

MILPERSMAN 1610-015

DOCUMENTATION ON FITNESS REPORTS AND PERFORMANCE EVALUATIONS FOR FAILURE TO MAINTAIN DEPLOYABILITY OR INDIVIDUAL MEDICAL READINESS

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References	(a) DoD Instruction 1332.45 (b) OPNAVINST 1300.20 (c) BUPERSINST 1610.10D
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1. **Background.** Per reference (a) and (b), Sailors who are considered non-deployable for more than 12 consecutive months will be evaluated for a retention determination and, as appropriate, referral into the Disability Evaluation System (DES) or administrative separation. All Sailors are expected to be deployable, regardless of current duty type (operational or non-operational). Pregnant and post-partum Sailors are the only group exempted. The objective of references (a) and (b) is to maximize the lethality and readiness of the Navy and joint force. To determine overall personnel readiness and effectively man the fleet, accurate and real-time identification of Sailors with deployment-limiting conditions is essential. This MILPERSMAN amplifies the guidance in reference (c) to provide the basis for documenting a Sailor's failure to maintain individual medical readiness (IMR) or report issues that may impact deployability. Specifically, failure to comply with individual readiness responsibilities will result in formal counseling and, if continued, documentation in fitness reports/evaluations. Additionally, failure of a Sailor to comply could ultimately result in administrative separation.

2. **Responsibilities**. It is the personal responsibility of every Sailor to maintain individual readiness, including medical, dental, physical, and administrative (e.g., maintaining a family care plan) readiness. Deployability will be considered during all healthcare encounters, including but not limited to, annually during the periodic health assessment (PHA), when a medical assessment is required for completion of the [NAVPERS 6110/3](#) Performance Assessment Risk Factor Questionnaire (PARFQ), and during sea duty and overseas duty screenings, which will be completed during each PHA and then updated upon receipt of orders. Additionally, IMR deficiencies will be identified and updated at the time of the PHA. Failure to maintain readiness by design or neglect, report deployment-limiting issues, or comply with medical recommendations and limitations is a substantial departure from the expected standards for military bearing/character. Accordingly, commands must be diligent in ensuring Sailors meet obligations and document the failure of those who do not comply.

3. **Actions**

a. Initial counseling. Upon reporting to a new command, all Sailors must sign a [NAVPERS 1070/613](#) using the following language:

"I understand that I am personally responsible for my deployability and individual readiness, including medical, dental, physical and administrative (e.g., maintaining a family care plan) readiness. I will immediately report any issues affecting my deployability or individual readiness and be proactive in maintaining such by completing necessary administrative measures and setting and attending medical and or dental appointments. I understand that failure to maintain readiness, report deployment-limiting issues, or comply with medical recommendations and limitations may result in formal counseling, documentation in fitness reports/evaluations, or administrative separation due to unsatisfactory or substandard performance of duty. I also understand that if I am non-deployable for 12 consecutive months for any reason, I will be evaluated for a retention determination and, as appropriate, referral into the Disability Evaluation System (DES) or administrative separation."

b. Formal counseling. A Sailor will be issued formal written counseling when failing to comply with the

responsibilities listed in paragraph 2. Written counseling per [MILPERSMAN 1910-202](#) must identify the deficiency and provide specific guidance for a member to return to deployability or individual readiness standards within a reasonable time to correct the deficiency prior to issuance of an adverse performance evaluation. An example of language appropriate for formal counseling follows:

"Failure to take appropriate actions required to achieve and maintain deployability or individual readiness standards after the time period stated will result in an adverse fitness report/performance evaluation. This counseling/warning is based upon known deficiencies or misconduct and is made to afford you an opportunity to undertake the directed corrective action. You must immediately begin taking action to correct your known deficiencies. Failure to follow direction by your command to correct these deficiencies is misconduct and may subject you to disciplinary and/or administrative action. Further, if any other misconduct, unknown to the Navy, is discovered after this counseling/warning is executed, disciplinary or administrative action up to and including administrative separation processing may be initiated."

Specific examples of failure to comply include but are not limited to a Sailor:

(1) Allowing medical or dental readiness to lapse despite reasonable access to medical or dental facilities. Sailors deployed or serving in Individual Augmentee assignments may not have access to medical or dental facilities and therefore may not be reasonably expected to maintain their medical or dental readiness

(2) Failing to follow a prescribed medical and/or dental treatment plan as reported by a Medical Treatment Facility or provider

(3) Failing to meet requirements to deploy as determined by the unit CO or reporting senior. Examples include but are not limited to a Sailor:

(a) Failing to maintain administrative requirements (e.g., member is avoiding maintaining required security clearance)

(b) Once notified, failing to develop and submit a family care plan

(c) Repeatedly failing to complete required PHA actions

(d) Missing dental appointments required to maintain dental readiness

(e) Failing to disclose a medical, dental, physical, or administrative readiness issue that could impact deployability

c. Adverse fitness reports/performance evaluations. A Sailor who fails to immediately comply with previously issued formal counseling will be issued an adverse fitness report/performance evaluation with the following guidelines:

(1) For E-1 to E-6. No greater than a 2.0 in block 36 (Military Bearing/Character) on [NAVPERS 1616/26](#) Evaluation Report and Counseling Record and the following comment in block 43: "Member failed to maintain deployability or individual readiness standards."

(2) For E-7 to E-9. No greater than 2.0 in block 37 (Character) on [NAVPERS 1616/27](#) Evaluation Report and Counseling Record and the following comment in Block 41: "Member failed to maintain deployability or individual readiness standards."

(3) For Officers. No greater than 2.0 in block 35 (Military Bearing/Character) on [NAVPERS 1610/2](#) FITNESS Report and Counseling Record and the following comment in Block 41: "Member failed to maintain deployability or individual readiness standards."