



DEPARTMENT OF THE NAVY

JOINT BASE PEARL HARBOR-HICKAM
850 TICONDEROGA ST STE 100
JBPHH HI 96860-5102

Canc frp: Sep 17

JBPHHNOTE 1610

JB00

JUN 20 2017

JOINT BASE PEARL HARBOR-HICKAM NOTICE 1610

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: GUIDELINES FOR SENIOR CHIEF AND CHIEF PETTY OFFICER
PERIODIC EVALUATIONS

Ref: (a) BUPERSINST 1610.10D

Encl: (1) Standard Block 41 format
(2) POA&M

1. Purpose. Reference (a) contains policy and procedures for submitting Chief evaluations (EVALS). Adherence to the information and deadlines contained in this notice is essential to ensure all reports are completed in an accurate and timely manner. Senior Chief Petty Officer and Chief Petty Officer EVALS are due to Joint Base Pearl Harbor-Hickam (JBPHH) Admin no later than 24 July 2017. Per reference (a), all submissions will be prepared using NAVFIT98A and enclosures (1) and (2).

2. Policy

a. Cognizant department personnel will ensure timely preparation and submission of EVALS.

b. Personnel who are onboard less than three months will receive a Not Observed (NOB) EVAL.

c. Physical Readiness Assessment information will be provided from Physical Readiness Information Management System (PRIMS) for all Physical Fitness Assessments (PFA) included in the EVAL.

d. Command Employment (Block 28). All EVALS will contain the following command mission statement: Enables maximum mission readiness to surface ships, submarines, the 15th WG, 154 HIANG, and 176 Navy, AF, and DoD tenant commands, agencies, and activities comprised of 80,000 Navy, AF, Army, Marines, and civilian personnel.

JUN 20 2017

e. EVALS shall be submitted in gray folders. The left pocket shall include a copy of the last EVAL/extension letter, brag sheet, FLT MPS admin screen printout, and PRIM S printout; include the draft EVAL in the right pocket. Submit electronic copies of EVALs via email to JBP HH ADMIN at JBP HH-ADMIN@navy.mil. Note: All folders that do not contain required documents will be returned to the originator.

3. Cancellation Contingency. This notice will remain in effect for one year or until incorporated into the next edition of reference (a), whichever occurs first.



C. D. HURD
CDR USN
Chief Staff Officer
By direction

Distribution:

Web Page Address:

http://www.cnic.navy.mil/regions/cnrh/installations/jb_pearl_harbor_hickam/about/jbphh-instructions.html

JBPHH EVAL/FITREP TEMPLATE

1. Standard Format

- a. Opening
- b. Main Body
- c. Closing

Note: The opening and closing are the most important part of the report. White space is good!

2. Opening. One or two lines to kick off the report.

- a. Line 1: ***RANKING (1 OF XX)*** (If in top tier group)
- b. Line 2: **Specific comment about member that sums up record** (Ex. ***My best...**)

3. Main Body

a. List three or four "specific traits" in caps then give supporting words that back up. Tell why the member embodies these traits.

b. Use adjectives (good, bad, expert, outstanding, etc.) to tell how well they did.

c. Example

(1) -UNMATCHED LEADER. Expertly led 67 Sailors during RIMPAC 2016

(2) -INNOVATOR. Created a new way to inventory XXX saving the Navy over \$XXX.

4. Closing

a. Use "*" before giving a sentence to summarize the member. Similar to the opening but do not use the same words. Provide recommendation in closing sentence.

b. Example

(1) *Top notch officer. LT Jones is a

(2) *MOST HIGHLY RECOMMENDED FOR MASTER CHIEF*

5. Other

a. Detaching Reports. "Evaluation/FITREP submitted upon member's transfer to USS..."

b. Retirement/Separation Reports. "Please disregard the trait numbers as I am managing my average."

CHIEF PETTY OFFICER EVALUATION PLAN OF ACTION AND MILESTONES (POA&M)

<u>DATE</u>	<u>COG</u>	<u>EVENT</u>
14 Jul 17	Admin	Provide listing of prior E7/E8 EVAL data
24 Jul 17	DH	Provide electronic version (NAVPERS 1616/27) and grey folders to Admin for QA and routing
31 Jul 17	Admin	Forward evaluations to CMC for ranking board
2 Aug 17	CMC	CMC ranking board
4 Aug 17	DH	DH ranking board
9 Aug 17	DH/CMC	Return evaluations to Admin for corrections
18 Aug 17	Admin	Forward all evaluations to the CSO
4 Sep 17	Admin	Forward all evaluations to the CO as Reporting Senior
14 Sep 17	CO	Signature and debrief of evaluations
20 Sep 17	CO	Forward signed evaluations to Admin for verification, copying, and mailing
25 Sep 17	Admin	Ensure all evaluations are logged and mailed to PERS 32