



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 1610.1B
BUMED-M09B
13 Aug 2013

BUMED INSTRUCTION 1610.1B

From: Chief, Bureau of Medicine and Surgery
To: All internal BUMED Codes

Subj: NAVY PERFORMANCE EVALUATION AND COUNSELING SYSTEM

Ref: (a) BUPERSINST 1610.10C
(b) OPNAVINST 6110.1J
(c) NAVADMIN 219/11
(d) BUMEDINST 1610.2A

Encl: (1) Fitness Report/Evaluation Scheduling
(2) Acronyms

1. Purpose. To issue revised policy and guidance regarding the preparation and submission of performance evaluation and counseling reports for officers and enlisted personnel at the Bureau of Medicine and Surgery (BUMED), Headquarters (HQ).

2. Cancellation. BUMEDINST 1610.1A.

3. Background. Performance evaluations (i.e., Officer Fitness Reports, Chief Evaluations, and Enlisted Evaluations) are essential tools in the career development and progression of all Navy personnel. They are used in consideration for promotion, selection to special programs, training, and future duty assignment. They provide a vital record of professional qualifications, notation of commendatory actions, censorious or disciplinary actions, as well as a statement of personal character and physical readiness.

4. Signature Authority

a. Chief, BUMED is the reporting senior for all personnel E6 through E9 and O1 through O6. Chief, BUMED must sign any report that withdraws a recommendation for enlisted advancement after advancement authorization for the member has been received. Chief, BUMED may delegate this authority to an O6 or above.

b. Delegated reporting seniors may report only on staff directly subordinate regardless of rank. When the officer reported on is in the same competitive category, the report must be endorsed by Deputy Chief, BUMED. If the reporting senior is a rear admiral (O7) selectee, and the report is on a Captain in the same competitive category, a flag endorsement is not required. Delegated reporting senior authority includes the authority to recommend promotion for officers.

5. Procedures

a. Chief of Staff (COS) BUMED, HQ shall ensure that performance evaluations are completed as prescribed in references (a) through (d), and that they adequately reflect the individual's performance. Each individual will be afforded the opportunity to review and sign their performance evaluation.

b. Officer Fitness Reports (FITREPs). Reporting seniors shall familiarize themselves with reference (a). Code Deputy Chiefs will rate all officers of similar rank and designation together on one summary letter.

c. Chief Evaluations (CHIEF EVALs). The COS will review and sign E7 and E8 CHIEF EVALs for all BUMED, HQ. Master Chief Petty Officer evaluations will be signed by their respective codes with the exception of the Force Master Chief and Flag writer.

d. E6 and below Evaluations (EVALs). The COS will review and sign E6 and below EVALs for all BUMED, HQ.

e. Raters. Reference (a) notes that EVALs on enlisted personnel, E-6 and below, require the signature of a rater and a senior rater. Each code shall have a Leading Chief Petty Officer (LCPO) or equivalent assigned for this purpose. The LCPO, equivalent or higher, shall be the rater. The senior rater may be the member's division officer or department head.

6. Policy

a. Mid-term Counseling. Planned and scheduled counseling is a major focus of the Navy's performance evaluation system. Counseling will be performed at the midpoint of each evaluation cycle and when the performance evaluations are signed. Chapter 18 of reference (a) provides additional and more in-depth guidance on mid-term counseling.

b. Individual Input. Members have the right to submit input that they feel should be mentioned in their performance evaluation and the duty to do so if requested by their rater or reporting senior.

c. Continuity

(1) All performance evaluations must maintain day-to-day continuity starting with the first day of active duty service. Special reports that are submitted to document superior performance, a change in promotion recommendation, or concurrent reports may or may not satisfy continuity requirements. Refer to reference (a) or contact the Administrative Department (BUMED-M09B11) for guidance.

(2) Performance evaluations follow the yearly schedule outlined in enclosure (1). The evaluation reporting period for all enlisted Sailors end on the 15th of the month; whereas, FITREPs for personnel O1 and above end on the last day of the month.

d. Individual Augmentee (IA). Billet subcategory (Block 21) code "INDIV AUG" must be used to break out personnel who are serving on or have completed an IA assignment per reference (a).

e. Detaching Reports. All military personnel will receive a detaching performance evaluation, as appropriate, upon detaching from BUMED, HQ. All reports should be submitted to BUMED-M09B11 not less than 5 days prior to the effective date of the Service member detaching BUMED, HQ. Final reports are not required for personnel transferring to the Retired List, Fleet Reserve, or Temporary Disabled Retired List.

f. Not-observed (NOB) Reports and Extensions

(1) NOB performance evaluations are used to fulfill reporting requirements when graded reports are inappropriate. They may be submitted for short periods of duty or temporary duty that does not exceed 3 months. Most often, NOB reports are submitted for personnel who have been onboard for less than 3 months at the time the reporting period ends. In those cases where a Service member is deployed for the majority or all of the reporting period, a NOB report may be submitted at the discretion of the reporting senior. Additionally, a reporting senior who has been onboard less than 3 months may also opt for the submission of NOB reports.

(2) The performance evaluation period annotated in enclosure (1) may not be extended; however, an individual performance evaluation report may be extended by letter in place of a detaching or separation report. An extension may not change or add to the grades, comments, or promotion recommendation of the original report, and the cumulative evaluation period may never be extended beyond a total of 15 months. Chapter 3, section 3-5 of reference (a) provides additional guidance on letters of extension.

g. Special Reports. A new reporting senior who has not written an "Observed" report on a member may submit a Special Report on an Officer, Chief Petty Officer, or E6 who is before a selection board if the individual has performed significant duties under that reporting senior for at least 3 months. Chapter 3, section 9 of reference (a) provides additional guidance on Special Reports. For enlisted only, a Special Report may be submitted to document superior or substandard performance any time during a reporting period. Special Reports must cover a minimum of 3 months and may also be used to establish a Performance Mark Average (PMA) for enlisted personnel eligible for participation in the Navy-wide advancement examination. Special Reports can be submitted to eliminate a physical readiness deficiency when physical readiness has been achieved, to document a reduction in rate, and to recommend enlisted personnel for special programs. Special Reports are also used to close out the Service member's previous rank only when not doing so would result in a reporting period exceeding 15 months.

(1) Performance evaluations are no longer required upon advancement to "close-out" the prior pay grade (except for advancement to E7). Under no circumstances may the reporting period exceed 15 months. In those cases where an advancement EVAL is required to avoid the

15-month limit, prepare a "Special Report" per Chapter 3, section 8 of reference (a). In most cases, enlisted close-out reports are required for personnel advanced to E5 from the spring Navy-wide advancement examination and those advanced to E6 from the Fall Navy-wide advancement examination. Special FITREPs for officers will be prepared only in cases where the officer's next periodic FITREP (at their new rank) will come due in excess of 15 months from the end date of their last report.

(2) Special Reports for the establishment of a PMA will end on 28 February (29th in leap years) for the spring examination cycle and 31 August for the fall examination cycle.

h. Physical Readiness

(1) For all Performance Reports, commands are required to enter a one-letter Physical Fitness Assessment (PFA) code in Block 20 for each PFA Cycle completed during the reporting period, per reference (c), which is available at: <http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2011/NAV11219.txt>. The following one-letter PFA codes are established:

(a) P - Passed both Physical Readiness Test (PRT) and Body Composition Assessment (BCA).

(b) F - Overall PFA Failure (failed BCA or PRT).

(c) M - Medically Waived from entire PFA (BCA and PRT).

(d) W - Passed BCA but medically waived from one or more PRT event(s).

(e) B - Passed the BCA but was authorized non-participation in the PRT for other than medical waiver reasons (see below for non-participation reasons). A comment will be made on the report in Blocks: Block 43 – E1-E6 EVALs; Block 41 – FITREPs; and Block 41 – E7-E9 CHIEF EVALs with reason for non-participation.

(f) N - No PFA conducted during the reporting period. Non-participation in entire PFA (BCA and PRT) due to deployment/operational (DEP/OP), IA manpower management, global support assignment, pregnancy, or temporary additional duty. (Note: BCA shall be completed on all members even if onboard less than 10 weeks or unable to participate in PRT due to DEP/OP. DEP/OP for BCA must be approved by the Immediate Superior in Command).

(2) In Block 20, enter the one letter code without a space or slash for each official PFA administered during the reporting period. If the member completed more than 1 PFA cycle during the reporting period, enter a one letter code for each cycle. Examples:

(a) PF – Member participated in 2 PFA cycles during the reporting period, passing the first and failing the second.

(b) FPM – Member participated in 3 PFAs during the reporting period, failing the first, passing the second, and had a medical waiver for the third.

(c) NP – There were 2 PFAs during the reporting period, and the member was not required to participate in the first PFA and passed the second PFA.

(3) In Block 29, enter the PFA Cycle information used in determining the codes. For example, if the results reported are the results of the 2009 Cycle 2 and 2010 Cycle 1, enter PFA: 09-2/10-1.

(4) Per reference (b), the reporting period in which a member fails their third PFA cycle or more, in the most recent 4-year period, the member will be graded as follows:

(a) A performance trait grade no greater than 1.0 in Military Bearing (Block 35/36 FITREP/EVAL) or Professionalism (Block 35 CHIEF EVAL).

(b) A promotion recommendation of Significant Problems (Block 42 FITREP/CHIEF EVAL; Block 45/EVAL).

(c) A retention recommendation of "Not Recommended."

(5) Significant Progress/Additional Failures

(a) Personnel with 1 or 2 PFA failures in the most recent 4-year period who pass the next PFA cycle, continue to pass subsequent PFA cycles, and have been compliant with the Fitness Enhancement Program are authorized to compete for a must promote or an early promote recommendation.

(b) Should the Service member fail a third PFA within the most recent 4-year period, the member would then be processed for administrative separation per references (a) and (b). A special performance evaluation should be completed to effect the removal of the member's recommendations for advancement and retention.

7. Ranking Boards

a. Enlisted Evaluation Review Board (EERB)

(1) The EERB shall be convened by the COS and/or Deputy Chief(s) or Senior Enlisted Staff to review and make recommendations to the Reporting Senior regarding final submission of enlisted reports. A list of acronyms is contained in enclosure (2).

(2) The EERB shall consist of the following:

(a) Command Master Chief as president (E-8 and below) and members at least 1 pay grade higher than the personnel who have reports before the board. The board president has only a tie-breaking vote.

(b) The COS will appoint an Assistant Deputy Chief (ADC) to preside over the E-9 board (the presiding ADC must not have an E-9 before the board).

(c) The members shall be drawn from the codes that have reports before the EERB. Whenever possible, the code representative on the EERB will be the LCPO of the code. If the LCPO is unavailable, the ADC of the code shall designate a representative. The Director for Administration, or an officer assigned by the COS, shall represent any code that does not have a person assigned who is senior to those who have reports before the EERB.

(3) Purpose of the EERB:

(a) Verify that all required reports and documents have been received.

(b) Verify that all codes having reports before the EERB are represented.

(c) Review code input, member's input, and mid-term counseling form.

(d) Review the narratives. The EERB shall make administrative changes to the narratives as necessary, ensure alignment of the marks with the narratives, and make other changes internal to the EERB. The EERB may elect to return an EVAL to the codes for revisions based on board recommendations. These codes will have 1 week to complete and return the evaluation. If the EERB recommends a change in any mark (raise or lower), the package will be returned to the code for review. If the EERB recommendation is to lower the mark and the code desires to retain the higher mark, justification and revised wording must be provided. If the revisions do not support the higher mark, the EERB will lower the mark as recommended. If the code concurs with the lower recommendation, no actions need to be taken by the code. If the EERB recommendation is to raise the mark, the code must concur, otherwise the mark remains the same.

(e) Ensure similar performances receive similar performance traits across all codes.

(f) Make recommendations for final approval to the COS.

(4) EERB Report

(a) The report shall consist of the following elements: EERB membership, date of EERB, individuals reviewed, administrative changes to narratives, trait averages, problem performers, overall spread (number of individuals falling into each category), identification of individuals across the promotion recommendation distribution, and lessons learned.

(b) The member shall be briefed by the LCPO, rater, and/or senior rater.

b. Officer FITREPs. Reporting seniors are responsible for the ranking recommendations and processing of the report and may establish ranking boards that are appropriate for their code.

8. Responsibilities

a. COS. Shall ensure that all performance evaluations for personnel under their cognizance are prepared per this instruction and its references. Ensures that reports are consolidated, reviewed, and forwarded to BUMED-M09B11 as a package, per the announced schedule.

b. Deputy Chiefs. Ensure performance evaluations are prepared in a timely manner and submitted for those personnel under their cognizance. All FITREPs and Evaluations shall be turned in to BUMED-M09B11 for mailing within the specified due date. Ensure all EVALs presented for consideration to the EERB received concurrence from their code. Maintain accurate division head records necessary to complete the performance evaluation to include, when necessary, documentation to support adverse reports.

(1) For detaching personnel, ensure that all detaching performance evaluations are received by the BUMED-M09B11a minimum of 5 days prior to the detachment date. Personnel may not detach without a performance evaluation.

(2) Prepare letters and Page 13 (NAVPERS 1070/613, Administrative Remarks) entries for adverse performance evaluations to accompany the Performance EVAL Report when submitted to BUMED-M09B11.

c. BUMED-M09B11. Serves as the central point of contact for all cycles of evaluation preparation. Reference (a) requires timely submission of all reports.

(1) Manages all aspects of the BUMED, HQ performance evaluation program in strict adherence to references (a) through (d). Ensures all performance evaluations are submitted in a smooth format, on an approved media disc, using the appropriate FITREP, CHIEF EVAL, and EVAL software program, by the date directed.

(2) Periodic Notices for FITREPs, CHIEF EVALs, and EVALs shall be submitted 3 months in advance of the periodic ending date to initiate the process for submitting, routing, and preparing performance evaluation.

(3) Track, archive, and mail all performance evaluations from BUMED, HQ.

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(4) Review performance evaluations for technical accuracy. Minor changes will be made by BUMED-M09B11. However, major re-writes or grade and promotion recommendation discrepancies will be returned to the originator for correction.

(5) Assist personnel in the preparation of statements when requested.

(6) Assist in the preparation and submission of letters of extension and/or administrative change letters.

(7) Provide training upon request.

9. Preparation. The NAVFIT 98A program will be used for preparing performance evaluations for BUMED, HQ personnel E6 and below and O1 and above. Chief Petty Officers (E7-E9) will use the NAVPERS 1616/27, Evaluation & Counseling Record (E7-E9), which is not part of the NAVFIT 98A application and must be downloaded from the NPC website at: <http://www.public.navy.mil/BUPERSNPC/CAREER/PERFORMANCEEVALUATION/Pages/SoftwareForms.aspx>.

10. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

11. Forms and Report

a. The following forms are available electronically from the Navy Personnel Command at: <http://www.public.navy.mil/bupers-npc/reference/Forms/NAVPERS/Pages/default.aspx>.

(1) NAVPERS 1070/613 (Rev. 7-2006), Administrative Remarks.

(2) NAVPERS 1616/27 (Rev. 8-2010), Evaluation & Counseling Record (E7-E9).

b. The reporting requirements for this instruction are authorized by reference (a).



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FITNESS REPORT/EVALUATION SCHEDULING

All officer reports end on the last day of the month. All enlisted reports end on the 15th day of the month.				
MONTH	FITREP/EVAL		MID-TERM COUNSELING	
	OFFICER	ENLISTED	OFFICER	ENLISTED
JANUARY	O3		O6	E3/2/1
FEBRUARY	O2			
MARCH	W3, W4	E5		E7/8
APRIL	O5	E9	O4	
MAY	O1			E6
JUNE		E4		
JULY	O6	E3/2/1	O3	
AUGUST			O2	
SEPTEMBER		E7/8	W3, W4	E5
OCTOBER	O4		O5	E9
NOVEMBER		E6	O1	
DECEMBER				E4

ACRONYMS

ADC	Assistant Deputy Chief
BCA	Body Composition Assessment
BUMED	Bureau of Medicine and Surgery
Chief Evals	Chief Evaluations
COS	Chief of Staff
DEP/OP	Deployment/Operational
EERB	Enlisted Evaluation Review Board
EVALS	Evaluations
FITREPS	Fitness Reports
HQ	Headquarters
IA	Individual Augmentee
LCPO	Leading Chief Petty Officer
NOB	Not-observed
PFA	Physical Fitness Assessment
PMA	Performance Mark Average
PRT	Physical Readiness Test