



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

Canc: Apr 2010
IN REPLY REFER TO
BUMEDNOTE 1616
BUMED-M09B
26 Feb 2010

BUMED NOTICE 1616

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

Subj: MASTER CHIEF PETTY OFFICER PERIODIC FITNESS REPORTS FOR THE
PERIOD ENDING 15 APRIL 2010

Ref: (a) BUPERSINST 1610.10B

Encl: (1) List of Master Chief Petty Officers
(2) Special Instructions for Completing NAVPERS 1616/27

1. Purpose. To announce the Fitness Report (FITREP) cycle for all Master Chief Petty Officers and to initiate the process for submitting, routing, and preparation of the FITREPS.

2. Action. Periodic FITREPs for all Master Chief Petty Officers have an ending date of 15 April 2010. Per reference (a), reports are to be postmarked within 15 days following the ending date for active duty members or no later than 30 April 2010.

a. Assistant Deputy Chiefs Review. Assistant Deputy Chiefs shall enforce the submission of reports in a timely manner. Review enclosures (1) and (2) and report any discrepancies noted to the Performance Reports Section (M09B14) at 762-3186. Enclosure (2) provides special instructions for completing NAVPERS 1616/27, Evaluation and Counseling Record (E7-E9). Reports are due to M09B14 no later than 16 March 2010.

b. Ranking Boards. Command Multidisciplinary Ranking Board (CMRB) will be convened by the Chief of Staff (COS) on 30 March 2010 to supply 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 6 April 2010.

4. Approval. Once the COS has approved and signed the FITREPs, the reports will be returned to the Assistant Deputy Chiefs for presentation to the individual Master Chief Petty Officers. The Assistant Deputy Chiefs will return signed originals to M09B14 no later than 13 April 2010.

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

6. Form. NAVPERS 1616/27 (6-08), Evaluation and Counseling Record (E7-E9), is available electronically at: <http://www.npc.navy.mil/ReferenceLibrary/Forms/NAVPERS/>.



D. L. HAMMELL
Chief of Staff
Acting

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

LIST OF MASTER CHIEF PETTY OFFICERS

NAME	RANK	CODE
Martinez, Laura	FORCM	(M00C5/M00F) Office of the Force Master Chief
Mattson, Lisa	NCCM	(M00C5/M00F) Office of the Force Master Chief
Menke, James	HMCM	(M00C5/M00F) Office of the Force Master Chief
Huntington, Shelley	HMCM	(M10) Reserve Integration & Policy
Seymour, Dianne	HMCM	(M13) Human Resource Operations
Boyce, Keith	HMCM	(M3/5OM2) Undersea/Rad Health
Staples, Keith	HMCM	(M3/5OM) Operational Medicine

SPECIAL INSTRUCTIONS FOR COMPLETING NAVPERS 1616/27

FITREPS shall be prepared per BUPERSINST 1610.10B to include the information below:

Block 7: BUMED WASH DC
Block 15: 10APR15
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: 07MAY02-07JUN01.

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: BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON, DC 20372-5300