



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1610.1C
N00
7 Apr 15

NSTC INSTRUCTION 1610.1C

From: Commander, Naval Service Training Command

Subj: ENLISTED EVALUATION AND OFFICER FITNESS REPORT GUIDANCE

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

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

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

2. Cancellation. CNSTCINST 1610.1B. This instruction has been substantially revised and should be reviewed in its entirety. This instruction takes precedence over any guidance regarding performance reports in NSTC M-1533.2, Regulations for Officer Development (ROD).

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 (RSs) for Navy Reports and RSs and Reviewing Officers (ROs) for Marine Corps reports shall be thoroughly familiar with the contents of references (a) and (b) and enclosures (1) and (2).

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c. Honest evaluation and fitness reports 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. Navy Performance Reports

a. The Commander, Naval Service Training Command (CNSTC) will sign as RS on all chief evaluations (CHIEFEVALs) and/or enlisted evaluations (EVALs) for the NSTC Command Master Chief (CMDCM), NSTC Flag Writer (FW), and NSTC Enlisted Aide (NSTCEA) and all officer fitness reports (FITREPS) for NSTC Great Lakes staff, Officer Development staff, Commanding Officers (COs) of Naval Reserve Officer Training Corps (NROTC) Units, Recruit Training Command (RTC), Officer Training Command Newport (OTCN), and Naval Reserve Unit Officer Training Command Newport (NRUOTCN), Officers in Charge (OICs) of Departments of Naval Science, and the Director of Navy Band Great Lakes (NBGL).

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 ROD.

e. NROTC Unit COs/OICs and Officer Development Staff will forward their FITREP inputs to CNSTC via the Officer Development Director (OD) and NSTC CoS. Officers assigned to NSTC Great Lakes staff will submit their FITREP drafts to CNSTC via their Department Head and NSTC CoS.

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f. All members with FITREP inputs due will forward an electronically completed FITREP Input Sheet (enclosure 1) and one electronic copy of the FITREP & Counseling Record NAVPERS 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 taken in transit. All inputs must also include results for each PFA conducted during the reporting period, which includes both the Body Composition Assessment and the Physical Readiness Test results.

g. Department Heads and OD will ensure accuracy and timely submission. All reports should be routed for processing no less than five weeks before report ending dates for O-5 and below and no less than eight weeks prior to ending dates for O-6 reports. Enclosure (2) 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 FW. The FW, under the guidance of the CoS, will coordinate the preparation of smooth officer FITREPs and track submission for timeliness and processing.

j. The FW will mail signed CNSTC and CoS summary group reports to the Commander, Naval Personnel Command PERS-32. Under no circumstance will any CNSTC/CoS-signed performance report be mailed by individual departments. The FW will forward performance appraisals and summary letters, within 15 days of the ending date to PERS-32 for inclusion in microfiche service records (or electronic service records as they are phased in) and the automated data file per reference (a). A copy of reference (c) shall accompany all reports using approved sub-category "SPECIAL01" that are forwarded to PERS-32.

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k. Submit Detachment of Individual reports signed by the CNSTC/CoS to the FW a minimum of 45 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.

l. 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 FW for reports signed by CNSTC/CoS.

m. Submit periodic reports signed by CNSTC/CoS to the FW 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.

n. Submit separation reports signed by CNSTC/CoS to the FW 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.

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

p. 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 RS 30 days prior to the date of the advancement examination or 30 days prior to the board supplemental submission cut-off date. RSs should review the

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appropriateness of these Special Evaluations on a case by case basis.

q. 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.

r. 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.

s. 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 FW 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.

t. Per reference (a), the RS must retain copies of all FITREPs and CHIEFEVALs for at least five years. The command must retain copies of CHIEFEVALs and EVALs for two years.

u. 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.

v. The Command Fitness Leader (CFL) will provide 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.

w. OICs, COs, CoS, OD, and Director, NBGL will ensure mid-term counseling is completed on each individual assigned per the schedule outlined in reference (a).

5. Navy Mid-term Counseling

a. Performance counseling must be provided at the mid-point of the performance periodic report cycle, and when the report is

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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.

b. 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. For FITREPS and CHIEFEVALs, the counselor for the COs of RTC, OTCN, NRUOTCN, and NROTC units is CNSTC, the counselor for Department of Naval Science OICs is OD, counselors for NSTC 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 ROD.

b. Marine evaluations are submitted to the RS electronically using the Automated Performance Evaluation System (APES) accessed through Marine OnLine (MOL) website per Commandant of the Marine Corps (CMC) direction via use of the Marine Reported On Worksheet (MROW). The RS will submit the completed report via APES to the RO. The RS will also forward, via email, a summary of performance in bullet format and copies of commendatory letters. Commendatory, derogatory, or administrative material will not be forwarded to CMC as attachments to the fitness reports, as these must be sent to CMC (MMRP-22) under a separate cover letter for inclusion in the Official Military Personnel File (OMPF). Once signed by the RO, the RO will submit completed reports to CMC (MMRP-30).

c. The RS for a Marine CO is the Officer Development senior Marine officer, (ODM). The 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 CO evaluation, as per MCO1610.7F. Once signed by ODM as RS, the reports will be forwarded to the NSTC FW via OD for signature by CNSTC as RO.

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

e. 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 (USN), then the RS is the CO and NSTC ODM is the RO.

f. The RS for Marine XOs is the CO, and the RO is NSTC ODM.

g. NSTC ODM will conduct Third Officer sightings on Marine enlisted adverse FITREPs. The submission of Marine officer adverse FITREPs will be coordinated with NSTC ODM and United States Marine Corps (USMC) agencies (Marine Corps Recruiting Command, Marine Corps Forces Reserve, Training and Education Command, and Manpower and Reserve Affairs).

h. The NSTC USMC reporting chain is summarized below:

MRO	RS	RO	Third
AMOI	MOI	XO (if USMC) else CO	ODM
MOI	XO (USMC) or XO (USN) if CO (USMC) or CO (USN) if XO (USN)	CO (USN) if XO (USMC) or CO (USMC) if XO (USN) or NSTC ODM if RS is CO (USN)	See 6g above
XO	CO	NSTC ODM	See 6g above
CO	ODM	CNSTC	See 6g above



R. A. BROWN

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 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 (for NSTC/OD Staff only)

Block 21: SPECIAL01 for all NROTC COs, per reference (c). CO ASHORE will be used for the COs of OTCN and RTC. OIC will be used for the OICs of the Departments of Naval Science. NA will be used for all other officers.

Block 23: RDML (0-7) or RADM (0-8) (for reports signed by CNSTC)

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. (for NSTC/OD Staff only)

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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