



**DEPARTMENT OF THE NAVY**

COMMANDING OFFICER  
NAVAL SUPPORT ACTIVITY, NORFOLK  
7918 BLANDY ROAD SUITE 100  
NORFOLK, VIRGINIA 23551-2419

NAVSUPPACTNORVAINST 1610.1A  
N1

**MAR 2 2007**

NAVSUPPACT NORFOLK INSTRUCTION 1610.1A

Subj: NAVY PERFORMANCE EVALUATION AND COUNSELING SYSTEM

Ref: (a) BUPERSINST 1610.10A

Encl: (1) Enlisted Evaluation/Fitness Report Personal Input  
(2) FITREP/Evaluation Cover Sheet

1. Purpose. To promulgate command policy, guidelines and procedures for the preparation and submission of enlisted performance evaluation and fitness reports per reference (a).
2. Cancellation. NAVSUPPACTNORVAINST 1610.1.
3. Background. Reference (a) provides comprehensive, detailed policy, guidance, and specific requirements for the preparation and submission of enlisted performance evaluation and fitness reports. This instruction provides amplifying information, policy and procedures for the preparation of enlisted evaluation and fitness reports for all personnel.
4. Amplifying Guidance. Enlisted performance evaluations and fitness reports demand careful attention and responsible action on the part of both the command and the service member. Strict compliance with reference (a), enclosures (1) and (2), and the additional guidelines and procedures contained herein must be adhered to by everyone involved in the report process.
5. Counseling. Department Heads and staff assistants will ensure required counseling sessions are conducted per reference (a). During counseling, specific weaknesses must be discussed, orally and in writing, and specific recommendations for improvement identified in writing. A record of all counseling sessions will be kept on file in the individual's Division Officer Record for future reference.

MAR 2 2007

6. Delegation of Reporting Senior

a. Authority to sign enlisted performance evaluation reports for E-5 personnel is delegated to officers and civilian equivalent, LCDR/GS13 and above, serving as Department Heads. Reports on E-4 and below personnel may be signed by Department Heads or Leading Chief Petty Officers.

b. The following reports will be signed by the Commanding Officer (CO):

(1) All officers and enlisted fitness reports for E-7 and above.

(2) The CO shall provide for review of the following reports and may sign any or all of these reports, delegate that authority separately, or return the reports to the original delegated reporting senior for signature:

(a) Adverse reports (trait mark of 1.0, promotion recommendation of Significant Problems, etc.).

(b) Reports on enlisted personnel marked Progressing (i.e., do not recommend for advancement) that are submitted after all other prerequisites to complete for advancement have been met.

(c) Special reports on enlisted personnel submitted for meritorious performance or that contain a recommendation for an officer commissioning program.

(d) Reports or supplements that have been directed as redress under article 1150, U.S. Navy Regulations, 1990, or article 138, Uniform Code of Military Justice.

c. The Executive Officer (XO) will sign reports on E-6 personnel.

7. Command Enlisted Performance Review Board. The Command Master Chief, assisted by departmental senior/master chief petty officers, will screen E-6, E-7 and E-8 reports respectively. After final ranking is complete, reports will be submitted by departments and forwarded to the Admin Officer (AO) for a final continuity check and spelling. The AO will ensure final product is in compliance with reference (a) and this instruction before forwarding to the XO and CO for final review or signature as

MAR 2 2007

appropriate. Once signed, reports will be returned to the appropriate department for signature and counseling.

#### 8. Processing of Enlisted Evaluation and Fitness Reports

a. Transfer or mandatory separation reports, requiring the XO or CO's signature, will be submitted to the AO 30 days prior to the commencement of terminal leave or actual separation date, whichever is sooner.

b. Transfer or mandatory separation reports signed by Department Heads will be completed 10 working days prior to the commencement of transfer, terminal leave or actual separation date, whichever is sooner.

c. Adverse evaluations will be submitted to the AO 30 days in advance of the close-out date in a smooth format. Adverse evaluations must be accompanied by supporting documentation as follows:

(1) Appropriate page 13 entries.

(a) Page 13 entries for advancement recommendation withdrawal are only required at the initial withdrawal recommendation. There is no need to repeat the page 13 for advancement/retention recommendation once it has been signed by the CO.

(b) A page 13 is required each time for notification of adverse material.

(2) Commanding Officer's letter of referral.

d. Special Evaluation Reports. Submission of special enlisted evaluation and fitness reports, while encouraged, must meet the strict guidelines of reference (a).

e. Concurrent Evaluation Reports. Submission of concurrent Fitness Reports are required for personnel assigned to NAVSUPPACT Norfolk in a temporary duty assignment status in which the CO or XO is the reporting senior.

#### 9. Responsibilities

a. Department Heads/Program Managers will ensure that evaluations and fitness reports are submitted per reference (a), and this instruction, and that all personnel are given the

MAR 2 2007

opportunity to submit information, which they believe, should be included in their evaluation/fitness report.

b. The AO is the overall coordinator for the proper preparation and submission of all enlisted performance evaluations and fitness reports. These responsibilities include but are not limited to the following:

(1) Provide guidance and assistance to all departments/ Program Managers and staff in the preparation of enlisted evaluations and fitness reports.

(2) Assist Department Heads and staff elements in the proper preparation of required letters and page 13 entries.

(3) Ensure completed enlisted evaluation reports and Fitness Reports are submitted to Commander, Navy Personnel Command (PERS 311) and appropriate Personnel Support Detachment (PSD) in a timely manner.

Note: The CO's secretary is responsible for maintaining a fitness report file for the CO.

10. Command Philosophy. The Chief of Naval Operations has mandated that an individual trait of 3.0 is promotable and to that end consideration will be given to individual input sheets, counseling sheets on file, and other inputs such as PRT results and documentation of administrative burden (i.e., indebtedness, etc.). The evaluation/fitness report process will take the "whole person" into account to create the fairest, most objective, honest, quantified report possible.

11. Action. Department Heads/Staff Assistants, Division Officers and other supervisory personnel will familiarize themselves thoroughly with the contents of reference (a) and the additional guidelines, procedures contained in this instruction, and ensure enclosure (2) is used for proper routing.

  
S. B. POLLPETER

Distribution: (NAVSUPPACTNORVAINST 5216.1S)  
List II and IV  
NAVBRIG Norfolk (Code 10)

MAR 2 2007

ENLISTED EVALUATION/FITNESS REPORT  
PERSONAL INPUT

\* Complete all dates using day/month/year order. Attach copies of any certificates, citations, diplomas, etc.

1. Administrative Data

NAME>Last, First MI				RATE	DESIG	SSN
ACT	TAR	INACT	AT/ADSW/265	UIC _____	Date Reported _____	
Ending date of last Regular report _____				Date of Rate _____		

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

Division Assigned:

Primary Duties:

Collateral Duties:

Watchstanding Duties:

LV/TEMADD/TEM DU (where, when, why):

3. Job information

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

MAR 2 2007

Individual accomplishments, including experience gained and contributions to team achievements:

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Responsibilities for classified material:

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4. Supervision and Leadership

Personnel directly supervised (subdivide by military, civilians, reservists):

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Personnel supervised through subordinates (subdivide as above):

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Size of budget managed:

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Leadership activities and accomplishments. Include team and subordinate accomplishment which reflect your leadership:

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Counseling given (formal or informal):

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Retention efforts and results:

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5. Special achievements

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

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MAR 2 2007

Educational courses completed and diplomas or certificates awarded:

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Personal awards, letters of commendation, appreciation:

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6. Off-duty activities

Educational courses attended:

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Civic activities:

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Voluntary public relations on behalf of Navy:

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7. Future duties/schools desires:

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8. Other items for consideration:

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**FITREP/EVALUATION** MAR 2 2007  
**COVER SHEET**

NAME	RATE	CATEGORY
N01 _____		
N1 _____		
N00A _____		

The area below requires the initials of the N1C Clerk to ensure all information has been verified for accuracy:

N1C \_\_\_\_\_

Copy of Last FITREP/EVAL enclosed  
 (Optional for Officer FITREPS) \_\_\_\_\_

Date Reported vs Period of Report  
 (LV/TT included if required) \_\_\_\_\_

Block 29 Matches Period of Report \_\_\_\_\_

Date Counseled/Counselor Provided \_\_\_\_\_

Last Trait Average \_\_\_\_\_

Trait Average Trend is UP/DOWN \_\_\_\_\_

Comments Grammar/Spelling Satisfactory \_\_\_\_\_

**\*Notes\***  
 Comments should be specific and hard hitting, and include Leadership/Mentorship specifics when appropriate:

Percent advancement ^ over period within Department if member has impact.

Percent retention ^ over period within Department if member had impact.