DEPARTMENT OF THE NAVY
NAVAL HOSPITAL
BOX 788250
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:
NAVHOSP29PALMSINST 1610.1A CH-1
Code 0102
19 Mar 99

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1610.1A

From: Commanding Officer

Subj: NAVY PERFORMANCE EVALUATION AND COUNSELING PROCEDURES

Ref: (a) BUPERSINST 1610.10

Encl: (1) Timeline for completion of Officer Fitness Reports
(2) Officer Fitness Report Input
(3) Enlisted Fitness or Evaluation Report Input

1. Purpose. To provide guidance on the submission of officer and enlisted performance evaluation/fitness reports and counseling; to establish procedures for maintaining uniform grading and promotion recommendation standards for E-1 through 0-6; and to review adverse or delegated reports as set forth in reference (a).

2. Cancellation. NAVHOSP29PALMSINST 1610.1.

3. Background

a. The Commanding Officer is responsible for the performance evaluation and counseling of all members assigned to the command and for ensuring that individual performance is accurately documented.

b. Reference (a) provides block-by-block guidance for preparing evaluation/fitness reports. Fitness Reports (FITREPS) on officers and chief petty officers, and Evaluation Reports (EVALS) on other enlisted personnel are used for many career actions, including selection for promotion, advanced training, specialization or sub-specialization, and duty assignments. Timely, accurate, and realistic reports are essential for each of these actions.

4. Officer/Enlisted Fitness Reports. The Commanding Officer is the reporting senior for all military personnel E-7 and above. Directors and Department Heads will draft and forward the fitness reports for the Commanding Officer's signature via the chain of command. Officers in Charge (OIC) will have delegated authority as reporting senior for all E-5's and below assigned to their units. This reporting authority as well as other deli-gated authorities will be clearly defined by memorandum from the Commanding Officer and reference (a).

5. Reporting Senior Enlisted Evaluation Reports

a. For enlisted evaluations other than those falling under paragraph 5 a., the following guidelines shall be used:

	*Rater	**Senior Rater	**Reporting Senior
E-1/4	LCPO	Division Officer	Department Head
E-5	LCPO	Department Head	Director, OIC's
E-6	LCPO	Dept Head/Director	Executive Officer

* If a department does not have a Leading Chief Petty Officer, the Directorate Leading Chief Petty Officer will be the rater.

** If the Director or Officer in Charge (OIC)e is not a LCDR or above, the Executive Officer will sign as reporting senior.

b. The rater will consult with the Leading Petty Officer, Division Officer, and other personnel such as watch bill coordinators, to ensure an accurate report is made of the individuals overall performance.

c. The Command Master Chief will appoint a Chief Petty Officer to act as rater for those Directorates and Special Assistants who do not have a Chief Petty Officer assigned.

d. The Executive Officer is the reporting senior for all personnel E-6 and below where the following exists:

(1) Adverse reports other than those identified in 5 (a) above (trait mark of 1.0, promotion recommendation of "Significant Problems," PRT failure, etc.)

(2) Reports marked "progressing" which are submitted after all other prerequisites to compete for advancement have been met.

(3) Special reports submitted for meritorious performance or to recommend the member for an officer commissioning program.

6. Evaluation/Fitness Submission Date. All completed evaluations/fitness reports will be submitted along with the member's input, all rough reports, and a copy of mid-term counseling reports using guidelines listed below. Enlisted evaluations/fitness reports will be submitted to the Personnel Management Division via the chain of command. Officer fitness reports will be submitted to the Commanding Officer's Secretary via the chain of command.

7. Officer. Refer to timeline in enclosure (l).

8.

Rate	First Draft Due	Summary Review Board	Final Copy Due
E-9	01 APR	07 APR	15 APR
E-7/8	01 SEP	07 SEP	15 SEP
E-6	01 NOV	07 NOV	15 NOV
E-5	01 MAR	07 MAR	15 MAR
E-4	01 JUN	07 JUN	15 JUN
E-1/3	01 JUL	07 JUL	15 JUL

a. All final copies of E-1 through E-4 evaluations are to be completed and signed prior to forwarding to the Personnel Management Department.

b. The Command Master Chief will convene a Service Record Book during each periodic evaluation period for E-1 through E-7 personnel and serve as the Chairman. The make-up of the board is at the discretion of the Command Master Chief.

c. The Executive Officer will serve as the Chairman for the E-8 Senior Review Board. This board will include all E-9 personnel.

d. The Executive Officer will serve as the Chairman for the Senior Review Boards for O-1 and above. These boards will include all Directors.

9. Performance Counseling

a. Performance counseling will be performed on the schedule outlined in reference (a). For E-1 through E-6 personnel, the counselor will be the rater. The rater will consult with the Leading Petty Officer and Division Officer/Department Head, as

well as other personnel such as watch bill coordinators, to ensure an accurate identification of the individual’s abilities. For E-7 and above personnel, the counselor will normally be the immediate supervisor who will draft the report.

b. The performance counseling record, as well as interim performance appraisal sheets, will become part of that individual’s Division Officer/Department Head’s folder. A copy of the counseling will be submitted with the member's input and drafts of the final evaluation. Members will be furnished a copy of the performance counseling record at the end of the counseling session.

c. A memorandum will be forwarded to Military Personnel reflecting that performance counseling was completed for all personnel at the required time frame. Military Personnel will track and file all completion memoranda.

10. Action

a. Manpower Management Department will ensure the smooth enlisted evaluation/fitness report is typed after the Senior Review Board meets. Manpower Management Department will forward the original to Commander, Naval Personnel Command (NPC-311) for all E-5 through E-9 personnel. Copies of the evaluation report will be distributed to the local Personnel Support Detachment and local personnel files.

b. The Commanding Officer's secretary will ensure the smooth officer fitness report is typed after the SRB and will forward the original to Commander, Naval Personnel Command (NPC-311).

c. Department Heads are responsible for ensuring members have completed an Officer Fitness Report Input (enclosure 2) or Enlisted Fitness or Evaluation Report Input (enclosure 3) prior to the drafting of the Evaluation Report and Counseling Record (NAVPERS 1616/26) or the Fitness Report Counseling Record (NAVPERS 1610/2). Personnel who are departing the command must have a fitrep/eval submitted ten days prior to departure.

d. Members are responsible to provide their rater with written input 14 days prior to the first draft due date to assist in the accurate preparation of evaluations or fitness reports.

9. Forms. Officer Fitness Report Input (NAVPERS 1610/2) and or Enlisted Fitness or Evaluation Report Input (NAVPERS 1626/26) are computerized.

D. H. FREER
Acting

Distribution:
List A

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IN REPLY REFER TO:
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Code 0102
22 Jun 99

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1610.1A CHANGE TRANSMITTAL 1

From: Commanding Officer

Subj: NAVY PERFORMANCE EVALUATION AND COUNSELING PROCEDURES

Encl: (l) New page inserts

1. Purpose. To transmit new page inserts to the basic directive.

2. Action. Remove present pages 1 and 2 of the basic directive and replace with enclosure (1) hereto.

3. Filing Instruction. This change will be filed immediately after the signature page of the basic directive.

D. H. FREER
By direction

TIMELINE FOR COMPLETION
OF
OFFICER FITNESS REPORTS

RANK	BRAG SHEET SUBMITTED BY OFFICER TO DH/DIR	ROUGH FITREP COMPLETED BY DH/DIR	FITREPS REVIEWED BY BOD (RANKING)	FITREPS SMOOTHED FOR CO'S SIGNATURE	FITREP DEBRIEFS COMPLETED ON EACH OFFICER	FITREPS MAILED NLT TO NAV PERS CMD
ENS / 0-1	15 APR	5 MAY	10 MAY	20 MAY	1 JUN	5 JUN
LTJG / 0-2	15 JAN	5 FEB	10 FEB	20 FEB	1 MAR	5 MAR
LT / 0-3	1 DEC	1 JAN	5 JAN	15 JAN	1 FEB	5 FEB
LCDR / 0-4	15 SEP	5 OCT	10 OCT	20 OCT	1 NOV	5 NOV
CDR / 0-5	15 JUL	5 AUG	10 AUG	20 AUG	1 SEP	5 SEP
CAPT / 0-6	15 JUN	5 JUL	10 JUL	20 JUL	1 AUG	5 AUG

OFFICER FITNESS REPORT INPUT

[This outline may be used as written, or adapted into a command input form. Attach copies of certificates, citations, etc. The reporting senior is the sole judge of which items to use in the report.]

1. Administrative Data

a. Full Name.

b. Grade (indicate if frocked, spot-promoted, or a selectee to higher grade).

c. Designator (indicate if changed during period).

d. SSN.

e. Date reported to command.

f. Ending date of last Regular fitness report.

g. If a Detachment of Individual report, next permanent duty assignment.

2. Duties. (List by title. Include months assigned during this report period.)

a. Primary duties (most significant first).

b. Collateral duties.

c. Watchstanding duties.

d. ADDU/TEMADD/TEMADDINS, if any. List commands, inclusive dates, and duties or courses.

e. Periods not available for duty, if any. (Account for en route time prior to report, and lengthy leave, etc., since reporting.)

3. Job Scope

a. One sentence description of primary duties.

b. Personnel directly supervised (subdivide by officers, enlisted, civilians, reservists).

c. Personnel supervised through subordinates (subdivide as above).

d. Major equipment and material for which responsible.

e. Size of budget managed.

f. Subspecialty codes awarded and used, extent of utilization, and whether officially required by billet.

g. Responsibilities for classified material.

4. Specific Contributions. (Indicate whether as individual, team player, or leader.)

a. Operational readiness and performance.

b. Management and administrative performance.

ENLISTED FITNESS OR EVALUATION REPORT INPUT

[This outline may be used as written , or adapted into a command input form. Attach copies of certificates, citations, etc. The reporting senior is the sole judge of which items to use in the report.]

1. Administrative data.

a. Full name (indicate if changed during period).

b. Rate and warfare/qualification designator(s). (Indicate if frocked or selectee.)

c. SSN.

d. USN or USNR. If USNR on active duty, indicate status: i.e., extended active duty, TAR, ADSW, OYR, CANREC, AT, or ADT.

e. Date reported to present command.

f. Ending date of last Regular report.

g. Date of rate.

2. Duties assigned and number of months assigned during this report period. (List by duty title.)

a. Division, Air Crew, etc. to which assigned.

b. Primary duties.

c. Collateral duties.

d. Watchstanding duties.

e. TEMADD/TEMDU. (Where, when, and why.)

f. Significant periods not available for duty, if any. If first report at this command, include any delay or TEMDU prior to reporting.) Do no include brief illness or normal leave.

3. Job information.

a. Principal activities and responsibilities. Include equipment operated or qualified to operate, and "customers" served, if applicable.

b. Individual accomplishments, including experience gained and contributions to team achievements.

c. Responsibilities for classified material.

4. Supervision and Leadership

a. Personnel directly supervised (subdivide by military, civilians, reservists).

b. Personnel supervised through subordinates (subdivide as above).

c. Equipment and material for which responsible.

d. Size of budget managed

e. Leadership activities and accomplishments. Include team and subordinate accomplishments that reflect your leadership.

f. Performance as instructor (classroom or on-the-job).

g. Counseling given (formal or informal).

h. Retention efforts and results.

5. Special achievements

a. Qualifications achieved during period (or during prior period if not mentioned in previous report).

b. Educational courses completed and diplomas or certificates awarded.

c. Personal awards and letters of commendation or appreciation received.

6. Off-duty activities

a. Educational courses attended.

b. Civic activities.

c. Voluntary public relations on behalf of Navy.

d. Reservist's civilian employment. Note promotions or special accomplishments during period.

7. Future duties/schools desired

8. Other items for consideration

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c. Training.

d. Inspection results.

e. Quality improvements and cost savings.

f. Environmental quality and safety.

g. Equal respect and opportunity.

h. Betterment of civilian work force.

i. Utilization of Reserves.

j. Morale and welfare.

k. Retention

l. Specific contributions in support of DOD/DON management improvement programs (TQL, DMR, DAWIA, Management Control, etc.)

m. Other.

5. Personal Achievements.

a. Qualifications attained.

b. Educational courses completed.

c. Awards/commendations during period (attach copies).

6. Other. (Including but not limited to "Items for Special Consideration" in Annex N.)

7. Future duties and schools desired.

NH29PALMS FORM 1610/10A