



## DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK  
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GARDEN CITY, NY 11530-4858

Canc: Apr 16

NAVCRUITDISTNYNOTE 1610  
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### NAVY RECRUITING DISTRICT NEW YORK NOTICE 1610

Subj: PERIODIC SECOND CLASS PETTY OFFICER EVALUATIONS

Ref: (a) BUPERSINST 1610.10C W/CH-2  
(b) NAVADMIN 193/10

1. Purpose. To publish information and establish a timeline for submission of the 15 March 2016 Second Class Petty Officer Evaluations.

#### 2. Guidance

a. The Executive Officer (XO) is the Reporting Senior. Use the mid-term counseling as a tool in preparing the evaluations. Department Head and Command Master Chief involvement in the evaluation writing process is mandatory.

b. Prior to drafting the evaluations, review references (a) and (b). Pay particular attention to the chapters list below contained in reference (a).

(1) The overview contained in enclosure (1) of the evaluation instruction.

(2) Chapter 1 - Basic guide for completing, processing, and mailing reports.

(3) Chapter 6 - Not Observed Reports

(4) Chapter 13 - Guidance for comments; paying particular attention to required comments and special interest items.

(5) Chapter 16 - Enlisted advancement recommendations, performance marks, performance mark averages, field service record entries.

(6) Chapter 18 - Member input, review of record, statement, and appeal.

c. Guidance for specific blocks:

(1) Block 1 – NAME. LAST, FIRST MI

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(2) Block 2 – RATE. Example: OS2

(3) Block 5 – ACT, FTS, AT/ADSW. Ensure proper block is checked.

(4) Block 8 – PROMOTION STATUS. Enter what the Sailor will be at the ending date of the evaluation.

(5) Block 10-13 – Select Block 10 – PERIODIC.

(6) Block 14-15 – Period of report should start the day after the date in block 15 of the previous report and end on 16MAR15. If the Sailor’s last evaluation was NOT NRD New York, see example below:

(a) A Sailor reports onboard 15AUG27. The from date in Block 14 should indicate the day after Block 15 on the previous transfer evaluation or Letter of Extension. LV/TRANSIT would be from the day after transfer from the last command to the date prior to reporting to NRD NY. Ensure to account for Leave/Transit time in Block 29.

(7) Block 20 – PHYSICAL READINESS. Entries should be based on the results of the **Official PFA** on file with the CFL for the Spring 2015 and Fall 2015 cycles. Per reference (b), enter a one letter PFA code in block 20 for **EACH** PFA cycle completed during the reporting period. The following one letter PFA codes are established:

- P – Passed physical readiness test (PRT) and body composition assessment (BCA).
- F – Overall PFA failure (failed BCA or PRT).
- M – Medically waived from entire PFA.
- W – Passed BCA but medically waived from one or more PRT event(s).

(8) Block 22 through 27 – Reporting Senior’s entries should read as follows:

STICHT, J W      CDR      1317      XO      62445      (000-00-0000)

(9) Block 28 – Command Employment and Command Achievements should be **VERBATIM** as follows:

Largest recruiting district in the Northeast, U.S. Responsible for the recruitment, preparation and accession of the highest quality men and women. AWARDED: Bronze “R” and Recruiting Retention.

(10) Block 29 – Primary/Collateral/Watchstanding Duties. In addition to Primary, Collateral, and Watchstanding duties, identify any period during which no duties were assigned, i.e., TEMADD or LEAVE/TRAVEL. Enter the PFA cycles used to determine the codes used in Block 20. The following template is provided as an outline:

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**RECRUITER PRI: Recruiter-12. Assigned to NRS Bayshore, NY. Maintained a thorough knowledge of all enlisted programs IAW extensive and complex directives. Provided leadership and guidance to 30 Future Sailors awaiting assignment to Recruit Training Command. COLL: CMD Financial Specialist-12; CMEO-3. WATCH: CDO-12. LV/TT/TEMU: 15AUG27-15SEP26. PFA: 14-2/15-1.**

(11) Block 30 – DATE COUNSELED. JONES, A D  
Mid-term counseling was performed Sep 2015. If not performed, an explanation is due in block 31.

(12) Block 41 – RECOMMENDATIONS. Be realistic and rate specific. EMBASSY DUTY, STAFF DUTY, etc. If no recommendation is appropriate, enter NONE in the first block.

(13) Block 42 – Rater. All raters shall be members first-line Chief or Supervisor. i.e. LAST, F M NCC(SW)

(14) If the evaluation is a Not Observed report (less than 90 days onboard), use the following bullet in block 43:

“Submitted upon member being onboard less than 90 days.”

(15) Block 43 – COMMENTS ON PERFORMANCE. The first line will be centered. The first line will provide a soft breakout or an overview statement.

(a) Use **PAST** tense.

(b) Use action verbs to begin sentences. (“Expertly managed...” instead of “He managed the station expertly.”)

(c) Separate the top line from the bullets with one blank line.

(d) The first line is the soft breakout line. “#x of y Second Class Petty Officers.” Do not provide a soft breakout if the member is not in the top half of the group.

(e) Separate the bullets from the closing line with one blank line.

(f) Begin listing the bullets of specific achievements and metric based accomplishments during the reporting period. Bullets will all start with a dash and a two to three word lead-in using all capitals. Quantify whenever possible.

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(g) Bullets shall be listed in the following priority order.

1. Leadership
2. Technical competence
3. Mentorship
4. Collateral Duties

(h) All periods will be followed by **two** spaces.

(i) The last line will provide an assessment of the member's performance at the current paygrade or the next paygrade:

“Petty Officer Sailor performed as a First Class Petty Officer!”

(j) Ensure the write-up matches the marks.

(16) Block 44 – QUALIFICATIONS/ACHIEVEMENTS. List awards, education and volunteer service achievements that were **completed** within the reporting period. Do not enter achievements that are in progress or repeat achievements from previous reports:

“AWARDED: Small Station of the Month; Gold Wreath (12<sup>th</sup>). EDU: Completed Associates Degree from (school name). VOL: Big Brother/Big Sister in New York.”

(17) Block 49 – Senior Rater – GRIFFITH, A J, LT.

### 3. Action

a. Submit a copy of the individual's previous evaluation on the left side of the routing folder along with their PRIMS data sheet. All evaluations will be saved as an individual file and emailed to YN1(SW/AW) Denard. DH will save file to the Share Drive in the Eval/E5/Periodic folder prior to submission.

b. FCPOA/CPO/WARDROOM ranking boards will occur separately. Results of both boards to be submitted to XO NLT **22 January**. The FCPOA President shall be responsible for

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the coordination, conduct and reporting of results from the FCPOA ranking board. The Command Master Chief shall be responsible for the coordination, conduct and reporting of results from the Chiefs Mess ranking board. The Recruiting Operations Officer shall be responsible for the coordination, conduct and reporting of results from the Wardroom ranking board. All results shall be given to the XO independent of other board results.

- c. All evals shall be sent to respective Department Heads **NLT 29 January**.
- d. Department Heads shall submit evaluations to Admin **NLT 10 February**.
- e. Admin shall submit all evaluations via the CMC to the XO **NLT 22 February**.

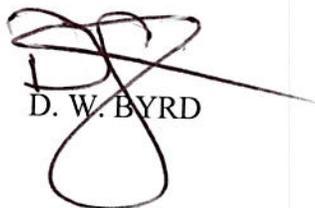
4. Debrief Process

a. Once the evaluation is signed, each member will be personally debriefed by either the XO, Command Master Chief or Chief Recruiter and DIVO/DLCPO depending on rate. Debriefs are expected to take place between **8-11 March**.

b. **Ensure Block 32 is signed, regardless if mid-term was conducted or not.**

c. The original signed copies shall be returned to Admin **NLT 14 March** for mailing.

d. Admin will distribute copies of signed evaluations without the Reporting Seniors' SSN for members files.

  
D. W. BYRD