



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCES COMMAND
1915 FORRESTAL DRIVE
NORFOLK VIRGINIA 23551-4615

COMNAVRESFORCOMINST 1610.2F
N01A
21 Jan 16

COMNAVRESFORCOM INSTRUCTION 1610.2F

From: Commander, Navy Reserve Forces Command

Subj: NAVY EVALUATION REPORT PROCEDURES FOR ENLISTED
PERSONNEL (E1-E9) ASSIGNED TO COMMANDER, NAVY RESERVE
FORCES COMMAND

Ref: (a) BUPERSINST 1610.10D

Encl: (1) Special Instructions for Preparing EVALs and
CHIEFEVALs
(2) EVAL/Counseling Due Date Timelines
(3) Sample Individual Input Sheet

1. Purpose. To establish guidance, policy and delegated reporting senior authority for preparing and submitting Navy evaluations for enlisted members assigned to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) per reference (a). This instruction has been revised and should be read in its entirety.

2. Cancellation. COMNAVRESFORCOMINST 1610.2E

3. Discussion

a. Article 1129, U.S. Navy Regulations, 1990, requires records be maintained on naval personnel "which reflect their fitness for the service and performance of their duties." Chief Petty Officer Evaluations (CHIEFEVALs) on Chief Petty Officers (E7-E9) and Evaluations on other enlisted personnel are used for many career actions, including selection for promotion, advanced training, specialization or sub-specializations, and responsible duty assignments. Timely, realistic, and accurate reports are essential for each of these.

b. Per reference (a), the 3.0 grade represents performance to full Navy standards, with higher grades reserved for performance that exceeds standards. The specific standards for

each performance trait is printed on the evaluation and fitness report forms and must be applied carefully.

Honest evaluation and fitness reports are vital to maintain the integrity of this system. If uncertain about the appropriate grade in a particular trait area, evaluators shall be conservative to avoid grade inflation. The Navy Personnel Command (NPC) will monitor reporting seniors' statistical averages to ensure that no one reporting senior inflates grades at the expense of others.

c. All counselors, raters, and reporting seniors shall become thoroughly familiar with the contents of reference (a) and enclosures (1) through (3) of this instruction.

4. Scope

a. COMNAVRESFORCOM will sign all CHIEFEVALS.

b. Delegation of Reporting Senior Authority.

(1) The Chief of Staff (COS) will sign all E6 EVALS and will retain reporting senior responsibility on any report in the following categories:

(a) Reports of enlisted personnel withdrawing a recommendation for advancement or retention.

(b) Two-time Physical Fitness Assessment (PFA) failure reports.

(c) Any report containing adverse material (i.e., Non-judicial Punishment (NJP)).

c. Deputy Chiefs of Staff (DCOS)/Special Assistants (SAs) will sign all E1-E5 EVALS.

(2) DCOS staff will ensure accuracy and timely submission. All reports shall be routed for processing no less than four weeks before report ending dates. Enclosure (1) contains special instructions to clarify information contained in reference (a).

d. The Command Master Chief will review all E6 EVALS and CHIEFEVALS for quality assurance and act as a primary advisor to the Commander and COS on EVALS and counseling.

e. Command Services (N01A) will, under the direction of the Leading Chief Petty Officer (LCPO), provide technical and administrative support to all departments to ensure EVALS are processed in an accurate and timely manner per reference (a) and enclosure (2).

5. Submission of Reports. Summary reports with EVALs will be forwarded to Command Services (N01A) for mailing. Under no circumstance will any EVAL be mailed by individual departments.

a. Detachment of Individual Reports. Submit detachment of individual reports to Command Services (N01A) a minimum of 30 days prior to the approved transfer date. Any changes in the date of transfer, if approved by a request chit, will change the schedule. A Letter of Extension (LOE) may be used if a periodic report has been previously submitted less than three months prior to detachment date and performance continues as previously reported.

(1) If warranted, a detachment of individual report may be submitted to document significant accomplishments achieved during the three month period. All reports submitted must be approved by the reporting senior.

b. Promotion/Frocking Reports. Always submit a Promotion/Frocking EVAL upon selection to E7. Promotion or frocking reports are only required when the change in periodic report dates will result in more than 15 months between regular reports. In these cases, submit a frocking report to Command Services (N01A) as directed by the command tickler.

c. Periodic Reports. Submit periodic reports to Command Services (N01A) prior to the close-out date as specified in the promulgated notice. This report may be omitted provided the member received an "observed" regular report ending no more than three months prior. If omitted, include this period in the next regular report.

d. Separation Reports. Submit separation reports to Command Services (N01A) a minimum of 30 days prior to the date of separation. If the date of separation follows a period of terminal leave, the report shall be submitted 30 days prior to the beginning date of terminal leave. The ending date on a separation report will be the member's expiration of active obligated service.

A LOE may be used if a periodic report has been submitted within three months and no significant accomplishments have occurred.

e. Detachment of Reporting Senior Reports. Submit Detachment of Reporting Senior reports when directed.

f. Special Reports

(1) Recommendations for promotion: COMNAVRESFORCOM will not normally submit reports solely for promotion recommendations. In a special case, if an individual requires a promotion recommendation and the normal annual cycle precludes waiting, submit a special report to Command Services (N01A) at least 30 days prior to the date of the promotion exam.

(2) NJP/Courts-Martial/civilian convictions: Submit a special report following all NJPs that result in a finding of guilt, courts-martial, and civilian convictions within two working days after the date the proceedings were concluded.

(3) Substandard performance: A report may be submitted to document particularly substandard performance or to withdraw a recommendation for a special program. This report, if submitted, should be prepared and submitted to Command Services (N01A) within 10 days of the desired close-out date. A report for substandard performance must be supported by adequate, documented counseling at the LCPO, Division Officer, or Department Head level. Such a report is not to be submitted in lieu of documented counseling.

g. Performance Counseling. Each department will ensure mid-term counseling is completed on each individual assigned per the schedule outlined in enclosure (2) and reference (a).

(1) Reporting Senior. Per reference (a), the reporting senior must retain copies of all CHIEFEVALS for at least five years. The command must retain copies of CHIEFEVALS and EVALS for two years.

(2) Members. Command members shall submit individual inputs using enclosure (3) and ensure all accomplishments during the reporting period are included.

(3) Chain of Command. As stated in reference (a), it is the responsibility of Navy supervisors to draft accurate and objective evaluation comments.

DCOSs are also responsible for ensuring that draft reports are completed within established timelines in order to allow for review and other administrative actions, which may be necessary. Supervisors are responsible for regular performance counseling, ensuring that individuals are aware of deficiencies and what is needed to correct them. Members should not be surprised by adverse comments and should be given sufficient time and opportunity to take necessary corrective action(s).

(4) Promotion Recommendations. Promotion recommendations in blocks 42/43 (CHIEFEVAL) or 45/46 (EVAL) must conform to the limitations contained in reference (a). Reporting seniors will ensure all members have promotion recommendations consistent with their reports, not to exceed the established limitations. Frocked individuals and members selected for a commissioning program will be recommended separately from those who have been officially advanced.

6. Action

a. Command Services (N01A) will process all E6-E9 evaluations.

(1) Initiate and publish a Plan of Action and Milestones (POA&M) to establish a processing timeline for applicable reports.

(2) Create EVAL folder consisting of the member's last report which will be distributed to the code Senior Enlisted Leader (SEL) or DCOS/SA.

(3) Upon receipt of EVAL, complete a quality format check and smooth report. EVAL will be returned to the DCOSs/SAs for required signatures.

(4) Generate extension letter, if required, upon notification of member's upcoming transfer.

b. COMNAVRESFORCOM DCOSs and SAs will:

(1) Submit evaluations on enlisted staff members in paygrades E5 and below using the latest version of NAVFIT98A software program to Command Services (N01A) in "smooth" final draft in accordance with the guidance published in the applicable POA&M.

(2) Submit E6-E9 evaluations using the latest version of NAVFIT98A software program to Command Services (N01A) in "smooth" rough draft in accordance with the guidance published in the applicable POA&M.

(3) Raters will obtain input from each individual evaluated. A report input template is provided in chapter 17 of reference (a).

(4) Upon obtaining a signature from the member, the DCOS/SA will return original signed reports to Command Services (N01A) for all E1-E9 personnel for mailing. Evaluation copies will be maintained by Command Services (N01A) or the front office, as appropriate, and provided to the code DCOS or SEL for member distribution. If the member is not available for signature, type "Certified, copy provided" in the appropriate signature block. Reports will not be delayed due to an inability to obtain the reporting senior, senior rater, or rater signature.

(5) Maintain all mid-term counseling worksheets for staff personnel assigned to their department.

(6) Generate detachment and special evaluations and forward to Command Services (N01A) for review no less than 30 days prior to transfer date or report end date.

(7) Detachment reports for retirees are not required per reference (a) and will be initiated only upon member's request.

8. Command Fitness Leader (CFL). The CFL will provide PFA results to reporting seniors at the beginning of the report processing cycle. If an official PFA will be held after the processing has begun, but before the end of the report period, the CFL will ensure that the results are provided to Command Services (N01A) as soon as possible.

9. EVAL processing. Command Services (N01A) shall:

a. Provide an updated list of all individuals in the specified paygrade to the appropriate reporting senior.

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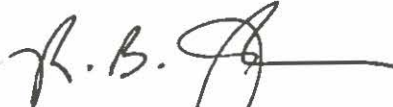
b. Verify all administrative data utilizing the Enlisted Distribution Verification Report.

c. Forward enlisted performance reports and summary letters, within 15 days of the ending date to Commander, Navy Personnel Command for inclusion in Official Military Personnel File per reference (a).

d. PFAs conducted during the reporting period will appear in block 20 and each cycle annotated in block 29. PFA comments in blocks 41/43 are only required when using PFA code "B" in block 20 or failed two PFAs in a three-year period. Reference (b) outlines administrative action required for first and consecutive failures.

10. Review. Command Services (N01A) will review this instruction on an annual basis, recommending changes as necessary.

11. Forms. All applicable forms are available for use within the NAVFIT98A system.


R. B. JOHNSON
Chief of Staff

Distribution:

Electronic copy via COMNAVRESFOR web site
<https://www.navyreserve.navy.mil>

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**SPECIAL INSTRUCTIONS FOR PREPARING
EVALS AND CHIEFEVALS**

The following information is provided for specific blocks on the EVAL and CHIEFEVAL to establish COMNAVRESFORCOM policy. For blocks not mentioned hereafter, the specific guidance for completion will be as stated in reference (a) and enclosure (2).

Block 6: Per reference (a), if reporting seniors have more than one UIC with enlisted personnel attached but desire to group all enlisted personnel together, they may do so. Block 6 should match the primary UIC of the reporting senior in block 26.

Block 7: COMNAVRESFORCOM

Blocks 22-27: N01A will provide reporting senior information.

Block 25: OIC, CHIEF OF STAFF, DCOS, or other as appropriate per reporting senior's title.

Block 28: The sole Navy Reserve staff of 380 military and civilian personnel responsible for readiness, oversight, manpower management, logistics, financial management, mobilization, and training of 59,000 Sailors in executing operational support and warfighting missions.

Block 29: The most significant primary duty will be the first entry, for example: LPO-1. Responsible for the supervision and management of 10 junior enlisted. COLL: will be the second entry and WATCH: will be the third entry. Annotate LV/TT/TEMDUINS as applicable to maintain report continuity. Annotate all PFA cycles conducted during the reporting period, i.e. PFA: 15-1/15-2/16-1.

Block 40 (CHIEFEVAL) or Block 41 (EVAL): Ensure the individual is eligible in all respects for the recommendations. Knowing the desires of the individual reported on will assist you with this block. At a minimum, E5-E9 will have one recommendation. This block is used to recommend the individual for specific career milestones. Interview the individual to determine the best possible recommendation. If no recommendation, enter NONE.

Block 44 (CHIEFEVAL)/Block 48 (EVAL):

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EVAL/COUNSELING DUE DATE TIMELINES

	PERIODIC EVAL	MID-TERM COUNSELING
	Enlisted All	Enlisted All
January		E3 E2 E1
February		
March	E5	E8 E7
April	E9	
May		E6
June	E4	
July	E3 E2 E1	
August		
September	E8 E7	E5
October		E9
November	E6	
December		E4

NOTE:

- Enlisted CHIEFEVAL and EVAL ending dates are the 15th of the month.
- Mid-term Counseling should normally be performed in the month scheduled, and may not be omitted or unduly delayed, but may be performed in an earlier or later month if necessary or more appropriate to the needs of the member. No specific day is established.

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SAMPLE INDIVIDUAL INPUT SHEET

Attach copies of certificates, citations, degrees, and last CHIEFEVAL/EVAL. The reporting senior is the sole judge of which items to include in the report.

1. Administrative Data:

- a. Full Name: _____
- b. Rate and warfare designator(s): _____
(MTS is not a designator.)
- c. Frocked: Yes/No (Circle one)
- d. Date Reported to COMNAVRESFORCOM: _____
- e. USN/USNR (Circle one)
- f. Ending date of last report: _____ (Copy included).

2. Duties assigned and number of months assigned during this reporting period (list by duty title):

- a. Division/Department: _____
- b. Primary Duties: _____

Note: For primary duties, list your current primary duty and a short explanation of those duties first. Also, indicate how many people you supervise, amount of equipment you are responsible for, size of budget, etc.

- c. Collateral duties (list the duty assigned and number of months): _____

- d. Watchstanding duties (list number of months): _____

e. TAD/TEMU/LV: _____

f. Special Qualifications obtained this period: _____

