel in the same paygrade who are normally evaluated by that reporting senior. Detachment of Reporting Senior reports may be extended in place of a Periodic or Detachment of Individual report. Letter extensions for Detachment of Reporting Senior reports on officers may only be signed by the new reporting senior from the originating command. Letter extensions for Detachment of Reporting Senior reports on enlisted personnel may be signed by the new reporting senior or by direction from an authorized representative from the originating command. Note: If Detachment of Reporting Senior reports are submitted, the reporting senior must submit reports on all personnel in the same paygrade who are normally evaluated by that reporting senior.

3-8. Promotion/Frocking Reports

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

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

Example of Needing a Promotion/Advancement Report: A LCDR is promoted to CDR on 1 September 2012. The LCDR received a Periodic report on 31 October 2011 and would not receive another Periodic report until 30 April 2013 (periodic CDR report). This situation would cause a period of performance from 11NOV01 - 13APR30 that would exceed the 15-month limit. Instead, submit a Promotion/Frocking report with an ending date of 31 August 2012. Enter the grade as "LCDR," enter "SELECTED" in block 8, mark the report SPECIAL, and enter "PROMOTION REPORT" at the top of block 41.

Example of Needing a Promotion/Advancement Report: An active-duty E-8 is frocked to E-9 on 1 June 2012. The E-8 received a Periodic report on 15 September 2011 and would not receive another Periodic report until 15 April 2013 (Periodic E-9 report). This situation would cause a period of performance from 11SEP16 - 13APR15 that would exceed the 15-month limit. Instead, submit a Promotion/Frocking report with an ending date of 31 May 2012. Enter the old rate in block 2, enter "SELECTED" in block 8, and show the ending date as the date prior to frocking. Mark the report SPECIAL and enter "FROCKING REPORT" at the top of block 41.

Example of Needing a Promotion/Advancement Report: An active-duty E-8 is frocked to E-9 on 1 June 2012. The E-8 received a Periodic report on 15 September 2011 and would not receive another Periodic report until 15 April 2013 (Periodic E-9 report). This situation would cause a period of performance from 11SEP16 - 13APR15 that would exceed the 15-month limit. Instead, submit a Promotion/Frocking report with an ending date of 31 May 2012. Enter the old rate in block 2, enter "SELECTED" in block 8, and show the ending date as the date prior to frocking. Mark the report SPECIAL and enter "FROCKING REPORT" at the top of block 41.

Example of Not Needing a Promotion/Advancement Report: A LT receives a Periodic report on 31 January 2013. The LT is promoted to a new paygrade (LCDR) on 1 July 2013. The officer will receive a Periodic LCDR FITREP on 31 October 2013. This situation does not require a Promotion/Frocking report because the period of report would be 13FEB01-13OCT31. This report would not exceed 15 months between Regular reports.

Example of Not Needing a Promotion/Advancement Report: An E-5 is promoted to E-6 on 15 June 2013. The E-5 received a Periodic E-5 report on 15 March 2013. The member will receive a Periodic report in the new paygrade of E-6 on 15 November 2013. This situation does not require a Promotion/Frocking report because the period would be 13MAR16-13NOV15. This report would not exceed 15 months between Regular reports.

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

Note: Promotion/Frocking reports may not be extended.

3-9. Special Reports. Special reports are considered to be special occasions for submission of Regular and Concurrent reports. Regular reports must maintain Regular report continuity. State the justification for the Special report as the opening sentence of the comments. A report without this statement will be returned for correction. Circumstances under which Special reports may be submitted are:

a. Member Eligible for Promotion Selection Board

(1) Officers and CPOs. A new reporting senior who has not written an "Observed" report on a Service member may submit a Special report on an officer or CPO who is eligible before a promotion selection board if the individual has performed significant duties under that reporting senior for at least 3 months. The 3-month minimum report period may be waived, but grades should be limited to those traits the reporting senior could realistically observe. A CO may not assign the member to a new reporting senior for this purpose. Do not submit a Special report for any other board (e.g., command screening, transfer/redesignation, continuation, etc.). In the case of a Navy Reserve member who is beginning or resuming drill participation, the 3-month minimum report period may be waived, but grades should be limited to those traits the

reporting senior could realistically observe. Not Observed reports are permitted if the purpose is merely to inform the board of the renewed participation status.

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

b. Elimination of Physical Readiness Deficiency. A Special report may be submitted once satisfactory physical readiness is achieved on the most recent official PFA. See reference (a) for the requirements to achieve satisfactory physical readiness.

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

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

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

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

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

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

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

f. Fleet-up Certification. A Service member who does not receive a fleet-up certification

for command, as required by reference (e). Do not submit the Special report until the type commander has made the final determination on the officer's fleet-up status.

g. Reduction in Rate (enlisted only). Submit a Special report in the old rate, ending on the date of conviction or award of punishment. If the reduction resulted from a courts-martial or NJP, the signature date (as opposed to ending date) must be on or after the date the proceedings were concluded (see paragraph 13-12). Reduction in Rate reports may not be extended.

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

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

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

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

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

m. Non-deployability/IMR Deficit. A Special report should be submitted when a member was willfully negligent in maintaining deployability or IMR standards following formal counseling per reference (b), MILPERSMAN 1610-015.

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

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

a. TEMDU Lasting 3 Months or Less. Submit a Detachment of Individual Regular report if the TEMDU involved significant performance and was not for administrative or orientation

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

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

EXHIBIT 3-1
LETTER EXTENSION

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

CUI
Command Letter Head (if appropriate)

1610
(Member's SSN)
(Date)

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

Subj: FITNESS (or EVALUATION) REPORT EXTENSION

1. Identification of original report
 - a. Blocks 1-4: SAMPLE, HARVEY J, LT, 1110, 000-00-0000
 - b. Blocks 10-13: Periodic
 - c. Blocks 14-15: 12APR06 - 13JAN31
 - d. Blocks 17-19: REGULAR
 - e. Block 22: SENIOR, R R
2. Extension data
 - a. Blocks 10-13: Add 11. Detachment of Individual
 - b. Blocks 14-15: Change to 12APR06 - 13MAR10
 - c. Block 29: (Optional: add duties/change months assigned.)
 - d. Block 41/43: ULTDUSTA: PSD, NORVA

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

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

(Signature)

Copy to:
(Member Reported On)

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

CUI

CHAPTER 4

CONCURRENT AND CONCURRENT/REGULAR REPORTS

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

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

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

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

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

)

d. Individuals in the same command or UIC as the regular reporting senior may not act as a Concurrent reporting senior, even if ADDU, TEMADD, or cross-assignment orders have been issued. Neither may anyone who is senior or subordinate to the regular CO or OIC in the same immediate chain of command act as a Concurrent reporting senior (e.g., if member is sent from a squadron to a wing for TEMADD, the wing cannot submit the concurrent report because the wing commander is the reporting senior for the member's CO).

4-3. Criteria for Submitting Concurrent Reports. Concurrent reports should be submitted for members on assignments wherein their performance is significant but cannot be sufficiently evaluated by their regular reporting senior. A trait graded Concurrent report should be submitted when an assignment exceeds 90 days, except for duty under instruction (DUINS). They may also be submitted when Periodic reports are due, particularly if the report is to be endorsed as Concurrent/Regular. Periods from 10 to 90 days may be a Not Observed (NOB) report per

chapter 6. A Concurrent report (not a Concurrent/Regular report) may cover a period exceeding 15 months. Periods fewer than 10 days should be covered by a PIM per chapter 12. Concurrent reports are highly encouraged but remain optional except as follows:

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

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

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

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

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

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

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

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

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

4-7. Policies and Procedures for Submitting Concurrent Reports. Note: The below steps must be followed to ensure proper submission:

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

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

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

d. Records Management. Concurrent reporting seniors must coordinate with Regular reporting seniors to ensure all reports in their summary group(s) are submitted to PERS-32. Both parties are required to maintain copies in their respective command files. However, it is the responsibility of the Regular reporting senior to provide copies of the final countersigned report to both the member and the Concurrent reporting senior.

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

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

b. Maximum Period and Gaps. There must be no gap or break between the beginning date of the Concurrent report and the ending date of the previous Regular report (i.e., the Regular report ends on 21SEP15 and the Concurrent report begins on 21SEP16). Additionally, when combined, a Concurrent/Regular report may not exceed a total period of 15 months.

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

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

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

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

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

BLOCKS 6 AND 7

UIC/SHIP/STATION

Enter the Concurrent UIC and command name.

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

BLOCKS 17-19

TYPE OF REPORT

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

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

BLOCK 20

PHYSICAL READINESS

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

BLOCKS 22-27

REPORTING SENIOR

Enter the Concurrent reporting senior data.

BLOCKS 30-32

COUNSELING

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

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

EVAL BLOCK 43

**FITREP/CHIEFEVAL
BLOCK 41**

COMMENTS ON PERFORMANCE

State the justification for a Concurrent report in the opening statement. Only the Concurrent reporting senior will assess the member. The Regular reporting senior may not add further comments, even if endorsing as Concurrent/Regular. If additional comments are desired, submit a separate report.

EVAL BLOCK 50

FITREP/CHIEFEVAL BLOCK 45

SIGNATURE OF REPORTING SENIOR

The Concurrent reporting senior named in block 22 must sign all reports. This block may be digitally signed for online submission or wet-signed using only black or blue-black ink if the report is submitted via mail (FEDEX, USPS, UPS, DHL, etc.). If reporting senior is a rear admiral (O-7) selectee, and the report is on a captain in the same competitive category, add “RDML(S)” after the signature. This verifies that flag officer endorsement is not required. If the signature is unobtainable, see chapter 14.

EVAL BLOCK 51

FITREP/CHIEFEVAL BLOCK 44

SIGNATURE OF INDIVIDUAL EVALUATED

Concurrent Report: Provide counsel and obtain signature if member is still on board.

Concurrent/Regular Report: If endorsed as Concurrent/Regular, the regular reporting senior should obtain the signature and provide the member copy. Member’s signature is not required unless the report is adverse.

Note: This block may be digitally signed for online submission or wet signed using only black or blue-black ink if the report is submitted via mail (FEDEX, USPS, UPS, DHL, etc.)

EVAL BLOCK 52

FITREP/CHIEFEVAL BLOCK 47

SIGNATURE OF REGULAR REPORTING SENIOR

Type the Regular reporting senior's last name and initials, grade, command, and UIC. The Regular reporting senior must sign all copies. This block may be digitally signed for online submission or wet signed using only black or blue-black ink if the report is submitted via mail (FEDEX, USPS, UPS, DHL, etc.)

**EXHIBIT 4-1
CONCURRENT REPORT**

EVALUATION REPORT & COUNSELING RECORD (E1-E6)						RCS BUPERS 1610-1	
1. Name (Last, First MI Suffix) SAMPLE, HARVEY J			2. Rate YN1	3. Desig SW	Block 20. Blank if not performed at Concurrent command.		
5. ACT <input checked="" type="checkbox"/>	6. FTS <input type="checkbox"/>	7. INACT <input type="checkbox"/>	8. AT/ADSW/ 265 <input type="checkbox"/>	6. UIC 12345	7. Ship/Station DDG 113 NELSON	REGULAR	09MAR18
10. Occasion for Report Periodic <input type="checkbox"/>		11. Detachment <input checked="" type="checkbox"/>		12. Promotion/ Frothing <input type="checkbox"/>		13. Special <input type="checkbox"/>	
14. Period of Report From: 09MAR18		15. To: 09SEP15		20. Physical Readiness		21. Billet Subcategory (if any) INDIV AUG	
16. Not Observed Report <input type="checkbox"/>		17. Type of Report Regular <input type="checkbox"/>		18. Concurrent <input checked="" type="checkbox"/>		Block 18. Mark Concurrent.	
22. Reporting Senior (Last, FI MI) SKIPPER, A L			23. Grade CDR	24. Desig 1110	25. Title CO		26.
28. Command employment and command achievements: OPERATION NOBLE EAGLE/ENDURING FREEDOM; CART II; TSTA I, II, AND III							
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) LPO PRI: Admin Department LPO. COLL: ESO. Watch: OOD (Import).							
30. Date Counseled NOT REQ			31. Counselor		32. Signature of Individual Counseled		
43. COMMENTS ON PERFORMANCE * All 1.0 marks, above 2.0 marks, and 2.0 marks in Block 35 must be specific! Font must be 10 or 12 Pitch (10 or 12 point) only. Use upper and lower case. Submitted on the occasion of YN1 Sample's detachment from... -Recognized administrative expert. Consistently sought out by department for his superior technical knowledge and professional expertise. An extremely meticulous and productive administrator whose stamina and dedication resulted in the Admin Department passing a Navy IG inspection with no discrepancies. -During short period onboard visited every department trained, audited, and improved area for the squadron							
44. QUALIFICATIONS/ACHIEVEMENTS - Education, awards, community involvement, etc., during this period. -While working 12 hour workdays in preparation for a major deployment he completed two upper level courses toward a bachelors degree in business while maintaining a 3.75 GPA. -Exemplifies the model deck plate leader by counseling 20 junior squadron personnel on career opportunities in conjunction with a Center for Career Development visit. This resulted in 5 reenlistment and increased squadron retention from 45 percent to 70 percent for the year. Conducted admin managerial classes with junior personnel for their growth and development.							
45. INDIVIDUAL. Promotion Recommendation: NOB, Significant Problems, Progressing, Promotable							
46. SUMMARY. Promotion Recommendation: NOB, Significant Problems: 0, Progressing: 0, Promotable: 0							
49. Signature of Senior Rater (Typed Name & Grade/Rate). I have reviewed the evaluation of this member against these performance standards and have provided written explanation to support the marks of 1.0. JOHNSON, A L, LT Date: Summary Group Average: 4.00 Date:							
51. Signature of Individual Evaluated. "I have seen this report, been apprised of my performance, and understand my right to submit a statement." I intend to submit a statement. I do not intend to submit a statement. <input checked="" type="checkbox"/>				52. Type name, grade/command, UIC, and signature of Regular Reporting Senior on Concurrent Report SENIOR, R R, CAPT, USS JONES, 34567			
Block 46 (FITREP/CHIEFEVAL) or Block 51 (Eval). Member signature desired but not required unless adverse				Block 47 (FITREP/CHIEFEVAL) or Block 52 (Eval). Regular Reporting Senior identification and signature.			

**EXHIBIT 4-2
CONCURRENT/REGULAR REPORT**

Evaluation Report & Counseling Record (E1-E6)						RCS BUPERS 1610-1	
1. Name (Last, First MI Suffix) SAILOR, HARVEY J			2. Rate YN1	3. Desig SW/AW		Block 21. Usually NA but MUST have an entry.	
5. ACT FTS INACT AT/ADSW <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		6. UIC 12345	7. Ship/Station DDG 113 NELSON			8. Promotion S REGULAR	
16. Not Observed Report <input type="checkbox"/>			17. Regular <input checked="" type="checkbox"/>		18. Concurrent <input checked="" type="checkbox"/>		20. Physical Readiness N
22. Reporting Senior (Last, FI MI) SENIOR, R R		23. Grade CAPT	24. Desig 1110	25. Title	26. UIC	27. SSN	
28. Command employment and command achievements. Operation Noble Eagle/Enduring Freedom; CART II, TSTA							
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) ADMIN LPO Pri: Admin/Personnel Department LPO-11. Supervises 9 personnel in 4 ratings. Monitors \$25, 000 TAD budget. COLL: Retention Team member-11; Educational Service Assistant-11. Watch: Import Staff Duty Officer-11							
30. Date Counseled NOT REQ			31. Counselor		32. Signature of Individual Counseled		
40. Individual Trait Avg. 4.00		41. I recommend this individual for (Insertion of text): INSTRUCTOR DUTY CHIEF		42. Signature of Rater (Typed Name & Rate) have evaluated this member against the above performance standards and have provided written explanation of marks 1-5.			
43. COMMENTS ON PERFORMANCE: * All 1.0 marks, three 2.0 marks, and 2.0 marks in Block Four must be 10 or 12 Puck (10 or 12 points) only. Use upper and lower case. Submitted on the occasion of YN1 Sample's detachment from USS NELSON (DDG 113). -Recognized administrative expert. Consistently sought out by department for his superior technical knowledge and professional expertise. An extremely meticulous and productive and dedication resulted in the Admin Department passing a Navy audit. -Exemplifies the model deck plate leader by counseling 20 junior squadron personnel on career opportunities in conjunction with a Center for Career Development visit. This resulted in 5 reenlistment and increased squadron retention from 45 percent to 70 percent during squadron administrative and material inspection. -While working 12 hour workdays in preparation for a major deployment he completed two upper level courses toward a bachelors degree in business while maintaining a 3.75 GPA.							
44. QUALIFICATIONS/ACHIEVEMENTS - Educ Block 43 (Eval) (FITREP/CHIEFEVAL) or Block 41. This block is completed by the Concurrent reporting senior. The Regular Reporting Senior may NOT make comments here even if endorsing as Concurrent/Regular. If comments desired, a separate report must be submitted as the Regular report.							
45. INDIVIDUAL		46. SUMMARY		47. Signature of Rater (Typed Name & Grade/Rate) I have reviewed the evaluation of this member against these performance standards and have provided written explanation to support the marks of 1-5.			
JOHNSON, A. I., LT		Date:		Block 47 (FITREP/CHIEFEVAL) or Block 52 (Eval). Regular Reporting Senior identification and signature.			
Block 46 (FITREP/CHIEFEVAL) or Block 51 (Eval). Member signature desired but not required unless adverse		Date:		SENIOR, R R, CAPT, USS JONES, 34567			

CHAPTER 5

OPERATIONAL COMMANDER REPORTS

5-1. Purpose. This chapter provides the information needed to complete Operational Commander FITREPs. Operational Commander reports provide a supplemental record of performance for active-duty COs or OICs, as observed by their operational commanders. Submission of an Operational Commander report is optional. Eligibility includes OICs of deployed detachments, whether or not Chief of Naval Operations-established. Reports on others who are temporarily assigned during operational periods must be submitted as Concurrent reports (e.g., chaplains or medical personnel TEMADD to the operational commander, enlisted officers in charge, etc.).

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

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

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

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

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

**EVAL, CHIEFEVALS,
and FITREP BLOCKS
6 and 7**

UIC AND SHIP/STATION

Enter the UIC and unit that the individual being reported on commands. For an OIC of a deployed detachment, enter “DET” ahead of the abbreviated name of the parent unit. If the report covers performance in command of a task organization with subordinate elements, enter the task organization (e.g., DDG-51 ARLEIGH BURKE, DET HSL-87, TASK GROUP 40.7).

**FITREP/CHIEFEVAL
BLOCKS 17-19**

TYPE OF REPORT

Enter an “X” in block 19 (OPS CDR).

**FITREP/CHIEFEVAL
BLOCK 20**

PHYSICAL READINESS

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

**FITREP/CHIEFEVAL
BLOCKS 22-27**

REPORTING SENIOR

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

**FITREP/CHIEFEVAL
BLOCKS 30-32**

COUNSELING

Leave blank.

**FITREP/CHIEFEVAL
BLOCK 41**

COMMENTS ON PERFORMANCE

State the justification for the Operational Commander report at the beginning of block 41.

EVAL BLOCK 50

**FITREP/CHIEFEVAL
BLOCK 45**

SIGNATURE OF REPORTING SENIOR

The operational commander reporting senior whose name appears in block 22 must sign all reports. By direction, for, acting, ghosted, stamped, or facsimile signatures are not allowed. This block may be digitally signed for online submission or wet signed using only black or blue-black ink, if the report is submitted via mail (FEDEX, USPS, UPS, DHL, etc.) Do not type in this space. If reporting senior is a rear admiral (O-7) selectee, and the report is on a captain in the same competitive category, add “RDML(S)” following the signature. This verifies that a flag officer endorsement is not required. If the signature is unobtainable, see chapter 14.

**FITREP/CHIEFEVAL
BLOCK 46**

SIGNATURE OF INDIVIDUAL EVALUATED

The signature is desirable, but not required unless the report is adverse. This block may be digitally signed for online submission or wet signed using only black or blue-black ink if the report is submitted via mail (FEDEX, USPS, UPS, DHL, etc.)

CHAPTER 6

NOT OBSERVED (NOB) REPORTS

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

6-2. Uses of NOB Reports. NOB reports are intended to fulfill reporting requirements during periods of brief service when a detailed assessment cannot be provided. They can be used to document temporary administrative or training duty, verify academic DUINS, and or supplement reporting periods that will be evaluated in a Regular, Concurrent, or Operational Commander report.

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

b. Exception. Under unique circumstances, a reporting senior may submit a NOB report for any period if the reporting senior does not feel that there has been enough observation to grade with confidence (i.e., member has been onboard for 6 months, but member was TEMADD for a majority of the reporting period, etc.). Justification and explanation must be provided in the comments field. Observed reports are desired if any fair and meaningful evaluation or recommendation can be made.

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

6-4. Summary Letters. Summary letters are not required for electronic submissions. The interface will provide a summary letter. Enter data for all NOB reports with the same reporting senior and ending date. The NAVFIT98A application software will produce a summary letter for all NOB reports with the same reporting senior and ending date. Include

this letter with all mailed reports.

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

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

BLOCK 8

PROMOTION STATUS

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

BLOCK 16

NOT OBSERVED REPORT

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

BLOCK 20

PHYSICAL READINESS

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

BLOCK 21

BILLET SUBCATEGORY (IF ANY)

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

BLOCK 28

COMMAND EMPLOYMENT AND COMMAND ACHIEVEMENTS

Enter a brief statement of command employment.

BLOCK 29

PRIMARY/COLLATERAL/WATCHSTANDING DUTIES

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

PFA: If conducted, document the PFA cycle(s) reported in block 20 per this example: PFA: 18-1. If none, no entry required.

BLOCKS 30-32

COUNSELING

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

BLOCKS 33-39

PERFORMANCE TRAITS

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

EVAL BLOCK 40

INDIVIDUAL TRAIT AVERAGE

Leave blank. (Note: Interface may print 0.00)

EVAL BLOCK 41

CAREER RECOMMENDATIONS

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

FITREP/CHIEFEVAL BLOCK 40

**EVAL BLOCKS
42 & 49**

RATER AND SENIOR RATER

May be left blank, as no rating is needed.

EVAL BLOCK 43

COMMENTS

**FITREP/CHIEFEVAL
BLOCK 41**

State the NOB report reason (TEMADD, school, etc.) and provide administrative information. Limit comments to items as academic grades, training, or duties performed. Do not make a promotion recommendation or include adverse comments. To make evaluative or adverse remarks, submit an Observed report and mark at least 3 traits to justify the remarks per paragraph 6-3.

EVAL BLOCK 50

FITREP/CHIEFEVAL BLOCK 45

SIGNATURE OF REPORTING SENIOR

The reporting senior named in block 22 must sign all reports. This block may be digitally signed for online submission or wet-signed using only black or blue-black ink if the report is submitted via mail (FEDEX, USPS, UPS, DHL, etc.). If reporting senior is a rear admiral (O-7) selectee, and the report is on a captain in the same competitive category, add “RDML(S)” after the signature. This verifies that flag officer endorsement is not required. If the signature is unobtainable, see chapter 14.

EVAL BLOCK 51

FITREP/CHIEFEVAL BLOCK 46

SIGNATURE OF INDIVIDUAL EVALUATED

Desired, but not required for NOB. This block may be digitally signed for online submission or wet-signed using only black or blue-black ink if the report is submitted via mail (FEDEX, USPS, UPS, DHL, etc.).

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

EVALUATION REPORT & COUNSELING RECORD (E1-E6)										RCS BUPERS 1610-1					
1. Name (Last, First MI Suffix) SAMPLE, HARVEY J				2. Rate BM3		3. Desig SW		4. SSN Block 21. NA. 9							
5. ACT <input checked="" type="checkbox"/> FTS <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW <input type="checkbox"/> 265		6. UIC 12345		7. Ship/Station NAVSCOLCMD VA				8. Promotional Status REGULAR		9. Date Reported 10JAN11					
10. Occasion for Report Periodic <input type="checkbox"/> Detachment <input type="checkbox"/> 11. of Individual <input checked="" type="checkbox"/>			13. Special <input type="checkbox"/>		14. Period of Report From: 10JAN11 To: 10MAR12				15. To: 10MAR12						
16. Not Observed Report <input checked="" type="checkbox"/>		17. Regular <input checked="" type="checkbox"/>		20. Physical Readiness		21. Billet Category (if any) NA									
22. Reporting Senior (Last, FI MI) SKIPPER, A L			23. Grade CDR		24. Desig 1110		25. Title		26. IIC		27. SSN				
28. Command employment and command achievements. Surface ship deck evolution training.															
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) STUDENT Marinespike Seamanship (X-1A-1111) (9 weeks)															
30. Date Counseled NOT REQ			31. Counselor			32. Signature of Individual Counseled									
33. Leave Blank.			34. Blocks 30-32. Copy date and name from counseling work-sheet. If not counseled, enter NOT REQ or NOT PERF in block 30.												
35. Block 40 (FITREP/CHIEFEVAL) and Blocks 41-42 (Eval). Leave blank															
36. Blocks 41 (FITREP/CHIEFEVAL) or Block 43 (Eval). Explain purpose of NOB report. Describe academic school performance, TEMDU, Reservist AT, etc. Limit evaluative comments to duties performed and/or training received.															
44. QUALIFICATIONS/ACHIEVEMENTS															
45. INDIVIDUAL		NOB		Significant Problems		Progressing		Promotable		Must Promote		Early Promote		47. Retention: Not Recommended <input type="checkbox"/> Recommended <input type="checkbox"/>	
46. SUMMARY		X												48. Reporting Senior Address COMMANDER, NAVSCOLCMD 99 NAVY DRIVE ANYTOWN, VA 23456-7890	
49. Signature of Senior Ratee (Typed Name & Grade) against these performance standards and have provided Member Trait Average/Summary Group Average. Leave blank on all NOB reports.															
50. Signature of Reporting Senior (Typed Name & Grade) against these performance standards and have provided Block 46 (FITREP/CHIEFEVAL) or Block 51 (Eval). Member signature desired but not required.						52. Type name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report									
Date:															

CHAPTER 7

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

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

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

Note: The administrative commander is the ultimate gaining activity, not the personnel support detachment (PSD), unless the two are identical.

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

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

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

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

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

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

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

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

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

BLOCK 6

UIC

Enter the UIC of the civilian or foreign activity named in block 7 or the UIC of the program to which a member is assigned. UICs are listed in NAVSO-P 1000, Navy Comptroller (NAVCOMPT) Manual, volume II, chapter 5, and are assigned to most PEP and civilian academic institutions. These UICs normally appear as the "ultimate activity" UIC on the member's orders. If no UIC is assigned, enter 00000, not the assigned reporting senior's UIC.

BLOCK 7

SHIP/STATION

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

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

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

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

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

BLOCK 20

PHYSICAL READINESS

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

BLOCK 22

REPORTING SENIOR

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

BLOCK 24

DESIGNATOR

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

BLOCK 25

TITLE

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

**EVAL BLOCKS
42 & 49**

RATER AND SENIOR RATER

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

EVAL BLOCK 43

**FITREP/CHIEFEVAL
BLOCK 41**

COMMENTS ON PERFORMANCE

At the beginning of the comments, clarify the member's assignment. If necessary, provide an English translation of the name of the activity to which assigned. If no letter report is attached, give the reason. Comments may be based upon the assigned reporting senior's personal observation, or an attached letter report, or both, but do not merely repeat material in a letter report. Comments should not take issue with a letter report, but may note differences in evaluation practices between the U.S. Navy and the activity submitting the letter report. If a letter report contains inappropriate comments and it is not feasible to obtain a revision, forward the letter report and the FITREP, CHIEFEVAL, or EVAL to PERS-32 with a cover letter recommending deletion of the material in question via mail (FEDEX, USPS, UPS, DHL, etc.).

EVAL BLOCK 46

**FITREP/CHIEFEVAL
BLOCK 43**

PROMOTION RECOMMENDATION SUMMARY GROUP

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

EVAL BLOCK 50

**FITREP/CHIEFEVAL
BLOCK 45**

SIGNATURE OF REPORTING SENIOR

All reports must be signed by the reporting senior whose name appears in block 22. By direction, for, acting, ghosted, stamped, or facsimile signatures are not allowed. This block may be digitally signed for online submission or wet-signed using only blue or blue-black ink, if the report is submitted via mail (FEDEX, USPS, UPS, DHL, etc.). Do not type in this space. If the reporting senior is a rear admiral (O-7) selectee, and the report is on a captain in the same competitive category, add "RDML(S)" following the signature. This verifies that a flag officer endorsement was not required. If the signature is unobtainable, see chapter 14. Note: Do not digitally sign if there is a concurrent letter that will be forwarded. The report and letter must be wet-signed and forwarded via mail.

EVAL BLOCK 51

**FITREP/CHIEFEVAL
BLOCK 46**

SIGNATURE OF INDIVIDUAL EVALUATED

Obtain a signature by mail if necessary. This block may be digitally signed for online submission or wet-signed using only blue or blue-black ink if the report is submitted via mail (FEDEX, USPS, UPS, DHL, etc.). If a wet-signature is not feasible due to remoteness of member from the administrative command, see chapter 14. A signature is mandatory if the report is adverse. In all cases, provide the member with a copy of the FITREP, CHIEFEVAL, or EVAL and the letter report.

EXHIBIT 7-1
MEMBER SERVING AT CIVILIAN OR FOREIGN ACTIVITY

FITNESS REPORT & COUNSELING RECORD (W2-06)							
1. Name (Last, First MI Suffix) SMITH, HARVEY J		2. Grade/Rate LT		3. Desig 1130			
5. ACT, FTS, INACT, AT/ADSW		6. UIC 12345		7. Ship/Station PEP GERMANY		8.	
Detachment of Individual <input type="checkbox"/> 12. Detachment of Reporting Senior <input type="checkbox"/> 13. Special <input type="checkbox"/> Period of Report 14. From: 09FEB01 15. To: 10JAN31 17. Regular <input checked="" type="checkbox"/> 18. Concurrent <input type="checkbox"/> 19. Ops Cdr <input type="checkbox"/> 20. Physical Readiness PP 21. Billet Subcategory (if any) SPECIAL01		23. Grade COL		24. Desig LTR		25. Title ASSIGNED	
26. UIC		27. SSN		28. Command employment and command achievements KAMPFSCHWIMMERKOM... (company). German Navy			
29. Primary/Collateral/Watchstation COMBAT SWIMMER 09-1/09-2		30. Reporting Senior (enter in box.) pany-12. Coll: US/German Liaison Officer-12 PFA:		31. Counselor TAD		32. Signature of Individual Counseled	
40. I recommend screening this individual for next career milestone(s) as follows: (the sum of two) Recommendations may be for competitive schools or duty assignments such as: LCPO, DEPT CPO, SEA, CMC, CWO, LDO, Dept Head, XO, OIC, CD, Major Command, War College, MG School.		DEPT HEAD		XO			
41. COMMENTS ON PERFORMANCE: * All 1.0 marks, three 2.0 marks, and 2.0 marks in Block 41 must be specifically substantiated in comments. Comments must be verifiable. (Text must be 10 or 12 Pitch (10 or 12 Point) only. Use upper and lower case. Grades are based on limited personal contact and the contents of the attached letter report. -Impeccable appearance and demeanor when meeting with me and confirmed by letter report. -The letter report singles out LT Smith's rapid integration into unit activities. His liaison work and leadership highly successful US/German highly successful US/German confirmed to me by the US Commander involved. In summary, LT Smith appears to be well qualified for the job of representing the United States and the US Navy as well as his specialty.							
Promotion Recommendation		NOB		Significant Problems		Senior Address tache bassy rmany 12345	
42. INDIVIDUAL		43.		44/45 (FITREP/CHIEFEVAL) or Blocks 48/50 (Eval). Assigned Reporting Senior's signature and address.		46. Signature of Individual Evaluated. "I have seen this report, been apprised of my [] do not intend to submit a statement." <input checked="" type="checkbox"/>	
47. Typed name, grade, command, UIC, and		Member Trait Average. Average of Blocks 33-39.		Summary Group Average: NAVFIT98 will auto-populate this field. To do a manual calculation of the Summary Group, sum all graded Individual Trait Grades (Blks 33-39) and then divide by the number of graded Individual Traits. Note: a trait with an NOB grade is not considered a graded trait.		Block 46 (FITREP/CHIEFEVAL) or Block 51 (Eval). See chapter 14 if member's signature is hard to obtain.	

BUPERSINST 1610.10F
1 Dec 2021

EXHIBIT 7-2
REPORT LETTER

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

CUI
Command letter head (if appropriate)

1610
(date)

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

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

Ref: (a) BUPERSINST 1610.10F

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

J. L. DOE

Copy to:
(Member Reported On)

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

CUI

CHAPTER 8

REPORTS ON DUTY UNDER INSTRUCTION (DUINS)

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

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

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

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

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

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

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

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

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

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

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

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

8-6. Not Observed (NOB) Reports on Students. Subject to the reservations in the preceding paragraphs, NOB reports (see chapter 6) may be submitted for all periods that involve satisfactory academic performance. The comments may include such matters as a passing grade, class standing, military performance, and physical readiness, so long as these comments are not adverse. If performance was such as to merit a 1.0 trait grade or unfavorable comments, prepare an Observed report.

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

BLOCK 29

PRIMARY/COLLATERAL/WATCHSTANDING DUTIES

For Primary Duty Abbreviation, enter "STUDENT." For each course taken during the report period, provide the course short title, course identification number, and number of weeks (e.g., MARLINESPIKE SEAMANSHIP (X-0A-0000) (10WKS). Also list non-academic duties (if any).

PFA: 10-1/10-2/11-1. This indicates the PFA results listed in block 20 were attained during the 2010 Cycle 1, 2010 Cycle 2, and the 2011 Cycle 1 official PFAs. No entry is required if no official PFA was conducted during the period.

EVAL BLOCK 43

FITREP/CHIEFEVAL BLOCK 41

COMMENTS ON PERFORMANCE

For each course completed during the period, provide academic performance information in whatever form the school considers appropriate (grade average, class standing, pass/fail, etc.). Also, briefly describe the course content, if it would not be evident to knowledgeable detailers or selection boards from the course title alone. If submitting an Observed report, also comment on any performance traits that could be meaningfully observed.

EVAL BLOCK 50

FITREP/CHIEFEVAL BLOCK 45

SIGNATURE OF REPORTING SENIOR

The reporting senior whose name appears in block 22 must sign all reports. By direction, for, acting, ghosted, stamped, or facsimile signatures are not allowed. This block may be digitally signed for online submission or wet-signed using only black or blue-black ink, if the report is submitted via mail (FEDEX, USPS, UPS, DHL, etc.). Do not type in this space. If reporting senior is a rear admiral (O-7) selectee and the report is on a captain in the same competitive category, add "RDML(S)" following the signature. This verifies that a flag officer endorsement is not required. If the signature is unobtainable, see chapter 14.

CHAPTER 9

INACTIVE (INACT) DUTY REPORTS ON NAVY RESERVISTS

9-1. Purpose. This chapter provides information needed to prepare FITREPS, CHIEFEVALs and EVALs on INACT duty Navy reservists who are: Selected Reservist, VTU, or Stand-by Reserve-Active (USNR-S1) members as defined by reference (g); eligible for promotion or advancement; and serving on paid or unpaid IDT orders (also known as drill orders). See chapter 10 for reports on reservists by ACDU commands.

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

- a. In Assignment Processing (IAP) - A holding status for drilling reservists awaiting assignment to an authorized billet.
- b. Reserve Unit Identification Code (RUIC) - A five-digit code used to identify a Reserve unit.
- c. Training Unit Identification Code (TRUIC) - The local Reserve unit wherein a reservist trains, but is not necessarily billeted (i.e., member can be IAP or hold a billet via a cross-assignment).
- d. Unit Mobilization Unit Identification Code (UMUIC) - The unit wherein a reservist is billeted and to which the reservist would mobilize. If member drills with their billeted unit, they hold a local assignment; if member drills in a TRUIC, but their billet is in a separate RUIC, they hold a cross-assignment.
- e. Cross-Assignment - An assignment where a reservist drills with a local TRUIC, but who is assigned to a mobilization billet with another unit (UMUIC) at a different location. Cross-assigned members are both CAO to their TRUIC and cross-assigned in to their UMUIC.
- f. AUIC - The active-duty unit that is supported by the UMUIC and owns the Reserve billet to which the member is actually assigned, regardless if the member is local or cross-assignment. The AUIC is normally where the reservists should perform their AT.
- g. Voluntary Training Unit (VTU) - A TRUIC for non-billeted reservists who earn retirement points for non-paid drills and may occasionally perform paid ADT or ADSW.
- h. USNR-S1 - Reservists that participate in non-paid training per SECNAVINST 1001.32D. Any drills and or ADT must be performed in a non-pay status.

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

9-4. INACT Duty Reporting Seniors and Raters

a. Regular Reporting Senior for Navy Reserve Unit COs

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

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

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

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

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

9-7. Occasions for INACT Duty Reports

a. Periodic Reports. Submit annual Periodic Regular reports on the dates specified for inactive Navy reservists in table 1 of enclosure (1).

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

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

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

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

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

(5) Missing or Prisoner of War Status. Submit reports as provided for in chapter 3.

(6) Individual Performing ACDU not with their UMUIC. IDT reporting seniors must submit a Detachment of Individual report or letter-extension (see paragraph 3-3) when a member is recalled to ACDU for a period of 90 days or greater.

c. Detachment of Reporting Senior Reports. Submit IDT Detachment of Reporting Senior reports on the same basis as active-duty reports. Exception: If the detachment is due to the mobilization of the CO, submit Detachment of Reporting Senior reports only on those officers and CPOs the reporting senior will no longer command after mobilization. To simplify the reporting process on mobilization, submit combined Detachment of Reporting Senior/Detachment of Individual reports, even though the two detachment dates may not be exactly the same. Use the detachment date of the individual reported on as the ending date.

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

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

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

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

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

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

BLOCK 5

DUTY/COMPETITIVE STATUS

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

BLOCK 6

UIC

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

BLOCK 7

SHIP/STATION

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

Concurrent Report: Enter the TRUIC's short title. Include the prefix NR when applicable.

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

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. See chapter 4 for Concurrent reports applicable to cross- assigned reservists.

BLOCK 20

PHYSICAL READINESS

Enter the one-letter code for the result of each official PFA conducted in the reporting period. Ensure this result matches what is reported in PRIMS for the period. Enter specific PFA cycle in block 29. Note: See page 1-6 (block 20 description) if member has failed two consecutive official PFAs.

BLOCK 22

REPORTING SENIOR NAME

Regular Report: Enter Service member's UMUIC CO or TRUIC for IAP personnel in block 22.
Concurrent Report: Enter TRUIC CO's name in block 22 and enter the UMUIC CO's name into either block 52 or 47.

BLOCK 28

COMMAND EMPLOYMENT AND COMMAND ACHIEVEMENTS

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

BLOCK 29

PRIMARY/COLLATERAL/WATCHSTANDING DUTIES

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

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

PFA: Document specific PFA cycle(s) reported in block 20 utilizing the following format: 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.

EVAL BLOCK 43

**FITREP/CHIEFEVAL
BLOCK 41**

COMMENTS ON PERFORMANCE

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

include statements on the below activities:

Mobilization Readiness: Report and assess the member's effort to maintain or improve self and unit's readiness. This includes efforts to fulfill the UIC mission entered in block 28. Comments may note if GMT or other training was (not) completed. Explain if member's rating/designator was utilized or advanced.

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

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

EVAL BLOCK 48

FITREP/CHIEFEVAL BLOCK 44

REPORTING SENIOR ADDRESS

For all INACT Duty reports, use either the Reporting senior's civilian mailing address or the reporting senior's NRA mailing address. Note: It is optional for reporting seniors to provide a copy of a report without their home address to the member, and on the command files. However, Reporting seniors must still provide their address for the report copy that is submitted to the member's OMPF.

EVAL BLOCK 50

FITREP/CHIEFEVAL BLOCK 45

SIGNATURE OF REPORTING SENIOR

The reporting senior whose name appears in block 22 will sign here. By direction, for, acting, ghosted, stamped, or facsimile signatures are not allowed. This block may be digitally signed for online submission or wet-signed using only black or blue-black ink, if the report is submitted via mail (FEDEX, USPS, UPS, DHL, etc.). Do not type in this space. If reporting senior is a rear admiral (O-7) selectee and the report is on a captain in the same competitive category, add "RDML(S)" following the signature. This verifies that a flag officer endorsement is not required. If the signature is unobtainable, see chapter 14.

EVAL BLOCK 51

**FITREP/CHIEFEVAL
BLOCK 46**

SIGNATURE OF INDIVIDUAL EVALUATED

Concurrent Report: Have member sign if available;
however, signature is not required unless report is adverse.

For all others: Give the member an opportunity to review the report and verify his or her name, SSN, and other administrative entries. Discuss the member's performance during the reporting period and explain any adverse matter indicated. While a verbal explanation will suffice, exhibit 14-1 may be used to notify the member in writing if documentation is desired.

Signature. 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 and date all copies. This block may be digitally signed for online submission or wet-signed using only black or blue-black ink if the report is submitted via mail (FEDEX, USPS, UPS, DHL, etc.). The member's signature does not imply agreement with the report, but merely certifies that the member has seen the report and understands the 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 17.

Member Not Available to Sign a Non-adverse Report. If a member is not available to sign a "non-adverse" report within 30 days, the reporting senior will enter "Certified, Copy Provided" in the member's signature block to signify a copy of the report will be provided by some means. "Unsigned Advance Copy" is not authorized. (See chapter 14 for other signature problems.)

Member Not Available or Refuses to Sign Adverse Report. Refer to chapter 14.

EVAL BLOCK 52

**FITREP/CHIEFEV
AL BLOCK 47**

Concurrent Report: RESERVE MEMBER'S REGULAR REPORTING SENIOR WILL SIGN IN BLOCK 52 OR 47.
Report must be forwarded to member's regular (UMUIC) reporting senior for signature. To convert report to Concurrent/Regular, mark X in both Blocks 17 and 18. (See chapter 4).

CHAPTER 10

REPORTS ON INACTIVE DUTY NAVY RESERVISTS SERVING ON TEMPORARY ACTIVE DUTY

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

10-2. General Reporting Requirement. For periods of temporary ACDU less than 90 days, submit a PIM per paragraph 12-2, except for strategic sealift officers (SSO) in the IRR. The IRR SSO will receive an NOB performance evaluation for their annual training period.

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

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

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

Example: A LCDR has performed multiple ACDU periods at PERS-41 under AT and ADT orders as follows: AT (17APR03-17APR18), ADT (17APR27—17JUN26), and ADT (17JUL03-17SEP15). Since gap periods between reports are less than 10 days the reporting senior may consider the ACDU under one report (17APR03-17SEP15). In block 29 enter “Not available for duty: 17APR19-17APR26 and 17JUN27- 17JUL02”.

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

- a. Periodic Reports. Submit required Periodic annual reports per the schedule specified in

enclosure (1), table 1. Refer to paragraph 3-5 for guidance about omitting periodic reports.

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

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

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

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

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

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

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

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

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

BLOCK 5 DUTY STATUS

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

BLOCKS 17-19 TYPE OF REPORT

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

BLOCK 20 PHYSICAL READINESS

Enter the appropriate physical readiness codes and ensure the result matches what is reported in PRIMIS.

BLOCK 21 BILLET SUBCATEGORY

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

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

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

BLOCK 29 PRIMARY/COLLATERAL/WATCHSTANDING DUTIES

Enter duties based upon order types as follows:

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

b. For AT or ADT NOT with member's billeted command: Enter "AT"- or "ADT"- (followed by the below word that best applies):

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

Example: AT-STUDENT ADT-EXERCISE

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

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

c. For all other types of duty: Enter only the duty type such as ADSW, OYR, CANREC, MOB, IA, Recall, etc. In the rest of block 29, list primary (PRI) duties and collateral (COLL) duties and a BRIEF job scope as normal.

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. For example, 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.

BLOCKS 30-32

COUNSELING

Copy date and name from counseling worksheet. If not counseled during period, enter NOT REQ or NOT PERF.

EVAL BLOCK 43

**FITREP/CHIEFEVAL
BLOCK 41**

COMMENTS ON PERFORMANCE

For periods of ACDU greater than 90 days, all ACDU general comment requirements apply. Emphasize tasks accomplished, professional skill and knowledge displayed, qualifications attained military bearing, and assess RC to AC integration. Especially note if member holds a billet in the command and or would be qualified to fill a billet with these duties.

EVAL BLOCK 50

**FITREP/CHIEFEVAL
BLOCK 45**

SIGNATURE OF REPORTING SENIOR

The reporting senior whose name appears in block 22 will sign here. By direction, for, acting, ghosted, stamped, or facsimile signatures are not allowed. This block may be digitally signed for online submission or wet-signed using only black or blue-black ink if the report is submitted via mail (FEDEX, USPS, UPS, DHL, etc.). Do not type in this space. If reporting senior is a rear admiral (O-7) selectee, and the report is on a captain in the same competitive category, add “RDML(S)” following the signature. This verifies that a flag officer endorsement is not required. If the signature is unobtainable, see chapter 14.

EVAL BLOCK 51

**FITREP/CHIEFEVAL
BLOCK 46**

SIGNATURE OF INDIVIDUAL EVALUATED

Give the member an opportunity to review the report and verify his or her name, DoD ID/SSN, and other administrative entries.

Discuss the member's performance during the reporting period and explain any adverse matter indicated. While a verbal explanation will suffice, exhibit 14-1 may be used to notify the member in writing, if documentation desired.

Signature. 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 and date all copies. Blocks may be digitally signed for online submission or wet-signed using only black or blue-black ink if the report is submitted via mail (FEDEX, USPS, UPS, DHL, etc.). The member's signature does not imply agreement with the report, but merely certifies that the member has seen the report and understands the right to submit a statement.

Concurrent Report (TEMADD or ADDU during the period). Have member sign, if available.
Member must sign if the report is adverse.

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

Member Not Available to Sign a Non-adverse Report. If a member is not available to sign a "non-adverse" report within 30 days, the reporting senior will enter "Certified, Copy Provided" in the member's signature block to signify a copy of the report will be provided to member within 30 days. "Unsigned Advance Copy" is not authorized. (See chapter 14 for other signature problems.)

Member Not Available or Refuses to Sign Adverse Report. Refer to chapter 14.

**EXHIBIT 10-1
REPORTS ON INACTIVE DUTY NAVY
RESERVISTS SERVING ON TEMPORARY
ACTIVE DUTY**

EVALUATION REPORT & COUNSELING RECORD (E1-E6)						RCS BUPERS 1610-1	
Block 5. Always INACT		1. First MI Suffix AE I	2. Rate I S J	3. Desig SW	Block 21. Usually NA but MUST Have an entry.		
<input checked="" type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW/ 265		6. UIC 1.2345	7. Ship/Station NR FLTNETCOM		8. Pro REGULAR	20OCT22	
Occasion for Report 10. Periodic <input checked="" type="checkbox"/> 11. of Individual <input type="checkbox"/> 12. Promotion/ Froeking <input type="checkbox"/> 13. Special <input type="checkbox"/>		Period of Report 14. From: 20NOV16 15. To: 21NOV15					
16. Not Observed Report <input type="checkbox"/> 17. Type of Report		Blocks 6-7. Enter TRUIC or UMUIC and short title name. Include "NR" if applicable.			20. Physical Readiness NN		21. Billet Subcategory (if any) NA
22. Reporting Senior (Last, FI N) SENIOR, M J		24. Title CO		Block 26. Enter TRUIC or UMUIC as needed. Note: Reserve program, gaining command and contributory support tasking, if any.			
28. Command employment and command achievements. Naval Reserve Intelligence and Network Security. Provided support conducting studies and compiling reports							
29. Primary/Collateral/Watchstanding duties. (Enter primary duty observation in box.) INTEL ANALYST PRI: Block 29. Provide PRI/COLL duties, job scope for TRUIC (Concurrent or IAP) or UMUIC (Regular). See Block 29 guidance. Responsible for running all aspects of the intelligence and r... MIN XXX/20 suspended PEAs.							
For Mid-term Counseling Use. (When completing EVAL, enter 30 and 31 from counseling worksheet and sign 32.)		30. Date Counseled 21MAY21		31. Counselor BEST, J J		32. Signature of Individual Counseled	
43. COMMENTS ON PERFORMANCE: * All 1.0 marks, three 2.0 marks, and 2.0 marks in Block 35 must be specifically substantiated in comments. Comments must be verifiable. Font must be 10 or 12 Pitch (10 or 12 point) only. Use upper and lower case.							
<p align="center">** AN OUTSTANDING TECHNICAL AND LEADERSHIP! **</p> <p>- DILIGENT AND COMPETENT. demonstrated strong technical skills.</p> <p>- Provided significant support to the group.</p> <p>- Completed all training requirements and ready to deploy.</p> <p>- HARD CHARGER. WCS qualified; dedicated 45 hours training his peers in WCS/RPPO responsibilities.</p> <p align="center">** POSSESSES THE ABILITY TO LEAD **</p> <p align="center">Reporting Senior RSCA: 4.18</p>							
44. QUALIFICATIONS/ACHIEVEMENTS - Education, awards, community involvement, etc., during this period. Received a Navy Achievement Medal						Blocks 44 (FITREP/CHIEF EVAL) or Block 48 (EVAL). Reserve Reporting Seniors must enter their civilian or NRA address.	
Promotion Recommendation	NOB	Significant	Progressing	Promotable	Must Promote	47. Retention: Not Recommended <input type="checkbox"/> Recommended <input checked="" type="checkbox"/>	
45. INDIVIDUAL		Block 46. Must have entry in each box, even if zero.				Early Promote	48. Reporting Senior Address CO NR FLTNETCOM 13443 SECURITY ROW INTEL, GA, 87374
46. SUMMARY		0	0	0	2	1	
49. Signature of Senior Rater (Typed Name & Grade/Rate) I have reviewed the evaluation of this member against these performance standards and have provided written explanation to support the marks of 1.0 and 3.0				50. Signature of Reporting Senior			
DIVO, I I Date:				Summary Group Average: 0.00 Date:			
51. Signature of Individual Evaluated. "I have seen this report, been apprised of my performance, and understand my right to submit a statement." I intend to submit a statement. <input type="checkbox"/> I do not intend to submit a statement. <input type="checkbox"/>				52. Type name, grade, command UIC, and signature of Regular Reporting Senior on Concurrent Report Block 47 (FITREP/CHIEFEVAL or Block 52 (EVAL). Use for concurrent reports ONLY.			

CHAPTER 11

FLAG OFFICER ENDORSEMENTS ON REPORTS ON CAPTAINS

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

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

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

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

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

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

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

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

EXHIBIT 11-1
FLAG OFFICER ENDORSEMENT

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

CUI
Command Letter Head (if appropriate)

1610
000-00-0000
Date

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

Subj: FITNESS REPORT ICO CAPTAIN JOSEPH J. JOHNSON, USN, 000-00-0000/1110
FOR THE PERIOD 99FEB02 TO 99JUL31

Encl: (1) Subject FITNESS Report

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

R. R. SENIOR

Copy to:
CAPT Johnson

ENDORSEMENT

FIRST
Ser
Date

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

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

J. F. OFFICER

Copy to:
CAPT Senior

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

CUI

CHAPTER 12

PERFORMANCE INFORMATION MEMORANDUM (PIM)

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

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

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

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

12-4. Forwarding the PIM. Forward the original PIM to the Service member's regular reporting senior within 15 days of assignment completion. Do not send a copy to PERS-32 as it will not be placed in the OMPF. Provide a copy to the member if possible. Any adverse information must be discussed with the member by the command receiving the PIM, but a written statement by the member is not required. A PIM should be retained by the reporting senior as long as it may be needed (e.g., retain an adverse PIM used to justify FITREP, CHIEFEVAL, or EVAL marks or comments). A PIM may be discarded or returned to the member after its purpose has been served.

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

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

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

EXHIBIT 12-1
PERFORMANCE INFORMATION MEMORANDUM

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

CUI
Command Letter Head (if appropriate)

1610
Orig Code/Ser
Date

PERFORMANCE INFORMATION MEMORANDUM

From: (Originating Command)

To: (Member's Permanent Duty Command)

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

Ref: (a) BUPERSINST 1610.10F

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

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

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

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

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

I. M. OFFICER

Controlled by: DON

Controlled by: NAVPERSCOM (PERS-3)

CUI Category: PRVCY

Distribution/Dissemination Control: FEDCON

POC: IM Singer@us.navy.mil

CUI

CHAPTER 13

GUIDANCE FOR COMMENTS

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

13-2. Technical Aspects

a. Typography and style

(1) Use only 10 or 12 pitch (10 or 12 point).

(2) Be Concise. Comment space is very limited. Bullet style is preferred, do not use distracting images.

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

(4) Give examples of performance and results. Be specific. Concentrate on verifiable accomplishments.

(5) Quantify. Wherever possible in order to give credibility to the statements, but do not stress quantity at the expense of quality.

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

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

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

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

b. Continuations, attachments, and enclosures

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

(2) Do not attach or enclose documents, except an endorsed statement submitted by the

member, a flag officer endorsement (where required); a civilian or foreign letter report; a letter-extension of a Concurrent/Regular report; or a classified letter-supplement, as described below.

(3) Do not enclose citations or commendations

c. Classification

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

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

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

(4) Do not submit classified comments merely to explain the command's mission. Comments must deal directly with performance.

(5) Mail the report and classified supplement together as classified matter, per SECNAV M-5510.36 of 1 June 2006.

(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. Handling of all sexual assault and harassment cases and fostering a workplace environment free of reprisal
- h. Inspection and certification performance and follow-up
- i. Quality improvements achieved
- j. Waste eliminated and cost savings achieved
- k. Outstanding PFA score or noteworthy improvement
- l. Notes on future potential aid in administrative board proceedings and are appropriate
- m. Periods of AT, ADT, and or ADSW apply to reports on drilling Navy reservists only. Refer to chapters 9 and 10.
- n. If the report is submitted under an assumption of authority by the ISIC or by a general courts-martial convening authority, note the circumstances at the beginning of EVAL block 43, or FITREP or CHIEFEVAL block 41.
- o. Note any change in designator since the previous Regular report.

13-4. Required Comments

- a. Substantiation of 1.0 grades or three 2.0 grades
 - (1) 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.
 - (2) General comments on the remainder of the evaluative blocks are required. You may substantiate more than one trait with a single bullet or paragraph, particularly when discussing a deficiency that has impacted several performance traits.
- b. Substantiation of grades below 3.0 in Command or Organizational Climate/Equal Opportunity or Character.
 - (1) Grades below 3.0 in these two categories are contrary to the Navy ethos and therefore require addressing in the comments block.
 - (2) 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. Document concluded judicial or NJP cases where there has been a finding of guilty or awarding of punishment.

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

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

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

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

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

(a) A change in promotion recommendation caused by forced distribution is not considered a decline in performance or an adverse report.

(b) If the decline was due to forced distribution limits, explain as such.

(c) If the decline in performance is based on performance, comments should justify the decline.

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

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

d. Command Triad Specific Guidance

(1) Command Climate Assessments. Document whether commanders, COs, and OICs conducted required command climate assessments per reference (f). Reporting seniors must clearly document the failure to conduct the required command climate assessment.

(a) The failure to conduct required command assessments is considered a leadership deficiency for grading purposes.

(b) If a command climate assessment is not required during the period of performance, use the following statement: “No command climate assessment required for this period of performance.”

(c) Survey results may help raters perceive measurable progress or regression over time.

(d) No survey, however, can capture the whole picture. Survey results should not be relied upon exclusively to assess a command’s climate.

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

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

(a) Active unit officers with assigned Reserve units or Reserve billets on their activity manning document (AMD) should assess how the assigned reservists are integrated within their command.

(b) Active officers without Reserve billets on their AMD may assess how Reserve support is harnessed by other means.

(c) Reserve unit officers with assigned gaining commands should assess how all billeted members (both local and cross-assigned, officer and enlisted) are included in their annual active-duty operational support plans.

(d) In all cases, specifically address overall Reserve readiness (unit and individual)

and capability to support assigned missions.

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

e. Officer and Senior Enlisted Specific Guidance

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

(a) Efforts include establishing, training to, and enforcing standards of professionalism.

(b) Results are evident in a command where all hands are treated with dignity and respect.

(c) Transparency, sensitivity, and responsiveness to concerns are the hallmarks of superior performance in this area.

(2) Innovation. All officers and senior enlisted personnel must be assessed on their contributions to building an innovative culture with the Department of the Navy. The following criteria should be considered as part of the assessment:

(a) Creating an environment that fosters innovation

(b) Identifying and removing unnecessary bureaucratic barriers

(c) Developing innovative ideas to improve their organization

(d) Championing innovative ideas of the workforce

(3) Talent Management. Consider the member's contribution to personnel advancement, increased educational opportunities, overall career development, and results of retention excellence award programs. Where appropriate, comment specifically on successful retention of quality members in support of the Chief of Naval Operation's goals and initiatives.

(4) Energy Conservation. Comment on leadership efforts that treat the judicious use of energy (fuel, shore power, etc.) as a strategic resource for achieving greater combat capability.

(5) Learning as a Desired Warfighting Trait. For officers only, reporting seniors must document all personal achievements in education and learning that contribute to a culture of continuous learning, improved knowledge, and warfighting effectiveness at both the individual and unit level. Resources include resident and non-resident professional military education coursework, professional and academic qualifications and certifications, civilian education coursework, a personal reading program that includes (but is not limited to) selections from

Chief of Naval Operation's Reading List, participation in discussion groups and military societies, publishing in national security or military journals, and involvement in learning through new technologies.

f. Billet Specific Guidance

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

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

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

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

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

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

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

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

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

(1) Qualifications attained during the reporting period

(2) Courses completed during the reporting period

(3) Civic activities beneficial to the Navy

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

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

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

a. Previous failure of selection (FOS)

b. Submission or withdrawal of resignation under honorable circumstances

c. Judicial or nonjudicial proceedings not concluded.

d. Non-punitive letters of caution are leadership tools and should not be mentioned in an official record.

e. Investigations and investigative reports

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

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

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

f. Marital status, spouse, or family members.

(1) Do not comment on the member's marital status or the activities of the member's spouse or family members.

(2) Exceptions may be made only where unavoidably necessary to clarify other information in the report.

g. Medical Reports and Summaries.

(1) Do not quote from medical reports or summaries and do not include comments pertaining to medical issues (physical and or psychological (e.g., pregnancy, post-partum, etc.)) that do not affect the member's performance of duties and or his or her effectiveness as a leader.

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

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

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

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

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

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

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 5800.7F 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.

CHAPTER 14 GUIDANCE FOR SIGNATURES

14-1. Purpose. This chapter provides procedures to follow when required signatures are difficult or impossible to obtain. The online eNavFit interface will accept digital signatures from the Service member, rater, senior rater, and reporting senior.

a. Digital Signature for Online Submission. Per reference (h), “digital signature” is a method of authenticating records by producing a signature bound to both the record and the signer’s identity using cryptographic keys, operations, and protocols. A digital signature is produced by a user’s computer using a public key infrastructure (PKI) certificate, typically via a common access card through an asymmetric key operation where the private key is used to digitally sign data and the public key is used to verify the signature. Digital signatures provide authenticity protection, integrity protection, and nonrepudiation, but not confidentiality protection.

b. The Offline eNavFit Adobe PDF forms will accept digital signatures from the member, rater, senior rater, and reporting senior. However, if a report will be submitted via mail (FEDEX, USPS, UPS, DHL, etc.), use a wet-signature, black or blue-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 trait average

(FITREP and CHIEFEVAL only) and summary group average next to the line identifier in block 50 (EVAL) and block 45 (FITREP/CHIEFEVAL). This information is provided to the members so they are aware of their standing within the group being evaluated at that time. The reporting senior whose name appears in block 22 must sign all reports. By direction, for, acting, ghosted, stamped, or facsimile signatures are not allowed. If a reporting senior becomes incapacitated, the CO or ISIC (as appropriate) will designate a new reporting senior. Reporting seniors may digitally sign for online submission or wet-sign using only black or blue-black ink if the report is submitted via mail (FEDEX, USPS, UPS, DHL, etc.). 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 digital signature or wet-signature is required, but is 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 digital or wet-signed copy from the member is not required and PERS-32 will not remove the certified copy from the member's 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. This is a courtesy due to the member and saves time for all concerned. 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 as long as 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, the 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 Signature Not Obtained. If actions to obtain the member's signature have been unsuccessful, close out the report as follows:

(1) Report was 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."

BUPERSINST 1610.10F
1 Dec 2021

(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.

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1 Dec 2021

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 1610.10F

(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 that you 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

14-5

Enclosure (2)

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 96MAR16-96AUG25

Ref: (a) BUPERSINST 1610.10F

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 1610.10F
1 Dec 2021

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 1610.10E

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 that you 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: IM Singer@us.navy.mil

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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 utilized 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.) Note: The 2-year limitation applies to all reports, even if originally submitted before this limit was adopted.

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. The image file is maintained in optical disk format. 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.

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: 96JUL01 - 96NOV18
- 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 96JUN01

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

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1 Dec 2021

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: 96JUN01 - 96NOV15
- 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

15-5

Enclosure (2)

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: 96JUL01 - 96NOV18
- c. Blocks 17-19: REGULAR
- d. Block 22: SENIOR, R R

2. Reason for submitting revised report

(Justify the modifications to the original report.)

2. 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)."

3. 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 (b), articles 1400-1499 and reference (c). 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 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 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 (c) 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 as follow:

a. Review blocks 43 and 44 of the EVAL or block 41 of the CHIEFEVAL for significant

qualifications and awards, and make any necessary NAVPERS 1070/881 and or NAVPERS 1070/880 entries. Also, make any NAVPERS 1070/613 ESR Administrative Remarks entries required by an adverse or other report.

b. When preparing the NETPDTC 1430/3 Advancement in Rate or Change in Rating (Worksheet), use only the promotion recommendation to determine the performance mark average, as follows:

"Early Promote" = 4.0 "Must Promote" = 3.8 "Promotable" = 3.6
"Progressing" = 3.4 "Significant Problems" = 2.0

Note: The performance mark average uses the advancement system 4.0 scale, not the EVAL 5.0 trait scale. The performance mark average does not appear on the EVAL. The trait grades and individual trait average influence the promotion recommendation, but they are not used directly in computing the performance mark average.

16-4. Computing Performance Mark Average. The performance mark average is the average of all promotion recommendations (EVAL block 45) for the EVALs being used in the advancement cycle utilizing the scale in subparagraph 16-3b above.

Example: Three EVALs were received within the minimum time-in-rate period. The performance marks were 3.8, 3.8, and 4.0. Add the performance grades together ($3.8 + 3.8 + 4.0 = 11.6$).

Divide the total by the number of performance marks ($11.6/3 = 3.87$). Enter 3.87 as the performance mark average in block 8 of the NETPDTC 1430/3 Worksheet and in block 8 of the NETPDTC 1430/2 Answer Sheet.

16-5. 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.

16-6. 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.

16-7. 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

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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 to ensure 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 performance evaluation reports. 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 after 7 days for online submissions or 60 days for offline submissions. 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/Navy-Personnel-Command/>, click on Career Info, scroll to Performance Evaluation, and then to 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

Department of Defense (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 onto their desktop 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 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 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 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 or CHIEFEVAL block 46 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 or FITREP/CHIEFEVAL block 46. 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 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 (b), 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 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 16). U.S. Navy Regulations, 1990, article 1151, also provides authority to request 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 a report be investigated, modified, removed, or replaced through one of the following procedure:

a. **Request for Immediate Superior in Command (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 Title 10, U.S. Code, 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 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 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 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 court-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, 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 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.

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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 your 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.
4. Personal Achievements
 - a. Qualifications attained,
 - b. Educational courses completed,
 - c. Awards and commendations during period (attach copies),
5. 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.), and
 - c. Comment on contribution to building an innovative culture within the DON.
5. Future Duties and Schools Desired

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EXHIBIT 17-2
CHIEFEVAL/ENLISTED EVALUATION REPORT INPUT

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

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(This outline may be used as written, or adapted into a command input form. Attach copies of certificates, citations, etc. The reporting senior is the sole judge of which items to use in the report).

1. Administrative Data

- a. Full name (indicate if changed during period)
- b. Rate and warfare/qualification designator(s) (indicate if frocked or selectee)
- c. Social security number
- d. USN or USNR. If USNR on ACDU, indicate status (i.e., extended ACDU, FTS, ADSW, OYR, CANREC, AT, ADT, etc.).
- e. Date reported to present command
- f. Ending date of last Regular report
- 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/TEMDFU/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 TEMDFU 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
- 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.
- 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.

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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			RPT TYPE									
PG	STATION	DUTY	DATES	M O S	REPORTING SENIOR (block 23)			TRAITS					PROMOTION REC					PHY READ	RPT TYPE					
					NAME	PG	TITLE	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				P/W	RG
O2	DD967 ELLIOT	ENG OFF	960116 960428	03	BELL W M	O5	CO			5	1				3.17	3			X				P/W	RG
O3	DD967 ELLIOT	ENG OFF	960429 960831	04	CUPPER S T	O5	CO				2	4			4.66	3				X			P/W	RG
O3	DD967 ELLIOT	ENG OFF	960901 970131	05	CUPPER S T	O5	CO			3	3				3.50	9				X			P/W	SUPP
O3	DD967 ELLIOT	ENG OFF	970201 980131	12	CUPPER S T	O5	CO			3	4				3.57	19				X			P/W	RG
O3	DD967 ELLIOT	ENG OFF	980201 980831	08	JONES R G	O5	CO			5	2				3.29	1				X			P/W	CR

EXHIBIT 17-4
STATEMENT IN LIEU OF MISSING REPORT

(Note: Ensure your 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
99MAY31 – 99NOV15

Ref: (a) BUPERSINST 1610.10F

1. Per reference (a), the following information is submitted concerning a missing report for 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 – 99MAY31 – 99NOV15	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

18-1. Purpose. This chapter provides the information needed to conduct performance counseling, also known as mid-term performance counseling. The purpose of performance counseling is to enhance professional growth, encourage personal development, and improve communication among all members within the command. It should be a frank, open discussion of individual performance, with reference to the seven performance traits on the EVAL or FITREP form. Within this chapter are schedules, requirements, record keeping, and methods for conducting the performance counseling sessions. The performance counseling methods were developed through research into Navy leadership texts, performance counseling handbooks of other Services, and civilian texts on performance counseling.

18-2. Performance Counseling Policies. Planned and scheduled performance counseling is a major focus of the Navy's Performance Evaluation System. Performance counseling 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. 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 eNAVFIT or NAVFIT98A (while still available) Programs, or downloaded from the MyNavyHR Web site: <https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/Software-Forms/>

a. Using the Worksheets as Performance Counseling Aids. Performance counseling 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. The performance standards may be marked for discussion purposes using the tick marks 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 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 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 member. The IDP serves as a guideline for the supervisor to guide the member through several actionable steps to achieve their desired performance goals.

18-4. Selection of the Supervisor-as-Coach. The use of the terminology of "supervisor-as-coach" was selected so that supervisors and members may have better performance counseling conversations by using quality questions to leverage a member's performance. Supervisor-as-coach cares about the member as a person and as a performer. The increased dialogue between the supervisor and member lends to improved communication, cooperation, collaboration, and connection to ensure members are performing at their best. The supervisor-as-coach empowers members to think more deeply, to challenge themselves to get to the next level, and improve their confidence; therefore, improving their overall performance within the command. Because the identity of the performance counselor can vary, the term "supervisor as coach," otherwise referred to as "supervisor," is used in this chapter. The supervisor-as-coach (terminology will be expanded upon in paragraph 18-9) provides the necessary guidance, support, direction, and encouragement so the member is empowered to take ownership of their work to perform their best. For E-1 through E-4 personnel, the supervisor will normally be the rater (E-6 or above), who is usually the division, department, or work center leading petty officer. For E-5 and E-6 personnel, the supervisor will normally be the division, department, or work center CPO. If the rater is not the immediate supervisor, input from the supervisor may be helpful. The senior rater and reporting senior should also be consulted when identifying the member's strengths and weaknesses. For E-7 through O-6, the supervisor will normally be the reporting senior or the immediate supervisor who will draft the FITREP or CHIEFEVAL.

18-5. Sailor as Performer. The term "Sailor-as-Performer," otherwise referred to as "member", refers to the focus on the member receiving honest, candid feedback regarding gaps and opportunities for them to enhance their performance. Feedback from the member is an important element of the performance counseling process. Feedback increases the member's and supervisor's understanding of the member's performance, allows the member to be involved in decision making, and assists in planning the actions required to implement the decisions to improve desired performance outcomes.

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. 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

Officers		Enlisted	
Rank	Active¹ FTS² Inactive³	Rank	Active¹ FTS² Inactive³
CAPT	January	E9	October
CDR	October	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		

Notes:

1. Active includes all USN and USNR (except FTS) on extended ACDU that compete together for active-duty advancement/promotion quotas.
2. FTS includes USNR officers with XXX7 designators and USNR enlisted who compete for FTS promotion/advancement quotas.
3. Inactive includes reservists on INACT, AT, ACDU for training, ACDU for special work, OYR, CANREC, or temporary ACDU that compete for inactive promotion/advancement quotas.

18-7. Performance Counseling Objectives. Performance counseling should motivate performance improvement. There are six major objectives to accomplish during the performance counseling session:

- a. Identify the member's important strengths and needed areas of improvement. A fair, accurate, and realistic assessment of the member's performance is crucial to the performance counseling process.
- b. Address specific areas of performance improvement by demonstrating genuine curiosity and asking questions to guide the member to create an actionable plan to develop in these areas.

Allow them to formulate ways to improve, but do not dwell on unimportant faults that are not performance-based.

c. Develop a performance growth plan using either the eNAVFIT or NAVPERS 1610/19. Be sure that goals are challenging, but realistic and attainable by the member.

d. Review goals and accomplishments during the counseling period. Provide feedback on achievements. Ensure members have a clear understanding and acknowledge their performance during counseling period.

e. Communicate and clarify what is expected of the member before the next performance counseling session or performance evaluation report. Ensure the member understands the supervisor's expectations.

f. Ensure Transition Assistance Program Military Life Cycle counseling for members is conducted (if applicable) to members who may be leaving the service during the coming year. A Military Life Cycle fact sheet may be found at: <https://www.mynavyhr.navy.mil/Career-Management/Transition/Transition-TAP/>.

18-8. Preparing for the Performance Counseling Session. Performance counseling can be stressful for both the supervisor and the member. This stress can be reduced and performance counseling made more useful if both the supervisor and the member prepare for a productive session. NAVPERS 1610/20 Checklist is a tool that can help organize your preparation for the upcoming session as well as provide extra structure during the performance counseling.

a. Supervisor as Coach Preparation

(1) Determine the best time and place for the performance counseling session. Adjust work schedules and reduce distractions. Give formal notification at least a week in advance, so the member will have time to prepare for the session. Communicate the purpose so that the member understands the objectives and can prepare.

(2) Review the member's self-appraisal (which will be completed by the member using NAVPERS 1610/20 Mid-Term Counseling Checklist generated from eNAVFIT or NAVPERS 1610/19 submitted prior to the performance counselling 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.

(3) Determine any opportunities for development or training and when it should be pursued.

(4) Take a moment to self-reflect and consider your role in facilitating or impeding the member's progress. Be prepared to discuss alternate methods to obtain goals.

(5) Create a rough outline of the meeting's talking points and set goals for the items you would like to discuss. Plan for the member to listen and anticipate what you might say to keep the conversation moving. Prepare thought-provoking questions to spark discussion.

b. Sailor as Performer Preparation

(1) Complete a self-appraisal using NAVPERS 1610/20 generated from eNAVFIT or NAVFIT98A (while still active) 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.

(3) Prepare yourself to ask for and receive feedback, both positive and negative, to become a better member and team member. The key is to recognize that feedback almost always refers to a specific behavior rather than our personal identity. It is not meant to attack or hurt you.

18-9. Conducting the Performance Counseling Session. The task of the supervisor is to direct and focus the performance of their members and to develop their professional and military expertise. Before members can improve, they must know how well they are currently performing. The performance counseling process is a dynamic relationship between the supervisor (supervisor as coach) and the member (Sailor as performer) in which the member is free to discuss issues in order to obtain direction and assistance. To accomplish this, one of the most important skills of the supervisor as coach is asking powerful, open-ended questions to drive the conversation, building connections with members, and creating action on part of the member to drive performance. Asking powerful questions, along with practicing empathy and active listening, demonstrate coach-like behaviors that have been proven to be successful in improving performance. Hence, we have coined the term "supervisor as coach" to emphasize the importance of this role in guiding the performance counseling session.

a. Skills. Meaningful midterm performance counseling requires the use and proficiency of several core skills to be impactful for the member.

(1) Active Listening: Listen to what your member is and is not saying. Pay attention to their word choice, tone, and body language. Summarize and paraphrase to ensure clarity and understanding. Integrate and build on the member's ideas and suggestions.

(2) Empathy: Put yourself in the member's shoes and try to understand their situation, perceptions, and feelings. It is a critical skill as it contributes toward a more accurate understanding of your member, their reality, and concerns.

(3) **Asking Powerful Questions:** Ask questions that move your member outside of their current thinking and push them towards a future-facing, action-focused thought process. You want to ask open-ended questions that do not have “yes or no” responses. These questions most often start with “what are some...” or “who can you...” or “give me an example...” or “tell me about...” These types of questions will make the member say “I’ll have to think about that” or “That’s a good question.” The questions lead to discovery, insight, and a commitment to action. These three skills are supported by the MyNavy-Coaching initiative. For more information about active listening, empathy, and asking powerful questions, see the MyNavy Coaching Web page at: <https://mynavyhr.mil/Career-Management/Talent-Management/Coaching>

b. Guidelines. The supervisor needs to perform the following steps:

(1) Step 1 - Introduction

(a) Use this one-on-one time to continue developing trust and rapport with your member. Be genuine in your remarks and desire to coach another member of your team.

(b) Prepare to solicit member input during this two-way conversation, keep an eye on the time, and allow for a good mixture of acknowledgement and coaching. Great supervisors understand that members should leave the meeting armed with what they need to deliver on expectations, while also feeling refreshed and motivated to face the next evaluation period.

(c) Ensure you meet somewhere quiet, with no distractions, and turn off any phones or devices. The member should know they have your undivided attention.

(2) Step 2 - Engage the Member

(a) Clearly re-iterate the purpose of the meeting and your expected agenda so the member is reminded of what will be discussed.

(b) Ask the member to start the conversation with a recap of their last performance period. Their comments will be very telling and should steer the rest of the session. Encourage discussion and aim to have your member do most of the talking.

(3) Step 3 - Diving Deeper

(a) Ask open-ended questions and then follow-up questions. Do not jump in to fill any silences or lulls in the conversation and do not interrupt the member. Be collaborative and supportive by looking for solutions together, rather than asking a member to defend their work.

(b) Avoid confrontation and argument.

(4) Step 4 - Give Specific Feedback

(a) Provide specific examples of the member's work or behavior that illustrate your points so that your member understands context. Any feedback you provide should be specific, observable, and timely.

(b) Focus on performance, not personality. Characteristics like attitude, adaptability, integrity, dependability, appearance, initiative, etc. should be addressed as they relate to job performance.

(c) Focus on future expectations, as well past performance.

(d) Emphasize strengths, as well as areas requiring development.

(e) 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 (e.g., Navy Core Values and Core Attributes). The session is not a substitute for official disciplinary counseling related to significant misconduct, but it is an excellent opportunity to share impressions and reinforce expectations.

(5) Step 5 - Ending the Performance Counseling Session

(a) Ask the Member what you can do for them.

(b) Ask the Member for comments on the discussion to make sure they understand the results of the session.

(c) Agree on the plan moving forward and review any dates or timelines established.

(d) Remind the member that you (or the direct supervisor) are available outside any formal meeting to discuss progress at any time.

(e) Conclude on a positive note, ensuring the member leaves the session in a positive frame of mind.

18-10. Follow-up/Monitoring of the Member's Performance Counseling Session

a. Supervisor-as-coach and Sailor-as-Performer will agree to continue open and informal performance counseling conversations after the midterm performance counseling session concludes.

b. If specific follow-up actions were discussed, then the supervisor will be available for updates resulting from the member's efforts in supporting positive improvements and change. The member will keep the supervisor informed of any updates or required support.

c. Conduct informal performance counseling sessions on a regular basis to assist the member's progress in the areas of job performance and career development. Never hesitate to ask, give, receive, or accept feedback. Performance counseling should be a win-win for both the supervisor and the member and will ultimately lead to increased trust, respect, and greater performance and outcomes for the entire Navy Team!

CHAPTER 19

FLAG OFFICER FITNESS REPORTS 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) (BOL account login. Note: If not a DoD CAC user, the user must have a OPNAV 5239/14 System Authorization Access Request-Navy on file. An editable form is available at the following link: <https://forms.documentservices.dla.mil/order/>. Reporting seniors without CACs may also print out a hardcopy of the FITREP and complete. Hardcopy reports require “wet-signatures” and then 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 YYMMDD 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 their 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	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: 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 conducted in the reporting period. Document all official PFAs in block 20 using the following format: PPP. This indicates the individual passed three official PFAs during the reporting period. Do not enter spaces or slashes between the characters.

Block 20 Physical Fitness Assessment Codes	
P	Passed both PRT and BCA
B	Passed the BCA, but was authorized non-participation in the PRT for other than medical waiver reasons (see code "N" for non-participation reasons). Members who achieved the PRT incentive and are "validated" in PRIMIS are also required to use this code. Use of this code requires a comment in block 29 (Primary/Collateral/Watchstanding duties) with reason for non-participation in PRT.
F	Overall PFA failure (failed BCA or PRT)
M	Medically waived from entire PFA (BCA and PRT)
W	Passed BCA or medically waived from BCA and or medically waived from 1 or more PRT events (not full PFA waiver).

N	No PFA conducted during reporting period. Non- participation in entire PFA (BCA and PRT) due to deployment/operational assignment (Dep/Op), IAMM, GSA, OSA, pregnancy, TEMADD, or excused. (Note: BCAs should be accomplished on all members, even if onboard less than 10 weeks or unable to participate in PRT due to Dep/Op. Dep/Op for BCA must be approved by the immediate superior in command (ISIC). Use of this code does not require justification for PRT non- participation in the comments on performance block. If using this code because of pregnancy, no directed comment should be used in the performance block section.
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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 can 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 using the CAC-enabled electronic signature button. (Note: If a non-DoD CAC user, the user must have an OPNAV 5239/14 System Authorization Access Request-Navy 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 - Professional Performance Traits: 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.

Block 31 - Mission Accomplishment: Accomplishing the mission even under difficult conditions or when obstacles present serious difficulties; conceptualizing, and then communicating a vision that reflects the Navy’s strategic goals and ensures an implementation plan is developed that aligns organizational activities to the mission; inspiring subordinates and peers to drive toward mission execution; identifying means and methods to improve processes and fostering an atmosphere that facilitates positive change; holding self and subordinates accountable, commensurate to their level of responsibility; ensuring the development and implementation of measures of program and policy evaluation and emphasizing accomplishment of results.

Block 32 - Operational Professional Competence: Displaying a full and comprehensive understanding of the concept of operations in areas of responsibility; employing force in a decisive and timely fashion with maximum effectiveness; integrating all aspects of strategic command and control across multilateral forces through highly efficient planning and execution; applying broad knowledge and excellent judgment, and taking decisive action even under very difficult, high-stakes conditions; maintaining the upper edge by ensuring the highest operational readiness in all areas.

Block 33 – Vision/Strategic Thinking: Displaying a complete and accurate understanding of the global concept of operations of naval forces; developing forward thinking visions and strategies that remain linked to Navy’s vision and long-term strategy; improving the ability to meet mission

requirements through innovative breakthrough ideas and strategies.

Block 34 - Communication Skills: Practicing effective two-way communication (i.e., speaking clearly, listening attentively, and clarifying information); providing timely and relevant information up and down the chain of command; tailoring presentations to the level of the audience; expressing oneself in a manner that produces a productive and harmonious environment; effectively representing and speaking for the Navy; ensuring reports, memoranda, and other documents reflect the position of the Navy in a clear, convincing, and organized manner.

Block 35 - Fiscal Planning/Organizational Skills: Assessing current and future staffing needs based on the Navy's goals and budget realities/constraints; applying merit principles to develop, select, and manage a diverse workforce; overseeing the allocation of financial resources and the budgetary process; identifying cost-effective approaches to mission accomplishment; establishing and assuring the use of internal controls for financial systems; ensuring the development and utilization of management information systems and other technological resources that meet the Navy's needs; and understanding the impact of technological changes on the Navy's ability to achieve its objectives.

Block 36 - Geopolitical Fluency: Understanding the intricacies of the Navy, DoD, and joint organization structures, rules, regulations, policies, and initiatives to further the Navy's global reach and objectives; enhancing the Navy's strategic position by establishing a network of key individuals across all cultures and inter-agency organizations; displaying the social awareness, interpersonal skills, and appropriate courtesies to global leaders, organizations, and peers developing policies and actions that aligns with the overall joint global maritime strategy.

Block 37 - Military Bearing: Accepting responsibility for own and subordinates' actions; maintaining ethical principles and telling the truth, regardless of consequences; setting and displaying uncompromising values (e.g., honor, courage, commitment, and integrity); treating others fairly and consistently; undertaking necessary action, even when physically risky, and inspiring others to do the same; maintaining sharp military appearance and physical health/fitness; supporting the Navy's mission and goals, regardless of personal feelings; protecting the interests of those who are not present and those who have less power or authority. Flag officers must demonstrate how they have cultivated or maintained command climates where improper discrimination of any kind, sexual harassment, sexual assault, hazing, and other inappropriate conduct are not tolerated; where all hands are treated with dignity and respect; and where professionalism is the norm. For flag officers in command, indicate the extent to which they have or have not established a command climate where allegations of sexual assault are properly managed and fairly evaluated; and a victim of criminal activity, including sexual assault, can report the criminal activity without fear of retaliation, including ostracism and group pressure from other members of the command.

Block 38 - Leadership Judgment: Making decisions that balance mental acuity, common sense, analytical skill, and decisiveness; grasping the specifics of a situation and relating to the larger Navy context; defining issues, despite incomplete or ambiguous information; identifying and

readily adapting to the most critical, high impact issues; recognizing key patterns and relationships that facilitate effective problem-solving and decision-making; anticipating and recognizing the implications of decisions on other parts of the Navy. Building and leading individual and team activities; motivating and inspiring others by taking a personal interest in their welfare and contributions to the team; creating a sense of enthusiasm and purpose in own team and always projecting a positive attitude; effectively adopting different leadership styles as appropriate to individuals and settings; empowering others by sharing power and authority; frequently inspiring others by demonstrating through own actions the behaviors expected of the team; fostering commitment, team spirit, pride, trust, and group identity; resolving conflicts in a positive and constructive manner and taking disciplinary action only when other means have not been successful.

Block 39 - Leading Change: Exercising leadership and motivating others to incorporate vision, strategic planning, and elements of quality management into the full range of Navy activities; being open to new ideas and new methods for accomplishing goals; tolerating ambiguity, and being flexible; adapting behavior and work methods in response to new information, changing conditions, emerging requirements, or unexpected obstacles; adjusting rapidly to new situations warranting attention and resolution; embracing change, and looking for better methods and techniques to accomplish tasks.

Top Three Traits – Results-Based Leadership: Each trait of a flag officer’s performance is based on individual dimensions and strategic planning and execution. Of the given nine performance traits, list the top three traits that create the most results for organization success and overall alignment to mission. Place a numeral 1, 2, or 3 next to the top three result traits in block provided. You can only list three and cannot duplicate numbers.

Note: These highlighted traits are useful tools that help define succession planning and nomination-competency criteria for follow-on jobs.

Block 40-44 - Potential Traits: For each trait, place an “X” in one and only one box. The meanings of the trait grades are outlined below, but 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 - Fiscal Planning/Organizational Skills: Assessing current and future staffing needs based on Navy’s goals and budget realities/constraints; applying merit principles to develop, select, and manage a diverse workforce; overseeing the allocation of financial resources and the budgetary process; identifying cost-effective approaches to mission accomplishment; establishing and assuring the use of internal controls for financial systems; ensuring the development and utilization of management information systems and other technological resources that meet the Navy’s needs; and understanding the impact of technological changes on the Navy’s ability to achieve its objectives.

Block 41 - Personal Growth: Improving professional capabilities through formal and informal training (e.g., off-duty education, on-the-job experiences); finding purpose, personal benefit, and growth by seeking out all available educational sources, and then applying knowledge gained to improve managerial performance; balancing self-development and training with managerial and strategic responsibilities; actively charting career development plans for both short-term and long-term progression in ways that benefit self and the Navy.

Block 42 - Professional Growth: Giving highly useful guidance to enhance subordinates' professional development; creating an environment where coaching and mentoring are fostered at all levels; defining expectations for subordinates and other personnel, and then providing timely, constructive and supportive feedback on performance; providing the resources for developmental opportunities to encourage subordinates to continuously learn and improve their performance; taking a highly active interest in the professional growth and career progression for all personnel within their area of responsibility.

Block 43 - Potential Leading Change: Exercising leadership and motivating others to incorporate vision, strategic planning, and elements of quality management into the full range of Navy activities; being open to new ideas and new methods for accomplishing goals; tolerating ambiguity, and being flexible; adapting behavior and work methods in response to new information, changing conditions, emerging requirements, or unexpected obstacles; adjusting rapidly to new situations warranting attention and resolution; embracing change, and looking for better methods and techniques to accomplish tasks.

Block 44 - Strategic Thinking: Displaying a complete and accurate understanding of the global concept of operations of the naval forces; developing forward thinking visions and strategies that remain linked to the Navy's vision and long-term strategy; improving the ability to meet mission requirements through innovative breakthrough ideas and strategies.

Block 45 – Performance Trait Average: Individual: Automatic tabulation of the average of the performance and potential traits (14 total). Summary Group: Automatic tabulation of all FITREP trait averages for that report grade category (i.e., O-7 SEL, O-7 SEL (R)). (Note: (R) is for Reserve flag officers). The application will automatically create the summary groups based on information contained in blocks 2, 5, and 8.

Block 46 - Future Assignments: Based on potential, assign a maximum of three future assignments for the officer.

Block 47 – Comments Section: Comments must contain specific potential comments that can be used to frame future assignments and succession planning. For Reserve duty (ADSW, AT, ADT, and IDT), type and duration of duty must be annotated at the top of the comments section and specifically account for all joint experience duty days per DoD Instruction 1300.19 of 3 April 2018 for consideration in the Joint Qualification System. See chapter 13 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.

Block 48 - Signature of Reporting Senior: After completing the report, the reporting senior must verify the auto-populated information is correct and electronically sign.

Block 49 - Signature of Individual Evaluated: After reviewing the report, the member will check the box indicating his or her intention to submit or not to submit a statement, and electronically sign. 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. 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 17.

Block 50 - Regular Reporting Senior Signature on Concurrent. Report: Concurrent and Concurrent/Regular reports must be forwarded to member's regular reporting senior for signature. Type the name, rank, title, and command of the regular reporting senior. 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 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.