

BUPERSINST 1610.10D
Navy Performance Evaluation System

NCR TRAINING
STAND-DOWN

YNCS Robert Thomas

OBJECTIVES

- Comprehensive review of regular, concurrent, letter-extension reports, not observed, and the differences between them.
- Required signatures for reports and guidance on who can sign them.
- Incarceration, Unauthorized Absence, and Deserter Status.
- Inactive (INACT) Duty Reports on Navy Reservists.
- Midterm counseling and report due dates.
- Flag Officer reports and schedule.

Report Types

There are **three** types of reports.

Regular reports - Must be submitted periodically and must cover, day-for-day all naval service on active duty or inactive drilling reserve duty, except for enlisted initial entry training and other limited circumstances.

Concurrent reports - Provide a record of significant performance for ACDU and FTS members fulfilling ADDU or TEMADD orders; and for reservists supporting the ACDU and/or their designated cross-assigned billet assignment. They are **optional** unless directed by higher authority, and may not be submitted by anyone in the regular reporting senior's direct chain of command.

Operational Commander - Reports are **optional**, and may only be submitted on COs or OICs as observed by their operational commanders who are not also their regular reporting seniors.

Guidance on Trait Grades

Superstar Performance – 5.0. Could be promoted two pay grades, and still be a standout in this trait.

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

Dependable, “Fully-Qualified,” Journeyman Performance – 3.0. Can handle this aspect of the next higher pay grade.

Useful, Promising Performance – 2.0. Needs development in this trait, but is promotable if overall performance warrants. Exception: 2.0 trait grade cannot be assigned in Command or Organizational Climate/Equal Opportunity on reports in pay grades E1-E6 and W2-O6 and maintain a promotion recommendation of “Promotable” or higher. For pay grades E7-E9, a 2.0 trait grade cannot be assigned in Character and maintain a promotion recommendation of “Promotable” or higher.

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

PERIODIC REPORT CALENDAR

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

Blocks 1-29 of NAVPERS 1616/26

Evaluation Report & Counseling Record (E1-E6)										RCS BUPERS 1610-1
1. Name (Last, First MI Suffix) MURRAY, WILLIAM S				2. Rate YN1		3. Desig SW/AW		4. SSN 123-45-6789		
5. ACT <input checked="" type="checkbox"/> FTS <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW 265 <input type="checkbox"/>			6. UIC 77872		7. Ship/Station USS NEVERSAIL		8. Promotion Status REGULAR ▼		9. Date Reported 16Mar28	
Occasion for Report						Period of Report				
10. Periodic <input checked="" type="checkbox"/> 11. Detachment of Individual <input type="checkbox"/> 12. Promotion/Frocking <input type="checkbox"/> 13. Special <input type="checkbox"/>						14. From: 16Nov16 15. To: 17Nov15				
16. Not Observed Report <input type="checkbox"/>		Type of Report				20. Physical Readiness PP		21. Billet Subcategory (if any) NA ▼		
		17. Regular <input checked="" type="checkbox"/> 18. Concurrent <input type="checkbox"/>								
22. Reporting Senior (Last, FI MI) SHIPP, J S			23. Grade CAPT		24. Desig 1110		25. Title CO		26. UIC 77872	
									27. SSN 987-65-4321	
28. Command employment and command achievements. Enter a brief statement of command employment and significant command awards or achievements during the period of the report. Provide information that will help report users understand the context in which the member's duties were performed.										
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) <div style="border: 1px solid black; display: inline-block; padding: 2px;">YN DIV LPO</div> PRI: Yeoman Division Lead Petty Officer-12. COLL: Petty Officer of the Watch-12, Lookout-12, Assistant Command Fitness Leader-12, Navy and Marine Corps Relief Society Coordinator-12. PFA: 17-1/17-2.										

Signature Breakdown

		Command Size (Number of Enlisted)		
		Small (<250)	Medium (250-650)	Large (>650)
E1-E4	Rater	Division or department E6 or E7	Division or department E6 or E7	Work center E6 or division E7
	Senior Rater	Division officer, department head, or executive officer	Division officer or department head	Branch head or division officer
	Reporting Senior	Executive officer	Department head or executive officer	Division officer or department head
E5-E6	Rater	Division E7 or department E7	Division E7 or department E7	Work center E7 or division E7
	Senior Rater	Division officer, department head, or executive officer	Division officer or department head	Branch head or division officer
	Reporting Senior	Commanding officer	Executive officer or Commanding officer	Department head, executive officer, or Commanding officer

Letter-Extension of Reports

- Commands may extend previously submitted reports by letter for up to 3 months in place of another report occasion (e.g. Periodic, Detachment of Reporting Senior, or a Promotion/Frocking report).
- Exception: Commands may not extend a previously submitted Promotion/Frocking or Detachment of Individual report in place of another report occasion.
- Letter-Extensions may not change or add to the performance traits or grade/rate, comments, or promotion recommendation on the original report, but may add to the duties performed and qualifications attained (block 29).
- More than one extension may be submitted, but a report may not be extended for a cumulative period of more than 3 months (including terminal leave), or if it will result in a total report period exceeding 15 months.

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1610
(Member's SSN)
(Date)

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

Subj: FITNESS (or EVALUATION) REPORT EXTENSION

1. Identification of original report

- a. Blocks 1-4: SAMPLE, HARVEY J, LT, 1110, 000-00-0000
- b. Blocks 10-13: Periodic
- c. Blocks 14-15: 12APR06 - 13JAN31
- d. Blocks 17-19: REGULAR
- e. Block 22: SENIOR, R R

2. Extension data

- a. Blocks 10-13: Add 11. Detachment of Individual
- b. Blocks 14-15: Change to 12APR06 - 13MAR10
- c. Block 29: (Optional: add duties/change months assigned.)
- d. Block 41/43: ULTDUSTA: PERSUPPDET, NORVA

(DO NOT CHANGE ANY OTHER BLOCKS IN A LETTER EXTENSION)

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

(Signature)

Copy to:
(Member Reported On)

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Incarceration, Unauthorized Absence, and Deserter Status

- Maintain Regular report continuity while the member remains on board the command or until the member is moved from the command's UIC and transferred to the deserter UIC.
- Submit a Detachment of Individual report on transfer to a place of confinement or when a member who is declared a deserter has been transferred from the command to the deserter UIC.
- Reports are **not** required while at a place of confinement, on release, or during appellate leave following confinement. (Note: Block 15, report end date, on deserter reports should be the date the member is moved from the command's UIC to Navy Absentee Collection and Information Center.

- All concurrent Reporting Seniors must transmit concurrent reports back to the regular reporting senior for countersignature.
- Regular Reporting Seniors cumulative average is not affected by concurrent or concurrent/regular reports.

Block 40. Enter average of
Blocks 33-39.

NOT OBSERVED (NOB) REPORTS

- No more than three months in total.
- NOB reports are suitable for periods over 10 days whereas periods under 10 days may be assessed by a Performance Information Memorandum.
- Exception. Under unique circumstances, a reporting senior can submit a NOB report for any period if the reporting senior does not feel that there has been enough observation to grade with confidence, i.e., member has been onboard for 6 months but member was TEMADD for a majority of the reporting period, etc. Justification and explanation must be provided in the Comments field.
- When circumstances warrant, it is allowable to evaluate a maximum of three traits without making a promotion recommendation.

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

REPORTS ON MEMBERS ASSIGNED TO CIVILIAN OR FOREIGN ACTIVITIES

FITNESS REPORT & COUNSELING RECORD (W2-O6)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) SMITH, HARVEY J		2. Grade/Rate LT		3. Desig 1130		4. SSN 999-99-9999	
5. ACT <input checked="" type="checkbox"/> FTS <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW/ 265		6. UIC 12345		7. Ship/Station PEP GERMANY		8. Promotion Status REGULAR	
9. Date Reported 09MAY05		10. Periodic <input checked="" type="checkbox"/> 11. of Individual <input type="checkbox"/>		12. Detachment of Reporting Senior <input type="checkbox"/>		13. Special <input type="checkbox"/>	
14. Period of Report 14. From: 09FEB01 15. To: 10JAN31		16. Not Observed Report <input type="checkbox"/>		17. Type of Report 17. Regular <input checked="" type="checkbox"/>		18. Concurrent <input type="checkbox"/>	
19. Ops Cdr <input type="checkbox"/>		20. Physical Readiness PP		21. Billet Subcategory (if any) SPECIAL01		22. Reporting Senior (Last, FI MI) SOLDIER, L M	
23. Grade COL		24. Desig LTR		25. Title ASSIGNED		26. UIC 77788	
27. SSN 999-99-9999		28. Command employment and command achievements. KAMPFSCHWIMMERKOMPANIE (Combat Swimmer Company). German Navy, Bremerhaven; engaged in training and exercises in the North Sea.					
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) COMBAT SWIMMER (Combat Swimmer Company-12. Coll: US/German Liaison Officer-12 PFA: 09-1/09-2							
30. Date Counseled NOT PERF		31. Counselor TAD		32. Signature of Individual Counseled			
40. I recommend screening this individual for next career milestone(s) as follows: (maximum of two) Recommendations may be for competitive schools or duty assignments such as: LCPO, DEPT CPO, SEA, CMC, CWO, LPO, Dept Head, XO, OIC, CO, Major Command, War College, PG School. DEPT HEAD XO							
41. COMMENTS ON PERFORMANCE: * All LO marks, three 2.0 marks, and 2.0 marks in Block 34 must be specifically substantiated in comments. Comments must be verifiable. Font must be 10 or 12 Pitch (10 or 12 Point) only. Use upper and lower case. Grades are based on limited personal contact and the contents of the attached letter report. - Impeccable appearance and demeanor when meeting with me and confirmed by letter report. - The letter report singles out LT Smith's rapid integration into unit activities. His liaison work and leadership have already resulted in a highly successful US/German exercise with follow-on exercises planned. This was confirmed to me by the US Commander involved. In summary, LT Smith appears to be doing an outstanding job of representing the United States and the US Navy as well as building inter-allied capability in his warfare specialty.							
42. Promotion Recommendation INDIVIDUAL		NOB		Significant Problems		Progressing	
43. SUMMARY		44. Reporting Senior Address Naval Attache U. S. Embassy Bonn, Germany 12345		Must Promote		Early Promote	
45. Signature of Reporting Senior		46. Signature of Individual Evaluated. "I have seen this report, been apprised of my performance, and understand my right to make a statement." I intend to submit a statement: <input type="checkbox"/> do not intend to submit a statement. <input checked="" type="checkbox"/>		Date:		Date:	
Member Trait Average:		Summary Group Average: 4.00		Date:		Date:	
47. Typed name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report							

NAVPERS 16102 (06-05) FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE

- Blocks 6-7 - UIC and name of civilian or foreign activity. Begin with program abbreviation if applicable.
- Block 20 - Assigned Reporting Senior must conduct or arrange for tests.
- Blocks 22-27 - Enter data for assigned Reporting Senior.
- Block 24 - enter LTR if letter report is attached; otherwise enter designator.
- Block 25 - enter ASSIGNED.
- Letter Reports from Civilian and Foreign Officials. When a member performs regular duties (e.g., Personnel Exchange Program (PEP), Federal Executive Fellow, etc.); the assigned reporting senior will obtain a letter report from the member's civilian or foreign activity. The assigned reporting senior will attach any letter reports to the regular FITREP, CHIEFEVAL, and EVAL. A letter report is optional for students under 12 instruction.

REPORTS ON DUTY UNDER INSTRUCTION (DUINS)

- Applies to all types of duty or TEMDUINS at education and training activities.
- **DUINS or TEMDUINS Lasting 3 Months or Less** - Either submit a Detachment of Individual Regular report, or provide a PIM for submission to the next reporting senior. PIMs are now authorized for active duty officers, as well as enlisted.
- **DUINS or TEMDUINS Lasting More than 3 Months but Less than 1 Year** - Submit a Detachment of Individual Regular report, even if the member is detaching to enter another phase of the same training at a different command. Submit Promotion/Frocking reports on enlisted members (E6 only) when due. Periodic and Detachment of Reporting Senior reports are not required, except in the case of medical department officers, but may be submitted if the member will be considered by any selection board before a Detachment of Individual report will be due.
- **DUINS for 1 Year or More** - Submit Periodic and Detachment of Individual reports. Detachment of Reporting Senior reports are optional. The normal extension rules apply to Periodic reports. For DUINS only, a report may be delayed up to 3 months to the end of an academic period, provided it is submitted in time for any selection board for which the member may be eligible. This is an exception to the general rule against delay of Periodic reports. **If a report is delayed, make the report a Detachment report not Periodic.**

FLAG OFFICER FITNESS REPORTS AND COUNSELING REPORT

SUBMISSION TIMELINE FOR REGULAR REPORTS (07-08)

ASSESSMENT PERIOD (REGULAR REPORTS)	SIGNED BY REPORTING SENIOR NLT	SIGNED BY MEMBER	N00F SIGN NLT	ARRIVAL AT NAVPERSCOM FOR RECORD ENTRY NLT
1 JUN - 31 MAY	30 JUN	31 JUL	15 AUG	1 SEP

- Completed using Flag FITREP Program on BOL.
- Electronically routed to reporting senior and signed.
- Blocks 1, 3-5, 8, & 21-24 are automatically filled in.

Thank you/Questions?