



DEPARTMENT OF THE NAVY  
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY  
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NAVSUPPACTNAPLESINST 1610.4  
N00  
16 JUL 2019

NAVSUPPACT NAPLES INSTRUCTION 1610.4

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: MID-TERM COUNSELING PROCEDURES FOR OFFICERS

Ref: (a) BUPERSINST 1610.10D  
(b) SECNAVINST 5211.5E

1. Purpose. To provide guidance for properly conducting officer periodic mid-term counseling, including administrative requirements, counseling schedule, authorized counselors, and counseling objectives. This instruction applies to all officers, permanently or temporarily assigned to U.S. Naval Support Activity, Naples, Italy, and any of its subordinate units or commands.

2. Policy. Planned and scheduled counseling is a major focus of the Navy's performance evaluation system. The purpose of performance counseling is to enhance professional growth, encourage personal development, and improve communication among all members within the command. It should be a frank, open discussion of individual performance, with reference to the seven performance traits on the Fitness Report (FITREP) report form. Counseling shall be performed at the midpoint of each FITREP cycle (mid-term counseling), and when the fitness report is signed (debrief). Feedback from the member is an important element of the counseling process and it should be welcomed. It increases the officer's and supervisor's understanding of the officer's performance, allows the officer to be involved in decision making, and assists in planning the actions required to implement the decisions.

3. Procedures

a. Counseling Worksheet. The standard FITREP report form (NAVPERS 1610/2) shall be used as the counseling worksheet. This form can be generated using the NAVFIT 98A program, completing the following blocks: 1-3, 7-9, 14-15, and 29-32. A promotion recommendation is not to be entered on the worksheet.

b. Counseling Objectives. Counseling should motivate performance improvement and will be conducted per reference (a). The major objectives to accomplish during the counseling session are to:

(1) Identify the member's important strengths and shortcomings. A fair, accurate, and realistic assessment of the member's performance is crucial to the counseling process.

(2) Address specific performance problems, concentrating on ways to develop growth in these areas. Also, address the member's strengths and encourage their further development. Point out ways to improve, but do not dwell on unimportant faults in the belief that criticism is essential to counseling.

(3) Present a performance growth plan, if appropriate. Be sure that goals are challenging but realistic and attainable for the member.

(4) Ensure members have a clear understanding and acknowledge their performance during the review period.

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(5) Review what is expected of the member before the next counseling session or fitness report, and ensure the member understands the expectations.

(6) Counselors are **prohibited** from provide a promotion recommendation at the time of counseling. It is acceptable for counselors to mark trait averages while conducting a counseling session, but **will not** to make promises or guarantees to the member regarding what the marks or recommendations will be at the end of the evaluation period.

c. Counselors. For the purpose of this instruction, counselors are designated as follows:

(1) Executive Officer is the designated counselor for all Department Heads (DHs), Special Assistants, and Officers in Charge.

(2) DHs are the designated counselors for all other officers not falling within the categories of paragraph 3a(1).

(3) Commanding Officer (CO) reserves the right to be the counselor for any officer assigned. Additionally, on a case-by-case basis, officers can request the CO as their counselor.

d. Counseling Worksheet Format. The following will be used as the standard format when completing block 41 (comments on performance):

Strengths

- bullet
- bullet
- bullet

Areas to Improve Upon

- bullet
- bullet
- bullet

Professional Goals

- bullet
- bullet
- bullet

e. Counseling Schedule. Per reference (a), officers will be counseled at the mid-term point of the FITREP periodic cycle using the following schedule:

Rank	Date	Rank	Date
CAPT	January	LTJG	August
CDR	October	ENS	November
LCDR	April	CWO5/4/3	September
LT	July	CWO2	March

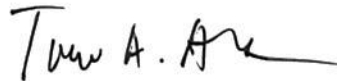
**Note:** Counseling may actually be provided in an earlier or later month if more appropriate, but may not be omitted or unduly delayed.

f. Using the Worksheet as a Counseling Record. At the completion of the counseling session, the counselor will enter the date in block 30, sign block 31, and have the member sign block 32. Provide the member a copy of the worksheet and retain the signed original in a command file that complies with provisions of the Privacy Act per reference (b). Counselors will ensure files are safeguarded and are only accessible to members of the command who have a demonstrated need to know. When completing the next required FITREP following counseling, type the date and counselor name from the worksheet into blocks 30 and 31 of the report and have the member sign block 32. Upon detachment of the member, the original counseling worksheet should be given to the member or destroyed.

g. Memorandum for the Record. Counselors will notify the Administrative Officer upon completion of a mid-term counseling session, which will in turn draft a memorandum for the record and annotate the officer's name, the counselor, and the date such counseling occurred.

4. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV-M 5210.1.

5. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.



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