



# RHUMB LINES

*Straight Lines to Navigate By*



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## Documented Performance

*"In the Navy, we rely on documented performance in every aspect of people management, not just for selection boards and advancements, but also in detailing and screening for demanding jobs. A Sailor's entire record best predicts whether they will be a good fit."*

**– Rear Adm. Mike Shoemaker, Assistant Commander, Navy Personnel Command for Career Management**

Selection boards, special program boards, continuation boards and Perform to Serve selections are based upon the documented performance reflected in Sailors' records. It is the responsibility of leadership and each Sailor to ensure properly documented and clearly defined performance. Key performance indicators include:

### Performance Evaluations

- Write-ups must support the marks. Strong opening bullets, describing accomplishments and potential, and a strong closing with milestone recommendations should be included. Ranking is key (hard and soft breakouts). Leaders should truthfully document substandard performance and counseling accordingly. Complete guidance is outlined in [BUPERSINST 1610 10.B](#).
- The reporting senior's cumulative average is the bar Sailors should strive to reach or surpass; it is considered by board members during record evaluation.
- New in fiscal year 2010, data in the Physical Readiness Information Maintenance System ([PRIMS](#)) will be validated as part of the promotion and selection board process. [NAVADMIN 193/10](#) outlines new documentation requirements for Physical Fitness Assessment results in performance evaluations.
- Ensure [Electronic Service Records](#), which replace paper records, are up to date. Also review the Official Military Personnel File (OMPF) through Web Enabled Record Review available on [BUPERS Online](#), or view your OMPF by ordering a [CD](#). Sailors should review their record early and often.
- Submit a selection board package with any missing documentation, in addition to updating the OMPF. Guidance is available at Navy Personnel Command's [records management page](#).

### Career History

- Demonstrate job scope, leadership and a trend of increased responsibility and performance in evaluations and fitness reports.
- Document arduous and special duty assignments (e.g., Individual Augmentation (IA/GSA), instructor or recruiter) and include concurrent performance reporting in accordance with [NAVADMIN 083/10](#).

### Awards and Qualifications

- Personal awards in current pay grade carry more weight, so timely recognition is essential. Ensure accurate and complete awards data is submitted via the [Navy Department Awards Web-Service](#).
- For steps to reconcile and update awards, visit the [Navy Personnel Command Awards Web Page](#).
- If warfare designation can be attained, it is a requirement to qualify within the timeframe allowed.

### Education and Training

- Ensure data contained in [Electronic Training Jackets](#) is accurate. Take advantage of courses offered on Navy eLearning available through [Navy Knowledge Online](#).

## Key Messages

- Documenting performance is key. The Navy rewards top performers.
- Competiveness is central to promotion and assignment selection.
- Understand the basics: sponsorship/indoctrination, career development boards, mid-term feedback and recognition are proven to enhance performance.

## Facts & Figures

- [The NPC Customer Service Center](#) processes more than 40,000 selection board packages per year.
- The Performance Evaluations Branch receives nearly 600,000 reports annually, and approximately 10% are sent back to the originating command for errors.
- Service as an IA or GSA will be [documented](#) in performance evaluations beginning in August 2010.