



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

Canc: Oct 2026

NETCSTAFFNOTE 1610
N002
30 June 2026

NETC STAFF NOTICE 1610

From: Commander, Naval Education and Training Command

Subj: PLAN OF ACTION AND MILESTONES FOR SUBMISSION OF PERIODIC
CHIEF AND SENIOR CHIEF PETTY OFFICER EVALUATION REPORTS

Ref: (a) BUPERSINST 1610.10H

Encl: (1) NAVPERS 1616/27(REV 05/2025) Guidance
(2) Timeline for 2026 Chief/Senior Chief Evaluation
Submission

1. Action. To publish information, provide guidelines, and assign responsibilities for periodic Chief Petty Officer (CPO) and Senior CPO (SCPO) evaluation (EVAL) reports.

2. Cancellation. NETCSTAFFNOTE 1610 of 12 August 2025.

3. Procedures. Reference (a) mandates the submission of all CPO/SCPO EVALs to Navy Personnel Command (NPC) within 15 days of the ending date for active-duty members. Enclosure (1) provides guidance on completing NAVPERS 1616/27. Enclosure (2) provides the timeline and responsibilities to ensure the on-time submission of reports.

4. 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 and Senior Enlisted Academy (SEA): 00076, 00281, 43309, 60128, 43728, 45986, and 61690.

b. Commander, NETC Staff Admin will ensure compliance with reference (a) and ensure EVALs are submitted no later than 30 September 2026.

c. EVALs will be submitted in NAVFIT98A v33 format. EVAL packages must be submitted to the NETC Staff Admin Leading Petty Officer, YN1 Kost with supporting documents via the designated Microsoft (MS) Teams channel and must include:

(1) Completed NETC Brief Sheet; draft report; last EVAL and letter of extension (LOE), as applicable; midterm counseling

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(1) Completed NETC Brief Sheet; draft report; last EVAL and letter of extension (LOE), as applicable; midterm counseling Individual Development Plan; Learning and Development Roadmap; Fleet Training Management and Planning System (FLTMPs) Admin Data Sheet; all applicable Physical Readiness Information Management System detailed reports; brag sheet; 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, division director (DD) or special assistant (SA), staff admin, NETC Senior Enlisted Advisor, flag secretary (Flag Sec)/executive officer (XO), and chief of staff (COS). Reports received without proper routing through the chain of command will be returned to the directorate for correction.

d. Reporting senior targeted summary group average for this reporting period is 3.95 for CPO EVALs and 3.75 for SCPO EVALs.

5. 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.


G. L. TINER
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) or by e-mail at netc-directives@us.navy.mil.

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: Rating
- (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: Full Social security number
- (5) BLK 5: ACT, FTS, INACT, AT/ADSW (as applicable)
- (6) BLK 6: 00076 or 43728
- (7) BLK 7: NETC PENSACOLA FL or SEA NEWPORT
- (8) BLK 8: REGULAR, FROCKED, or SELECTED
- (9) BLK 9: YYMMDD (verify via FLTMPS or Navy Standard Integrated Personnel System)
- (10) BLK 10-13: Periodic
- (11) BLK 14: 25SEP16 (or first day after their last report/LOE if more recent)
- (12) BLK 15: 26SEP15
- (13) BLK 17: Regular
- (14) BLK 20: Appropriate physical fitness assessment (PFA) date and score for cycle 26-1 from pull down menu.
- (15) BLK 21: As applicable. "NA" for most. "APPROVED" if member is approved for Fleet Reserve or retirement.

"INSTRUCTOR" for instructor duty category. RESAC1 (less than six months) and RESAC6 (more than six months). For CPOs/SCPOs who successfully screened for SCPO/MCPO: SCREENED.

- (16) BLK 22: TINER, G L
- (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 Human Resources. 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/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). If 2025 PFA was conducted during this reporting period, place "PFA," date of PFA, and score as the last entry in block 29.

Example: PFA: 25-1: P/WS/95/OH; 26-1: P/WS/82/GL

(24) BLK 30: Date mid-term counseling was conducted (YYMMDD), NOT REQ or NOT PERF (if NOT PERF you must provide justification in Block 31 (e.g., TEMADD or ILLNESS) explaining why the mid-term counseling was not performed). If a longer explanation is needed, enter "SEE COMMENT" and provide an explanation in the comments block.

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

b. Qualitative blocks:

(1) BLK 33-39: Enter trait grades based on last NETC EVAL and up to three bullets describing accomplishments per trait. The reporting senior may adjust trait grades as desired.

(2) BLK 40: Reporting Senior Comments. Opportunity for reporting senior to talk to the board, all inputs must support performance grades, and 1.0 and 2.0 remarks must be annotated.

(3) BLK 46-47: Enter career milestones or competitive assignment recommendations.

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

(4) BLK 51: NAVAL EDU & TRNG COMMAND
250 DALLAS ST
PENSACOLA FL 32508
(850) 452-4029
DSN: 457-4029

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 SCPO/MCPO?" and "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

Enclosure (1)

command culture (e.g., work environment, communication skills, work ethic, teamwork, etc.).

3. DD 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) reporting senior's cumulative average.

b. Member eligible for promotion to the next paygrade.

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 the COS's attention.

SUBMISSION

<u>DATE</u>	<u>ACTION</u>	<u>POINT OF CONTACT</u>
31 Jul	Packages due to designated MS Teams folder.	DD or SA
7 Aug	Ranking board (Master CPOs) (MS Teams).	Senior Enlisted Leader (SEL)
12 Aug	Inputs to Flag Sec/Executive Officer (XO).	DD or SA or SEL
17 Aug	Triad ranking discussion.	COS/XO/SEL
17-28 Aug	Flag Sec/XO review and chop.	Flag Sec/XO
28 Aug	COS review and signature.	COS
15 Sep	EVALs debriefed.	DD or SA
23 Sep	Signed EVALs returned to Flag Sec.	DD or SA
25 Sep	EVALS submitted to NPC.	Staff Admin