



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
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IN REPLY REFER TO:
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FORCE ORDER 1610.1B

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: NAVY PERFORMANCE EVALUATION SYSTEM

Ref: (a) BUPERSINST 1610.10D

Encl: (1) Navy Performance Evaluation System Overview for Commanding Officers, Delegated Reporting Seniors, and Raters
(2) Navy Mid-term Counseling-Report Schedule

1. Situation. Performance Evaluations are one of the most important records of a Sailor's performance of duty and professional qualifications. In order for these reports to be effectively used for the purposes intended, we must realize their significance and exercise the utmost care and thoroughness in preparing them, ensuring accuracy.

2. Cancellation. ForO 1610.1A.

3. Mission. To issue guidance, establish policy, and assign responsibilities for the administration of Navy personnel performance evaluations within the Marine Forces Reserve (MARFORRES) and Major Subordinate Commands (MSC) in accordance with the reference.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All personnel evaluations are important to each Sailor's promotion and overall career; completion is a basic responsibility of personnel placed in a position of leadership. As such, Navy personnel evaluations will be administratively correct and submitted in a timely fashion.

(2) Concept of Operations

(a) Reporting Senior. It is an important terminology distinction between Navy and Marine Corps Performance Evaluation Systems that the Responsible Officer (RO) is the equivalent to the Navy Reporting Senior (RS). The RS has the most important and vital role in the performance evaluation process for Sailors. The RS is responsible for submission of the report and must evaluate one's performance compared to their peers. With the exception of Medical and Dental Battalion which have Navy Commanding Officer's, the RS is a

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Marine Corps Commanding Officer (CO) with Special Court-Martial convening authority. Enclosure (1) is an overview of the Navy Evaluation System and should be read in its entirety prior to any RS, senior rater, or rater signing any performance evaluation. Enclosure (2) is the Mid-term Counseling/Evaluations report schedule.

(b) Senior Rater. The senior rater is most often the department head, or a supervisor that reviews the Sailor to be reported on performance on a periodic basis. The rater can be a supervising Marine or Sailor.

(c) Rater. The rater is the person that reviews the performance of the Sailor to be reported on performance on a daily basis. The rater can be a supervising Marine or Sailor.

(d) RS for Navy personnel.

1. Fitness Reports (FITREPs) on Navy Officers (O-1 to O-6).

a. When assigned to a General Officer's staff shall have their FITREPs signed by their respective Commanding General.

b. When assigned to the Regimental/Group Headquarters (including Inspector-Instructor (I-I)) shall have their FITREPs signed by the Regimental/Group Commander.

c. Active Duty Navy Officers assigned to Battalions/Squadrons or subordinate elements shall have their FITREPs signed by the Battalion/Squadron I-I. Reserve Officers assigned to Battalions/Squadrons or subordinate elements shall have their FITREP signed by the Reserve Battalion Commander.

2. Reports on E-1 to E-9.

a. Reports on E-5 through E-9. Due to the nature of Navy promotion boards, reports on members in the grades of E-5 through E-9, including members frocked to E-5, will be considered by a selection board for promotion. Although the Navy Performance Evaluation System permits delegating reports, the intent of this process is to ease the volume of reports for a Navy RS which may have over 150-200 reports in a cycle. In MARFORRES, delegation of reports can have an unintended negative impact to Sailors due to the Navy's ranking among peers. Reporting seniors that have a desire to delegate responsibilities to subordinate seniors shall request and obtain Commander, MARFORRES approval in advance.

(1) Sailors assigned to I-I shall roll up to the Battalion/Squadron or Regimental/Group I-I.

(2) Navy Reserve Sailors shall report to the CO to the Unit Mobilization Unit Identification Code (UMUIC) for which they are assigned to.

b. Reports on E-4 and below. Per the reference, reports on members in the grade of E-4 and below may be delegated by the Reporting Senior to a Sailor or Marine no lower than the grade of E-7 or GS-11. Exceptions are not permitted.

3. Navy Reserve Sailors. Navy Reserve Sailors shall follow the same policies and procedures as Active Component and Full Time Support (FTS) in regards to the proper RS.

a. The unique Navy Reserve Cross-Assignment construct creates a situation that is not entirely clear on the proper RS as applied in the Marine Corps Reserve per the reference. For Sailors serving within MARFORRES in a Cross Assigned Status (Cross Assigned In or Cross Assigned Out) on the Reserve Unit Activity Document, the proper RS is the UMUIC CO and not the Training Reserve Unit Identification Code (TRUIC) CO. TRUIC units are permitted and encouraged to provide performance input via a Performance Information Memorandum which can be found in chapter 12 of the reference.

b. The intent with Cross Assigned Sailors is to ensure that units for which the member will mobilize to will also train and support when properly funded.

4. Integrated Billets. Integrated billets are Active or FTS billets that directly support the Selected Marine Corps Reserve unit and will be expected to deploy and perform tasks that meet operational requirements of the unit mission. Although these billets directly support operations, performance reporting responsibilities will remain the responsibility of the I-I, as outlined above.

5. Site Support (SSP) Billets. MARFORRES has FTS and Active Duty Sailors assigned to billets that are designated as Site Support in their Navy Unit Identification Code (UIC). These Sailors (officers and enlisted) will have their FITREPs/performance evaluations signed by the Table of Organization site commander or I-I.

b. Tasks

(1) MSCs

(a) Establish internal controls to ensure the proper and timely submission of all reports required to higher headquarters.

(b) RSs will complete all personnel evaluations that require review by a member of the MARFORRES Command leadership not later than 15 days following the end date of the report.

(c) Ensure subordinate commands understand the guidance passed in this Order.

(2) MARFORRES Principal Staff and Special Staff

(a) Establish internal controls to ensure the proper and timely submission of all reports required to higher headquarters.

(b) RSs will complete all personnel evaluations that require review by a member of the MARFORRES Command leadership not later than 15 days following the end date of the report.

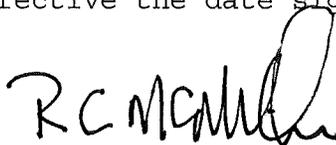
(c) Ensure subordinate commands understand the guidance passed in this Order.

5. Administration and Logistics. The administrative procedures found in the references will be followed in the preparation of Navy personnel evaluations. The MARFORRES Navy Manpower Officer and MARFORRES Command Master Chief have been designated as the Navy FITREPs and Evaluation Advisor for the Force. As such, it is encouraged to engage them early and often in the Performance Evaluation process. The MARFORRES Navy Manpower Officer is located in the MARFORRES G-1.

6. Command and Signal

a. Command. This Order is applicable to MARFORRES and MARFORRES subordinate commands.

b. Signal. This Order is effective the date signed.



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NAVY PERFORMANCE EVALUATION SYSTEM

OVERVIEW FOR

COMMANDING OFFICERS,

DELEGATED REPORTING SENIORS,

AND RATERS

1. Purpose. This enclosure provides an overview of the Navy Performance Evaluation System. This is a Total Force instruction and is applicable to all Active Duty (ACDU), Full Time Support (FTS), and Inactive (INACT) duty Reserve personnel. While each of the statements in this enclosure constitutes policy, specific actions may require the detailed instructions found in the EVALMAN, enclosure (2).

2. How Does the Report Work? The system utilizes a FITREP for officers (W2-O6), CHIEFEVAL for chief petty officers (CPO) (E7-E9) and an EVAL for other enlisted personnel (E1-E6). Performance traits are graded on a 5-point scale, from 1.0 (lowest) to 5.0 (highest), using performance standards printed on the forms. The performance trait grade of 3.0 represents performance to full Navy standards. Higher grades are reserved for performance which significantly exceeds standards. All 1.0 grades must be substantiated in the comments, as well as general comments on the remainder of the evaluative blocks. If there is a promotion recommendation of "Significant Problems," or any recommendation against retention, the report shall be treated as adverse. All forms provide a 5-step promotion recommendation scale: "Significant Problems," "Progressing," "Promotable," "Must Promote," and "Early Promote." "Early Promote" recommendations are based solely on performance, and do not require eligibility for early promotion. There are, however, mandatory limits on the number of "Early Promote" recommendations. For pay grades O1 and O2 (with the exception of limited duty officers (LDOs)), no promotion recommendation higher than "Promotable" is allowed. For the more senior officer and enlisted pay grades, there are also limits on "Must Promote" recommendations. These limits ensure a sufficient range of recommendations that make the reports useful to the promotion system. For enlisted personnel, the promotion recommendation is also the performance mark average for the report period. The recommendations are translated into marks of 2.0, 3.4, 3.6, 3.8, and 4.0, respectively, on the traditional 4.0 grading scale. Refer to Chapter 16 section 16-3 for guidance.

3. Who Can Be a Reporting Senior?

a. COs and officers in charge (OICs) are reporting seniors by virtue of their command authority. They may submit properly authorized FITREPs, CHIEFEVALs, and EVALs on any member who has reported to them for duty, whether junior or senior to them in grade. The term "commanding officer" is inclusive of all

Services and their civilian equivalents within the U.S. Federal Government. OICs are reporting seniors if they are in charge of commissioned or established activities listed in the Standard Navy Distribution List. When a member is assigned to a non-U.S. Government activity, the reporting senior is the member's U.S. administrative commander unless another reporting senior is assigned by order or directive. A member in this category may receive a letter-type report from the non-U.S. Government activity for attachment to a FITREP, CHIEFEVAL, or EVAL.

b. Delegation of reporting senior authority is an actual transfer of that authority, and not merely an authorization to sign "By direction." For this reason, delegation is held to the highest level consistent with effective observation of performance, and the CO's oversight responsibilities are carefully defined. For specific direction concerning delegated reporting seniors, refer to enclosure (2), chapter 2.

c. An immediate superior in command (ISIC) is a reporting senior for assigned COs and is authorized to assume the reporting senior authority of a subordinate CO whose capacity to act as a reporting senior becomes impaired. Specific guidance is contained in enclosure (2), chapter 2.

d. An enlisted OIC in the grade of E9 and civilians in command positions who hold the grade of GS-9 through GS-12 may sign reports on E5 and below. A chief petty officer (CPO) or senior chief petty officer (SCPO) may sign reports on personnel E4 and below only. GS-13 or equivalent may sign reports for E1 to E9. Reporting senior authority for enlisted OICs in the grade of E7 and E8 may be delegated to sign E5 reports with the prior written approval of NAVPERSCOM (PERS-32). All other reports will be signed by a senior in the chain of command having authority to report on the member concerned.

4. Who are the Raters and Senior Raters? What Do They Do?
EVALs on personnel E6 and below should contain the signatures of a rater and senior rater. The signature of the reporting senior is required. This ensures that Navy's senior enlisted and junior officer supervisors are properly included in the enlisted EVAL process.

a. The rater for personnel E1-E4 can be an E6 or civilian equivalent (GS-5). For personnel E5-E6, the rater should be a

Navy CPO whenever possible, but if none is available within the command, the rater may be a military or civilian supervisor who is an E7 equivalent (GS-6) or higher. Typically, the senior rater will be the member's division officer or department head. The senior rater may be omitted where the reporting senior is the rater's immediate supervisor. Table 2-1 in chapter 2 provides guidance on evaluation raters, senior raters, and reporting seniors for various sized commands.

b. The development of EVALs must be a team effort. The objective is to develop a better evaluation than could be achieved by any single member of the team. The rater, senior rater, and reporting senior must work together to ensure consistent interpretation and application of Navy standards. In some cases, reports can be developed in a single cooperative effort. Where a division of effort is required, the rater should first collect input from the member, the primary and collateral duty supervisors, the duty section leader, etc. The rater will then review the member's performance, assign trait grades using the performance standards, propose career recommendations, and as a minimum, draft a justifying comment for each 1.0 grade and any other comments on performance. The senior rater will review the rater's trait grades and career recommendations, expand the comments if necessary, and propose a promotion recommendation. The reporting senior shall ensure the EVAL standards have been respected, and will determine the final distribution of promotion recommendations within the member's summary group using command-directed procedures where applicable. The smooth report will then be prepared and signed by all members of the team.

5. How Do We Perform the Counseling? Counseling methods are up to the CO or OIC. Performance counseling shall be provided at the mid-point of the periodic report cycle, and when the report is signed. The mid-term performance counseling schedule is listed in chapter 18. The counselor will be a supervisor who participates in the member's EVAL, CHIEFEVAL, or FITREP preparation. COs will guide the counseling program and monitor counselor performance and results. The objectives are to provide feedback to the member and to motivate and assist improvement. Performance counseling starts with a fair assessment of the member's performance and capabilities, to which the member contributes. It identifies the members' strengths and motivates their further improvement. It also

addresses important weaknesses, but should not dwell on unimportant ones. It should avoid personality and concentrate on performance. The FITREP, CHIEFEVAL, and EVAL forms are used as counseling worksheets and must be signed by the counselor and member. Counselors may use the tick marks next to each performance standard and assign tentative trait grades and may write comments. Under no circumstances should a future promotion recommendation be promised during counseling.

6. How Do We Administer the System? The FITREP, CHIEFEVAL, and EVAL program is the responsibility of the Chief of Naval Personnel. As such, only that office can modify personnel evaluation policies and procedures. COs and OICs are encouraged to establish local procedures for such matters as member input forms, delegation plan, guidance for delegated reporting seniors and raters, maintaining uniform grading and promotion recommendation standards, and review of adverse or other delegated reports that require command review.

7. Report Types. There are three types of reports.

a. Regular reports are the foundation of the performance record and must be submitted periodically per the schedule in table 1, and on other occasions specified in the EVALMAN. They must cover, day-for-day, all naval service on active duty or inactive drilling Reserve duty, except for enlisted initial entry training and other limited circumstances. Prior to submitting regular reports, efforts should be made to determine the ending date of the previous report, if any, to ensure regular report continuity is maintained.

b. Concurrent reports provide a record of significant performance for active duty (ACDU) and Full Time Support (FTS) members fulfilling additional duty (ADDU) or temporary additional duty (TEMADD) orders; and for Reservists supporting the ACDU and/or their designated cross-assigned billet assignment. They are optional unless directed by higher authority, and may not be submitted by anyone in the regular reporting senior's direct chain of command. A Concurrent report must be countersigned by the regular reporting senior, who may also make it the Regular report for the period concerned if continuity is maintained with the previous regular or regular/concurrent report. Refer to EVALMAN, chapter 4 for detailed requirements.

c. Operational Commander reports are optional, and may only be submitted on COs or OICs as observed by their operational commanders who are not also their regular reporting seniors. Refer to EVALMAN, chapter 5 for detailed requirements.

8. What are the Administrative Blocks? The administrative blocks, blocks 1, 3-19, blocks 22-26, block 44 (FITREP/CHIEFEVAL) or 48 (EVAL), identify the report, define the context in which it was received, and make it more informative to detailers and selection boards. They also permit computerized compliance audits by NAVPERSCOM to assure fairness to all members and reporting seniors. Each command should have a quality review procedure for FITREPs, CHIEFEVALs, and EVALs, paying very close attention to ensure the correct member and reporting senior's social security number (SSN) are accurate. NAVPERSCOM's automated data file will not accept incorrect name and SSN entries for the member, and reports may then have to be returned to the reporting senior for correction. However, after acceptance to the Official Military Personnel File (OMPF), the correction of an incorrect reporting senior's SSN requires the submission of supplemental material to correct the discrepancy, and the automated data files are not adjusted. For specific directions concerning supplementary material, refer to chapter 15. NAVFIT 98A, the FITREP and EVAL form-filler computer application program, will prevent many incorrect entries.

9. Guidance on Trait Grades. The meanings of the trait grades are printed on the form, along with representative performance standards. The 5.0 trait grade is reserved for performance that is far above standards and is notable for its exemplary or leadership quality. The 1.0 trait grade means generally poor performance that is not improving, or unsatisfactory performance with respect to a single standard. For the majority of Sailors, most of the trait grades should be in the 2.0 to 4.0 range. Arbitrarily "two-blocking" the trait grades will be detrimental for two reasons. First, the reporting senior's summary group and cumulative trait grade averages will be available to detailers and selection boards for comparison purposes. Second, it will be difficult for the reporting senior to allocate promotion recommendations if everyone's trait grades are the same. Definitions are stated relative to both performance in that trait and promotability with respect to that trait.

a. Superstar Performance - 5.0. Could be promoted two pay grades, and still be a standout in this trait.

b. Advanced Performance - 4.0. Far more than promotion-ready in this trait right now.

c. Dependable, "Fully-Qualified," Journeyman Performance - 3.0. Can handle this aspect of the next higher pay grade.

d. Useful, Promising Performance - 2.0. Needs development in this trait, but is promotable if overall performance warrants it (i.e., sufficient progress in this trait and no more than one other 2.0 trait). Exception: 2.0 trait grade cannot be assigned in Command or Organizational Climate/Equal Opportunity on reports in pay grades E1-E6 and W2-O6 and maintain a promotion recommendation of "Promotable" or higher. For pay grades E7-E9, a 2.0 trait grade cannot be assigned in Character and maintain a promotion recommendation of "Promotable" or higher.

e. Disappointing Performance - 1.0. Until deficiencies are remedied in this trait, should not be promoted, regardless of performance in other traits.

10. What Should Go in the Comments Block? Comments should be based on verifiable facts. Numerical ranking among peers is authorized. Explanation of the reporting senior's forced distribution is also useful. Use input from the member and the member's immediate supervisor(s), as well as the raters' and reporting senior's personal observations.

a. Basic "Do's and Don'ts." Continuation sheets and enclosures are not allowed, except an endorsed statement submitted by the member, a flag officer endorsement where required, a civilian or foreign letter report, a letter-extension of a Concurrent/Regular report, or a classified letter-supplement. Specifically, substantiate all 1.0 grades, three 2.0 grades, and any grade below 3.0 in Character, or Command or Organizational Climate/Equal Opportunity in the comments. Also, make general comments on the remainder of the evaluative blocks. If there is a promotion recommendation of "Significant Problems," or any recommendation against retention, treat the report as adverse. Any comment suggesting persistent weaknesses, continuing incapacity, or unsuitability for a

specific assignment or promotion must also be treated as adverse matter, regardless of grades assigned. Do not include classified matter in the report, and do not submit classified supplements unless absolutely necessary. Include required comments and address special interest items as appropriate. Do not include any of the prohibited comments. (The list of required and prohibited comments and special interest items are available in chapter 13 of the EVALMAN.)

b. Style and Content. Space is limited. Avoid preambles and get directly to performance. Do not use puffed-up adjectives. Use direct, factual writing that allows the performance to speak for itself. Bullet style is preferred. Give examples of performance and results. Quantify wherever possible, but do not stress quantity at the expense of quality. Avoid stock comments that make everyone sound alike. Be consistent with the trait marks. Comment on poor performance or misconduct where necessary, but be judicious. Define seldom-used acronyms. Use the sections of the report that have been set-aside for them. Remember the report will be made a part of the member's OMPF and that the report is a permanent part of the official record.

11. How Do We Fill Out the Promotion Recommendation Block?
Promotion recommendations should be consistent with the performance trait grades, and with the Individual or Member Trait Average displayed on the form. Do not make "Early Promote" and "Must Promote" recommendations merely because quotas are available, and do not recommend any member as "Promotable" who could not, if called on, currently perform the basic duties of the next higher grade. Do not automatically place individuals in the "Early Promote" category when they are evaluated singly. Use the same standards for trait grades and recommendations as are used for other members of the command. For enlisted personnel, a recommendation of "Promotable" or above is the CO's official recommendation for advancement, even if made by a delegated reporting senior. A mark of Progressing cannot be assigned on an EVAL or CHIEFEVAL when a Promotable or higher promotion recommendation for advancement has been given in a previous report in the same pay grade. A member's promotion recommendation can go from "Significant Problems" on one report to "Early Promote" on the next report based on the member's performance and the reporting senior's recommendation.

12. What are Promotion Recommendation Summary Groups? Summary groups were formerly known as comparison groups. Enlisted summary groups generally consist of all members in the same pay grade (regardless of rating) and same promotion status, who receive the same type of report from the same reporting senior on the same ending date. The unit identification code (UIC) is also a breakout for enlisted summary groups. Officer summary groups are similar, but are further subdivided by competitive category (unrestricted line officers, limited duty officers, each designator within the restricted line, and each designator within the Staff Corps). Certain other criteria also apply, as detailed in the EVALMAN, chapter 1, instructions for the summary group block. Each group of reports must be mailed to NAVPERSCOM (PERS-32) with a summary letter marked "For Official Use Only", which includes the names, SSNs, member trait averages, summary group average, and distribution of promotion recommendations for that group. It is mandatory to verify or handwrite the reporting senior's e-mail address and telephone number on the bottom of the summary letter in the blocks provided. If there is an error on a report in a batch, it will help NAVPERSCOM (PERS-32) to expedite notifying commands when reports need to be returned for correction.

13. What About Misconduct Reporting? Adverse or downgraded FITREPs, CHIEFEVALs, and EVALs may not be directed as punishment or used as an alternative to the proper disposition of misconduct under the Uniform Code of Military Justice (UCMJ). Reports may not mention non-punitive censure, or investigatory, judicial, or other proceedings which have not been concluded or which have exonerated the member. Subject to these limitations, FITREPs, CHIEFEVALs, and EVALs should take into account misconduct that has been established through reliable evidence to the reporting senior's satisfaction.

14. Can We Change or Supplement a Report after Submission? The reporting senior can, for good cause, submit an administrative change or evaluative supplement within 2 years from the ending date of a report. A supplemental report does not replace original reports; they only supplement the report. See chapter 15 for further guidance.

15. What are the Responsibilities and Rights of a Member Reported On? Members shall sign all of their Regular reports, unless impossible to do so, and shall sign other reports where

possible. Members shall receive a copy of every report from the reporting senior at the time it is signed. Members have the right to submit a statement to the record concerning their reports, either at the time of the report or within 2 years thereafter. Such a statement shall be endorsed by the original reporting senior and forwarded to NAVPERSCOM (PERS-32). If the reporting senior feels that the member's statement does not meet the requirements as prescribed in chapter 17, then the reporting senior should counsel the member. If members refuse to change their statements, then the reporting senior should submit the members' statement along with the endorsement to NAVPERSCOM (PERS-32) for review. Members have the right to review their records, and have the responsibility to ensure that their records are complete. Members have the right to communicate directly with selection boards, and have various avenues by which to appeal for change or removal of their reports.

16. How Long Must I Retain Reports? The reporting senior must retain copies of FITREPs on all officers and CHIEFEVALS on all CPOs for at least 5 years. The command must retain copies of enlisted EVALs and CHIEFEVALS for 2 years.

17. Numerical Error Codes for Rejected Reports. The original reporting senior must correct performance evaluation reports that are rejected by NAVPERSCOM (PERS-32). The numerical error code is annotated on the member's Bureau of Naval Personnel (BUPERS) Online (BOL) Continuity page and definitions for each numerical error code can be located on the NAVPERSCOM Web site at <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>, click on Career Info, scroll down to Performance Evaluations, and then to Error Codes/Reasons.

18. What Happens if a Reporting Senior Does Not Correct a Rejected Report? NAVPERSCOM (PERS-32) will include a rejected performance evaluation in the official record "as is" when a reporting senior or command fails to respond to reject notification after 180 days. Exception: unsigned or improperly annotated adverse reports will not be accepted. Should an ensign or lieutenant (junior grade) (non-LDO) receive an Early or Must Promote promotion recommendation, NAVPERSCOM (PERS-32) will change the recommendation to "Promotable". A memorandum will be placed alongside the performance evaluation in the OMPF, documenting the reject reason and the non-response from the reporting senior or command. Performance Summary Reports (PSRs)

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will be updated to reflect the memorandum action as supplemental data. Corrected evaluations received after disposition (submitted after 180 days) will be stamped "Corrected Report Received DDMMYYYY" and placed in the OMPF alongside any previously accepted documents associated with the rejected evaluation.

TOTAL FORCE FITREP/EVAL PERIODIC REPORT CALENDAR

Applies to all Active Duty (ACDU), Full Time Support (FTS), and Inactive (INACT) duty Reserve personnel.

FITREP ending dates are the last day of the month for all officers. CHIEFEVAL and enlisted EVAL ending dates are the 15th day of the month.

	PERIODIC FITREP/CHIEFEVAL/EVAL	
	Officers (All)	Enlisted (All)
Jan	03	
Feb	02	
Mar	W5, W4, W3	E5
Apr	05	E9
May	01	
Jun		E4
Jul	06	E3, E2, E1
Aug		
Sep	W2	E8, E7
Oct	04	
Nov		E6
Dec		

Table 1

A Periodic report may be omitted if a member has received a graded Regular report within the prior 3 months. The omitted period is included in the next Regular report. Otherwise, periodic reports must be submitted on the above dates, and may be extended by letter for up to 3 months in lieu of a Detachment report. In no case, however, should a total report period exceed 15 months.

Mid-term Counseling/FITREP-CHIEFEVAL-EVAL Report
Schedule

Officers:

<u>Rank</u>	<u>Counselling Due</u>	<u>Report Due</u>
CAPT	January	July
CDR	October	April
LCDR	April	October
LT	July	January
LTJG	August	February
ENS	November	May
CWO5/4/3	September	March
CWO2	March	September

Enlisted:

<u>Rank</u>	<u>Counselling Due</u>	<u>Report Due</u>
E-9	October	April
E-8/E-7	March	September
E-6	May	November
E-5	September	March
E-4	December	June
E-3/2/1	January	July

Notes:

1. Active includes all United States Navy and United States Navy Reserve (USNR) (except Full-Time Support (FTS)) on extended active duty that compete together for active duty advancement/promotion quotas.

2. FTS includes USNR officers with xxx7 designators and USNR enlisted who compete for FTS promotion/advancement quotas.

3. Inactive includes Reservists on inactive duty, annual training, active duty for training, active duty for special work, 1-year recall, canvasser recruiter, or temporary active duty that compete for Inactive promotion/advancement quotas.