



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
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NSTCSTAFFINST 1610.1E
 N00
 15 Nov 2021

NSTC STAFF INSTRUCTION 1610.1E

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND STAFF ENLISTED EVALUATIONS
 AND OFFICER FITNESS REPORTS

Ref: (a) BUPERSINST 1610.10E CH-1

1. Purpose. To establish policy for the management of performance evaluations for Naval Service Training Command (NSTC) Staff as directed by the Commander, NSTC (CNSTC).

2. Cancellation. NSTCINST1610.1D.

3. Discussion

a. Performance evaluations are used for many career actions, including selection for promotion, advanced training, specialization or sub-specializations, and responsible duty assignments. Timely, realistic, and accurate reports are essential for each of these tasks.

b. All counselors, Raters, Senior Raters, and Reporting Seniors (RSs) shall be thoroughly familiar with the contents of reference (a).

c. Honest Evaluations (EVALs), Chief Evaluations (CHIEFEVALs), and Fitness reports (FITREPs) are vital to maintain the integrity of performance systems. If uncertain about the appropriate grade in a particular trait area, evaluators shall be conservative to avoid grade inflation.

4. Timelines. A separate Plan of Action and Milestone (POA&M) notice will be distributed annually with specific guidance and timelines for NSTC Staff periodic reports. Below are the timelines for all other scenarios:

OCCASION	DUE DATE TO FLAG ADMIN
Permanent Change of Station Transfer	45 days prior to APPROVED Transfer Date
Resignation or Separation	45 days prior to START of either Terminal Leave or House/Job Hunting TDY
Retirement (if requested, at the RS's discretion)	45 days prior to START of either Terminal Leave or House/Job Hunting TDY

5. Reporting Senior and Delegation of Reporting Seniors

a. Reporting Seniors for NSTC Staff are as follows:

PAY GRADE	REPORTING SENIOR
Officers (CWO1 to O-6)	CNSTC (N00)
CPOs (E-7 to E-9)	CNSTC (N00)
E-6	Chief of Staff (N02)
E-5 and below	Department Heads
THU Staff Personnel (E-1 to E-9)*	Director of Operations (N03)

*Upon disestablishment of THU, all THU Staff Personnel will adhere to NSTC Staff policy

b. CNSTC will retain RS responsibility on any performance report withdrawing a recommendation for advancement for enlisted personnel, three time Physical Fitness Assessment failure reports, and any report containing adverse material, i.e., Non-Judicial Punishment.

c. Department Heads will ensure accurate and timely submission. As stated in reference (a), it is the responsibility of Navy supervisors to draft accurate and objective evaluation comments. Supervisors are responsible for regular performance counseling, ensuring that individuals are aware of deficiencies and what is needed to correct them.

d. The NSTC Command Master Chief (CMC) will review all NSTC Staff CHIEFEVALs and EVALs for quality assurance and serve as the primary advisor and counselor (as needed).

e. Department Heads will submit performance reports to Flag Admin, under the guidance of the Flag Secretary, to coordinate the accuracy, timeliness, and official submission.

f. Flag Admin will submit ALL signed original performance reports via official mail to the Commander, Naval Personnel Command (PERS-32).

6. Mid-term Counseling and Periodic Reports Debriefs

a. Performance counseling must be provided at the mid-point of the performance periodic report cycle, and when the report is signed. The mid-term performance counseling schedule is listed in Chapter 19 of reference (a). Performance evaluation forms should be used as counseling worksheets and signed by the counselor and member.

b. Mid-term counseling in line with reference (a) may not be delayed without reason. Additional guidance on performance counseling may be found in reference (a). Delegated RSs are responsible for maintaining a record of mid-term counseling performed. Execution of mid-term counseling may be delegated. Performance reports signed by CNSTC will be scheduled for a debrief as appropriate or delegated to the Chief of Staff (CoS).

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

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8. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directive/>