



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
250 DALLAS STREET  
PENSACOLA, FLORIDA 32508-5220

Canc: Jan 2025

NETCSTAFFNOTE 1610  
N04  
13 Sep 2024

NETC STAFF NOTICE 1610

From: Commander, Naval Education and Training Command

Subj: PLAN OF ACTION AND MILESTONES FOR SUBMISSION OF PERIODIC  
FIRST CLASS PETTY OFFICER EVALUATION REPORTS

Ref: (a) BUPERSINST 1610.10F

Encl: (1) NAVPERS 1616/26 Guidance  
(2) Timeline for 2024 First Class Petty Officer  
Evaluation Submission

1. Purpose. To publish information, provide guidelines and assign responsibility for periodic first class petty officer (FCPO) evaluation (EVAL) reports.

2. Procedures. Reference (a) mandates the submission of all FCPO EVALs to Naval Personnel Command (NPC) no later than 15 December 2024. Enclosure (1) provides guidance on completing NAVPERS 1616/26. Enclosure (2) provides the timeline and responsibilities to ensure the on-time submission of reports.

3. Action

a. Cognizant personnel will read this notice in its entirety and ensure the timely preparation and submission of EVALs. This notice applies to personnel serving under the following unit identification codes of the Naval Education and Training Command (NETC) staff: 00076, 00281, 43728, and 45986.

b. NETC staff admin will ensure compliance with reference (a) and ensure EVALs are submitted no later than 15 December 2024.

c. EVALs will be submitted in NAVFIT98A format. Evaluation packages may be submitted to the staff senior enlisted advisor with supporting documents via encrypted e-mail or hard copy and must include:

(1) Completed NETC Brief Sheet; draft report; last EVAL and letter of extension, as applicable; Fleet Training Management and Planning System (FLTMPS) Admin Data Sheet; most recent Physical Readiness Information Management System report; brag sheet; applicable rating enlisted career path; and supporting documents.

(2) All folders must have the current routing sheet version with the subject line clearly indicating the rate, last name, and first name of the member being evaluated. Routing order is as follows: Originator, assistant chief of staff (ACOS) or special assistant (SA), staff admin, senior enlisted advisor, flag secretary (Flag Sec), and chief of staff (COS). Reports received without proper routing chain of command will be returned to the directorate for correction.

d. Reporting senior targeted summary group average for this reporting period is 4.02.

#### 4. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager.

  
C. COLLINS, JR.  
Chief of Staff

#### Releasability and distribution:

This notice is cleared for public release and is available electronically on the NETC public web site ([www.netc.navy.mil](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).

NAVPERS 1616/26 Guidance

1. Reference (a) details the mechanics required to complete the EVAL form. The following additional guidance supplements the Bureau of Naval Personnel direction in reference (a) and should not be solely relied upon for instruction.

a. Administrative blocks:

- (1) BLK 1: Last name, first name middle initial (if applicable)
- (2) BLK 2: Rate
- (3) BLK 3: Enter ONLY one to two warfare qualifications (e.g., SW/AW, EXW/IW, SCW). Do not enter three or more warfare qualifications.
- (4) BLK 4: Enter social security number
- (5) BLK 5: ACT, FTS, INACT, AT/ADSW (as applicable)
- (6) BLK 6: 00076 or 00281 or 43728 or 45986
- (7) BLK 7: NETC PENSACOLA FL or SEA NEWPORT
- (8) BLK 8: REGULAR or FROCKED
- (9) BLK 9: YYMMDD (Verify via FLTMS or Navy Standard Integrated Personnel System)
- (10) BLK 10: Periodic
- (11) BLK 14: 23NOV16 (Or first day after their last report if more recent)
- (12) BLK 15: 24NOV15
- (13) BLK 17: Regular
- (14) BLK 20: Appropriate physical fitness assessment (PFA) score for cycle 2024 (e.g., P, W, N). Cycle 2023 if not already notated on a previous EVAL.

(15) BLK 21: As applicable. "NA" for most. "APPROVED" if member is approved for fleet Reserve or retirement. RESAC1 (less than 6 months) and RESAC6 (more than 6 months).

(16) BLK 22: COLLINS, C JR

(17) BLK 23: CAPT

(18) BLK 24: 6410

(19) BLK 25: CHIEF OF STAFF

(20) BLK 26: 00076

(21) BLK 27: 000-00-0000

(22) BLK 28: Force development pillar within MyNavy HR, NETC has full ownership of the entire "Street to Fleet" process, recruiting civilians, and through world-class training, transforming them into combat-ready warfighters ready to meet the current and future needs of the fleet.

(23) BLK 29: Ensure following format order: (Job description)-MM. Responsible for XX work centers and leads XX junior personnel in the daily accomplishment of XX Division. COLL: (As applicable)-MM. WATCH: (U/W) XXX (IPT) YYY (as applicable). PFA: CY-2023/CY-2024 (as applicable).

(24) BLK 30: Date mid-term counseling was conducted (YYMMDD), NOT REQ or NOT PERF (if NOT PERF you must provide a justification in Block 43 explaining why the mid-term counseling was not performed).

(25) BLK 31: Enter last name, first initial, middle initial of counselor.

b. Qualitative blocks:

(1) BLKs 33-39: Enter trait grades based on last NETC EVAL. The reporting senior may adjust trait grades as desired.

(2) BLK 41: Enter career milestones or competitive assignment recommendations.

(3) BLK 42: Enter name and rate of rater.

(4) BLK 43: Follow the general format below. Use blank lines (white space) to set apart specific recommendations and comments to enlighten the selection board members. When complete with draft comments are completed, ensure character truncate the last line of text when the report is printed. Further comments to justify ranking as usual.

(a) Summary Statement: Include soft breakout (X of XX). An additional line or two lines of comments to explain promotion recommendation (EP, MP, P) or trait average (e.g., above reporting senior's cumulative average (RSCA)).

(BLANK LINE)

- FIRST TRAIT. Three to four lines.
- SECOND TRAIT. Three to four lines maximum. Do not duplicate from other bullets.
- THIRD TRAIT. Two to Three lines.

(BLANK LINE)

(b) Final statement on recommendation for promotion. Use a second line to restate opener or highlight readiness for next career milestone.

Note: BLK 43 should address proven performance in aspects of warfighting, leadership, and management; always with an eye towards potential for increased responsibility.

Note: EVALS are for selection boards, ensure opening and closing banner lines that help boards determine readiness for next promotion and milestone - do not duplicate previous EVALs.

(5) BLK 44: Enter education, awards, community involvement, qualifications, and achievements received during this evaluation period

(6) BLK 47: Retention recommendation

(7) BLK 48: CHIEF OF STAFF  
NAVAL EDUCATION AND  
TRAINING COMMAND  
250 DALLAS ST  
PENSACOLA, FL 32508

(8) BLK 49: Senior Rater

2. Items for consideration. The report drafter and cognizant directorate head should ask the following questions:

Does this person already perform at the level of a Chief Petty Officer? If this person were already wearing the more senior rank, would they do well? With that framework in mind, ensure the below items are discussed during report drafting and any ranking board action.

- a. Performance in primary duties - scope, difficulty, importance, work ethic, and attitude.
- b. Leadership and development of junior Sailors and peers.
- c. Management skill, demonstrated ability to multi-task, steady and cool approach to work volume and difficulty; delegation skill.
- d. Innovation and problem solving approach.
- e. Grasp of division, directorate, command vision, and theater operations across all aspects of naval warfare.
- f. Positive contribution and reinforcement of healthy command culture (work environment, communication skills, work ethic, teamwork, etc.).

3. ACOS and SA Action. Draft reports should be submitted with the following information either in memo or entered on the routing sheet:

- a. Trait average recommendation: (above, at, below) RSCA.
- b. Member eligible for promotion to the next paygrade.

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4. Implementation. At any point during the report draft phase, ranking board phase, or report submission and revision opportunities, if questions arise as to the best strategy to achieve the goal of having the highest promotion rate, please do not hesitate to bring the matter to COS's attention.

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TIMELINE FOR 2024 FIRST CLASS PETTY OFFICER EVALUATION  
SUBMISSION

<u>DATE</u>	<u>ACTION</u>	<u>POINT OF CONTACT</u>
04 Oct	Packages due to MMCM Inigo.	ACOS or SA
16 Oct	Ranking board (MS Teams).	MMCM Inigo
21 Oct	Inputs to Flag Sec.	ACOS or SA or MMCM
22 Oct - 01 Nov	Flag Sec's review and chop.	Flag Sec
04 - 15 Nov	COS review and signature.	COS
18 - 22 Nov	EVALs debriefed.	ACOS or SA
25 Nov	Signed EVALs returned to MMCM Inigo.	ACOS or SA
29 Nov	EVALS submitted to NPC.	Staff Admin