



DEPARTMENT OF THE NAVY

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

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NAVSUPPACTNAPLESNOTE 1610

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1 Apr 25

NAVSUPPACT NAPLES NOTICE 1610

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

Subj: PLAN OF ACTION AND MILESTONES FOR SUBMISSION OF FISCAL YEAR
2025 FITNESS AND EVALUATION REPORTS

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

Encl: (1) FY25 Schedule

1. Purpose. Per reference (a), the following Plan of Action and Milestones (POA&M) is published in order to meet mandatory 2025 deadlines. The Executive Officer (XO) may approve slight adjustment in dates to the left or right depending on commitments, however the goal is to ensure these reports are submitted in a timely manner, typically within 30 days after the reporting cycle ends.

a. The Commanding Officer (CO) will debrief all officer, warrant officer, chief fitness reports (FITREPs) and evaluations.

b. Department Heads (DHs) will debrief E6 and below. All signed and completed evaluations will be turned into Admin no later than 30 days after the close of the evaluation cycle. Please note that any Sailor from the command can request a debrief with the CO.

c. All evaluations which require CO or XO signature are due to Admin 60 days prior to the end of the reporting cycle.

d. All ranking boards shall be completed no later than 60 days prior to the end of the report cycle for all evaluations.

e. All enlisted evaluations which require CO or XO signature are required to the CMC 45 days, to the XO 35 days, and CO 30 days prior to the end of the reporting cycle.

f. All officer FITREPs are due to the XO 40 days and CO 30 days prior to the end of the reporting cycle.

g. The Admin Officer will report completion of these timelines to the XO directly, additionally, the Admin Officer will notify the XO if timelines are not met.

2. Route all evaluations to Admin per reference (b). Submit the evaluation/FITREP with the last evaluations/FITREPs from this command or transfer evaluation, PRIMS data sheet, member

data summary sheet, a copy of awards/school qualifications received/completed for this time period, and evaluation summary sheet, also known as a brag sheet.

3. Block 28 (Command Employment): CNIC installation supporting NATO, C6F, forward deployed ships, aircraft, joint and coalition forces, 55 supported commands, and 10,000 assigned personnel for facilities, military readiness, and command and control across the C6F AOR. REA FY24.

4. Block 43 (Comments on Performance): Opening and closing lines should be 2-3 sentences long and in present tense, centered and in all caps. Write the comments block with quality traits about the member. Limited white space for emphasis is acceptable. Focus the body of the comments on the most significant performance bullets. Use short sentences to prevent run-ons and to add impact. Conclude with comments about the member's leadership potential in the Navy. Differentiate top performers from average or below average performers.

a. First line quality traits and soft breakouts (ALL CAPS): Example
“***MY #1 OF XX HIGHLY COMPETITIVE PETTY OFFICERS***”

b. Second line: white space.

c. Bullets: Comments should be in bullet format. Concentrate on “performance” and “results/impact”. Quantify wherever possible to add credibility. Start the bullet with hard-hitting accomplishment using adverb-verb (or just verb) in PAST TENSE. Do not waste space by restating the billet or role they were in.

d. Second from last line: white space.

e. Last line: Promotion Recommendation (Centered, ALL CAPS): Example “HIGHLY RECOMMENDED/STRONGLY RECOMMENDED FOR ADVANCEMENT TO NEXT PAYGRADE.”

5. Once all trait grades have been approved and calculated into the PSG RSCA calculator, Admin will update the number on all evals.

6. If you have any questions or concerns, my point of contact for this matter is YNC Leah Sage at DSN: 314-626-5544 or e-mail at leah.m.sage.mil@us.navy.mil.

7. Records Management

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>.

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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).

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Electronic via NAVSUPPACT Naples website:

<https://cnreurafcen.cnic.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Notices/>

FY-25 Schedule

Date	Rank	Event
9/16/2024	E6	Due to Admin / Ranking Board
10/1/2024	E6	Due to CMC
10/6/2024	E6	Due to XO
10/16/2024	E6	Due to CO
10/30/2024	O5	Mid-Term Counseling Due
11/15/2024	E6	Evaluation Due
11/15/2024	E9	Mid-Term Counseling Due
11/30/2024	O1	Mid-Term Counseling Due
12/2/2024	O3	Due to Admin / Ranking Board
12/15/2024	E4	Mid-Term Counseling Due
12/22/2024	O3	Due to XO
12/30/2024	O2	Due to Admin / Ranking Board
1/1/2025	O3	Due to CO
1/14/2025	E5	Ranking Board (as applicable)
1/15/2025	E1,E2,E3	Mid-Term Counseling Due
1/19/2025	O2	Due to XO
1/29/2025	O2	Due to CO
1/29/2025	E5	Due to DLCPO (as applicable)
1/30/2025	W3,W4,W5	Due to Admin / Ranking Board
1/31/2025	O3	Evaluation Due
2/3/2025	E5	Due to Divo (as applicable)
2/13/2025	E5	Due to DH
2/14/2025	E9	Due to Admin / Ranking Board
2/19/2025	W3,W4,W5	Due to XO
2/28/2025	O2	Evaluation Due
3/1/2025	E9	Due to CMC
3/1/2025	W3,W4,W5	Due to CO
3/1/2025	O5	Due to Admin / Ranking Board
3/6/2025	E9	Due to XO
3/15/2025	E5	Evaluation Due
3/15/2025	E7,E8	Mid-Term Counseling Due
3/16/2025	E9	Due to CO
3/21/2025	O5	Due to XO
3/31/2025	W3,W4,W5	Evaluation Due
3/31/2025	O5	Due to CO
4/1/2025	W1,W2	Mid-Term Counseling Due
4/1/2025	O1	Due to Admin / Ranking Board
4/15/2025	E9	Evaluation Due

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Date	Rank	Event
4/16/2025	E4	Ranking Board (as applicable)
4/21/2025	O1	Due to XO
4/30/2025	O5	Evaluation Due
5/1/2025	O1	Due to CO
5/1/2025	E4	Due to DLCPO (as applicable)
5/2/2025	O4	Mid-Term Counseling Due
5/6/2025	E4	Due to Divo (as applicable)
5/15/2025	E6	Mid-Term Counseling Due
5/16/2025	E4	Due to DH
5/16/2025	E1,E2,E3	Ranking Board (as applicable)
5/31/2025	O1	Evaluation Due
5/31/2025	E1,E2,E3	Due to DLCPO (as applicable)
6/5/2025	E1,E2,E3	Due to Divo (as applicable)
6/15/2025	E4	Evaluation Due
6/15/2025	E1,E2,E3	Due to DH
7/15/2025	E1,E2,E3	Evaluation Due
7/17/2025	E7,E8	Due to Admin / Ranking Board
7/30/2025	O3	Mid-Term Counseling Due
8/1/2025	E7,E8	Due to CMC
8/1/2025	W1,W2	Due to Admin / Ranking Board
8/6/2025	E7,E8	Due to XO
8/16/2025	E7,E8	Due to CO
8/21/2025	W1,W2	Due to XO
8/30/2025	O2	Mid-Term Counseling Due
8/31/2025	W1,W2	Due to CO
9/1/2025	O4	Due to Admin / Ranking Board
9/15/2025	E7,E8	Evaluation Due
9/15/2025	E5	Mid-Term Counseling Due
9/21/2025	O4	Due to XO
9/30/2025	W1,W2	Evaluation Due
9/30/2025	W3,W4,W5	Mid-Term Counseling Due
10/1/2025	O4	Due to CO
10/31/2025	O4	Evaluation Due