



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

Canc: Mar 2027

NETCSTAFFNOTE 1610
N002
11 Mar 2026

NETC STAFF NOTICE 1610

From: Commander, Naval Education and Training Command

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

Ref: (a) BUPERSINST 1610.10H

Encl: (1) NAVPERS 1616/27(05-25) Guidance
(2) Timeline for 2026 Master Chief Evaluation
Submission

1. Action. To publish information, provide guidelines and assign responsibility for periodic Master Chief Petty Officer (MCPO) evaluation (EVAL) reports.

2. Procedures. Reference (a) mandates the submission of all MCPO EVALs to Navy Personnel Command (NPC) no later than 15 May 2026. Enclosure (1) provides guidance on completing NAVPERS 1616/27. 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, 43309, 60128, 43728 and 61690.

b. NETC staff admin will ensure compliance with reference (a) and ensure EVALs are submitted no later than 15 May 2026.

c. EVALs will be submitted in NAVFIT98A v33 format. Evaluation packages may be submitted to the Flag Secretary (Flag Sec) with supporting documents via encrypted e-mail and must include:

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

individual development plan; Learning and Development Roadmap; Fleet Training Management and Planning System (FLTMPS) Admin Data Sheet; most recent Physical Readiness Information Management System report; 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, 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 3.77 for MCPO EVALs.

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.


G. V. 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.

NAVPERS 1616/27(05-25) Guidance

1. Reference (a) detail's 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: Enter social security number
- (5) BLK 5: ACT, FTS, INACT, AT/ADSW (as applicable)
- (6) BLK 6: 00076 or 00281 or 43309 or 60128 or 43728 or 61690
- (7) BLK 7: NETC PENSACOLA FL or SEA NEWPORT
- (8) BLK 8: REGULAR or FROCKED
- (9) BLK 9: YYMMDD (Verify via FLTMPs or Navy Standard Integrated Personnel System)
- (10) BLK 10-13: Periodic
- (11) BLK 14: 25APR16 (Or first day after their last report if more recent)
- (12) BLK 15: 26APR15
- (13) BLK 17: Regular
- (14) BLK 20: Appropriate physical fitness assessment (PFA) date and score for cycle 2025 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 6 months) and RESAC6 (more than 6 months).

(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.

(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 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.

NOTES

- 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.

(3) BLK 51: NAVAL EDU & TRNG COMMAND
250 DALLAS ST
PENSACOLA FL 32508

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

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

Enclosure (1)

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 my attention.

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11 Mar 2026

TIMELINE FOR 2026 MASTER CHIEF PETTY OFFICER EVALUATION
SUBMISSION

| <u>DATE</u> | <u>ACTION</u> | <u>POINT OF CONTACT</u> |
|---------------|------------------------------------|-------------------------|
| 16 Mar | Inputs to Flag Sec. | DD or SA |
| 17-27 Mar | Flag Sec's review and chop. | Flag Sec |
| 30 Mar-10 Apr | COS' review and signature. | COS |
| 15-22 Apr | EVALS debriefed. | DD or SA |
| 23 Apr | Signed EVALS returned to Flag Sec. | DD or SA |
| 24 Apr | EVALS submitted to NPC. | Staff Admin |