



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
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Canc: Dec 14

NAVCRUITDISTNYNOTE 1610

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8 Aug 14

NAVY RECRUITING DISTRICT NEW YORK NOTICE 1610

Subj: PERIODIC FIRST CLASS PETTY OFFICER EVALUATIONS

Ref: (a) BUPERSINST 1650.10C W/CH-1
(b) NAVADMIN 176/08
(c) NAVADMIN 193/10

1. Purpose. To publish information and establish a timeline for submission of the 15 November 2014 First Class Petty Officer evaluations.

2. Guidance

a. The Commanding Officer is the Reporting Senior. Use the mid-term counseling as a tool in preparing the evaluations.

b. Prior to drafting the evaluations, review references (a) through (c). 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 pay 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

(2) Block 2 - RATE. Example: AM1

(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 14NOV15. If the Sailor's last evaluation was NOT NRD New York, see example below:

(a) A Sailor reports onboard 14JUN27. 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 2014 and Fall 2014 cycles. Per reference (c), 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 both physical readiness test (PRT) and body composition assessment (BCA).

F - Overall PFA failure (failed BCA or PRT).

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

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

B - Passed the BCA but was authorized non-participation in the PRT for other than medical waiver reasons (see code N for non-participation reasons). A comment will be made in the comments on performance block.

N - No PFA conducted during reporting period.

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

BYRD, D W CDR 1110 CO 62445 (000-00-0000)

(9) Block 28 - Command Employment and Command Achievements should be VERBATIM as follow:

Largest recruiting district in the Northeast, U.S. Responsible for the recruitment, preparation and accession of the highest quality men and women for the United States Navy and Navy Reserve. AWARDED: FY13 Retention Excellence Award

(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 in determine the codes used in Block 20. The following template is provided as an outline:

RECRUITER/LPO PRI: Leading Petty Officer-12. Led 14 Sailors in five Navy Recruiting Stations encompassing Bronx, NYC and Westchester County. Responsible for 13 government vehicles and over \$200K in minor property. Mentor and leader for 100 Future Sailors. COLL: CMD Financial Specialist-12. WATCH: CDO-12. LV/TT/TEM DU: 14JUN27-14JUL26. PFA: 14-1/14-2.

(11) Block 30 - DATE COUNSELED. JONES, A D. Mid-term counseling should have been performed in May 2014. If not performed, an explanation is due on the back.

(12) Block 41 - RECOMMENDATIONS. Be realistic and specific. SEA, STAFF DUTY, etc. Do not leave blank. If no recommendation is appropriate, enter NONE in the first block. DO NOT PUT "CPO".

(13) Block 43 - Comments on Performance. Use the following bullets, as applicable.

a. Failed the PFA (#_Failure), but is/is not making satisfactory progress in Fitness Enhancement Program.

(14) If the evaluation is a Not Observed report, use the following bullet in block 43:

"Submitted upon member being onboard less than 90 days."

(15) Guidance on comments/format in Block 43. 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, if possible.

(d) Separate the bullets from the closing line, if possible.

(e) The first line is the soft breakout line. "#x of y First Class Petty Officers." Do not provide a soft breakout if the member is not in the top half.

(f) Begin listing the bullets of specific achievements and metric based accomplishments during the reporting period. Quantify whenever possible.

(g) Bullets shall be listed in 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 Chief, promote NOW!"

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

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

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

(17) Block 45 - PROMOTION RECOMMENDATION. Per reference (a), a PROMOTABLE recommendation may not be assigned with any trait grade below standard (1.0). Also, if the last evaluation rated the individual as PROMOTABLE, you may not assign PROGRESSING recommendation on the evaluation.

3. Action

8 Aug 14

a. Submit a copy of the individual's previous evaluation on the left side of the routing folder along with their PRIMS. All evaluations will be saved as an individual file to the Share Drive in the Eval/E6/Periodic folder prior to submission.

b. CPO/WARDROOM ranking boards will be held individually on 24 September 2014. Combined rankings will occur at the Top 4 level NLT 3 October 2014.

c. Department Heads are required to submit smooth drafts to Command Master Chief (CMC)/Chief Recruiter (CR) NLT 6 October.

d. CMC/CR will submit smooth drafts to Admin NLT 14 October.

e. All First Class evaluations will be submitted to the Executive Officer NLT 20 October and to the Commanding Officer NLT 31 October.

4. Debrief Process

a. Once the evaluation is smoothed, approved and signed, each member will be personally debriefed by the Commanding Officer and the Command Master Chief or Chief Recruiter depending on their rate.

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

c. The original signed copies will be given to Admin NLT 17 November for mailing.

d. Admin will distribute copies of signed evaluations.



D. W. BYRD