DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
FPO AE 09622-0001

Canc: Jul 23

NAVSUPPACTNAPLESNOTE 1610
N1
24 Apr 23

NAVSUPPACT NAPLES NOTICE 1610

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: PLAN OF ACTION FOR SUBMISSION OF DETACHMENT OF REPORTING SENIOR PERFORMANCE EVALUATIONS

Ref: (a) BUPERSINST 1610.10F CH-1, Navy Performance Evaluation System
           (b) NAVSUPPACTNAPLESINST 5216.1M

1. Purpose. Per reference (a), the following timeline is published to direct submission and boarding of E-7 and officer detachment of reporting senior performance evaluations.

3 May 23	CPO ranking board by Department Heads
3 May 23	LT ranking board by Department Heads
17 May 23	Evals/FITREPS due to Admin for review/signature
26-30 June 23	Debriefs
7 July 23	Signed evals mailed to PERS 32

2. All evaluations must be submitted physically and digitally to Admin using NavFit98A, per reference (b). Submit evaluation reports with all previous evaluation reports from this command or transfer evaluation report, PRIMS data sheet, member data summary sheet from FLTMPS, a copy of awards/school/qualifications received/completed for this time, and evaluation summary sheet, also known as a brag sheet.

3. Block 28 (Command Employment): CNIC installation providing support and security to NATO, C6F, forward deployed ships, aircraft, joint and coalition forces, 55 tenant commands, and 10,000 assigned personnel for facilities, military readiness, and command and control across the C6F AOR.

4. If you have any questions or concerns, the point of contact for this matter is YNC Leah Sage at DSN: 626-5544 or by e-mail at leah.m.sage.mil@us.navy.mil.

5. <u>Records Management</u>

    a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administrative, Directives, and Records Management Division portal page at: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

    b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

                                        E. M. CHANDLER
                                        Acting

Releasability and distribution:
NAVSUPPACTNAPLESINST 5216.4DD
Lists: I and II
Electronic via NAVSUPPACT Naples G2 site:
https://g2.cnic.navy.mil/TSEURAFCENT/NSANAPLESIT/N1/SitePages/Home.aspx