

# The Guide to Naval Evaluations + 50 Examples

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## Example Military Writing Web Pages

- Navy Recommendations: <http://www.navywriter.com/letters-of-recommendation.htm>
- Army Recommendations: <https://eforms.com/recommendation-letter/army/>
- Army Recommendation: <http://www.armywriter.com/letter-of-recommendation.htm>
- Air Force Recommendations: <http://www.airforcewriter.com/lore.htm>
- USMC Recommendation:  
[https://www.trngcmd.marines.mil/Portals/207/Docs/MCES/Enclosure%20\(4\)%20Exa%20Letter%20of%20Recommendation.pdf](https://www.trngcmd.marines.mil/Portals/207/Docs/MCES/Enclosure%20(4)%20Exa%20Letter%20of%20Recommendation.pdf)
- Navy FITREP and Award Website: <http://www.navyfitrep.com/>
- Template Archive: Military Letters of Recommendation:  
<https://templatearchive.com/military-letter-of-recommendation/>
- DODReads Eval Page: <https://www.dodreads.com/navy-eval/>



# Printable FITREP / EVAL Planning Calendar

Download the entire Naval Officers Toolkit at [www.dodreads.com](http://www.dodreads.com)



## Resources

- NAVFIT 98 download on [BUPERS.mil](http://BUPERS.mil)
- [The Two Minute Officer FITREP](#) - It works surprisingly well and will give you a starting point for your officer FITREP in around 2 minutes.
- Example Bullets: [www.navyfitrep.com](http://www.navyfitrep.com) / [www.NavyWriter.com](http://www.NavyWriter.com) / [www.Navy-Eval.com](http://www.Navy-Eval.com)
- How to correct an administrative error in a FITREP/EVAL
  - NavyFITREP.com - [Administrative Correction Article](#)
- How to submit a statement for your FITREP/EVAL
  - [The Sailor's Guide to Appeals, Corrections and Statements for Naval Records](#)

### Navy FITREP / EVAL Planning Calendar

Month	Officers (Active)	Officers (TAR)	Enlisted (All)
January	03	03	
February	02	02	
March	W5, W4, W3	W5, W4, W3	E5
April	05	05	E9
May	01	01	
June			E4
July	06	06	E3, E2, E1
August			
September	W2	W2	E8, E7
October	04	04	
November			E6
December			

*(Counseling is due at the six month interval between regular reporting period ending dates)  
Officer FITREPS End on the last day of the month and Enlisted End on the 15th.*

Contact the author at [john@dodreads.com](mailto:john@dodreads.com) for suggestions or corrections  
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## 122 Adjectives for Eval Writing

**ABLE:** capable, efficient, competent, skillful, clever, gifted, proficient

**ACCOMPLISHED:** cultivated, learned, skillful, proficient, finished

**ACUTE:** sagacious, astute, shrewd, discerning, keen, sharp

**ADMIRABLE:** excellent, commendable, estimable, praiseworthy

**AFFABLE:** amiable, gracious, friendly, sociable, approachable

**AGGRESSIVE:** energetic

**AMBITIOUS:** aspiring, zealous, desirous

**ARDENT:** zealous, enterprising, eager

**ARTFUL:** crafty, designing, shrewd, dexterous, skillful, adroit

**ASSURED:** self-possessed, confident

**ASTUTE:** shrewd, quick, bright acute

**BRILLIANT:** distinguished, illustrious, clever, sparkling, keen

**CALM:** impassive, placid, serene, cool-headed, composed, unruffled

**CAPABLE:** proficient, competent, qualified, able

**COMMENDABLE:** praiseworthy

**COMPETENT:** qualified, able, fit, efficient, capable

**COMPLEX:** intricate, involved, complicated

**CONFIDENT:** certain, sure, positive, assured, self-sufficient

**CONFORMABLE:** adaptable, compliant, agreeable

**CONSCIENTIOUS:** scrupulous, exact, painstaking

**CONSTANT:** continual, steadfast, staunch, loyal, unchangeable

**COUNTLESS:** numberless, innumerable, incalculable, illimitable

**COUPLED WITH:** in addition to

**CUNNING:** crafty, artful, dexterous

**DAUNTLESS:** undaunted, brave, fearless, courageous

**DETERMINED:** resolute, resolved, decided, firm, indomitable

**DEVOTED:** ardent, eager, loyal, faithful

**DEXTEROUS:** adroit, clever, expert, proficient, handy

**DIFFERENT:** various, incongruous, diversified, varied

**DIRECT:** straight, undeviating, unswerving, straightforward

**DISCERNING:** discriminating, clever, keen, subtle

**DISTINCT:** separate, explicit, definite, clear, distinguishable

**DISTINCTIVE:** distinguishing, characteristic, peculiar

**DISTINGUISHED:** celebrated, famous, illustrious, renowned, noted

**EAGER:** ardent, zealous, fervent, earnest, intent

**EFFECTIVE:** adequate, telling, effectual, efficient, capable, operative

**EFFICIENT:** effective, operative, capable, competent

**ENERGETIC:** strong, forcible, enterprising, active, strenuous, forceful

**EQUIVALENT:** correspondent, tantamount, equal, convertible, synonymous



**ESSENTIAL:** vital, requisite, necessary, inherent, basic, substantial  
**EVIDENT:** clear, obvious, manifest, apparent, indubitable, distinct  
**EXCEPTIONAL:** extraordinary, uncommon, rare, unusual, superior  
**EXHAUSTIVE:** comprehensive, all-inclusive, thorough  
**EXPERIENCED:** capable, efficient, trained, qualified, skilled  
**EXPERT:** skilled, adroit, proficient, dexterous, finished  
**EXTRAORDINARY:** remarkable, eminent, rare, uncommon, unusual  
**EXTREME:** utmost, ultra, advanced, radical  
**EXULTANT:** jubilant, elated, triumphant, pleased, satisfied  
**FABULOUS:** extravagant, incredible, ethical, legendary  
**FACILE:** feasible, practicable, within reach, accessible, dexterous, skillful  
**FAITHFUL:** constant, true, loyal, staunch, trustworthy, reliable  
**FASTIDIOUS:** particular, precise, meticulous, exacting, discerning, keen  
**FAVORABLE:** auspicious, advantageous, propitious, helpful, beneficial  
**FERVENT:** ardent, vehement, impassioned, intense, fiery  
**FINAL:** crowning, conclusive, ultimate, last, farthest  
**FINE:** exquisite, elegant, polished, finished, acute, nice, fastidious, excellent,  
**FINISHED:** consummate, faultless, skilled, experienced  
**FIRM:** rigid, fast, secure, determined, resolved, steadfast, staunch  
**FORCEFUL:** effective, telling, graphic, vivid  
**ILLUSTRIOUS:** famous, distinguished, eminent, renowned  
**IMPLANTED:** inset, infused, instilled  
**IMPORTANT:** material, notable, marked, outstanding, remarkable, noteworthy,  
**INCESSANT:** continual, uninterrupted, unceasing  
**INDICATIVE:** significant, characteristic, representative, expressive  
**INDUSTRIOUS:** assiduous, diligent, busy, hardworking  
**INEXHAUSTIBLE:** unfailing, unlimited  
**INFALLIBLE:** unfailing, reliable, indubitable, certain, sure  
**INFECTIOUS:** catching  
**INFINITE:** countless, innumerable, boundless, unbounded, immeasurable  
**INFLEXIBLE:** firm, stiff, unyielding, grim, stern  
**INGENIOUS:** resourceful, inventive, clever, adroit  
**INHERENT:** intrinsic, innate, inseparable, essential  
**INTENSE:** extreme, profound, acute, keen, concentrated, ardent  
**INVALUABLE:** priceless, precious  
**INVARIABLE:** regular, constant, unchangeable  
**INVINCIBLE:** unyielding, uncompromising, unconquerable, indomitable  
**KEEN:** eager, ardent, acute, discerning, shrewd, quick  
**MANIFEST:** apparent, evident, conspicuous, striking, prominent, notable  
**MARKED:** conspicuous, prominent, noticeable  
**MATCHLESS:** unequaled, supreme, peerless



**MEMORABLE:** notable, remarkable  
**NOTEWORTHY:** remarkable, exceptional, extraordinary  
**OUTSTANDING:** eminent, prominent, signal  
**PAINSTAKING:** diligent, careful, particular  
**PARAMOUNT:** supreme, chief, dominant  
**PEERLESS:** Unrivaled, matchless, supreme, unequaled  
**PENETRATIVE:** acute, discerning, astute  
**PERCEPTIBLE:** perceivable, cognizable, discernible, visible  
**PERCEPTIVE:** knowing, percipient, cognitive  
**PERFECT:** faultless, immaculate, impeccable, flawless, inimitable,  
**PERSISTENT:** persevering, unyielding  
**PERSPICUOUS:** clear, lucid, explicit, exact distinct intelligible, manifest  
**PERTINACIOUS:** persistent, firm, constant, resolute, unyielding  
**PLACID:** calm, peaceful, gentle, serene, unruffled, undisturbed  
**PLEASURABLE:** gratifying, pleasing, delightful, agreeable  
**POSITIVE:** emphatic, inescapable, certain, absolute  
**POSSESSING:** possessed of, master of, in possession of, endowed,  
**PRECISE:** prim, rigid, unbending, exact, definite, punctilious  
**PREDOMINANT:** ruling, controlling, supreme  
**PREEMINENT:** distinguished, renowned, foremost, paramount, superior,  
**PRESSING:** urgent, persistent, critical, exacting  
**PRODIGIOUS:** huge, vast, immense, enormous, portentous, astonishing,  
**PROFICIENT:** expert, adept, masterly, dexterous, adroit, skillful  
**PROMINENT:** marked, salient, important, distinguished, influential  
**REMARKABLE:** distinguished, noteworthy, memorable, rare  
**RESOLUTE:** determined, unflinching, firm, steadfast, tenacious, indomitable,  
**SEDULOUS:** diligent, persevering, untiring, assiduous  
**STEADFAST:** constant, steady, persevering, firm, loyal  
**STERN:** grim, unyielding, resolute  
**STIMULATING:** inspiring, keen, spirited  
**STRENUOUS:** active, energetic, ardent, zealous, resolute, persevering,  
**TACTFUL:** diplomatic, conciliatory  
**TENACIOUS:** persistent, persevering, unyielding, unwavering  
**UNBOUNDED:** boundless, unlimited, endless  
**UNEQUALED:** unmatched, unparalleled, incomparable, inimitable, unique  
**UNEXCITABLE:** stoical, calm, cool-headed, unruffled  
**UNIQUE:** unparalleled, unequaled, unsurpassed, unusual, rare, unprecedented  
**UNPARALLELED:** peerless, unrivaled, inimitable, unique  
**VAST:** immense, enormous, great, infinite, boundless  
**VERSATILE:** many-sided  
**ZEALOUS:** earnest, ardent, eager





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## 325 Verbs for Evaluation Writing

Accelerate; accept; acquaint; absorb; adapt; add; acquire; act; administer; admire; adhere; adjust; affect; afford; adopt; advance; aim; align; aggravate; aid; analyze; annex; alleviate; allow; approach; approve; applies; appreciate; assert; arouse; arrange; aspire; associate; assess; assimilate; assist; attract; assume; attach; attain; benefit; augment; avert; benefit; charge; carry; challenge; change; combine; cherish; choose; cite; compel; commemorate; command; commend; comprise; complete; compose; constitute; compile; consolidate; conceive; conduct; continue; contribute; construct; contain; coordinate; control; convert; convey; decrease; convoke; correct; correlate; deliver ; dedicate; delegate; deliberate ;deserve; demonstrate; depict; demand; determine; detract; design; deter ; devote; dictate; develop; devise; discern; discharge; diminish; direct; discover; dispatch; disclose; discontinue ;distinguish; distribute; diversify; displaying; earn; edit; dominate; drive; efface; effect; educate ; educe; elicit; eliminate ; elate; elevate; embody; embark; embellish; emanate; employ; emerge; enact; embrace; emulate; enable; endeavor; empower; encourage; encroach; encounter; enforce; engage; energize; enlighten; enumerate ;excel; enlarge; exalt; exert; establish; evoke; expend; execute; exemplify; exercise; fabricate; exhaust; exhibit; expedite ; finish; experience; expose; express; foster; facilitate; fashion; figure; father; formulate; form; heighten; forge; gain; furnish ; further ; impel; generate; gratify ; handle; impose; illustrate; imbue; impart ; improvise; implant; impede; import; inject; improve; implement; instill; impress ; infuse ;initiate; insure ; inform; instigate; inspire; install ; invigorate; institute ; instruct; instrumental; magnify; intensify; introduce; instruct; materialize; invoke; issue; justify; modernize; manage; manifest; mark; originate; merge; mitigate; met; operate; motivate; obtain; overwhelm; perform; outweigh; overcome; perfect; persuade; penetrate ;perceive; persist; place; permit ;persevere; please; possess; phrase; prepare ; pertain; preclude; present ;preserve; promote ;propel ; progress; project ;prove; provide; propose; prosper ;qualify; quicken; push; rally; reach ; radiate; raise; receive; reclaim ; realize ; rebuild ;reconcile; recondition; recognize; recommend; reinforce; reestablish; rectify; reduce; reflect; reform; refashion; refine; regard; regenerate; refresh; regain ;release; render; regularize; rehabilitate ; reorganize; replace; renew; renovate; restore ; result; represent; resolve ;revise; revive; resume; reverberate; rotate; rouse; revolutionize ; reward; secure; seize; satisfy; season; serve; share; select; show; signify; solicit; shoulder; spread; stabilize; steer; specialize; strengthen; succeed; support; stimulate; surpass; survey; symbolize; surge; undergo ;undertook; unravel; urge; utilize; withstand; unite.



# Evaluation Guide

BUPERSINST 1610.10E (06DEC19)

- Block 1(NAME): Service member last name, first name, middle initial, and suffix all separated by spaces. Place a comma after the last name. Examples: SMITH, JOHN A; WALTERS, MARY II
- Block 2(GRADE/RATE): Type the rate the member is wearing on the ending date of the report. Examples: AZ2, BM1, AMEC, ADCS, PSCM, etc
- Block 3(DESIG): Type the enlisted warfare qualification designation. Use up to two designators and separate them by using a slash. Examples: AW, AW/SW, etc
- Block 4(SSN): Type the service member's full social security number. Example: 123-45-6789
- Block 5(DUTY/COMPETITIVE STATUS): Place an "X" in only one box indicating service member's status; ACT, FTS, INACT, AT/ADSW
- Block 6(UIC): Type the UIC of the service member's ship or duty station. For activities which no UIC is assigned, use five zeros. Example: 09047
- Block 7(SHIP/STATION): Type the abbreviated name of the activity the service member is assigned. Ship example: DDG-90 CHAFEE; Aviation example: VP-30
- Block 8(PROMOTION STATUS): Type the service member's promotion status. Examples: REGULAR(regularly promoted to the current rate, not frocked, or selected to higher pay grade); **FROCKED**(entered in block 2, but not yet promoted); **SELECTED**(higher than shown in block 2, but not yet frocked or advanced)
- Block 9(DATE REPORTED): Format YYYYMMDD. **Example:** 16MAR05
- Block 10-13(OCCASION FOR REPORT): Type and "X" in each block that applies. More than one occasion may apply, but SPECIAL cannot be combined with another occasion.
- Block 14-15(PERIOD OF REPORT): Format YYYYMMDD; type the beginning (FROM) and ending (TO). **Examples: Regular reports**(FROM date must be the day following the TO date of the last regular report); **First EVAL**(FROM date is the date detached from initial entry training)
- Block 16(NOT OBSERVED REPORT): Type "X" only if this is a Not Observed (NOB) report.
- Block 17-19(TYPE OF REPORT): Type an "X" in the block that applies; either/or/both Concurrent/Regular report.
- Block 20(PHYSICAL READINESS): Information in this block should match PRIMS for the service member. Type one-letter code for the result of the OFFICIAL PFA conducted during the reporting period. Codes: P(passed both, PRT and BCA); B(passed BCA, but not authorized to participate in PRT due to medical reasons or "validated"); F(overall failure); W(passed BCA or medically waived from BCA or 1 or more PRT event); N(no PFA conducted during reporting period)



- Block 21(BILLET SUBCATEGORY): Type the service member's billet subcategory code, of enter "NA"
- Block 22(REPORTING SENIOR): Type the last name, initials and suffix, if any, of the reporting senior. **Example:** SMITH, J A
- Block 23(GRADE): Type the respective officer grade. **Examples:** CDR, LT, GEN, MAJ, etc.
- Block 24(DESIG): Type reporting senior's four-digit designator.
- Block 25(TITLE): Type the reporting senior's title (abbreviate if necessary). **Examples:** COMMANDER, XO, DEPT HEAD, etc
- Block 26(UIC): Type the UIC of the reporting senior.
- Block 27(SSN): Type the reporting senior's full SSN.
- Block 28(COMMAND EMPLOYMENT AND ACHIEVEMENTS): Type a brief statement of command employment and significant command awards or achievements. This statement is the same on all command evaluations and can be obtained from ADMIN.
- Block 29(PRIMARY/COLLATERAL/WATCHSTANDING DUTIES/PFA): In a small box on the left, type an abbreviation of 14 or fewer letters for most significant primary duty for period. Duty Titles: Right of abbreviation box, type duty titles and number of months each duty was assigned to service members in this period. Examples: Logs & Records Supervisor-8. Job Scope Statement: State the scope of primary duty responsibilities. Example: Led six personnel performing management and upkeep of aircraft logbooks for 13 P-8A aircraft. PFA: Type PFA cycles reported in format PFA: 19-1/19-2.
- Block 30(DATE COUNSELED): If mid-term counseling was given during the report period, type the date counseled using YYYYMMDD format. If counseling not given, type "NOT REQ"
- Block 31(COUNSELOR): This block is signed on the counseling worksheet only.
- Block 32(SIGNATURE OF INDIVIDUAL COUNSELED): The service member will sign this block on the counseling worksheet and the evaluation report.
- Block 33-39(PERFORMANCE TRAITS): For each trait, type an "X" in ONLY one box. NOB if not enough observation to grade with confidence.
- Block 40(INDIVIDUAL TRAIT AVERAGE): Type the average of the trait grades for this report.
- Block 41(CAREER RECOMMENDATIONS): Type on or two career recommendations. If there are no recommendations, type "NA" OR "NONE" in the first block. Be realistic. Be specific. **Examples:** SA/DBA qualification, instructor duty, etc.
- Block 42(SIGNATURE OF RATER): Type the last name, initials, and grade or rate of the rater, and obtain their signature.
- Block 43(COMMENTS ON PERFORMANCE): See chapter 13 in BUPERS instruction for specific guidance on preparation, organization, style, reporting on misconduct, prohibited comments, and special interest items that must be mentioned.
- Block 44(QUALIFICATIONS/ACHIEVEMENTS): Type courses and credit hours for school completed during period, degrees or certificates awarded, special qualifications received, and other honors including community involvement. This block is for COMPLETED achievements.



- Block 45(INDIVIDUAL PROMOTION RECOMMENDATION): Type an “X” in the box for promotion recommendation. NOB, Significant Problems=2.0, Progressing=3.4, Promotable=3.6, Must Promote=3.8, or Early Promote=4.0.
- Block 46(SUMMARY): Type the number in this member’s summary group who has received each promotion recommendation.
- Block 47(RETENTION): Type an “X” in Not Recommended or Recommended.
- Block 48(REPORTING SENIOR ADDRESS): Type the reporting senior’s address for receiving issues with report.
- Block 49(SIGNATURE OF SENIOR RATER): Type the last name, initials, and grade or rate of the senior rater and obtain the signature.
- Block 50(SIGNATURE OF REPORTING SENIOR): The reporting senior whose name appears in block 22 must sign all reports.
- Block 51(SIGNATURE OF INDIVIDUAL EVALUATED): The service member reviews their report, verifies their report, and signs. Service members will also annotate whether or not they intend to make a statement about their report.
- Block 52(REGULAR REPORTING SENIOR SIGNATURE ON CONCURRENT REPORT): Concurrent and regular reports must be forwarded to member’s regular reporting senior for signature.



# Evaluation Bullet Examples

## Leadership:

- Expert Leader. Led six sailors in the completion of 12 Acceptance/Transfer inspections, managing 4,290 life-limited components, 300 logbook entries, replacement of 250 hard-cards, and transmission of 82 XRAYS/ETRs resulting in 13,933 mishap free flight hours.
- Proactive Leader. He represented HSM-70 as a fleet subject matter expert for over 40 hours of Tactical Operational Fleet Trainer (TOFT) simulator testing, ensuring valuable tactical simulator availability in support of two deploying Carrier Strike Groups and 11 Helicopter Maritime Strike Detachments. He mentored six junior Petty Officers in preparation for their AWR rating exam, resulting in the advancement of four sailors to the next highest pay grade.
- Deckplate Leader. Motivated, led, and trained seven sailors across three ratings, within three departments. Exclusively mentors and guides most junior sailors resulting in one Blue Jacket of the Quarter (BJOQ) and the command's first IDW qualified personnel.
- Prolific Leader. Led 7 teams of 21 senior MIL/CIV producers in the production of 14 multimedia products distributed to an audience of 20 million; resulted in 755 thousand views across all major social media platforms, AFN & DVIDS. His creative expertise led to his selection as the 20XX Navy Videographer of the Year, along with placements in 4 additional categories.
- Dedicated Leader. Led six personnel in the execution of 2535 scheduled and unscheduled maintenance actions, totaling 3478 mishap free flight hours. Meticulously managed 45 sets of aircrew flight equipment and 20 installed aircraft assets worth 647,000, contributing greatly to the squadron's impressive 100% sortie completion rate.
- DYNAMIC LEADER. MN1 expertly led four sailors in intricate MEDAL planning and tactics for five national and international exercises. Additionally he performed as Battle Watch Supervisor and Lead Mine Data Base Manager, ultimately accounting for the safe operation of over 20 MCM assets.

## Mentorship:

- Premier Mentor. Mentorship resulted in one junior sailor receiving meritorious advancement, 2 reenlistments, 2 rating conversions, and 1 active duty to SELRES conversion, that aided the command in receiving the 2019 Retention Excellence Award and Squadron Blue "M".
- Sailor Focused. Encouraged 46 USMAP reinstatements and 2 completions. Active FCPOA member. As MWR Vice President, he/she orchestrated the Command Holiday Party and hosted a welcome home event for returning detachment Sailors and their families.
- Dynamic Mentor. He/she recognized the importance of continuing education to the Navy mission and encouraged his/her subordinates and peers to explore off-duty education opportunities. This resulted in more than fifty percent of his/her division enrolled in some type of advanced education.



- Dedicated Mentor. Devoted to mission success, he/she orchestrated daily platform specific training for 17 sailors which resulted in the qualification of 6 Enlisted Aviation Warfare Specialists, 10 plane captains, 12 move directors, 12 fuel pit crew members, and 13 brake riders, increasing work center efficiency by 36%.
- Dedicated and Involved. As Divisional Career Counselor, coordinated 12 career development boards, three re-enlistments and five CWAY packages resulting in 95 percent retention rate within the division. Additionally, chaired two Enlisted Aviation Warfare Specialist (EAWS) boards resulting in seven sailors receiving their EAWS qualifications.
- Involved and Devoted. Assisted in training seven VP-47 and VP-9 sailors in electronic build, management, and flight data processing procedures, easing administrative burden involved in their transition to the P-8A platform.
- <<<YOUR NAME>>> is a trusted and valued member of my <<<YOUR PEER GROUP>>>. Whether attending to a planning effort, addressing administrative concerns, or executing MCM operations, he exercised sound judgment, takes definitive action, and delivers top notch results.
- Respected mentor. Responsible for the mentorship, professional development, career advice and guidance for my <<<DIVISION/DEPARTMENT/COMMAND>>>. Led formal and informal training in order to further develop these Navy leaders into future leaders.
- Team Player. Served as license examiner at U.S. Naval Mobile Construction Battalion ELEVEN. She aggressively administered training to 88 battalion personnel resulting in the issuance of 156 licenses and increasing the battalion's ability to meet deployment tasking following homeport. Through her own initiative, she conducted an audit of the license records which resulted in all 112 license records being synchronized in accordance with NCFINST 11200.
- Outstanding Influence. Led 9 sailors and 2 civilians in daily operations of a Medical Homeport Clinic resulted in the completion of 4896 patient encounters. Trained and mentored 4 sailors and 1 officer on 93 minor procedures to include nebulizer treatments, skin tag and wart removals. Assisted in authoring 110 muster sheets and 22 weekly schedules for 6 providers.

## Fitness/CFL/ACFL:

- Dedicated CFL. He/she led 19 ACFL's in the administration of PFA cycles 17-2 and 18-1 for 300 sailors with a pass rate of 99%. He/she effectively streamlined the Command's Fitness Enhancement Program(FEP) for 21 sailors, facilitating quality of life improvements and fitness goals, resulting in sailors achieving fitness success.
- Command ACFL. He/she led 1 command PT session, 4 FEP PT sessions, 28 divisional PT sessions which resulted in 1 sailor passing the PRT and getting removed from FEP.
- Excellent PT Leader. He/she administered the PFA for 60 sailors, conducted the Physical training program and the fitness enhancement program, resulting in an average decreased run time of 1.20 minutes and a decrease of failures by 40%.
- Fitness Leader. Led 78 sailors in completing 17 FEP sessions, 3 command PT sessions, and 3 PFA's. Actions removed 8 sailors from FEP, and contributed to 100% divisional and 98% command PFA pass rate.



## Safety:

- Mission Oriented. As Primary Safety Representative for the command, he/she ensured the safety of his fellow staff by maintaining a 98% compliance for safety training. As a result of the high compliance percentage, there have been zero incidents within the command. He/she also conducted 3 safety inspections resulting in zero deficiencies, creating a safe environment to work in.
- Key player. As the divisional safety petty officer, spent numerous hours inspecting 170 spaces for zone inspections as well as ensuring the division is in accordance with NAVOSH programs. Ensured 100 percent safety compliance while increasing the material readiness of the ship.
- Meticulous Safety Member. Petty officer XXX displayed exceptional initiative and commitment to safety while working in the safety department. His/her dedication to duty and work ethic directly contributed to the command receiving the 20XX and 20XX CNO safety awards and led to an unprecedented 95% ESAMS operational readiness status. As the respirator program manager, POX trained and administered 11 initial respirator qualifications and 12 requalifications for 30 personnel.

## Collateral Duties:

- Detail Oriented. Revamped Support Equipment Planned Maintenance Systems Program, correcting 90 discrepancies, 344 scheduled inspections, 150 NAT 02 verifications, while accurately managing 150 OPNAV 4790/51 records, ensuring increased readiness and availability of P-3C and P-8A support equipment. Her perseverance resulted in the maintenance department receiving a grade of 85 percent during the 2019 CNAF Aviation Maintenance Inspection.
- Outstanding Schedules Clerk. Routinely manages over 380 staff Naval Aviators and 470 CAT 1 students, allowing the command to achieve 97.1 percent sortie completion rate with 7422 flight hours and 55272 simulator hours. Expertly coordinated the scheduling of four warning areas with FACSFAC JAX encompassing 1893 sorties for both P-3C and P-8A aircraft, covering seven training tracks.
- Dedicated Sailor. When she completed her TAD time to supply division, she immediately resumed her plane captain qualification. Received training during 35 Daily and Turnaround inspections and completed 90 percent of the H-60R Plane Captain syllabus. Self Starter. Enrolled in EAWS qualification program and completed 33 percent for the PQS in the first two months, placing her four months ahead of the curve. Enrolled in three credit hours at FSCJ.
- Leads Process Improvement. Took the lead in improving processes for numerous command operations to include <<<TOP 2-3 COLLATERAL DUTIES>>>. His/her work is flawless, and I have complete trust in his/her management over these complex programs.
- Financial Expert. As the OPTAR manage, he accounted for \$7.1M of 7B funds and ensured the submission of five monthly BORs with ZERO discrepancies. Additionally, he trained and led





two sailors in the proper procedures for downloading fuel, weekly transmittal ledgers, and the overall management of \$8.7M in OFC funds.

- **Mission Oriented.** As Reaction Team Leader, he conducted 1700 hours of Force Protection duties, performed 600 personnel and vehicle inspections, implemented 85 random antiterrorism measures and rapidly responded to over 180 calls for service, contributing to the safe and secure operations of NSA Bahrain's mission.
- **Command-Wide Impact Player.** As Engineering Department 3MA, he flawlessly implemented FR -18 to include 15 work centers which directly improved the Engineering Department's PAR resulting in a score of 96.38%. As Repair Division Career Counselor, he is directly responsible for over 40 sailors, conducted 12 CDB's, 6 EAOS extensions which led to 6 reenlistments.

## Command Involvement:

- **Command Impact.** Chosen for senior level involvement in high visibility programs such as his designation as SAPR program Point of Contact (POC) and DATA collection coordinator (DCC). As CFL, his outstanding leadership led to a 10% PRT score increase command-wide.
- **Technical Expert.** Solely responsible for coordinating and establishing communications during the command's certification as Homeland Defense Mine Countermeasures Commander. His persistence directly led to the completion of one MEDAL suite installation and the management of 34 NMCI network assets; enhancing training and operational readiness.
- **Military Professional.** Exemplifies what is expected of an Airman and Sailor. She maintains a crisp and presentable uniform at all times. Conducts herself with professionalism while communicating with seniors and peers alike. Sets the premier example of a Sailor with unlimited potential to succeed.
- **Command Driven.** As the MWR Vice President he oversaw 13 sailors in the execution of 44 food sales and coordination of the Jacksonville Shrimps game volunteer crew. His actions generated \$6800 in revenue to support command morale and welfare functions. As an ACFL, he conducted 38 FEP sessions which resulted in a 98% FEP reduction in the command.
- **Command Involved.** In support of the Navy's zero tolerance drug policy, he led three command urinalysis evolutions as an assistant UPC. His efforts encompassed 24 man-hour, and resulted in the collection of over 60 specimens with zero discrepancies.
- **Motivated Aircrewman.** Qualified as a Naval Aircrew Warfare Specialist within one month of checking onboard and Enlisted Aviation Warfare Specialist nine months ahead of schedule. Additionally, he flew 190 hours while successfully completing his MH-60R ACTC LVL II syllabi three months ahead of schedule increasing the command's overall tactical readiness.
- **Meticulous Manager.** As a Divisional Security Petty Officer, he ensured 34 pieces of classified material and nine SIPR drops were properly secured and accounted for resulting in zero security violations and discrepancies within the aircrew division.
- **Exceptional Program Manager.** As the command's PRP Monitor and Security Clerk, she initiated, tracked and maintained XXX security clearances, XXX restricted area badges and



XXX PRP records which resulted in ZERO discrepancies during both a DOD-level and Wing inspection.

- **Financial Expert.** As the Financial Manager he ensured the ship's OPTAR valued at over \$4 million dollars was properly executed in accordance with TYCOM directives. As the single Subject Matter Expert, he was instrumental to the flawless financial closeout of Fiscal Year XXXX while playing a vital role in supply's 1.4 Afloat Training Team inspections resulting in a passing grade of 85%.
- **Technically Proficient.** Flawlessly managed the customer service and legal assistance desk; supported 5 attorneys and 3 support staff, performed 380 notarial acts, drafted and witnessed the execution of 8 wills, and 6 unique immigration cases immediately contributing to overall mission.
- **Mission Focused.** She greatly contributed to the safe loading and expenditure of 58 tons of ordnance, including the live firing of 10 tactical air-launched missiles, 13 TALDs, and 25 unguided rockets in direct support of the XXXX RIMPAC exercise, SUSTEX, and a CVW-2 Fallon detachment. Her efforts were essential to the command earning the XXXX Battle E and Safety S awards.
- **Meticulous Initiative.** His outstanding professional initiative and exceptional technical skill were instrumental in the efficient and timely processing of more than 22,000 appointments and the management of an annual supply budget of over \$100,000. His inspiring leadership as ALPO for 13 staff members has resulted in outstanding performance during the XXXX Joint Commission Inspection.
- **Gifted Analyst.** Authored 15 intelligence products viewed 2,600 times which supported the fleet and increased situational awareness for Theater and National level decision makers. Produced 42 in depth analytic reports and contributed to four executive briefings which provided valuable input for National level strategy and policy making.
- **Stellar Initiative.** Developed an aggressive training schedule that maximized training topics in a limited amount of time to build crew confidence and teamwork in preparation for the Unit Level Training and Readiness Assessment (ULTRA).
- **Attention to Detail.** Managed ten training records for any training deficiency reports generated by the Command Education and Training Department, verified all staff were 100% compliant with all required training.
- **Command Trainer.** As CSTT he oversaw 12 combat systems training evolutions, training five watch teams at three watch stations, qualifying three TICs, five IDss, two CICWSs and three CICWOs, contributing to RAMAGE's combat readiness. As STT he oversaw three watch teams during MOB evolutions, and two SAR plotting teams, training 15 watch standers and completing the SAREX certification.
- **TEAM PLAYER.** Managed a robust pub inventory of US and Allied doctrine. Maintained eight secret hard drives with up-to-date MCM planning data. Assumed duties as Command Purchase Card Program Manager and Supply Department Rep., managing a command budget of over 60K per FY. Volunteered as lead MEDAL Planner for RIMPAC 14 pre-deployment preparations.



## Administration:

- **DYNAMIC MANAGER.** Oversaw all staff administrative support requirements and coordinated travel arrangements for 25 staff members. LT Wright functions as the primary point of contact for HHQ administrative and budgetary concerns. He managed a fluid TADTAR budget during an extended CRA of over \$250,000, which helped the flawless execution of 15 exercises, conferences and training opportunities. His expertise was critical in the updating of all command instructions in preparation for a successful Change of Command.
- **SKILLED TRAINER.** Contributed to training seven MCM rotational crews, four FDNF ships, two MCM Helo Det's and two LCS MIW MP's during multiple training exercises. Processed more than 104 tasking and reporting messages enabling situational awareness for the MCM Commander.
- **EXCEPTIONAL MANAGER.** The only LT managing two directorates! As N6 and N4, she oversaw personnel and over \$250,000 in resources while orchestrating a comprehensive computer system upgrade and numerous cost-saving measures in a fiscally constrained environment

## Community Involvement:

- **Career Driven.** Conducted self-study sessions and increased her ASVAB score by 10 points, improving math knowledge and reasoning to well above the required minimum score to apply for the Air Traffic Controller Rate.
- **Community Minded.** Dedicated 12 off duty hours in support of the St. Francis Soup Kitchen aiding the homeless community and strengthening the bond between the military and the City of Jacksonville.
- **Civic Minded.** As a Command Morale Welfare and Recreation representative, he devoted eight hours to food preparation and sales providing both breakfast and lunch to 256 sailors raising \$850 for the HSM-70 2019 Christmas party. Selflessly devoted 18 hours of volunteer service through "Community Cleanup" with his church.
- **Superior Organizer.** Planned, coordinated, and supervised Operation Clean Sweep. A San Diego county wide event that works with military and civilian dive teams in the collection of trash from the ocean floor. His team removed over 3,000 pounds of trash from the harbor.



# Example Opening and Closing Bullets

\*\*\* ONE OF SIX DEPARTMENT LPOs ACROSS ALL DESIGNATORS! MUST SELECT NOW FOR CHIEF \*\*\*

\*\*\*BM1 SMITH IS ALREADY PERFORMING AT THE CPO LEVEL! SELECT ON FIRST LOOK FOR CPO\*\*\*

\*\*\*CONSISTENTLY PERFORMS AT THE LEVEL OF A SEASONED SENIOR CHIEF, PROMOTE IMMEDIATELY!  
\*\*\*

\*\*\*#1 of 7 OUTSTANDING FIRST CLASS PETTY OFFICERS!\*\*\*

\*\*\*Ready for promotion and selective detailing to the most demanding billets.\*\*\*

\*\*\*SUPERSTAR TACTICIAN! MANAGER! LEADER!\*\*\*

\*\*\*TOP NOTCH PETTY OFFICER! SELECT FOR LDO OR COMMISSIONING AT FIRST OPPORTUNITY!\*\*\*

\*\*\* WELL DESERVING OF THE STRONGEST FITNESS REPORT I HAVE EVER WRITTEN\*\*\*

\*\*\* MN2 Carter consistently seeks out challenging duties and performs in-stride  
with my best First Class Petty Officers. Has my highest recommendation for  
retention and advancement! \*\*\*



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# Example Evaluation

**EVALUATION REPORT & COUNSELING RECORD (E1-E6)** RCS BUPERS 10107

1. Name (Last, First MI Suffix) <b>BALMER, SYDNEY B</b>		2. Rate <b>AZ2</b>		3. Desig <b>AW</b>		4. SSN <b>[REDACTED]</b>	
5. ACT <input checked="" type="checkbox"/> FTS <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW/265 <input type="checkbox"/>		6. UIC <b>09047</b>		7. Ship/Station <b>VP-30</b>		8. Promotion Status <b>REGULAR</b>	
9. Periodic <input checked="" type="checkbox"/> 11. of Individual <input type="checkbox"/> Detachment <input type="checkbox"/>		12. Frocking <input type="checkbox"/>		13. Special <input type="checkbox"/>		14. From: <b>19MAR16</b> 15. To: <b>20MAR15</b>	
16. Not Observed Report <input type="checkbox"/>		17. Regular <input checked="" type="checkbox"/>		18. Concurrent <input type="checkbox"/>		20. Physical Readiness <b>BP</b>	
21. Billet Subcategory (if any) <b>NA</b>		22. Reporting Senior (Last, FI MI) <b>BOWMAN, K W</b>		23. Grade <b>CDR</b>		24. Desig <b>1520</b>	
25. Title <b>DEPT HEAD</b>		26. UIC <b>09047</b>		27. SSN			
28. Command employment and command achievements. Fleet Replacement Squadron; operational training of U.S. and international Pilots, Naval Flight Officers, and Aircrewmembers in P-3C, P-8A, and MQ-4C aircraft. Surpassed 55 years and 526,409 mishap-free flight hours. 2019 Retention Excellence Award, 2019 Blue "M" Award.							
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) <b>SUPERVISOR</b> Logs and Records Supervisor-6. Led six personnel performing management and upkeep of aircrafts logbooks for 13 P-8A aircraft. COLL: SEPMS Coord-6, Aircraft/Engine Records and Records Coord-12, DTPL-12, Divisional Career Counselor-12. WATCH: ACDO-12, Duty Driver-12. PFA: 19-1/19-2 (B-validated PRT).							
For Mid-term Counseling Use. (When completing EVAL, enter 30 and 31 from counseling worksheet and sign 32.)		30. Date Counseled <b>19SEP15</b>		31. Counselor <b>MCDONOUGH, S M</b>		32. Signature of Individual Counseled <i>[Signature]</i>	
PERFORMANCE TRAITS: 1.0 - Below standards/not progressing or UNSAT in any one standard; 2.0 - Does not yet meet all 3.0 standards; 3.0 - Meets all 3.0 standards; 4.0 - Exceeds most 3.0 standards; 5.0 - Meets overall criteria and most of the specific standards for 5.0. Standards are not all inclusive.							
PERFORMANCE TRAITS	1.0* Below Standards	2.0 Pro-gressing	3.0 Meets Standards	4.0 Above Standards	5.0 Greatly Exceeds Standards		
33. PROFESSIONAL KNOWLEDGE: Technical knowledge and practical application.  NOB <input type="checkbox"/>	-Marginal knowledge of rating, specialty or job. -Unable to apply knowledge to solve routine problems. -Fails to meet advancement/PQS requirements.		-Strong working knowledge of rating, specialty and job. -Reliably applies knowledge to accomplish tasks. -Meets advancement/PQS requirements on time.		-Recognized expert, sought out by all for technical knowledge. -Uses knowledge to solve complex technical problems. -Meets advancement/PQS requirements early/with distinction.		
34. QUALITY OF WORK: Standard of work, value of end product.  NOB <input type="checkbox"/>	-Needs excessive supervision. -Product frequently needs rework. -Wasteful of resources.		-Needs little supervision. -Produces quality work. Few errors and resulting rework. -Uses resources efficiently.		-Needs no supervision. -Always produces exceptional work. No rework required. -Maximizes resources.		
35. COMMAND OR ORGANIZATIONAL CLIMATE/EQUAL OPPORTUNITY: Contributing to growth and development, human worth, community.  NOB <input type="checkbox"/>	-Actions counter to Navy's retention/reenlistment goals. -Uninvolved with mentoring or professional development of subordinates. -Actions counter to good order and discipline and negatively affect Command/Organizational climate. -Demonstrates exclusionary behavior. Fails to value differences from cultural diversity.		-Positive leadership supports Navy's increased retention goals. Active in decreasing attrition. -Actions adequately encourage/support subordinates' personal/professional growth. -Demonstrates appreciation for contributions of Navy personnel. Positive influence on Command climate. -Values differences as strengths. Fosters atmosphere of acceptance/inclusion per EO/EEO policy.		-Measurably contributes to Navy's increased retention and reduced attrition objectives. -Proactive leader/exemplary mentor. Involved in subordinates' personal development leading to professional growth/sustained commitment. -Initiates support programs for military, civilian, and families to achieve exceptional Command and Organizational climate. -The model of achievement. Develops unit cohesion by valuing differences as strengths.		
36. MILITARY BEARING/CHARACTER: Appearance, conduct physical fitness, adherence to Navy Core Values.  NOB <input type="checkbox"/>	-Consistently unsatisfactory appearance. -Poor self-control, conduct resulting in disciplinary action. -Unable to meet one or more physical readiness standards. -Fails to live up to one or more Navy Core Values: HONOR, COURAGE, COMMITMENT.		-Excellent personal appearance. -Excellent conduct conscientiously complies with regulations. -Complies with physical readiness program. -Always lives up to Navy Core Values: HONOR, COURAGE, COMMITMENT.		-Exemplary personal appearance. -Model of conduct, on and off duty. -A leader in physical readiness. -Exemplifies Navy Core Values: HONOR, COURAGE, COMMITMENT.		
37. PERSONAL JOB ACCOMPLISHMENT/INITIATIVE: Responsibility, quantity of work.  NOB <input type="checkbox"/>	-Needs prodding to attain qualification or finish job. -Prioritizes poorly. -Avoids responsibility.		-Productive and motivated. Completes tasks and qualifications fully and on time. -Plans/prioritizes effectively. -Reliable, dependable, willingly accepts responsibility.		-Energetic self-starter. Completes tasks or qualifications early, far better than expected. -Plans/prioritizes wisely and with exceptional foresight. -Seeks extra responsibility and takes on the hardest jobs.		



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

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) <b>BALMER, SYDNEY B</b>		2. Rate <b>AZ2</b>		3. Desig <b>AW</b>		4. SSN <b>[REDACTED]</b>	
PERFORMANCE TRAITS	1.0* Below Standards	2.0 Pro- gressing	3.0 Meets Standards	4.0 Above Standards	Greatly Exceeds Standards		
38. <b>TEAMWORK:</b> Contributions to team building and team results.  NOB <input type="checkbox"/>	-Creates conflict, unwilling to work with others, puts self above team. -Fails to understand team goals or teamwork techniques. -Does not take direction well.		-Reinforces others' efforts, meets commitments to team. -Understands goals, employs good teamwork techniques. -Accepts and offers team direction.				-Team builder, inspires cooperation and progress. -Focuses goals and techniques for teams.  -The best at accepting and offering team direction.
39. <b>LEADERSHIP:</b> Organizing, motivating and developing others to accomplish goals.  NOB <input type="checkbox"/>	-Neglects growth/development or welfare of subordinates. -Fails to organize, creates problems for subordinates. -Does not set or achieve goals relevant to command mission and vision. -Lacks ability to cope with or tolerate stress. -Inadequate communicator. -Tolerates hazards or unsafe practices.		-Effectively stimulates growth/development in subordinates. -Organizes successfully, implementing process improvements and efficiencies. -Sets/achieves useful, realistic goals that support command mission. -Performs well in stressful situations. -Clear, timely communicator. -Ensures safety of personnel and equipment.			<input checked="" type="checkbox"/>	-Inspiring motivator and trainer, subordinates reach highest level of growth and development. -Superb organizer, great foresight, develops process improvements and efficiencies. -Leadership achievements dramatically further command mission and vision. -Perseveres through the toughest challenges and inspires others. -Exceptional communicator. -Makes subordinates safety-conscious, maintains top safety record. -Constantly improves the personal and professional lives of others.
40. Individual Trait Avg. total of trait scores divided by number of graded traits.  <b>3.71</b>		41. I recommend this individual for (maximum of two): Assignment in Rating, Sea Special Programs, Shore Special Programs, Commissioning Programs, Special Warfare Programs, Rating Instructor Duty, Other (Be specific)  <b>SA/DBA</b>   <b>INSTRUCTOR DUTY</b>		42. Signature of Rater (Typed Name & Rate) I have evaluated this member against the above performance standards and have forwarded written explanation of marks 1.0 and 5.0  <b>AZC(AW/SW) [Signature]</b> Date: <b>16 MAR 2020</b> <b>CASTRO, J E, AZC(AW/SW)</b>			
43. COMMENTS ON PERFORMANCE: * All 1.0 marks, three 2.0 marks, and 2.0 marks in Block 35 must be specifically substantiated in comments. Comments must be verifiable. Font must be 10 or 12 Pitch (10 or 12 point) only. Use upper and lower case.  PSG RSCA: 3.49.  **SUPERIOR SUSTAINED PERFORMER AND EXCEPTIONAL SECOND CLASS PETTY OFFICER!** - Expert Leader. Led six Sailors in the completion of 12 Acceptance/Transfer Inspections, managing 4,290 Life-limited components, 300 logbook entries, replacement of 250 hard-cards and transmission of 82 XRAYs/ETRs resulting in 13,933 mishap free flight hours. - Detailed Oriented. Revamped Support Equipment Planned Maintenance Systems Program, correcting 90 discrepancies, 344 scheduled inspections, 150 NAT 02 verifications, while accurately managing 150 OPNAV 4790/51 records, ensuring increased readiness and availability of P-3C and P-8A Support Equipment. Her Perseverance resulted in the maintenance department receiving a grade of 85 percent during the 2019 CNAF Aviation Maintenance Inspection. - Dedicated and Involved. As Divisional Career Counselor, coordinated 12 career development boards, three re-enlistements and five CWAY packages resulting in 95 percent retention rate within the division. Additionally, chaired two Enlisted Aviation Warfare Specialist (EAWS) boards resulting in seven sailors receiving their EAWS qualifications. **DECKPLATE LEADER THAT SURPASSES ALL EXPECTATIONS AND EXCELS AT EVERY OPPORTUNITY!** **HIGHLY RECOMMENDED FOR ADVANCEMENT TO FIRST CLASS PETTY OFFICER!**							
44. QUALIFICATIONS/ACHIEVEMENTS - Education, awards, community involvement, etc., during this period. QUAL: AZ QPA/QPJ. EDU: AHM2020, AHM2010, HUM2230, INR2002, MUL2010, PSY1012 (18 crd hrs). VOL: Lakeside Elementary School (6 hrs), First Coast Homeless Pets (2 hrs).							
Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	47. Retention: Not Recommended <input type="checkbox"/> Recommended <input checked="" type="checkbox"/>
45. INDIVIDUAL					X		48. Reporting Senior Address MAINTENANCE OFFICER PATROL SQUADRON THIRTY PO BOX 24 NAS JACKSONVILLE FL 32212-0024
46. SUMMARY	<input checked="" type="checkbox"/>	0	0	27	27	14	
49. Signature of Senior Rater (Typed Name & Grade/Rate) I have reviewed the evaluation of this member against these performance standards and have provided written explanation to support the marks of 1.0 and 5.0.  <b>[Signature]</b> Date: <b>19 MAR 20</b> <b>SEARS, W J, LTJG</b>				50. Signature of Reporting Senior  <b>[Signature]</b> Date: <b>19 MAR 2020</b> Summary Group Average: <b>3.49</b>			
51. Signature of Individual Evaluated. "I have seen this report, been apprised of my performance, and understand my right to submit a statement." I intend to submit a statement <input type="checkbox"/> I do not intend to submit a statement. <input checked="" type="checkbox"/>  <b>[Signature]</b> Date: <b>16 MAR 2020</b>				52. Type name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report  Date:			

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