



**DEPARTMENT OF THE NAVY**  
NAVAL SERVICE TRAINING COMMAND  
2601A PAUL JONES STREET  
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1610.1D  
N01  
16 Jan 2020

NSTC INSTRUCTION 1610.1D

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND STAFF ENLISTED EVALUATION  
AND OFFICER FITNESS REPORT GUIDANCE

Ref: (a) BUPERSINST 1610.10E

Encl: (1) Performance Report Routing Sheet

1. Purpose. To establish policy for the management of performance evaluations for Naval Service Training Command (NSTC) Staff.

2. Cancellation. NSTCINST1610.1C.

3. Discussion

a. 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) shall be thoroughly familiar with the contents of reference (a).

c. Honest Evaluations (EVALs), Chief Evaluations (Chief EVALs), and Fitness reports (FITREPs) 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. Routing. NSTC Staff shall utilize enclosure (1) and include the following documents:

- a. Copy of last EVAL/CHIEFEVAL/FITREP with extension letter (if applicable).
- b. Physical Readiness Information Management System (PRIMS) print out.
- c. Any other supporting documentation (i.e. specific qualification completed, award, etc.).

16 Jan 2020

ROUTING LIST	
ENLISTED	OFFICER
1. CNSTC (If applicable)	1. CNSTC
2. Chief of Staff	2. Chief of Staff
3. Flag Sec	3. Flag Sec
4. CMC	4. Flag Admin
5. Staff Senior Enlisted Leader	5. Appropriate Department Head N-Code
6. Flag Admin	
7. Appropriate Department Head N-Code	

5. Timelines. A separate Plan of Action and Milestone (POA&M) notice will be distributed annually with specific guidance and timelines for NSTC Staff periodic reports. Below are the timelines for all other scenarios:

OCCASION	DUE DATE TO FLAG ADMIN
Permanent Change of Station Transfer	45 days prior to APPROVED Transfer Date
Resignation or Separation	45 days prior to START of either Terminal Leave or House/Job Hunting TDY
Retirement (if requested, at RS's discretion)	45 days prior to START of either Terminal Leave or House/Job Hunting TDY

#### 6. Navy Performance Reports

a. Reporting Seniors for NSTC Staff are as follows:

PAY GRADE	REPORTING SENIOR
E-6 and above	CNSTC (N00)
E-5 and below	Chief of Staff (N01)

NOTE: CNSTC will be the RS for personal staff regardless of paygrade.

b. CNSTC will retain RS responsibility on any report withdrawing a recommendation for advancement for enlisted personnel, three time Physical Fitness Assessment failure reports, and any report containing adverse material, i.e., Non-Judicial Punishment.

c. Department Heads will ensure accurate and timely submission. 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 an opportunity to take necessary corrective action(s).

d. NSTC Command Master Chief (CMC) will review all NSTC enlisted staff CHIEFEVALs and EVALs for quality assurance and act as a primary advisor on enlisted performance evaluations and counseling.

16 Jan 2020

e. Department Heads will forward reports to Flag Admin, which under the guidance of the Flag Secretary, will coordinate the preparation of performance reports and track submission for timeliness and processing.

f. Flag Admin will mail signed summary group reports to the Commander, Naval Personnel Command (PERS-32). Under no circumstance will any signed performance report be mailed by individual departments.

#### 7. Navy Mid-term Counseling

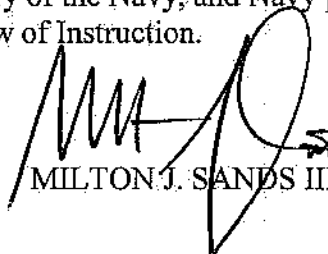
a. Performance counseling must be provided at the mid-point of the performance periodic report cycle, and when the report is signed. The mid-term performance counseling schedule is listed in Chapter 19 of reference (a). Performance evaluation forms should be used as counseling worksheets and signed by the counselor and member. Do not enter trait scores or a promotion recommendation on these forms.

b. The mid-term counselor will be in the member's immediate chain of command, normally their supervisor. For EVALs the counselor will normally be the rater and for CHIEFEVALs the NSTC CMC. For FITREPs the counselor will normally be the officer's immediate supervisor.

8. Professor of Naval Science and Officer in Charge Reports. A separate (POA&M) notice will be distributed annually with specific guidelines and timelines.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

10. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC will review this instruction annually on the anniversary of its effective date to ensure palpability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV Form 5215/40 Review of Instruction.



MILTON J. SANDS III

#### Releasability and distribution:

This instruction is cleared for public release and is available electronically via the Naval Service Training Command issuance website,  
[http://www.netc.navy.mil/nstc/NSTC\\_Directives/instructions.html](http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html).

Routing # #	<b>NAVAL SERVICE TRAINING COMMAND EVAL/FITREP ROUTING SHEET</b>																					
*All areas of this routing sheet are <b>mandatory</b> and must be filled in appropriately																						
<u><b>Timeline due to Flag Admin</b></u> <b>Transfer</b> - 45 days from transfer date <b>Separation</b> - 45 days from terminal start  <b>Periodic</b> - Published via POA&M	<u><b>Personnel Information &amp; Tracking</b></u>  Rank/Rate/Name/Designator: Enter Information  Department: Select      Zone: Select  Projected Rotation Date: Date Picker  Type of Report: Select																					
<u><b>Due to Flag Admin by:</b></u> Date Picker  EVALS/FITREPS Remaining onboard Select (# of reports until depart)	<u><b>Required Documents:</b></u>  <input type="checkbox"/> Last FITREP/EVAL (Letter of Extension if applicable) <input type="checkbox"/> PRIMS Reports (Last two cycles) <input type="checkbox"/> FLTMPs (Administrative Data) <input type="checkbox"/> Spell Check and Validation Completed (Admin)																					
<b>Comments:</b> Use this box for any comments	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u><b>Routing:</b></u></th> <th style="text-align: left;"><u><b>Date In / Date Out / Initials</b></u></th> </tr> </thead> <tbody> <tr> <td>Member</td> <td>_____</td> </tr> <tr> <td>Dept Head Select</td> <td>_____</td> </tr> <tr> <td>Select</td> <td>_____</td> </tr> <tr> <td>Admin (Date Received)</td> <td>_____</td> </tr> <tr> <td>Admin LPO</td> <td>_____</td> </tr> <tr> <td>CMC (Enlisted Only)</td> <td>_____</td> </tr> <tr> <td>Flag Sec</td> <td>_____</td> </tr> <tr> <td>Cos</td> <td>_____</td> </tr> <tr> <td>CNSTC</td> <td>_____</td> </tr> </tbody> </table>		<u><b>Routing:</b></u>	<u><b>Date In / Date Out / Initials</b></u>	Member	_____	Dept Head Select	_____	Select	_____	Admin (Date Received)	_____	Admin LPO	_____	CMC (Enlisted Only)	_____	Flag Sec	_____	Cos	_____	CNSTC	_____
	<u><b>Routing:</b></u>	<u><b>Date In / Date Out / Initials</b></u>																				
Member	_____																					
Dept Head Select	_____																					
Select	_____																					
Admin (Date Received)	_____																					
Admin LPO	_____																					
CMC (Enlisted Only)	_____																					
Flag Sec	_____																					
Cos	_____																					
CNSTC	_____																					

THE INFORMATION CONTAINED IN THIS FOLDER IS SUBJECT TO THE PRIVACY ACT OF 1974  
 "FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE - Any misuse or unauthorized disclosure can result in both civil  
 and criminal penalties."