



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAS PENSACOLA
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PENSACOLA, FLORIDA 32508-1051

NASPCOLAINST 1610.1
N04C
02 August 2013

NAVAL AIR STATION PENSACOLA INSTRUCTION 1610.1

From: Commanding Officer, Naval Air Station Pensacola

Subj: OFFICER AND ENLISTED PERFORMANCE REPORTS

Ref: (a) BUPERSINST 1610.10C
(b) OPNAVINST 6110.1J

Encl: (1) Guidance on Writing Evaluation/Fitness Reports
(2) Officer Fitness Report Input
(3) Enlisted Fitness or Evaluation Report Input

1. Purpose. To promulgate reporting senior responsibility and authority per reference (a) for performance evaluation reports for personnel assigned to Naval Air Station (NAS) Pensacola. The importance of properly preparing performance evaluations cannot be overstated. Therefore, it is imperative for delegated reporting seniors to thoroughly review, understand and follow the guidance and instruction of reference (a).

2. Background. Reference (a) provides guidance for the preparation, signing and submission of enlisted and officer performance reports. Commanding Officer, NAS Pensacola will report on all enlisted and officer personnel reporting for permanent, temporary or additional duty under competent written orders of the following Unit Identification Codes (UIC): 00204 - NAS Pensacola; 33319 - NAS Pensacola OTH; 50303 - NAS Pensacola Security Detachment; 42093 - NAS Pensacola UNT; and 61009 - NAS Pensacola EOD Eglin Detachment.

3. Reporting Senior Policy. Per Chapter 2 of reference (a) the Commanding Officer retains reporting senior responsibility, except for enlisted fitness reports and evaluations as noted below:

a. E-5 Evaluations (including those frocked to E-5)

(1) The Executive Officer (XO) is reporting senior for personnel assigned to departments without a Military and Civilian Equivalent Department Head (DH) at the grade of O-4/Government Service (GS)-12 or above.

(2) DHs (O-4/GS-12 or above) are reporting seniors for personnel assigned to their department.

b. E-4 and below Evaluations. DHs are reporting seniors for all personnel E-4 and below assigned to their department.

c. Adverse Reports. The XO is reporting senior for all E-5 and below adverse evaluations, except those reports withdrawing advancement recommendation where an individual has been selected for advancement and the effective date of advancement has been announced.

4. Action

a. Executive Officer. Review all E-6 and above evaluations and fitness reports for accuracy and submit final draft to the Commanding Officer.

b. Command Master Chief (CMC). Schedule a meeting with Department Leading Chief Petty Officers (LCPO) to review E-6, E-7 and E-8 reports for content and determine promotion rankings within the limits of Table 1-3 of reference (a). After the proposed rankings have been determined, the CMC will brief the Executive Officer.

c. Administrative Officer

(1) Advise each DH when a fitness or evaluation report is required on all/any of their personnel.

(2) Own/track each fitness or evaluation report to completion and final mailing to Bureau of Naval Personnel.

(3) Assist each DH with preparing all electronic versions of subject report.

(4) Provide quality assurance and screen all officer and enlisted performance reports for accuracy and compliance with this directive.

d. Department Heads. Fitness reports and evaluations for personnel E-6 and above are due to the Executive Officer via the Administrative Officer as shown on the Department Head Calendar, or 30 days before the date of transfer or detachment of a

member. All fitness reports and evaluations shall be submitted using enclosure (1) and reference (a). The following are required when submitting fitness reports and evaluations:

e. Division Officers (DO)/Leading Chief Petty Officers (LCPOs). Prepare and review all submissions for assigned junior personnel, ensuring adequate content and format accuracy. DOs and LCPOs shall make recommendations for department promotion recommendations. Once reports are signed by the appropriate reporting senior and returned for the evaluated member's debriefing and signature, return original reports and above to the Administrative Department for copying, distribution and mailing of original reports. LCPOs shall ensure fully signed copies of all reports are filed in the individual's training jacket.

f. Command Fitness Leader (CFL). For periodic fitness reports and evaluations, the CFL will make available to the Administrative Officer and Department LCPOs the official results of all Physical Health Assessments during the reporting period.

g. Delegated Reporting Seniors shall

(1) Thoroughly familiarize themselves with the contents of enclosure (1) of this instruction, references (a) and (b).

(2) Working with the Administrative Officer, ensure all evaluation reports are promptly and properly submitted, using equitable standards consistent with those traditionally established within the command.

(3) Advise the Commanding Officer, via the Administrative Officer and Executive Officer, when preparing special reports on enlisted personnel submitted for meritorious performance or reports recommending an individual for an officer-commissioning program.

(4) Subject to paragraph 3.c. above, forward all adverse enlisted performance reports to the Commanding Officer for signature prior to obtaining the member's signature.

5. EVAL/FITREP Routing

a. EVALs/FITREPs prepared for the reporting senior signature will be submitted using NAVFIT 98A and routed to the

Administrative Office, via the department chain of command as appropriate. An electronic copy of NAVFIT 98A will be sent to the Administrative Officer via an encrypted email. Entitle the files LAST NAME RATE.mdb (EXAMPLE: QUILL_YN1.mdb). All enlisted performance evaluations will be reviewed by the Command Master Chief (CMC). The CMC shall address significant comments or concerns with the respective Department LCPO and Department Head/Special Assistant.

b. The submission timeline for Periodic performance evaluations will be coordinated by the Administrative Officer. Departments should anticipate having evaluations prepared no later than 45 days prior to the Periodic report ending date.

c. Detaching and special FITREPs/EVALs will be prepared in sufficient time to reach the Administrative Office at least 30 days prior to evaluation ending date.

d. Folder Routing

(1) Outside Folder. Route slip with DHs signature routed to Commanding Officer/Executive Officer via the Administrative Officer.

(2) Inside Left of folder

(a) Member's Brag sheet (enclosure (2) or (3)).

(b) Copy of last report and mid-term counseling.

(3) Inside Right of folder. DH's draft submission.

e. Upon debriefing, the original FITREP/EVAL for all completed performance evaluations will be routed to the Administrative Office for mailing, distribution and filing.

6. Personally Identifiable Information (PII). EVALs/FITREPs contain PII (i.e. Social Security Numbers (SSN) of both the individual and reporting senior). As such, files (electronic and hard copy) of EVALs and FITREPs will be safeguarded against unauthorized disclosure. Per reference (a), file copies of EVALs, FITREPs and related correspondence will appropriately mask all but the last four of both the individual and reporting senior SSNs.

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7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with SECNAV Manual 5210.1.

A handwritten signature in black ink, appearing to read 'K. W. Hoskins', with a stylized, sweeping flourish extending to the right.

K. W. HOSKINS

Distribution:

Electronic only via Gateway 2.0

<https://g2.cnic.navy.mil/NASPENSACOLAFL/Pages/default.aspx>

Guidance on Writing Fitness/Evaluation Reports

1. Refer to Chapter 1 of reference (a) for block-by-block description.
2. Adhere to Chapter 13 (Guidance for Comments) of reference (a).
3. The write-up should be indicative of the individual's promotion recommendation. Not everyone will read like they are an Early Promote (EP) candidate.
4. The 3.0 grade represents performance to **FULL** Navy standards with higher grades reserved for performance that significantly exceeds standards.
5. If an individual is a weak performer, say so. However, substandard performance should not be reported for the first time on a report; ensure your comments can be backed up by mid-term counseling and/or other counseling.
6. Write the report in the proper tense, without jumping from past to present and back. You are reporting how they performed; therefore it should be written in the past tense. It is entirely proper to shift to the future tense when providing your expectations and recommendations for future assignments. This is normally done in the last sentence of the evaluation.
7. Avoid acronyms that are not universally known. Additionally, avoid generic comments and standard stock entries. They are only "space fillers." You don't have to fill the entire block on every report.
8. Refer to reference (b) in determining the correct manner in documenting all official Physical Readiness Assessment results within the reporting period. Marks in Block 36 (Military Bearing) will not be higher than 3.0 for the first failure within the current four year period and 2.0 for the second failure. Personnel with three or more failures and not meeting prescribed fitness progression will receive a 1.0 in Block 36 and a promotion recommendation of "Significant Problems" and "Not Recommended for Retention."

Officer Fitness Report Input

1. Administrative Data
 - a. Full Name
 - b. Grade (Indicate if frocked, spot-promoted or selectee to higher grade)
 - c. Designator
 - d. SSN
 - e. Date reported to command
 - f. Ending date of last Regular Fitness Report
 - g. If detachment of individual, next permanent duty station
2. Duties
 - a. Primary duties (Most significant first)
 - b. Collateral duties
 - c. Watchstanding duties
 - d. ADDU/TEMADD/TEMADDINS, if any (Account for en route time prior to reporting and lengthy leave, etc., since reporting)
3. Job scope
 - a. One sentence description of primary duties
 - b. Number of personnel under direct supervision
 - c. Major equipment and material for which responsible
 - d. Size of budget managed (If applicable)
 - e. Responsibilities for classified material (If applicable)
4. Specific Contributions. (Indicate whether a leader or team member)

- a. Operational readiness and performance
 - b. Management and administrative performance
 - c. Training
 - d. Inspection results
 - e. Quality improvements and cost savings
 - f. Equal opportunity
 - g. Morale and welfare
 - h. Impact on retention
 - i. Specific contributions to mission and command
 - j. Other
5. Personal Achievements
- a. Achievements
 - b. Qualifications
 - c. Courses completed
6. Future Duties and Schools Desired
7. Other Significant Bullets

Enlisted Fitness and Evaluation Report Input

1. Administrative Data
 - a. Full Name
 - b. Rate (Indicate if frocked or selected to higher grade)
 - c. Warfare (two max, i.e., AW/SW)
 - d. SSN
 - e. Date reported to command
 - f. Ending date of last Regular Fitness/Evaluation Report
 - g. Date of rate
 - h. If detachment of individual, next permanent duty station
2. Duties
 - a. Primary duties (Most significant first)
 - b. Collateral duties
 - c. Watchstanding duties
 - d. ADDU/TEMADD/TEMADDINS/TEM DU, if any (Account for en route time prior to reporting and lengthy leave, etc., since reporting. Do not include brief illness or normal leave.)
3. Job Information
 - a. Principal activities and responsibilities (Include equipment operated or qualified to operate)
 - b. Individual accomplishments and contributions to team accomplishment
 - c. Responsibilities for classified material (if applicable)
4. Supervision and Leadership
 - a. One sentence description of primary duties

- b. Number of personnel under direct supervision
 - c. Major equipment and material for which responsible
 - d. Size of budget managed (if applicable)
 - e. Leadership activities and accomplishments
 - f. Counseling given (formal or informal)
 - g. Retention efforts and results
5. Personal Achievements
- a. Achievements
 - b. Qualifications
 - c. Courses completed
6. Off-duty Activities
- a. Educational courses attended
 - b. Civic activities
 - c. Voluntary public relations on behalf of the Navy
7. Future Duties and Schools Desired
8. Other Significant Bullets (Indicate whether a leader or earn member, i.e. Command/Precinct DAPA, Career Counselor, etc.)
(Bullet format)
- a. Operational readiness and performance
 - b. Management and administrative performance
 - c. Training
 - d. Inspection results
 - e. Quality improvements and cost savings
 - f. Other