



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO
P.O. BOX 3990
COLUMBUS, OHIO 43218-3990

IN REPLY REFER TO:

Canc frp: Oct 13

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13 FEB 2013

NAVCRUITDIST OHIO NOTICE 1610

From: Commanding Officer, Navy Recruiting District Ohio

Subj: PREPARATION OF ANNUAL EVALUATIONS AND FITNESS REPORTS

Ref: (a) BUPERSINST 1610.10C

Encl: (1) NRD Ohio Evaluation Input (E6 and Below Brag Sheet)
(2) NRD Ohio Fitness Report/Chief Evaluation Input (Chief's or Officer's Brag Sheet)

1. Purpose. To publish procedures for completion of evaluations (EVAL), Chief Evaluations (CHIEF EVAL), and fitness reports (FITREP) per reference (a).
2. Information. The preparation and submission of fitness reports and evaluations is a fundamental leadership duty and part of taking care of Sailors. The process begins with periodic counseling that builds the basis for developing an annual report. The annual report is a depiction of the individual's accomplishments and potential for further service. This notice serves to provide a standard for all reports submitted at NRD Ohio.
3. Action. Administrative Department will provide a ranking spreadsheet of personnel in the paygrade for each Department Head (DH), Executive Officer (XO), and Commanding Officer (CO) due for EVAL/FITREP that includes name, SSN (last four only, final review will contain full SSN), date reported, date of rank (frocked date, noting "frocked", if not yet advanced), status, category, and sub-category.
4. Upon submission each folder will contain the following:
 - a. Individual input. All E6 & below personnel shall submit enclosure (1) and all E-7 and above shall submit enclosure (2). If individual declines to submit input, then a signed statement stating "No input" is required.
 - b. Copy of last FITREP/EVAL and/or copy of Performance Information Memorandum (PIM) from TAD/TEMAD assignment
 - c. Copy of Midterm Counseling

d. Copy of any counseling, letters, other supporting documentation.

5. FITREP/EVAL PERIODIC PLANNING CALENDAR. FITREP ending dates are the last day of the month for officers. CHIEFEVAL/EVAL ending dates are the 15th day of the month for enlisted.

6. The following business rules apply to Navy Recruiting District Ohio:

a. Format

(1) Block 28: Command Employment and Command Achievements shall read: Recruit the best men and women for America's Navy and Navy Reserve to accomplish today's missions and meet tomorrow's challenges.

(2) Block 29 shall read the following for each position currently held:

(a) CMC: Principal advisor to the Commanding Officer in matters relating to command personnel.

(b) CR: Principal advisor to the Commanding Officer in matters relating to recruiting operations. Responsible for the supervision of xxx recruiting stations and xxx recruiters.

(c) OPSO: Operations Department Head responsible for the supervision of xxx recruiting stations, 4 MEPS, and xxx civilian and military personnel. Manages a budget of xxx in operational assets.

(d) AO: Administrative Department Head responsible for the administrative support of xxx command personnel. Supervises xxx military and civilian personnel and manages a xxx budget.

(e) CT: Principal advisor to the XO in matters relating to training of four departments and xxx military and civilian personnel.

(f) LSO: Responsible for the Logistics Support of xxx command personnel. Supervises xxx military and civilian personnel and manages a xxx budget.

(g) MAO: Marketing Department Head responsible for the supervision of xxx military and xxx civilian personnel in the generation, processing, and tracking of leads through local newspaper, direct mail and other media advertising.

(h) LPTA: LEADS Assistant screens applicants derived from advertising and transfers qualified applicants to local recruiters.

(i) DIVO: Responsible for the supervision of xxx recruiting stations and xxx recruiters, as well as actively

1 3 FEB 2013

prospecting, qualifying, and accessing Officers into the Navy and Navy Reserve.

(j) O/E ACR: Principal advisor to the Operations Officer and assistant to the Chief Recruiter in matters relating to (enlisted or officer) production. Responsible for the coordination and training of 10 Divisional LCPO(S), xxx recruiting stations, and xxx recruiters.

(k) DIV LCPO: Responsible for the supervision of xxx recruiting stations, xxx recruiters and the management of xxx Future Sailors.

(l) LCPO/LPO: Responsible for leading and managing xxx recruiters and xxx Future Sailors encompassing an area of responsibility of xxx square miles.

(m) Recruiter: Prospects, interviews and screens applicants for enlistment into the U. S. Navy and Navy Reserve. Responsible for managing, motivating, and mentoring Future Sailors.

(n) Officer Recruiter: Responsible for prospecting, interviewing and screening potential applicants for service in U.S. Navy Officer Programs.

(o) Senior Classifier: Responsible for the supervision of xxx classifiers and the processing of all applicants from four MEPS.

(p) Classifier: Responsible for verifying requirements and the processing of all enlistment programs and school guarantees.

(q) DEPCO: Responsible for managing, motivating and mentoring Future Sailors and Sailors prior to their entry and re-entry into Naval Service.

(3) Each FITREP and EVAL will contain three basic parts:

(a) Opening comments. Summary of the individual's contribution to NRD Ohio and accomplishments. This should be concise and specific to each individual. Do not address potential in the opening.

(b) Bullets. Each bullet starts with a one- or two-word description, all letters capitalized. Bullets should reflect the description, are concise accounts of specific accomplishments, and supported by metrics (who, what, when, where, and how well). Excessive adjectives take up valuable space so use them sparingly. Descriptions that state "actively participated" do not do justice to the Sailor. Seek to describe participation that displays leadership and involvement. Bullets should be in order of importance and tie to performance markings. Typically mission impact, leadership, command/community involvement, personal/professional development are

1 3 FEB 2013

the categories and order for bullets. Specifically any mark greater than or less than 3.0 should be addressed directly.

(c) Closing comments - potential for further service and recommendation for special programs and advancement. Tell how well the individual will perform in the future, based on demonstrated performance. Then, give the recommendation for advancement, retention, and special programs. If someone is a future Officer or Chief, then use the closing to promote that. For promotion categories use the standard phrase for each level: "EP" - "strongly recommended", "MP" - "highly recommended", and "P" - "recommended", or words to that effect.

(d) The reports shall be submitted in a .mdb format via NAVFIT 98A to admin. Since Navy and Marine Corps Intranet (NMCI) will not allow .mdb files to be emailed, the file must be renamed as a .txt or .doc before attaching to an email (ie. SMITH.TXT or JONES.DOC).

(e) Unless otherwise directed, DH's shall forward annual FITREPs and EVALs to Admin no later than the following dates:

Lieutenant	9 January 2013 (NOB, <90 days)
Lieutenant Junior Grade	6 February 2013 (NOB, <90 days)
Second Class Petty Officer	1 February 2013
Warrant Officer 3/4/5	1 March 2013
Master Chief Petty Officer	26 March 2013
Third Class Petty Officer	1 May 2013
Ensign	1 May 2013
Seaman/Apprentice/Recruit	25 June 2013
Senior/Chief Petty Officer	5 August 2013
Warrant Officer 2	5 August 2013
First Class Petty Officer	26 September 2013
Lieutenant Commander	26 September 2013

b. The ranking process is a progression through the chain of command:

(1) Each area (NRS, NORS, HQ, etc.) will rank the individuals in that area and provide to their immediate supervisor. For example, LPOs in a division will provide input to the DLCPO, DLCPOs will provide input to the DIVO, DIVO to the OPSO, OPSO will coordinate with the other DHs and CMC and provide input to the XO/CO.

(2) Chief Petty Officer Mess recommendation for ranking of First Class Petty Officers and First Class Petty Officer Association recommendation for ranking of Second Class Petty Officers is expected; however, only a ranking recommendation should be provided. Changes to an evaluation's write-up should only be made by the chain of command after consideration of the ranking board.

(4) Business rules for ranking.

1 3 FEB 2013

(a) Ranking boards should be conducted NLT 14 days prior to evaluation submission to Admin.

(b) Individuals who were present and ranked with the previous reporting senior will remain at or above the previous ranking. Exceptions are:

1. Significant problems documented in NJP, Page 13 Warnings, Letter of Caution/Reprimand.

2. Continuing performance problems shall be documented on Records of Counseling.

c. Performance Marks. Performance marks are a combination of how well an individual does in a particular trait and the Commanding Officer's Performance Mark Average (CO PMA). "EP" reports will normally be above the CO PMA, "MP" reports at or above the CO PMA, and "P" reports at or below the CO PMA.

d. Not Observed (NOB) may be provided to individuals on board less than 90 days. For those who have completed school en route to NRD Ohio, a statement from their Performance Information Memorandum (PIM) should be included to depict the school and grade (if noted on the PIM). Also, any achievements that note advanced performance should also be described in the narrative (i.e., LCPO qualification, recruiter qualification ahead of schedule, production award, etc.).

NOTE: NOB will only be submitted for personnel who have not completed an RDB.

7. Cancellation. This notice is cancelled upon reissue of a superseding notice or instruction of the same subject.



JOHN L. NGUYEN

Distribution:
Electronic only, via
[https://www.milsuite.mil/wiki/Portal:Navy Recruiting District Ohio/Command Directives](https://www.milsuite.mil/wiki/Portal:Navy_Recruiting_District_Ohio/Command_Directives)

NRD Ohio Fitness Report/Chief Evaluation Input (Chief's or Officer's
Brag Sheet)

Zone #	NRS Station	EOT recommendation	
1. Name (L/F/MI)	2. Rate	3. Desig	4. SSN
9. Date Reported to NRD Ohio	14. Period of Report (from last FITNESS REPORT or Extension letter)		
	From:	To:	
Has Degree: Y/N	Date Received:	# of personnel supervised?	

29. Primary/Collateral duties:	DLCPO-# of months?	LCPO-# of months?
Additional Collateral Duties, LV/TVL (if applicable), PFA:		

Performance Traits	NOB	1.0	2.0	3.0	4.0	5.0	Prom Rec
33. Deckplate Leadership:							EP
34. Institutional and Technical Expertise:							MP
35. Professionalism:							P.M
36. Loyalty:							P.G
37. Character:							S.P
38. Active Communication:							
39. Sense of Heritage							
40. Recommended for (Special Programs, LPO, LCPO, CRF etc.)							

41. Comments on Performance:

44. Awards and Achievements:
