



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

Canc: Sep 2022

NSTCSTAFFNOTE 1610
N02
13 Oct 2021

NSTCSTAFF NOTICE 1610

From: Commander, Naval Service Training Command

Subj: PERIODIC FITNESS REPORT AND EVALUATION REPORT SUBMISSION DATES

Ref: (a) BUPERSINST 1610.10E CH-1
(b) NSTCINST 1610.1D
(c) CNO WASHINGTON DC 071628Z Jul 20 (NAVADMIN 193/20)
(d) CNO WASHINGTON DC 71612Z May 20 (NAVADMIN 137/20)

Encl: (1) FITREP/CHIEFEVAL/EVAL Block 41/43 Guidance
(2) NSTC Form 1610 E4-E9 Input Sheet
(3) NSTC Form 1610 W2-O6 Input Sheet

1. Purpose. To establish submission dates for periodic Fitness Reports (FITREPs), Chief Evaluations (CHIEFEVALs), and Evaluation Reports (EVALs) for all staff personnel attached to Naval Service Training Command (NSTC). Enclosure (1) provides specific guidance, and enclosures (2) and (3) shall be used for submissions.

2. Action. In accordance with references (a) and (b), timely, realistic, and accurate reports are essential to record performance. To accomplish this submission deadlines to the NSTC Flag Admin Office are as follows:

<u>RANK</u>	<u>Report Ending Date</u>	<u>Shell Issued</u>	<u>Report due to Flag Admin</u>
O-4	31 October 2021	10 September 2021	8 October 2021
E-6	15 November 2021	16 September 2021	15 October 2021
O-3	31 January 2022	29 November 2021	20 December 2021
O-2	28 February 2022	3 January 2022	31 January 2022
E-5	15 March 2022	14 February 2022	Courtesy Review Only
E-9	15 April 2022	14 February 2022	16 March 2022
O-5	30 April 2022	1 March 2022	31 March 2022


<u>RANK</u>	<u>Report Ending Date</u>	<u>Shell Issued</u>	<u>Report due to Flag Admin</u>
E-4	15 June 2022	15 April 2022	Courtesy Review Only
O-6	31 July 2022	1 June 2022	1 July 2022
E-8/E-7	15 September 2022	15 July 2022	15 August 2022

3. Routing. All reports shall be submitted with a current PRIMS print out. If a member's first report onboard, a copy of their last EVAL/FITREP/extension letter must be included.

(1) Departments Heads will sign as the Reporting Senior for E-5 and below EVALs. However, Flag Admin will conduct a courtesy review prior to official mail submission.

(2) Routing to Flag Admin for these EVALs are for administrative verification and mailing.

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


KERTRECK V. BROOKS
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website,

http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html.

BLOCK 41/43 GUIDANCE

**** HARD BREAK OUT STATEMENT - REMOVE IF NOT USED ****

**** SOFT BREAK OUT OR OPENING STATEMENT ****

(BLANK SPACE)

- LEADERSHIP BULLET. Discuss effect of leadership.

(BLANK SPACE)

- BULLET TWO.

(BLANK SPACE)

- IMPACT BULLET. Impact on others. Example: Command impact, # of accessions enabled, community impact, etc.

(BLANK SPACE)

**** CLOSING STATEMENT / RECOMMENDATIONS / ETC. ****

Notes:

Create three bullets and write in past tense.

Utilize numbers, cause and effect.

Two spaces after a period.

Spell out unfamiliar acronyms.

Closing statement should recommend promotion, next milestone, or screening board.