



DEPARTMENT OF THE NAVY  
COMMANDER, NAVY INSTALLATIONS COMMAND  
716 SICARD STREET, SE, SUITE 1000  
WASHINGTON NAVY YARD, DC 20374-5140

CNICINST 1610.1

N00

APR 8 2011

CNIC INSTRUCTION 1610.1

Subj: OFFICER/ENLISTED PERFORMANCE EVALUATION GUIDANCE

Ref: (a) BUPERSINST 1610.10C  
(b) OPNAVINST 6110.1H

Encl: (1) Guidance on Writing/Submission of FITREP/EVAL Reports  
(2) Officer FITREP Input  
(3) Enlisted FITREP/EVAL Input

1. Purpose. To provide Fitness Report (FITREP) and Evaluation (EVAL) report writing guidance, policy, and scope of authority for personnel assigned to Commander, Navy Installations Command (CNIC) Headquarters (HQ) in accordance with reference (a).

2. Background. Reference (a) provides guidance for the preparation, signing, and submission of officer/enlisted performance FITREP/EVAL reports. CNIC will report on all officer/enlisted personnel reporting for permanent, temporary, or additional duty under competent written orders. Chapter 2 of reference (a) authorizes the Commander to delegate reporting responsibilities to eligible individuals in their command for reports submitted over their signature.

3. Policy

a. Regular Reporting Senior/Delegated Reporting Senior Policy.

(1) Officer/Chief Petty Officer (CPO) FITREPS. The Chief of Staff (COS) will be the Regular Reporting Senior for all Officer (O-1 through O-5) and CPO FITREPS.

(2) Enlisted (E-6) EVALs. The COS will be the Regular Reporting Senior for all E-6 EVALs within Unit Identification Code (UIC) 00052.

(3) Enlisted (E-5) and below EVALs. N-Codes will be the Delegated Reporting Senior for reports on E-5 and below within UIC 00052.

b. Adverse Reports. The COS will sign all Adverse FITREPS/EVALS as the Regular Reporting Senior on all personnel (except O-6s) assigned to CNIC. Forward all adverse enlisted EVALS to the COS for signature prior to obtaining the member's signature. The following are considered adverse reports and must be forwarded to COS for signature:

(1) Reports marked "Significant Problems" for promotion recommendation (this withdraws an advancement recommendation previously in effect).

(2) Reports marked "Progressing" for advancement recommendation which are submitted after all other requirements to compete for advancement have been met.

(3) Reports containing a trait mark of 1.0 (a Promotable recommendation may not be assigned with any performance report with any trait graded 1.0).

(4) Reports containing any unsatisfactory physical readiness entry (third PFA failure in a four-year period means member's recommendation for advancement/retention are withdrawn in accordance with reference (b)).

(5) Reports indicating a strong decline in performance within the same paygrade or contains comments indicating serious weakness, incapacity, or lack of qualifications for promotion or assignment.

(6) Reports containing more than two 2.0 traits, excluding Equal Opportunity (only two traits may be assessed as 2.0 and still maintain a recommendation of Promotable). Note: A member who receives a 2.0 trait cannot receive a promotion recommendation higher than Promotable.

(7) Reports containing any trait mark below 3.0 in Equal Opportunity (individuals must be assessed a grade of 3.0 in this area to maintain eligibility for advancement and receive a recommendation of Promotable).

(8) Reports on supplements which have been directed as redress under Navy Regulations, 1990, Article 1150, Readdress of Wrong Committed by a Superior, or the UCMJ, Article 138, Complaint of Wrongs.

#### 4. Responsibilities

a. COS is responsible for the overall administration of the FITREP/EVAL process.

b. Delegated Reporting Seniors are responsible for ensuring all FITREPs/Evals are promptly and properly submitted using equitable standards consistent with those traditionally established within the command.

c. Command Physical Readiness Training (PRT) Coordinator is responsible for strictly adhering to the guidelines contained in reference (b).

d. N-Codes/Special Assistants are responsible for submitting all FITREPs/EVALs utilizing guidance provided in this directive, reference (a), and enclosure (1).

e. Program Managers/Branch Heads are responsible for preparing, reviewing and timely submission of all FITREP/EVAL for assigned personnel, ensuring adequate content and format accuracy.

f. Designated O-6 is responsible for:

(1) Reviewing O-1 through O-5 FITREPs for content and ensuring accuracy is maintained for individual promotion recommendations.

(2) Reviewing CPO ranking board recommendations.

g. Force Master Chief (FORCM) is responsible for reviewing all E-6 EVALs and E-7/E-8 FITREPs for content and ensuring accuracy is maintained for individual promotion recommendations.

h. Flag Writer is responsible for maintaining copies of the individual PRT codes used for each reporting period.

i. Flag Secretary is responsible for maintaining copies of all FITREPs/EVALs signed by COS.

## 5. Action

a. COS will:

(1) Appoint a designated O-6 to chair ranking boards.

(2) Will approve ranking board recommendations.

b. Delegated Reporting Seniors will:

(1) Thoroughly familiarize themselves with the contents of this directive and reference (a).

(2) Advise the COS when preparing Special Reports on enlisted personnel submitted for meritorious performance, or

APR 8 2011

reports recommending an individual for an Officer commissioning program.

c. Command PRT Coordinator will

(1) Provide a memorandum to Flag Writer and N-CODE/Special Assistants containing the most recent PRT Codes that should be listed in Block 20 for those members in which FITREPs/EVALs are being submitted.

(2) Provide the memorandum no later than two months before the ending date of the period FITREP/EVAL.

d. N-Codes/Special Assistants will.

(1) Submit FITREPs/EVALs for personnel E-6 and above, which are due to the COS no later than one month before the ending date of the grading period (or date of transfer/detachment of member).

(2) Submit the following items in a separate folder for each individual:

(a) Left Side:

1. Member's brag sheet (enclosures (2) or (3)).

2. Copy of member's previous FITREP/EVAL along with any applicable letters of extension.

(b) Right side: Most current draft with appropriate chops.

e. Program Managers/Branch Heads will:

(1) Prepare and review all FITREP/EVAL submissions for assigned personnel, ensuring adequate content and format accuracy.

(2) Submit recommendations for departmental promotion recommendations.

(3) Debrief each member evaluated and obtain required signatures after Reporting Senior has signed.

(4) Return all original reports to the N-Codes for distribution and filing in accordance with reference (a). Copies of E-6 through O-5 EVALs/FITREPs will be provided to the Flag Secretary.

f. Designated O-6 will:

APR 8 2011

(1) Schedule a meeting with board members to review the O-1 through O-5 FITREPs for content and to ensure accuracy is maintained for individual promotion recommendations and summary rankings in accordance with reference (a).

(2) Schedule a meeting with board members to review the E-7/E-8/E-9 FITREPs for content and to ensure accuracy is maintained for individual promotion recommendations and summary rankings in accordance with reference (a).

(1) Forward recommendations to COS for action.

(4) Review all adverse FITREPs/EVALs and provide recommendations to COS.

g. FORCM will:

(1) Convene a CPO board to review all E-6 EVALs for content and to ensure accuracy is maintained for individual promotion recommendations and summary rankings in accordance with reference (a).

(2) Convene Master Chief board to review the E-7/E-8 FITREPs for content and to ensure accuracy is maintained for individual promotion recommendations and summary rankings in accordance with reference (a). Forward the board's recommendation to the designated O-6 for further review.

(3) Review all adverse FITREPs/EVALs on all assigned enlisted.

h. Flag Writer. Provide quality assurance and screen all enlisted E-6 EVALs for compliance with this directive.

i. Flag Secretary. Provide quality assurance and screen all E-7/E-8/E-9 and Officer FITREPs for compliance with this directive.



M. C. VITALE  
Vice Admiral, U. S. Navy

Distribution:

Electronic only, via CNIC Gateway 2.0

<https://g2.cnlic.navy.mil/CNICHQ/Pages/Default.aspx>

APR 8 2011

GUIDANCE ON WRITING/SUBMISSION OF FITREP/EVAL REPORTS**GENERAL:**

In general, start your comments with opening remarks on the member (be concise as space is very limited), followed immediately by bullets, ending with a summation of the member (again, be concise). Use everyday language and give specific examples of performance and results. Do not make everyone sound alike, and do not combine outstanding comments with average or below average remarks. Be judicious and remember that the report is a permanent part of the member's official record. Above all, ensure the report is understandable by all readers, both now and in the future; therefore, limit the use of acronyms. Avoid preambles and get directly to performance. **Opening/Summary lines should say something about the Sailor you're evaluating**, not just explanation of how much of something they have done.

Remember, any comment concerning adverse actions against the member or suggesting persistent weaknesses, continuing incapacity, or unsuitability for specific assignment or promotion must also be treated as adverse matter, regardless of the grades assigned.

The following items must be specifically addressed in each FITREP/EVAL where they are applicable:

- Comments on each member's retention efforts (i.e., "Sailorization" - contribution to advancement, increased educational opportunities, overall career development, etc.) are required for those members responsible for the supervision of junior personnel. Comments must be included in the member's FITREP/EVAL describing the individual efforts/results while fostering a command and workplace environment conducive to the improvement of personnel retention.

- Performance of Security Responsibilities: Where responsibilities involve the use, custody, or management of classified information, comment on performance in discharging those responsibilities.

- Specifically discuss confirmed illegal drug use or possession.

- Specifically discuss any grade of 1.0, three 2.0 grades, grades below 3.0 in Command/Organizational Climate/Equal Opportunity, physical readiness marks of F or NS, and recommendations against retention or promotion.

**UIC (Block 6):** Will be 00052 for CNIC Staff.

Enclosure (1)

APR 8 2011

**SHIP/STATION (Block 7):** Will be **CNIC WASHINGTON DC** for all reports.

**PROMOTION STATUS (Block 8):** REGULAR if paid for grade in block 2; FROCKED if frocked to grade in block 2; or SELECTED if selected for a grade/rate higher than shown in block 2 but not yet frocked or regularly promoted/advanced. Note: REGULAR, FROCKED, and SPECIAL represent three separate summary groups and must be ranked separately.

**PERIOD OF REPORT (Blocks 14 and 15):** FITREP/EVAL periodic ending dates are the last day of the month for officers and the 15th of the month for enlisted. Refer to table below. There will be no gapped dates! Remember, inputs are in YYYYMMDD format, i.e., 04MAR16.

OFFICERS		ENLISTED	
JANUARY	LT	JANUARY	
FEBRUARY	LTJG	FEBRUARY	
MARCH	CWO3/4/5	MARCH	E5
APRIL	CDR	APRIL	E9
MAY	ENS	MAY	
JUNE		JUNE	E4
JULY	CAPT	JULY	E3/2/1
AUGUST		AUGUST	
SEPTEMBER	CWO2	SEPTEMBER	E8, E7
OCTOBER	LCDR	OCTOBER	
NOVEMBER		NOVEMBER	E6

**NOT OBSERVED REPORT (Block 16):** If total NOB report, enter X in block 16. Trait grades must be left blank, no career recommendation is permitted, promotion recommendation must be NOB, and promotion recommendation summary must be left blank. Comments (if applicable) must be limited to administrative and training information only.

**PHYSICAL READINESS (Block 20):** Refer to Command PRT Coordinator and only enter authorized inputs authorized in reference (b) (Administrative Actions Page). Results of all PFA failures during a reporting period must be documented in the "comments on performance" section of the EVAL, in the following format:

- Failed (Month/Year) PFA (body fat percentage). (first/second/third/fourth, etc.) failure.
- Failed (Month/Year) PFA (run/sit up/push up portion). (first/second/third/fourth, etc.) failure.

APR 8 2011

- Failed (Month/Year) PFA (body fat percentage and run/sit up/push up portion). (first/second/third/fourth, etc.) failure.
- Passed (Month/Year) PFA, but failed to meet body fat percentage standards.

**BILLET SUBCATEGORY (Block 21):** Will be "BASIC" for summary groups not containing personnel with approved Fleet Reserve dates, will be "APPROVED" for summary groups with approved Fleet Reserve dates. For summary groups with no BASIC or APPROVED personnel, will be "NA".

**COMMAND EMPLOYMENT/ACHIEVEMENTS (Block 28):** Use "Deliver effective and efficient Navy Readiness from Shore and all operating forces. Responsible for Navy Shore infrastructure and support to 74 bases with annual budget of \$12.4B and 62,000 employees."

**PRIMARY/COLLATERAL/WATCHSTANDING DUTIES (Block 29):** The Caption Box Title must be limited to 14 or fewer characters/spaces. Be as clear as possible. Example: DEPT LCPO, SUPPLY OFF, WATCH CDR, etc. The remainder of block 29 consists of one to three elements as follows:

**Duty Titles** - Enter duty titles in order of most significant primary duty (corresponds to caption box abbreviation); other primary duties; collateral duties; watchstation duties.

**Periods not available for duty, i.e., TEMADD:** 96OCT18-96NOV30", LEAVE/TRANSIT: 96NOV15-97DEC24.

**Job Scope Statement:** Briefly state the scope of primary duty responsibilities, i.e., "Responsible for base maintenance operations, managing 4 military/21 civilians and a \$5 million budget." Continue in top of Block 43 if necessary. The following is an example (in this order **PRI, COLL, and WATCH**):

DEPT LCPO Department Leading Chief Petty Officer-10. Supervises 9 Sailors in 4 different ratings and 23 DOD Civilian Policemen, monitors \$25,000 TAD budget. COLL: Divisional Career Counselor-10, LIMDU Coordinator-10. WATCH: CDO-4, OOD-2. LV/TT: 96MAY11-96JUL16.

**DATE COUNSELED (Block 30):** If counseling was not performed because the counseling date did not fall within the report period, enter "NOT REQ". If counseling was not performed for any other reason, enter "NOT PERF" and provide a brief explanation in Block 31. Remember inputs are in YYYYMMDD format, i.e., 04MAR16. Mid-Term counseling should be conducted and documented in accordance with the following table:



APR 8 2011

OFFICERS		ENLISTED	
JANUARY	CAPT	JANUARY	E3/2/1
FEBRUARY	CDR	FEBRUARY	
MARCH	CWO2	MARCH	E8/7
APRIL	LCDR	APRIL	
MAY		MAY	E6
JUNE		JUNE	
JULY	LT	JULY	
AUGUST	LTJG	AUGUST	
SEPTEMBER	CWO3/4/5	SEPTEMBER	E5
OCTOBER		OCTOBER	E9
NOVEMBER	ENS	NOVEMBER	
DECEMBER		DECEMBER	E4

**PERFORMANCE TRAITS (Blocks 33-39) Trait Grades:**

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

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

3.0 - Dependable, Fully Qualified. Can handle this aspect of the next higher pay grade. If a Sailor is doing what is expected of them at their current rank/rate, they should receive a 3.0.

2.0 - Useful, Promising Performance - Needs development in this trait, but is promotable if overall performance warrants.

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

**COMMAND/ORGANIZATIONAL CLIMATE/EQUAL OPPORTUNITY (FITREP Block 34/EVAL Block 35):** This is the old "Equal Opportunity" block which was changed to better represent Navy retention goals and to support the growth and development of subordinates. The intent behind the change is to assess the contribution of the individual toward the personal and professional development and fair treatment of assigned personnel, as well as the overall command climate. Marks in this block will now include an evaluation of contributions to high retention and low attrition. Each member will receive a 3.0 in this block unless:

1.0/2.0 - Documents failure to maintain average contributions in the above areas. A 1.0/2.0 mark is considered an adverse entry (individuals must be assessed a grade of 3.0 in this area

APR 8 2011

to maintain eligibility for advancement and receive a recommendation of Promotable).

4.0 - Documents above average contribution to positive retention, low attrition, equal opportunity, and command/community involvement.

5.0 - Documents recognized exceptional performance in improving retention, reducing attrition, leadership in EO, community involvement, and activities benefiting Navy personnel and their families.

**MILITARY BEARING/CHARACTER (FITREP Block 35/EVAL Block 36):** Do not grade 5.0 unless the member meets all 5.0 standards for this trait. Per reference (b), no minimum mark is mandatory or prohibited for reporting period in which a member's first or second PFA failure in a four-year period occurs; however, if the member is given a 2.0 due to PFA failure, then the maximum promotion recommendation is "Promotable". At this command, no marks will be given above 3.0 for any first or second time PFA failure within a four-year period. In accordance with reference (b), for the reporting period in which members fail their third or greater PFA in the most recent four-year period, the member shall receive:

- A grade no greater than 1.0 in Military Bearing.

- Marks for promotability and retention shall be "Significant Problems" and "Retention Not Recommended", respectively.

**COMMENTS ON PERFORMANCE (FITREP Block 41/EVAL Block 43):**

Continuations from previous blocks should go in order. Below are a few examples of opening lines for FITREPs/EVALs which are other than periodic:

- Submitted upon member's transfer to USS HOME (CVN 99).

- Submitted upon member's administrative separation from the Naval Service.

- Submitted upon member's administrative separation from the Naval Service for medical reasons.

- Submitted upon member's Honorable Discharge from the Naval Service.

- A special EVAL is submitted to:

- Document superior performance.

APR 8 2011

- Document member's elimination of Physical Readiness deficiency.
- Ensure the regular reporting period will not exceed 15 months.
- Report on appointment to officer status.
- Document submission or withdrawal of Enlisted Promotion (Advancement) Recommendation.
- Establish a Performance Mark Average.
- Document declining performance or misconduct (should reporting senior believe that facts should be placed on the record before the next occasion for a report).
- Reduction in Rate.
- Member onboard less than 90 days.

- Required Administrative Comments (see reference (a) for detailed specifics): Document NJP proceedings once the results of the NJP punishment are final (i.e., the appeal process is completed or waived - usually 5 days after NJP awarded if member doesn't appeal). The following is an example bullet:

- Awarded CO's NJP on YYMMDD for Violation of Art. 86 (Unauthorized Absence). Awarded 45 days restriction and 45 days extra duty. Concluded on YYMMDD. (Eval must be signed by the reporting senior after the concluding date of NJP proceedings.)

- Comment on any change of name, designator, or rating since previous report.

- Prohibited Comments (see Chapter 13 of reference (a) for detailed specifics): Some of the more common prohibited comments are: judicial or NJP proceedings not yet concluded; nonpunitive letters of censure; investigations and investigative reports; medical reports and summaries; or awards or decorations recommended but not received.

**CAREER RECOMMENDATIONS (FITREP Block 40/EVAL Block 41):** Enter one or two career recommendations. Each entry can have a maximum of 20 characters and spaces. Do not leave blank - if no recommendation is appropriate, enter "NA" or "NONE" in the first block. Be realistic - don't recommend member for programs or assignments for which the member is not, or cannot become qualified.

APR 8 2011

**QUALIFICATIONS/ACHIEVEMENTS (EVAL Block 44)**

- Courses and/or credit hours completed.
- Degrees or certificates awarded.
- Special Navy or other qualifications attained or renewed.
- Personal awards or Letters of Commendation received.
- Other special honors or recognition received.
- For E-7 and above, use the bottom of FITREP block 41 for qualifications and achievements.

For example (in this order - Achievements, Qualifications, Courses completed):

Achievements: Awarded second Navy & Marine Corps Achievement Medal and CNIC Letter of Commendation. Qualifications: Command Duty Officer (CDO). Courses completed: Military requirements for Chief Petty Officer, Navy Regulations.

**PROMOTION RECOMMENDATION (FITREP Block 42/EVAL Block 45):** For grading information, personnel recommended for an Early Promote should generally have a GPA higher than the respective Reporting Senior's cumulative GPA for that pay grade; Must Promote's should generally have a GPA close to the respective Reporting Senior's cumulative GPA; and Promotable's should have a GPA below the respective Reporting Senior's cumulative GPA. Progressing means that the member is making progress but is NOT READY to be recommended for promotion. DO NOT mark "Progressing" if a Reporting Senior's advancement recommendation is in effect in the current grade. Personnel recommended for Significant Problems will normally have their recommendation for both retention and advancement withdrawn.

**LETTER EXTENSIONS:** A Periodic report may no longer be delayed and combined with another report. After submission, however, a Periodic report may be extended by letter for up to 3 months in place of a Detach or Promotion/Frocking report. Refer to page A-32 of reference (a) for format.

APR 8 2011

**OFFICER FITREP INPUT  
FOR OFFICIAL USE ONLY (when filled in)**

1. Administrative Data
  - a. Full Name.
  - b. Grade (indicate if frocked, spot-promoted, or selected to higher grade).
  - c. Designator (indicate if changed during period).
  - d. SSN.
  - e. Date reported to command.
  - f. Ending date of last Regular FITREP.
  - g. If detachment of individual report, provide next permanent duty station.
2. Duties. List by title. Include months assigned during this report period.
  - a. Primary duties (most significant first).
  - b. Collateral duties.
  - c. Watch standing duties.
  - d. ADDU/TEMADD/TEMADDINS, if any. List commands and account for enroute time prior to reporting and lengthy leave, etc., since reporting.
3. Job scope
  - a. One sentence description of primary duties.
  - b. Number of personnel under direct supervision and number of personnel supervised through subordinates (subdivide by officers, enlisted, civilians, and Reservists for both).
  - c. Major equipment and material for which responsible.
  - d. Size of budget managed (if applicable).
  - e. Subspecialty codes awarded and used, extent of utilization, and whether officially required by billet.
  - f. Responsibilities for classified material (if applicable).

Enclosure (2)

APR 8 2011

4. Specific contributions. Indicate whether as individual, leader, or team member.
- a. Operational readiness and performance.
  - b. Management and administrative performance.
  - c. Growth and development of subordinates.
  - d. Training.
  - e. Inspection results.
  - f. Quality improvements and cost savings.
  - g. Environmental quality and safety.
  - h. Equal respect and opportunity.
  - i. Betterment of civilian work force.
  - j. Utilization of Reserves.
  - k. Morale and welfare.
  - l. Retention.
  - m. Specific contributions in support of DOD/DON management improvement programs (DMR, DAWIA, Management Control, etc.).
  - n. Other.
5. Personal Achievements
- a. Qualifications attained.
  - b. Educational courses completed.
  - c. Awards/commendations during period (attach copies).
6. Other (including, but not limited to, "Items for Special Consideration" in chapter 13)
7. Future duties and schools desired.

APR 8 2011

**ENLISTED FITREP/EVAL INPUT  
FOR OFFICIAL USE ONLY (when filled in)**

1. Administrative Data

- a. Full Name (indicate if changed during reporting period).
- b. Rate and warfare/qualification designator(s). Indicate if frocked or selected.
- c. SSN.
- d. USN or USNR. If USNR on active duty, indicate status (i.e., extended active duty, FTS (formerly TAR), ADSW, OYR, CANREC, AT or ADT).
- e. Date reported to present command.
- f. Ending date of last regular report (provide copy of front page).
- g. Date of rate (for E-1 through E-3 personnel).

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

- a. Division/Department to which assigned.
- b. Primary duties (most significant first).
- c. Collateral duties. Indicate whether a leader or team member, i.e., Command or Department DAPA/Career Counselor/CFC Coordinator, etc.
- d. Watch standing duties.
- e. ADDU/TEMADD/TEMADDINS/TEM DU, if any (account for enroute time prior to reporting and lengthy leave, etc., since reporting. Do not include brief illness or normal leave).

3. Job Information

- a. Principal activities and responsibilities. Include equipment operated or qualified to operate, and "customers" served, if applicable.
- b. Individual accomplishments, including experience gained and contributions to team achievements.
- c. Responsibilities for classified material (if applicable).

Enclosure (3)

APR 8 2011

4. Supervision and Leadership
  - a. Growth and development of subordinates.
  - b. Number of personnel under direct supervision and number of personnel supervised through subordinates (subdivide by officers, enlisted, civilians, and Reservists for both).
  - c. Equipment and material for which responsible.
  - d. Size of budget managed (if applicable).
  - e. Leadership activities and accomplishments. Include team and subordinate accomplishments that reflect your leadership.
  - f. Performance as an instructor (classroom or on-the-job).
  - g. Counseling given (formal or informal).
  - h. Retention efforts and results.
5. Special Achievements
  - a. Qualification achieved during period (or during prior period if not mentioned in previous report).
  - b. Educational courses completed and diplomas or certificates awarded.
  - c. Personal awards and letters of appreciation/commendation received.
6. Off-duty activities
  - a. Educational courses attended.
  - b. Civic activities.
  - c. Voluntary public relations on behalf of the Navy.
7. Future duties and schools desired.
8. Other items for consideration.