



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1610.1B
N00
05 Apr 10

NSTC INSTRUCTION 1610.1B

From: Commander, Naval Service Training Command

Subj: ENLISTED EVALUATION AND OFFICER FITNESS REPORT GUIDANCE

Ref: (a) BUPERSINST 1610.10B
(b) MCO P1610.7F
(c) Commander, Navy Personnel Command (PERS-311) ltr of
12 Jan 06

Encl: (1) [Special Instructions for Preparing Evaluations and Fitness Reports](#)

1. Purpose. To establish policy and instructions for the management of Navy and Marine Corps enlisted and officer performance evaluations and fitness reports (FITREPs) for Naval Service Training Command (NSTC) and its subordinate activities.

2. Cancellation. CNSTCINST 1610.1A. This instruction has been substantially revised and should be reviewed in its entirety. This instruction takes precedence over any guidance regarding performance reports in NSTCINST 1533.2A, Regulations for Officer Development.

3. Discussion

a. 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 their duties." 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 for Navy Reports and Reporting Seniors (RS) and Reviewing Officers (RO) for Marine Corps reports shall become thoroughly familiar with the contents of reference (a) and (b) and enclosure (1).

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4. Navy Performance Reports

a. The Commander, Naval Service Training Command (CNSTC) will sign as RS on all performance evaluations for NSTC Staff officers, Officer Development staff, Commanding Officers (COs) and Officers in Charge (OICs) of Naval Reserve Officer Training Corps (NROTC) Units, Director of Navy Band Great Lakes (NBGL), NSTC Command Master Chief (CMDCM), NSTC Flag Writer (FW), and NSTC Enlisted Aide (NSTCEA).

b. The Chief of Staff (CoS), NSTC, will sign as RS on all NSTC Staff CHIEFEVALS and EVALS for all NSTC enlisted, less the NSTC CMDCM, FW, and NSTCEA. CNSTC will retain RS responsibility on any report withdrawing a recommendation for advancement for enlisted personnel, three time Physical Fitness Assessment (PFA) failure reports, and any report containing adverse material, i.e., Naval Judicial Punishment (NJP).

c. Director, NBGL will sign as RS on all CHIEFEVALS and EVALS for all NBGL enlisted. Director, NBGL is responsible for the forwarding and retention of NBGL enlisted appraisals as directed in reference (a). Director, NBGL must request authority to sign E-5 through E-9 evaluations from PERS-311 upon reporting and attach the authorizing letter to all forwarded summary group letters.

d. Per reference (a), Navy COs will sign all Navy FITREPs, CHIEFEVALS, and EVALS under their cognizance. Submit enlisted Navy student (Seaman to Admiral-21) performance reports as directed in the current Regulations for Officer Development (ROD).

e. Naval Reserve Officer Training Corps Unit COs/OICs and Officer Development Staff will forward their FITREP inputs to CNSTC via the Officer Development Deputy Director (ODA), Officer Development Director (OD), and NSTC CoS. Officers assigned to NSTC staff will submit their FITREP drafts to CNSTC via their Department Head and NSTC CoS.

f. All members with performance inputs due will forward one electronic copy of the FITREP & Counseling Record 1616/26 with blocks 1 through 31 completed and an input for block 41, Summary of Performance. For those members who have reported since their respective last periodic reporting date, ensure that block 29 includes dates of travel, proceed time (if entitled), and leave

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taken in transit. All inputs must also include results for each Physical Fitness Assessment conducted during the reporting period, which includes both the Body Composition Assessment and the Physical Readiness Test results.

g. Department Heads, ODA, and OD will ensure accuracy and timely submission. All reports should be routed for processing no less than four weeks before report ending dates for O5 and below and no less than eight weeks prior to ending dates for O-6 reports. Enclosure (1) contains special instructions to clarify information contained in reference (a). 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. Members should not be surprised by adverse comments and should be given sufficient time and opportunity to take necessary corrective action(s).

h. NSTC CMDCM will review all NSTC enlisted staff CHIEFEVALS and EVALs for quality assurance and act as a primary advisor to the CoS on enlisted performance evaluations and counseling.

i. OD and Department Heads will forward reports for CNSTC or CoS signature to the CoS EA, or NSTC Flag Writer in the absence of the CoS EA. CoS EA, under the guidance of the CoS, will coordinate the preparation of smooth officer FITREPS and track submission for timeliness and processing.

j. Flag Admin, under the direction of the Flag Secretary, will provide technical and administrative support to all departments without administrative personnel assigned to ensure Navy performance reports are processed in a correct and timely manner.

k. The CoS EA will mail signed CNSTC and CoS summary group reports to the Bureau of Naval Personnel. Under no circumstance will any CNSTC/CoS-signed performance report be mailed by individual departments. The CoS EA will forward performance appraisals and summary letters, within 15 days of the ending date to Commander, Navy Personnel Command for inclusion in microfiche service records (or electronic service records as they are phased in) and the automated data file per reference (a). The CoS EA will also forward copies of enlisted appraisals to the servicing Personnel Support Detachment until such time that Enlisted Field Service Records are no longer required. A

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copy of reference (c) shall accompany all reports using approved sub-category "SPECIAL01" that are forwarded to PERS-311.

l. Submit Detachment of Individual reports signed by the CNSTC/CoS to the CoS EA a minimum of 30 days prior to the approved transfer date. Any changes in the date of transfer, if approved by a request, must be reflected on the performance report. A Letter of Extension (LOE) may be used if a periodic report has been previously submitted less than three months prior to detachment date and performance continues as previously reported.

m. Always submit a Promotion/Frocking EVAL upon selection to E7. Promotion or frocking reports are not required on military members except when the change in periodic report dates will result in more than 15 months between regular reports. In these cases, submit a frocking report to the CoS EA for reports signed by CNSTC/CoS.

n. Submit periodic reports signed by CNSTC/CoS to the CoS EA 30 days prior to the close-out date unless otherwise specified. Close out dates will be in accordance with Table 1 in enclosure (1) to reference (a). Periodic reports may be omitted provided the member received an "Observed regular report" ending no more than three months prior. If omitted, include this period in the next regular report.

o. Submit separation reports signed by CNSTC/CoS to the CoS EA a minimum of 30 days prior to the date of separation. If the date of separation follows a period of terminal leave, the report shall be submitted 30 days prior to the beginning date of terminal leave. The ending date on a separation report will be the member's End of Active Obligated Service date. An LOE may be used if a periodic report has been submitted within three months and no significant accomplishments have occurred. Separation reports are not required for members retiring or transferring to the Fleet Reserve.

p. Submit Detachment of RS reports signed by CNSTC/CoS when directed.

q. NSTC will not normally submit reports solely for promotion recommendations. However, if an individual requires a promotion recommendation in order to participate in the advancement examination or to participate in a board, and the normal annual cycle precludes waiting, submit a special report to the appropriate Reporting Senior 30 days prior to the date of

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the advancement examination or 30 days prior to the board supplemental submission cut-off date. Reporting Seniors should review the appropriateness of these Special Evaluations on a case by case basis.

r. Following an enlisted reduction in rate, submit a special report for the old rate, ending on the last day in the old rate. The signature date must be on or after the date the proceedings were concluded.

s. A report shall be submitted following all NJP, Court-Martial, and civilian convictions. Reports are not required for NJP's if there is no Reduction in Rate, however, a special report may be appropriate to document a significant decline in performance.

t. A report may be submitted to document particularly substandard performance or to withdraw a recommendation for a special program. This report, if submitted, should be prepared and submitted to the CoS EA within 10 days of the desired close-out date. A report for substandard performance must be supported by adequate, documented counseling at the Leading Chief Petty Officer, Division Officer, or Department Head level. Such a report is not to be submitted in lieu of documented counseling.

u. Per reference (a), the reporting senior must retain copies of all FITREPs and CHIEFEVALS for at least five years. The command must retain copies of enlisted EVALs for two years.

v. Promotion recommendations in blocks 42/43 (CHIEFEVAL/FITREP) or 45/46 (EVAL) must conform to the limitations contained in reference (a). RSs will ensure all members have promotion recommendations consistent with their reports, not to exceed the established limitations.

w. The Command Fitness Leader (CFL) will provide Physical Fitness Assessment (PFA) results to RSs at the beginning of the report processing cycle. If an official PFA will be held after the processing has begun, but before the end of the report period, the CFL will ensure that the results are provided as soon as possible.

5. Navy Mid-term Counseling

a. OICs, COs, CoS, ODA, and Director, NBGL will ensure mid-term counseling is completed on each individual assigned per the

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schedule outlined in reference (a).

b. 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. Do not enter trait scores or a promotion recommendation on these forms.

c. The mid-term counselor will be a supervisor who participates in the member's EVAL, CHIEFEVAL, or FITREP preparation. For enlisted evaluations, the counselor will normally be the rater from the periodic evaluations. The counselor for NROTC COs and Maritime Academy OICs is ODA, the counselor for the Commanding Officers of the Recruit and Officer Training Commands is CNSTC, counselors for NSTC Headquarters Staff will be the individual officer's immediate supervisor.

6. Marine Corps FITREPs

a. All FITREPs for Marines are to be completed per reference (b). Submit enlisted Marine student (Marine Corps Enlisted Commissioning Education Program) performance reports as directed in the current ROD.

b. Marine evaluations will be submitted to the RS by sending a draft NAVMC 10835A via email. Also forward, via email, a summary of performance in bullet format and copies of commendatory letters. The RS will submit the completed report via the Automated-Performance Evaluation System accessed through the Marine OnLine (MOL) website to the RO. Send a hard copy with 3 signed copies of page 5 to those ROs without MOL access. The RS should also forward a summary of performance and copies of commendatory letters. Commendatory, derogatory, or administrative material will not be forwarded to Commandant of the Marine Corps as attachments to the fitness reports, as these must be sent to Commandant of the Marine Corps (MMSB-20) under a separate cover letter for inclusion in the Marine's Official Military Personnel File (OMPF). Once signed by the RO, the RO will submit completed reports to Commandant of the Marine Corps (MMSB-32).

c. The United States Marine Corps (USMC) Reporting Chain is shown below:

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USMC REPORTING CHAIN

MRO	RS	RO	Third
AMOI	MOI	XO (if USMC) Else PNS	ODM
MOI	XO(USMC) or XO(USN) if PNS(USMC) or PNS(USN) if XO(USN)	PNS(USN) if XO(USMC) or PNS(USMC) if XO(USN) or NSTC ODM if RS is PNS(USN)	MCRC (via ODM and CNSTC)
XO	PNS	NSTC ODM	MCRC (via ODM and CNSTC)
PNS	ODM	CNSTC	MCRC (via ODM and CNSTC)

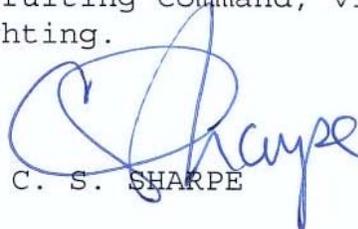
d. The RS for a Marine CO is the OD senior Marine officer, (ODM). The Reviewing Officer RO is CNSTC. CNSTC will indicate the authorization of a staff officer of equivalent grade to function as the RS in section K of each Marine PNS evaluation, as per MCO1610.7F. Once signed by ODM as RS, the reports will be forwarded to the CoS EA via ODA and OD for signature by CNSTC as RO.

e. The RS for Assistant Marine Officer Instructors (AMOIs) will be the Marine Officer Instructor (MOI), and the RO will be the XO if the XO is USMC, otherwise it is the PNS.

f. The RS and RO for the MOIs are the XO and CO, as long as one is USMC. If both the XO and CO are United States Navy, then the RS is the CO and NSTC ODM is the RO.

g. The RS for Marine XOs will be the CO, and the RO will be NSTC ODM.

h. NSTC ODM will conduct Third Officer sightings on Marine enlisted adverse FITREPs. Marine officer adverse FITREPs will be forwarded to Marine Corps Recruiting Command, via NSTC ODM and CNSTC, for Third Officer sighting.


C. S. SHARPE

Distribution: NSTCINST 1610.1B
CNSTCINST 5216.1A, List III

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SPECIAL INSTRUCTIONS FOR SUBMITTING EVALS AND FITREPS

1. The following information is provided for specific blocks on the Navy FITREP, CHIEFEVAL, and EVAL that are signed by NSTC CoS or CNSTC. For blocks not mentioned, the specific guidance for completion shall be in accordance with Chapter 1 of Enclosure (2) to Reference (a).

Block 7: COMNAVSERVTRACOM

Block 21: SPECIAL01 for all NROTC Commanding Officers. CO ASHORE will be used for the Commanding Officers of Officer Training Command and Recruit Training Command. OIC will be used for the Officers in Charge of the Naval Maritime Academies. NA will be used for all other officers.

Block 23: RDML (0-7) OR RADM (0-8)

Block 25: CHIEF OF STAFF or COMMANDER

Block 26: 00210

Block 28: To exercise command over and coordinate efforts of assigned subordinate activities in conducting officer accession training and enlisted recruit training.

Block 40 (FITREP/CHIEFEVAL) or Block 41 (EVAL): At a minimum, E5-E9 will have one recommendation. This block is used to recommend the individual for specific career milestones. Interview the individual to determine the best possible recommendation. None or NA will not be used for E5 and above.

Block 48:

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