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

NAVCRUITDISTOHIONOTE 5050
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2 5 JUL 2014

NAVCRUITDISTOHIO NOTICE 5050

From: Commanding Officer, Navy Recruiting District Ohio

Subj: E6 EVALUATION PLAN OF ACTION AND MILESTONES (POA&M)

Ref: (a) BUPERSINST 1610.10C
(b) NAVCRUITDISTOHIONOTE 1610

Encl: (1) Alpha Roster of E-6 personnel at NRD Ohio
(2) NRD Ohio Evaluation Writing Guide
(3) NRD Ohio Brag Sheet

1. Per reference (a), Evaluations Reports are due 15 November 2014 for all First Class Petty Officers listed in enclosure (1). To meet this requirement, the following POA&M is in effect:

Action	Due Date
Division Officers and Division Leading Chief Petty Officers (DLCPO) submit Evaluation Reports via email utilizing NAVFIT 98A database file to Operations Officer.	4 Sep 14
Department Heads submit rough Evaluation Reports to Admin Department utilizing NAVFIT 98A and provide hard copy.	18 Sep 14
Command Master Chief conducts ranking board with CPOA and Division Officers.	1-2 Oct 14
Administrative Officer submits Evaluation Reports to CMC for chop.	15 Oct 14
Administrative Department submits Evaluation Reports to the Executive Officer for chop.	22 Oct 14
Administrative Department submits Evaluation Reports to the Commanding Officer for chop.	28 Oct 14

Action	Due Date
Administrative Department smooths and returns to the Commanding Officer all Evaluation Reports for signature.	5 Nov 14
CO, XO, CMC debrief members and return signed Evaluation Reports to Admin.	10-24 Nov 14
Administrative Officer mail signed Evaluation Reports to NPC.	26 Nov 14

2. Most FITREP/EVAL blocks are self-explanatory, however, in the interest of continuity and administrative correctness, use the following narratives in blocks provided:

Report Block	Narrative
Blk 5. ACT; FTS; AT/ADSW 265	Choose appropriate category.
Blk 6. UIC	62416
Blk 7. Ship/Station	NAVCRUITDIST OHIO
Blk 8. Promotion Status	REGULAR/FROCKED
Blk 10-13. Occasion for Report	Blk 10. Periodic
Blk 14. From:	Day after ending date on last EVAL
Blk 15. To:	14NOV15
Blk 17-19. Type Of Report	Blk 17. Regular
Blk 20. Physical Readiness	Verify with CFL
Blk 21. Billet Subcategory (if any)	CRF = CRF; CANVASSER = CANVASSER; CANREC = CANVASSER; HQ Staff/ Non-CRF Classifiers = BASIC; APPROVED= Approved FLTRES request.
Blk 22. Reporting Senior (Last, FI MI)	SHAFER, E A
Blk 23. Grade	CDR
Blk 24. Desg	1310
Blk 25. Title	CO
Blk 26. UIC	62416
Blk 27. SSN	000-00-0000

Report Block		Narrative
Blk 28.	Command employment and command achievements	Recruit the best men and women for America's Navy and Navy Reserve to accomplish today's missions and meet tomorrow's challenges.
Blk 29.	Primary/Collateral/Watchstanding duties	Enter primary duty, the number of months assigned, brief scope of responsibility, and number of personnel led. If primary duty was held for less than the reporting period, also provide previous duty and number of months assigned. A brief scope of duties and responsibilities is not required. All together should add up to the number of months being documented in this reporting period. Also, make sure you add Collateral Duties and the number of months assigned. Document PFAs taken during this reporting period.
Blk 31.	Counselor	SAILOR, I M or blank if NOT REQ/PERF
Blk 48.	Reporting Senior Address	COMMANDING OFFICER NAVCRUITDIST OHIO PO BOX 3990 COLUMBUS, OH 43218-3990

3. References (a) and (b) contain specific guidance on writing block 29, Primary/Collateral/Watchstanding duties and block 41, Comments on performance. Specifically substantiate all 1.0 grades, three 2.0 grades, or a grade of 2.0 in block 34. It is MANDATORY if you are in a leadership position to comment on efforts and quality of results fostering a Command and workplace environment conducive to growth and development of personnel. Where appropriate, comment specifically on successful efforts in the retention of junior officers and enlisted. Comments must be verifiable. Do not use all caps.

4. Reference (a) provides specific guidance in preparing reports.

5. Strict adherence to established guidelines is required to ensure that each report is submitted properly and to lessen the administrative burden involved with processing each report.

6. For additional information or if you have any questions, please refer to applicable sections of reference (a), or contact the Administrative Officer, YNC Norris at (614)693-3010.

ERIC A. SHAFER

NRD OHIO LIST OF E-6s

CANVASSER

RATE	NAME	DIV
CTT1	CROSS	1
AO1	FISCH	1
CS1	SHERMAK	1
UT1	BAYER	2
LS1	HEASTON	2
MM1	DOWLING	2
AM1	LUNAR	2
FC1	BENDER	3
ET1	DONALD	3
FC1	MACK	3
FC1	TUCKER	3
CE1	TURTURICE	3
EM1	MACIAS	4
AME1	MANNING	4
EM1	WHITE	4
AO1	CHANEY	5
LS1	JORDAN	5
MM1	LANG	5
AM1	MURDOCK	5
FC1	STEWART	5
EA1	THOMPSON	5
BM1	BAILEY	6
GSM1	BERNARDO	6
AE1	BROWN	6
MM1	CLOSE	6
OS1	HANNAGAN	6
EM1	NUSSBAUMER	6
AO1	ORAHOOD	6
GSM1	SMITH	6
STG1	CRISWELL	7
DC1	LAUSTEN	7
ITS1	MARTINDALE	7
HT1	RYAN	7
FC1	SEARS	7
HT1	WOODBRIDGE	7
SH1	ARNOLDUSSEN	8
MM1	FOX	8
STS1	KAISER	8
GM1	NECAMP	8
MA1	SMITH	8

CANVASSER (CONT.)		
RATE	**NAME**	**DIV**
EN1	SPARKS	8
AO1	BURKE	9
FC1	COCHRAN	9
GSM1	CONRAD	9
EM1	LAWSON	9
MA1	PALMER	9
LS1	SAULSBERRY	9
AM1	BRYANT	10
EN1	DUNCAN	10
AME1	HIVELY	10
MM1	SMITH	10
AZ1	SPILKER	10
EM1	STEINBRUNNER	NUC FIELD COORD.
SO1	MITCHELL	NSW/NSO SCOUT
ET1	WOOD	NSW/NSO SCOUT
HM1	NEWSON	NORS COLUMBUS
MM1	OSMUN	NORS COLUMBUS

CRF		
RATE	**NAME**	**DIV**
NC1	RAYMOND	1
NC1	GRAY	2
NC1	MENCHEN	2
NC1	WATSON	3
NC1	LUCKY	4
NC1	BROCK	5
NC1	HART	6
NC1	ORONA	6
NC1	PEACH	6
NC1	SKOWRON	6
NC1	WEISGARBER	6
NC1	TIERNEY	7
NC1	WHALEY	7
NC1	HARDY	8
NC1	HEGEMEYER	10
NC1	TARNAI	MEPS CLEVELAND
NC1	VAN DYNE	MEPS COLUMBUS
NC1	BUDD	NORS CLEVELAND
NC1	SMRDEL	NORS CLEVELAND
NC1	DASCH	NORS LEXINGTON
NC1	DUTTON	NORS LOUISVILLE

CANREC (AT/ADSW)		
ABE1	SKIMMING	7
HM1	EARLS	10
CM1	MATHIS	10
BU1	AWBREY	NORS LOUISVILLE

BASIC		
RATE	**NAME**	**DIV**
PS1	KONNEH	ADMIN
PS1	HOBSON	ADMIN
NC1	SMITH	ADMIN
YN1	BARBER	ADMIN
AD1	LIWANAG	OPS
ITS1	MARTINDALE	SYSAD
PS1	SKILLETT	MEPS BECKLEY
YN1	CHANEY	MEPS BECKLEY
PS1	SMITH	MEPS BECKLEY
PS1	RAYNER	MEPS COLUMBUS
PS1	LESTER	MEPS CLEVELAND
PS1	SANTANAGONZALEZ	MEPS LOUISVILLE

NOB		
RATE	NAME	DIV
YN1	BAROUSSE	ADMIN
NC1	DOVALINA	9
FC1	WATKINS	UDA

APPROVED		
RATE	NAME	DIV
IT1	LENNON	4
NC1	LUCKY	4
MC1	JAMES	HQ

NRD OHIO BRAG SHEET

1. Administrative Data

   a. Full Name:
   b. Rate and Warfare/qualification designator(s):
   c. Last four of Social Security Number:
   d. USN or USNR/FTS:
   e. If USNR on active duty, indicate status: (i.e., extended active duty, TAR, ADSW, OYR, CANREC, AT or ADT)
   f. Date reported to present command:
   g. Ending date of last regular report:

2. Duties assigned and number of months assigned during this reporting period, list by duty title

   a. Division and station assigned:
   b. Primary duties:
   c. Collateral duties:
   d. Watch standing duties:

3. Production

a. NCO:	b. NSW:	c. TTCU:	d. PS:
e. NAT:	f. FTCU:	g. NUKE:	h. OFF REF:

4. Job Information

   a. Principal activities and responsibilities:
   b. All PQS qualifications, completed and dates obtained:
   c. individual accomplishments, including experience gained and contributions to team achievement:

5. Supervision and Leadership

   a. Personnel directly supervised:
   b. Personnel supervised through subordinates:
   c. Equipment and material for which responsible:
   d. Size of budget managed:
   e. Leadership activities and accomplishments: (Include team and subordinate accomplishments that reflect your leadership)
   f. Counseling given: (Formal or Informal)
   g. Retention efforts and results:

Enclosure (3)

NRD OHIO BRAG SHEET
(Continued)

6. Special Achievements

   a. Awards/Recognition:
   b. Education and professional development:

      (1) US MAP: (2) NAVY Cool:
      (3) PME: (4) JPME:

   c. Personal awards and letters of commendation of appreciation received:

7. Off Duty Activities

   a. Community/Civic activities:
   b. Voluntary public relations on behalf of the Navy:
   c. Future duties/Schools desired:

8. Other Items of Consideration