

BUPERS INSTRUCTION 1610.10

From: Chief of Naval Personnel
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: NAVY PERFORMANCE EVALUATION AND COUNSELING SYSTEM

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

1. Purpose. To provide guidance in performance evaluation and counseling; to publish the EVAL Manual; and to renumber the instruction following current Standard Subject Identification Codes.

2. Cancellation. The following are cancelled 1 January 1996, but remain in effect until that date:

- a. BUPERSINST 1611.17 and report symbol BUPERS 1611-1
- b. BUPERSINST 1616.9A and report symbol BUPERS 1616-2

3. Information. This instruction introduces a new performance evaluation and counseling system, using new form for fitness reports and evaluation reports [NAVPERS 1610/2 (7-95), Fitness Report and Counseling Record (FITREP) and NAVPERS 1616/26 (7-95), Evaluation Report and Counseling Record (EVAL).] Enclosure (1) provides an overview of the system for commanding officers, reporting seniors, and raters. The EVAL Manual provides the requirements for counseling and for completion and submission of the new report forms. Organization of the EVAL Manual and a brief summary of the annexes or "mini-manuals" are provided in the Introduction section of enclosure (2).

BUPERSINST 1610.10

4. Interim Guidance. 1 July through 31 December 1995 is a transition period between the old and new systems. During this period, reports will continue to be submitted on old forms

(NAVPERS 1611/1 and 1616/24), while introductory counseling is conducted using the new forms (NAVPERS 1610/2 and 1616/26.)

a. Introductory Counseling Schedule. Counseling is discussed in Annex C of the new EVAL Manual, which provides the permanent mid-term counseling schedule. Where counseling falls in an EVAL or FITREP month, the member will first receive the EVAL or FITREP on the old form (NAVPERS 1611/1 or 1616/24), and then be counseled on performance using the new form (NAVPERS 1610/2 or 1616/26). From July to December 1995, introductory counseling is required as follows (A-Active, R-Reserve, T-TAR):

| | | | | |
|-----|-------------|----------|----------------|-------------|
| JUL | O6 (all) | O3 (A) | E1-E3 (all) | |
| AUG | O5 (A/T) | O2 (A) | | |
| SEP | O5 (R) | O4 (R/T) | O2 (R/T) | O1 (R/T) |
| | E7-E8 (all) | E5 (all) | CWO2/3/4 (all) | WO1 (all) |
| OCT | O4 (A) | O3 (R/T) | E9 (all) | E1-E3 (all) |
| NOV | O2 (A) | O1 (A) | E6 (all) | |
| DEC | O2 (R/T) | O1 (R/T) | CWO2 (R/T) | E4 (all) |

b. Revalidation of Billet Subcategories. Effective 1 January 1996, all billet subcategory authorization letters approved by the Chief of Naval Personnel are cancelled. Commands which still desire to use billet subcategories to group their members should consult Annex A, instructions for block 21 of the new FITREP and EVAL forms. Various standard subcategories are now available to all qualified commands. If Special subcategory authorizations are still desired, submit the required letter to BUPERS (Pers-32).

5. Significant Changes. Wherever possible, existing FITREP and EVAL policies have been kept in effect. Following are the most important policy changes made necessary by the new system.

a. NAVPERS 1610/2 (7-95), Fitness Report and Counseling Record (FITREP). Use the FITREP for reports with ending dates on or after 1 January 1996, for enlisted members serving or frocked as chief, senior chief, or master chief petty officers and for officers except captains selected for flag rank. (Annex A)

b. NAVPERS 1616/26 (7-95), Evaluation Report and Counseling Record (EVAL). Use the EVAL for reports with ending dates on or after 1 January 1996 for enlisted members in pay grades E-1 through E6 except those frocked as chiefs. (Annex A)

BUPERSINST 1610.10

c. Rater/Senior Rater. Reports on E6 and below are now signed by a rater and senior rater. The rater will be a chief petty officer wherever possible. (Annex B)

d. Semi-Annual Reports. Periodic reports are required twice each year for grades E1, E2, E3, E4, WO1, CWO2, ENS, and LTJG. (Annex D)

e. Enlisted Report Due Dates. Effective 1 January 1996, periodic reports on all enlisted members will be due on the 15th of the month. (Annex D)

f. Detachment of Reporting Senior Reports for Chiefs. Upon detachment of the reporting senior a fitness report will be required for chief, senior, and master chief petty officers.

g. Grading Scale. Both reports use a new five-point grading scale for the performance trait marks. This scale is for FITREP and EVAL trait marks only. The 4.0 scale remains in effect for purposes of the enlisted advancement system. (Annex A)

h. Promotion Recommendation. A five-position promotion recommendation scale is used on both forms. There are percentage limits on the use of the two highest recommendations: "Early Promote" and "Must Promote." These percentage limits apply to each Summary Group (equivalent to former comparison group), and vary by pay grade. The term "promotion" is used for all pay grades, and is the same as enlisted advancement. The enlisted promotion recommendation mark will determine both the advancement recommendation and the Performance Mark (on a 4.0 scale) for the evaluation period. (Annexes A and Q)

i. Summary Letter. Except for not observed reports all Fitness Reports and Evaluations must be submitted under a Summary Letter which lists all members in the Summary Group. A separate letter is required for each Summary Group. (Annex A)

j. Submission Requirements. For reports on E5 and above submitted to BUPERS an electronic copy on computer diskette replaces the OCR copy. (Annex A)

k. Delay of Periodic Report Submission. Periodic reports may no longer be delayed in order to be combined with a detachment report. However, officer and enlisted reports may be extended by letter for periods of up to 3 months. (Annex D)

6. Change Recommendations. Fitness report policies, procedures, and requirements may be modified only by change to this instruction. Submit recommendations to the Chief of Naval Personnel (Pers-32).

BUPERSINST 1610.10

7. Forms

a. The following forms may be obtained through the Navy Supply System using procedures contained in NAVSUP P-2002:

| <u>NAVPERS</u> | <u>TITLE</u> | <u>STOCK NUMBER</u> |
|-------------------------|--|---------------------|
| 1070/879 (Rev. 3-93) | Microfiche Request Form | 0106-LF-015-6600 |
| 1610/1 (7-95) | Fitness Report and Evaluation Summary Letter | 0106-LF-019-7100 |
| 1610/2 (7-95) | Fitness Report and Counseling Record (E7-O6) | 0106-LF-019-7200 |
| 1616/26 (7-95) | Evaluation Report and Counseling Record (E1-E6) | 0106-LF-019-7400 |
| 5230/99 (Rev. 10-89) | OCR Envelope | 0106-LF-052-3021 |

b. The following may be obtained from the Chief of Naval Personnel, Head, Evaluations Branch (Pers-322):

1610/4 Request for Performance Summary Report
(7-95)

c. The following may be obtained from the Chief of Naval Personnel, Special Assistant for Flag Officer Matters (Pers-00F):

NAVPERS 1611/2 Report on the Fitness of Flag Officers and Flag
(Rev. 7-95) Selectees.

8. Report. Report Control Symbol BUPERS 1610-1 has been assigned to the reports required by paragraph 3 and is approved for 3 years from the date of this instruction.

Distribution:

SNDL Parts 1 and 2

Special Distribution Instructions:

COMNAVRESFOR (3,600 copies) for further distribution to Naval Reserve units

BUPERS (Pers-32) (500 copies)

Order from:

Naval Inventory Control Point

Cog "I" Material

700 Robbins Avenue

Philadelphia, PA 19111-5098 (5,000 copies)

**NAVY PERFORMANCE EVALUATION
AND COUNSELING SYSTEM OVERVIEW
FOR
COMMANDING OFFICERS,
DELEGATED REPORTING SENIORS,
AND RATERS**

**OVERVIEW
FOR
COMMANDING OFFICERS, DELEGATED REPORTING SENIORS, AND RATERS**

1. Purpose. This enclosure provides an overview of the Navy performance evaluation and counseling system, effective 1 January 1996. While each of the statements in this enclosure constitutes policy, specific actions may require the detailed instructions found in the EVAL Manual (enclosure (2)).

2. How Does the Report Work? The system employs a Fitness Report and Counseling Record (FITREP) for officers and chief petty officers (E7-O6), and an Evaluation Report and Counseling Record (EVAL) for other enlisted personnel (E1-E6). Performance traits are graded on a five-point scale, from 1.0 (lowest) to 5.0 (highest), using performance standards printed on the forms. The 3.0 grade represents performance to full Navy standards, with higher grades reserved for performance which significantly exceeds standards. All 1.0 and 5.0 grades must be specifically justified by comments. Comments on other trait grades are optional. Both forms also provide a five 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 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. Further ranking of individuals is prohibited. 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 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. Commanding officers are reporting seniors by virtue of their command authority. Commanding officers may submit properly authorized fitness and evaluation reports on any member who has reported to them for duty, whether junior or senior to them in grade. The term "commanding officer" includes commanding officers of all services, and their civilian equivalents within the U.S. federal government. Officers in charge are commanding officers if they are in charge of commissioned or established activities listed in the Standard Navy Distribution List (SNDL). 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 in orders or directives. These members may receive letter-type reports from the non-U.S. government activity for attachment to FITREPs or EVALs.

b. Delegated Reporting Seniors. 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 commanding officers' oversight responsibilities are carefully defined. For specific direction concerning delegated reporting seniors, refer to the EVAL Manual, Annex B.

c. Immediate Superiors in Command (ISICs). ISICs are reporting seniors for assigned commanding officers, and are authorized to assume the reporting senior authority of subordinate commanding officers whose capacity to act as reporting seniors becomes impaired. Specific guidance is contained in the EVAL Manual, Annex B.

d. Enlisted Reporting Seniors. Chief petty officers (E7-E9) may act as reporting seniors for members in the grades of E4 and below only. All other reports must be signed by the next senior officer in the chain of command having reporting authority for the members concerned.

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

a. Selection of Rater and Senior Rater. The rater should be a Navy chief petty officer whenever possible, but if none is available within the command, 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 B-1 in the EVAL Manual displays recommended EVAL raters, senior raters, and reporting seniors for various sized commands.

b. Teamwork in Developing EVALs. 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, primary and collateral duty supervisors, 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 and 5.0 grade. 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 that 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 commanding officer. It is the CO's program. Performance counseling must be provided at the mid-point of the periodic report cycle, and when the report is signed. Table I displays the schedule for mid-term performance counseling. The counselor will be a supervisor who participates in the member's EVAL or FITREP preparation. Commanding officers 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 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, and/or 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? Again, this is the commanding officer's program. Only the Chief of Naval Personnel can modify personnel evaluation policies and procedures. Commanding officers are encouraged, however, to establish local procedures for such matters as: member input forms; counseling schedules and procedures; delegation plan; guidance for delegated reporting seniors and raters; maintaining uniform grading and promotion recommendation standards; and review of adverse or other delegated reports which require command review.

7. What Types of Reports Must Be Submitted? There are three types of reports. Regular reports are the foundation of the performance record. Regular reports are submitted periodically according to the schedule in Table I, and on other occasions specified in the EVAL Manual. 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. 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. Operational Commander reports are optional, and may only be submitted on commanding officers or officers in charge by operational commanders who are not also their regular reporting seniors. A Concurrent report, but not an Operational Commander report, must be countersigned by the regular reporting senior, who has a limited power to reject it, and may also make it the Regular report for the period concerned.

8. What About the Administrative Blocks? The administrative blocks 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 BUPERS compliance audits to assure fairness to all members and reporting seniors. Each command should have a quality review procedure for FITREPs and EVALs. The BUPERS automated data file will not accept incorrect entries, and reports may then have to be returned to the reporting senior for correction. The BUPERS-supplied report preparation software will prevent many incorrect entries.

9. Any Guidance on Trait Grades? The meanings of the trait grades are printed on the form, along with representative performance standards. The 5.0 grade is reserved for performance which is far above standards, and is notable for its exemplary or leadership quality. The 1.0 grade means generally poor performance which is not improving, or unsatisfactory performance with respect to a single standard. For the majority of sailors and officers, 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 average trait grade 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. A 5.0 grade in Military Bearing/Character requires a physical readiness test (PRT) score of excellent or outstanding unless the member is waived or exempt. This block should not be graded 5.0, however, only because of PRT score. There are other important standards to consider, and most of them must rate a 5.0. If Military Bearing/Character is graded lower than 5.0, an excellent or outstanding PRT score should be mentioned in the comments.

10. What Should Go in the Comments Block? Comments should be based on verifiable facts. 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. Do not use underlining, **boldface**, *italics*, **** centering ****, or other highlighting. Handwritten comments or additions to comments are not allowed, except that reports on E4 and below may be entirely or partially handwritten. Continuation sheets and enclosures are not allowed, except an endorsed statement submitted by the member, a flag 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 5.0 grades in the comments. Also substantiate all 1.0 grades, any promotion recommendation of "Significant Problems," and any recommendation against retention, and treat the report as adverse. Any comment suggesting persistent weaknesses, continuing incapacity, or unsuitability for specific assignment or promotion also must 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 is available in the EVAL Manual.)

b. Style and Content. Space is limited. Avoid preambles and get directly to performance. Do not use puffed-up adjectives. Use direct, factual writing which allows the performance to speak for itself. Bullet style is preferred. Give examples of performance and results. Quantify wherever possible, but don't stress quantity at the expense of quality. Avoid stock comments which make everyone sound alike. Don't rank numerically, e.g., "Number 3 of 7." Comparisons must be in general terms and supported by evidence, e.g., "Best . . . in the command, as demonstrated by . . ." Be consistent with the trait marks. Comment on poor performance or misconduct where necessary, but be judicious. Remember that the report is a permanent official record. Define acronyms. Avoid recommendations. Use the sections of the report that have been set aside for them.

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 evaluations. 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 commanding officer's official recommendation for advancement, even if made by a delegated reporting senior. 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. Officer summary groups are similar, but are further subdivided by competitive category (e.g., unrestricted line officers, special duty-intelligence officers, Medical Corps officers, etc.) Certain other criteria also apply, as detailed in the EVAL Manual, Annex A, instructions for the summary group block. Each group of reports must be mailed to BUPERS with a summary letter, which includes the names, SSNs, individual trait averages, reporting senior's trait average, and distribution of promotion recommendations for that group.

13. What About Misconduct Reporting? Adverse or downgraded fitness and evaluation reports 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 nonpunitive censure, or investigatory, judicial, or other proceedings which have not been concluded or which have exonerated the member. Subject to these limitations, fitness and evaluation reports should take into account misconduct which has been established through reliable evidence to the reporting senior's satisfaction.

14. Can We Change or Supplement Reports after Submission? The reporting senior can, for good cause, submit administrative changes or evaluative supplements within 2 years from the ending date of a report.

15. What are the Responsibilities and Rights of Members Reported On? Members shall sign all of their Regular reports, unless impossible to do so, and shall sign other reports where possible. Members shall receive a copy of every report from the reporting senior at the time it is signed. Members have the right to submit statements to the record concerning their reports, either at the time of the report or within 2 years thereafter. Such statements are endorsed by the reporting senior, but cannot be rejected. Members have the right to review their

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

16. How Long Must I Retain Reports? The reporting senior must retain copies of officer FITREPs for 5 years. The command must retain copies of enlisted FITREPs and EVALs for 2 years. Counseling worksheets must be held in a Privacy Act records system until the member detaches, then destroyed.

TABLE I
FITREP/EVAL/COUNSELING Planning Calendar

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

| | PERIODIC FITREP/EVAL | | | MID-TERM COUNSELING | | |
|------------------|----------------------|---------------------------------|----------------|---------------------|----------------------|----------------|
| | Officers (Active) | Officers (TAR/Inac.) | Enlisted (All) | Officers (Active) | Officers (TAR/Inac.) | Enlisted (All) |
| January | O3 | | E3/2/1 | O6 | O6 | |
| February | O2 | | | O5,O1 | O5(TAR) | |
| March | W4,W3, W2,W1 | O2,O1,W4, W3,W2,W1 | E5 | | O5(INAC), O4 | E8,E7,E4 |
| April | | | E9 | O4 | O3 | E3/2/1 |
| May | O1 | | | O2 | | E6 |
| June | | | E4 | W2,W1 | O2,O1, W2,W1 | |
| July | O8,O7,O6 | O8,O7,O6 | E3/2/1 | O3 | | |
| August | O5,O2 | O5(TAR) | | O1 | | |
| September | W2,W1 | O5(INAC), O4,O2,O1, W2,W1 | E8,E7 | W4,W3 | W4,W3 | E5,E4 |
| October | O4 | O3 | | | | E9,E3/2/1 |
| November | O1 | | E6 | O2 | | |
| December | | | E4 | W2,W1 | O2,O1, W2,W1 | |

A Periodic report may be omitted if the member has received an Observed 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 Promotion/Frocking or Detachment report. Mid-term counseling should normally be performed in the month scheduled, and may not be omitted or unduly delayed, but may be performed in an earlier or later month if necessary or more appropriate to the needs of the member.

BUPERSINST 1610.10
2 August 1995

NAVY PERFORMANCE EVALUATION

AND COUNSELING MANUAL

(EVAL MANUAL)

Enclosure (2)

TABLE OF CONTENTS

INTRODUCTION 1

1. Requirement for Fitness and Evaluation Reports 1

2. Organization of this Manual 1

3. Reporting on Flag Officers and Flag Selectees 1

4. Adverse Matter 2

5. Performance of Military Justice Duties 2

6. Review, Change, or Endorsement of Reports 2

7. Copies, Logs, and Records 2

ANNEX A. BASIC GUIDE FOR COMPLETING, PROCESSING, AND MAILING REPORTS A-1

A-1. Purpose A-1

A-2. Preparing with Electronic Forms Software A-1

A-3. Preparing with Typewriter or Word Processor A-1

A-4. Instructions for Specific Blocks A-1

A-5. Preparing the Paper Copies of the Report A-17

A-6. Preparing the Electronic Copy A-17

A-7. Preparing the Summary Letter A-17

A-8. Mailing Procedures A-18

EXHIBIT A-1. FITREP - FRONT A-19

EXHIBIT A-2. FITREP - REVERSE A-20

EXHIBIT A-3. EVAL - FRONT A-21

EXHIBIT A-3. EVAL - REVERSE A-24

EXHIBIT A-5. SUMMARY LETTER A-25

EXHIBIT A-6. LETTER-EXTENSION A-26

ANNEX B. QUALIFICATIONS OF REPORTING SENIORS AND RATERS B-1

B-1. Purpose B-1

B-2. Reporting Senior Authority of Commanding Officers B-1

B-3. Authority of Officers in Charge B-1

B-4. Authority of Enlisted Commanding Officers and Officers in Charge B-1

B-5. Raters B-1

B-6. Delegated Reporting Seniors B-1

B-7. Assigned Reporting Senior B-3

B-8. Non-Government and Foreign Reporting Officials B-3

B-9. Assumption of Reporting Senior Authority by ISIC B-4

B-10. Assumption of Reporting Senior Authority by General Court-Martial Convening Authority B-4

B-11. Navy Evaluation and Counseling Adviser in Non-Navy Commands B-4

EXHIBIT B-1. RECOMMENDED REPORTING SENIORS AND RATERS B-5

ANNEX C. PERFORMANCE COUNSELING C-1

C-1. Purpose C-1

C-2. Counseling Policies C-1

C-3. Counseling Worksheet C-1

C-4. Selection of the Counselor C-1

C-5. Counseling Schedule. C-2

C-6. Counseling Objectives C-2

C-7. Preparing for the Counseling Session C-3

C-8. Suggestions for Conducting the Counseling Session C-3

C-9. Follow-up/Monitoring of the Member's Performance C-4

ANNEX D. REGULAR REPORTS D-1

D-1. Purpose D-1

D-2. Continuity and Frequency of Regular Reports D-1

D-3. Periodic Reports D-1

D-4. Omission of Periodic Report D-2

D-5. Letter-Extension of Periodic Report D-2

D-6. Detachment of Individual Reports D-2

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

D-8. Promotion/Frocking Reports D-3

D-9. Special Reports D-3

D-10. Reporting on Temporary Duty (TEMDU) D-5

ANNEX E. CONCURRENT AND CONCURRENT/REGULAR REPORTS E-1

E-1. Purpose E-1

E-2. Concurrent Reporting Senior E-1

E-3. Criteria for Submitting Concurrent Reports E-1

E-4. Occasions for Concurrent Reports E-1

E-5. Promotion Recommendation Summary Groups E-1

E-6. Regular Reporting Senior Countersignature E-2

E-7. Endorsement as Concurrent/Regular Report E-2

E-8. Extension of Concurrent and Concurrent/Regular Reports E-3

E-9. Adverse Concurrent Reports E-3

E-10. Flag Endorsement of Reports on Captains E-3

E-11. INSTRUCTIONS FOR SPECIFIC BLOCKS OF CONCURRENT AND CONCURRENT/
REGULAR REPORTS E-3

EXHIBIT E-1. CONCURRENT REPORT E-5

EXHIBIT E-2. CONCURRENT/REGULAR REPORT E-6

ANNEX F. OPERATIONAL COMMANDER REPORTS F-1

F-1. Purpose F-1

F-2. Operational Commander Reporting Senior F-1

F-3. Occasions for Operational Commander Reports F-1

F-4. Promotion Recommendation Summary Groups F-1

F-5. Forwarding of Operational Commander Reports F-1

F-6. INSTRUCTIONS FOR SPECIFIC BLOCKS OF OPERATIONAL COMMANDER REPORTS F-1

ANNEX G. NOT OBSERVED (NOB) REPORTS G-1

G-1. Purpose G-1

G-2. Uses of NOB Reports G-1

G-3. Observed Report With NOB Promotion Recommendation G-1

G-4. Electronic Copies and Summary Letters G-1

G-5. INSTRUCTIONS FOR SPECIFIC BLOCKS OF NOB REPORTS G-1

EXHIBIT G-1. NOT OBSERVED (NOB) REPORT G-5

ANNEX H. REPORTS ON MEMBERS ASSIGNED TO CIVILIAN (NON-U.S. FEDERAL GOVERNMENT) OR FOREIGN ACTIVITIES H-1

H-1. Purpose H-1

H-2. Responsibility for Reports H-1

H-3. Letter Reports from Civilian and Foreign Officials H-1

H-4. Report Submission by Assigned U.S. Reporting Senior H-1

H-5. INSTRUCTIONS FOR SPECIFIC BLOCKS OF REPORTS ON MEMBERS ASSIGNED TO CIVILIAN (NON-U.S. FEDERAL GOVERNMENT) OR FOREIGN ACTIVITIES H-2

EXHIBIT H-1. MEMBER SERVING AT CIVILIAN OR FOREIGN ACTIVITY H-5

ANNEX I. REPORTS ON DUTY UNDER INSTRUCTION I-1

I-1. Purpose I-1

I-2. Enlisted Initial Entry Training I-1

I-3. Duty or Temporary Duty Under Instruction (DUINS/TEM DUINS) I-1

I-4. Temporary Additional Duty Under Instruction (TEMADDINS) I-2

I-5. Annual Training or Active Duty for Training (AT/ADT) Under Instruction I-2

I-6. Not Observed (NOB) Reports on Students I-2

I-7. INSTRUCTIONS FOR SPECIFIC BLOCKS OF STUDENT REPORTS I-2

ANNEX J. REPORTS ON DRILLING RESERVISTS (IDT REPORTS) J-1

J-1. Purpose J-1

J-2. Requirement for IDT Reports J-1

J-3. IDT Regular Reporting Senior and Rater J-1

J-4. Regular Reports J-1

J-5. Concurrent and Operational Commander Reports J-2

J-6. Additional Mobilization Guidance J-2

J-7. Mailing Dates J-2

J-8. Monitoring of Report Submission J-3

J-9. INSTRUCTIONS FOR SPECIFIC BLOCKS OF IDT REPORTS J-3

EXHIBIT J-1. REPORT ON DRILLING RESERVIST (IDT REPORT) J-5

ANNEX K. REPORTS ON RESERVISTS TEMPORARILY ON ACTIVE DUTY FOR TRAINING (AT/ADT), SPECIAL WORK (ADSW/OYR/CANREC),"265" DUTY, MOBILIZATION RECALL, ETC. K-1

K-1. Purpose K-1

K-2. General Reporting Requirement K-1

K-3. Reporting Senior K-1

K-4. Reports on AT and ADT K-2

K-5. Reports on ADSW, OYR, CANREC, "265," Mobilization Recall, etc. K-2

K-6. Billet Subcategories K-3

K-7. Forwarding of Reports K-3

K-8. INSTRUCTIONS FOR SPECIFIC BLOCKS OF REPORTS ON INACTIVE RESERVISTS SERVING ON ACTIVE DUTY K-3

EXHIBIT K-1. REPORT ON AT/ADT/ADSW/OYR/CANREC/"265"/ETC. K-5

ANNEX L. FLAG ENDORSEMENTS ON REPORTS ON CAPTAINS L-1

L-1. Purpose L-1

L-2. Requirement for Flag Endorsement L-1

L-3. Action by Reporting Senior L-1

L-4. Action by Endorsing Flag Officer L-1

L-5. Adverse Flag Endorsements L-1

EXHIBIT L-1. FLAG ENDORSEMENT L-2

ANNEX M. PERFORMANCE INFORMATION MEMORANDUM (PIM) M-1

M-1. Purpose M-1

M-2. Uses of the PIM M-1

M-3. PIM Format M-1

M-4. Forwarding the PIM M-1

M-5. Action by Command Receiving PIM M-1

EXHIBIT M-1. PERFORMANCE INFORMATION MEMORANDUM (PIM) M-2

ANNEX N. GUIDANCE FOR COMMENTS N-1

N-1. Purpose N-1

N-2. Typography N-1

N-3. Handwritten Comments N-1

N-4. Continuations, Attachments, and Enclosures N-1

N-5. Substantiation of 1.0 and 5.0 Grades and Adverse Recommendations N-1

N-6. Style N-1

N-7. Drafting the Comments N-2

N-8. Classified Comments N-2

N-9. Adverse Comments N-2

N-10. Explanatory Comments N-3

N-11. Required Evaluative Comments N-3

N-12. Items for Special Consideration N-3

N-13. Comments on Misconduct, Judicial or NJP Proceedings, and Corrective Measures N-5

N-14. Prohibited Comments N-5

ANNEX O. GUIDANCE FOR SIGNATURES O-1

O-1. Purpose O-1

O-2. Rater and Senior Rater Signatures O-1

O-3. Reporting Senior Signature O-1

O-4. Member Signature O-1

EXHIBIT O-1. LETTER REFERRING ADVERSE REPORT TO MEMBER FOR STATEMENT O-3

EXHIBIT O-2. LETTER FORWARDING REPORT FOR TRANSFERRED ENLISTED MEMBER'S
SIGNATURE O-4

EXHIBIT O-3. LETTER FORWARDING ADVERSE REPORT TO SEPARATED MEMBER FOR
SIGNATURE O-5

ANNEX P. CHANGES AND SUPPLEMENTS TO REPORTS P-1

P-1. Purpose P-1

P-2. General Policy P-1

P-3. Administrative Changes (E5 and Above) P-1

P-4. Supplementary Material (E5 and above) P-1

P-5. Changes and Supplements for E4 and Below P-2

P-6. Submission of Corrections by Member Reported On P-2

P-7. Restriction on Use of Supplementary Material to Compute Performance Mark Average P-2

P-8. Entry of Changes and Supplements in BUPERS Files P-2

EXHIBIT P-1. ADMINISTRATIVE CHANGE REQUEST P-3

EXHIBIT P-2. LETTER-SUPPLEMENT P-4

EXHIBIT P-3. COVER LETTER FOR SUPPLEMENTAL REPORT P-5

ANNEX Q. ENLISTED ADVANCEMENT RECOMMENDATIONS, PERFORMANCE MARKS,
PERFORMANCE MARK AVERAGES, AND FIELD SERVICE RECORD ENTRIES Q-1

Q-1. Purpose Q-1

Q-2. Enlisted Advancement Recommendation Q-1

Q-3. Computing Performance Marks and Making Field Service Record Entries Q-1

Q-4. Computing Performance Mark Average (PMA) Q-2

Q-5. Filing Administrative Changes, Supplementary Materials, and Statements Q-2

Q-6. Filing Performance Information Memorandums (PIMs) Q-3

Q-7. Field Service Record Review Q-3

ANNEX R. MESSAGE SUMMARY REPORTS R-1

R-1. Purpose R-1

R-2. Message Summary Format R-1

ANNEX S. MEMBER INPUT, REVIEW OF RECORD, STATEMENTS, AND APPEALS S-1

S-1. Purpose S-1

S-2. Member Responsibilities S-1

S-3. Report Input S-1

S-4. Review of Enlisted Field Service Record S-1

S-5. Review of BUPERS Record S-1

S-6. Administrative Corrections S-2

S-7. Replacement of Missing Reports S-2

S-8. Statement to the Record S-2

S-9. Statement Concerning Adverse Report S-3

S-10. Communications with Selection Boards S-3

S-11. Appeals S-4

S-12. Appeals Based on Acquittal, Finding of Not Guilty, Set-Aside, or Reversal S-4

S-13. Review of Reports on Acquisition Workforce Members S-5

EXHIBIT S-1. OFFICER FITNESS REPORT INPUT S-7

EXHIBIT S-2. ENLISTED FITNESS OR EVALUATION REPORT INPUT S-9

EXHIBIT S-3. REQUEST FOR PERFORMANCE SUMMARY RECORD (PSR) S-11

INTRODUCTION

1. Requirement for Fitness and Evaluation Reports. Article 1129, U.S. Navy Regulations, 1990, requires that records be maintained on naval personnel "which reflect their fitness for the service and performance of duties." Fitness Reports (FITREPs) on officers and chief petty officers, and Evaluation Reports (EVALS) on other enlisted personnel, are used for many career actions, including selection for promotion, advanced training, specialization or subspecialization, 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 annexes. Annex A is the basic user's guide, and includes block-by-block instructions, entry tables, and examples. Much of Annex A is available as "Help Screens" and "Pick Lists" in the FITREP and EVAL form-filler computer application programs distributed by the Bureau of Naval Personnel (BUPERS). The other annexes are essentially "mini-manuals," to be used as needed for dealing with particular aspects of the evaluation and counseling system. The annexes are as follows:

- Annex A. **Basic Guide** for Completing, Processing, and Mailing Reports (**Block Instructions**)
- Annex B. Qualifications of **Reporting Seniors** and **Raters**
- Annex C. **Performance Counseling**
- Annex D. **Regular** Reports
- Annex E. **Concurrent** and Concurrent/Regular Reports
- Annex F. **Operational Commander** Reports
- Annex G. Not Observed (**NOB**) Reports
- Annex H. Reports on Members Assigned to **Civilian** (Non-U.S. Federal Government) or **Foreign Activities**
- Annex I. Reports on **Duty under Instruction**
- Annex J. Reports on **Drilling Reservists** (IDT Reports)
- Annex K. Reports on **Reservists Temporarily on Active Duty** for Training (**AT/ADT**), Special Work (**ADSW/OYR/CANREC**), "265" Duty, **Mobilization Recall**, etc.
- Annex L. **Flag Endorsements** on Reports on Captains
- Annex M. Performance Information Memorandum (**PIM**)
- Annex N. Guidance for **Comments**
- Annex O. Guidance for **Signatures**
- Annex P. **Changes** and **Supplements** to Reports
- Annex Q. **Enlisted Advancement** Recommendations, Performance Marks, Performance Mark Averages (PMA), Field Service Record Entries
- Annex R. **Message Summary** Reports
- Annex S. Member **Input, Review of Record, Statements, and Appeals**

See also enclosure (1), Overview for Commanding Officers, Reporting Seniors, and Raters, which contains important guidance for managing the performance evaluation system and standards at the command level.

3. Reporting on Flag Officers and Flag Selectees. Reports on flag officers and flag selectees are submitted on NAVPERS 1611/2 (Rev. 7-95), Report on the Fitness of Flag Officers and Flag Selectees, available from the Chief of Naval Personnel (CHNAVPERS) (Pers-00F). All policies of this manual apply to flag officer fitness reports, but specific instructions for completing the reports are printed on the form. Rear admirals (O7 and O8) and rear admiral selectees receive periodic and other fitness reports on the same basis as other officers. Reports on vice admirals (O9) are not required, but may be submitted at the discretion of the reporting senior. Reports on admirals (O10) are not desired.

4. Adverse Matter. Article 1122, U.S. Navy Regulations, 1990, and the Naval Military Personnel Manual (MILPERSMAN), article 1070-100, require that a fitness or evaluation report containing adverse matter be referred to

BUPERSINST 1610.10
2 August 1995

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, CHNAVPERS will consider a report adverse if it contains a trait grade of 1.0, a promotion recommendation mark of "Significant Problems," or an unsatisfactory physical readiness entry; shows a strong decline in performance within the same pay grade; or contains comments indicating serious weakness, incapacity, or lack of qualifications for promotion or assignment. A report will not be considered adverse solely because it may make the member less competitive than another for promotion or assignment.

5. Performance of Military Justice Duties. Fitness and evaluation reports shall respect the principles of judicial independence as stated in the Manual for Courts-Martial (MCM), Part II, Rule 104. Performance as court-martial member or summary court-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 a less favorable grade, comment, or recommendation because of the zeal with which that officer has represented an accused. Fitness reports on military judges and appellate judges may properly evaluate their professional and military performance, but may not include marks, comments, or recommendations based on their judicial opinions or rulings, or the results thereof. The convening authority may not act as reporting senior for a military judge detailed to a general court-martial. The Judge Advocate General shall be the reporting senior for members of the United States Navy-Marine Corps Court of Criminal Appeals.

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

7. Copies, Logs, and Records. Fitness and evaluation reports and counseling records are subject to the Privacy Act of 1974. The following rules apply:

a. Notes and drafts. Counselors, 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. Counseling Worksheets. The signed copy of the counseling worksheet (the report form used in counseling) should be retained in a Privacy Act record system per SECNAVINST 5211.5D, until the member detaches from the command. These files shall be safeguarded and should only be accessible to members of the command who have a demonstrated need to know. The member should be given a copy of the counseling worksheet at the time of counseling. Upon detachment, the original counseling worksheet should be given to the member, or destroyed.

c. Reports on Officers and Chief Petty Officers. Reporting seniors should retain copies of fitness reports on officers and chief petty officers for at least 5 years, and shall provide additional copies to the individual reported on if requested, but shall not give or show these 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. Copies of reports on chief petty officers are filed in the member's field service record.

d. Reports on Other Enlisted Personnel. Commands shall retain copies of evaluation reports on enlisted personnel (E1-E6) for at least 2 years following the ending date of the report. These reports are also filed in the field service record.

ANNEX A
BASIC GUIDE
FOR
COMPLETING, PROCESSING, AND MAILING REPORTS

A-1. Purpose. This annex provides the basic information needed to fill in, process and mail FITREPS, EVALS, 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.

A-2. Preparing with Electronic Forms Software. BUPERS supplies form-filler applications programs for the FITREP, EVAL, and FLAG FITREP forms. These applications print complete, filled-in reports and summary letters on plain paper, and produce the "electronic" copies on a computer diskette. The diskette replaces the previous OCR form. The software provides Help screens, calculates the Individual Trait Average, and has validation features which will prevent many common errors. The programs can be downloaded from BUPERS ACCESS (the preferred method), or ordered from the Bureau of Naval Personnel, Pers 32C, 2 Navy Annex, Washington DC 20370-3200.

A-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 BUPERS must create the electronic copy. Use only a 10 or 12 pitch (10-12 point) standard type face. 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 capitals 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, but highlighting of any sort (underlining, boldface, italics, all-capitals, centering, etc.), is prohibited.

* * *

A-4. INSTRUCTIONS FOR SPECIFIC BLOCKS

BLOCK 1 **NAME**
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. If the member has no middle name or initial, enter NMN. (Full middle name is acceptable but not required.) **Examples:**
DENNEY, JOHN A **STJOHN, MELVIN J II** **WALTERS, J ARTHUR**
OBRIEN, MARY S **MARTIN, PAUL T JR** **SMYTHEJONES, ANN NMN**

BLOCK 2 **GRADE/RATE**
Grade or rate which the member is actually wearing on the ending date of the report.
Enlisted: Use standard abbreviations. **Examples:** SA, ADAN, GMG3, YN1, ABHCM.
Officers: Use CAPT, CDR, LCDR, LT, LTJG, ENS, CWO4, CWO3, CWO2, WO1

BLOCK 3

DESIG

Enlisted: Enter up to two enlisted warfare/qualification designators. If two designators are entered, separate with a slash. Do not leave spaces. **Examples:** **AW, SS/DV**. If none, leave blank.

Officers: Enter the four-digit officer designator as of the ending date of report. **Examples:** **1110, 1317**.

BLOCK 4

SSN

Member's social security number (SSN) with hyphens after the third and fifth digits.

Example: **987-65-4321**. Verify with a source document.

BLOCK 5

DUTY/COMPETITIVE STATUS

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

- | | | |
|-----------------|---|---|
| ACT | - | USN, or USNR on extended active duty who competes with USN for promotion. |
| TAR | - | USNR designated for Training and Administration of Reserves. |
| INACT | - | USNR on inactive duty (drilling Reserve). |
| AT/ADSW/ | - | USNR temporarily on active duty, competes as inactive reserve for promotion. Includes <u>all</u> 265 AT, ADT, ADSW, OYR, "265," canvasser/recruiter, temporary mobilization recall, etc. |
-

BLOCK 6

UIC

Unit Identification Code (UIC) of member's ship/station. If a component UIC will be used to establish an enlisted member's summary group (see EVAL BLOCK 46), enter the component UIC. Otherwise enter the primary command UIC. Only for activities to which no UIC is assigned, enter five zeros. (**NOTE:** UICs are listed in the NAVCOMPT Manual, volume II, chapter 5. The first four characters of a UIC must be numbers.)

Reserve units: Enter the Reserve Unit Identification Code (RUIC), not the Reserve Center UIC.

BLOCK 7

SHIP/STATION

Abbreviated name of the activity to which the member is assigned for the duty reported on. Do not spell letters and numbers (e.g., use A instead of ALFA, 1 instead of ONE). For **reports on enlisted**, use the command name even if a component UIC is entered in block 6. For **reports on commanding officers**, enter the activity which 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 BUPERS 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 (PLA), or commonly accepted short title. Further condense the PLA if necessary to make it recognizable within the first 18 positions.

Examples: **COMDESRON 7, CINCLANTFLT NORFOLK VA, AIRESCEN MIRAMAR CA**

BLOCK 8**PROMOTION STATUS**

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

(NOTE: This block was labelled "Date of Rate" on an early printed version of the EVAL (E1-E6) form, but is labelled "Promotion Status" on later versions. Date of rate is no longer entered in this block.)

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

BLOCK 9**DATE REPORTED**

In yrMONda format, enter date the member reported to the command named in block 7. **Example:**

96OCT17 (The following are incorrect: 17OCT96, 961017, 101796.)

BLOCKS 10-13**OCCASION FOR REPORT**

Place an X in each block which applies. See Annex D 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.)

BLOCKS 14-15**PERIOD OF REPORT**

In yrMONda 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 normally the date detached from initial entry training.

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

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

BLOCK 16 NOT OBSERVED REPORT

If this is a wholly Not Observed (NOB) report, enter an X in block 16. The trait grades must be left blank, no career recommendation is permitted, the promotion recommendation must be NOB, and the promotion recommendation summary must be left blank. Comments are limited primarily to administrative and training information. Refer to Annex G for detailed instructions and example.

BLOCKS 17-19 TYPE OF REPORT

Place an X in the block which applies. If this is a Concurrent/Regular report, place an X in blocks 17 and 18, and regular reporting senior initial block 17.

BLOCK 20 PHYSICAL READINESS

Enter the code letter for the most recent physical readiness test (PRT) result, a slash, and the two-letter code for the height/weight or body fat measurement. **Example:** P/WS. Use the PRT score from the most recent official PRT, even if recorded during a prior report period or at another command. Use the height/weight or body fat measurement taken in conjunction with that PRT, or a more recent special measurement as necessary to ensure currency of the entry. See OPNAVINST 6110.1D for testing and record-keeping requirements. For remotely assigned members, arrange to receive a copy of the PRT record following each official test.

Block 20 Physical Readiness Codes

| PRT CODE | | HEIGHT/WEIGHT OR BODY FAT CODE | |
|----------|---|--------------------------------|---|
| P | Passed | WS | Within standards |
| *F | Failed, or failed to participate in PRT when required | *NS | Not within standards, or failed to be weighed or measured when required |
| E | Exempt (50 or over) | MW | Medically waived (temporary medical condition or pregnancy) |
| M | Medically waived from entire PRT | | |
| **N | Not tested or score not available | **XX | Impossible to weigh or measure |

* Explain in the comments and treat as adverse matter.

** N plus body composition code (or N/XX) may be used for reports covering less than 90 days and prior test score not available; or member has been on active duty less than 20 weeks and PRT not administered; or member reported on board less than 10-12 weeks prior to scheduled PRT and prior test score not available. 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 NA. Do not leave blank. A table of billet subcategory codes appears on the following page. (NOTE: Qualifying commands may subcategorize certain members by billet type when determining summary groups. See instructions within the table to determine which commands can qualify. Do not use any code which does not appear in the table. All SPECIAL codes must be specifically authorized by BUPERS letter.)

Block 21 - Billet Subcategory Entry Table

| | |
|---|--|
| NA | Subcategories not used. (Should appear on most reports.) |
| BASIC | Member of the basic group if subcategories are used. Example: Training activities who subcategorize instructors and students will enter BASIC for administrative staff. |
| Standard Billet Subcategories | |
| Use is optional. Approval not required. All members in each subcategory must be summarized together. | |
| CO AFLOAT | Commanding officers of ships, squadrons, or other tactical units. |
| CO ASHORE | Commanding officers of shore activities. |
| OIC | Officers in charge 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 same reporting senior. |
| CRF | Members of career recruiter force, in recruiting command. |
| CANVASSER | Canvassers and canvasser/recruiters, in recruiting command. |
| RESIDENT | Residents in teaching hospitals or dental centers. |
| INTERN | Interns in teaching hospitals or dental centers. |
| 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. |
| Special Billet Subcategories | |
| Must be approved in advance by CHNAVPERS. Forward a request via the chain of command to CHNAVPERS (Pers-32), including types and numbers of billets involved, how they are to be subcategorized, approximate total in each resulting summary group, and justification. Examples of justification: geographic dispersal of the group being reported on, or unusual specialization, e.g., Seal/Divers vs. support personnel in Seal Teams. Normally, each resulting summary group should have at least five officer or eight enlisted members. Excessive numbers of subcategories will not be approved. | |
| SPECIAL01 through SPECIAL20 | Use the Special number authorized by CHNAVPERS 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. |

BLOCK 22 **REPORTING SENIOR**

Enter last name and initials of the reporting senior. Place a comma after the last name. Omit punctuation or spaces within last name. Be sure the name and signature match.

Example: STJOHN, O F

BLOCK 23 **GRADE**

Enter reporting senior's grade.

Navy and other Sea Service officers: Use **ADM, VADM, RADM, RDML, CAPT, CDR, LCDR, LT, LTJG, ENS, CWO4, CWO3, CWO2, WO1.**

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

Enlisted reporting seniors: Use same rules as block 2.

Civilian reporting seniors: Use U.S. Federal Government civilian grade, e.g., **GS15, SES4.** If the reporting senior does not have a grade designation, enter **CIV.** Entry must be five characters or less. Do not use hyphens. Do not leave blank. (**NOTE:** Reservists who submit reports as civilians must use civilian, not military grade.)

BLOCK 24 **DESIGNATOR**

Enter reporting senior's four-digit officer designator. **Exceptions:** If an assigned reporting senior enclosing a letter report, enter **LTR** (see Annex H). If a member of another service, enter abbreviation for branch of service: **USAF, USA, USMC, USCG, USPH, NOAA.** If Navy enlisted or civilian, leave blank.

BLOCK 25 **TITLE**

Reporting senior title (abbreviated if necessary). 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 abbreviations **Examples:** **COMMANDER, XO, DEPT HEAD, DIV OFFICER, DCNO.**

Delegated reporting senior: Indicate level of delegation rather than function, e.g., **DEPT HEAD** rather than **SUPPLY OFFICER.** (**NOTE:** **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.)

Exception for Assigned Reporting Seniors, ISICs, or General Court-Martial Convening Authorities: Enter **ASSIGNED, ISIC,** or **GCMCA.** (Provide command title in EVAL block 48 or FITREP block 44.)

BLOCK 26 **UIC**

UIC of 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 commanding officer. (**NOTE:** The reporting senior UIC may be different from the member's UIC in block 6.)

BLOCK 27**SSN**

Reporting senior's social security number (SSN). Use hyphens after the third and fifth digits.

Example: 987-65-4321. Verify with a source document. Civilian reporting seniors may enter SSN or 000-00-0000. Do not leave blank.

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 which 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:** Pers-322, Administer Navy Enlisted Evaluation System; process 400,000 EVALs per year and support CPO Selection Boards.

Reserve Units: Indicate the unit's gaining command and contributory support functions (if any).

BLOCK 29**PRIMARY/COLLATERAL/WATCHSTANDING DUTIES**

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. **Examples:** XO, AIR OPS, ASST ADMIN, EVAL BRANCH HD. Be as clear as possible. (NOTE: The entry in this box will appear as the duty assignment on the Performance Summary Report (PSR).)

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; watchstanding duties. **Example:** COMMUNICATIONS OFFICER-7; ASST COMM-3; MESS TREASURER-8; OOD UNDERWAY-3

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

Job Scope Statement: Briefly state the scope of primary duty responsibilities. Include such items as technical or professional duties, personnel supervised, 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.)

BLOCK 30 **DATE COUNSELED**

If mid-term counseling was received during the report period, enter the date counseled from the counseling worksheet. Use yrMONda 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.

BLOCK 31 **COUNSELOR**

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

BLOCK 32 **SIGNATURE OF INDIVIDUAL COUNSELED**

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.

BLOCKS 33-39 **PERFORMANCE TRAITS**

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. The 3.0 grade represents performance to full Navy standards. The 5.0 grade is reserved for performance which is far above standards, and is notable for its exemplary or leadership quality. The 1.0 grade means generally poor performance which is not improving, or unsatisfactory performance with respect to a single standard. For the majority of Navy people, most of the trait grades should be in the 2.0 to 4.0 range. Grade Not Observed (NOB) if there has not been enough observation to grade with confidence. Grade block 39 NOB if it is not applicable to the member.

Equal Opportunity: Consider all standards for this trait. A 3.0 grade indicates fully satisfactory performance, as stated on the form.

Military Bearing/Character: A 5.0 grade requires a PRT score of excellent or outstanding. However, do not grade 5.0 unless the member also meets the other 5.0 standards for this trait. If grading less than 5.0, an excellent or outstanding PRT score should be noted in the comments.

EVAL

INDIVIDUAL TRAIT AVERAGE

Enter the average of the trait grades for this report. **A complete table of Individual Trait Averages appears on the following page.**

(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.)

Block 40 (EVAL) - Table of Individual Trait Averages

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**.

NUMBER OF TRAITS GRADED (exclude NOB grades)

| NUMBER OF TRAITS GRADED (exclude NOB grades) | | | | | | | |
|--|--------|-------|------|--------|-------|------|-------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 1.00 | | | | | | | 1.0 |
| 2.00 | 1.00 | | | (Trait | Avera | ge) | 2.0 |
| 3.00 | 1.50 | 1.00 | | | | | 3.0 |
| 4.00 | 2.00 | 1.33 | 1.00 | | | | 4.0 |
| 5.00 | 2.50 | 1.67 | 1.25 | 1.00 | | | 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 |
| | (Trait | Avera | ge) | | 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 |

**TOTAL
OF
TRAIT
SCORES**

EVAL

FITREP

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 for which the member is not or cannot become qualified. 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 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

SIGNATURE OF RATER

Type 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 Annex O.

EVAL

FITREP

COMMENTS ON PERFORMANCE

These are minimal instructions only. See Annex N for expanded guidance on preparation, organization, style, reporting on misconduct, prohibited comments, and special interest items which must be mentioned when they apply.

Typography. Use only 10 or 12 pitch (10-12 point) type at 6 lines per inch (standard typewriter spacing). Use upper- and lower-case. Do not underline, **boldface**, *italicize*, **** center ****, or otherwise highlight passages. Use clear, readable typefaces (no script, etc.) Proportional typefaces are allowed. Handwritten comments or additions to comments are not allowed, except on E1-E4 reports which may be entirely handwritten, if desired.

Continuations and Enclosures. Continuation sheets and enclosures will not be accepted, except an endorsed statement by the member (Annex S), a civilian or foreign letter report (Annex H), a letter-extension of a Concurrent/Regular report (Annex E), or a classified letter-supplement (Annex N).

Substantiation of 1.0 and 5.0 Grades, Physical Readiness Failure, and Negative Recommendations. Specifically discuss all 1.0 and 5.0 grades, physical readiness marks of F or NS, and recommendations against retention or promotion. Identify by block number the performance trait being discussed. You may discuss more than one trait in a single bullet or paragraph.

Recommendations. Do not include or comment directly on career, retention, and promotion recommendations. Exceptions:

- A Special report to recommend an enlisted member for a commissioning program should justify the recommendation.
- A report on E7 or above marked "Significant Problems" should include a recommendation for or against retention. A recommendation against retention will be assumed if there is no specific remark.

Ranking Among Peers. There may be no numerical rankings, either direct or implied. Example of prohibited comment: "Number one of four EN1's." Example of acceptable comment: "Best performance as engineman I have ever seen. Repaired major casualty in half the time expected."

Adverse Comments. Any comment suggesting persistent weaknesses, continuing incapacity, or unsuitability for specific assignment or promotion must be treated as adverse matter, regardless of grades assigned.

Required Administrative Comments. Include the following information in reports to which they apply:

- Reason for Concurrent, Operational Commander, or Special Report. This must be the first sentence of the comments on these reports.
- Next Assignment (on Detachment of Individual Report)
- Change of Name, Designator, or Rating since Previous Report
- Reason for Physical Readiness Codes N or XX. Exception: reports on Reservists who have been on active duty less than 20 weeks, as demonstrated by blocks 9 and 15.
- Reason for Assumption of Reporting Authority by ISIC or General Court-Martial Convening Authority
- Concluding Date of Civil, Court-Martial, or Non-Judicial Punishment (NJP) Proceedings. The reporting senior signature date must not be earlier than the "concluding date."
- AT/ADT/ADSW During Period. List this duty on IDT reports.

Prohibited Comments. Do not comment on any of the following, except as noted in Annex N:

- Previous Failure of Selection
- Submission or Withdrawal of Resignation Under Honorable Circumstances
- Judicial or NJP Proceedings Which Have Not Been Concluded
- Non-punitive Letter of Censure
- Investigations not Concluded, and Material from Privileged Investigative Reports
- Marital Status, Spouse, or Family Members
- Medical Reports and Summaries
- Performance on Court-Martial as Member, Counsel, or Military Judge
- Awards or Decorations Recommended but Not Received

| |
|-------------|
| EVAL |
|-------------|

QUALIFICATIONS/ACHIEVEMENTS

Enter:

- courses and/or 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.

Block 44 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-E9, use the bottom of FITREP block 41 for qualifications and achievements.

| | | |
|-------------|---------------|--|
| EVAL | FITREP | PROMOTION RECOMMENDATION Place an X in the box for the promotion recommendation. The recommendation may be NOB if appropriate, e.g., short period and few or no traits graded. |
|-------------|---------------|--|

"Promotable," "Must Promote," and "Early Promote" are 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. Promotion recommendations should not be withheld until completion of time-in-grade or other administrative requirements. (For enlisted performance mark, "Promotable" = 3.6, "Must Promote" = 3.8, "Early Promote" = 4.0, on the advancement system 4.0 scale. All are advancement recommendations. See Annex Q for details.)

- Members recommended as "Promotable" must have received at least 3.0 in all graded traits, and be currently capable, if called on, of performing the basic functions of the higher grade.
- Members not eligible for early promotion, e.g., Reservists and members in or above the promotion zone, may receive "Early Promote" recommendations based on performance and potential value to the Navy.

"Progressing" means that 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. Do not mark "Progressing" if a CO advancement recommendation is in effect in current grade.)

"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.)

Upper Limits on "Early Promote" and "Must Promote" Recommendations:

- "Early Promote" (all pay grades) - 20% 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):
O5-O6 - 40% O3-O4 - 50% O1-O2 - No limit
W3-W4 - 50% W1-W2 - No limit
E7-E9 - 50% E6 - 60% E1-E5 - No limit
- For Summary Groups of 30 or less, use the table on the following page.
- For Summary Groups of more than 30 members, calculate the maximums using the following example:

Assume 38 E6's in a Summary Group, 60% maximum "Early Promote" and "Must Promote," combined:

| | | |
|--|--------------------|-----------------|
| "Early Promote"+"Must Promote" Maximum | = 38 x .6 = 22.8 = | 23 (rounded up) |
| "Early Promote" Maximum | = 38 x .2 = 7.6 = | 8 (rounded up) |
| "Must Promote" Maximum | = 23 - 8 | = 15 |

Note that 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.

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

| Summary Group Size | Early Promote | Must Promote (May be increased by 1 for each Early Promote recommendation not used) | | | |
|--------------------|---------------|--|--------------|-------------------------|-----------------|
| | All Grades | E1-E5 W1-W2 O1-O2 | E6 - - | E7-E9 W3-W4 O3-O4 | - - O5-O6 |
| 1 | 1 | No Limit | | | |
| 2 | 1 | | 1 | 1 | 1 |
| 3 | 1 | | 1 | 1 | 1 |
| 4 | 1 | | 2 | 1 | 1 |
| 5 | 1 | | 2 | 2 | 1 |
| 6 | 2 | | 2 | 1 | 1 |
| 7 | 2 | | 3 | 2 | 1 |
| 8 | 2 | | 3 | 2 | 2 |
| 9 | 2 | | 4 | 3 | 2 |
| 10 | 2 | | 4 | 3 | 2 |
| 11 | 3 | | 4 | 3 | 2 |
| 12 | 3 | | 5 | 3 | 2 |
| 13 | 3 | | 5 | 4 | 3 |
| 14 | 3 | | 6 | 4 | 3 |
| 15 | 3 | | 6 | 5 | 3 |
| 16 | 4 | | 6 | 4 | 3 |
| 17 | 4 | | 7 | 5 | 3 |
| 18 | 4 | | 7 | 5 | 4 |
| 19 | 4 | | 8 | 6 | 4 |
| 20 | 4 | | 8 | 6 | 4 |
| 21 | 5 | | 8 | 6 | 4 |
| 22 | 5 | | 9 | 6 | 4 |
| 23 | 5 | | 9 | 7 | 5 |
| 24 | 5 | | 10 | 7 | 5 |
| 25 | 5 | | 10 | 8 | 5 |
| 26 | 6 | | 10 | 7 | 5 |
| 27 | 6 | | 11 | 8 | 5 |
| 28 | 6 | | 11 | 8 | 6 |
| 29 | 6 | | 12 | 9 | 6 |
| 30 | 6 | | 12 | 9 | 6 |

NOTES: (1) All summary groups of two arbitrarily receive one "Must Promote" quota. (2) For E7-E9, W3-W4, and O3-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%.

| | | |
|-------------|---------------|---|
| EVAL | FITREP | <p>SUMMARY Enter the number in this member's summary group who have received each promotion recommendation. A <u>summary group</u> consists of <u>all</u> reports which share <u>all</u> of the characteristics in the following tables.</p> |
|-------------|---------------|---|

Summary Group Table, Officers (W1-O6)

| Block | Block Label | Remarks (Group officer reports which 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. ("Double-hatted" commanders may group by command, if block 26 displays a separate UIC for each command.) |
| 42 | Promotion Recommendation | Must have Observed promotion recommendation. Do not include NOB promotion recommendations in a summary group. |

Officer Competitive Categories. Convert the block 3 entry into competitive designator categories as follows. Each category consists of all designators within the parentheses. Where a category consists of more than one designator, a code is provided for use on the summary letter. Do not use this code on the report itself. (NOTE: Active, TAR, and Inactive officers are distinguished by the entry in block 5.)

- | | |
|--|--|
| Unrestricted Line (URL) (11xx/12xx/13xx/19xx) Engineering Duty (14xx) Aerospace Engineering Duty (150x) Aerospace Engineering Duty (Engineering) (151x) Aerospace Engineering Duty (Maintenance) (152x) Aviation Duty (154x) Special Duty (Cryptology) (161x) Special Duty (Intelligence) (163x) Special Duty (Public Affairs) (165x) Special Duty (Merchant Marine) (162x/166x/ 167x/169x) Special Duty (Fleet Support) (170x) Special Duty (Oceanography) (180x) | 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 (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 Table, Enlisted (E1-E9)

| Block | Block Label | Remarks (Group enlisted reports which 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 TAR together, group AT/ADSW and INACT separately. |
| 6 | UIC | Group by block 6 UIC. <u>For members being grouped by component UIC, enter the component UIC in block 6.</u> |
| 8 | Promotion Status | Group by promotion status. (Do not enter date of rate in block 8.) |
| 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 42FI | Promotion Recommendation | Must have Observed promotion recommendation. Do not include NOB promotion recommendations in a summary group. |

EVAL**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 chief petty officers, a retention recommendation will be assumed unless the report is adverse.)

EVAL**FITREP****REPORTING SENIOR ADDRESS**

Enter the reporting senior's address for receiving BUPERS inquiries concerning the report. For active duty reporting seniors with transfer or retirement orders, enter address of next command or home address, as appropriate. For inactive Reserve reporting seniors, enter civilian, not Reserve Center address.

EVAL**SIGNATURE OF SENIOR RATER**

Type 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 reporting senior is rater's immediate superior), enter **NONE AVAILABLE**. If the signature is unobtainable, see Annex O.

EVAL

FITREP

SIGNATURE OF REPORTING SENIOR

Reporting senior sign and date. The date must be the actual signature date of the report. 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 endorsement was not required. If the signature is unobtainable, see Annex O.

EVAL

FITREP

SIGNATURE OF INDIVIDUAL EVALUATED

Review and counseling. Give the member an opportunity to review the report. Ask the member to verify the name, SSN, and other administrative entries. Counsel the member on his or her performance. Explain any adverse matter. Verbal explanation is sufficient, but the form in Exhibit O-1 may be used to notify the member in writing if desired.

Signature. After reviewing the report, the member will check the box indicating intention to submit or not to submit a statement, and sign and date all copies. Use black or blue-black ink. Also sign block 32. The member's signature does not imply agreement with the report or satisfaction with counseling, 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 pay grades. Exceptions for certain types of reports and reporting situations are found in the annexes devoted to those reports. If the member cannot or does not sign a report, see Annex O.

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 Annex S.

EVAL

FITREP

REGULAR REPORTING SENIOR SIGNATURE ON CONCURRENT REPORT

Concurrent and concurrent/regular reports must be forwarded to the member's regular reporting senior for signature. Type the name, rank, title, and command of the regular reporting senior. The regular reporting senior will sign and date the report in black or blue-black ink. To convert the report to concurrent/regular, also place an X in block 17 and initial block 17. See Annex E for additional instructions. A report may not be endorsed as concurrent/regular unless it maintains regular report continuity.

**** Processing the Completed Report ****

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

Report Copies

| Grade of Member | Number of Copies | BUPERS | Field Service Record | Member | Reporting Senior | Command |
|-----------------|------------------|--------|----------------------|--------|------------------|---------|
| O1-O6, W1-W4 | 3 | X | | X | X | |
| E7-E9 | 4 | X | X | X | X | |
| E5-E6 | 4 | X | X | X | | X |
| E1-E4 | 3 | | X | X | | X |

The BUPERS copy is the official Record copy for E5-O6. The Field Service Record copy is the official Record copy for E1-E4. The Record copy must have original signatures and initials. Photocopied signatures and initials are acceptable on the other copies. 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. It is permissible, however, to prepare the back and front on separate sheets. In this case, the reporting senior need not sign both sheets.

A-2. Preparing the Electronic Copy. The electronic copy of the report is produced on a diskette by the BUPERS applications software, as part of the operation which produces the summary letter. (Do not attempt to create the electronic copy in any other way, such as by copying data base files from the hard drive. The result will be unreadable by BUPERS.) A 3 1/2" diskette is preferred, but a 5 1/4" diskette may also be used. All reports on the diskette must have the same reporting senior. The diskette must be safeguarded to prevent loss or tampering after the paper copies of the report have been produced. (NOTE: If the reports have been produced manually, do not produce or enclose a diskette. The electronic copy will be created by BUPERS.)

a. Files and Filenames. Reports are written or "exported" to the diskette in summary groups. Every report must be in a summary group file on the diskette, even if the "group" consists of only one report. NOB reports, and Observed reports with NOB promotion recommendations, are grouped by ending date and place in separate "summary group" files. A diskette may include both EVAL and FITREP files, with various report ending dates, provided that all reports on the diskette have the same reporting senior. The filename is derived from the first member in alphabetical order in the summary group. It consists of the first four letters of the last name (entire last name if fewer than four letters), the last four numbers of the SSN, and the extension ".DBF". **Example:** If the first member alphabetically in the summary group is ADAMS, J Q, 123-45-6789, the summary group file name is ADAM6789.DBF. In the event of duplicate file names, sequence numbers will be substituted for the first letter, e.g, 2DAM6789.DBF, 3DAM6789.DBF, etc. The filename is automatically printed on the summary letter.

b. Diskette Labels. **Place a clearly written adhesive label on the diskette.** The label must include the words EVAL/FITREP, name of the program used to produce the reports, the reporting senior's last name, SSN, and command, and date the label was written.

A-3. Preparing the Summary Letter. Each summary group is mailed with a summary letter, even if the "group" consists of only one report. See Exhibit A-5 for the summary letter format. Summary letters for Not Observed reports will be identified by NOB in the Trait Average column and the promotion recommendation "Breakout" will be blank. The BUPERS-supplied software will produce the summary letter and diskette file in a single operation, with the filename

printed on the summary letter. If the reports are prepared manually, the summary letter must also be prepared manually on a pre-printed form. Enter the word "Manual" in the space reserved for the filename.

A-4. Mailing Procedures. Mail reports within 15 days of the ending date for active duty members and within 30 days for inactive duty members.

a. Mailing to BUPERS

(1) If a diskette is enclosed, use a reinforced envelope. If possible, use a standard 9 1/2" x 11 1/2" anti-static floppy disk mailer, available from office supply stores. This is the best guarantee that the diskette will reach BUPERS undamaged. If floppy disk mailers are not available, cut down a heavy-weight file folder (or two doubled light-weight file folders) to fit snugly in a standard 9"x12" envelope. Place the diskette in the folder and tape the three open edges shut. As a third alternative, use the OCR mailer, NAVPERS 5230/99 (10-89), S/N 0106-LF-052-3021. Enclose in the same envelope all reports on the diskette, the associated summary letter(s), and the printed filename list if provided by the software.

(2) If a diskette is not enclosed, mail the reports and summary letters flat in a standard 9" x 12" envelope. 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.

(3) If a report is delayed for a member's signature, do not delay the entire summary group. Enclose a copy clearly marked **UNSIGNED ADVANCE COPY**, and make the same notation next to the name of the member on the summary letter. When the signed copy is transmitted, enclose a copy of the summary letter marked "Duplicate," but not a diskette. (**NOTE:** If the report is changed before signature, retransmit the entire summary group with a diskette and a letter of explanation.)

(4) Address all reports to:

BUREAU OF NAVAL PERSONNEL
PERS 322
2 NAVY ANNEX
WASHINGTON DC 20370-3220

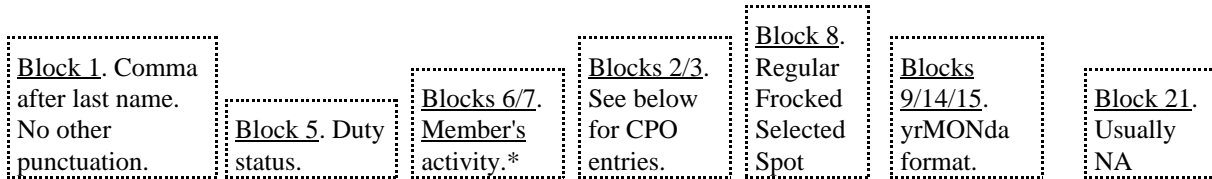
b. Mailing to Via Addressee (regular reporting senior or flag endorser). If all reports in the same summary group are mailed to the via addressee, mail all copies, the summary letter, and the diskette. If the reports are mailed to different via addressees, mail the paper copies only, and mail the summary letter and diskette directly to BUPERS along with copies of the reports. Label the copies **ADVANCE COPY**. In either case, place an explanatory note and identify the via addressee(s) on the advance copy of the summary letter sent to BUPERS. (See Annexes E and L for handling procedures by the via addressees.)

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

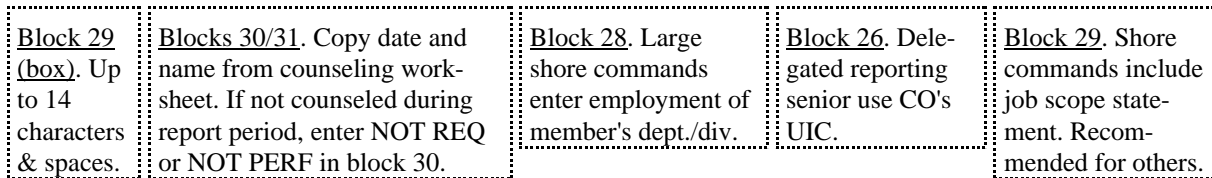
d. Classified Supplements. The supplement must have all required security markings. Do not classify the report form. Mail the report and classified supplement with its summary group, regardless of whether classified supplements are submitted with the other reports in the group. Refer to OPNAVINST 5510.1H for instructions on mailing classified material.

EXHIBIT A-1

FITREP - FRONT (BLOCKS 1-32)



(Illustration not available on BUPERS ACCESS version)



Blocks 2/3 (CPO).
(Block 3: 1 or 2
quals, or blank.)

* Blocks 6/7 (CPO). If summarized in block 43 by component UIC, enter component UIC and command name.

EXHIBIT A-2

FITREP - REVERSE

Blocks 1-4. Repeat from front.

Block 39. Must be NOB if not a warfare qualified officer.

(Illustration not available on BUPERS ACCESS version)

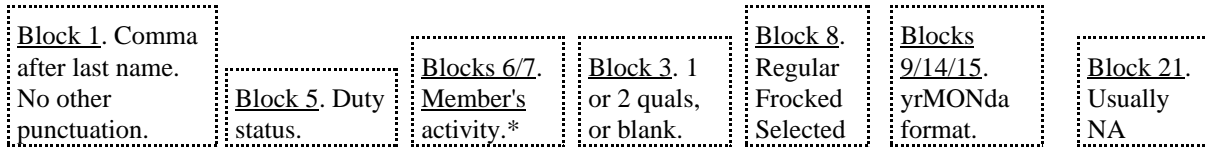
Block 41.
- Include required admin comments (e.g., reason for Special report).
- Specifically justify 1.0 and 5.0 grades.
- Quantify where possible.
- Consider special interest items.
- No numerical rankings. No recommendations.

Block 42. Observe distribution rules.
Block 43. Entry in each box, even if 0.

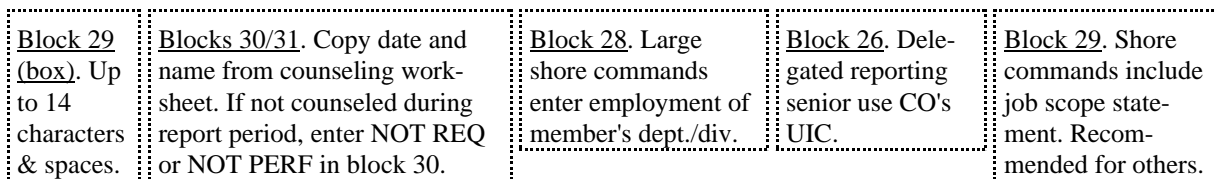
Block 47. Use for Concurrent reports only.

EXHIBIT A-3

EVAL - FRONT (BLOCKS 1-32)



(Illustration not available on BUPERS ACCESS version)



* **Blocks 6/7.** If member is summarized in block 46 by component UIC, enter component UIC and command name.

EXHIBIT A-4

EVAL - REVERSE

Blocks 1-4. Repeat from front.

Block 40. Average of blocks 33-39 (see table on page A-9).

Block 41. Make specific, useful recommendations.

(Illustration not available on BUPERS ACCESS version)

Block 43.
- Include any required admin comments.
- Specifically justify 1.0 and 5.0 grades.
- Quantify where possible.
- Consider special interest items.
- No numerical rankings. No recommendations.

Block 44. Completed, not "expected" achievements.

Block 45. Observe distribution rules.
Block 46. Entry in each box, even if 0.

Block 52. Use for Concurrent reports only.

EXHIBIT A-5

SUMMARY LETTER

Filename is derived from first entry on ALPHA listing. (First 4 of last name, last 4 of SSN, .DBF). * See below if no diskette.

Administrative data must apply to every report listed.

Breakout must be identical to block 43 or 46 of every report listed.

- Alphabetical order.
- SSN last 4 only.
- Trait average: take from EVAL block 40, or compute for FITREPs.
- If an advance copy is included, mark **ADV** next to name, and explain.

Add the trait averages and divide by number of individuals.

Use correct postal addresses.

* **NOTE:** If reports and summary letter have been manually prepared, and there is no diskette, filename is **MANUAL**.

(Illustration not available on BUPERS ACCESS version)

EXHIBIT A-6

LETTER-EXTENSION

1610
(Member's SSN)
(Date)

From: CAPT Reginald R. Senior, USN, U.S. Naval Station, 1234
Waterfront Street, Navytown MA 01234-1234
To: Chief of Naval Personnel, Pers-322, 2 Navy Annex,
Washington, DC 20370-3220

Subj: FITNESS (or EVALUATION) REPORT EXTENSION

5. Identification of original report

- a. Blocks 1-4: SAMPLE, HARVEY JOE, LCDR, 1110, 123-45-6789
- b. Blocks 14-15: 96JUL01 - 96OCT31
- c. Blocks 17-19: REGULAR
- d. Blocks 22, 27: SENIOR, R R, 987-65-4321

6. Extension data

- a. Blocks 10-13: Add 11. Detachment of Individual
- b. Blocks 14-15: Change to 96JUL01 - 96NOV20
- c. Block 29: [Optional: add duties and/or change months assigned.]

[DO NOT CHANGE ANY OTHER BLOCKS IN A LETTER 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

ANNEX B

QUALIFICATIONS OF REPORTING SENIORS AND RATERS

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

B-2. Reporting Senior Authority of Commanding Officers. A commanding officer may submit properly authorized fitness and evaluation reports on any individual, regardless of rank, who has reported to that commanding officer for permanent, temporary, or additional duty under competent written orders. For purposes of this manual, a commanding officer 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 (SNDL). A Naval Reserve unit has been "commissioned" or "established" if it has a CNO-approved Reserve Unit Assignment Document (RUAD).

B-3. Authority of Officers in Charge. Officers in charge 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 delegated reporting seniors. Commanding officers having subordinate officers in charge shall ensure that their reporting authority is clearly and correctly defined.

B-4. Authority of Enlisted Commanding Officers and Officers in Charge. Enlisted commanding officers and officers in charge in the grades of E7-E9, and Federal civilian employees in command positions who hold the grade of GS11, may sign reports on E4 and below. Authority to sign reports on higher grades requires approval of CHNAVPERS (Pers-32), and is granted to Master Chief Petty Officers only. All other reports will be signed by a senior in the chain of command having authority to report on the member concerned.

B-5. Raters. Evaluation reports on enlisted personnel, E6 and below, require the signatures of a rater and senior rater. This ensures that the 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 guidelines in Exhibit B-1. The rater should be a Navy chief petty officer whenever possible, but 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 fitness reports on officers and chief petty officers, but a similar system may be used for the drafting of fitness reports.

B-6. Delegated Reporting Seniors. A delegated reporting senior is a person designated by a commanding officer to submit fitness or evaluation reports for which that commanding officer would otherwise be responsible. Delegation of reporting senior authority constitutes a transfer of that authority, with the commanding officer retaining certain oversight responsibilities as set forth below.

a. Delegation of Reports on Officers. Generally, fitness reports on officers are held to the commanding officer level, with delegation permitted only in very large commands. Delegated reporting seniors for officer reports must be in the grade of commander (O5) or GS14, 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 level command billet, reporting senior authority for officers may be delegated to the Assistant Chief of Staff

level or equivalent without prior CHNAVPERS approval. This authority continues if the flag billet is temporarily occupied by an officer below flag grade, but ends if the billet is downgraded below flag grade.

(2) Shore Commands with Remote Components. In shore commands having components which 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 CHNAVPERS 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 CHNAVPERS approval. In these commands, reporting seniors may be in the grade of lieutenant commander (O4). Only the commanding officer may submit adverse reports on student officers.

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

b. Delegation of Reports on Enlisted Personnel (E1-E9). Reports on enlisted personnel may be delegated to that level of the command which 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 lieutenant commander (O4) or GS12 or equivalent. Training commands and replacement training squadrons may delegate to the lieutenant (O3) level. Other exceptions require prior CHNAVPERS (Pers-32) 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 chief petty officer (E7) or GS11 or equivalent. Exceptions are not permitted.

c. Method of Delegation. Delegation should not be ad hoc, but should be accomplished by a command instruction which 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 grade, or is unable to sign reports, or the commanding officer withdraws an incumbent's reporting authority, the reports shall be signed by the next senior in the chain of command, or by the commanding officer.

d. Scope of Delegated Reporting Senior Authority. Commanding officers 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 themselves. Members must also be directly subordinate to the delegated reporting senior, except as designated by the commanding officer.

(2) Delegated reporting senior authority shall include the commanding officer's authority to recommend promotion and advancement.

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

e. Responsibilities of Commanding Officer for Delegated Reports. A delegated reporting senior is solely responsible for the content of reports submitted over his or her signature. The commanding officer may not change or

add comments to a delegated report, or submit a report which covers any part of the same period. Commanding officers retain the following responsibilities:

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

(2) The commanding officer must sign any report which withdraws a recommendation for enlisted advancement after advancement authorization for the member has been received. A flag officer may delegate this authority to a captain (O6) or above.

(3) The commanding officer shall provide for review of the following reports, and may sign any or all of these reports, or 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), which are submitted after all other prerequisites to compete for advancement have been met;

(c) Special reports on enlisted personnel submitted for meritorious performance or to recommend for an officer commissioning program;

(d) Reports or supplements which have been directed as redress under Article 1150, U.S. Navy Regulations, 1990, or Article 138, UCMJ.

f. Promotion Recommendation Summary in Delegated Reports. Members shall be summarized 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 commanding officer 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. Commanding officers may not otherwise endorse, change, add to, or replace a report signed by a delegated reporting senior, except to afford redress under Article 1150, U.S. Navy Regulations, 1990, or Article 138, UCMJ.

B-7. 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 CHNAVPERS correspondence. When a member reports for duty to a non-U.S. government activity, the member's U.S. administrative commander is the assigned reporting senior unless otherwise stated in the orders.

B-8. Non-Government and Foreign Reporting Officials. When a member receives letter reports from a civilian (non-U.S. Federal Government) or foreign activity, the official submitting the reports will be selected by the activity concerned, but should normally be the person who would normally be the reporting senior in a comparable Navy command.

B-9. Assumption of Reporting Senior Authority by ISIC. The Immediate Superior in Command (ISIC) shall assume the reporting senior responsibility and authority of a subordinate commanding officer who 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 fitness report responsibility may be unclear. In addition, the ISIC may assume the reporting senior authority of a commanding officer who is involved in an investigation, inquiry, or disciplinary proceedings if the commanding officer'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 commanding officer concerned. An ISIC may not assume authority retroactively, after a fitness report has been filed in the official record, unless directed to do so by the Secretary of the Navy or a general court-martial convening authority upon removal of the original report from the record.

a. Designation of Reporting Senior by ISIC. The ISIC may personally submit the affected reports or designate another officer to do so. The ISIC may not designate the original reporting senior, but may take the original reporting senior's judgments into account in preparing the reports. The ISIC or the ISIC's 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, members concerned, seniors in the chain of command, and CHNAVPERS (Pers-32). Include the name and title of the ISIC's designated reporting senior, if any. A reporting senior shall not submit fitness or evaluation reports after verbal or written notification that authority has been assumed by the ISIC.

c. Reports to be Submitted. The ISIC or ISIC's designee shall submit all reports not yet submitted and all reports which 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 the ISIC's 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. CHNAVPERS (Pers-32) may direct an ISIC to submit a missing report when the original reporting senior is unable to do so.

B-10. Assumption of Reporting Senior Authority by General Court-Martial Convening Authority. If a general court-martial convening authority grants fitness or evaluation report relief under Article 138, UCMJ, or Article 1150, U.S. Navy Regulations, 1990, the convening authority granting the relief may assume authority for the affected report, including administrative changes and supplements to the report.

B-11. Navy Evaluation and Counseling 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 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 which cannot be resolved informally should be reported to CHNAVPERS (Pers-32).

EXHIBIT B-1

RECOMMENDED REPORTING SENIORS AND RATERS

REPORTS ON E1-E6

| | | Command Size (Number of Enlisted) | | |
|--------------|-------------------------|-----------------------------------|--------------------------------|---------------------------------|
| | | Small (<250) | Medium (250-650) | Large (>650) |
| E1-E4 | Rater | Division CPO Department CPO | Division CPO Department CPO | Work Center CPO Division CPO |
| | Senior Rater | Division Officer Dept. Head/XO | Division Officer Dept. Head | Branch Head Division Officer |
| | Reporting Senior | XO | Dept. Head XO | Division Officer Dept. Head |
| E5-E6 | Rater | Division CPO Department CPO | Division CPO Department CPO | Work Center CPO Division CPO |
| | Senior Rater | Division Officer Dept. Head/XO | Division Officer | Branch Head Division Officer |
| | Reporting Senior | CO | XO/CO | Dept. Head XO/CO |

This table is for guidance only. The rater should be a Navy chief petty officer whenever possible, but if none is available within the command, the rater must 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. A delegated reporting senior must be at least a LCDR or equivalent for E5-E6 (or at least LT for students), or at least a CPO or equivalent for E1-E4. Exceptions require prior CHNAVPERS approval.

ANNEX C

PERFORMANCE COUNSELING

C-1. Purpose. This annex provides the information needed to conduct performance counseling. It includes counseling schedules, requirements, and 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.

C-2. Counseling Policies. Planned and scheduled counseling is a major focus of the Navy's performance evaluation system. Counseling shall be performed at the midpoint of each evaluation cycle ("mid-term counseling"), and when the fitness or evaluation report 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 fitness or evaluation report 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.

C-3. Counseling Worksheet. Counseling will use the standard fitness and evaluation report forms as counseling worksheets. Blank forms are available through the Navy Supply System, and can also be generated using the BUPERS-supplied form-filler computer programs.

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 Worksheets as Counseling Records. At the completion of the counseling session, supervisors 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 which 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 fitness or evaluation report, 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 worksheets should be given to the member or destroyed.

C-4. Selection of the Counselor. For E1-E6 personnel, the counselor will normally be the rater, who is usually the division, department, or work center chief petty officer. If the rater is not the immediate supervisor, the advice and/or 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-O6, the counselor will normally be the reporting senior, or the immediate supervisor who will draft the fitness report. Because the identity of the performance counselor can vary, the term "rater/counselor" is used in this annex.

C-5. Counseling Schedule. Members will be counseled at the mid-term point of the evaluation period and at the time of receiving the fitness or evaluation 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 | Active ¹ | TAR ² | Inactive ³ | Rate | Active, TAR, Inactive |
| CAPT | January | January | January | E9 | October |
| CDR | February | February | March | E8 | March |
| LCDR | April | March | March | E7 | March |
| LT | July | April | April | E6 | May |
| LTJG | May November | June December | June December | E5 | September |
| ENS | August February | June December | June December | E4 | March September |
| CWO4/3 | September | September | September | E3/2/1 | April October |
| CWO2/WO1 | June December | June December | June December | | |

NOTES:

1. **Active** includes all USN, and USNR (except TAR) on extended active duty.
2. **TAR** includes officers with xxx7 designators and enlisted USNR-TAR.
3. **Inactive** includes USNR on inactive duty or on AT, ADT, ADSW, OYR, CANREC, "265," or other temporary active duty.

C-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 his/her 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.

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

a. Rater/Counselor

(1) Determine the best time and place for the counseling session. Adjust work schedules and reduce distractions so as to 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. Address the "Three P's"--Praise, Performance, and Problems.

(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 one is requested by the rater/counselor.

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

C-8. Suggestions for Conducting the Counseling Session. The task of a rater/counselor is to direct and focus the performance of subordinates and to develop their professional and military expertise. Before members can improve, they must know how well they are currently performing. The counseling process is a dynamic relationship between the rater/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 rater/counselor can use one of several methods to give feedback during the session.

(1) Ask the member for his/her 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 rater/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 he/she has 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, performance counseling sessions should focus on reinforcing the 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.

C-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 member for comments on the discussion to make sure he/she understands the results of the session.
- b. If specific follow-up actions were discussed, then the supervisor should make sure they occur.
- 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.

ANNEX D

REGULAR REPORTS

D-1. Purpose. This annex provides the information needed to determine when to submit Regular fitness and evaluation reports. Specific block instructions are in the Basic Guide (Annex A). Note that Special reports are now considered Regular reports for both officers and enlisted, and must maintain Regular report continuity.

D-2. Continuity and Frequency of Regular Reports. The Regular report record must be continuous for all active and drilling Reserve service, except for initial entry training (see Annex I), vice admirals and admirals (O9-O10), retired personnel serving on active duty, and other contingencies stated in this annex. Begin each Regular report on the day following the ending date of the previous report. To ensure adequate frequency of reports, no Regular report, including any letter-extensions, may cover more than 15 months without CHNAVPERS (Pers-32) approval.

D-3. Periodic Reports. Submit Periodic reports as follows. (NOTE: Effective 1 January 1996, enlisted Periodic reports end on the 15th of the month.)

Periodic Report Ending Dates

| Officers | | | | Enlisted | |
|-----------------|-----------------------------|--------------------------|-----------------------------|-----------------|------------------------------|
| Rank | Active¹ | TAR² | Inactive³ | Rate | Active, TAR, Inactive |
| RADM (O7/O8) | 31 July | 31 July | 31 July | E9 | 15 April |
| CAPT | 31 July | 31 July | 31 July | E8 | 15 September |
| CDR | 31 August | 31 August | 30 September | E7 | 15 September |
| LCDR | 30 October | 30 September | 30 September | E6 | 15 November |
| LT | 31 January | 31 October | 31 October | E5 | 15 March |
| LTJG | 28/29 February 31 August | 31 March 30 September | 31 March 30 September | E4 | 15 June 15 December |
| ENS | 31 May 30 November | 31 March 30 September | 31 March 30 September | E3/2/1 | 15 January 15 July |
| CWO3/4 | 31 March | 31 March | 31 March | | |
| CWO2/WO1 | 31 March 30 September | 31 March 30 September | 31 March 30 September | | |

NOTES:

- Active** includes all USN, and USNR (except TAR) on extended active duty (**ACT** in block 5).
- TAR** includes officers with xxx7 designators and enlisted USNR-TAR (**TAR** in block 5)
- Inactive** includes USNR on inactive duty (**INACT** in block 5, use Annex J), or on AT, ADT, ADSW, OYR, CANREC, "265," or other temporary active duty (**AT/ADSW** in block 5, use Annex K).

D-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.

D-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 or Promotion/Frothing report. See Exhibit A-6 for sample letter-extension. Letter-extensions must cover performance at the same command as the original report. Extensions of officer reports must also be signed by the same reporting senior. Extensions may not change or add to the grades, comments, or promotion recommendation on the original report, but may add to the duties performed and qualifications attained. 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 on E5 and above to BUPERS. Provide a copy of all letter-extensions to the member. For enlisted personnel, file the letter-extension in the field service record and note the extension on Page 9, but do not enter duplicate marks on Page 9.

D-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. A Performance Information Memorandum (PIM) may be substituted for E1-E9 who have been on board for 3 months or less. Do not submit reports if an activity is merely reconstituted with a different name and/or UIC. Note the change of name/UIC in the next Regular report. A report is not desired on detachment from enlisted initial entry training.

b. Reassignment of Officer or Chief Petty Officer to Another Reporting Senior. Submit a report if an officer or chief petty officer is reassigned to another reporting senior within the command. This report is optional for other enlisted (E1-E6).

c. Separation. Submit a report when a member is discharged, released to inactive duty, or resigns. If transferred for separation processing, the transferring command submits the report, but the ending date is the actual date of separation.

d. Retirement or Death. Do not submit a report upon retirement, transfer to the Fleet Reserve, or transfer to the Temporary Disability Retired List (TDRL), unless the reporting senior wishes to make the performance a matter of record. Do not submit a report upon a member's death.

e. Missing or Prisoner of War (POW) Status. Submit a report when a member is declared to be in a missing or POW status. Reports are not desired while in a missing or POW status.

f. Incarceration. Maintain Regular report continuity while the member remains on board the command. Submit a Detachment of Individual report on transfer to a place of confinement. 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 BUPERS (Pers-32) for guidance.)

g. Relief from Command without Detachment. When a commanding officer 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 (DFC) is a formal action which must be approved by CHNAVPERS. DFC is described in MILPERSMAN, Articles 1611-020 (officers) and 1616-010 (enlisted). Use the following fitness and evaluation report procedures while the DFC request is being adjudicated by BUPERS:

(1) Do not submit a Special report solely to support a DFC request.

(2) If the individual is ordered for 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 (PCS) or temporary duty (TEMDU) orders. The member may receive Concurrent or Concurrent/Regular reports from the TEMADD command.

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

(4) Do not mention the DFC request in a fitness or evaluation report unless and until CHNAVPERs has approved the DFC. The underlying performance may be reflected and discussed in the report, and the DFC may be mentioned in a supplement to the report after it has been approved.

D-7. Detachment of Reporting Senior Reports

a. Officers and Chief Petty Officers. Submit Detachment of Reporting Senior reports on detachment of a regular reporting senior, or in case of a delegated reporting senior, reassignment of the reporting senior within the command. Exception for interim reporting seniors: 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.

b. Enlisted (E1-E6). Detachment of Reporting Senior reports are optional for enlisted personnel (E1-E6), and are submitted as Special reports (see below).

D-8. Promotion/Frocking Reports

a. Enlisted (E1-E6). Submit a Promotion/Frocking evaluation report on promotion or frocking to the grades of E3 through E7. The Promotion/Frocking report closes out the evaluation record in the lower rate. Enter the old rate in block 2, 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's rate is made permanent. The report may be "Not Observed" if it covers only a relatively short period. It may be omitted if the member is on board for initial entry training or for TEMDU expected to last 3 months or less. A Periodic report may be extended by letter up to 3 months in lieu of a Promotion/Frocking report. A Promotion/Frocking report may never be extended to cover service in the higher rate.

b. Officers and Chief Petty Officers. Reports are not required on promotion or frocking, except when the change in Periodic report dates will result in more than 15 months between Regular reports. In these cases, submit a Special report in former grade or rate.

D-9. Special Reports. Special reports are now considered to be special occasions for Regular reports, and must maintain Regular report continuity. State the justification for the Special report at the beginning of the comments. Reports without this statement will be returned for correction. Following are the circumstances under which Special reports may be submitted.

a. Member Eligible for Promotion Selection Board.

(1) Officers and Chief Petty Officers. A new reporting senior may submit a Special report on an officer or chief petty officer 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 commanding officer may not assign the member to a new reporting

senior for this purpose. Do not submit a Special report for any other board (e.g., command screening, transfer/redesignation, continuation, etc.). In the case of a Reserve member who has just begun or resumed drill participation, the 3-month minimum report period may be waived, but grades should be limited to those traits which 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 enlisted member (E6) who has performed duty at a new command for at least 3 months and has not yet received a 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 compute a PMA or to establish board eligibility.

b. Elimination of Physical Readiness Deficiency. A Special report may be submitted if the last report was adverse solely because of physical readiness deficiency, and satisfactory physical readiness has since been achieved.

c. Appointment to Officer Status (enlisted only). Submit a Special report on appointment to officer status.

d. Submission or Withdrawal of Enlisted Promotion (Advancement) Recommendation or Establishment of Performance Mark Average (PMA) (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 if a performance mark is needed to establish a PMA when no report which can be used for this purpose has been submitted in current rate. A Special report may not be submitted for the sole purpose of raising a PMA. (See Annex Q for enlisted advancement system issues.)

e. Declining Performance or Misconduct. Declining performance or misconduct should normally be reported when the next fitness or evaluation report comes due. A Special report may be submitted, however, 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 (DFC) request or other administrative or judicial action. Document the deficiencies in correspondence specific to that action.

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

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

If it is desired to limit an adverse report to a specific period which 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 in old rate, ending on the last day in old rate. If the reduction resulted from court-martial or NJP, 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 only). A Special report may be submitted on detachment of the reporting senior. However, Special reports must be submitted at the same time on all personnel in the same pay grade who are normally evaluated by that reporting senior.

h. Promotion/Frocking (officers and CPO's only). Do not submit a promotion/frocking report on an officer or chief petty officer, unless the change in Periodic report dates will result in more than 15 months between Regular reports. In these cases, submit a Special report in former grade or rate, ending on the day before frocking or promotion.

(Example: Active duty LCDR is frocked to CDR on 12 October 1996. Last report as LCDR ended 31 October 1995 and first report as CDR is not due until 31 August 1997, a period of 22 months. Submit a report with ending date 11 October 1996. Enter the grade as LCDR, mark the report SPECIAL, and enter "FROCKING REPORT" at the top of block 41.)

i. Superior Performance or Recommendation for Special Program (enlisted only). A Special report may be submitted on an enlisted member only, to document particularly superior performance or to recommend for a commissioning program or other special program. (NOTE: Special fitness reports for superior performance or recommendations are specifically prohibited for officers.)

j. CHNAVPERS Request. CHNAVPERS (Pers-32) may request a Special fitness or evaluation report.

k. Extension of Special Report. A Special report may be extended by letter for up to 3 months unless it was submitted for reduction in rate.

D-10. Reporting on Temporary Duty (TEMDDU). Regular report continuity must be maintained during all periods of TEMDDU, which are short periods of duty between permanent duty assignments. The following rules apply to TEMDDU other than for training. See Annex I for temporary duty under instruction (TEMDDUINS).

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

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

ANNEX E

CONCURRENT AND CONCURRENT/REGULAR REPORTS

E-1. Purpose. This annex provides the information needed to complete Concurrent fitness and evaluation reports. A Concurrent report provides a record of significant performance which 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.

E-2. Concurrent Reporting Senior. A concurrent reporting senior must be a commanding officer to whom the individual has been assigned for additional duty (ADDU) or temporary additional duty (TEMADD) by competent written orders or directives, or that commanding officer's successor or delegated reporting senior. The following may not act as concurrent reporting senior, whether or not ADDU or TEMADD orders have been issued:

- a. Anyone in the same command as the regular reporting senior.
- b. Anyone who is senior or subordinate to the commanding officer of the member reported on in the same chain of command, unless a Concurrent report is mandatory per the following paragraph.

Persons who are not authorized to submit Concurrent reports may provide performance information to the regular reporting senior.

E-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. Concurrent reports for extremely short periods are 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 BUPERS orders, or by directives of SECNAV, CNO, CHNAVPERS, or a common superior to the permanent duty and ADDU commanders.
- b. Performance Information Memorandum (PIM) in Lieu of Concurrent Report. A Performance Information Memorandum (PIM) may be used as an alternative to a non-mandatory Concurrent report. A PIM assists the regular reporting senior in evaluating performance during the ADDU/TEMADD period, but does not become part of the official record. See Annex M for PIM format.

E-4. Occasions for Concurrent Reports. Concurrent reports are normally submitted on detachment of the concurrent reporting senior and/or detachment of the individual from the ADDU/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 (but not a Concurrent/Regular) report may cover a period exceeding 15 months.

E-5. Promotion Recommendation Summary Groups. Concurrent reports are normally grouped together, and 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.

E-6. Regular Reporting Senior Countersignature. A Concurrent report will not be accepted for file without the regular reporting senior's countersignature. The countersignature verifies that the report has been properly submitted, but does not necessarily imply agreement with the contents.

a. Policies

(1) The regular reporting senior must sign and forward a Concurrent report if that report is mandatory, or if it documents combat-related performance, or if it is a Concurrent/Special report which documents proven misconduct as described in Annex N.

(2) The regular reporting senior may sign and forward any other properly submitted Concurrent report, or may instead return it to the originator and take its contents into account in the next Regular report.

(3) The regular reporting senior may not sign and forward a Concurrent report which 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 all copies of the report to the regular reporting senior, with the summary letter. Retain a reproduced copy. The regular reporting senior shall, within 7 days, either sign the report or return it with an explanation to the originator. After countersigning a Concurrent report, the regular reporting senior will forward reports as follows:

- (1) for all E5 and above, forward the Record and electronic copies to BUPERS;
- (2) for E1-E9, file the Field Service Record copy and make appropriate Page 9 entries;
- (3) distribute countersigned copies to the concurrent reporting senior and the member.

c. Concurrent Reports (E5 and above) in Same Summary Group but with Different Regular Reporting Seniors. The concurrent reporting senior will forward the paper copies only to the regular reporting seniors. Send reproduced copies, the summary letter, and the disk containing the electronic copies direct to BUPERS. Mark all reproduced copies "UNSIGNED ADVANCE COPY," and note the circumstances on the summary letter.

E-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.

a. Endorsement Procedure. The regular reporting senior will mark and initial block 17 (Regular), complete block 20 (Physical Readiness) and blocks 30-32 (Counseling), and complete, sign, and date the last block of the report. Do this on all printed copies, but not the electronic copy. The regular reporting senior may not amend or add to the report, but may comment on it in a subsequent Regular report. Submit with a separate letter of endorsement, listing all Concurrent/Regular reports being forwarded to BUPERS in the same package. This letter will alert BUPERS to make the necessary changes in the electronic copies of the reports.

b. Pre-arranged Concurrent/Regular Reports. When substantially all of a member's duties are performed in an ADDU assignment, the regular and concurrent reporting seniors may agree in advance to submit Concurrent/Regular reports. In this case, submit Concurrent/Regular reports whenever they 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.

c. Overlapping Periods of Regular and Concurrent/Regular Reports. If a Concurrent report which 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 which overlaps a previous Concurrent/Regular report.

E-8. Extension of Concurrent and Concurrent/Regular Reports. A concurrent reporting senior may extend a Concurrent report by letter. Use the format of Exhibit A-6, 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, provided the resulting total report period will not exceed 15 months.

E-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 been afforded the right to submit a statement. Statements shall be endorsed by both the concurrent and regular reporting seniors.

E-10. Flag Endorsement 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 endorsement. See Annex L for endorsement procedures.

* * *

E-11. INSTRUCTIONS FOR SPECIFIC BLOCKS OF CONCURRENT AND CONCURRENT/REGULAR REPORTS. Instructions are the same as found in Annex A, except as follows:

BLOCKS 6 & 7

UIC & SHIP/STATION

Enter the UIC and activity to which assigned for ADDU/TEMADD. For reports on commanding officers, if the report covers ADDU/TEMADD in a command capacity, enter the activity the officer commands. If it covers ADDU/TEMADD in a personal capacity, enter the command to which ordered for the ADDU/TEMADD assignment.

BLOCKS 17-19

TYPE OF REPORT

Place an X in block 18 (CONCURRENT).

Concurrent/Regular Report. To endorse as Concurrent/Regular, the regular reporting senior will mark and initial block 17 (Regular) on all printed copies. Do not alter the electronic copy.

BLOCK 20

PHYSICAL READINESS

Make an entry only if the concurrent reporting senior has conducted the most recent official PRT. Otherwise, leave blank.

Concurrent/Regular report: If there is no block 20 entry, the regular reporting senior will make entries 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 ADDU/TEMADD command.

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

EVAL

FITREP

COMMENTS ON PERFORMANCE

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

FITREP

SIGNATURE OF REPORTING SENIOR

The concurrent reporting senior dates and signs the report in these blocks.

EVAL

FITREP

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.

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

FITREP

SIGNATURE OF REGULAR REPORTING SENIOR ON CONCURRENT REPORT

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

EXHIBIT E-1

CONCURRENT REPORT

Block 18. Mark
Concurrent

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

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

Block 41(EVAL) or
40(FITREP). May
make recommen-
dation or enter NONE.

(Illustration not available on BUPERS ACCESS version)

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

Block 51(EVAL),
46(FITREP). Member
signature desired, not
required.

Block 52(EVAL) or
47(FITREP). Regular
reporting senior
identification and
signature.

EXHIBIT E-2

CONCURRENT/REGULAR REPORT

Block 17. Regular reporting senior mark and initial.

(Illustration not available on BUPERS ACCESS version)

Blocks 20, 30-32. If left blank by Concurrent R/S, make appropriate entries.

Block 41(FITREP) or 43(EVAL). Regular reporting senior may not add comments.

Block 51(EVAL), 46(FITREP). Member signature required on Concurrent/Regular.

ANNEX F

OPERATIONAL COMMANDER REPORTS

F-1. Purpose. This annex provides the information needed to complete Operational Commander fitness reports. Operational Commander reports provide a supplemental record of performance by commanding officers or officers in charge, as observed by their operational commanders. Eligibility includes officers in charge of deployed detachments, whether or not CNO-established. Reports on others who are temporarily assigned during operational periods must be submitted as Concurrent reports.

F-2. Operational Commander Reporting Senior. An operational commander reporting senior must be a commander, other than the regular reporting senior, to whom a commanding officer or officer in charge has reported for operational command and control, pursuant to competent written or message orders.

F-3. Occasions for Operational Commander Reports. Operational Commander fitness reports are optional with the reporting senior. These reports are normally submitted on detachment of the reporting senior or individual, but may also be submitted when Periodic Regular reports are due.

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

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

* * *

F-6. INSTRUCTIONS FOR SPECIFIC BLOCKS OF OPERATIONAL COMMANDER REPORTS. Instructions are the same as found in Annex A, except as follows:

| | |
|---------------|---|
| EVAL & FITREP | UIC & SHIP/STATION Enter the UIC and unit the <u>individual reported on</u> commands. For an officer in charge 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 | TYPE OF REPORT Enter an X in block 19 (OPS CDR). |
|--------|--|

FITREP

PHYSICAL READINESS

Leave blank unless the most recent official test or measurement was conducted by the operational commander.

FITREP

REPORTING SENIOR

Enter data for the operational commander reporting senior. Use task commander designation in block 25 if applicable.

FITREP

COUNSELING

Leave blank.

FITREP

COMMENTS ON PERFORMANCE

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

FITREP

SIGNATURE OF INDIVIDUAL EVALUATED

The signature is desirable but not required unless the report is adverse.

ANNEX G

NOT OBSERVED (NOB) REPORTS

G-1. Purpose. This annex provides the information needed to complete wholly Not Observed (NOB) reports. An NOB report is identified by an X in block 16. The 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.

G-2. Uses of NOB Reports. NOB reports are used to fulfill reporting requirements when graded reports are inappropriate. They may be submitted for short periods of duty or temporary duty (no more than 3 months) purely for administrative or training purposes, academic duty under instruction of any length, duties which require a member's complete independence from any appearance of command influence, and Regular report periods which have been fully evaluated in a Concurrent or Operational Commander report. Observed reports are desired if any fair and meaningful evaluation or recommendation can be made.

G-3. Observed Report With NOB Promotion Recommendation. In some cases, it may sometimes be appropriate to evaluate a limited number of traits without making a promotion recommendation. In these cases, submit an Observed report (leaving block 16 blank), grade and comment only on those traits which can be evaluated, 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.

G-4. Electronic Copies and Summary Letters. For all NOB reports having the same reporting senior and ending date, the applications software will produce a single file on the diskette, with a single filename and 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 BUPERS with their summary letters and the diskette on which they are filed. If the reports were prepared manually, the summary letters must also be prepared manually. See the processing and mailing instructions in Annex A for additional information.

* * *

G-5. INSTRUCTIONS FOR SPECIFIC BLOCKS OF NOB REPORTS. The following table displays the blocks of a wholly NOB report which must, may, or **may not** have entries. Following the table are explanations of selected blocks.

| | Must have entries | May have entries | May <u>not</u> have entries |
|------------|--|--|------------------------------------|
| NOB EVAL | 1, 2, 4-7, 9-18, 20-29, 45 (must be NOB), 48, 50 | 3, 8, 30-32, 40 (blank or 0.00), 42-44, 49, 51, 52 | 33-39, 41, 46, 47 |
| NOB FITREP | 1, 2, 4-7, 9-19, 20-29, 42 (must be NOB), 44, 45 | 3, 8, 30-32, 41, 46, 47 | 33-40, 43 |

BLOCK 8

PROMOTION STATUS

May be entered, but not required on an NOB report.

BLOCK 16

NOT OBSERVED REPORT

Enter an X.

BLOCK 20

PHYSICAL READINESS

If a Regular NOB report, an entry is required. Enter test results if obtained at this command or available from the previous report. Otherwise, enter **N/** and/or **/XX**. Justification is not required if this is the member's first report from this command and covers 3 months or less. See OPNAVINST 6110.1D for testing requirements during short periods of duty. If the member was tested or measured, and entries of **F/** and/or **/NS** are appropriate, submit an Observed report.

BLOCK 21

BILLET SUBCATEGORY (IF ANY)

Not applicable to NOB reports. Enter **NA**.

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.) 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 and counselor name and obtain the member's signature. Otherwise, or 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, block 16 may not be marked, and all traits must be graded or marked NOB.)

EVAL

INDIVIDUAL TRAIT AVERAGE

Leave blank. (NOTE: Form-filler software may print 0.00 in this block.)

| | | |
|-------------|---------------|---|
| EVAL | FITREP | CAREER RECOMMENDATIONS Leave blank. (Submit a graded, Observed report if a career recommendation is desired.) |
|-------------|---------------|---|

| | |
|-------------------------------|---|
| 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 | FITREP | COMMENTS Briefly give the reason for submitting a Not Observed report, and provide necessary administrative information. Limit other comments to such matters as: academic grade, class standing, etc., on-the-job training received, notation of full compliance with military bearing standards, or outstanding PRT score. Do not make any promotion recommendation and do not include adverse comments. A report on Reserve <u>IDT</u> should note AT/ADT/ADSW performed during the period, if any. <u>To make evaluative comments other than the above, complete an Observed report and grade at least those attributes which relate to the comments.</u> |
|-------------|---------------|---|

| | | |
|-------------|---------------|---|
| EVAL | FITREP | SIGNATURE OF INDIVIDUAL EVALUATED On an NOB report, the member's signature is desired but not required. Provide a copy of the report to the member. |
|-------------|---------------|---|

EXHIBIT G-1

NOT OBSERVED (NOB) REPORT

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 abbreviation can be **NONE**.

(Illustration not available on BUPERS ACCESS version)

Blocks 33-39. Leave blank.

Blocks 40-42(EVAL), 40(FITREP). Leave blank.

Block 43(EVAL), 41(FITREP). Explain NOB report, report school performance, etc. Limit evaluative comments to the type shown here.

Blocks 45/46(EVAL), 42/43(FITREP). Mark **INDIVIDUAL** line **NOB**, leave **SUMMARY** line blank.

Block 51(EVAL), 46(FITREP). Member signature desirable but not required.

ANNEX H

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

H-1. Purpose. This annex provides the information needed to complete reports on members assigned to civilian (other than U.S. Federal Government) or foreign activities. These activities are not authorized to submit U.S. Navy fitness or evaluation reports, but may submit letter reports to the member's assigned reporting senior.

H-2. Responsibility for Reports. When a member is ordered for duty to a civilian (other than U.S. Federal Government) or foreign activity, the orders will normally designate an assigned reporting senior. If none is designated, the member's U.S. administrative commander is the assigned reporting senior. (NOTE: The administrative commander is the ultimate gaining activity, not the personnel support detachment, unless the two are identical.)

H-3. Letter Reports from Civilian and Foreign Officials. If the member performs regular duties (e.g., Personnel Exchange Program), the assigned reporting senior will obtain letter reports from the member's civilian or foreign activity, and attach them to regular fitness and evaluation reports. Letter reports are 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 normally should 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 fitness or evaluation report.

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 Navy fitness and evaluation report comments should generally be observed.

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

a. Regular Reports. The assigned reporting senior will submit Periodic and Detachment of Individual Regular reports. Attach letter reports to Regular fitness and evaluation reports, with 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 fitness or evaluation report.

c. Observed and Not Observed Reports. The assigned reporting senior may submit either an Observed or Not Observed report as deemed appropriate, regardless of whether a letter report is attached. Marks and comments in Observed reports may be based on the assigned reporting senior's own observation, or comments in attached letter

reports, or both. Any trait which 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 fitness and evaluation reports 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.

* * *

H-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 Annex A, 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 to fit 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 GERMANY KAMPFSCHWIMMERKOMPANIE ECKERNFORDE.

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 official PRT and measurements at the administrative command, or arrange for them to be conducted at the member's duty station and reported to assigned reporting senior. Explain **N/** and **/XX** codes in the comments.

BLOCK 22 **REPORTING SENIOR**
 Enter 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 **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 **FITREP** **COMMENTS ON PERFORMANCE**
 At the beginning of the comments, clarify the member's assignment. If necessary, provide an English translation of the name of activity to which assigned. If no letter report is attached, give the reason. Comments may be based on 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 fitness or evaluation report to CHNAVPERs with a cover letter recommending deletion of the material in question.

EVAL **FITREP** **PROMOTION RECOMMENDATION SUMMARY GROUP**
 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. If there has been no direct observation by the assigned reporting senior and no differences exist between letter reports, each member may be regarded as a separate "summary group."

EVAL **FITREP** **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 Annex O. A signature is mandatory if the report is adverse. In all cases, provide the member with copies of the fitness or evaluation report and the letter report.

EXHIBIT H-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 conduct or arrange for tests.

Blocks 22-27. Enter data for assigned reporting senior.
Block 24: Enter **LTR** if letter report attached. Otherwise enter designator.
Block 25: Enter **ASSIGNED**.

(Illustration not available on BUPERS ACCESS version)

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

Block 46(FITREP) or 51(EVAL). See Annex O if member's signature difficult to obtain.

NOTES:

- (1) Also use these guidelines when submitting an NOB report on civilian or foreign duty (see Annex G).
- (2) If report is on a student at a civilian college, also see Annex I.

ANNEX I

REPORTS ON DUTY UNDER INSTRUCTION

I-1. Purpose. This annex provides the information needed to prepare fitness and evaluation reports on students. It applies to all types of duty or temporary duty under instruction at education and training activities. Also refer to Annex H for duty under instruction at civilian institutions.

I-2. Enlisted Initial Entry Training. Enlisted initial entry training is defined as recruit training, veteran (NAVET/OSVET) indoctrination, and schools following in direct sequence, prior to reporting to first permanent duty station. Do not submit evaluation reports during or on completion of initial entry training, except as follows:

a. Report Required for Special Purpose. Submit a Special report when needed for a purpose such as advancement recommendation, superior or substandard performance, recommendation for 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 evaluation report continuity as of the date of detachment from the final phase of initial entry training. When recording a member's first report on Page 9 of the field service record, make a memorandum entry to account for the initial entry training period not covered by reports.

d. "Fleet" Students. "Fleet" students attending the same courses as initial entry students require evaluation reports or Performance Information Memorandums (PIMs) as specified below. The continuity of these students' Regular evaluation reports must be maintained.

I-3. Duty or Temporary Duty Under Instruction (DUINS/TEM DUINS). Regular report continuity must be maintained through DUINS/TEM DUINS periods, other than initial entry training. Use the following rules:

a. DUINS/TEM DUINS Lasting 3 Months or Less. Either submit a Detachment of Individual Regular report, or provide a PIM for submission to the next reporting senior. PIMs are 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 fitness or evaluation report, the next Regular report must include the DUINS or TEM DUINS period in block 29.

b. DUINS/TEM DUINS 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 when due. Periodic and Detachment of Reporting Senior reports are not required, 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.

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

I-5. Annual Training or Active Duty for Training (AT/ADT) Under Instruction. Reporting requirements are the same as for other AT or ADT. Submit a Detachment of Individual report when Reserve AT or ADT orders exceed 10 consecutive days for officers, 17 consecutive days for enlisted (E1-E9). Reports for shorter periods are not required, but provide a PIM and/or certificate of course completion to the member for delivery to the Reserve reporting senior. (NOTE: Observed fitness reports are encouraged on Reserve CWO2's, ensigns, and lieutenants (junior grade). These officers frequently will have been commissioned in the inactive Reserve and may have few other active duty fitness reports for consideration by their first selection boards. Observed reports are also desired in case of significant leadership or other performance in addition to academic duties.)

I-6. Not Observed (NOB) Reports on Students. Subject to the reservations in the preceding paragraphs, NOB reports (see Annex G) may be submitted for all periods which involved satisfactory academic performance. The comments may include such matters as passing grade, class standing, military performance, 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.

* * *

I-7. INSTRUCTIONS FOR SPECIFIC BLOCKS OF STUDENT REPORTS. Instructions are the same as found in Annex A, except as follows:

| | | |
|--|--|--------------------------------|
| BLOCK 29 | PRIMARY/COLLATERAL/WATCHSTANDING DUTIES | |
| For Primary Duty Abbreviation, enter STUDENT. For each course taken during the report period, provide the course short title, course identification number (CIN), and number of weeks. Example: MARLINESPIKE SEAMANSHIP (X-0A-0000) (10WKS) . Also list non-academic duties, if any. | | |
| EVAL | FITREP | COMMENTS ON PERFORMANCE |
| For each course completed during the period, provide academic performance information, in whatever form the school considers appropriate (grade average, class standing, pass/fail, etc.) Also briefly describe the course content, if it would not be evident to knowledgeable detailers/selection boards from the course title alone. If submitting an Observed report, also comment on any performance traits which could be meaningfully observed. | | |

ANNEX J

REPORTS ON DRILLING RESERVISTS (IDT REPORTS)

J-1. Purpose. This annex provides the information needed to prepare fitness and evaluation reports on drilling Naval Reservists. Reserve drills are also known as inactive duty training (IDT).

J-2. Requirement for IDT Reports. Regular fitness and evaluation reports 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 (IMA). 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.

J-3. IDT Regular Reporting Senior and Rater. The IDT regular reporting senior is the commanding officer to whom the member is ordered to report for inactive duty training, or that commanding officer's successor or delegated reporting senior, or other person assigned as reporting senior in the IDT orders.

a. Multiple IDT Orders. If a member holds multiple IDT orders, the commanding officer of the primary drilling unit is the regular reporting senior and others are concurrent reporting seniors.

b. Reserve Units Designated as Detachments. If a Reserve "detachment" has been established by CNO with its own Reserve Unit Assignment Document (RUAD) and Reserve Unit Identification Code (RUIC), the officer in charge is the reporting senior unless a different reporting senior is assigned in a member's orders. An officer in charge of a locally established detachment may submit fitness and evaluation reports only under a proper delegation of authority.

c. Regular Reporting Senior for Reserve Unit Commanding Officers. Naval Reserve activity commanding officers are frequently junior in grade to Reserve unit commanding officers who report to them for duty. Where this is the case, the reporting senior will be the first officer in the chain of command who is the Reserve commanding officer's equal or senior in grade. In determining the reporting senior, frocked officers will be considered to hold the grade to which frocked, and precedence in grade will be disregarded. To ensure continuous observation throughout the report period, the reporting senior will be determined at the beginning of each period, and will not be affected by changes in grade during the period. This provision is intended solely to minimize grade inversion in fitness reports on Reserve commanding officers, and does not apply to members who are not in command billets.

J-4. Regular Reports

a. Periodic Reports. Submit Periodic Regular reports annually or semi-annually on the dates specified for inactive Reservists in Annex D.

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

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

(2) Transfer to Non-Drilling 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. Do not submit a report on direct transfer to the Retired Reserve, or on the death of a member.

(4) Individual Recall to Active Duty. Submit a Detachment of Individual report if the member's IDT orders are terminated due to recall to active duty. If the IDT orders are suspended but not terminated, the IDT reporting senior should normally maintain IDT Regular report continuity, using Not Observed reports as appropriate, until the member returns or is detached from the Reserve unit. If the recall will be of long duration, however, 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)."

(5) Unit Mobilization. Detachment of Individual reports are not required on members who will continue to be an integral part of the Reserve unit after mobilization, under the same commanding officer. If Detachment reports are not submitted, include the period in the first Regular report during active duty. Similarly, the first IDT 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. IDT 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 IDT Detachment of Reporting Senior reports on the same basis as active duty reports. Exception: If the detachment is due to the mobilization of the commanding officer, submit Detachment of Reporting Senior reports only on those officers and chief petty officers whom 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 Annex D.

J-5. Concurrent and Operational Commander Reports. Concurrent reports may be submitted on IDT performance on the same basis as active duty performance. Operational Commander reports may not be submitted on IDT performance.

J-6. Additional Mobilization Guidance. Rapid mobilization may make IDT Detachment reports difficult to prepare, but it is important to mobilized Reservists to maintain the continuity of their evaluation records. Reserve centers should monitor report preparation, provide assistance, and request BUPERS (Pers-32) guidance, if necessary. If a mobilized commanding officer cannot submit reports in a timely manner, the Reserve ISIC shall assume authority for the affected reports. For members who remain on inactive duty in the same 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.

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

J-8. Monitoring of Report Submission. Commander, Naval Reserve Force may establish a tracking system to ensure IDT report submission, provided this system does not include review or approval of reports.

* * *

J-9. INSTRUCTIONS FOR SPECIFIC BLOCKS OF IDT REPORTS. Instructions are the same as found in Annex A, except as follows:

BLOCK 5

DUTY/COMPETITIVE STATUS

Mark **INACT** (Inactive Duty Training). (**NOTE:** If the report covers both IDT and temporary active duty, mark **INACT** or **AT/ADSW/265**, depending on status on the ending date of the report. Identify the specific periods of active and inactive duty in block 29.)

BLOCK 6

UIC

Enter the Unit Identification Code (UIC) or Reserve Unit Identification Code (RUIC) of the drilling unit named in block 7. Do not enter the Reserve Center UIC or zeros.

BLOCK 7

SHIP/STATION

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

BLOCK 28

COMMAND EMPLOYMENT AND COMMAND ACHIEVEMENTS

Do not cite the mission of the Naval 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**

BLOCK 29

PRIMARY/COLLATERAL/WATCHSTANDING DUTIES

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**

| | | |
|-------------|---------------|---|
| EVAL | FITREP | COMMENTS ON PERFORMANCE Follow the requirements for active duty reports to the extent applicable to the member's 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 which illustrate or enhance the member's value to the Navy. Comments should be based on the reporting senior's personal knowledge. Do not routinely duplicate information already available to selection boards in the member's Naval Reserve Qualifications Questionnaire.

AT/ADT/ADSW During Period: Following the comments, enter AT/ADT performed during period. Give 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 IDT 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 AT for the fiscal year.

| | | |
|-------------|---------------|--|
| EVAL | FITREP | REPORTING SENIOR ADDRESS Enter the reporting senior's <u>civilian</u> mailing address (inactive Reserve reporting seniors only). |
|-------------|---------------|--|

| | | |
|-------------|---------------|--|
| EVAL | FITREP | SIGNATURE OF INDIVIDUAL EVALUATED On a Detachment of Individual report which is not adverse, if the member has moved to another geographical area before the actual detachment date, the signature may be omitted. Enter in this block: "Left area before detachment." Ensure that the member receives a copy of the report. (See Annex O for other signature problems.) |
|-------------|---------------|--|

EXHIBIT J-1

REPORT ON DRILLING RESERVIST (IDT REPORT)

Block 5. Always
INACT.

Blocks 6/7. Reserve
unit's UIC/RUIC and
RUAD short title.
Include "NR" if
applicable.

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

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

Block 43(EVAL) or
41(FITREP).
Comments are similar
to active duty reports,
but include AT/ADT/
ADSW during period.
* prior to AT/ADT/
ADSW entry denotes
duty performed with
own unit.
(Comments shown in
this example assume
there were no 1.0 or
5.0 grades.)

Block 48(EVAL) or
44(FITREP). Reserve
reporting senior enter
civilian address.

(Illustration not available on BUPERS ACCESS version)

ANNEX K
REPORTS ON RESERVISTS TEMPORARILY ON ACTIVE DUTY
FOR
TRAINING (AT/ADT)
SPECIAL WORK (ADSW/OYR/CANREC)
"265" DUTY
MOBILIZATION RECALL, ETC.

K-1. Purpose. This annex provides the information needed to complete fitness and evaluation reports 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)
- d. One-Year Recall (OYR)
- e. Canvasser/Recruiter (CANREC) duty
- f. Reserve administrative duty under 10 U.S.C. 265
- g. Policy board service under 10 U.S.C. 175 or 5251
- h. Selective Service System administration under 50 U.S.C. App. 460(b)(2)
- i. Presidential recall under 10 U.S.C. 673b
- j. Other mobilization recall, when officers are exempted from the active-duty list under 10 U.S.C. 673c
- k. Study at the Uniformed Services University of the Health Sciences

(NOTE: This annex does not apply to members of the Naval Reserve on extended active duty, who compete as USN or TAR for promotion.)

K-2. General Reporting Requirement. Fitness or evaluation reports are required for every period of active duty exceeding 10 days for officers, or 17 days for enlisted personnel (E1-E9). They are optional for shorter periods. When reports are not required, prepare a Performance Information Memorandum (PIM) for transmittal to the inactive Reserve reporting senior. PIMs are not required for brief (1-2 day) service for administrative purposes only, or duty with the member's own Reserve unit.

K-3. Reporting Senior. The reporting senior for temporarily assigned Reservists should be the person who would be the reporting senior if the member were permanently assigned. Delegation of authority solely for reports covering AT, ADT, etc., is not desired.

K-4. Reports on AT and ADT. When a report is required, submit a Detachment of Individual report at the conclusion of the AT or ADT period. If AT or ADT lasts more than 3 months, submit a Periodic report on the date specified for inactive Reservists. Detachment of Reporting Senior reports are optional. The following rules apply to special cases:

a. AT/ADT with Own Reserve Unit. If a member performs AT or ADT with his or her own Reserve unit, and the duty is for 3 months or less, a fitness or evaluation report is optional. If the report is omitted, comment on the AT/ADT performance in the next IDT report. This situation normally applies only to Reserve units having active duty personnel attached.

b. Unit AT/ADT at Active Command. When a Reserve unit reports for unit AT/ADT at an active command, AT/ADT reports may be omitted and the Reserve commanding officer may evaluate and comment on the AT/ADT performance in the next IDT report. If this procedure is used, the active command must submit a fitness report on the Reserve unit commanding officer, and endorse the orders of other members identifying the Reserve commanding officer as the reporting senior for the AT/ADT period. This procedure may be used only if the Reserve commanding officer is present, directs the activities of the member(s) reported on, and is the IDT reporting senior for the member(s) concerned. Reports which do not meet these criteria will be submitted by the active command.

c. Successive AT/ADT Periods. Successive periods of AT/ADT at the same command which are separated by gaps of 10 days or less may be covered in a single fitness or evaluation report or PIM. Identify the gapped period in block 29 or in the PIM as a period not available for duty.

K-5. Reports on ADSW, OYR, CANREC, "265," Mobilization Recall, etc. Reports covering duty other than AT/ADT follow requirements for active duty reports, but are subject to the following special rules:

a. Periodic Reports. Submit Periodic reports on the dates specified for inactive Reservists in Annex D. 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 and chief petty officers who have been on active duty for more than 3 months. Otherwise they are optional.

d. ADSW or Mobilization Recall with Own Reserve Unit

(1) When a member reports for ADSW or mobilization recall with his or her own Reserve unit, under its Reserve commanding officer, and an IDT 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 commanding officer, the active duty Detachment of Individual report may be omitted. In this case, the first IDT 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.

K-6. Billet Subcategories. In order to base the distribution of promotion recommendations on equivalent lengths of active duty observation, all inactive 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.

K-7. Forwarding of Reports. Mail reports to BUPERS within 15 days of the report ending date. Provide a copy to the member. A copy may also be provided to the Reserve unit commanding officer, if desired. Forward Concurrent reports via the active duty regular reporting senior.

* * *

K-8. INSTRUCTIONS FOR SPECIFIC BLOCKS OF REPORTS ON INACTIVE RESERVISTS SERVING ON ACTIVE DUTY. Instructions are the same as found in Annex A, except as follows:

BLOCK 5 **DUTY STATUS**
Mark the **AT/ADSW/265** box on all reports covered by this annex. (Although the categories are too numerous to list on the form, this box identifies all "inactive" Reservists serving on active duty orders of any type.)

BLOCKS 17-19 **TYPE OF REPORT**
Enter an X in block 17 (REGULAR). (A Concurrent report may be submitted if the member is ADDU or TEMADD from one active duty command to another.)

BLOCK 20 **PHYSICAL READINESS**
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.

BLOCK 21 **BILLET SUBCATEGORY**
If not subcategorizing, enter **NA**. If subcategorizing by length of active duty service, enter one of the following:

- BASIC** - On active duty less than 1 month on ending date of report.
 - 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.
-

BLOCK 29

PRIMARY/COLLATERAL/WATCHSTANDING DUTIES

Enter a primary duty abbreviation as follows:

AT or ADT: Enter **AT-** or **ADT-** , followed by the word below which 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, 265, 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)

BLOCK 30

COUNSELING

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

EVAL

FITREP

COMMENTS ON PERFORMANCE

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.

EVAL

FITREP

SIGNATURE OF INDIVIDUAL EVALUATED

Where possible, the report should be signed by the member before he or she departs. 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, the signature may be omitted. If omitted, enter **Active duty less than 3 months**. Ensure that the member receives a copy of the report.

EXHIBIT K-1

REPORT ON AT/ADT/ADSW/OYR/CANREC/"265"/ETC.

Block 5. Mark **AT/ADSW/265** for all active duty by inactive Reservists.

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

(Illustration not available on BUPERS ACCESS version)

Member signature desired, but not required if report covers less than 3 months and is not adverse.

ANNEX L

FLAG ENDORSEMENTS ON REPORTS ON CAPTAINS

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

L-2. Requirement for Flag 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 Not Observed (NOB) or if the reporting senior is a flag selectee.

L-3. Action by Reporting Senior. The flag endorsement will be in letter format. The reporting senior will forward the report(s), summary letter, and electronic copy for endorsement as follows, using the format in Exhibit L-1. There must be a separate forwarding letter for each report to be endorsed. (NOTE: NAVPERS 1611/5 (Rev. 4-78), Endorsement on Report on the Fitness of Officers, should be used to endorse reports ending prior to 1 January 1996).

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 fitness reports submitted from the reporting senior's command.

b. Concurrent and Concurrent/Regular Reports. If the regular reporting senior is a flag/general officer or selectee, he or she will complete the flag endorsement in addition to countersigning the report. In other cases, the regular reporting senior will countersign the report and then forward it via the appropriate flag officer/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 flag selectee in the operational commander's chain of command, with a copy to the regular reporting senior.

L-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 L-1 for 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.

L-5. Adverse Flag Endorsements. If the flag endorsement contains comments which 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 CHNAVPERS via the endorsing officer. The letter must either include a statement or acknowledge 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 1610.10
2 August 1995

Annex L - Flag Endorsements

EXHIBIT L-1

FLAG ENDORSEMENT (SAME-PAGE EXAMPLE)

1610
012-34-5678
1 August 1996

From: Captain Reginald R. Senior, USN, 876-54-3210/1110
To: Chief of Naval Personnel (Pers-32)
Via: Rear Admiral E. Flag Officer, USN

Subj: FITNESS REPORT ICO CAPTAIN JOSEPH J. JOHNSON, USN,
012-34-5678/1110 FOR PERIOD 96FEB02 TO 96JUL31

Encl: (1) Subject report

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

REGINALD R. SENIOR

Copy to:
CAPT Johnson

012-34-5678
7 August 1996

FIRST ENDORSEMENT

From: Rear Admiral E. Flag Officer, USN
To: Chief of Naval Personnel (Pers-32)

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

(2. Optional comments)

E. FLAG OFFICER

Copy to:
CAPT Senior
CAPT Johnson

Enclosure (2)

L-2

ANNEX M

PERFORMANCE INFORMATION MEMORANDUM (PIM)

M-1. Purpose. This annex provides the information needed to prepare a Performance Information Memorandum (PIM). Before using a PIM in lieu of a Regular report, consider using an NOB report (see Annex G).

M-2. Uses of the PIM. A PIM reports performance information to another command, for consideration in a fitness or evaluation report. A fitness or evaluation report is preferred to a PIM for significant observed performance. A PIM may be prepared for the following situations:

- a. Duty, duty under instruction (DUINS), temporary duty (TEM DU), or temporary duty under instruction (TEM DUINS), for 3 months or less, in place of a Regular fitness or evaluation report;
- b. Additional duty (ADDU) or temporary additional duty (TEM ADD) of any length, as an alternative to a Concurrent report;
- c. Reserve active duty for training or temporary service (AT, ADT, ADSW, etc.) lasting 10 days or less for officers, 17 days or less for enlisted personnel;
- d. Performance not under written orders which should be brought to the reporting senior's attention.

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

M-4. Forwarding the PIM. Forward the PIM within 15 days to the command which will prepare the Regular fitness or evaluation report for the period covered. If that command is unknown, the PIM 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 of the PIM to BUPERS. Any adverse information in a PIM must be discussed with the member by the command receiving the PIM, but a written statement by the member is not required. A PIM should be retained by the reporting senior as long as it may be needed, (e.g., retain an adverse PIM used as a basis for fitness or evaluation report marks or comments). A PIM may be discarded or returned to the member after its purpose has been served.

M-5. Action by Command Receiving PIM.

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

A PIM does not replace a fitness or evaluation report. The next Regular report must include the period covered by the PIM.

EXHIBIT M-1

PERFORMANCE INFORMATION MEMORANDUM (PIM)

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 1610.10

1. Period of duty: to .

2. Type of duty:

[TEM DU/TEM ADD/AT/ADT, etc. Add "Under Instruction," if applicable.]

3. Duties assigned (or courses attended):

[If the PIM covers course attendance, provide the information needed for Page 4 of the field service record: 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 reason.]

4. Comments:

I. M. OFFICER
By direction

ANNEX N

GUIDANCE FOR COMMENTS

N-1. Purpose. This annex provides expanded guidance for the comments, to supplement the block instructions in Annex A. Included are suggestions on preparation and style, and a list of special interest items which must be considered by law or directives.

N-2. Typography. Use only 10 or 12 pitch (10-12 point) type at 6 lines per inch (standard typewriter spacing). Use upper- and lower-case. There may be no underlined, boldface, italic, centered, or other highlighted passages. Use clear, readable typefaces (no script, italics, etc.) Proportional typefaces are allowed.

N-3. Handwritten Comments. Handwritten comments or additions to typed comments are not allowed on reports on E5 and above. Reports on E4 and below may be entirely or partially handwritten.

N-4. 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 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.

N-5. Substantiation of 1.0 and 5.0 Grades and Adverse Recommendations. Specifically substantiate all 1.0 and 5.0 grades. Key comments by block number to the performance trait being discussed. You may substantiate more than one block with a single bullet or paragraph, particularly when discussing a major achievement which has demonstrated several performance traits. Also substantiate any promotion recommendation of "Significant Problems" and any recommendation against retention. If a fitness report on a chief petty officer or 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.

N-6. 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 don't stress quantity at the expense of quality.
- d. Don't make everyone sound alike. Selection boards may discount narratives assembled from a list of stock comments used for everyone in the command.
- e. Don't rank. Avoid direct comparisons with specific individuals or groups. Example of prohibited comment: "Number one of four EN1's." Example of acceptable comment: "Best performance as engineman I have ever seen. Repaired major casualty in half the time expected."
- f. Don't combine outstanding comments with average or below average marks (or the reverse). This makes the entire report unconvincing.

- g. Be judicious. You have a duty to report significant and persistent weaknesses, but don't use comments merely to get the member's attention. Remember that this report is a permanent official record.
- h. Define unusual acronyms. The report must be understandable by all readers, both now and in the future.
- i. Avoid recommendations. The career, promotion, and retention recommendations must be confined to the blocks set aside for them. These recommendations must be consistent with the comments, but may not be supplemented, qualified, or otherwise directly explained in the comments.
- j. Don't be afraid to leave white space. The object is to be factual and accurate, not fill up space. If no comments are required or desired, the comments block may be left blank.

N-7. 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 reporting senior should make notes on the member's progress and accomplishments, and discuss their observations from time to time. Document any shortcomings which 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. Annex S provides outlines for officer and enlisted input, which 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 the "Explanatory Comments," "Required Comments," and "Items for Special Consideration" below, and the 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.

N-8. Classified Comments. Classified comments are discouraged because they are difficult to make available to report users. If classified comments are unavoidable, prepare a one 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 OPNAVINST 5510.1H. 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.

N-9. Adverse Comments. Any comment concerning adverse actions against the member, or suggesting persistent weaknesses, continuing incapacity, or unsuitability for specific assignment or promotion, also must be treated as adverse matter, regardless of grades assigned.

N-10. Explanatory Comments. Include the following explanatory comments in reports to which they apply:

- a. AT/ADT/ADSW During Period: Applies to reports on drilling Reservists only.

- b. Reason for Concurrent, Special, or Operational Commander Report. 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. Next Assignment. On a Detachment of Individual report, identify the next assignment if known, to assist users in following the continuity of the record.
- d. Assumption of Report Authority by ISIC or General Court-Martial Convening Authority. If the report is submitted under an assumption of authority, note the circumstances at the beginning of block 43/41.
- e. Change of Designator. Note any designator change since the previous Regular report.
- f. Physical Readiness Code N. If the code letter in block 20 is N, and one of the normal reasons for this entry does not apply, note the circumstances.
- g. Concluding Date of Civil Prosecution, Court-Martial, or NJP Proceedings. If the report mentions a conviction or NJP, give the date of conviction or award of punishment, and the "concluding" date of the proceeding. The reporting senior signature date must not be earlier than the "concluding date." See "Comments on Misconduct" in this annex.

N-11. Required Evaluative Comments. Comment is required in all cases indicated:

- a. Retention Performance. In reports on commanding officers and other officers with responsibility for enlisted personnel, comment on retention efforts and quality of results. Consider contribution to program awards, "Golden Anchor," results from latest command retention evaluation, etc. Also comment on retention of junior officers wherever appropriate.
- 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 officially determined ineligibility for 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 or unsatisfactory physical readiness code.

N-12. 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 block 44 of the EVAL (E1-E6) form.)

- a. Operational and Combat Performance
- b. Leadership
- c. Acts of Courage
- d. Inspection Performance and Follow-up
- e. Quality Improvements Achieved

- f. Waste Eliminated and Cost Savings Achieved
- g. Outstanding PRT Score or Noteworthy Improvement
- h. Qualifications Attained During Period*
- i. Courses Completed During Period*
- j. Civic Activities Beneficial to the Navy*
- k. 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.
- l. 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.
- m. Joint/Combined Performance. Comment on joint effort with other services, agencies, or foreign nations, if applicable, regardless of whether assigned to a joint billet.
- n. Implementation of Navy/Department of Defense (DOD) Management Improvement Programs. Comment on initiative and effectiveness in implementing Navy/DOD management improvement programs. Programs to be considered include, but are not limited to, Total Quality Leadership (TQL), the 1989 Defense Management Report, the Defense Acquisition Workforce Improvement Act (DAWIA), and the CNO Management Control Program.
- o. Equal Opportunity Performance. Comment on initiative in supporting the Command Managed Equal Opportunity program (CMEO) and maintaining an environment free of racial or sexual bias or harassment. Consider performance with respect to civilian employees as well as military members.
- p. Minority Contracting. Desired in reports on officers with contracting authority. Comment on ability to increase contract awards to small disadvantaged business concerns, historically Black colleges and universities, and minority institutions.
- q. Occupational Safety and Health (OSH) Performance. Desired in reports on officers whose responsibilities include leadership in OSH standards and awareness.
- r. 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.
- s. Training and Utilization of Reservists. Desired in reports on officers whose duties include utilizing Reserve units or individual reservists and integrating them within the command.
- t. Management of Civilian Employees. Desired in reports on commanding officers/department heads with responsibility for civilian employees.
- u. Alcohol Abuse. Comment on alcohol abuse which is proving detrimental to a member's performance or personal behavior. Comments are appropriate on a conviction for, or finding of, driving under the influence of alcohol. See "Comments on Misconduct."

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

a. Commenting on Misconduct Generally. Comments may be included on misconduct whenever the facts are clearly established to the reporting senior's satisfaction. Do not use fitness or evaluation report comments as a substitute for appropriate corrective action or UCMJ proceedings. Take reasonable care to avoid comments which may later be invalidated by official findings.

b. Commenting on Judicial or NJP Proceedings. Do not refer to civil, court-martial, or NJP proceedings unless there has been a finding of guilty or award of punishment, and the reporting senior's signature date is on or after the "concluding date" of the proceedings as defined above. When commenting on a conviction or NJP, give both the date of conviction or award of punishment and the "concluding date." A civil prosecution is concluded when a determination is made by the trial court. A court-martial is concluded when the findings and sentence are approved by the convening authority. NJP proceedings are concluded when they are final on appeal, or when it has been determined that the member has waived the right of appeal (normally 5 days after imposition of punishment). For additional guidance, refer to JAGMAN, chapter I. Do not delay a report in order to comment on proceedings which 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 Nonpunitive Administrative Corrective Measures. The comments may refer to nonpunitive administrative corrective measures, other than a nonpunitive letter of censure, but first take into account the nonpunitive intent of these measures, and whether the member has subsequently improved.

N-14. Prohibited Comments. Do not comment on the following, except as noted:

- a. Ranking Among Peers
- b. Previous Failure of Selection
- c. Submission or Withdrawal of Resignation Under Honorable Circumstances
- d. Judicial or NJP Proceedings Not Concluded. See "Commenting on Misconduct."
- e. Nonpunitive Letter of Censure. See "Commenting on Misconduct."
- f. 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; certain Naval Criminal Investigative Service (NCIS) investigations). This does not preclude the use of facts determined independently to the satisfaction of the reporting senior.
- g. 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.
- h. 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.
- i. Service on Court-Martial, Board of Inquiry, or Administrative Discharge Board. Do not comment on performance as court-martial member, summary court-martial officer, or member of a board of inquiry or an administrative discharge board, except to note having served without identifying particular cases. Comments on

performance of members as military judge or appellate judge may not be based on their 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.

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

ANNEX O

GUIDANCE FOR SIGNATURES

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

O-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 and/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 rater or senior rater refuses to sign the finished report, type the words "Refused to Sign" in the signature block. Neither the rater, senior rater, nor reporting senior may submit a separate report or statement. The rater and senior rater may not endorse a statement submitted by the member.

O-3. Reporting Senior Signature. The reporting senior must personally sign each report on which his or her name appears. "By direction," "for," "acting," ghosted or facsimile signatures are not allowed. If a reporting senior becomes incapacitated, a new reporting senior will be designated by the commanding officer or ISIC, as appropriate. Guidelines are in Annex B.

O-4. Member Signature. Member signatures are desired on all reports, and are required on most Regular reports. For exceptions, see the annexes 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 or TEMADD, or Remotely Assigned. If the member is not expected to return to or visit the command within 30 days, forward all copies to the member's current address, retaining a suspense copy at the activity, with instructions to sign and return to the originating command.

b. Member Transferred Before Report is Signed. Reporting seniors 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-E4. Reporting senior sign and date all copies. Retain the command copy, and send all other copies to the member's new command, with a cover letter (Exhibit O-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.

(2) E5-E9. Reporting senior sign and date all copies. Mail an advance copy to BUPERS with its summary group (see Annex A). Retain the command copy, and send all other copies to the member's new command, with a cover letter (Exhibit O-2). The receiving command will obtain the signature, file the Field Service Record copy, and return the Reporting Senior and BUPERS copies to the originating command. If the member submits a statement, also return the statement to the reporting senior for endorsement and forwarding to BUPERS.

(3) Officers. Reporting Senior sign and date the Member copy only. Make three extra copies, retain two, and mail the other as an advance copy to BUPERS with its summary group (see Annex A). Mail the BUPERS, member, and reporting senior copies to the officer, with a stamped return envelope. Direct the officer to sign and return the BUPERS and reporting senior copies within 10 calendar days. If the report is adverse, explain the procedures for preparing a statement, and enclose a copy of the instructions concerning statements in Annex S. Upon return of the BUPERS and reporting senior copies, the reporting senior will sign and date the BUPERS copy (using the original signature date), and forward the report to BUPERS.

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 copy and a reproduced record copy (BUPERS copy for E5 and above, Field Service Record copy for E4 and below). Mail these copies to the member's home address. Explain the adverse matter and right to make a statement, and direct the member to sign and return the reproduced record copy, with a statement if desired. (See Exhibit O-3 for cover letter.) When the member returns the report, mail the BUPERS copy and reproduced signed copy to BUPERS.

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 BUPERS (for E5 and above), noting that no reply was received. Enter in the signature block "TRANSFERRED (or SEPARATED) - NO RESPONSE TO TRACER."

(2) Member Fails or Refuses to Sign. If the member cannot sign due to disability, missing or deserter status, deterrent patrol, etc., or refuses to sign, enter an explanatory phrase in the signature block. Forward the report to BUPERS (E5 and above only). In case of refusal to sign, enclose a letter of explanation. Provide a copy of the letter to the member. If an enlisted member has refused to sign, complete a Page 13 entry, witnessed by the reporting senior, attesting to the refusal.

EXHIBIT O-1

LETTER REFERRING ADVERSE REPORT TO MEMBER FOR STATEMENT

1610
(Orig. Code)
(Date)

From: Commanding Officer, U.S. Naval Station, Navytown, MA 01234
To: PN2 Harvey J. Sample, 123-45-6789

Subj: ADVERSE PERFORMANCE EVALUATION REPORT

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

Encl: (1) Subject report

1. Enclosure (1) is your performance evaluation report for the period _____ to _____. 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 or 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 E-5 and above are addressed to CHNAVPERS (Pers-322) via the reporting senior. Letters from E-4 and below are addressed to the command via the reporting senior.]

4. If you do not submit a statement at this time, you may still submit a statement, via the reporting senior who signed the original report, within 2 years of the ending date of the report. Additional information will be found in reference (a).

BUPERSINST 1610.10
2 August 1995

Annex O - Signatures

I. M. SIGNER
By direction

EXHIBIT O-2

LETTER FORWARDING REPORT TO ANOTHER COMMAND
FOR TRANSFERRED ENLISTED MEMBER'S SIGNATURE

1610
(Orig. Code)
(Date)

From: Commanding Officer, U.S. Naval Station, Navytown, CA 97531
To: Commanding Officer, USS HERO (FFG-99), FPO AE 12345

Subj: PERFORMANCE EVALUATION REPORT ICO RM2 HARVEY J. SAMPLE,
123-45-6789, FOR PERIOD 96MAR16-96AUG25

Ref: (a) BUPERSINST 1610.10

Encl: (1) Subject report
(2) [If applicable] Referral letter for adverse report
[see Exhibit O-1]

1. Enclosure (1) is a performance evaluation report on SNM, who has been transferred with orders to your command. The member's signature is required.

2. Request you comply with reference (a), annex O, concerning signatures of transferred members. If the member is not on board and cannot be located, please return the report to this command.

3. [If applicable] This report contains adverse matter. If the member submits a statement, please return the signed report and statement to this command.

I. M. SIGNER
By direction

[For E5-E9 reports only:]

Copy to:
BUPERS (Pers-322) (w/copy of report)

EXHIBIT O-3

LETTER FORWARDING ADVERSE REPORT TO
SEPARATED MEMBER FOR SIGNATURE

1610
(Orig. Code)
(Date)

From: Commanding Officer, U.S. Naval Station, Navytown, MA 01234
To: SN Harvey J. Sample, 1234 Elm Street, Hometown, NE 54321

Subj: PERFORMANCE EVALUATION REPORT

Ref: (a) BUPERSINST 1610.10

Encl: (1) Subject report (two copies)

1. Enclosure (1) is your Navy performance evaluation (or fitness) report for period _____ to _____.
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 or countercharges, or impugn the motives of any other person. The statement may not include requests. If the statement meets these criteria, it will be filed in your official record.

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

I. M. SIGNER
By direction

Copy to:

Enclosure (2)

O-6

Annex O - Signatures

BUPERSINST 1610.10
2 August 1995

Field Service Record (E1-E9)
BUPERS (Pers-322) (E5-O6)

ANNEX P

CHANGES AND SUPPLEMENTS TO REPORTS

P-1. Purpose. This annex provides information needed to submit administrative changes and supplements to fitness and evaluation reports.

P-2. General Policy. After a fitness or evaluation report has been filed in the official BUPERS record and/or field service record, it may be modified only through administrative changes or the addition of supplementary material, discussed in this annex, or through an appeal process (discussed in Annex S). Administrative changes correct the administrative blocks of the fitness or evaluation report. Supplementary material clarifies, amends, or corrects the evaluative blocks.

P-3. Administrative Changes (E5 and Above). The reporting senior may request administrative changes to blocks 1-19 and 21-27, and block 44 (fitness reports) or 48 (evaluation reports). Submit all administrative change requests to BUPERS in the format of Exhibit P-1. BUPERS 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.

P-4. Supplementary Material (E5 and above). 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.

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 Annex H). 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 P-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 that 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 P-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 CHNAVPERS satisfaction, why the material could not have been submitted in a more timely 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 which 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 Court-Martial Convening Authority. If an investigation is conducted by a general court-martial convening authority under article 138, UCMJ, or article 1150, U.S. Navy Regulations, 1990, and fitness or evaluation report 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 Annex S concerning article 138 and article 1150 appeals.

P-5. Changes and Supplements for E4 and Below. Submit administrative changes and supplementary materials on E4 and below to the member's current commanding officer, who will determine their acceptability for file. If in doubt about acceptability, send a copy to BUPERS with request for a determination. Upon acceptance, file in the field service record and provide a copy to the member. Changes and supplements may not be filed more than 2 years after the ending date of the original report, or after the expiration of the enlistment during which the report was submitted, whichever comes first. Exceptions require CHNAVPER (Pers-32) approval.

P-6. Submission of Corrections by Member Reported On. A member who discovers an obvious technical error in a fitness or evaluation report, and is unable to contact the original reporting senior, may submit an administrative change request directly to BUPERS. Changes must be supported by documentation, and may not affect the Promotion Recommendation Summary Group. If BUPERS declines to make the change, the member may submit a statement to the record.

P-7. Restriction on Use of Supplementary Material to Compute Performance Mark Average. Supplementary material which is submitted after the first day of the month in which an advancement examination is scheduled may not be used to compute or recompute the Performance Mark Average (PMA) for that advancement cycle.

P-8. Entry of Changes and Supplements in BUPERS Files

a. BUPERS Record File (Image File). BUPERS stores the signed Record Copy of each report in an image file. The image file is currently maintained in microfiche format, but is being converted to 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 Annex S).

b. BUPERS Automated Data File and Performance Summary Record. Most report data, except for the narrative blocks, are also stored electronically in the BUPERS automated data file. Selected information from this file is printed on the Performance Summary Record (PSR). All changes to the administrative blocks of a report replace the original data in the automated file and PSR. 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 PSR, but a notation will appear on the PSR to indicate that supplementary material has been placed in the image file.

EXHIBIT P-1

ADMINISTRATIVE CHANGE REQUEST

1610
(Member's SSN/DESIGNATOR)
(Date)

From: CAPT Reginald R. Senior, USN, U.S. Naval Station, 1234
Waterfront Street, Navytown MA 01234-1234

(or)

From: LTJG Harvey J. Sample, USN, USS Goodman (DD-999), FPO AP
99999-9999

To: Chief of Naval Personnel, Pers-322, 2 Navy Annex,
Washington, DC 20370-3220

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 (blocks 22, 27): SENIOR, R R, 987-65-
4321

2. Changes

a. Block 3: Change from 1110 to 1115.

b. Block 14: Change to 96JUN01.

3. Reason. Correct administrative errors in original report.*

(signature)

Copy to:
LTJG Sample

* If this letter is submitted by the member reported on, enclose or refer to supporting evidence.

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

BUPERSINST 1610.10
2 August 1995

Annex P - Changes and Supplements

FOR OFFICIAL USE ONLY

EXHIBIT P-2

LETTER-SUPPLEMENT

1610
(Member's SSN)
(Date)

From: CDR Reginald R. Senior, USN, U.S. Naval Activity, 1234
Waterfront Street, Navytown MA 01234-5678
To: Chief of Naval Personnel, Pers-322, 2 Navy Annex,
Washington DC 20370-3220 [for E5 and above only]
Subj: EVALUATION REPORT LETTER-SUPPLEMENT

1. Identification of original report

- a. Member (blocks 1-4): SAMPLE, HARVEY JOE, PN1, SW, 123-45-6789
- b. Period (blocks 14-15): 96JUN01 - 96NOV15
- c. Reporting senior (blocks 22, 27): SENIOR, R R, 987-65-4321

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).

(signature)

Copy to:
PN1 Sample
Field Service Record [for enlisted only]

[NOTE: If supplementing a pre-1996 report, use the appropriate block numbers for that report.]

BUPERSINST 1610.10
2 August 1995

Annex P - Changes and Supplements

FOR OFFICIAL USE ONLY

EXHIBIT P-3

COVER LETTER FOR SUPPLEMENTAL REPORT

1610
(Member's SSN/DESIGNATOR)
(Date)

From: CAPT Reginald R. Senior, USN, U.S. Naval Station, 1234
Waterfront Street, Navytown MA 01234-1234

To: Chief of Naval Personnel, Pers-322, 2 Navy Annex,
Washington, DC 20370-3220 [for E5 and above only]

Subj: SUPPLEMENTAL FITNESS (or EVALUATION) REPORT

Encl: (1) Revised fitness (or evaluation) 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 (blocks 22, 27): SENIOR, R R, 987-65-
4321

2. Reason for submitting revised report

[Specifically 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).

(signature)

Copy to:
LTJG Sample
Field Service Record [for enlisted only]

[NOTE: If supplementing a pre-1996 report, use the appropriate block numbers for that report.]

BUPERSINST 1610.10
2 August 1995

Annex P - Changes and Supplements

FOR OFFICIAL USE ONLY

ANNEX Q

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

Q-1. Purpose. This annex provides the information needed to determine enlisted advancement recommendations, compute performance marks and performance mark averages (PMAs), and make field service record entries. This information supplements the Naval Military Personnel Manual (MILPERSMAN) and BUPERSINST 1430.16D, Advancement Manual. The term "advancement" as used in the enlisted advancement system is synonymous with "promotion" as used in the fitness and evaluation report system.

Q-2. Enlisted Advancement Recommendation. The enlisted FITREP/EVAL promotion recommendation is the commanding officer's official recommendation for or against advancement. This is true even if the report is signed by a delegated reporting senior. A "CO/By direction" signature on NAVEDTRA 1430/2 (Rev. 4-82), Recommendation for Advancement in Rate or Change of Rating (Worksheet), is not itself a recommendation, but merely certifies that a FITREP/EVAL advancement recommendation is in effect. Be sure to check the EVAL or Page 9 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. See MILPERSMAN, article 5030360, for required Page 9 entries when the member is first recommended for advancement to each rate, and when a previously withdrawn recommendation is restored. (NOTE: Enlisted "early" advancement is discussed in the Advancement Manual. EVAL/FITREP "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 and/or the decisions of selection boards.)

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 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 current grade. This mark is adverse. It must be explained in the comments and referred to the member for a statement. Make appropriate Page 9 entries. If a "Significant Problems" mark withdraws a previous advancement recommendation, refer to the Advancement Manual, Article 819, for Page 13 entry and other requirements.

Q-3. Computing Performance Marks and Making Field Service Record Entries. File each enlisted FITREP or EVAL in the field service record and make Page 4, 9, and 13 entries as follows:

a. Page 4 and Page 13 Entries. Review blocks 43 and 44 of the evaluation report or block 41 of the fitness report for significant qualifications and awards, and make any necessary entries on Page 4. Also make any Page 13 entries required by an adverse or other report.

b. Page 9 Entries. There is a new Page 9 format for reports ending 1 January 1996 or later. Do not use the old Page 9 format for reports ending after that date. File each enlisted EVAL or FITREP in the field service record, and transcribe the trait marks and individual trait average (blocks 33-40) to Page 9 using the EVAL/FITREP 5.0 scale. Enter the trait grades as integers, omitting ".0". Enter the individual trait average to two decimal places. Individual trait average is omitted for E7-E9. Also transcribe the promotion recommendation to the Promotion Recommendation column, and enter the performance mark in the Performance Mark column. Use only the promotion recommendation to determine the performance mark, as follows:

"Early Promote" = 4.0
"Must Promote" = 3.8

| | |
|------------------------|-------|
| "Promotable" | = 3.6 |
| "Progressing" | = 3.4 |
| "Significant Problems" | = 2.0 |

NOTE: The performance mark uses the advancement system 4.0 scale, not the FITREP/EVAL 5.0 trait scale. The performance mark does not appear on the FITREP or EVAL. It appears only on Page 9. The trait grades and individual trait average influence the promotion recommendation and performance mark, but they are not used directly in computing the performance mark.

Q-4. Computing Performance Mark Average (PMA). The PMA is the average of the performance marks for the EVALs being used in the advancement cycle.

a. Performance Mark for 1996 and Later EVALs. Use the performance mark which was derived from the promotion recommendation and entered in the right-hand column of the new Page 9. Do not use the individual trait average as the performance mark.

b. Performance Mark for Pre-1996 EVALs. To compute a performance mark for pre-1996 EVALs, add all the trait grades, including Overall grade, and divide by the number of grades (excluding NOB traits) on that EVAL. Use all the EVAL traits, not just those entered on the old Page 9. Enter the result in ink in the right margin on the old Page 9 for all EVALs to be used for computing a PMA. Do not use the promotion recommendation or Overall grade as the performance mark for pre-1996 EVALs.

c. Computing the PMA. To compute the PMA for all examinations after 1 January 1996, add the performance marks (as determined in the preceding paragraphs) for the reports to be used per the Advancement Manual, and divide by the number of reports. Use this method even if only pre-1996 EVALs are being used in the PMA computation. Do not use the pre-1996 method of computing PMA.

Example: Three EVALs were received within the minimum-time-in-rate period. Performance marks were 3.8, 3.8, and 4.0. $3.8 + 3.8 + 4.0 = 11.6/3 = 3.87$. Enter 3.87 as the Performance Mark Average in block 17 of the Advancement Worksheet.

Q-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. If only administrative changes are involved, change the corresponding Page 9 entry in ink on the same line as the original report. If supplementary material modifies the trait marks or promotion recommendation, do not alter the original marks on Page 9. Make a new entry on the next available line, enter "SUP" as the reason, and enter only those trait marks which differ from the original report. Type a dashed line through the other trait columns. See MILPERSMAN Article 1070-210 if a Page 9 entry is directed to be removed as the result of an appeal.

Q-6. Filing Performance Information Memorandums (PIMs). PIMs on departing members should be placed in the field service record for transfer to the next command. PIMs on reporting members should be examined for pertinent service record information and routed to the reporting senior. PIMs are not recorded on Page 9, but may include information which should be recorded on Page 4. They may be retained in the field service record or discarded when they have served their purpose.

Q-7. Field Service Record Review. When a member reports to a new activity, the supporting personnel office must review Page 9 to ensure that the entries are complete and consistent with the fitness and evaluation reports. Provide the member's new reporting senior with the ending date and advancement recommendation from the previous Detachment report, and any Performance Information Memorandum (PIM) which was placed in the record en route to the new command. For a member received from initial entry training, verify the period of training from Page 4 and Page 5. Make

a memorandum entry on Page 9 showing the period not covered by evaluation reports and the notation "INITIAL ENTRY TRAINING." Initiate tracers on missing reports. If there has been no response to a tracer within 30 days, BUPERS (Pers-322) will assist in obtaining the missing report. Notify Pers-322 by letter providing:

- (1) Full name, rate, and SSN of the member.
- (2) Activity and UIC responsible for the report.
- (3) Period of the missing report.
- (4) Ending date of last report on file.
- (5) A brief description of actions taken to obtain the report.

ANNEX R

MESSAGE SUMMARY REPORTS

R-1. Purpose. This annex provides the information needed to prepare message summary reports. CHNAVPERS may request message summaries of missing reports urgently needed by selection boards.

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

FM [Command]
TO CHNAVPERS WASHINGTON DC//PERS322//
UNCLAS//N01610//
SUBJ: FITREP or EVAL SUMMARY ICO [Rank/Rate, First, MI, Last Name, SSN]
PERS-322//
MSGID/GENADMIN//
REF/A/MSG/BUPERS [DTG of BUPERS request]//
RMKS/
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 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 BUPERS: [if known]

ANNEX S

MEMBER INPUT, REVIEW OF RECORD, STATEMENTS, AND APPEALS

S-1. Purpose. This annex provides information needed by members to understand their rights and responsibilities, and to submit input to reports, review and correct their records, and submit statements and appeals.

S-2. Member Responsibilities. Each member is responsible to ensure the continuity of his or her fitness or evaluation report record. Upon reporting to a new duty station, provide the new reporting senior with any Performance Information Memorandum (PIM) or other letter, course certificate, etc., received en route. Officers must also provide the ending date of the last Regular report. If required to report by letter to an assigned reporting senior, promptly submit this letter. If reporting to a civilian or a foreign activity, ensure that the responsible official is aware of the requirement to submit letter reports. Members should also review their records periodically, and take action to correct oversights.

S-3. Report Input. A member has the right to submit fitness or evaluation report input, and has the duty to do so if requested by the rater or reporting senior. Member input aids a rater or reporting senior in preparing a timely and complete report. Suggested outlines are provided in Exhibits S-1 and S-2.

S-4. Review of Enlisted Field Service Record. The enlisted field service record contains the original evaluation reports, supplements and statements for E4 and below, copies of these documents for E5-E9, and the Enlisted Performance Record (Page 9). MILPERSMAN article 1070-200 requires that, upon transfer, the field service record be reviewed in the member's presence at the final destination. Enlisted members shall be given access on request to review evaluation reports and related Page 9 and Page 13 entries. Discrepancies shall be promptly investigated and resolved.

S-5. Review of BUPERS Record. All members (E5 and above) should periodically review their BUPERS records. Complete this review at least 6 months prior to any board convening date to allow time to correct discrepancies.

a. Image Record (Microfiche Record). The BUPERS image file contains the BUPERS copy of each fitness or evaluation report (E5 and above), and other selected documents. The member can review this record in microfiche form. To request a copy of the record, use the postcard request form, NAVPERS 1070/879 (Rev. 3-93), available from most personnel offices. Only if NAVPERS 1070/879 is not available, address a letter to BUREAU OF NAVAL PERSONNEL, PERS-313, 2 NAVY ANNEX, WASHINGTON DC 20370-3130, containing name, rank or rate, SSN, mailing address, and signature. If a pocket microfiche viewer is desired, enclose a check for \$4.00, payable to the Treasurer of the United States. The record may also be reviewed in person at the BUPERS Records Review Room, Navy Annex, Arlington, VA. Call ahead to Records Review to avoid a 30-60 minute wait while the record is retrieved. Members wishing to have their records delivered to another person must provide a written authorization bearing the member's name, SSN, and signature, and the name of the authorized person. This authorization may be carried or mailed to BUPERS by the person named.

b. Performance Summary Record (PSR). The Performance Summary Record (PSR) provides a summary of each fitness or evaluation report, and other career data. Selection boards use the PSR as an aid in reviewing the microfiche record. To request a copy of the PSR, send a letter to BUREAU OF NAVAL PERSONNEL, PERS-322 PSR, 2 NAVY ANNEX, WASHINGTON DC 20370-3220. Include name, rank or rate, SSN, mailing address, and signature. Do not request the PSR and microfiche in the same letter. These documents must be requested separately. The PSR may also be requested in person at Pers-322, but same-day delivery cannot be provided. (NOTE: The PSR replaces the Officer Summary Record (OSR) and the Enlisted Summary Record (ESR).)

S-6. Administrative Corrections. The member may request correction of obvious errors in a fitness or evaluation report, if the reporting senior is not available to submit the request. See Annex P for method of requesting corrections.

A member may not request BUPERS to change any evaluative mark or comment, or any administrative data which would place the member in another Promotion Recommendation Summary Group. If there is a discrepancy between a fitness or evaluation report and the PSR, notify Pers-322 by letter, giving the period of the report (FROM and TO dates) and name of the reporting senior. Enclose a copy of the PSR with corrections marked, and a copy of the report if available. (NOTE: Pers-322 can correct only the FITREP or EVAL data. For corrections to the career data on the top sheet of the PSR, see the directions furnished with each PSR.)

S-7. Replacement of Missing Reports. Missing fitness or evaluation reports 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 certified copy of the original report, if available, to Pers-322. 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 CHNAVPERS (Pers-322) explaining why the report could not be obtained, and providing the information which 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, BUPERS will file it in the microfiche record. Letters in lieu of Special reports will be accepted only if they fill a gap in Regular report continuity. Letters in lieu of Concurrent or Operational Commander reports will not be accepted.

S-8. Statement to the Record. A member may submit a statement to the record about any fitness or evaluation report. The statement must be submitted within 2 years after the report ending date or provide justification acceptable to BUPERS for the delay. The statement and the reporting senior's one-page endorsement will, upon acceptance, be filed in the field service record (E1-E9) and the BUPERS image file (E5 and above).

a. Content of Statement. Statements may be no more than two pages and may not have enclosures. Statements must be temperate, 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 annex. 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 Chief of Naval Personnel 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 CHNAVPERS with a cover letter explaining why the endorsement could not be obtained.

c. Endorsement of Statement. The reporting senior must endorse and forward any statement within 10 days, but the endorsement may recommend that the statement not be accepted for file. The endorsement must be limited to one page. Raters and senior raters may not endorse member statements.

S-9. Statement Concerning Adverse Report. A fitness or evaluation report 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 EVAL block 51 or FITREP block 46. The commanding officer 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. Submit an advance copy of the report, unsigned by the member, clearly labelled "UNSIGNED ADVANCE COPY - MEMBER PREPARING STATEMENT." 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 labelled "I do not intend to submit a statement" in EVAL block 51 or FITREP 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. BUPERS Request for Statement. BUPERS 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.

S-10. Communications with Selection Boards. A member eligible for consideration by a selection board may communicate in writing with the board. If a fitness or evaluation report is enclosed, it will be reviewed for validity before being presented to the board. Procedures for communicating with officer boards are contained in MILPERSMAN articles 1420-010 and 1401-010. Procedures for communicating with enlisted boards are contained in BUPERSINST 1430.16D, Advancement Manual, enclosure J, "The E-7 and E-8/9 Enlisted Selection Boards." These procedures must be carefully observed.

a. Content. Communications should not dispute opinions but should briefly clarify the record and/or present relevant facts or documents not otherwise available to the board. If correspondence is enclosed or there are endorsements on the communication, the member must certify in writing that they are to be presented to the board. Communications and enclosures are not retained in the member's record or submitted to subsequent boards. Copies of missing reports must be furnished separately to Pers-322 for inclusion in the permanent record.

b. Forwarding Communications. Address communications to officer promotion selection boards to the President, (Fiscal Year, Grade, Line or Staff, Active or Reserve) Selection Board, Bureau of Naval Personnel (Pers-26 for active duty boards, Pers-93 for Reserve boards), 2 Navy Annex, Washington, DC 20370-(2600 for active duty boards, 9300 for Reserve boards). Address communications to enlisted promotion boards as specified in the message announcing the board. For communications to other boards, use the appropriate board title and the Pers-code of its BUPERS sponsor. Do not forward via the chain of command.

S-11. Appeals. If a member believes that a fitness or evaluation report is inaccurate, unjust, or wrongly submitted, he or she should first discuss the matter with the reporting senior. The reporting senior may, if justified, submit an administrative change or supplementary material (see Annex P). Article 1151, U.S. Navy Regulations, 1990, also provides authority for the request mast, at which questions concerning fitness and evaluation reports may be raised with the commanding officer. 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. Article 1126, U.S. Navy Regulations, 1990 - Correction of Naval Records. Under provisions of this article, a member may petition the Board for Correction of Naval Records (BCNR) for correction of error or removal of injustice in a fitness or evaluation report. Petitions must be submitted on DD 149, Application for Correction of Military Record Under the Provisions of Title 10, U.S.C., Section 1552. This form is obtainable locally or by request to the BCNR, Washington, DC 20370-5100. Upon presentation of satisfactory evidence by the member concerned, the BCNR may recommend to the Secretary of the Navy that the record be changed. If the petition is to be considered and resolved prior to the convening of a selection board, the petition should be received by the BCNR at least 4 months before the board convenes. The BCNR normally will not act on a petition if any other type of appeal is pending or in progress.

b. Article 1150, U.S. Navy Regulations, 1990 - Redress of Wrong Committed by a Superior, and Article 138, Uniform Code of Military Justice - 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 fitness or evaluation report. Submit complaints in the manner prescribed by article 1150, U.S. Navy Regulations, 1990, and JAGMAN, chapter III. Complaints involving fitness or evaluation reports must be submitted within 90 days from the time the member knows of the report's submission, or within 1 year after it is submitted, whichever is earlier. If relief is granted, the general court-martial convening authority granting relief may submit supplementary material or direct the original reporting senior to do so, and may direct the removal of all or part of the original report. In this case, forward the entire decision package, including the supplementary material, via the Chief of Naval Personnel (Pers-06), who will effect the relief per JAGMAN, paragraph 0308.f.

c. Privacy Act. Under the provisions of the Privacy Act, a member may request that a fitness or evaluation report 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 the Chief of Naval Personnel (Pers-06) via the reporting senior. The reporting senior should forward the request along with a recommendation regarding granting or denying the request within 10 days of its receipt.

S-12. Appeals Based on Acquittal, Finding of Not Guilty, Set-Aside, or Reversal. If a member believes that any portion of a fitness or evaluation report is invalid due to an acquittal, finding of not guilty, set-aside of nonjudicial punishment, or reversal on appeal, the member should initiate a petition to the BCNR. Even though the reporting senior may have supplemented the report, the original report will remain in the record unless removed as a result of appeal by the member concerned.

S-13. Review of Reports on Acquisition Workforce Members. Under Public Law 101-510, members of the Defense Acquisition Workforce (AWF) whose reporting seniors are not in the same AWF career field may request a review of their reports by a person in the same AWF career field as themselves. The request may be combined with a statement to the record. Submit the request to the Chief of Naval Personnel, Pers-322, 2 Navy Annex, Washington, DC 20370-3220, 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 AWF 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 AWF, and if so, in what career field. Upon receiving the request, CHNAVPERs will designate the reviewing officer, and will provide a copy of the reviewing officer's comments to the member, via the reporting senior.

EXHIBIT S-1

OFFICER FITNESS REPORT INPUT

[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. SSN.
- e. Date reported to command.
- f. Ending date of last Regular fitness report.
- 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. Watchstanding 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 en route time prior to report, and lengthy leave, etc., since reporting.)

3. Job Scope

- a. One sentence description of primary duties.
- b. Personnel directly supervised (subdivide by officers, enlisted, civilians, 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. Training.
 - d. Inspection results.
 - e. Quality improvements and cost savings.
 - f. Environmental quality and safety.
 - g. Equal respect and opportunity.
 - h. Betterment of civilian work force.
 - i. Utilization of Reserves.
 - j. Morale and welfare.
 - k. Retention.
 - l. Specific contributions in support of DOD/DON management improvement programs (TQL, DMR, DAWIA, Management Control, etc.)
 - m. 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 Annex N.)
7. Future duties and schools desired.

EXHIBIT S-2

ENLISTED FITNESS OR EVALUATION REPORT INPUT

[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. SSN.
- d. USN or USNR. If USNR on active duty, indicate status: i.e., extended active duty, 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. Watchstanding duties.
- e. TEMADD/TEM DU. (Where, when, and why.)
- f. Significant periods not available for duty, if any. (If first report at this command, include any delay or TEMDU prior to reporting.) Do not include brief illness or normal leave.

3. Job information

- a. Principal activities and responsibilities. Include equipment operated or qualified to operate, and "customers" served, if applicable.
- b. Individual accomplishments, including experience gained and contributions to team achievements.
- c. Responsibilities for classified material.

4. Supervision and Leadership

- a. Personnel directly supervised (subdivide by military, civilians, reservists).
 - b. Personnel supervised through subordinates (subdivide as above).
 - c. Equipment and material for which responsible.
 - d. Size of budget managed.
 - e. Leadership activities and accomplishments. Include team and subordinate accomplishments which reflect your leadership.
 - f. Performance as instructor (classroom or on-the-job).
 - g. Counseling given (formal or informal).
 - h. Retention efforts and results.
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

BUPERSINST 1610.10
2 August 1995

Annex S - Member Input, Review of Record, Statements, Appeals

BUREAU OF NAVAL PERSONNEL
PERS-322 PSR
2 NAVY ANNEX
WASHINGTON DC 20370-3220

NAVPERS 1610/4 (7-95)

(This form may be reproduced locally.)