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BUREAU OF NAVAL PERSONNEL
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PERS-311
9 Jul 08

BUPERS INSTRUCTION 1610.10B

From: Chief of Naval Personnel

Subj: NAVY PERFORMANCE EVALUATION SYSTEM

Ref: (a) OPNAVINST 6110.1H
(b) MILPERSMAN
(c) BUPERSINST 1430.16E
(d) SECNAVINST 1650.1G

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

1. Purpose. To publish revised guidance in performance evaluation and to publish the revised Navy Performance Evaluation Manual (EVALMAN).

2. Cancellation. BUPERSINST 1610.10A

3. Information. This revision provides updated administrative and policy changes affecting Navy's performance evaluation system. Enclosure (1) provides an overview of the system for commanding officers (COs), reporting seniors, and raters. The EVALMAN provides requirements for completion and submission of the report forms. Organization of the EVALMAN and a brief summary of the chapters are provided in the Introduction section of enclosure (2).

4. Significant Changes. Wherever possible, existing Fitness Report and Counseling Record (FITREP) and Evaluation Report and Counseling Record (EVAL) policies have been kept in effect. The most important policy changes contained in this instruction include:

a. Introducing a new Chief Petty Officer (E7-E9) evaluation (CHIEFEVAL) NAVPERS 1616/27 (6-08). This evaluation form is not part of the NAVFIT98A application and must be downloaded from the NPC web site at <http://www.npc.navy.mil/CareerInfo/PerformanceEvaluation/SoftwareForms/>. Please note that the NAVPERS 1610/2 (3/02), Fitness Report and Counseling (E7-06)

form in NAVFIT98A will be used for W2 through O6 reports only. A change to the report name will be made at a later date.

b. Requiring that the Character trait (Block 37) be used on the new CHIEFEVAL to grade Equal Opportunity performance. For paygrades E7-E9, a 2.0 trait grade cannot be assigned in Character and maintain a promotion recommendation of "Promotable" or higher.

c. Requiring that the Professionalism trait (Block 35) on the new CHIEFEVAL be used to for Physical Fitness Assessments. The trait grade and performance recommendations shall be graded per reference (a)

d. Clarifying reporting responsibilities for members performing Annual Training or Active Duty for Training (AT or ADT) at their gaining commands. The gaining commands have the option to do AT or ADT performance reports for supporting units and individual augmentees.

e. Incorporating NAVADMIN 298/07 submission procedures for concurrent reports.

5. Change Recommendations. FITREP, CHIEFEVAL and EVAL policies, procedures, and requirements may be modified only by change to this instruction. Submit recommendations to Navy Personnel Command (NAVPERSCOM) (PERS-311).

6. Forms

a. The following forms may be obtained at <https://navalforms.daps.dla.mil/web/public/forms>.

(1) NAVPERS 1610/2 (3/02), Fitness Report and Counseling Record (E7-O6). Note this form name will be revised at a later date.

(2) NAVPERS 1616/26 (3/02), Evaluation Report and Counseling Record (E1-E6)

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b. NAVPERS 1610/4 (7-95), Request for Performance Summary Record is available in the BUPERS CD-ROM.

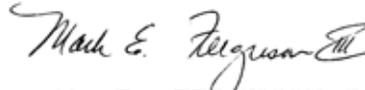
c. Following forms are available through the Office of the Chief of Naval Operations, Flag Matters (N00F) at (703) 614-1129/DSN 224.

(1) NAVPERS 1610/5 (5/08), Fitness Report and Counseling Record (07-08).

(2) NAVPERS 1616/23 MEMORANDUM - Signature Authentication, to accept Non CAC user FITREPS.

d. NAVPERS 1616/27 (6-08), Evaluation and Counseling Record (E7-E9) is available at <http://www.npc.navy.mil/ReferenceLibrary/Forms/>.

7. Reports. Report Control Symbol BUPERS 1610-1 has been assigned to the reports required by paragraph 3 and is approved per SECNAVINST 5214.2B.



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Vice Admiral, U.S. Navy

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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 EVALMAN, enclosure (2).

2. How Does the Report Work? The system utilizes a FITREP for officers (W2-O6), CHIEFEVAL for chief petty officers (CPO) (E7-E9) and an EVAL for other enlisted personnel (E1-E6). 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, which 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, treat the report as adverse. All forms provide a 5-step promotion recommendation scale: "Significant Problems," "Progressing," "Promotable," "Must Promote," and "Early Promote." "Early Promote" recommendations are based solely on performance, and do not require eligibility for early promotion. There are; however, mandatory limits on the number of "Early Promote" recommendations. For paygrades O1 and O2 (with the exception of Limited Duty Officers), no promotion recommendation higher than "Promotable" is allowed. For the more senior officer and enlisted pay grades, there are also limits on "Must Promote" recommendations. These limits ensure a sufficient range of recommendations to make the reports useful to the promotion system. While there are no corresponding limits on trait grades, they are expected to be consistent with the promotion recommendations. 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.

3. Who Can Be a Reporting Senior?

a. Commanding officers (COs) and officers in charge (OICs) are a reporting senior by virtue of their command authority. They may submit properly authorized FITREPs, CHIEFEVALs and EVALs on any 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 U.S. Federal government. An OIC is a reporting senior if they are in charge of commissioned or established activities listed in the Standard Navy Distribution List. 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 the EVALMAN, chapter 2.

c. An Immediate Superior in Command (ISIC) 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 the EVALMAN, chapter 2.

d. An enlisted OIC in the grade of E9 and civilians in command positions who hold the grade of GS-9 through GS-12 may sign reports on E5 and below. A CPO or senior chief petty officers (SCPOs) may sign reports on personnel E4 and below only. GS-13 or equivalent may sign reports for E1 to E9. All other reports will be signed by a senior in the chain of command having authority to report on the member concerned.

4. Who are the Raters and Senior Raters? What Do They Do?
EVALs on personnel E6 and below require the signatures of a rater and senior rater, as well as the reporting senior. This ensures that Navy's senior enlisted and junior officer supervisors are properly included in the enlisted EVAL process.

a. The rater for personnel E1-E4 can be an E6 or civilian equivalent. For personnel E5-E6, the rater should be a Navy CPO whenever possible, but if none is available within the command, the rater may be a military or civilian supervisor who is an E7 equivalent or higher. Typically, the senior rater will be the member's division officer or department head. The senior rater

may be omitted where the reporting senior is the rater's immediate supervisor. Exhibit 2-1 in chapter 2 provides guidance on evaluation raters, senior raters, and reporting seniors for various sized commands.

b. The development of EVALs 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 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 will ensure the EVAL 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? Counseling methods are up to the CO or OIC. Performance counseling must be provided at the mid-point of the periodic report cycle, and when the report is signed. The mid-term performance counseling schedule is listed in chapter 19. The counselor will be a supervisor who participates in the member's EVAL, CHIEFEVAL or FITREP preparation. COs will guide the counseling program and monitor counselor performance and results. The objectives are to provide feedback to the member and to motivate and assist improvement. Performance counseling starts with a fair assessment of the member's performance and capabilities, to which the member contributes. It identifies the member's strengths and motivates their further improvement. It also addresses important weaknesses, but should not dwell on unimportant ones. It should avoid personality and concentrate on performance. The FITREP, CHIEFEVAL and EVAL forms are used as counseling worksheets and must be signed by the counselor and

member. Counselors may use the tick marks next to each performance standard/assign tentative trait grades and may write comments. Under no circumstances should a future promotion recommendation be promised during 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 can modify personnel evaluation policies and procedures. COs and OICs are encouraged to establish local procedures for such matters as 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. Reports That Must Be Submitted. There are three types of reports.

a. Regular reports are the foundation of the performance record. Regular reports are submitted periodically per the schedule in table 1, and on other occasions specified in the EVALMAN. They must cover, day-for-day, all naval service on active duty or in drilling Reserve programs, 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 provide a record of significant performance in an additional duty (ADDU) or temporary additional duty (TEMADD) status. 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.

c. Operational Commander reports are optional, and may only be submitted on COs or OICs by operational commanders who are not also their regular reporting seniors.

8. What are the Administrative Blocks? The administrative blocks, blocks 1-19, 21-27, 44 (FITREP/CHIEFEVAL) and 48 (EVAL),

identify the report, define the context in which it was received, and make it more informative to detailers and selection boards. They also permit computerized compliance audits by NAVPERSCOM to assure fairness to all members and reporting seniors. Each command should have a quality review procedure for FITREPs, CHIEFEVALs and EVALs. NAVPERSCOM's automated data file will not accept incorrect entries, and reports may then have to be returned to the reporting senior for correction. NAVFIT 98A will prevent many incorrect entries.

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 Sailors, 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. First, the reporting senior's summary group and cumulative trait grade averages will be available to detailers and selection boards for comparison purposes. Second, 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 (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 E1-E6 and W2-O6 and maintain a promotion recommendation of "Promotable" or higher. For paygrades E7-E9,

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 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 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 seldom-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 member's Official Military Personnel File 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 Trait Average displayed on E1-E6 EVALs. Do not make "Early Promote" and "Must Promote" recommendations merely because quotas are available, and do not recommend any member as "Promotable" who could not, 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 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 recommendation for advancement has been given in a previous report in the same paygrade. A 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. The enlisted performance mark for the report period is taken directly from the promotion recommendation, and is 4.0 for "Early Promote," 3.8 for "Must Promote," 3.6 for "Promotable," 3.4 for "Progressing," and 2.0 for "Significant Problems".

12. What are Promotion Recommendation Summary Groups? Summary groups were formerly known as comparison groups. Enlisted summary groups generally consist of all members in the same pay grade (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 (UIC) is also a breakout for enlisted summary groups. Officer summary groups are similar, but are further subdivided by competitive category (unrestricted line officers, limited duty officers, each designator within the restricted line, and each designator within the Staff Corps). Certain other criteria also apply, as detailed in the EVALMAN, chapter 1, instructions for the summary

group block. Each group of reports must be mailed to NAVPERSCOM (PERS-311) with a summary letter marked For Official Use Only, which includes the names, social security numbers, member trait averages, summary group average, and distribution of promotion recommendations for that group. It is mandatory to verify or handwrite the command point of contact's e-mail address and telephone number on the bottom of the summary letter in the blocks provided. If there is an error on a report in a batch, it will help NAVPERSCOM (PERS-311) 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 the Uniform Code of Military Justice (UCMJ). Reports may not mention non-punitive censure, or investigatory, judicial, or other proceedings which have not been concluded or which have exonerated the member. Subject to these limitations, FITREPs, CHIEFEVALs, and EVALs should take into account misconduct that has been established through reliable evidence to the reporting senior's satisfaction.

14. Can We Change or Supplement a Report after Submission? The reporting senior can, for good cause, submit an administrative change or evaluative supplement within 2 years from the ending date of a report. A supplemental report does not replace original reports; they only supplement the report. See chapter 15 for further guidance.

15. What are the Responsibilities and Rights of a Member Reported On? The member shall sign all of their Regular reports, unless impossible to do so, and shall sign other reports where possible. The member shall receive a copy of every report from the reporting senior at the time it is signed. The 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. Such a statement shall be endorsed by the original reporting senior and forwarded to NAVPERSCOM (PERS-311). If the reporting senior feels that the member's statement does not meet the requirements as prescribed in chapter 18, then the reporting senior should counsel the member. If the member refuses to change their statement, then the reporting senior should submit the member's statement along with the endorsement to NAVPERSCOM (PERS-311) for review. The member

has the right to review their records, and has the responsibility to ensure that their records are complete. The member has the right to communicate directly with selection boards, and has various avenues by which to appeal for change or removal of their reports.

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 evaluation reports that are rejected by NAVPERSCOM (PERS-311). The Numerical Error Code is annotated on the member's BUPERS Online (BOL) Continuity page and definitions for each Numerical Error Code can be located by logging in to NAVPERSCOM (PERS-311) Web site at www.npc.navy.mil, click on Career Info, scroll down to Performance Evaluations, and then to Error Codes and Error Reasons.

FITREP/EVAL PERIODIC PLANNING CALENDAR

(FITREP/CHIEFEVAL/EVAL ending dates are the last day of the month for officers and the 15th day of the month for enlisted.)

	PERIODIC FITREP/CHIEFEVAL/EVAL		
	Officers (Active)	Officers (FTS/Inac)	Enlisted (All)
Jan	03	03	
Feb	02	02	
Mar	W5, W4, W3	W5, W4, W3	E5
Apr	05	05	E9
May	01	01	
Jun			E4
Jul	06	06	E3, E2, E1
Aug			
Sep	W2	W2	E8, E7
Oct	04	04	
Nov			E6
Dec			

TABLE 1

A Periodic report may be omitted if the member has received a graded Regular report within the past 3 months. The omitted period is then included in the next Regular report. Otherwise, the Periodic report must be submitted on the due date, but may then be extended by letter for up to 3 months in place of a Detachment report.

Notes:

1. Active includes all U.S. Navy and U.S. Navy Reserve (except Full Time Support (FTS)) on extended active duty (ACT in block 5).
2. FTS includes officers with XXX7 designators and enlisted USNR-FTS (TAR in block 5 until NAVFIT 98A is updated with change).
3. Inactive includes Navy Reserve on inactive duty (if INACT in block 5, use chapter 9).
4. AT/ADSW includes Annual Training, Active Duty for Training, Active Duty for Special Work (Operational Support), 1-Year Recall, Canvasser Recruiter, or other temporary active duty (if AT/ADSW in block 5, use chapter 10).

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NAVY PERFORMANCE EVALUATION

SYSTEM MANUAL

(EVALMAN)

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INTRODUCTION

1. Requirement for FITREP, CHIEFEVAL and EVAL Reports. U.S. Navy Regulations, 1990, article 1129, requires that records be maintained on naval personnel "which reflect their fitness for the service and performance of duties." FITREPs on officers, CHIEFEVALs on chief petty officers (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. 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 O6 and below performance reports, and includes block-by-block instructions, entry tables, and examples. Much of chapter 1 is available as "Help Screens" and "Pick Lists" in the FITREP and EVAL form-filler computer application program (NAVFIT 98A) distributed by Navy Personnel Command (NAVPERSCOM). The CHIEFEVAL is an Adobe form that is not included in NAVFIT 98A. Chapter 20 is the basic user's guide for Flag fitness reports and includes block-by-block instructions, entry tables and examples. The other chapters are to be used for dealing with particular aspects of the evaluation system. The chapters are as follows:

- Chapter 1 - Basic Guide for Completing, Processing, and Mailing Reports
- Chapter 2 - Qualifications of Reporting Seniors and Raters
- Chapter 3 - Regular Reports
- Chapter 4 - Concurrent and Concurrent/Regular Reports
- Chapter 5 - Operational Commander Reports
- Chapter 6 - Not Observed (NOB) Reports
- Chapter 7 - Reports on Members Assigned to Civilian (Non-U.S. Federal Government) or Foreign Activities
- Chapter 8 - Reports on Duty under Instruction
- Chapter 9 - Reports on Drilling Reservists (IDT Reports)
- Chapter 10 - Reports on Reservists Temporarily on Active Duty for Training (AT/ADT), Special Work (ADSW/OYR/CANREC), Mobilization Recall, etc.
- Chapter 11 - Flag Officer Endorsements on Reports on Captains
- Chapter 12 - Performance Information Memorandum
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- Chapter 14 - Guidance for Signatures
- Chapter 15 - Changes and Supplements to Reports
- Chapter 16 - Enlisted Advancement Recommendations, Performance Marks, Performance Mark Averages, and Field Service Record Entries
- Chapter 17 - Message Summary Reports
- Chapter 18 - Member Input, Review of Record, Statements, and Appeals
- Chapter 19 - Performance Counseling
- Chapter 20 - Flag Officer Fitness Reports and Counseling

See also enclosure (1), Overview for commanding officers (COs), reporting seniors, and raters, which contains important guidance for managing the performance evaluation system and standards at the command level.

3. Adverse Matter. U.S. Navy Regulations, 1990, article 1122, and the Naval Military Personnel Manual (MILPERSMAN), article 1070-170, require that a FITREP, CHIEFEVAL, or EVAL containing adverse matter be referred to the member for a statement before it is placed in the official record. A member who does not wish to make a statement must so 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 E1-E6 and W2-O6 reports, or a trait grade less than 3.0 in Character on E7-E9 reports; has more than two traits graded as 2.0; shows a strong decline in performance within the same pay grade under the same reporting senior; 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.

4. Performance of Military Justice Duties. FITREPs, CHIEFEVALS and EVALS shall respect the principles of judicial independence, as stated in the Manual for Courts-Martial (MCM), part II, rule 104. Performance as a courts-martial member or a summary courts-martial officer may not be evaluated, either in 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

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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 shall be the reporting senior for members of the United States Navy-Marine Corps Court of Criminal Appeals.

5. 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.

6. Copies, Logs, and Records. FITREPs, CHIEFEVALs and EVALs are subject to the Privacy Act of 1974. The personal data on 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 Operations 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 shall be destroyed when the finished report is signed.

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

c. Reports on Enlisted Personnel. Commands shall retain copies of EVALs on all enlisted personnel (E1-E9) for at least 2

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years following the end date of the report. These reports are also filed in the field service record.

d. Requests for Copies of Missing Reports. The reporting senior or the member can request a copy of a missing report per 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 (PERS-311) supplies application programs to support automated preparation and submission of FITREPs, and EVALs. These applications print complete, filled-in reports and summary letters on plain paper. The software provides help screens, spell check, calculates the individual trait average (for EVALs only), and has validation features that will prevent many common errors. The program is available for downloading at www.npc.navy.mil/CareerInfo/PerformanceEvaluation/SoftwareForms. The CHIEFEVAL is an interactive Adobe form that prints completed filled-in reports and performs limited validation checks. The CHIEFEVAL form also spell check and calculates the individual trait average on completed reports.

1-3. Preparing with Typewriter or Word Processor. Reports and summary letters can be completed on pre-printed forms using a typewriter or word processor. This method is discouraged, since it is more time-consuming and does not allow validation, which will prevent many, but not all, common errors. Use only a 10 or 12 pitch (10-12 point) standard typeface. Proportional spacing is allowed in the narrative blocks. If desired, the administrative and trait blocks may be completed with 10-pitch and the narrative blocks with 12-pitch or proportional type. Use all capital letters in the administrative blocks, and upper-lower case in the narrative blocks. Use standard line spacing. Bullets are encouraged in the narrative blocks and readable spacing is desired.

1-4. Instructions for Specific Blocks

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. <u>Examples:</u>

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 that the member is actually wearing on the ending date of the report.

Enlisted: Use standard rate abbreviations. **Examples:** SA, ADAN, CS2, BM1, ABCM, etc.

Officers: Use standard grade abbreviations. **Examples:** CAPT, CDR, LCDR, LT, LTJG, ENS, CWO5, CWO4, CWO3, CWO2.

Note: This field is used for Summary Group Comparison

BLOCK 3

DESIG

Enter the officer or enlisted designator.

Enlisted: Enter up to two enlisted warfare/qualification designators. If two designators are entered, separate with a slash. Do not leave spaces. **Examples:** AW, AW/PJ, SS/DV. 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, (i.e., "I" or lower case "l" for 1 or "O" for 0.) **Examples:** 6210, 1317.

Note: This field is used for Summary Group Comparison

BLOCK 4

SSN

Enter the member's social security number with hyphens after the third and fifth digits. Verify that the social security number is correct with a source document.

Example: 987-65-4321.

BLOCK 5

DUTY/COMPETITIVE STATUS

Place an X in one and only one box as follows:

ACT - U.S. Navy or U.S. Navy Reserve on extended active duty who competes with U.S. Navy for promotion.

FTS - U.S. Navy Reserve designated for Full Time Support. (TAR will continue to be listed on the form until NAVFIT 98A is revised.)

INACT - U.S. Navy Reserve on inactive duty (drilling Reservist).

AT/ADSW - U.S. Navy Reserve temporarily on active duty, competes as inactive Navy Reserve for promotion. Includes all Annual Training (AT), Active Duty for Training, Active Duty for Special Work (ADSW), 1-Year Recall, Canvasser Recruiter, Temporary Mobilization Recall, etc.

Note: This field is used for Summary Group Comparison

BLOCK 6

UIC

Enter the (UIC) of the member's ship/station. Normally a UIC is a breakout for enlisted personnel; however, if the reporting senior has more than one UIC with enlisted personnel attached but desires to group all enlisted personnel together, they may do so. Block 6 should match the primary UIC of the reporting senior in block 26. For activities to which no UIC is assigned, enter five zeros. The first four characters of a UIC must be numbers. (**Note:** UICs are listed in NAVCOMPT Manual, volume II, chapter 5.)

Reserve units: Enter the reserve UIC (RUIC), not the Navy Operational Support Center UIC.

Note: This field is used for Enlisted 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).

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

Officers: Enter the activity that the officer, not the reporting senior, commands. For members assigned to civilian/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. **Example:** CG-47 TICONDEROGA.

Aviation wing or squadron: Enter short-form wing or squadron designation. **Examples:** CVW-9, VR-58.

Staff or shore activity: Use the Plain Language Address or commonly accepted short title. Further condense the Plain Language Address if necessary to make it recognizable within the first 18 positions. **Examples:** COMSUBDEVRON 12, COMLANTFLT NORFOLK VA, NAVAIRESCEM MIRAMAR CA

PROMOTION STATUS

BLOCK 8

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.
SPOT	<u>Spot-promoted</u> to the grade entered in block 2. (Currently applies only to certain O3s spot promoted to O4. Use SPOT rather than SELECTED for a spot promoted member who has been selected for the next higher grade.)

Note: This field is used for Summary Group Comparison.

DATE REPORTED

BLOCK 9

In YYYYMMDD format, enter the date the member reported to the command named in block 7. **Example:** 96OCT17 (The following formats are incorrect: 17OCT96, 961017, 101796.)

OCCASION FOR REPORT

BLOCKS 10-13

Place an "X" in each block that applies. See chapter 3 for reporting occasions.

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

PERIOD OF REPORT

BLOCKS 14-15

In YYYYMMDD format, enter the beginning (FROM) and ending (TO) dates of the report period. **Example:** 96OCT17 (The following are incorrect: 17OCT96, 961017, 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 TEMDU are included.

First EVAL on enlisted member: The FROM date is the date detached from initial entry training.

First FITREP on newly commissioned officer: The FROM date is the commissioning date.

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.

NOT OBSERVED REPORT

BLOCK 16

If this is a wholly Not Observed (NOB) report, enter an "X" in block 16. An X must also be placed in all blocks that apply. 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 and an example. Refer to chapter 10 for instructions on Navy Reserve Annual Training reports.

TYPE OF REPORT

BLOCKS 17-19

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 on IA/GSA.

Note: This field is used for Summary Group Comparison

PHYSICAL READINESS

BLOCK 20

Enter the code letter for the result of the most recent Physical Fitness Assessment that occurred during the reporting period, a slash, and the two-letter code for the Body Composition Assessment. **Example P/WS.** Results of all Physical Fitness Assessment failures during a reporting period shall be documented in the written comments. A Physical Readiness Test and Body Composition Assessment that are not part of an official Physical Fitness Assessment need not be entered. Military bearing or Professionalism performance trait grades (FITREP/CHIEFEVAL block 35 or EVAL block 36) and performance recommendations shall be graded per reference (a). Document **PFA Failures** per reference (a).

BLOCK 20 PHYSICAL READINESS CODES

PHYSICAL READINESS TEST CODE		BODY COMPOSITION ASSESSMENT CODE	
P	Pass	WS	Within standards.
*F	Failed	*NS	Not within standards.
M	Medically waived: "M" shall be used when members are granted medical waiver from one or more PRT events (excluding sit-reach) and achieve "probationary" standard or better on all non-medically waived events. Pregnancy is a medical condition.	MW	Medical waivers from body fat measurements are issued only for members who are recuperating from a medical or surgical condition that interferes with accurate measurements. Waiver must be in writing from a specialist, approved by medical department head and cannot exceed 6 months in duration. See reference (a) for more details.
**N	Not tested	**XX	Impossible to weigh or measure. (All personnel, except those who are pregnant, are expected to be measured or weighed. Use of code XX should be reserved for rare cases where it is not possible to weigh <u>or</u> measure an individual. Justification must be provided in the narrative section (e.g., block 20: XX=Not measured due to extended emergency leave).

* Explain in the comments.

** N plus body composition code (or N/XX) may be used for reports covering less than 90 days or for a member who reported on board less than 10 weeks prior to scheduled Physical Fitness Assessment. Explain these entries in the comments unless the report dates make the reason self-evident.

BLOCK 21 **BILLET SUBCATEGORY (IF ANY)**
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 by a NAVPERSCOM (PERS-311) letter as provided for on 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> Example: Training activities that subcategorize instructors and students will enter "BASIC" for administrative staff.
Standard Billet Subcategories use is optional. Approval is not required. All members in each subcategory must be summarized together. Block 21 should match entry in Block 29 if annotated with an * below.	
APPROVED	Mandatory requirement to use "Approved" in block 21 for anyone who has a Resignation or Retirement or Fleet Reserve date approved with the following exception: E6/7/8 personnel eligible for the next advancement selection board who have an approved Fleet Reserve date matching their mandated HYT date. ** See below
CO AFLOAT	COs of ships, squadrons, or other tactical units.
CO ASHORE	COs of shore activities.
OIC*	OICs 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 canvasser recruiters in a recruiting command.
RESIDENT*	Residents in teaching hospitals or dental centers.

TABLE 1-1

BLOCK 21 - BILLET SUBCATEGORY ENTRY - CONTINUED

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. (See Special Billet Subcategories to subcategorize by department.)
STUDENT*	Primary duty students, in training commands and training squadrons.
RESAC1	Inactive Reservists temporarily on active duty for 1 month or more.
RESAC6	Inactive Reservists temporarily on active duty for 6 months or more.
SPECIAL01 THROUGH SPECIAL20	Use the number authorized by NAVPERSCOM (PERS-311) in the approval letter. Do not include a space between the word SPECIAL and the number. Be sure that the reporting senior's UIC is also the UIC specified in the approval letter. Ensure you attach copy of approval letter with each batch of reports submitted.

TABLE 1-1 (CONTINUED)

Special Billet Subcategories must be approved before use. Forward a request via the chain of command to NAVPERSCOM (PERS-311), 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., 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.

** E6/7/8 personnel eligible for the next advancement selection board who have approved Fleet Reserve dates on their mandated high year tenure date should be grouped with personnel in a regular "Promotable" status and have NA or BASIC in block 21.

Note: This field is used for Summary Group Comparison

REPORTING SENIOR

BLOCK 22

Enter the last name, initials, and suffix, if any, of the reporting senior. Place a comma after the last

name. 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. **Example:** STJOHN, O F

Note: This field is used for Summary Group Comparison

GRADE

BLOCK 23

Enter the reporting senior's grade.

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

Army, Air Force, or Marine Corps 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., GS-15, SES-4). 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.

DESIG

BLOCK 24

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, USPH, NOAA). If the reporting senior is Navy enlisted or civilian, leave blank.

TITLE

BLOCK 25

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. **Examples:** COMMANDER, XO, DEPT HEAD, DCNO.

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: 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.

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

BLOCK 27 **SSN**
Enter the reporting senior's social security number. Use hyphens after the third and fifth digits. **Example:** 987-65-4321. Verify with a source document. It is now optional for a reporting senior to provide a copy of a report without their social security number to the member, enlisted member's field service record, and command files. The copy for filing to the member's Official Military Personnel File shall have the reporting senior's social security number in order to track the reporting senior's cumulative average.

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).
Example: 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:** Manage Navy personnel policies and functions.
Example of department/division function: NAVPERSCOM (PERS-311), Administer Navy Performance Evaluation System; processes 700,000 FITREPs/CHIEFEVALS/EVALS per year and supports all Selection Boards.
Reserve Units: Indicate the unit's gaining command and contributory support functions (if any).

PRIMARY/COLLATERAL/WATCHSTANDING DUTIES

BLOCK 29

In the small box to the right of the caption, enter an abbreviation of 14 or fewer characters and spaces for the most significant primary duty for the period reported on. Refer to block 21. Block 29 should match block 21 in some circumstances. The remainder of block 29 consists of one to three 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 watchstanding duties. **Example:** COMMUNICATIONS OFFICER-7; ASST COMM-3; MESS TREASURER-8; OOD UNDERWAY-3.

Periods Not Available for Duty: Identify any periods no duties were assigned. Such periods may include en route time prior to reporting, temporary additional duty, unusually long leave, etc. (If necessary to include maternity leave, identify only as "Leave.") **Example:** TEMADD 96OCT18-96NOV30; LEAVE/TRANSIT: 96OCT18-96NOV30.

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. **Example:** Responsible for base maintenance, managing 15 military/65 civilians, and \$5 million. (Continue in the comments block, if necessary.)

DATE COUNSELED

BLOCK 30

If mid-term counseling was received during the report period, enter the date counseled from the counseling worksheet. Use YYYYMMDD format. **Example:** 96FEB28.

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.

COUNSELOR

BLOCK 31

This block is signed on the counseling worksheet only. On the fitness or evaluation report, type the name of the

counselor from the counseling worksheet. If the entry in block 30 is NOT PERF, enter a brief explanation in block 31 (e.g., TEMADD or ILLNESS). If a longer explanation is needed, enter "SEE COMMENT" and provide an explanation in the Comments block.

SIGNATURE OF INDIVIDUAL COUNSELED

BLOCK 32

The member will sign this block on both the counseling worksheet and the fitness or evaluation report. Use black or blue-black ink. The signature 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.

PERFORMANCE TRAITS

BLOCKS 33-39

For each trait, 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 E1-E6 and W2-O6) and Character (paygrades E7-E9): In reports on COs, 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. 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 Sailors and junior officers. 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/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/Character (FITREP/EVAL) and PROFESSIONALISM

(CHIEFEVAL): Do not grade 5.0 unless the member meets all 5.0 standards for this trait. Per reference (a), a first or second Physical Fitness Assessment failure does not require a 2.0 trait in this block; however, if the member is given a 2.0 due to a Physical Fitness Assessment failure, then the maximum promotion recommendation is "Promotable."

INDIVIDUAL TRAIT AVERAGE

EVAL BLOCK 40

Enter the average of the trait grades for this report. Refer to table 1-2 on the following page.

BLOCK 40 (EVAL) - INDIVIDUAL TRAIT AVERAGES

NUMBER OF TRAITS GRADED (exclude NOB grades)

1	2	3	4	5	6	7	
1.00							1.0
2.00	1.00						2.0
3.00	1.50	1.00					3.0
4.00	2.00	1.33	1.00	1.00			4.0
5.00	2.50	1.67	1.25				5.0
	3.00	2.00	1.50	1.20	1.00		6.0
	3.50	2.33	1.75	1.40	1.17	1.00	7.0
	4.00	2.67	2.00	1.60	1.33	1.14	8.0
	4.50	3.00	2.25	1.80	1.50	1.29	9.0
	5.00	3.33	2.50	2.00	1.67	1.43	10.0
		3.67	2.75	2.20	1.83	1.57	11.0
		4.00	3.00	2.40	2.00	1.71	12.0
		4.33	3.25	2.60	2.17	1.86	13.0
		4.67	3.50	2.80	2.33	2.00	14.0
		5.00	3.75	3.00	2.50	2.14	15.0
			4.00	3.20	2.67	2.29	16.0
			4.25	3.40	2.83	2.43	17.0
			4.50	3.60	3.00	2.57	18.0
			4.75	3.80	3.17	2.71	19.0
			5.00	4.00	3.33	2.86	20.0
				4.20	3.50	3.00	21.0
				4.40	3.67	3.14	22.0
				4.60	3.83	3.29	23.0
				4.80	4.00	3.43	24.0
				5.00	4.17	3.57	25.0
					4.33	3.71	26.0
					4.50	3.86	27.0
					4.67	4.00	28.0
					4.83	4.14	29.0
					5.00	4.29	30.0
						4.43	31.0
						4.57	32.0
						4.71	33.0
						4.86	34.0
						5.00	35.0

TABLE 1-2

(Manual computation: Add the trait scores and divide by the number of traits graded other than NOB. The entry must always contain two decimal places. Round up if the third decimal is 5 or more, round down if less than 5.) **Example:** Assume three 3.0 grades, two 4.0 grades, one 5.0 grade, and one NOB. Six traits have been graded, and the total score is 22.0. Find the "6 Traits Graded" column and the "Total Score 22.0" row. The Individual Trait Average is at the intersection, and is **3.67**.

EVAL BLOCK 41

FITREP/CHIEFEVAL BLOCK 40

CAREER RECOMMENDATIONS

Enter one or two career recommendations. The second recommendation is not required. Each entry can 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, and do not 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 should be 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. Use black or blue-black ink. 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, results of all Physical Fitness Assessments (except most recent) conducted during the reporting period, and special interest items that must be mentioned when they apply. The result of an unofficial Physical Fitness Assessment and Body Composition Assessment need not be entered.

EVAL BLOCK 44

QUALIFICATIONS/ACHIEVEMENTS

Enter courses/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, courses in progress, etc. Do not repeat information from earlier reports. For E7-06 members, use FITREP or CHIEFEVAL block 41 for qualifications and achievements.

EVAL BLOCK 45

INDIVIDUAL (PROMOTION RECOMMENDATION)

**FITREP/CHIEFEVAL
BLOCK 42**

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 **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 grades. 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, Early Promote = 4.0, on the advancement system 4.0 scale. All are advancement recommendations. See chapter 16 for details.)

Note: Ensign and lieutenant junior grade FITREPs for designators other than Limited Duty Officer (6XXX) cannot receive a promotion recommendation higher than Promotable. 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/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.

Note: Per reference (d), an enlisted member who receives any 1.0 trait grade loses eligibility for their Good Conduct Medal and must reestablish a new 3-year period following the end date of the report.

Progressing means the 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/CHIEFEVAL. When the individual's performance has improved sufficiently, the reporting senior can then mark the EVAL/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 E7 and above, a mark of Significant Problems is also a recommendation against retention, unless specifically recommended for retention in the comments. (For E6 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.

Upper Limits on Early Promote and Must Promote Recommendations

- Early Promote (all pay grades except non-Limited Duty Officer O1/O2) - 20 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):

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

- For Summary Groups of 30 or less, use table 1-3 on the following page.

- For Summary Groups of more than 30 members, calculate the maximums using the following example: Assume 38 E6s in a summary group, 60 percent maximum Early Promote and Must Promote combined:

Early Promote + Must Promote Maximum = $38 \times 0.6 = 22.8$,
which = 23 (rounded up).

Early Promote Maximum = $38 \times 0.2 = 7.6 = 8$ (rounded up).

Must Promote Maximum = $23 - 8 = 15$

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 O3-O6	E1-E5 W2 LDO O1-O2 O3	E6	E7-E9 W3-W5 O4	O5-O6	O1-O2 (ALL EXCEPT LDO)
1	1	No Limit	1	1	1	No Limit
2	1					
3	1					
4	1					
5	1					
6	2		2	1	1	
7	2					
8	2					
9	2					
10	2					
11	3		4	3	2	
12	3					
13	3					
14	3					
15	3					
16	4		6	4	3	
17	4					
18	4					
19	4					
20	4					
21	5		8	6	4	
22	5					
23	5					
24	5					
25	5					
26	6		10	7	5	
27	6					
28	6					
29	6					
30	6					

TABLE 1-3

Notes:

1. All summary groups of two can receive one Early Promote and Must Promote.
2. For E7-E9, W3/W4/W5, and O4, 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 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 (W2 TO O6)

Block	Block Label	Remarks (Group officer reports that share all the following characteristics.)
2	Grade/Rate	Group by grade worn on report ending date.
3	Designator	Group by competitive designator category. (See below)
5	Duty/Competitive Status	Group by box marked in Block 5.
8	Promotion status	Group by promotion status.
15	To	Group by ending date of report.
17-19	Type of Report	Group by type of report.
21	Billet Subcategory	Group by entry in this block.
22	Reporting Senior	Group by reporting senior. ("Dual-hatted" commanders may group by command, if Block 26 displays a separate UIC for each command.) (Dual-hatted is defined as a flag officer 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 1-4

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, Full Time Support, and Inactive officers are distinguished by the entry in block 5.)

Unrestricted Line

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

Restricted Line

Special Duty (Human Resources) (120x)

Engineering Duty (14xx)

Aerospace Engineering Duty (150x)

Aerospace Engineering Duty (Engineering) (151x)

Aerospace Engineering Duty (Maintenance) (152x)

Aviation Duty (154x)

Special Duty (Information Professional) (160x)

Special Duty (Information Warfare) (161x)

Special Duty (Intelligence) (163x)

Special Duty (Information Warfare New Accessions) (164X)

Special Duty (Public Affairs) (165x)

Special Duty (Merchant Marine) (162x/166x/167x/169x)

Special Duty (Recruiter) (168x)

Special Duty (Foreign Area) (17xx)

Special Duty (Oceanography) (180x)

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)

Limited Duty Officer/Chief Warrant Officer

Limited Duty Officer (Line) (61xx/62xx/63xx/64xx)

Limited Duty Officer (Staff) (65xx)

Chief Warrant Officer (all 7xxx except 756x)

Technical Nurse Warrant/Chief Warrant Officer (756x)

SUMMARY GROUP ENLISTED (E1 TO E9)

Block	Block Label	Remarks (Group enlisted reports that share all the following characteristics.)
2	Rate	Group by current <u>pay grade</u> , regardless of rating.
5	Duty/Competitive Status	For enlisted, group ACT and FTS together, group INACT, AT/ADSW separately.
6	UIC	If the reporting senior has more than one UIC but desires to group all enlisted personnel together, they may do so. 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 Subcategory	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 1-5

EVAL BLOCK 47

RETENTION

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

REPORTING SENIOR ADDRESS

**FITREP/CHIEFEVAL
BLOCK 44**

Enter the reporting senior's address 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. For Inactive Reserve reporting seniors, enter the civilian home address, not the Navy Operational Support Center (NOSC) address.

EVAL BLOCK 49

SIGNATURE OF SENIOR RATER

Type the last name, initials, and grade or rate of the senior rater, and obtain the signature. Use black or blue-black ink. 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 will fill in the Member Trait Average (FITREP/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. Use black or blue-black ink. Do not type in this space. If reporting senior is a rear admiral (O7) 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

Review. Give the member an opportunity to review the report. Have the member verify their name, social security number, and other administrative entries. Discuss with the member their performance 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 member will check the box indicating their intention to submit or not to submit a statement, and sign and date all copies. Use black or blue-black ink. The member's signature does not imply agreement with the report, but merely certifies the member has seen the report and understands their right to submit a statement. In general, the member's signature is required on all Regular reports for

all pay grades. Exceptions for certain types of reports and reporting situations are found in the chapters devoted to those reports. If the member cannot or does not sign a report that requires their signature, see chapter 14.

Statement. The member may submit a statement on any report, whether or not the reporting senior considers it adverse. If the member desires to submit a statement, refer to chapter 18.

Member not available to sign a non-adverse report. If the member is not expected to return to or visit the command within 15 days (active duty) or 30 days (inactive duty) and the report is not adverse, the reporting senior shall handwrite in the signature block of the member "certified, copy provided." That signifies the member will be provided a copy of the report by some means. "Unsigned Advance Copy" is no longer authorized to be annotated in this block on non-adverse reports.

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

EVAL BLOCK 52

FITREP/CHIEFEVAL BLOCK 47

**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. The regular reporting senior will sign and date the report in black or blue-black ink. To convert the report to Concurrent/Regular, also place an "X" in block 17. A report may not be endorsed as Concurrent/Regular unless it maintains regular report continuity. See chapter 4 for additional instructions.

**** PROCESSING THE COMPLETED REPORT ****

1-5. Preparing Paper Copies of the Report. The number of required paper copies is as follows:

Report Copies

Grade of Member	Number of Copies	COMNAVPERSCOM	Field Service Record	Member	Reporting Senior	Command
O1-O6, W2-W5	3	X		X	X	
E7-E9	5	X	X	X	X	X
E5-E6	4	X	X	X		X
E1-E4	3 (4)*	(X)*	X	X		X

NAVPERSCOM copy is the official record copy for E5 to O6. Although original reports and signatures are preferred, photocopied signatures are acceptable. When laser-printing or copying the report it is preferred that the back of the form be printed or copied head-to-toe on the reverse of the front.

* Currently, the Field Service Record copy is the official record copy for E1 to E4. These reports are also mailed to NAVPERSCOM (PERS-311).

1-6. Preparing the Summary Letter. Each summary group shall be mailed with a summary letter even if the summary group consists of only one report. See exhibit 1-5 for the summary letter format. Summary letters for NOB reports will be identified by "NOB" in the Trait Average column and the promotion recommendation Breakout will be blank. The NAVPERSCOM-supplied software will produce the summary letter. If the reports are prepared manually (e.g. CHIEFEVAL), the summary letter must also be prepared manually on a preprinted form (NAVPERS 1610/1).

1-7. Mailing Procedures. Mail reports within 15 days of the ending date for active duty members and within 30 days for inactive duty members. The package shall include the signed summary letter and all original reports.

a. Mailing to NAVPERSCOM

(1) Mail the reports and summary letters flat in a standard 9" x 12" envelope. Do not separate the summary group. Mail all reports in a summary group in one package. Do not use security wrappings unless a classified supplement is enclosed (see below). 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) If a member is not available for signature, do not delay the entire summary group. The reporting senior should clearly write in the member's signature block "certified, copy provided" (excluding adverse reports) and forward the entire summary group to NAVPERSCOM (PERS-311). Ensure the member is provided a copy by some means. Information concerning adverse reports and signature requirements is found in chapter 14.

(3) Address all reports to:

COMMANDER
NAVY PERSONNEL COMMAND PERS-311
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-3110

b. Mailing to a Via Addressee (regular reporting senior on a concurrent report). If all reports in the same summary group have the same via addressee, mail the reports for the required signature and/or endorsement. The via addressee, after completing their action, will return the package back to the original reporting senior for submission to NAVPERSCOM (PERS-311). If the reports do not have the same via addressee, then mail only the applicable report(s) to the via addressee. The via addressee, after completing their action, will return the report back to the original reporting senior. The original reporting senior is responsible for submitting the entire summary group at one time since the reporting senior's cumulative average is based upon receipt and acceptance of all the reports in a summary group. See chapter 4 (Concurrent Reports) for additional guidance.

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c. Mailing to a Member. Double envelopes are not required provided the mailing envelope is opaque. The copy may be folded. Mark the envelope **PERSONAL**.

d. 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 334
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-3340

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

Block 5.
Duty Status.

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

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

Blocks 9, 14,
and 15.
YYMMDD
format.

Block 8.
Regular, Frocked,
Selected, or Spot.

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

FITNESS REPORT & COUNSELING RECORD (E7-O6)					RCS BUPERS 1610-1	
1. Name (Last, First MI Suffix) SAMPLE, HARVEY J			2. Grade/Rate LT	3. Desig 1110	4. SSN 123-45-6789	
5. ACT <input checked="" type="checkbox"/> TAR <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW/ 265 <input type="checkbox"/>	6. UIC 12345	7. Ship/Station DESRON 82			8. Promotion Status REGULAR	9. Date Reported 02APR06
Occasion for Report 10. Periodic <input checked="" type="checkbox"/> 11. of Individual <input type="checkbox"/>		Detachment of 12. Reporting Senior <input type="checkbox"/>		13. Special <input type="checkbox"/>		Period of Report 14. From: 02APR06 15. To: 03JAN31
16. Not Observed Report <input type="checkbox"/>	Type of Report 17. Regular <input checked="" type="checkbox"/>	18. Concurrent <input type="checkbox"/>		19. Ops Cdr <input type="checkbox"/>		20. Physical Readiness P/WS
22. Reporting Senior (Last, FI MI) SENIOR, R R		23. Grade CAPT	24. Desig 1110	25. Title COMMODORE		26. UIC 12345
						27. SSN 987-65-4321
28. Command employment and command achievements. Readiness support for four DDG-51 class and two DD-963 class destroyers. Staff received COMNAVSURFLANT Letter of Commendation for Outstanding response during Operation NOBLE EAGLE/ENDURING FREEDOM.						
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) ADMIN OFFICER Pri: Administrative Officer-9. 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-5.						
For Mid-term Counseling Use. (When completing FITREP, enter 30 and 31 from counseling worksheet, sign 32.)			30. Date Counseled NOT REQ	31. Counselor		32. Signature of Individual Counseled

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

Block 29.
Shore commands
include job scope
statement.
Recommended
for others.

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

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

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

EXHIBIT 1-2
FITREP - REVERSE

FITNESS REPORT AND COUNSELING RECORD (E7-O6) (cont 'd) RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) SAMPLE, HARVEY J		2. Grade/Rate LT	3. Desig 1110	4. SSN 123-45-6789			
PERFORMANCE TRAITS	1.0* Below Standards	2.0 Pro- gressing	3.0 Meets Standards	4.0 Above Standards	5.0 Greatly Exceeds Standards		
38. LEADERSHIP: Organizing, motivating and developing others to accomplish goals.	- 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.		- 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.	<input checked="" type="checkbox"/>	- 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. - Constantly improves the personal and professional lives of others.		
NOB <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
39. TACTICAL PERFORMANCE: (Warfare qualified officers only) Basic and tactical employment of weapons systems.	- 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.		- Attains qualifications as required and expected. - Capably employs ship(s), aircraft, or weapons systems. Equal to others in warfare knowledge and employment. - Warfare skills in specialty equal to others of same rank and experience.		- Fully qualified at appropriate level for rank and experience. - Innovatively employs ship(s), aircraft, or weapons systems. Well above others in warfare knowledge and employment. - Warfare skills in specialty exceed others of same rank and experience.		
NOB <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<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, 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. Comments must be verifiable. Foot must be 10 or 12 Pitch (10 or 12 Point) only. Use upper and lower case. #2 of 5. There is virtually no difference between my number 1 and 2 Lieutenants. Both are Early Promotes. The rules force me to make him a Must Promote. He would be ranked #1 in any other setting. - Exceptionally creative and innovative officer. His success in filling mission-critical manning deficiencies enabled the squadron to deploy in the highest state of personnel readiness. - Obtained \$206,000 in approved CNETC funding for Learning Resource Centers in all squadron ships and assisted COMNAVBASE in obtaining similar funding ashore. - Brilliant coordinator. Impressively coordinated 5 VIP and flag officer visits. - Under his direction, ADMIN Department showed marked improvement in all areas of administrative support to the squadron and its units. - Mentored 4 JOs through engineering and deck qualifications. Conducted selection board reviews and had several discrepancies corrected in these officers' official records. Provided training on officer programs and SWO qualification requirements for enlisted staff; 3 individuals applied and were accepted for STA 21. His division maintained a 60% retention rate throughout this reporting period. - Completed Joint Professional Military Education (Phase I) through the Naval War College Continuing Education Non-Resident Seminar Program.							
Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	44. Reporting Senior Address COMMANDER DESRON EIGHT TWO PPO AP 34567-1234
42. INDIVIDUAL					<input checked="" type="checkbox"/>		
43. SUMMARY	<input checked="" type="checkbox"/>	0	0	0	3	1	
45. Signature of Reporting Senior <i>R.R. Sample</i> Date: 31 Jan 03				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: 3.86		<i>Harvey J Sample</i> Date: 31 JAN 03			
47. Typed name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report							
Date:							

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 Blocks 34 and 35 (FITREP), reason for Special Report, etc.). -Specifically justify 1.0 comments. -Comment on all performance in general. -Consider special interest items. -Ranking is authorized.

Block 42. Observe distribution rules.

Block 43. Must have an entry in each box, even if 0.

Member Trait Average. Handwritten average of Blocks 33-39 (see table on page 1-14).

Summary Group Average. Handwritten average of all Member Trait Averages from the competitive category.

Block 47. Use for concurrent reports ONLY.

EXHIBIT 1-3
CHIEFEVAL - FRONT (BLOCKS 1 - 32)

1. Name (Last, First MI Suffix)				2. Grade	3. Desig	4. SSN	
5. ACT <input type="checkbox"/>	TAR <input type="checkbox"/>	INACT <input type="checkbox"/>	AT/ADSW/265 <input type="checkbox"/>	6. UIC	7. Ship/Station		8. Promotion Status
Occasion for Report				Period of Report		10. Date Reported	
10. Periodic <input type="checkbox"/>	11. Detachment of Individual <input type="checkbox"/>		12. Detachment of Reporting Senior <input type="checkbox"/>		13. Special <input type="checkbox"/>	14. From: 15. To:	
16. Not Observed Report <input type="checkbox"/>	17. Regular <input type="checkbox"/>		18. Concurrent <input type="checkbox"/>		19. Ops Cdr <input type="checkbox"/>	20. Physical Readiness	
21. Billet Subcategory (if any)		22. Reporting Senior (Last, FI MI)		23. Grade	24. Desig	25. Title	26. UIC
27. SSN							
28. Command employment and command achievements							
29. Primary/Collateral/Watchstanding duties. (Enter Primary duty abbreviation in box.)							
For Mid-term Counseling Use. (When completing FITREP Enter 30 and 31 from counseling worksheet sign 32.)							
30. Date Counseled				31. Counselor		32. Signature of Individual Counseled	

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

Block 5.
Duty Status.

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

Blocks 9, 14, and 15.
YYMMDD format.

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

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

Block 29.
Shore commands include job scope statement. Recommended for others.

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

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

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.

Block 41.

- Include required admin comments (e.g. Comment from, Blocks 35 and 37 (CHIEFEVAL), reason for Special Report, etc.).
- Specifically justify 1.0 comments.
- Comment on all performance in general.
- Consider special interest items.
- Ranking is authorized.

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Blocks 1-4.
Repeat from front.

**EXHIBIT 1-4
CHIEFEVAL - REVERSE**

EVALUATION & COUNSELING RECORD (E7 - E9) (cont'd)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix)		2. Grade/Rate		3. Desig		4. SSN	
PERFORMANCE TRAITS	1.0* Below Standards	2.0 Progressing	3.0 Meets Standards		4.0 Above Standards	5.0 Greatly Exceeds Standards	
37. CHARACTER: - Integrity, adherence to Navy Core Values and recognition of Diversity. - Contributes to growth, human worth, and community. NOB <input type="checkbox"/>	- No personal integrity and does not take responsibility for actions or decisions. - Fails to live up to Navy Core Values: Honor, Courage and Commitment. - Demonstrates exclusionary behavior. - Fails to value differences from cultural diversity.	<input type="checkbox"/>	- Trustworthy, ethical and honest. - Always lives up to Navy Core Values: Honor, Courage and Commitment. - Values differences as strengths. Fosters atmosphere of acceptance/inclusion per EO/EEO Policy.		<input type="checkbox"/>	- Leads with an uncompromising code of integrity. - Exemplifies Navy Core Values: Honor Courage and Commitment. - Model of achievement. Develops unit cohesion by valuing differences as strengths. - Seamlessly integrates Diversity into all aspects of the command.	
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"/>	- 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 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; transparency.	
39. SENSE OF HERITAGE: - Know and teach customs, traditions, understand naval history, lives Navy Ethos. 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. - Does not adhere to the Navy's Warrior Ethos.	<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. - Understands Navy's Warrior Ethos.		<input type="checkbox"/>	- Thorough understanding of naval customs and traditions. - Proactively integrates navy traditions, customs, and practices into decision making processes, training and daily leadership. - Consistently uses naval history to demonstrate who we are as a service. - Exemplifies Navy's Warrior Ethos.	
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							
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. Comments must be verifiable. Font must be 10 or 12 pitch (10 to 12 point) only. Use upper and lower case.							
Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	44. Reporting Senior Address
42. INDIVIDUAL							
43. SUMMARY							
45. Signature of Reporting Senior				46. Signature of individual evaluated. "I have seen this report, been apprised of my performance, and understand my right to make a statement."			
Date:				I intend to submit a statement <input type="checkbox"/> do not intend to submit a statement <input type="checkbox"/>			
Member Trait Average:		Summary Group Average:		Date:			
47. Typed name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report							
Date:							

NAVPERS 1616/27 (8-08)

Member Trait Average.
Average of Blocks 33-39 (see table on page 1-14).

Summary Group Average.
Handwritten average of all Member Trait Averages from the competitive category.

Block 47.
Use for concurrent reports **ONLY**.

Block 43.
Must have an entry in each box, even if 0.

Block 42.
Observe distribution rules.

**EXHIBIT 1-5
EVAL - FRONT**

Block 5.
Duty Status.

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

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

Block 3. 1 or 2 quals or blank.

Blocks 9, 14, and 15.
YYMMDD format.

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

EVALUATION REPORT & COUNSELING RECORD (E1-E6)						RCS BUPERS 1610-1	
1. Name (Last, first MI Suffix) SAMPLE, HARVEY J			2. Rate PN1	3. Desig SW/AW	4. SSN 123-45-6789		
5. <input checked="" type="checkbox"/> ACT <input type="checkbox"/> TAR <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW/ 265	6. UIC 12345	7. Ship/Station DESRON 82		8. Promotion Status REGULAR	9. Date Reported 00JUN02		
Occasion for Report 10. Periodic <input checked="" type="checkbox"/> 11. of Individual <input type="checkbox"/> 12. Frocking <input type="checkbox"/> 13. Special <input type="checkbox"/>			Period of Report 14. From: 01NOV16 15. To: 02NOV15				
16. Not Observed Report <input type="checkbox"/>	Type of Report 17. Regular <input checked="" type="checkbox"/> 18. Concurrent <input type="checkbox"/>		20. Physical Readiness P/WS		21. Billet Subcategory (if any) NA		
22. Reporting Senior (Last, FI MI) SENIOR, R R		23. Grade CAPT	24. Desig 1110	25. Title COMMODORE		26. UIC 12345	27. SSN 987-65-4321
28. Command employment and command achievements. Readiness support for four DDG-51 class and two DD-963 class destroyers. Staff received COMNAVSURFLANT Letter of Commendation for Outstanding response during Operation NOBLE EAGLE/ENDURING FREEDOM.							
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-9; Educational Services Assistant-12. Watch: Inport - Staff Duty Officer-12.							
For Mid-term Counseling Use. (When completing EVAL, enter 30 and 31 from counseling worksheet, sign 32.)			30. Date Counseled NOT REQ	31. Counselor		32. Signature of Individual Counseled	

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

Block 29.
Shore commands include job scope statement. Recommended for others.

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

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

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

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) RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) SAMPLE, HARVEY J		2. Rate PN1	3. Desig SW/AW	4. SSN 123-45-6789			
PERFORMANCE TRAITS	1.0* Below Standards	2.0 Pro-gressing	3.0 Meets Standards	4.0 Above Standards	5.0 Greatly Exceeds Standards		
38. TEAMWORK: Contributions to team building and team results NOB <input type="checkbox"/>	-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.		
39. LEADERSHIP: Organizing, motivating and developing others to accomplish goals. NOB <input type="checkbox"/>	-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		-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. -Constantly improves the personal and professional lives of others.		
40. Individual Trait Avg. total of trait scores divided by number of graded traits. 4.14	41. I recommend this individual for (maximum of two) Assignments in Rating, Sea/Special Programs, Shore Special Programs, Commissioning Programs, Special Warfare Programs, Rating Instructor Duty, Other. (Be specific) RECRUIT CO CDR		42. Signature of Rater (Typed Name & Rate): I have evaluated this member against the above performance standards and have forwarded written explanation of marks 1.0 and 5.0. I. M. Chief, PN1 Date: 15 Nov 02				
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. Ranked #1 of 3 in Admin Department and #3 of 13 assigned. An absolute must select for Chief Petty Officer. -Through his leadership, Admin Department completed a flawless command admin and personnel record inspection. Personnel records management was specifically praised by the COMNAVSURLANT inspection team. His performance was reflected in his selection as Sailor of the Quarter. Meticulously tracked a \$25,000 TAD budget. -Model appearance, flawless conduct. Scored outstanding on last 3 PRTs. -Has completed 30 semester hours toward an Associate Degree in Management. He provided training for 15 junior personnel on organization and time management procedures. His involvement in training and mentoring junior personnel has resulted in 10 reenlistments and his department maintaining a 80 percent retention rate. -President of the J. P. Jones Elementary School Parent/Teacher Association. He worked 500 hours repairing playground equipment and participating in the reading program. PN1 Sample is ready for immediate promotion to PNC. He has the mental toughness and administrative knowledge to be an outstanding Limited Duty Officer and is strongly recommended for a commissioning program.							
44. QUALIFICATIONS/ACHIEVEMENTS - Education, awards, community involvement, etc., during this period. Awarded Navy Achievement Medal (2nd award); awarded COMNAVSURFLANT Letter of Appreciation. SOQ for 20, CY 02.							
Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	47. Retention: Not Recommended <input type="checkbox"/> Recommended <input checked="" type="checkbox"/>
45. INDIVIDUAL							48. Reporting Senior Address COMMANDER DESRON EIGHT TWO FPO AP 34567-1234
46. SUMMARY		0	0	5	5		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 5.0. JR Officer, USN OFFICER, I R, LT Date: 15 Nov 02
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 5.0. JR Officer, USN OFFICER, I R, LT Date: 15 Nov 02			50. Signature of Reporting Senior R. R. Sen Date: 15 Nov 02				
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 checked="" type="checkbox"/> Harvey J. Sample Date: 15 Nov 02			52. Type name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report Date:				

Blocks 1-4. Repeat from front.

Block 40. Average of Blocks 33-39 (see table on page 1-14).

Block 41. Make specific, useful recommendations.

Block 43. -Include required admin comments (e.g. Comment from Blocks 34 and 35 (Eval), reason for Special Report, etc.).
-Specifically justify 1.0 comments.
-Comment on all performance in general.
-Consider special interest items.
-Ranking is authorized.

Block 45. Observe distribution rules.

Block 46. Must have an entry in each box, even if 0.

Block 44. Completed, NOT "expected" achievements.

Summary Group Average. Handwritten average of all Member Trait Averages from the competitive category.

Block 52. Use for concurrent reports ONLY.

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. Armed Forces or civilian official of the U.S. Federal government who are authorized under this instruction to submit FITREPs/CHIEFEVALs/EVALs on authorized occasions may evaluate performance only for the period during which the member is subject to the reporting senior's authority, unless otherwise provided in this instruction.

2-3. Reporting Senior Authority of Commanding Officers. 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; 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/activity has been commissioned or established if it is listed in the Standard Navy Distribution List. A Navy Reserve unit has been commissioned or established if it has a Chief of Naval Operations-approved Reserve Unit Activity Document.

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 above. Otherwise, they may submit reports only if appointed as a delegated reporting senior. COs having subordinate OICs shall ensure that 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 E9 and civilians in command positions who hold the grade of GS-9 through GS-12 may sign reports on E5 and below. A CPO or SCPOs may sign reports on personnel E4 and below only. GS-13 or

equivalent may sign reports for E1 to E9. All other reports will 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 E6 and below require the signatures of a rater, senior rater, and reporting senior. 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 exhibit 2-1. The rater should be a Navy CPO for E5 and E6 personnel whenever possible. If none is available within the command, the rater will be a military or civilian supervisor who is an E7 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 E4 and below personnel, the rater can be an E6.

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 should 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 only in very large commands. Delegated reporting seniors for officer reports must be in the grade of commander (O5), GS-14, or equivalent. Delegation of officer reports is 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 NAVPERSCOM (PERS-311) approval. This authority continues if the flag officer billet is temporarily occupied by an O6, 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 NAVPERSCOM (PERS-311) 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 NAVPERSCOM (PERS-311) approval. In these commands, reporting seniors may be in the grade of lieutenant commander (O4). 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 NAVPERSCOM (PERS-311). 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. Authority will be granted to shore commands only.

b. Delegation of Reports on Enlisted Personnel (E1 to E9). 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 E5 through E9. Reports on members in the grade of E5 through E9 including members frocked to E5 may not be delegated below the grade of O4, GS-12, or equivalent. Training commands and replacement training squadrons may delegate to the O3 level. Other exceptions require prior NAVPERSCOM (PERS-311) approval.

(2) Reports on E4 and below. Reports on members in the grade of E4 and below may not be delegated below the grade of E7, 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 shall 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 shall be signed by the next senior in the chain of command or by the CO.

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

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

(2) Delegated reporting senior authority shall include the CO's authority to recommend 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 shall ensure that 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 a recommendation for enlisted advancement after advancement authorization for the member has been received. A flag officer may delegate this authority to a O6 or above.

(3) The CO shall provide for review of 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 Uniform Code of Military Justice, article 138.

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 Uniform Code of Military Justice, 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 shall 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 Immediate Superior in Command (ISIC). The ISIC shall assume the reporting senior responsibility and authority of a subordinate commanding officer that dies, becomes incapacitated, is summarily relieved or detached for cause, or becomes seriously delinquent in submitting reports. The ISIC shall also assume reporting authority in circumstances (such as decommissioning) where FITREPs/CHIEFEVALs 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 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 shall give written notice to the reporting senior and seniors in the chain of command with a copy to the members concerned and NAVPERSCOM (PERS-311). Include the name and title of the ISIC's designated reporting senior, if any. A reporting senior shall 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 shall 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 shall review delegations of authority currently in effect and may continue or suspend such authority as circumstances require.

e. Missing Reports. NAVPERSCOM (PERS-311) 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 courts-martial convening authority grants FITREP, CHIEFEVAL or EVAL relief under Uniform Code of Military Justice, article 138, or U.S. Navy Regulations, 199, article 1150, 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 shall

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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 NAVPERSCOM (PERS-311).

**EXHIBIT 2-1
REPORTING SENIORS AND RATERS
REPORTS ON E1-E6**

		Command Size (Number of Enlisted)		
		Small (<250)	Medium (250-650)	Large (>650)
E1-E4	Rater	Division or department E6 or E7	Division or department E6 or E7	Work center E6 or division E7
	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 E7 or department E7	Division E7 or department E7	Work center E7 or division E7
	Senior Rater	Division officer, department head, or executive officer	Division officer or department head	Branch head or division officer
	Reporting Senior	Commanding officer	Executive officer or Commanding officer	Department head, executive officer, or Commanding officer

The rater should be a Navy E7 for E5 and E6 personnel whenever possible. If none is available within the command, the rater will be a military or civilian supervisor who is an E7 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 E4 and below personnel, the rater can be an E6.

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 now considered Regular reports for both officers and enlisted. Special 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 active duty 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 NAVPERSCOM (PERS-311) approval.

3-3. Periodic Reports. Periodic reports are scheduled to allow necessary processing time prior to statutory selection boards. It is incumbent upon the reporting senior to submit reports on time so they may be processed in time to reach the selection board. Submit Periodic reports per table 1 on page 10 of enclosure (1).

3-4. Omission of Periodic Report. If the 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 shall not exceed 15 months without NAVPERSCOM (PERS-311) approval.

3-5. Letter-Extension of Periodic Report. A Periodic report may no longer be delayed and combined with another report. After submission; however, it may be extended by letter for up to 3 months in place of a Detachment of Individual, Detachment of Reporting Senior, or a Frocking report. See exhibit 3-1 for a sample letter-extension. The original reporting senior or the new reporting senior may only sign extension letters on officer reports. Enlisted extension letters may be signed by the original reporting senior, new reporting senior, or by direction

from an authorized representative from that command. 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, or if it will result in a total report period exceeding 15 months. Submit letter-extensions to NAVPERSCOM (PERS-311). Provide a copy of the letter-extension to the member. For enlisted personnel, file the letter-extension in the field service record with a copy to the command files. Any letter-extension that does not meet the criteria as discussed in this chapter will be rejected and returned for correction and resubmission.

3-6. Detachment of Individual Reports. Submit Detachment of Individual Regular reports as follows:

a. Transfer. Submit a report when a member is permanently detached with orders to report to another command. Do not submit a report if the member transfers from one UIC to another and does not change reporting seniors. Also, do not submit a report if an activity is merely reconstituted with a different name/UIC and the member has the same reporting senior. Note the change of name/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 inactive duty, 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 shall submit the report with an ending date of the member's expected expiration of active obligated service. In place of a Detachment of Individual report upon separation, the last report issued to the member may be extended by letter for up to 3 months (including any terminal leave) but a report may not be extended for a cumulative period of more than 3 months, or if it will result in a total report period exceeding 15 months.

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, Deserter Status. Maintain Regular report continuity while the member remains on board the command or until the member is declared a deserter. Submit a Detachment of Individual report on transfer to a place of confinement or when a member is declared a deserter. Reports are not required while at a place of confinement, on release, or during appellate leave following confinement. (**Note**: If an officer is returned to duty following confinement, contact NAVPERSCOM (PERS-311) 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 COMNAVPERSCOM (PERS-83). Detachment for Cause is described in MILPERSMAN 1611-020 (officers) and MILPERSMAN 1616-010 (enlisted). Use the following FITREP, CHIEFEVAL and EVAL procedures while NAVPERSCOM (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 temporary additional duty (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 or temporary duty (TEMDDU) orders. The member may receive Concurrent or Concurrent/Regular reports from the TEMADD command.

(3) If the individual is ordered permanent change of station 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/EVAL unless COMNAVPERSCOM (PERS-83) has approved. 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 NAVPERSCOM (PERS-311) 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 as previously discussed in paragraph 3-5 above.

b. Enlisted. Detachment of Reporting Senior reports are optional for E1-E9. 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 E1-E6 are discussed in this chapter under paragraph 3-9.

c. Officers and Enlisted. If Detachment of Reporting Senior reports were submitted for a particular paygrade, and, if the next report is the periodic report but is less than 90 days from the previous Detachment of Reporting Senior report, the periodic report may be omitted and added to the next period. However, if the new reporting senior desires to submit a

Periodic report, they must do so for all personnel in the same paygrade who are normally evaluated by that reporting senior.

3-8. Promotion/Frocking Reports

a. Enlisted (E6 only). 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 E7. 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 in Periodic report dates will result in more than 15 months between Regular reports. In these cases, submit a Special report for the former grade/rate, ending on the day before frocking or promotion. (**Example:** An active duty O4 is frocked to O5 on 12 October 1996. The last report as O4 ended 31 October 1995 and first report as an O5 is not due until 31 August 1997, a period of 22 months. Submit a report with an ending date of 11 October 1996. Enter the grade as "LCDR," enter "SELECTED" in block 8, mark the report SPECIAL, and enter "FROCKING REPORT" at the top of block 41.)

3-9. Special Reports. Special reports are considered to be special occasions for Regular reports and 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 member may submit a Special report on an officer or CPO who is eligible before a promotion selection board if the individual has performed significant duties under that reporting senior for at least 3 months. A CO may not assign the member to a new reporting

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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. NOB reports are permitted if the purpose is merely to inform the board of the renewed participation status.

(2) Enlisted (E6 only). An E6 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 will be for use by the selection board only and 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 Physical Fitness Assessment. 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. Declining Performance or Misconduct. A report is considered "declining" when the promotion recommendation is reduced (other than due to summary group size change) or because

of a reduction in at least two trait grades in the same paygrade by the same reporting senior. Any decline in performance should be addressed in the written comments. Declining performance or 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 Uniform Code of Military Justice proceedings.

(3) To document a civil conviction or non-judicial punishment 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. Reduction in Rate (enlisted only). Submit a Special report for the old rate, ending on the last day in the old rate. If the reduction resulted from a courts-martial or non-judicial punishment, the signature date (as opposed to ending date) must be on or after the date the proceedings were concluded.

g. Detachment of Reporting Senior (E1-E6). Detachment of Reporting Senior reports are optional for E1-E6 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 E7-E9 are discussed in this chapter under paragraph 3-7.

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

i. 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.

j. NAVPERSCOM (PERS-311) Request. NAVPERSCOM (PERS-311) may request a Special FITREP, CHIEFEVAL or EVAL.

k. 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.

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 temporary duty under instruction (TEMDUINS).

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 NOB 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 (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.

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**EXHIBIT 3-1
LETTER-EXTENSION**

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

1610
Member's SSN
Date

From: CAPT Reginald R. Senior, USN, Destroyer Squadron 82,
FPO AP 34567-1234
To: Commander, Navy Personnel Command (PERS-311)
Subj: FITNESS (or EVALUATION) REPORT EXTENSION

1. Identification of original report

- a. Blocks 1-4: SAMPLE, HARVEY JOE, LT, 1110, 123-45-6789
- b. Blocks 14-15: 02APR06 - 03JAN31
- c. Blocks 17-19: REGULAR
- d. Block 22: SENIOR, R R

2. Extension data

- a. Blocks 10-13: Add 11. Detachment of Individual
- b. Blocks 14-15: Change to 02APR06 - 03MAR10
- c. Block 29: (Optional: add duties/change months assigned.)
- d. Block 41/43: ULTDUSTA: PERSUPPDET, 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.

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Subj: FITNESS (or EVALUATION) REPORT EXTENSION

(Note: If extending a pre-1996 report, use the block numbers and labels from that report.)

(signature)

Copy to:
(Member Reported On)

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

CHAPTER 4
CONCURRENT AND CONCURRENT/REGULAR REPORTS

4-1. Purpose. This chapter provides the information needed to complete Concurrent FITREPs, CHIEFEVALS and EVALs. A Concurrent report provides a record of significant performance that was not directly observable by the regular reporting senior. If a Concurrent report is endorsed by the regular reporting senior as Concurrent/Regular, it satisfies the Regular report requirement for the period concerned. A Concurrent report can only be endorsed as Concurrent/Regular if there is no gap between beginning date of the Concurrent report and the ending date of the previous Regular report (i.e., the Regular report ends on 03SEP28 and the Concurrent report begins on 03SEP29 or earlier). An overlap of dates is authorized on Regular and Concurrent/Regular reports.

4-2. Concurrent Reporting Senior. A concurrent reporting senior must be a CO to whom the individual has been assigned for ADDU or TEMADD by competent written orders or directives, or that CO's successor or delegated reporting senior. The following individuals may not act as concurrent reporting senior, whether or not ADDU or TEMDU orders have been issued:

a. Anyone in the same command as the regular reporting senior. A Performance Information Memorandum is appropriate in this circumstance.

b. Anyone who is senior or subordinate to the CO of the members reported on in the same chain of command, (e.g., when a member is sent to their supporting squadron for TEMADD, the supporting squadron commander cannot submit the report because the commander of the squadron is the reporting senior for the member's CO).

4-3. Criteria for Submitting Concurrent Reports. A Concurrent report may be submitted for any period of ADDU or TEMADD, if the performance was significant and cannot be adequately evaluated by the regular reporting senior. A Concurrent report for an extremely short period is discouraged. A Concurrent report should be submitted if the ADDU or TEMADD requires absence from the permanent duty command for more than 3 months, except for duty under instruction or duty in which the individual was accountable only to the permanent duty commander.

a. Mandatory Concurrent Reports for Certain ADDU Billets. Concurrent reports may be required on individuals occupying certain ADDU 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, NAVPERSOM; or a common superior to the permanent duty and ADDU 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, paragraph 6h.

c. Performance Information Memorandum in Lieu of a Concurrent Report. A Performance Information Memorandum may be used as an alternative to a non-mandatory Concurrent report. A Performance Information Memorandum assists the regular reporting senior in evaluating performance during the additional duty or TEMADD period, but does not become part of the official record. See chapter 12 for the Performance Information Memorandum format.

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 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. 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, when they are submitted on the same date and substantially the same duties and length of observation were involved. If this is done, indicate the exception on the summary letter.

4-6. Regular Reporting Senior Countersignature. The countersignature verifies that the report has been properly submitted, but does not necessarily imply agreement with the contents. The regular reporting senior's cumulative average is

not affected on a Concurrent or Concurrent/Regular report, only the concurrent reporting senior's average will be affected.

a. Policies

(1) The regular reporting senior must sign and forward all properly submitted Concurrent reports.

(2) The regular reporting senior may not sign and forward a Concurrent report that is not authorized by this instruction, but may take its contents into account in the next Regular report.

b. Procedure. The concurrent reporting senior shall forward advance copies of entire summary group(s) directly to NAVPERSCOM (PERS-311) in conjunction with mailing individual reports to the regular reporting senior for countersignature. Retain a reproduced copy in case the originals are lost or misplaced. The regular reporting senior shall sign the report(s) and forward the countersigned original to NAVPERSCOM (PERS-311) and return a copy to the originator.

(1) The concurrent reporting senior will ensure that all the reports in that summary group are submitted at one time.

(2) Both the reporting senior and the concurrent reporting senior will file a copy in their command files, and whoever has the enlisted field service record will ensure a copy is filed there.

(3) Provide a countersigned copy to the member.

c. Concurrent Reports in Same Summary Group but with Different Regular Reporting Seniors. The concurrent reporting senior will forward advance copies of entire summary group(s) directly to NAVPERSCOM (PERS-311) in conjunction with forwarding the original report(s) to the regular reporting senior for countersignature. The regular reporting senior will sign and return the original report to NAVPERSCOM (PERS-311) for submission, and provide a copy to the concurrent reporting senior

4-7. Endorsement as Concurrent/Regular Report. The regular reporting senior may endorse a Concurrent report as Concurrent/Regular if the report covers the entire period since the last Regular report and the regular reporting senior has no significant observation to add. The report then becomes the Regular report for the period concerned. Begin the next Regular report period on the day following the ending date of the Concurrent/Regular report. Be sure to maintain Regular report continuity. The regular reporting senior must place an X in block 17. If the regular reporting senior does not mark block 17, this report will be accepted as a Concurrent report only. The concurrent reporting senior's cumulative average is adjusted upon acceptance of the Concurrent or Concurrent/Regular report.

a. Pre-arranged Concurrent/Regular Reports. When all of a member's duties are performed in an ADDU assignment, the regular and concurrent reporting seniors may agree in advance to submit a Concurrent/Regular report. In this case, submit a Concurrent/Regular report whenever it would be due if the member were permanently assigned to the ADDU command. A separate report is not required on detachment of the regular reporting senior, provided that day-for-day Regular report continuity is maintained.

b. Endorsement Procedure. The regular reporting senior will mark block 17 (Regular); complete block 20 (Physical Readiness) (if the Physical Fitness Assessment was not conducted at the concurrent command); and complete, sign, and date the last block of the report. The regular reporting senior may not amend or add to the report, but may comment on it in a subsequent Regular report.

c. Overlapping Periods of Regular and Concurrent/Regular Reports. If a Concurrent report that overlaps the period of a previous Regular report is endorsed as Concurrent/Regular, the endorsement will apply only to the period since the previous Regular report. Do not submit a Regular report that overlaps a previous Concurrent/Regular report.

4-8. Extension of Concurrent and Concurrent/Regular Reports. A concurrent reporting senior may extend a Concurrent report by letter. Use the format of exhibit 3-1, but forward the extension via the regular reporting senior. If the original report was endorsed as Concurrent/Regular, the regular reporting

senior must also endorse the letter-extension as Concurrent/Regular, or return it to the concurrent reporting senior. 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.

4-9. Adverse Concurrent Reports. If there is any adverse matter in either a Concurrent or Concurrent/Regular report, the regular reporting senior shall ensure that appropriate field service record entries have been made (for enlisted), and that the member has signed and has been afforded the right to submit a statement. Both the concurrent and regular reporting seniors shall endorse the statement.

4-10. Flag Officer Endorsements of Reports on Captains. When the concurrent reporting senior is a captain (or below) in the same competitive category as a captain who is being reported on, the report requires a flag officer endorsement. See chapter 11 for endorsement procedures.

4-11. Instructions For Specific Blocks of Concurrent and Concurrent/Regular Reports. Exhibits 4-1 and 4-2 are examples of a Concurrent and Concurrent/Regular Report. Instructions are the same as found in chapter 1, except as follows:

BLOCKS 6 AND 7	UIC/SHIP/STATION Enter the UIC and activity to which assigned for ADDU or TEMADD. For <u>reports on COs</u> , if the report covers ADDU or TEMADD in a command capacity, enter the activity the officer commands. If it covers ADDU or TEMADD in a personal capacity, enter the command to which ordered for the ADDU or TEMADD assignment.
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BLOCKS 17-19	TYPE OF REPORT Place an "X" in block 18 (CONCURRENT). <u>Concurrent/Regular Report.</u> To endorse as Concurrent/Regular, the regular reporting senior will mark block 17 (Regular) on all printed copies.
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BLOCK 20	PHYSICAL READINESS Make an entry only if the concurrent reporting senior has conducted the most recent Physical Fitness Assessment. <u>Otherwise, leave blank.</u> If there is no block 20
-----------------	--

entry, the regular reporting senior will make an entry for the most recent Physical Fitness Assessment and initial on all printed copies.

BLOCKS 22-27

REPORTING SENIOR

Enter data for the concurrent reporting senior in blocks 22-27.

BLOCKS 30-32

COUNSELING

Leave blank, unless mid-term counseling was performed at the additional duty or temporary additional duty command.

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

EVAL BLOCK 43

COMMENTS ON PERFORMANCE

**FITREP/CHIEFEVAL
BLOCK 41**

State the justification for the Concurrent report at the beginning of the comments. Otherwise, the same general requirements apply to comments on both Regular and Concurrent reports. The regular reporting senior may not add comments, even if endorsing as Concurrent/Regular. If additional comments are desired, do not endorse as Concurrent/Regular. Submit a separate Regular report.

EVAL BLOCK 50

SIGNATURE OF REPORTING SENIOR

**FITREP/CHIEFEVAL
BLOCK 45**

The reporting senior will fill in the Member Trait Average (FITREP/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 concurrent reporting senior whose name appears in block 22 must sign all reports. By direction, For, Acting, ghosted, stamped, or facsimile signatures are not allowed. Use black or blue-black ink. Do not type in this space. If the current reporting senior is a rear admiral (O7) 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

SIGNATURE OF INDIVIDUAL EVALUATED

On a Concurrent report, the member should be counseled and the signature obtained, but the signature is not required unless the report is adverse.

FITREP/CHIEFEVAL BLOCK 44

Concurrent/Regular report: The signature and counseling are required on the same basis as a Regular report. If endorsement as Concurrent/Regular is expected, the concurrent reporting senior should obtain the signature if the member is still on board.

EVAL BLOCK 52

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

FITREP/CHIEFEVAL BLOCK 47

Type the regular reporting senior's last name and initials, grade, command, and UIC. Sign and date all printed copies.

**EXHIBIT 4-1
CONCURRENT REPORT**

Block 20.
Blank if not tested at ADDU/TEMADD command.

Block 18.
Mark Concurrent.

State reason for a Special, Concurrent, or Ops Cdr report, either in Block 29 or at beginning of comments.

Blocks 30 - 32.
Blank if not counseled at ADDU/TEMADD command.

Block 40 (FITREP/CHIEFEVAL) or Block 41 (Eval).
May make recommendations or enter NONE.

Block 46 (FITREP/CHIEFEVAL) or Block 51 (Eval).
Member signature desired but not required

Block 47 (FITREP/CHIEFEVAL) or Block 52 (Eval).
Regular Reporting Senior identification and signature.

Member Trait Average.
Handwritten average of Blocks 33-39 (see table on page 1-14).

Summary Group Average. Handwritten average of all Member Trait Averages from the competitive category.

FITNESS REPORT & COUNSELING RECORD (E7-O6) RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) SAMPLE, HARVEY J		2. Grade/Rate PNC	3. Desig SW/AW	4. SSN 123-45-6789
5. ACT <input type="checkbox"/> ACT <input checked="" type="checkbox"/> TAR <input type="checkbox"/> INACT <input type="checkbox"/> AT/ASW/265	6. UIC 54321	7. Ship/Station DDG 113 NELSON		8. Promotion Status REGULAR
9. Date Reported 02MAR18		10. Periodic <input type="checkbox"/> Detachment <input type="checkbox"/> Detachment of <input checked="" type="checkbox"/> 11. of Individual <input checked="" type="checkbox"/> 12. Reporting Senior <input type="checkbox"/> 13. Special <input type="checkbox"/>		
14. From: 02MAR18		15. To: 02SEP15		
16. Not Observed Report <input type="checkbox"/>	17. Regular <input type="checkbox"/>	18. Concurrent <input checked="" type="checkbox"/>	19. Ops Cdr <input type="checkbox"/>	20. Physical Readiness
21. Billet Subcategory (if any) NA		22. Reporting Senior (Last, FI MI) SKIPPER, A L		
23. Grade CDR	24. Desig 1110	25. Title CO	26. UIC 54321	27. SSN 456-78-9123
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.) LCPO Pri: Admin Department Leading Chief Petty Officer (TAD from DESRON EIGHT TWO for admin support). Coll: ESO. Watch: OOD (Inport).				
30. Date Counseled NOT REQ		31. Counselor	32. Signature of Individual Counseled	

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.

SEA	CMC
-----	-----

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. Comments must be verifiable. Font must be 10 or 12 Pitch (10 or 12 Point) only. Use upper and lower case.
Submitted on the occasion of Chief Sample's detachment from USS NELSON (DDG 113).
- Recognized administrative expert. Consistently sought out by all departments for his superior technical knowledge and professional expertise. An extremely meticulous and highly 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 administrative processes achieving grades of outstanding in every area for the squadron during Squadron Administrative and Material inspection.
- While working 12 hour workdays in preparation for a major deployment he completed two upper level courses toward bachelors degree in business while maintaining a 3.75.
- Exemplifies the model Navy Chief by counseling 20 junior squadron personnel on career opportunities in conjunction with Center for Career Development visit. This resulted in 5 reenlistments and increased squadron retention from 45 percent to 65 percent for the year.
- Conducted admin managerial classes with 10 new Chief Petty Officers for their growth and development.

A superb Leader and Manager. Exceptionally dedicated and knowledgeable. PNC(SW/AW) Sample is ready for Senior Chief now.

Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	44. Reporting Senior Address COMMANDING OFFICER USS NELSON (DDG 113) FPO AP 78945-1324
42. INDIVIDUAL						X	
43. SUMMARY		0	0	0	0	1	

45. Signature of Reporting Senior
A.L. Skipper Date: 15 Sep 02

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: I do not intend to submit a statement.

Member Trait Average: 4.33	Summary Group Average: 4.33	Signature of Regular Reporting Senior on Concurrent Report <i>Harvey J. Sample</i>	Date: 15 SEP 02
----------------------------	-----------------------------	---	-----------------

47. Typed name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report
SENIOR, R R, CAPT, COMDESRON EIGHT TWO, UIC 12345 Date: 15 SEP 02

NAVPERS 16102 (03-02)

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

Block 17
Regular Reporting Senior Mark with X

Block 20
If left blank Concurrent R/S make appropriate entrv

Blocks 30 - 32.
Blank if not counseled at ADDU/TEMADD command.

Block 41 (FITREP) or Block 43 (EVAL).
Regular Reporting Senior may not make comments.

Block 46 (FITREP) or Block 51 (Eval).
Member signature required on Concurrent/Regular Report

Member Trait Average
Average handwritten average of Blocks 33-39 (see table 1-2 on page 1-16).

Summary Group Average.
Handwritten average of all Member Trait Averages from the competitive category.

FITNESS REPORT & COUNSELING RECORD (E7-O6)
RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) SAMPLE, HARVEY J		2. Grade/Rate PNC	3. Desig SW/AW	4. SSN 123-45-6789			
5. ACT <input checked="" type="checkbox"/>	TAR <input type="checkbox"/>	DIACT <input type="checkbox"/>	AT/ADSW/ 265 <input type="checkbox"/>	6. UIC 54321			
7. Ship/Station DDG 113 NELSON		8. Promotion Status REGULAR					
9. Date Reported 02MAR18		10. Occasion for Report 10. Periodic <input type="checkbox"/> 11. Of Individual <input checked="" type="checkbox"/> 12. Reporting Senior <input type="checkbox"/> 13. Special <input type="checkbox"/>					
14. From: 02MAR18		15. To: 02SEP15					
16. Not Observed Report <input type="checkbox"/>		17. Regular <input checked="" type="checkbox"/>		18. Concurrent <input type="checkbox"/>			
19. Ops Cdr <input type="checkbox"/>		20. Physical Readiness NA					
21. Billet Subcategory (if any) NA		22. Reporting Senior (Last, FI MI) SKIPPER, A L					
23. Grade CDR		24. Desig 1110	25. Title CO				
26. UIC 54321		27. SSN 456-78-9123					
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.) LCPO Pri: Admin Department Leading Chief Petty Officer (TAD from DESRON EIGHT TWO for admin support). Coll: ESO. Watch: OOD (Import).							
30. Date Counseled NOT REQ		31. Counselor		32. Signature of Individual Counseled			
40. I recommend screening this individual for next career milestones) 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, ORC, CO, Major Command, War College, PG School.							
SEA		CMC					
41. COMMENTS ON PERFORMANCE: * AN 1.0 mark, three 2.0 marks, and 2.0 marks in Block 34 must be specifically substantiated in comment. Comments must be verifiable. Font must be 10 or 12 Pitch (10 or 12 Point) only. Use upper and lower case. Submitted on the occasion of Chief Sample's detachment from USS NELSON (DDG 113). - Recognized administrative expert. Consistently sought out by all departments for his superior technical knowledge and professional expertise. An extremely meticulous and highly 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 administrative processes achieving grades of outstanding in every area for the squadron during Squadron Administrative and Material inspection. - While working 12 hour workdays in preparation for a major deployment he completed two upper level courses toward bachelors degree in business while maintaining a 3.75. - Exemplifies the model Navy Chief by counseling 20 junior squadron personnel on career opportunities in conjunction with Center for Career Development visit. This resulted in 5 reenlistments and increased squadron retention from 45 percent to 65 percent for the year. Conducted admin managerial classes with 10 new Chief Petty Officers for their growth and development. A superb leader and Manager. Exceptionally dedicated and knowledgeable. PNC (SW/AW) Sample is ready for Senior Chief now.							
Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	44. Reporting Senior Address
42. INDIVIDUAL						X	COMMANDING OFFICER USS NELSON (DDG 113) FPO AP 78945-1324
43. SUMMARY		0	0	0	0	1	
45. Signature of Reporting Senior <i>A.L. Skipper</i>						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"/> I do not intend to submit a statement. <input checked="" type="checkbox"/>	
Member Trait Average: 4.33		Summary Group Average: 4.33		<i>Harvey J. Sample</i>		Date: 15 SEP 08	
47. Typed name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report <i>R.R. Sample</i> SENIOR, R R, CAPT, COMDESRON EIGHT TWO, UIC 12345							
Date: 15 SEP 08							

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. 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, i.e., 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 or message orders.

5-3. Occasion for an Operational Commander Report. An Operational Commander report is optional with the reporting senior. This 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 NAVPERSCOM (PERS-311) 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 NOB 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. Instructions are the same as found in chapter 1, except as follows:

BLOCKS 6 & 7

UIC AND SHIP/STATION

Enter the UIC and unit the individual 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. **Examples:** 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/XX" unless the operational commander conducted the most recent Physical Fitness Assessment.

**FITREP/CHIEFEVAL
BLOCKS 22-27**

REPORTING SENIOR

Enter data for the operational commander reporting senior. If applicable, use the task commander designation in block 29.

**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 will fill in the Member's Trait Average and the Summary Group Average next to the line identifier in 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 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. Use black or blue-black ink. Do not type in this space. If reporting senior is a rear admiral (07) 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.

CHAPTER 6
NOT OBSERVED (NOB) REPORTS

6-1. Purpose. This chapter provides the information needed to complete NOB reports. An "X" in block 16 identifies a NOB report. All trait grades are left blank, no career recommendation is permitted, and the promotion recommendation must be "NOB." Comments are limited primarily to administrative and training information.

6-2. Uses of Not Observed Reports. NOB reports are used to fulfill reporting requirements when graded reports are inappropriate. They may be submitted for short periods of duty or TEMDU (no more than 3 months) that is purely for administrative or training purposes, academic duty under instruction, duties that require a member's complete independence from any appearance of command influence, and Regular report periods that have been fully evaluated in a Concurrent or Operational Commander report. Also, under unique circumstances, a reporting senior can 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 a Not Observed Promotion Recommendation. In some cases, it may sometimes be appropriate to evaluate a limited number of traits (no more than 3 traits) without making a promotion recommendation. In these cases, submit an Observed report (leaving block 16 blank). Grade and comment only on those traits that can be evaluated and mark the other traits and the promotion recommendation "NOB." Leave the promotion recommendation summary blank and make any career recommendations deemed appropriate. Give the reason for not making a promotion recommendation in the comments section of the report. The comments may not include a promotion recommendation. 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 received a 1.0 in any trait, a 2.0 or below in Command or Organizational

Climate/Equal Opportunity or Character, three 2.0 trait grades, or contains adverse information in the comments.

6-4. Summary Letters. For all NOB reports having the same reporting senior and ending date, the applications software will produce a summary letter. The summary letter will indicate that the group contains NOB reports. All Observed reports with "NOB" promotion recommendations will be treated similarly. Mail all reports to NAVPERSCOM (PERS-311) with their summary letters. If the reports were prepared manually, the summary letters must also be prepared manually. See the processing and mailing instructions in chapter 1 for additional information.

6-5. Instructions for Specific Blocks of Not Observed Reports.

The following table displays the blocks of a completely NOB report that must, may, or may not have entries. The following table details the requirements for selected blocks:

	Must have entries	May have entries	May <u>not</u> have entries
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

PROMOTION STATUS

BLOCK 8

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

NOT OBSERVED REPORT

BLOCK 16

Enter an "X."

PHYSICAL READINESS

BLOCK 20

If a Regular Not Observed report, an entry is required. Enter the Physical Fitness Assessment test results if obtained at the command. Otherwise, enter "N/XX." Justification is not required if this is the member's first report from this command and covers 3 months or less.

See reference (a) for testing requirements during short periods of duty. If the member was tested or measured, and an entry of F/NS is used, process per reference (a).

BLOCK 21 **BILLET SUBCATEGORY (IF ANY)**
Applicable to NOB reports. Enter "NA" regardless of whether or not a billet subcategory is authorized for the member or billet.

BLOCK 28 **COMMAND EMPLOYMENT AND COMMAND ACHIEVEMENTS**
Enter at least 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 abbreviation may be NONE ASSIGNED if appropriate.) The number of months each duty was assigned may be omitted.

BLOCKS 30-32 **COUNSELING**
Mid-term counseling is always recorded on the next Regular report, even if the report is NOB. If this is a Regular report, and counseling was performed during the report period, enter the date, the counselor's name, and obtain the member's signature. Otherwise, enter "NOT REQ" or "NOT PERF," as appropriate, in block 30.

BLOCKS 33-39 **PERFORMANCE TRAITS**
Leave blank if block 16 is marked. (If any trait is graded, the report is considered Observed.)

EVAL BLOCK 40 **INDIVIDUAL TRAIT AVERAGE**
Leave blank. (Note: Form-filler software may print 0.00 in this block.)

EVAL BLOCK 41 **CAREER RECOMMENDATIONS**
Leave blank. (Submit a graded, Observed report if a career recommendation is desired.)

**FITREP/CHIEFEVAL
BLOCK 40**

**EVAL BLOCKS
42 & 49** **RATER AND SENIOR RATER**
May be left blank. (The person who would normally be the rater or senior rater may

draft the comments, but since the report is not evaluative, a rater or senior rater signature is not needed.)

EVAL BLOCK 43

FITREP/CHIEFEVAL BLOCK 41

COMMENTS

For all reports, other than reports for Annual Training that are greater than 10 days and less than 90 days, briefly give the reason for submitting a NOB report and provide necessary administrative information. Limit other comments to such matters as academic grade, class standing, on-the-job training received, or notation of full compliance with military bearing standards. Do not make a promotion recommendation and do not include adverse comments. To make evaluative comments other than that above, complete an Observed report and grade at least those attributes that relate to the comments.

EVAL BLOCK 50

FITREP/CHIEFEVAL BLOCK 45

SIGNATURE OF REPORTING SENIOR

Enter the Member Trait Average (FITREP/CHIEFEVAL only) and the Summary Group Average next to the line identifier in block 50 (EVAL) and block 45 (FITREP/CHIEFEVAL) must be left blank for all Not Observed reports. 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. Use black or blue-black ink. Do not type in this space. If the reporting senior is a rear admiral (07) 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.

EVAL BLOCK 51

FITREP/CHIEFEVAL BLOCK 46

SIGNATURE OF INDIVIDUAL EVALUATED

On a NOB report, the member's signature is desired but not required. Provide a copy of the report to the member.

**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 BM2	3. Desig SW	4. SSN 123-45-6789
5. ACT <input checked="" type="checkbox"/> TAR <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW/265 <input type="checkbox"/>	6. UIC 78912	7. Ship/Station NAVSCOLCMD VA		8. Promotion Status REGULAR
9. Date Reported 99JUL29		10. Occasion for Report Periodic <input type="checkbox"/> Detachment <input type="checkbox"/> Promotion/Frothing <input type="checkbox"/> 12. Special <input type="checkbox"/> 13. Special <input type="checkbox"/>		
11. of Individual <input checked="" type="checkbox"/>		14. From: 99JUL29		15. To: 99SEP27
16. Not Observed Report <input checked="" type="checkbox"/>		17. Regular <input type="checkbox"/>		18. Concurrent <input type="checkbox"/>
19. Type of Report		20. Physical Readiness P/WS		21. Billet Subcategory (if any) NA
22. Reporting Senior (Last, FI MI) SENIOR, R R		23. Grade LCDR	24. Desig 1110	25. Title STU CTRL DH
26. UIC 78912		27. SSN 456-12-3789		
28. Command employment and command achievements. Surface ship deck evolutions training.				
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) STUDENT Marlinespike Seamanship (X-1A-1111) (9 weeks).				
30. Date Counseled NOT REQ		31. Counselor		32. Signature of Individual Counseled
40. Individual Trait Avg. total of trait scores divided by number of graded traits.		41. I recommend this individual for (maximum of two): Assignment in Rating, Special Warfare Program, Rating Instructor Duty, Other. (Be specific)		42. Signature of Rater (Typed Name & Rate): I have evaluated this member against the above performance standards and have forwarded written explanation of marks 1.0 thru 5.0.
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. Submitted on BM2 Sample's detachment and transfer to USS NELSON (DDG 113). -Completed course with distinction; GPA 3.67, class standing 2 of 11.				
44. QUALIFICATIONS/ACHIEVEMENTS - Education, awards, community involvement, etc., during this period.				
Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable
45. INDIVIDUAL	<input checked="" type="checkbox"/>			
46. SUMMARY	<input checked="" type="checkbox"/>			
47. Retention: Not Recommended <input type="checkbox"/> Recommended <input checked="" type="checkbox"/>		48. Reporting Senior Address COMMANDER, NAVSCOLCMD VA 99 NAVY DRIVE ANYTOWN, VA 23456-7890		
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 5.0.		50. Signature of Reporting Senior R.R. Senior		
Date:		Date: 27SEP99		
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 checked="" type="checkbox"/>		52. Type name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report		
Date: 27sep99		Date:		

Block 16.
Always marked **X**.

Block 20.
N/XX need not be justified in comments if on board less than 3 months.

Block 21. **NA**.

Blocks 28-29.
Provide enough information to make report understandable. If applicable, duty abbreviations can be **NONE**.

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

Blocks 33-39.
Leave blank.

Block 40
(FITREP/CHIEFEVAL)
and Blocks 41-42 (Eval).

Blocks 41
(FITREP/CHIEFEVAL) or Block 43 (Eval).
Explain **NOB** report, report school performance, etc. Limit evaluative comments to the type shown here.

Blocks 43-43
(FITREP/CHIEFEVAL) or Blocks 45-46 (Eval).
Mark **INDIVIDUAL** line **NOB**, leave **SUMMARY** line blank.

Block 46
(FITREP/CHIEFEVAL) or Block 51 (Eval).
Member signature desired but not required.

Member Trait Average/Summary Group Average. Leave blank on all **NOB** reports.

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 Activity Detachment, unless the two are identical.)

7-3. Letter Reports from Civilian and Foreign Officials. If the member performs regular duties (e.g., Personnel Exchange Program, Federal Executive Fellow, etc.), the assigned reporting senior will obtain a letter report from the member's civilian or foreign activity, and attach them 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 shall 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.

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 will 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 are optional on detachment of the assigned reporting senior.

b. Concurrent Reports. Concurrent reports may be submitted, if appropriate. If a Concurrent letter report is received and is considered appropriate, it should be attached to the next Regular FITREP, CHIEFEVAL or EVAL.

c. 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."

d. 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 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 the NAVCOMPT Manual, volume II, chapter 5, and are assigned to most Personnel Exchange Programs (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 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

Enlisted Commissioning Program (ECP)/Enlisted Education Advancement Program (EEAP): Enter ECP or EEAP, followed by the name of activity to which assigned, and State or country.

Example: EEAP 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 Physical Fitness Assessment at the administrative command or arrange for it to be conducted at the

member's duty station and reported to the assigned reporting senior. Explain N/ and /XX codes in the comments.

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 **COMMENTS ON PERFORMANCE**
FITREP/CHIEFEVAL BLOCK 41
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 NAVPERSCOM (PERS-311) with a cover letter recommending deletion of the material in question.

EVAL BLOCK 46 **PROMOTION RECOMMENDATION SUMMARY GROUP**
FITREP/CHIEFEVAL BLOCK 43
Summarize only with other 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

The reporting senior will fill in the Member Trait Average (FITREP/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. 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. Use black or blue-black ink. Do not type in this space. If the reporting senior is a rear admiral (O7) 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.

EVAL BLOCK 51

**FITREP/CHIEFEVAL
BLOCK 46**

SIGNATURE OF INDIVIDUAL EVALUATED

Obtain the signature by mail if necessary. If a 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

Blocks 6-7.
UIC and name of civilian or foreign activity. Begin with program abbreviation if applicable.

Block 20.
Assigned Reporting Senior must conduct or arrange for tests.

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

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

Block 46
(FITREP/CHIEFEVAL) or Block 51 (Eval).
See chapter 14 if member's signature is difficult to obtain.

Blocks 44/45
(FITREP/CHIEFEVAL) or Blocks 48/50 (Eval).
Assigned Reporting Senior's signature and address.

Member Trait Average.
Handwritten average of Blocks 33-39 (see table on page 1-14).

FITNESS REPORT & COUNSELING RECORD (E7-O6) RCS BUPERS 1610-1

1. Name (Last, First, MI Suffix) SAMPLE, HARVEY J		2. Grade/Rate LT	3. Desig 1130	4. SSN 123-45-6789			
5. ACT <input checked="" type="checkbox"/> TAR <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW <input type="checkbox"/> 265	6. UIC 32145	7. Ship/Station PEP GERMANY		8. Promotion Status REGULAR			
9. Date Reported 01MAY05		10. Periodic <input checked="" type="checkbox"/> 11. of Individual <input type="checkbox"/> 12. Reporting Senior <input type="checkbox"/> 13. Special <input type="checkbox"/>					
14. From: 02FEB01		15. To: 03JAN31					
16. Not Observed Report <input type="checkbox"/>	17. Regular <input checked="" type="checkbox"/>	18. Concurrent <input type="checkbox"/>	19. Ops Cdr <input type="checkbox"/>	20. Physical Readiness P/WS			
21. Billet Subcategory (if any) NA		22. Reporting Senior (Last, FI MI) SOLDIER, L M	23. Grade O-6	24. Desig LTR			
25. Title ASSIGNED		26. UIC 77788	27. SSN 987-65-4321				
28. Command employment and command achievements. KAMPFSCHWIMMERKOMPANIE (Combat Swimmer Company), German Navy, Bremerhaven; engaged in training and exercises in the North Sea.							
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) COMBAT SWIMMER Pri: Combat Swimmer-12. Coll: US/German Liaison Officer-12.							

30. Date Counseled NOT REQ		31. Counselor	32. Signature of Individual Counseled				
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, CWG, LDO, Dept Head, AG, OTC, CO, Major Command, War College, PG School. DEPT HEAD XO AFLOAT							
<p>COMMENTS ON PERFORMANCE: * All 1.0 marks, three 2.0 marks, and 2.0 marks in Block 34 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> <p>Grades are based on limited personal contact and the contents of the attached letter report.</p> <p>-35. Outstanding PFA. Impeccable appearance and demeanor when meeting with me and confirmed by letter report.</p> <p>-36. The letter report singles out LT Sample's rapid integration into unit activities. His liaison work and leadership have already resulted in a highly successful US/German exercise with follow-on exercises planned. This was confirmed to me by the US Commander involved.</p> <p>In summary, LT Sample appears to be doing an outstanding job of representing the United States and the US Navy as well as building inter-allied capability in his warfare specialty.</p>							
Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	44. Reporting Senior Address
42. INDIVIDUAL						X	Naval Attache U.S. Embassy Bonn, Germany
43. SUMMARY		0	0	0	0	1	
45. Signature of Reporting Senior <i>L.M. Soldier</i>				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"/>			
Date: 31Jan03		Date: 31Jan03		Member Trait Average: 3.86		Summary Group Average: 3.86	
47. Typed name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report. Harvey J. Sample, LT		Date: 31JAN03					

Summary Group Average. Handwritten average of all Member Trait Averages from the competitive category.

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

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 TEMDUINS at education and training activities. Also refer to this chapter for duty under instruction at civilian institutions.

8-2. Enlisted Initial Entry Training (IET). IET is defined as recruit training; veteran, Navy Veteran/Other Service Veteran (NAVET/OSVET) 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 shall submit a Special report when needed for a purpose such as an advancement recommendation, 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 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 Performance Information Memorandums as specified below. The continuity of these students' Regular EVALs must be maintained.

8-3. Duty Under Instruction (DUINS) or Temporary Duty Under Instruction (TEMDUINS). Regular report continuity must be maintained through DUNIS or TDMDUINS 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

Performance Information Memorandum for submission to the next reporting senior. Performance Information Memorandums are now 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 (E6 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 Performance Information Memorandum to the regular reporting senior in preparing the next Regular report.

8-5. Annual Training (AT) or Active Duty for Training (ADT) Under Instruction.

Reporting requirements are the same as for other AT or ADT. Reports for periods of less than 10 days are not required, but provide a Performance Information Memorandum/certificate of course completion to the member for delivery to the Reserve reporting senior.

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. Instructions are the same as found in chapter 1, except as follows:

PRIMARY/COLLATERAL/WATCHSTANDING DUTIES

BLOCK 29

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

COMMENTS ON PERFORMANCE

EVAL BLOCK 43

**FITREP/CHIEFEVAL
BLOCK 41**

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.

SIGNATURE OF REPORTING SENIOR

EVAL BLOCK 50

**FITREP/CHIEFEVAL
BLOCK 45**

The reporting senior will fill in the Member Trait Average (FITREP/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. Use black or blue-black ink. Do not type in this space. If reporting senior is a rear admiral (07) selectee, and the report is on a captain in the same competitive category, add "RDML(S)"

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9 Jul 08

following the signature. This verifies that a flag officer endorsement is not required. If the signature is unobtainable, see chapter 14.

CHAPTER 9
REPORTS ON DRILLING RESERVISTS
(INACTIVE DUTY TRAINING)

9-1. Purpose. This chapter provides the information needed to prepare FITREPs, CHIEFEVALs and EVALs on drilling Navy Reservists. Drilling Navy Reservists serve on Inactive Duty Training also referred to as drills or active duty (see chapter 10 for active duty reports).

9-2. Requirement for Inactive Duty Training Reports. Regular FITREPs, CHIEFEVALs and EVALs must cover all periods when a Reservist is assigned for Inactive Duty Training either to a drilling Reserve unit or as an Individual Mobilization Augmentee. Reports are not desired for occasional drills performed by members who are not assigned to Reserve units or on retired members drilling under permissive orders.

9-3. Inactive Duty Training Regular Reporting Senior and Rater

a. Regular Reporting Senior for Navy Reserve Unit Personnel. The Navy Reserve Unit CO is the Inactive Duty Training regular reporting senior for all subordinate personnel assigned to the unit. Personnel will be reported on by that officer, that officer's successor or delegated reporting senior, or other person assigned as reporting senior in the Inactive Duty Training Orders.

b. Navy Reserve Units Designated as Detachments. If the Chief of Naval Operations has established a Navy Reserve Detachment with its own Reserve Unit Activity Document and reserve UIC, the OIC is the reporting senior unless a different reporting senior is assigned in a member's orders. An OIC of a locally established detachment may submit FITREPs, CHIEFEVALs and EVALs only under a proper delegation of authority.

c. Regular Reporting Senior for Navy Reserve Unit COs

(1) COs of commissioned Navy Reserve Units and OICs of subordinate detachments will be reported on by their delegated reporting senior in the chain of command. Such officers may be assigned in an ADDU status to the supporting Navy Reserve Activity or respective Navy Reserve Echelon 4 Commander. See paragraph 9-5 for Concurrent Report requirements.

(2) COs of non-commissioned Navy Reserve Units will be reported on by the commander or CO of the unit's active duty supported command. Such officers will also be assigned in an ADDU status to their respective Navy Reserve Echelon 4 Commander. See paragraph 9-5 for Concurrent Report requirements.

d. In some cases the CO of a non-commissioned Navy Reserve Unit will be an administrative assignment not related to the unit's supported active duty command (Active Duty Air or Active Duty Surface) or support multiple commands. When directed by Commander, Navy Reserve Forces Command, the orders for those officers will be written to reflect the respective Navy Reserve Echelon 4 Commander as the officer's regular reporting senior with a Concurrent report or Performance Information Memorandum being provided from the supported command.

9-4. Regular Reports

a. Periodic Reports. Submit annual Periodic Regular reports on the dates specified for inactive Navy Reservists in chapter 3.

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

(1) Transfer Between Navy Reserve Units. Submit a report when a member is transferred to another Navy Reserve Unit or Individual Mobilization Augmentee assignment. Identify the new assignment, if known, in the comments. Do not submit reports if the unit is merely reconstituted with a different name/UIC. Note the change of name/UIC in the next Regular report.

(2) Transfer to Non-Drilling Navy Reserve, Discharge, or Resignation. Submit a report on transfer to non-drilling status (including Records 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.

(3) Retirement or Death. Submit reports as provided for in chapter 3.

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

(5) Individual Recall to Active Duty. Submit a Detachment of Individual report if the member's Inactive Duty Training Orders are terminated due to recall to active duty. If the Inactive Duty Training Orders are suspended but not terminated, the Inactive Duty Training reporting senior should normally maintain Inactive Duty Training Regular report continuity, using NOB reports as appropriate, until the member returns or is detached from the Navy Reserve Unit. If the recall will be of long duration, the reporting senior may submit a Detachment of Individual report ending the day before commencement of active duty. In either case enter in block 29, "MEMBER RETAINS A BILLET IN THIS UNIT, BUT WAS TEMPORARILY RECALLED TO ACTIVE DUTY ON (DATE)."

(6) Unit Mobilization. Detachment of Individual reports are not required on members who will continue to be an integral part of the Navy Reserve Unit after mobilization under the same CO. If Detachment reports are not submitted, include the period in the first Regular report during active duty. Similarly, the first Inactive Duty Training report after demobilization may include the final period of active duty performance if the member remains in the same unit. Be sure to maintain Regular report continuity. Inactive Duty Training Detachment of Individual reports are required on all members who are detached from the unit as a result of mobilization.

c. Detachment of Reporting Senior Reports. Submit Inactive Duty Training 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.

9-5. Concurrent Reports. Chapter 4 provides direction on the completion and submission of concurrent reports. Per paragraph 9-3, Navy Reserve Unit CO will be assigned in an ADDU status to their respective supporting Navy Reserve Echelon 4 Commander. Those commands have the authority to ensure appropriate reporting, either with a Concurrent report or Performance Information Memorandum, regarding performance that cannot be adequately evaluated by the regular reporting senior. Such performance should normally be limited to those areas in which the subject officer's regular reporting senior would not have visibility, primarily those areas in which the unit is responsible to the supporting Navy Reserve Activity (Inactive Duty Training management, personnel and medical administration, local training, training orders funding management, etc).

9-6. Additional Mobilization Guidance. Rapid mobilization may make Inactive Duty Training Detachment reports difficult to prepare, but it is important to mobilized Navy Reservists to maintain the continuity of their evaluation records. Navy Operational Support Centers (NOSCs) should monitor report preparation, provide assistance, and request NAVPERSCOM (PERS-311) guidance, if necessary. If a mobilized CO cannot submit reports in a timely manner, the Navy Reserve ISIC shall assume authority for the affected reports. For members who remain on inactive duty in the same Navy Reserve Unit, the ISIC may authorize the successor in command of that unit to include the period in the next Regular report. Note the circumstances in the comments block of the report. Following demobilization, promptly review the records of members for gaps in evaluation report continuity.

9-7. Mailing Dates. Mail Inactive Duty Training reports no later than 30 days after the ending date of the report. Allow extra lead-time for Concurrent reports or reports requiring flag officer endorsement.

9-8. Monitoring of Report Submission. Commander, Navy Reserve Forces Command may establish a tracking system to ensure Inactive Duty Training report submission, provided this system does not include review or approval of reports.

9-9. Instructions for Specific Blocks of Inactive Duty Training Reports. Instructions are the same as found in chapter 1, except as follows:

DUTY/COMPETITIVE STATUS

BLOCK 5

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

UIC

BLOCK 6

Enter the UIC or reserve UIC (RUIC) of the drilling unit named in block 7. Do not enter the Navy Operational Support Center's UIC or zeroes.

SHIP/STATION

BLOCK 7

Enter the short title of the drilling unit from the Reserve Unit Activity Document. Include the prefix NR if applicable. **Example:** NR JICPAC 0199. For activities with a Plain Language Address listed in the DOD Message Address Directory (ships, wings, squadrons, readiness commands, etc.), see instructions for active duty reports.

COMMAND EMPLOYMENT AND COMMAND ACHIEVEMENTS

BLOCK 28

Do not cite the mission of the Navy Reserve. Provide unit type or program, principal gaining command(s), and unit contributory support tasking if any. **Example:** RESERVE INTELLIGENCE UNIT; GAINING COMMAND-JOINT INTELLIGENCE CENTER PACIFIC; CONTRIBUTORY SUPPORT-AMPHIBIOUS STUDIES

PRIMARY/COLLATERAL/WATCHSTANDING DUTIES

BLOCK 29

Follow the instructions for active duty reports, but after the job scope statement also enter the most significant mobilization billet held during the period. **Example:** MOB: JICPAC, OPINTEL WATCH. If none assigned, enter MOB: NONE

COMMENTS ON PERFORMANCE

EVAL BLOCK 43

**FITREP/CHIEFEVAL
BLOCK 41**

Follow the requirements for active duty reports to the extent applicable to the member's Navy Reserve duties. The following requirements also apply:

Mobilization Readiness: Comment on efforts to maintain and improve readiness of self and unit.

Civilian Employment and Civic Activities: Brief comment may be included on civilian activities and achievements that illustrate or enhance the member's value to the Navy. Comments should be based upon the reporting senior's personal knowledge. Do not routinely duplicate information already available to selection boards in the member's Navy Reserve Qualifications Questionnaire.

AT/ADT/ADSW (Operational Support) During Period: Following the comments, enter AT/ADT performed during period. Give the dates, command, and type of duty if known. Repeated short periods at the same command can be summarized on one line. Indicate with an asterisk (*) any periods for which this Inactive Duty Training report also serves as the AT/ADT report (must be same reporting senior and no other report submitted for the AT/ADT period). **Example:**

AT/ADT: 96AUG12-96AUG23, NAVAL WAR COLLEGE (STUDENT)
* 7 PERIODS/21 TOTAL DAYS, VR-55 (FLIGHT OPERATIONS)

If none during the period enter "AT/ADT: NONE THIS PERIOD." An explanation is not required, unless the member was officially excused from Annual Training for the fiscal year.

EVAL BLOCK 48
FITREP/CHIEFEVAL BLOCK 44

REPORTING SENIOR ADDRESS
Enter the reporting senior's civilian mailing address (inactive Navy Reserve reporting seniors only).

EVAL BLOCK 50
FITREP/CHIEFEVAL BLOCK 45

SIGNATURE OF REPORTING SENIOR
The reporting senior will fill in the Member Trait Average (FITREP/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. Use black or blue-black ink. Do not type in this space. If reporting senior is a rear admiral (O7) 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. Have the member verify their name, social security number, and other administrative entries. Discuss with the member their performance 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 member will check the box indicating their intention to submit or not to submit a statement, and sign and date all copies. Use black or blue-black ink. 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. 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 member cannot or does not sign a report, see chapter 14.

Statement. The member may submit a statement on any report, whether or not the reporting senior considers it adverse. If the member desires to submit a statement, refer to chapter 18.

Member not available to sign a non-adverse report. If the member is not expected to return to or visit the command within 30 days and the report is not adverse, the reporting senior shall handwrite in the signature block of the member "certified, copy provided." That signifies the member will be provided a copy of the report by some means. "Unsigned Advance Copy" is no longer authorized to be annotated in this block on non-adverse reports. (See chapter 14 for other signature problems.)

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

**EXHIBIT 9-1
REPORT ON DRILLING RESERVIST
(INACTIVE DUTY TRAINING)**

Blocks 6-7.
Reserve Unit's RUC and RUAD short title. Include "NR" if applicable.

Block 5.
Always **INACT**.

Block 28.
Include Reserve Program, gaining command, and contributory support tasking, if any.

Block 29:
Reserve unit duties, "job scope," and MOB billet, if any.

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

Block 41 (FITREP/CHIEFEVAL) and Block 43 (Eval).
Comments are similar to active duty reports but include AT/ADT/ADSW assignments during the reporting period. Differentiate duty performed within own unit from duty performed during AT/ADT/ADSW periods.

Block 44 (FITREP/CHIEFEVAL) or Block 48 (Eval).
Reserve Reporting Senior enter civilian address.

Summary Group Average. Handwritten average of all Member Trait Averages from the competitive category.

EVALUATION REPORT & COUNSELING RECORD (E1-E6)										RCS BUPERS 1610-1
1. Name (Last, First MI Suffix) SAMPLE, HARVEY J				2. Rate IS2		3. Desig SW		4. SSN 123-45-6789		
5. ACT <input type="checkbox"/> IAR <input type="checkbox"/> INACT <input checked="" type="checkbox"/> AT/ADSW/265		6. UIC 98765		7. Ship/Station NR FLTINTELCEN 099			8. Promotion Status REGULAR		9. Date Reported 98JUL01	
10. Periodic <input checked="" type="checkbox"/> 11. of Individual <input type="checkbox"/>		12. Frocking <input type="checkbox"/>		13. Special <input type="checkbox"/>		14. From: 02MAR16		15. To: 03MAR15		
16. Not Observed Report <input type="checkbox"/>		17. Regular <input checked="" type="checkbox"/>		18. Concurrent <input type="checkbox"/>		20. Physical Readiness P/WS		21. Billet Subcategory (if any) NA		
22. Reporting Senior (Last, FI MI) SENIOR, R R		23. Grade LCDR		24. Desig 1635		25. Title CO		26. UIC 98765		27. SSN 987-65-4321
28. Command employment and command achievements. Naval Reserve Intelligence Unit; Gaining Command - FLTINTELCEN. Produces amphibious intelligence studies in support of FLTINTELCEN.										
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) INTEL ANALYST Pri: Intelligence Analyst-12. MOB: Photo Interpreter, FLTINTELCEN.										
For Mid-term Counseling Use. (When completing EVAL, enter 30 and 31 from counseling worksheet, sign 32.)				30. Date Counseled NOT REQ		31. Counselor		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. -Diligent worker and contributor, recently promoted to IS2. Above average grade of rating fundamental for his paygrade. -Produces journeyman work which requires minimal quality-control corrections. -Volunteered as a mentor for an ISSN. Conducted professional training and career progression counseling during this tour. IS2 Sample's efforts in the development of this subordinate resulted in a reenlistment and the ISSN being selected for advancement.										
At: FLTINTELCEN 02JUN01-02JUN14										
44. QUALIFICATIONS/ACHIEVEMENTS - Education, awards, community involvement, etc., during this period. Completed IS1/C correspondence course. Received AA degree in Accounting from Centerville Community College.										
Promotion Recommendation		NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	47. Retention: Not Recommended <input type="checkbox"/> Recommended <input checked="" type="checkbox"/>		
45. INDIVIDUAL						X		48. Reporting Senior Address CO, NR FLTINTELCEN 99 41 ELM STREET CENTERVILLE, IL 65101		
46. SUMMARY			0	0	2	2	1	49. Signature of Reporting Senior R.I.C. [Signature] Date: 15 MAR 03		
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 5.0. J.R. Offian, LTJG OFFICER, LTJG Date: 15 MAR 03		50. Signature of Reporting Senior R.I.C. [Signature] Date: 15 MAR 03		Summary Group Average: 3.41		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 checked="" type="checkbox"/> Harvey J. Sample Date: 15 MAR 03				
52. Type name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report		Date:								

CHAPTER 10
REPORTS ON RESERVISTS TEMPORARILY ON ACTIVE DUTY
FOR TRAINING (AT/ADT)
SPECIAL WORK (ADSW/OPERATIONAL SUPPORT/OYR/CANREC)
MOBILIZATION RECALL, ETC.

10-1. Purpose. This chapter provides the information needed to complete FITREPs and EVALs on Reservists serving temporarily on active duty, who continue to compete as inactive Reservists for promotion. The active duty can be of any length, and includes:

- a. Annual Training (AT).
- b. Active Duty for Training (ADT).
- c. Active Duty for Special Work (ADSW) (Operational Support).
- d. 1-Year Recall (OYR).
- e. Canvasser/Recruiter (CANREC) duty.
- f. Policy board service under 10 U.S.C. 175 or 5251.
- g. Selective Service System administration under 50 U.S.C. App. 460(b)(2).
- h. Presidential recall under 10 U.S.C. 673b.
- i. Other mobilization recall, when officers are exempted from the active-duty list under 10 U.S.C. 673c.
- j. Study at the Uniformed Services University of the Health Sciences.

Note: This chapter does not apply to members of the Navy Reserve on extended active duty, who compete as USN or FTS for promotion.

10-2. General Reporting Requirement. Prepare a NOB/Detachment of Individual report with comments for every period of Active Duty that is greater than 10 days and less than 90 days. NOB reports for periods of less than 10 days will not be accepted. Performance Information Memorandum are not required for brief

service (for 1 or 2 days) which is for administrative purposes only or for duty with the member's own Reserve unit.

10-3. Reporting Senior. With the exception of AT and ADT, the reporting senior for temporarily assigned Navy Reservists should be the person who would be the reporting senior if the member were permanently assigned.

10-4. Reports on AT and ADT. The following rules apply:

a. Training with Own Navy Reserve Unit (Commissioned Unit). Submission of a report on training performed with a member's own commissioned Navy Reserve Unit is not required. Such duty will be included in the member's next required report by their regular reporting senior.

b. Training with Navy Reserve Unit's Active Duty Supported Command. A report on training performed with the supported command of the member's Navy Reserve Unit is optional. If the supported command does not write a performance report, then the regular reporting senior (unit CO for unit personnel and supported command commander/CO for unit CO) will cover the duty in the next required report.

c. Other Training. Training performed with other than a member's own commissioned unit or active duty supported command, which is for 10 days or more will be reported on by the command to which the member is ordered for training. Submit a Detachment of Individual report at the conclusion of the training period. If the training period lasts more than 3 months and crosses periodic reporting dates, submit a report on the date specified for inactive Reservists. Per paragraph 10-2, submit a Performance Information Memorandum for shorter periods.

d. Successive Training Periods. Successive periods of training at the same command that are separated by gaps of 10 days or less may be covered in a single FITREP, CHIEFEVAL, EVAL, or Performance Information Memorandum. Identify the gapped period in block 29 or in the Performance Information Memorandum as a period not available for duty.

10-5. Reports on ADSW (Operational Support), OYR, CANREC, Mobilization Recall, etc. The command to which assigned for active duty is responsible for submitting reports as stipulated

in paragraphs 10-2 and 10-3, and are subject to the following special rules:

a. Periodic Reports. Submit Periodic reports on the dates specified for inactive Navy Reservists in enclosure (1), table 1. A Periodic report may be omitted if the member has been on active duty for 3 months or less, and may be extended by letter if the member detaches within 3 months after the report ending date.

b. Detachment of Individual Reports. Submit on transfer or release from active duty.

c. Detachment of Reporting Senior Reports. Detachment of Reporting Senior reports are required on officers who have been on active duty for more than 3 months. Enlisted reports are optional.

d. ADSW (Operational Support) or Mobilization Recall with Own Navy Reserve Unit

(1) When a member reports for ADSW or mobilization recall with their own Navy Reserve Unit, under its Navy Reserve CoO, and an Inactive Duty Training Detachment of Individual was omitted, the first active duty report must include all active and inactive duty since the last Regular report.

(2) On release from active duty, if the member remains in the same unit with the same CO, the active duty Detachment of Individual report may be omitted. In this case, the first Inactive Duty Training report after release must include the final period of active duty. Ensure that the continuity of Regular reports is maintained.

(3) A report covering both active and inactive duty must clearly identify the respective duty periods in block 29, and distinguish between active duty and IDT performance in the comments.

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

10-7. Forwarding of Reports. Mail reports to NAVPERSCOM (PERS-311) within 30 days of the report ending date. Provide a copy to the member. A copy for enlisted personnel may also be provided to the Navy Reserve Unit CO, if desired. Forward Concurrent reports via the active duty regular reporting senior.

10-8. Instructions for Specific Blocks of Reports on Inactive Reservists Serving on Active Duty. Instructions are the same as found in chapter 1, except as follows:

DUTY STATUS

BLOCK 5

Mark the **AT/ADSW** box on all reports covered by this chapter. (Although the categories are too numerous to list on the form, this box identifies all inactive Navy Reservists serving on active duty orders of any type).

TYPE OF REPORT

BLOCKS 17-19

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.

PHYSICAL READINESS

BLOCK 20

Enter the appropriate physical readiness codes. If the codes are N/ and/or /XX, and the elapsed period between the dates in blocks 9 and 15 is less than 20 weeks, no further explanation is required.

BILLET SUBCATEGORY

BLOCK 21

If not subcategorizing, enter "NA." If subcategorizing by length of active duty service, enter one of the following:

RESAC1 - On active duty 1 month or more but less than 6 months on ending date of report.

RESAC6 - On active duty 6 months or more on ending date of report.

PRIMARY/COLLATERAL/WATCHSTANDING DUTIES

BLOCK 29

Enter a primary duty abbreviation as follows:

AT or ADT: Enter AT- or ADT-, followed by the word below that best fits the duty performed.

BOARD (Board service)
EXERCISE (Exercise participant)
OJT (On-the-job skill or mobilization training)
STUDENT (Student in formal course of instruction)
SPECPROJ (Special assignment utilizing Reservist's skills)

Examples: AT-STUDENT ADT-EXERCISE

Other Types of Duty: Enter ADSW, OYR, CANREC, MOB, etc., either alone or followed by a dash and an abbreviation for the primary duty performed.

In the remainder of block 29, describe the duty performed or course attended. **Examples:**

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

COUNSELING

BLOCKS 30-32

Where counseling remains the responsibility of the member's Navy Reserve Unit, enter "NOT REQ" even if this duty was performed during a scheduled counseling month.

COMMENTS ON PERFORMANCE

EVAL BLOCK 43

**FITREP/CHIEFEVAL
BLOCK 41**

For lengthy periods of active duty, all of the general comment requirements apply. For AT, ADT, or other short periods, comments should be proportionate to the scope and duration of the assignment. Emphasize tasks accomplished, professional skill and knowledge displayed, qualifications attained, military bearing, and mobilization potential.

SIGNATURE OF REPORTING SENIOR

EVAL BLOCK 50

**FITREP/CHIEFEVAL
BLOCK 45**

The reporting senior will fill in the Member Trait Average (FITREP/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. Use black or blue-black ink. Do not type in this space. If reporting senior is a rear admiral (07) 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

Where possible, the report should be signed by the member before they depart. Where this is impractical, the report is not adverse, and the member was on active duty less than 3 months or was released on short notice, enter "certified, copy provided" in the signature block of the member. Ensure the members receive a copy of the report. "UNSIGNED ADVANCE COPY" or missing signatures on adverse reports will be rejected and returned to commands for resubmission. If the report is adverse, refer to chapter 14 for signature requirements.

EXHIBIT 10-1
REPORT ON AT/ADT/ADSW/OYR/CANREC/ETC.

FITNESS REPORT & COUNSELING RECORD (E7-O6)

RCS BUPERS 1610-1

Block 5.
Mark **AT/ADSW** for all active duty by inactive Reservists.

Block 20.
If **N/XX** for less than 20 weeks of duty, no explanation is required.

Block 21.
Enter **NA** unless necessary to subcategorize by time on active duty.

Block 29:
Abbreviation begins with type of duty.

Blocks 30-32. Mid-term counseling not required if member will receive it from Reserve unit.

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

Member Trait Average.
Handwritten average of Blocks 33-39 (see table on page 1-14). Leave blank for NOB reports.

1. Name (Last, First MI Suffix) SAMPLE, HARVEY J			2. Grade/Rate LCDR	3. Desig 1125	4. SSN 123-45-6789
5. ACT <input type="checkbox"/> TAR <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW/ <input checked="" type="checkbox"/> 265	6. UIC 23456	7. Ship/Station NAVSUBBASE BANGOR			8. Promotion Status REGULAR
Occasion for Report 10. Periodic <input type="checkbox"/> 11. of Individual <input checked="" type="checkbox"/> Detachment <input type="checkbox"/> Detachment of <input type="checkbox"/>		12. Reporting Senior	13. Special <input type="checkbox"/>	Period of Report 14. From: 03JUL08 15. To: 03JUL19	
16. Not Observed Report <input checked="" type="checkbox"/>	Type of Report 17. Regular <input type="checkbox"/>	18. Concurrent <input type="checkbox"/>	19. Ops Cdr <input type="checkbox"/>	20. Physical Readiness N/XX	21. Billet Subcategory (if any) NA
22. Reporting Senior (Last, FI MI) SENIOR, R R		23. Grade CAPT	24. Desig 1120	25. Title CO	26. UIC 23456
27. SSN 987-65-4321					
28. Command employment and command achievements. Submarine Operating Base.					
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) AT-OJT Pri: OJT as Assistant to the Combat Systems Maintenance Officer. Performed Study of spare parts control procedures.					
For Mid-term Counseling Use. (When completing FITREP, enter 30 and 31 from counseling worksheet, sign 32.)			30. Date Counseled NOT REQ	31. Counselor	32. Signature of Individual Counseled

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. Comments must be verifiable. Font must be 10 or 12 Pitch (10 or 12 Point) only. Use upper and lower case.

~~Completed a 15-page study of parts inventory and control procedures with specific recommendations for reducing inventory while improving on-demand parts delivery. Worked nights and part of the weekend to deliver the study by the end of the 2 week AT. Estimated cost savings is \$30-50,000 per year. -Has maintained active duty technical knowledge and brings additional expertise from civilian world. -This AT updated his knowledge of submarine maintenance issues. -Would be a highly desirable mobilization asset for any submarine base or staff. -LCDR Sample was not on board long enough to impact retention; however, he volunteered to instruct junior officers on the reserve program. He conducted training on the selection board process for the wardroom and CPO Mess.~~

(Note: This is an example of a comment on a 2-week OJT-type AT. Comments are similar to active duty reports but should reflect the length and type of duty performed and skills displayed or learned.)

Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	44. Reporting Senior Address CO, NAVSUBBASE BANGOR 123 Trident Way Bangor, WA 45678-7894
42. INDIVIDUAL	X						
43. SUMMARY							
45. Signature of Reporting Senior R.R. Senior				46. Signature of Individual Evaluated. "I have seen this report, been apprised of my performance, and understand my right to make a statement." Harvey J Sample			
Date: 19JUL03				I intend to submit a statement. <input type="checkbox"/> do not intend to submit a statement. <input checked="" type="checkbox"/>			
Member Trait Average:		Summary Group Average:		Date: 19JUL03			
47. Typed name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report							
Date:							

Summary Group Average. Handwritten average of all Member Trait Averages from the competitive category. Leave blank for NOB reports.

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/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 NOB or if the reporting senior is a flag officer selectee. Refer to chapter 1, FITREP block 45 instructions.

11-3. Action by Reporting Senior. The flag officer endorsement will be 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.

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

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

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

11-5. Adverse Flag Officer Endorsement. If the flag officer endorsement contains comments that the endorsing officer considers to be adverse, the entire report and endorsement must be referred to the officer reported on. The officer reported on must respond by letter to NAVPERSCOM (PERS-311) 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.

BUPERSINST 1610.10B
9 Jul 08

**EXHIBIT 11-1
FLAG OFFICER ENDORSEMENT
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE**

1610
012-34-5678
Date

From: CAPT Reginald R. Senior, USN, 1110
To: Commander, Navy Personnel Command (PERS-311)
Via: RADM James F. Officer, USN

Subj: FITNESS REPORT ICO CAPTAIN JOSEPH J. JOHNSON, USN,
012-34-5678/1110 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

FIRST ENDORSEMENT Date

From: RADM James F. Officer, USN
To: Commander, Navy Personnel Command (PERS-311)

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

2. (Optional comments)

J. F. OFFICER

Copy to:
CAPT Senior
CAPT Johnson

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

CHAPTER 12
PERFORMANCE INFORMATION MEMORANDUM

12-1. Purpose. This chapter provides the information needed to prepare a Performance Information Memorandum. Before using a Performance Information Memorandum in lieu of a Regular report, consider using a NOB report (see chapter 6).

12-2. Uses. To report performance information to another command for consideration in a FITREP, CHIEFEVAL or EVAL. A FITREP, CHIEFEVAL or EVAL is the preferred report for significant, observed performance. A Performance Information Memorandum may be prepared for the following situations:

a. Duty, DUINS, TEMDU, or TEMDUINS for a period of 3 months or less, in place of a Regular FITREP, CHIEFEVAL or EVAL report.

b. Additional duty or TEMADD of any length, as an alternative to a Concurrent report.

c. Performance not under written orders that should be brought to the reporting senior's attention.

12-3. Format. Exhibit 12-1 is a suggested format. Commands may prepare other formats tailored to their own requirements. Handwritten entries are acceptable. A Performance Information Memorandum that contains only administrative or academic information may be signed "By direction". If evaluative comments are included, it must be signed by a person eligible to act as reporting senior for the member.

12-4. Forwarding the Performance Information Memorandum.

Forward within 15 days to the command that will prepare the Regular FITREP or EVAL report for the period covered. If that command is unknown, the Performance Information Memorandum may be transmitted with the field service record or given to the member, but must be turned over to the member's command upon arrival. Do not send a copy to NAVPERSCOM (PERS-311). Any adverse information must be discussed with the member by the command receiving the Performance Information Memorandum, but a written statement by the member is not required. A Performance Information Memorandum should be retained by the reporting senior as long as it may be needed (e.g., retain an adverse Performance Information Memorandum used as a basis for FITREP,

CHIEFEVAL or EVAL marks or comments). A Performance Information Memorandum may be discarded or returned to the member after its purpose has been served.

12-5. Action Required by a Command Receiving a Performance Information Memorandum

- a. Take the performance reported by the Performance Information Memorandum into account in the next report.
- b. Ensure the period of duty covered by the Performance Information Memorandum is included in Regular report continuity.
- c. Ensure that academic or other information is entered in the enlisted field service record.

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

EXHIBIT 12-1
PERFORMANCE INFORMATION MEMORANDUM
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

1610
Orig. Code
Date

PERFORMANCE INFORMATION MEMORANDUM

From: (Originating Command)
To: (Member's Permanent Duty Command)
Subj: PERFORMANCE INFORMATION MEMORANDUM ICO (Rank/Rate, Name, SSN)
Ref: (a) BUPERSINST 1610.10B

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

a. Period of duty: (date) to (date).

b. Type of duty: (TEM DU/TEM ADD/AT/ADT, etc. Add "Under Instruction," if applicable.)

c. Duties assigned (or courses attended): (If this Performance Information Memorandum covers course attendance, provide the information needed for an Enlisted Qualifications History (NAVPERS 1070/604) entry (e.g., Course title, course identification number, school location, NEC earned (if any), course length, dates enrolled and completed, final mark, and class standing). If the course was not completed, give the reason.)

d. Comments:

I. M. OFFICER
By direction

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

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 a list of special interest items that must be considered by law or directives.

13-2. Typography. Use only 10 or 12 pitch (12 or 10 point) type at 6 lines per inch (standard typewriter spacing). Handwritten comments are not allowed.

13-3. Continuations, Attachments, and Enclosures. Continuation sheets will not be accepted. Limit comments to the space on the form. 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. Do not enclose citations or commendations.

13-4. Substantiation of 1.0 Grades, Three 2.0 Grades, Grades Below 3.0 in Command or Organizational Climate/Equal Opportunity, or Below 3.0 in Character, and Adverse Recommendations. Specifically substantiate all 1.0 grades. Correlate the comments by block number to the performance trait being discussed. General comments on the remainder of the evaluative blocks are required. You may substantiate more than one block with a single bullet or paragraph, particularly when discussing a deficiency that has impacted several performance traits. Also, substantiate any promotion recommendation of Significant Problems and any recommendation against retention. If a CHIEFEVAL on a CPO or FITREP on an officer 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.

13-5. Style

a. Be concise. Comment space is very limited. Bullet style is preferred.

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

c. Give examples of performance and results. Be specific. Concentrate on verifiable accomplishments. Quantify wherever possible in order to give credibility to your statements, but do not stress quantity at the expense of quality.

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

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

f. Ranking. Ranking in the comments field is authorized.

g. Be judicious. You have a duty to report significant and persistent weaknesses, but do not use comments merely to get the member's attention. Remember that this report is a permanent official record.

h. Clarity. The report must be understandable by all readers, both now and in the future. Limit the use of acronyms.

13-6. Drafting the Comments. While there is no required method for drafting the comments, the following suggestions may prove helpful:

a. Plan ahead. Raters should be designated at the beginning of the report period so they can plan ahead. The raters and the reporting senior should make notes on the member's progress and accomplishments and discuss their observations from time-to-time. Document any shortcomings that might lead to an adverse report.

b. Obtain input. About 1 month prior to the due date, obtain the member's written input. Insist on complete input, but do not ask the member to submit a draft of the report. Chapter 18 provides outlines for officer and enlisted input that can be adapted to the command's needs. If the input seems incomplete or poorly focused, discuss it with the member.

c. Write a rough draft. Review the member's input and your notes on performance. Also, review Explanatory Comments, the Required Comments, Items for Special Consideration below, and Performance Standards on the form. The material needed for the report should now be at hand. Briefly list the specific accomplishments to be included in the comments. Then write the rough draft.

d. Review and revise. Show your draft to other supervisors who may have something to contribute and incorporate their comments. After this, put the draft aside for a day or two, then re-read it. Ask yourself the question, "**If I had only a few seconds to read this report, what would it tell me about the member's progress and promotion potential?**" Revise the draft until you are satisfied that it conveys your meaning.

13-7. Classified Comments. Classified comments are discouraged because they are difficult to make available to report users. If classified comments are unavoidable, prepare a 1-page letter-supplement classified no higher than SECRET. Do not include Special Access material. The combined length of classified and unclassified comments should not exceed the space normally available on the form. Under no circumstances may the report form be classified. Mail the report and classified supplement together as classified matter, per SECNAV M-5510.36. The mailing address for classified comments is provided in chapter 1, paragraph 1-7d. Note at the end of the comments block that a classified supplement has been submitted. Do not submit classified comments merely to explain the command's mission. Comments must deal directly with performance.

13-8. Adverse Comments. 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.

13-9. Explanatory Comments. Include the following explanatory comments in reports to which they apply:

a. Periods of AT, ADT, and/or ADSW applies to reports on drilling Navy Reservists only.

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

c. On a Detachment of Individual report, identify the next assignment, if known, to assist users in following the continuity of the record.

d. 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/CHIEFEVAL block 41.

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

f. If a code letter in block 20 is N or XX, and one of the normal reasons for this entry does not apply, note the circumstances.

g. If the report mentions a conviction or non-judicial punishment, give the date of conviction or award of punishment, and the concluding date of the proceeding. The reporting senior's signature date must not be earlier than the concluding date. See "Comments on Misconduct" in this chapter.

h. A decline in performance is defined as a decline in the promotion recommendation or a decline of two or more trait grades by the same reporting senior. If the decline was due to forced distribution limits, explain as such. If the decline in performance is based on performance, comments should justify the decline.

13-10. Required Evaluative Comments. Comments are required in all cases indicated:

a. Command or Organizational Climate/Equal Opportunity (FITREP/EVAL) and Character (CHIEFEVAL). In reports on COs, officers, CPOs, and leading petty officers who are responsible for officer and enlisted personnel, comment on efforts by the member and quality of results in fostering a command and workplace environment conducive to the growth and development of personnel. 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 Sailors and junior officers in support of the Chief of Naval Operations' goals and initiatives. 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.

b. 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.

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

d. Adverse Entry. Explain any grade of 1.0, three 2.0 grades, a grade below 3.0 in Command or Organizational Climate/Equal Opportunity or Character, or if the member is not in compliance with reference (a).

13-11. Items for Special Consideration. Specific comment is desired on the following items when they are a significant part of the member's duties or the member displays particularly strong or weak performance. (Items marked with asterisk (*) are reported in EVAL block 44 (E1-E6)).

- a. Operational and Combat Performance.
- b. Leadership.
- c. Acts of Courage.
- d. Development of Subordinates.
- e. Inspection Performance and Follow-Up.
- f. Quality Improvements Achieved.
- g. Waste Eliminated and Cost Savings Achieved.

h. Outstanding Physical Fitness Assessment Score or Noteworthy Improvement.

i. Qualifications Attained During the Reporting Period*.

j. Courses Completed During the Reporting Period*.

k. Civic Activities Beneficial To the Navy*.

l. 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.

m. 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.

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

o. Implementation of Navy/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, 1989 Defense Management Report, the Defense Acquisition Workforce Improvement Act (DAWIA), the Chief of Naval Operations Management Control Program, and the Department of Defense/Department of the Navy Outsourcing and Privatization Programs.

p. Equal Opportunity. Comment on initiative in supporting the Command Managed Equal Opportunity 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.

q. 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.

r. Training and Utilization of Navy Reservists. Desired in reports on officers whose duties include utilizing Navy Reserve Units or individual Navy Reservists and integrating them within the command.

s. Management of Civilian Employees. Desired in reports on commanding officers and department heads with responsibility for civilian employees.

t. Alcohol Abuse. Comment on alcohol abuse that is proving detrimental to a member's performance or personal behavior. Comments are required on a conviction for, or finding of, driving under the influence of alcohol. See "Comments on Misconduct."

13-12. Comments on Misconduct, Judicial or Non-Judicial Punishment 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. Do not use FITREP, CHIEFEVAL or EVAL comments as a substitute for appropriate corrective action or Uniform Code of Military Justice proceedings. Take reasonable care to avoid comments that may later be invalidated by official findings.

b. Commenting on Judicial or Non-Judicial Punishment Proceedings. Do not refer to civil, courts-martial, or non-judicial punishment 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. When commenting on a conviction or non-judicial punishment, give both the date of conviction or award of punishment and the "concluding date." A civil prosecution is concluded when the trial court makes a determination. A court-martial is concluded when the convening authority approves the findings and sentence. Non-judicial punishment 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). For additional guidance, refer to the Manual of the Judge Advocate General, chapter I. 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, or the proceedings may be mentioned in the first report after the proceedings are concluded. In the latter case, the reporting senior need not have been the officer'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.

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

a. Previous Failure of Selection.

b. Submission or Withdrawal of Resignation Under Honorable Circumstances.

c. Judicial or Non-Judicial Punishment Proceedings Not Concluded. See "Comments on Misconduct."

d. Non-punitive Letter of Caution. See "Comments on Misconduct."

e. Investigations and Investigative Reports. Do not refer to investigations until they are concluded and do not quote directly from investigative reports. Do not use information from investigative reports if such use is prohibited by the regulations for that type of investigation (e.g., mishap investigations and certain Naval Criminal Investigative Service investigations). This does not preclude the use of facts determined independently to the satisfaction of the reporting senior.

f. Marital Status, Spouse, or Family Members. Do not comment on the member's marital status or the activities of the member's spouse or family members. Exceptions may be made only where unavoidably necessary to clarify other information in the report.

g. Medical Reports and Summaries. Do not quote from medical reports or summaries, and do not mention medical conditions (including pregnancy) unless necessary to explain

other matters in the report. A female member shall not be given a less favorable report solely because of pregnancy.

h. Service on a Courts-Martial, a Board of Inquiry, or an Administrative Discharge Board. 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. Comments on performance as a military judge or an appellate judge may not be based upon judicial opinions, rulings, or the results thereof. 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.

CHAPTER 14
GUIDANCE FOR SIGNATURES

14-1. Purpose. This chapter provides procedures to follow when required signatures are difficult or impossible to obtain.

14-2. Rater and Senior Rater Signatures

a. Rater or Senior Rater Unavailable to Sign. Type the 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 "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 shall reflect the reporting senior's decision. On the finished report, 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. The reporting senior must personally sign each report on which their name appears. In addition, the reporting senior will include the Member Trait Average (FITREP/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. Guidelines are in chapter 2.

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

a. Member on Leave, Assigned TEMADD, or Remotely Assigned. If the member is not expected to return to or visit the command within 15 days (active duty) or 30 days (inactive duty) and the report is not adverse, the reporting senior should write "Certified Copy Provided" in the member's signature block and submit the report to the NAVPERSCOM (PERS-311). Forward a copy to the member's current address. This copy becomes the official copy filed in the member's Official Military Personnel File. A signed copy from the member is not required and the NAVPERSCOM (PERS-311) will not remove the certified copy from the member's Official Military Personnel File and replace it with a signed copy.

b. Member Transferred Before Report is Signed. A reporting senior should complete the report and obtain the 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) E1 to E4. The reporting senior shall 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). The receiving command will obtain the member's signature and file the report in the field service record. 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) E5 to E9

(a) Report Not Adverse. The reporting senior shall sign and date all copies and write "Certified Copy Provided" in

the member's signature block and submit the report to NAVPERSCOM (PERS-311). 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 shall sign and date all copies. Mail an advance copy to NAVPERSCOM (PERS-311) 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, file the field service record copy, 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 NAVPERSCOM (PERS-311).

(3) Officers

(a) Report Not Adverse. The reporting senior shall sign and date all copies and write "Certified Copy Provided" in the member's signature block and submit the report to NAVPERSCOM (PERS-311). Send the member's copy to the member's new address.

(b) Report Adverse. The reporting senior shall sign and date the member's copy only. Make three extra copies, retain two, and mail the other as an advance copy to NAVPERSCOM (PERS-311) 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 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 concerning statements in chapter 18. 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 NAVPERSCOM (PERS-311).

c. Member Separated

(1) Report Not Adverse. Do not attempt to obtain the signature of a separated member who has already departed the area. Enter "SEPARATED" and the date separated. Send a copy to the member's home address.

(2) Report Adverse. Attempt to obtain the 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, mail the original copy to NAVPERSCOM (PERS-311).

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 NAVPERSCOM (PERS-311) noting that no reply was received. Enter in the signature block "TRANSFERRED - NO RESPONSE TO TRACER."

(2) Member Fails or Refuses to Sign. If member is missing, deployed on a strategic deterrent patrol, Unauthorized Absence, in Deserter status, etc., and cannot sign or refuses to sign, enter an explanatory phrase in the signature block. Forward the report to the NAVPERSCOM (PERS-311). Provide a copy of the letter to the member. If an enlisted member has refused to sign, complete a NAVPERS 1070/613, Administrative Remarks entry witnessed by the reporting senior and file it in the member's field service record attesting to the refusal.

BUPERSINST 1610.10B
9 Jul 08

EXHIBIT 14-1
LETTER REFERRING ADVERSE REPORT TO MEMBER FOR STATEMENT
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

1610
Orig. Code
Date

From: (command)
To: (servicemember)

Subj: ADVERSE PERFORMANCE EVALUATION REPORT

Ref: (a) BUPERSINST 1610.10B
(b) U.S. Navy Regulations 1990, Article 1108

Encl: (1) EVAL/CHIEFEVAL/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 from E1 and above are addressed to NAVPERSCOM (PERS-311) via the reporting senior. Letters from E4 and below are addressed to the command via the reporting senior.

BUPERSINST 1610.10B
9 Jul 08

Subj: ADVERSE PERFORMANCE EVALUATION REPORT

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 will be found in reference (a).

I. M. SIGNER
By direction

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

BUPERSINST 1610.10B
9 Jul 08

EXHIBIT 14-2
LETTER FORWARDING ADVERSE REPORT TO ANOTHER COMMAND
FOR TRANSFERRED ENLISTED MEMBER'S SIGNATURE
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

1610
Orig. Code
Date

From: (transferring command)
To: (gaining command)

Subj: ADVERSE PERFORMANCE EVALUATION REPORT ICO YN2 JOHN D.
DOE, 123-45-6789, FOR THE PERIOD 96MAR16-96AUG25

Ref: (a) BUPERSINST 1610.10B

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) 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

Copy to:
NAVPERSCOM (PERS-311) (w/copy of report)

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

BUPERSINST 1610.10B
9 Jul 08

EXHIBIT 14-3
LETTER FORWARDING ADVERSE REPORT TO
SEPARATED MEMBER FOR SIGNATURE

1610
Orig. Code
Date

From: (transferring command)
To: (member's last know address)

Subj: PERFORMANCE EVALUATION REPORT

Ref: (a) BUPERSINST 1610.10B

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.

BUPERSINST 1610.10B
9 Jul 08

Subj: PERFORMANCE EVALUATION REPORT

4. If you need additional information you may telephone
(contact person) at (commercial area code and number).

I. M. SIGNER
By direction

Copy to:
Field Service Record (E1 to E9)
NAVPERSCOM (PERS-311)

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 Official Military Personnel File/field service record, 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 18).

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 member for their files, and the copies in the field service record and command files are replaced accordingly.

b. Administrative changes correct the administrative blocks of the FITREP or EVAL. Supplementary material clarifies, amends, or corrects the evaluative blocks. Supplemental material does not change original information on the member's Performance Summary Record or replace the original report on the member's Official Military Personnel File; 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 blocks 1-19 and 21-27, and block 44 (FITREP/CHIEFEVAL) or 48 (EVAL). Also see paragraph 15-6 below, which allows the member to make changes to obvious administrative errors. A change to any other block requires submission of supplemental material (see paragraph 15-4). Submit all administrative change requests to NAVPERSCOM (PERS-311) in the format of exhibit 15-1. NAVPERSCOM (PERS-311) 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 Official Military Personnel File nor does it change the information on the member's Performance Summary Record; it only supplements the original report. Refer to paragraph 15-8.

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 8). 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 NAVPERSCOM (PERS-311), 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. (**Example:** 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 Uniform Code of Military Justice, article 138, or U.S. Navy Regulations 1990, article 1150, and FITREP 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 18 concerning article 138 and article 1150 appeals.

15-5. Submission of Corrections by Member Reported On. A 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 NAVPERSCOM (PERS-311). Changes may not affect the Promotion Recommendation Summary Group. If NAVPERSCOM (PERS-311) 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 18).

b. Automated Data File and Performance Summary Record.
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 Performance Summary Record. 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 Performance Summary Record. 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 and recommendations) are regarded as supplements to the original report, rather than changes. They are not entered in the automated file and Performance Summary Record, but instead, a notation will appear to indicate that supplementary material has been placed in the image file.

BUPERSINST 1610.10B
9 Jul 08

EXHIBIT 15-1
ADMINISTRATIVE CHANGE REQUEST
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

1610
Member's SSN
Date

From: (original reporting senior (or) member)
To: Commander, Navy Personnel Command (PERS-311)

Subj: FITNESS REPORT ADMINISTRATIVE CHANGE

1. Identification of original report

a. Member (blocks 1-4): SAMPLE, HARVEY JOE, LTJG, 1110,
123-45-6789

b. Period (blocks 14-15): 96JUL01 - 96NOV18

c. Reporting Senior (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

Note: If requesting a change to a pre-1996 report, use the
appropriate block numbers for that report.

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EXHIBIT 15-2
LETTER-SUPPLEMENT
FOR OFFICIAL USE ONLY PRIVACY SENSITIVE

1610
Member's SSN
Date

From: (original reporting senior)
To: Commander, Navy Personnel Command (PERS-311)
Subj: EVALUATION (CHIEFEVAL OR FITNESS) REPORT
LETTER-SUPPLEMENT

1. Identification of original report

a. Member (blocks 1-4): SAMPLE, HARVEY JOE, BM1, SW,
123-45-6789

b. Period (blocks 14-15): 96JUN01 - 96NOV15

c. Reporting senior (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).

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9 Jul 08

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Subj: EVALUATION (CHIEFEVAL OR FITNESS) REPORT
LETTER-SUPPLEMENT

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

(signature)

Copy to:
BM1 Sample
Field Service Record (E1 to E9 only)

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BUPERSINST 1610.10B
9 Jul 08

EXHIBIT 15-3
COVER LETTER FOR SUPPLEMENTAL REPORT
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

1610
Member's SSN
Date

From: (original reporting senior)
To: Commander, Navy Personnel Command (PERS-311)
Subj: SUPPLEMENTAL FITNESS (CHIEFEVAL OR EVALUATION) REPORT
Encl: (1) Revised FITNESS (CHIEFEVAL or EVAL) Report

1. Identification of original report

a. Member (blocks 1-4): SAMPLE, HARVEY JOE, LTJG, 1110,
123-45-6789

b. Period (blocks 14-15): 96JUL01 - 96NOV18

c. Reporting senior (block 22): SENIOR, R R

2. Reason for submitting revised report

(Justify the modifications to the original report.)

3. Promotion Recommendation Summary Group Information. I certify that no modifications to reports on other members are required. (or) Necessary modifications to reports on other members have been submitted (or are enclosed).

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

(signature)

Copy to:
LTJG Sample
Field Service Record (E1 to E9 only)

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CHAPTER 16
ENLISTED ADVANCEMENT RECOMMENDATIONS
PERFORMANCE MARKS
PERFORMANCE MARK AVERAGES
FIELD SERVICE RECORD ENTRIES

16-1. Purpose. This chapter provides the information needed to determine enlisted advancement recommendations, compute performance marks and performance mark averages, and make field service record entries. 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/EVAL promotion recommendation is 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/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. (**Note:** Enlisted "early" advancement is discussed in reference (c)). "Must Promote" and "Early Promote" recommendations do not accelerate advancement eligibility, 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 an 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, refer to reference (c), for an Administrative Remarks (NAVPERS 1070/613) entry and other requirements.

16-3. Computing Performance Marks and Making Field Service Record Entries. File each enlisted CHIEFEVAL or EVAL in the field service record and make an Enlisted Qualifications History (NAVPERS 1070/604) and Administrative Remarks (NAVPERS 1070/613) entry as follows:

a. Review blocks 43 and 44 of the EVAL or block 41 of the CHIEFEVAL for significant qualifications and awards, and make any necessary Enlisted Qualifications History (NAVPERS 1070/604) entries. Also, make any Administrative Remarks (NAVPERS 1070/613) entries required by an adverse or other report.

b. When preparing the Advancement in Rate or Change in Rating (Worksheet) (NAVEDTRA 1430/2), 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 the 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 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 17 of the Advancement in Rate and Change in Rating (Worksheet) (NAVEDTRA 1430/2).

16-5. Filing Administrative Changes, Supplementary Materials, and Statements. File a copy of an administrative change, letter-supplement, supplemental report, or member statement in the field service record with the original report. Do not alter or remove the original report.

16-6. Filing a Performance Information Memorandum. The Performance Information Memorandum for a departing member should be filed in the field service record 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 Performance Information Memorandum may include information that should be recorded on the Enlisted Qualifications History (NAVPERS 1070/604). They may be retained in the field service record or discarded when they have served their purpose.

16-7. Field Service Record Review. When a member reports to a new activity, the supporting personnel office must provide the member's new reporting senior with the ending date and advancement recommendation from the previous Detachment of Individual report and any Performance Information Memorandum that was placed in the field service record en route to the new command. For a member received from initial entry training, verify the period of training from the Enlisted Qualifications History (NAVPERS 1070/604) and the History of Assignments (NAVPERS 1070/605). Initiate tracers on any missing reports. If a missing report is not obtainable, refer to chapter 18 for guidance on submitting a member's statement in lieu of a missing report.

CHAPTER 17
MESSAGE SUMMARY REPORTS

17-1. Purpose. This chapter provides the information needed to prepare message summary reports. NAVPERSCOM (PERS-313) may request message summaries of missing reports urgently needed by selection boards.

17-2. Message Summary Format. Where alternates are given, the first number applies to FITREPs and CHIEFEVALs, and the second number applies to EVALs.

R (230058Z MAY 05)
FM (COMMAND)
TO COMNAVPERSCOM MILLINGTON TN//PERS311//
BT
UNCLAS FOUO //N01610//
MSGID/GENADMIN/[COMMAND]//
SUBJ/FITREP (OR EVAL) SUMMARY ICO [RANK-RATE FIRST MI LAST, SSN]
/(PERS-313//
REF/A/GENADMIN/COMNAVPERSCOM MILLINGTON TN/[111111Z6JUN2005]//
GENTEXT/REMARKS/1. OCCASION (10-13):
2. PERIOD (14-15):
3. TYPE (17-19):
4. REPORTING SENIOR DATA (22-27):
5. DUTIES (29): [SUMMARIZE]
6. PERFORMANCE TRAITS (33-39): [33-(GRADE), 34-(GRADE), ETC]
7. PHYSICAL READINESS (20):
8. DUTY RECOMMENDATIONS (40 OR 41):
9. PROMOTION RECOMMENDATION (42 OR 45):
10. PROMOTION SUMMARY (43 OR 46): [EP-(NUMBER), MP-(NUMBER),
PM-(NUMBER) PG-(NUMBER), SP-(NUMBER)] (IF 42 OR 45 WAS NOB,
ENTER NA)
11. SYNOPSIS OF COMMENTS (41 OR 43): [SUMMARIZE]
12. "FITREP, CHIEFEVAL OR EVAL CONTAINS (DOES NOT CONTAIN)
MEMBER'S SIGNATURE." (THIS STATEMENT IS REQUIRED ONLY IF THE
REPORT CONTAINS ADVERSE MATTER.)
13. DATE ORIGINAL REPORT MAILED TO COMNAVPERSCOM: (IF KNOWN)//
BT

NNNN

CHAPTER 18
MEMBER INPUT, REVIEW OF RECORD, STATEMENT, AND APPEAL

18-1. Purpose. This chapter provides information needed by a servicemember to understand their rights and responsibilities and to submit input to reports, review and correct their records, and submit statements and appeals.

18-2. 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 Performance Information Memorandum or other letter, course certificate, etc., received en route. An officer 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. The servicemember should also review their records periodically and take action to correct oversights.

18-3. Report Input. A servicemember WILL NOT be required to write their performance evaluation report. The servicemember's input aids a rater or reporting senior in preparing a timely and complete report. A servicemember 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 18-1 and 18-2.

18-4. Review of Enlisted Field Service Record. The enlisted field service record contains the original EVALs, supplements and statements for E4 and below, and copies of these documents for E5 to E9. MILPERSMAN 1070-200 requires that, upon transfer, the field service record be reviewed in the member's presence at the final destination. An enlisted servicemember shall be given access on request to review evaluation reports and Administrative Remarks (NAVPERS 1070/613) entries. Discrepancies shall be promptly investigated and resolved.

18-5. Review of the NAVPERSCOM Record. All 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 may vary based upon selection board

priority. Members should review their Continuity of Reports on BOL approximately 60 days after the reports are signed and mailed to NAVPERSCOM. 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: www.npc.navy.mil, click on Career Info, scroll to Performance Evaluation, and then to Error Codes and Error Reasons. A member should report to their administrative office and have the command correct the report or have a command representative call NAVPERSCOM (PERS-311) (Comm: 901-874-4881/4882/3313/DSN 882) for additional assistance.

a. Digitized Record. The digital file contains a copy of each FITREP, CHIEFEVAL or EVAL and other selected documents. The member can also request a copy of their digitized record on CD ROM by fax at commercial (901) 874-2664/DSN 882. To request a copy of the record, a member can logon to BUPERS Online, select "BUPERS Access" and then to Programs or can logon directly to BUPERS Access at <https://www.bupersaccess.navy.mil/login.asp>. The record may also be reviewed in person at the NAVPERSCOM Document Review Room, Wood Hall (Building 769), Millington, TN. A servicemember who wishes to have their CD ROM delivered to another person must provide a written authorization marked "For Official Use Only," bearing the member's name, SSN, and signature, and the name of the authorized person. This authorization may be carried or mailed to NAVPERSCOM by the person named. The servicemember can also request a copy of the CD ROM by fax to (901) 874-2664/DSN 882. Include name, rank or rate, SSN, return mailing address, and signature.

b. Performance Summary Record. The Performance Summary Record summarizes a member's professional and performance history. Exhibit 18-3 contains an example of the Performance Summary Record. Selection boards use the Performance Summary Record with (not instead of) the official digital record. To print a copy of the Performance Summary Record, a member can logon to BUPERS Online and click on ODC, OSR, PSR, ESR or they can logon directly to www.bol.navy.mil. A member can also fax a letter requesting their Performance Summary Record to NAVPERSCOM (PERS-312) at commercial (901) 874-2664/DSN 882. Include name, rank or rate, SSN, and return mailing address. The member must sign the letter.

18-6. Administrative Corrections. The 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 data that would place the member in another Promotion Recommendation Summary Group. If there is a discrepancy between a FITREP, CHIEFEVAL or EVAL and the Performance Summary Record, notify NAVPERSCOM (PERS-311) by letter, giving the period of the report (FROM and TO dates) and the name of the reporting senior. Enclose a copy of the Performance Summary Record with corrections marked and a copy of the report if available. **Note:** NAVPERSCOM (PERS-311) can correct only the FITREP, CHIEFEVAL or EVAL data. For corrections to the career data on the top sheet of the Performance Summary Record, see the furnished directions.

18-7. 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 E5 or above within the past 5 years.

a. Submission of Missing Report. Send a copy of the original report, if available, to NAVPERSCOM (PERS-311). The copy must display all required signatures, initials, and dates, and must be submitted with a signed cover letter requesting that 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 NAVPERSCOM (PERS-311) explaining why the report could not be obtained and providing the information that should have appeared in blocks 1-19 and 22-27 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 file it in the digitized record. Letters in lieu of Regular reports will be

accepted only if they fill a gap in Regular report continuity. A letters in lieu of a Concurrent or Operational Commander report will not be accepted. Exhibit 18-4 is a sample copy of a Statement in Lieu of Missing report.

18-8. 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 field service record (E1 to E9) and NAVPERSCOM digital file (E1 and above).

a. Content of Statement. Statements may be no more than two pages and may not have enclosures. Statements must be temperate 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. For reports on E5 and above, address the statement to NAVPERSCOM (PERS-311) 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 NAVPERSCOM (PERS-311) with a cover letter explaining why the endorsement could not be obtained. All statements from personnel E1 to O6 are sent to NAVPERSCOM (PERS-311).

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 shall ensure the statement meets the requirements of this instruction prior to submission to NAVPERSCOM (PERS-311).

18-9. Statement Concerning Adverse Report. A FITREP, CHIEFEVAL or EVAL containing adverse matter must be referred to the 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 shall 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 shall 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. NAVPERSCOM (PERS-311) Request for Statement. NAVPERSCOM (PERS-311) may send a report to the member with a request for a statement. The member must respond to this request, and either submit 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.

18-10. 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), articles 1401-010 and 1420-010. Procedures for communicating with enlisted boards are contained in the NAVADMIN announcing the E7/8/9 selection boards for each fiscal year. These procedures must be carefully observed.

18-11. Appeals. If members believe that a FITREP, CHIEFEVAL or EVAL is inaccurate, unjust, or wrongly submitted, they should first discuss the matter with the reporting senior. The reporting senior may, if justified, submit an administrative change or supplementary material (see chapter 15). U.S. Navy Regulations, 1990, article 1151, also provides authority for the 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 that a report be investigated, modified, removed, or replaced through one of the following appeal procedures:

a. 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 for correction of error or removal of injustice in a FITREP, CHIEFEVAL or EVAL. Petitions must be submitted on DD 149 (SEP 2007), Application for Correction of Military Record Under the Provisions of 10 U.S.C. 1552. This form is available <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm> or from the Board for Correction of Naval Records, Washington, DC 20370-5100. Upon presentation of satisfactory evidence by the member concerned, the Board for Correction of Naval Records may recommend to the Secretary of the Navy that the record be changed. If the petition is to be considered and resolved prior to the convening of a selection board, the petition should be received by the Board for Correction of Naval Records at least 4 months before the board convenes. The Board for Correction of Naval Records normally will not act on a petition if any other type of appeal is pending or in progress.

b. U.S. Navy Regulations, 1990, Article 1150, - Redress of Wrong Committed by a Superior, and Uniform Code of Military Justice, 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 the Manual of the Judge Advocate General, chapter III. Complaints involving FITREPs, CHIEFEVALS or EVALs must be submitted within 90 days from the time the member knows of the report's submission, or within 1 year after it is submitted, whichever is earlier. If relief is granted, the general courts-martial convening authority granting relief may submit supplementary material or direct the original reporting senior to do so, and may direct the removal of all or part of the original report. In this case, forward the entire decision package, including the supplementary material, via NAVPERSCOM, Office of Legal Counsel (PERS-00J), who will effect the relief per the Manual of the Judge Advocate General, paragraph 0308.f.

c. 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 5211.5D, and submit to NAVPERSCOM (PERS-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.

18-12. Appeals Based on Acquittal, Finding of Not Guilty, Set-Aside, or Reversal. If a member believes that any portion of a FITREP, CHIEFEVAL or EVAL is invalid due to an acquittal, finding of not guilty, set-aside of non-judicial punishment, or reversal on appeal, the member should initiate a petition to the Board for Correction of Naval Records. 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.

18-13. Review of Reports on Acquisition Workforce Members.

Under Public Law 101-510, a member 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 NAVPERSCOM (PERS-311) 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 18-1
OFFICER FITNESS REPORT INPUT
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(This outline may be used as written, or adapted into a command input form. Attach copies of certificates, citations, etc. The reporting senior is the sole judge of which items to use in the report).

1. **Administrative Data**

- a. Full Name.
- b. Grade (indicate if frocked, spot-promoted, or a selectee to higher grade).
- c. Designator (indicate if changed during period).
- d. Social Security Number.
- e. Date reported to command.
- f. Ending date of last Regular FITREP.
- g. If a Detachment of Individual report, next permanent duty assignment.

2. **Duties**. (List by title. Include months assigned during this report period.)

- a. Primary duties (most significant first).
- b. Collateral duties.
- c. Watch standing duties.
- d. ADDU/TEMADD/TEMADDINS, if any. List commands, inclusive dates, and duties or courses.
- e. Periods not available for duty, if any. (Account for enroute time prior to report, and 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).
- 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.

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- j. Utilization of Reserves.
 - k. Morale and welfare.
 - l. Retention.
 - m. Specific contributions in support of DOD/DON management improvement programs (DMR, DAWIA, Management Control, etc.)
 - n. Other.
5. **Personal Achievements**
- a. Qualifications attained.
 - b. Educational courses completed.
 - c. Awards/commendations during period (attach copies).
6. **Other**. (including but not limited to "Items for Special Consideration" in chapter 13.)
7. **Future duties and schools desired**.

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EXHIBIT 18-2
ENLISTED CHIEFEVAL OR EVALUATION REPORT INPUT
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

(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 active duty, indicate status (i.e., extended active duty, FTS (formerly TAR), ADSW, OYR, CANREC, AT, or ADT).
- 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, Air Crew, etc. to which assigned.
- b. Primary duties.
- c. Collateral duties.
- d. Watch standing duties.
- e. TEMADD/TEM DU. (Where, when, and why.)

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f. Significant periods not available for duty, if any. (If first report at this command, include any delay or TEMDU prior to reporting.) Do not include brief illness or normal leave.

3. **Job information**

a. Principal activities and responsibilities. Include equipment operated or qualified to operate, and "customers" served, if applicable.

b. Individual accomplishments, including experience gained and contributions to team achievements.

c. Responsibilities for classified material.

4. **Supervision and Leadership**

a. Growth and development of subordinates.

b. Personnel directly supervised (subdivide by military, civilians, and Reservists).

c. Personnel supervised through subordinates (subdivide as above).

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 Navy.

d. Reservist's civilian employment. Note promotions or special accomplishments during period.

7. **Future duties/schools desired**

8. **Other items for consideration**

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**EXHIBIT 18-3
PERFORMANCE SUMMARY RECORD**

PERFORMANCE SUMMARY REPORT

PERFORMANCE SUMMARY REPORT														PAGE 3 OF 3								
NAME (LAST FIRST MIDDLE)					DESIG/RATE			SSN														
JONES, JOHN P.					1110			123-45-6789														
PG	STATION	DUTY	DATES	MOS	REPORTING SENIOR			TRAITS					AVERAGE		PROMOTION REC			RPT TYPE				
					NAME	PG	TITLE	1	2	3	4	5	IND SUM	R/S CUM	SP	PR	P		MP	EP		
03	CDS 66	OPS	051595 013196	08	JAMES D L	06	COM				3	4	4.57	12	4.80	4.82	0	0	5	5	2	RG
04	CDS 66	OPS	020196 103196	08	JAMES D L	06	COM			3	3	1	3.71	10	4.00	4.00	0	0	5	3	2	RG
04	CDS 66	OPS	110196 011098	14	JAMES D L	06	COM		1	5	1		4.00	15	3.65	3.38	0	0	2	2	1	SUP
04	SWOS NEWPORT	INST	011198 103198	09	PATRICK B B	06	CO		1	3	2		4.17	5	4.25	4.25	0	0	2	2	1	RG

Callouts:

- Member's paygrade from block 2 (points to PG 03)
- Member's primary duty (first 14 characters) from block 29 (points to OPS)
- Member's duty station from block 7 (points to CDS 66)
- Inclusive dates for report from blocks 14 and 15 (points to 051595 013196)
- Reporting senior's title (first 14 characters) from block 25 (points to COM)
- Member's trait grades from blocks 33 through 39 (points to TRAIT columns 3-5)
- Promotion recommendation summary from FITREP block 43 or EVAL block 46 (points to PROMOTION REC columns)
- Member's promotion recommendation from FITREP block 42 or block 45 (points to PROMOTION REC column 5)
- Length of report rounded to nearest whole month (points to DATES)
- Reporting senior's name and initials from block 22 (points to JAMES D L)
- Rank of reporting senior from block 23 (points to 06)
- Individual Trait Average (points to TRAIT column 3)
- Summary Group Trait Average (points to IND SUM)
- # of reports included in reporting senior cumulative average for all LCDRs since 1 Jan 97 regardless of designator (points to R/S CUM)
- Report senior's cumulative average (points to R/S CUM)
- Type of report from block 17 to 19 (points to RPT TYPE)

EXHIBIT 18-4
STATEMENT IN LIEU OF MISSING REPORT
FOR OFFICIAL USE ONLY (When Filled In)

1610
SSN
Date

From: AW1(AW) John L. Doe, USN, 123-45-6789
To: Commander, Navy Personnel Command (PERS-311)
Subj: STATEMENT IN LIEU OF A MISSING REPORT FOR THE PERIOD
99MAY31 - 99NOV15
Ref: (a) BUPERSINST 1610.10B

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 - 123-45-6789	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 or DSN 882-0000.

J. L. DOE

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CHAPTER 19
PERFORMANCE COUNSELING

19-1. Purpose. This chapter provides the information needed to conduct performance counseling. It includes counseling schedules, requirements, record keeping, and suggestions for conducting the counseling sessions. The counseling suggestions were developed through research into Navy leadership texts, counseling handbooks of other services, and civilian texts on performance counseling. The suggestions are offered not as a "cookbook" or a replacement for experience, but in the belief that Navy leaders can also profit from the experiences of others.

19-2. Counseling Policies. Planned and scheduled counseling is a major focus of Navy's performance evaluation system. Counseling shall be performed at the midpoint of each evaluation cycle (mid-term counseling), and when the FITREP, CHIEFEVAL or EVAL is signed. 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 FITREP, CHIEFEVAL or EVAL form. Feedback from the member is an important element of the 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.

19-3. Counseling Worksheet. The standard FITREP, CHIEFEVAL and EVAL report form will be used as the counseling worksheet.

a. Using the Worksheets as Mid-Term Counseling Aids. Counseling worksheets need not be typed. As a minimum, complete block 1 and blocks 29-32. 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 can also be entered in the comments block. **Do not enter a Promotion Recommendation at this time.** Be careful not to make promises or guarantees to the member regarding what the marks or recommendations will be at the end of the evaluation period.

b. Using the Worksheet as a Counseling Record. At the completion of the counseling session, the supervisor shall enter the date in block 30, sign block 31, and have the member sign block 32. 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 5211.5D). 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 FITREP, CHIEFEVAL or EVAL following counseling, type the date and counselor name from the worksheet into blocks 30 and 31 of the report and have the member sign block 32. Upon detachment of the member, the original counseling worksheet should be given to the member or destroyed.

19-4. Selection of the Counselor. For E1-E4 personnel, the counselor will normally be the rater (E6 or above), who is usually the division, department, or work center leading petty officer. For E5 and E6 personnel, the counselor will normally be the division, department, or work center CPO. If the rater is not the immediate supervisor, the advice/ presence of the supervisor may be helpful. The senior rater and reporting senior should also be consulted when identifying the member's strengths and weaknesses. For E7-06, the counselor will normally be the reporting senior, or the immediate supervisor who will draft the FITREP or CHIEFEVAL. Because the identity of the performance counselor can vary, the term "rater/counselor" is used in this chapter.

19-5. Counseling Schedule. Members will be counseled at the mid-term point of the evaluation period and at the time of receiving the FITREP, CHIEFEVAL or EVAL report. The following table shows mid-term counseling months. Counseling may actually be provided in an earlier or later month if that is more appropriate, but may not be omitted or unduly delayed. (Note: Training commands should integrate performance counseling for students within their established academic counseling programs.)

MID-TERM COUNSELING SCHEDULE

OFFICERS				ENLISTED	
Rank	Active¹	FTS²	Inactive³	Rate	Active, FTS, Inactive
CAPT	January	January	January	E9	October
CDR	February	February	February	E8/E7	March
LCDR	April	April	April	E6	May
LT	July	July	July	E5	September
LTJG	August	August	August	E4	December
ENS	November	November	November	E3/2/1	January
CWO5/4/3	September	September	September		
CWO2	March	March	March		

Notes:

1. **Active** includes all USN and USNR (except Full Time Support (FTS)) on extended active duty.

2. **FTS** includes officers with xxx7 designators and enlisted USNR-FTS.

3. **Inactive** includes Navy Reserve personnel on inactive duty or on AT, ADT, ADSW, OYR, CANREC, or other temporary active duty.

19-6. **Counseling Objectives.** Counseling should motivate performance improvement. There are five major objectives to accomplish during the counseling session:

a. Identify the member's important strengths and shortcomings. A fair, accurate, and realistic assessment of the member's performance is crucial to the counseling process.

b. Address specific performance problems, concentrating on ways to develop growth in these areas. Also address the member's strengths and encourage their further development.

Point out ways to improve, but do not dwell on unimportant faults in the belief that criticism is essential to counseling.

c. Present a performance growth plan, if appropriate. Be sure that goals are challenging but realistic and attainable for the member.

d. Ensure the member has a clear understanding and acknowledges their performance during the review period.

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

19-7. Preparing for the Counseling Session. Performance counseling can be stressful for both the counselor and the member. This stress can be reduced and counseling made more useful if both the counselor and the member prepare for a productive session.

a. Counselor

(1) Determine the best time and place for the counseling session. Adjust work schedules and reduce distractions. Devote full attention to the member. Give advance notice so the member will have time to prepare for the session.

(2) Gather information and relevant materials.

(3) Plan the opening. Review the purpose and objectives of the session.

(4) Plan the approach. The objective should be to achieve growth in performance.

b. Member

(1) Complete a personal self-appraisal, if you wish to do so or if the counselor requests one.

(2) Gather information related to your performance for the period, including specific data on military activities and accomplishments.

19-8. Suggestions for Conducting the Counseling Session. The task of the counselor is to direct and focus the performance of subordinates and to develop their professional and military expertise. Before the member can improve, they must know how well they are currently performing. The counseling process is a dynamic relationship between the counselor and the member, one in which the member is free to discuss issues for the purpose of obtaining direction and assistance.

a. Techniques. The counselor can use one of several methods to give feedback during the session.

(1) Ask the member for their performance appraisal before giving your own.

(2) Alternate between yourself and the member as to who gives the performance appraisal first.

(3) Discuss strengths and performance accomplishments and as appropriate address job elements requiring further development.

(4) Discuss the member's complete performance evaluation and counseling record.

b. Guidelines. The counselor needs to remember the following guidelines:

(1) Establish and maintain rapport with the member. A fundamental rule is to "be yourself."

(2) Convey acceptance of the member as a person and what they have to say. Acceptance does not imply agreement, but rather accepting the member's right to have opinions and perceptions.

(3) Clearly explain the purpose and objectives of the session and what you intend to accomplish.

(4) Encourage the member to participate in two-way communication. Establishing their importance to the team and developing a positive interactive discussion between two knowledgeable and committed individuals will enhance the acceptance of the performance counseling session.

(5) Listen and do not interrupt the member. Really listen. Listening is a technique that is useful in reducing or eliminating the problem of false assumptions.

(6) Avoid confrontation and argument.

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

(8) Focus on future expectations as well as past performance.

(9) Emphasize strengths as well as areas requiring development.

(10) In general, the performance counseling session should focus on reinforcing Navy's expectations, providing observations about how the conduct of the member matches the standards measured against, and motivating the member toward high standards of professionalism. The session is not a substitute for official disciplinary counseling related to significant misconduct, but is an excellent opportunity to share impressions and reinforce expectations.

(11) Know when to terminate the counseling session. Conclude the session on a positive note, ensuring the member leaves the session in a positive frame of mind.

19-9. Follow-up/Monitoring of the Member's Performance

a. Evaluate the counseling session. Review and summarize key issues discussed during the session and review the goals with the member for the next appraisal period. A method for summarizing is to ask the members for comments on the discussion to make sure they understand the results of the session.

b. If specific follow-up actions were discussed, then the supervisor should make sure they occur.

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c. Conduct informal counseling sessions on a regular basis to help keep the member on track in the areas of job performance and career development. Never hesitate to give or accept feedback.

CHAPTER 20
BASIC GUIDE FOR COMPLETING AND PROCESSING REPORTS

20-1. 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.

20-2. PREPARATION. You will need a Common Access Card (CAC) enabled BUPERS ON LINE (BOL) Account login. NOTE: If not a Department of Defense (DoD) CAC user, a memorandum of authentication must be on file for each signature required. (NAVPERS 1616/23 and kept on file by NAVPERSCOM, Head Performance Evaluations Branch (PERS-311) and Office of the Chief of Naval Operations (OPNAV), Flag Matters (N00F). Reporting Seniors without CAC cards may also print out a hardcopy of the FITREP and complete. An editable form is available at the following link <http://www.npc.navy.mil/CareerInfo/PerformanceEvaluation/SoftwareForms/>. Hardcopy reports require "wet signatures" and then sent to the following address:

COMMANDER NAVY PERSONNEL COMMAND PERS-311
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-3110

20-3. INSTRUCTIONS FOR SPECIFIC BLOCKS

BLOCKS 1-8 - AUTOMATICALLY ENTERED BY USER ID INFORMATION

BLOCK 9 - DATE REPORTED: Enter the date the member reported to the command named in block 7 in YYYYMMDD format. Example 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 be one for a concurrent or operational commander report.

BLOCK 14 - 15 - PERIOD OF REPORT: In YYYYMMDD format, enter the beginning (FROM) and ending (TO) dates of the report period. Example: 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 enroute leave, travel, or TEMDU is included.

First FITREP on newly selected flag officer: The FROM date is the first day after their last O6 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 O7, which ever occurs first.

SUBMISSION TIMELINE FOR REGULAR REPORTS (O7-O8)

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	30 JUN	31 JUL	15 AUG	1 SEP

TABLE 20-1

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 an example. Refer to chapter 10 for instructions on 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 code letter for the result of the most recent Physical Fitness Assessment that occurred during the reporting period, a slash, and the two letter code for the Body Composition Assessment. Example: P/WS. Results of all Physical Fitness Assessment failures during a reporting period shall be documented in the

Written comments. A Physical Readiness Test and Body Composition Assessment that are not part of an official Physical Fitness Assessment need not be entered. Military bearing performance trait grades (FITREP block 37 and performance recommendations shall be graded per reference (a).

BLOCK 20 PHYSICAL READINESS CODES

PHYSICAL READINESS TEST CODE		BODY COMPOSITION ASSESSMENT CODE	
P	Pass	WS	Within standards.
*F	Failed	*NS	Not within standards.
M	Medically waived: "M" shall be used when members are granted medical waiver from one or more PRT events (excluding sit-reach) and achieve "probationary" standard or better on all non-medically waived events. Pregnancy is a medical condition.	MW	Medical waivers from body fat measurements are issued only for members who are recuperating from a medical or surgical condition that interferes with accurate measurements. Waiver must be in writing from a specialist, approved by medical department head and cannot exceed 6 months in duration. See reference (a) for more details.
**N	Not tested.	**XX	Impossible to weigh or measure. (All personnel, except those who are pregnant, are expected to be measured or weighed. Use of code XX should be reserved for rare cases where it is not possible to weigh or measure an individual. Justification must be provided in the narrative section (e.g., block 20: XX=not measured due to extended emergency leave).

* Explain in the comments.** N plus body composition code (or N/XX) may be used for reports covering less than 90 days or for

a member who reported on board less than 10 weeks prior to scheduled Physical Fitness Assessment. Explain these entries in the comments unless the report dates make the reason self-evident.

BLOCKS 21-25 - AUTOMATICALLY FILLED IN

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). Example: 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: 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 enroute time prior to reporting, temporary additional duty (TEMADD), unusually long leave, etc. (If necessary to include maternity leave, identify only as "Leave.") Example: TEMADD 07OCT1807NOV30; 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. Example: Responsible for regional installations, managing 1,500 military/650 civilians, and \$155 million.

BLOCK 28 - DATE COUNSELED: If mid-term counseling was received during the reporting period, enter the date counseled from the counseling worksheet. Use YYYYMMDD format. **Example: 08NOV28.**

If Counseling was not performed then enter "NOT PERF" in the drop down menu. Flag Officer counseling should occur in November of each year. See chapter 19 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, a memorandum of signature verification will be submitted for the user.) 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 one self in a manner that produces a productive and harmonious environment; effectively representing and speaking for the Navy; ensuring that 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 align 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.

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 to further 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 fitness report trait averages for that report grade category. (i.e., O7 sel, O7 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/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 for consideration in the Joint Qualification System (JQS). See chapter 13 for specific guidance on preparation, organization, style, reporting on misconduct, prohibited comments, results of all Physical Fitness Assessments (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: Signature. After completing the report, the reporting senior will verify the auto populated information is correct and electronically sign.

BLOCK 49 - SIGNATURE OF INDIVIDUAL EVALUATED: Signature. After reviewing the report the member will check the box indicating their 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 their right to submit a statement. Statement. The member may submit a statement on any report, whether or not the reporting senior considers it adverse. If the member desires to submit a statement, refer to chapter 18.

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.

20-4. WEB ENABLED FLAG FITNESS REPORT SYSTEM

20.4.1. PURPOSE. The web enabled Flag Fitness Report System has online standard operating procedures and instructions.

20.4.2. INSTRUCTIONS. Users will logon to the Bupers Online (BOL) Web site <https://www.bol.navy.mil> using their Common

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Access Card (CAC) or username and password. 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 user will then see their homepage and a list of FITREP's in their queue. A reporting senior's queue contains the status of each assigned FITREP. In addition, each member may view the status of their FITREPs including historical information.

Note: A member will not see any current information until the reporting senior creates and grades the report.

FITNESS REPORT & COUNSELING RECORD (07/08)							BUPERSINST 1610.10B		
1. Name (Last, First MI Suffix)				2. Grade	3. Desig	4. SSN			
5. ACT <input type="checkbox"/>	RES <input type="checkbox"/>	6. UIC	7. Command			8. Promotion Status	9. Date Reported		
Occasion for Report				Period of Report					
10. Periodic <input type="checkbox"/>		11. Detachment Of Individual <input type="checkbox"/>		12. Detachment Of Reporting Senior <input type="checkbox"/>		13. Special <input type="checkbox"/>		14. From: _____	15. To: _____
16. Not Observed Report <input type="checkbox"/>		Type of Report				20. Physical Readiness			
		17. Regular <input type="checkbox"/>		18. Concurrent <input type="checkbox"/>		19. Ops CDR <input type="checkbox"/>			
21. Reporting Senior (Last, FI MI)			22. Grade	23. Desig	24. Title		25. UIC		
26. Command Employment And Achievements									
27. Primary/Additional Duties Assigned									
Flag Officer Development Counseling			28. Date Couseled	29. Counselor		30. Signature of Individual Couseled			
PROFESSIONAL PERFORMANCE			NOB	Very Low (1)	Low (2)	Avg (3)	High (4)	Very High (5)	Top Three Traits Select top three traits that create results (place a 1, 2 or 3)
31. Mission Accomplishment			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. Operational Professional Competence			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33. Vision/Strategic Thinking			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34. Communication Skills			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35. Fiscal Planning/Organizational Skills			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36. Geopolitical Fluency			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37. Military Bearing			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38. Leadership Judgment			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39. Leading Change			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**EXHIBIT 20-2
FLAG FITREP - REVERSE**

FITNESS REPORT & COUNSELING RECORD (07/08) (cont'd)				BUPERSINST 1610.10B		
1. Name (Last, First MI Suffix)		2. Grade	3. Desig	4. SSN		
POTENTIAL TRAITS	NOB	Very Low (1)	Low (2)	Avg (3)	High (4)	Very High (5)
40. Fiscal Planning/Organizational Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Personal Growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Professional Growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Potential Leading Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Strategic Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. Performance Trait Average		Individual		Reporting Senior		
46. Future Assignments: I recommend the following assignments for this individual (three)						
47. Comments						
48. Signature Of Reporting Senior			49. Signature of Individual Evaluated. *I have seen this report, been apprised of my performance, and understand my right to make a statement. <input type="checkbox"/> I intend to submit a statement <input type="checkbox"/> I do not intend to submit a statment			
50. Typed name, grade, command, UIC and signature of Regular Reporting Senior on Concurrent Report						

EXHIBIT 20-3
MEMORANDUM OF AUTHENTICATION

MEMO

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FITNESS REPORT/ENLISTED EVAL MEMORANDUM ENTRY		Date: Type of Report:	Initials:
Name:	Grade/Rate:	SSN:	
PERIOD OF REPORT FROM: TO:			
This memorandum applies to the section checked below:			
<input type="checkbox"/> Change dates of report to read: FROM: TO:			
<input type="checkbox"/> Change block to read:			
<input type="checkbox"/> Add a block to read:			
<input type="checkbox"/> This memo entry corrects continuity gap. In view of the member's status (leave, transit, inactive duty, duty under instruction, etc.,) during the period noted above, no report for this period was prepared.			
<input type="checkbox"/> This memo entry corrects continuity gap. No report for the period can be obtained.			
<input type="checkbox"/> Other: Report was accepted without the (digital) signature of reporting senior. Due to Access Control List (ACL) accessibility, vice Common Access Card (CAC) access, digital signature is not possible. This memorandum is authorized to be submitted in lieu of obtaining the reporting senior's signature, _____, and thereby authorizes acceptance of this Flag Fitness Report.			
By direction			