



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

Canc: Mar 2010
IN REPLY REFER TO
BUMEDNOTE 1616
BUMED-M09B
21 Jan 2010

BUMED NOTICE 1616

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

Subj: SECOND CLASS PETTY OFFICER PERIODIC PERFORMANCE EVALUATION
REPORTS FOR THE PERIOD ENDING 15 MARCH 2010

Ref: (a) BUPERSINST 1610.10B

Encl: (1) Roster of Second Class Petty Officers
(2) Special Instructions for Completing NAVPERS 1616/26

1. Purpose. To announce the Performance Evaluation (EVAL) cycle for all Second Class Petty Officers ending 15 March 2010 and to initiate the process for submitting, routing, and preparation of the EVALs.

2. Action. Periodic EVALs for all Second Class Petty Officers have an ending date of 15 March 2010. Per reference (a), reports are to be post marked within 15 days following the ending date for active duty members or no later than 30 March 2010.

a. Assistant Deputy Chiefs' Review. Assistant Deputy Chiefs' of Staff shall enforce the submission of reports in a timely manner. Review enclosures (1) and (2) and report any discrepancies to Performance Reports Section (M09B14) at (202) 762-3186. Enclosure (2) provides special instructions for completing the NAVPERS 1616/26, Evaluation Report and Counseling Record (E1-E6).

b. Ranking Boards. Each department must complete their department ranking and submit their Sailors' EVALs to the Command Master Chief (CMC) by 19 February 2010. A Command Multidisciplinary Ranking Board (CMRB) will be convened by the CMC on 23 February 2010 to provide the Chief of Staff (COS) with promotion recommendations.

3. Processing. The CMRB will forward reports to M09B14 for consolidation and processing upon the board's adjournment. M09B14 shall process all incoming reports with proposed ranking recommendations and forward to the COS no later than 5 March 2010.

4. Approval. Once the COS has approved and signed the EVALs, the reports will be returned to the Assistant Deputy Chiefs' of Staff for presentation to the individual Second Class Petty Officer. The Assistant Deputy Chiefs' of Staff will return signed originals to M09B14 no later than 25 March 2010.

5. Report. The reports required by paragraphs 2 and 3 are authorized by BUPERS 1610-1, as established in reference (a).

21 Jan 2010

6. Form. NAVPERS 1616/26 (3/02), Evaluation Report and Counseling Record (E1-E6) is available electronically at: <https://navalforms.daps.dla.mil/web/public/forms>.

A handwritten signature in black ink, appearing to read "M. D. McCarten". The signature is fluid and cursive, with a long horizontal stroke extending to the left.

M. D. McCARTEN
Chief of Staff

Distribution is electronic only via the Navy Medicine Web site at:
<http://www.med.navy.mil/directives/Pages/BUMEDDirectives.aspx>

ROSTER OF SECOND CLASS PETTY OFFICERS

NAME	RANK	CODE
Battle, Angela	YN2	(M09B11) Administrative Services
Johnson, Desmond	YN2	(M09B11) Administrative Services
Arroyo, Braulio	YN2	(M10) Reserve Integration & Policy
Charlebois, Nicholas	HM2	(M10) Reserve Integration & Policy
Fraley, Elizabeth	HM2	(M3/5EPCS3) Contingency Support
Gallagher, Scott	HM2	(M00WII) Accessions Commission Retention
Galvan, Rosemary	HM2	(M00WII) Accessions Commission Retention
Palacios, Ruben	HM2	(M00WII) Accessions Commission Retention

SPECIAL INSTRUCTIONS FOR COMPLETING NAVPERS 1616/26

FITREP/EVAL shall be prepared per BUPERSINST 1610.10B to include the information below:

Block 7: BUMED WASH DC

Block 15: 10MAR15

Block 17: REGULAR

Block 21: N/A

Block 22: McCARTEN, M D

Block 23: CAPT

Block 24: 2100

Block 25: CHIEF OF STAFF

Block 26: 00018

Block 27: LEAVE BLANK

Block 28: Implement CNO responsibilities for provision of centralized, coordinated policy development, guidance and professional advice on health care programs for DON and oversee direct and indirect systems for providing health care to all beneficiaries.

Block 29: Primary/Collateral/Watchstanding duties. Each should be specifically marked as appropriate with the number of months performed following the entry. Example: PRI: Director, Plans and Policy-12. COLL: Mbr, MPT&E Working Grp-3; Mbr, Awards Board-6, WATCH: CDO-12. Additionally, leave and transit dates should be accounted for in this block as well. Example: LEAVE/TRANSIT: 09MAY02-09JUN01.

Block 30: Date Counseled. If counseled, a date should be entered here. If "NOT PERF" enter a brief explanation in block 31 (i.e., TEMADD, ILLNESS, etc.). If a longer explanation is needed enter "SEE COMMENTS" and provide an explanation in Block 41. If counseling was not performed because the counseling date did not fall within the reporting period enter "NOT REQ".

Block 31: Name of counselor (if counseled)
Blank (if block 30 is "NOT REQ")
Explanation (if block 30 is "NOT PERF")

Block 32: Must contain signature of individual counseled

Block 40: Must contain an entry if an Observed report
Must be blank if Not Observed fitness report

Block 44: BUMED, CHIEF OF STAFF (M09B)
2300 E STREET NW
WASHINGTON, DC 20372-5300