



DEPARTMENT OF THE NAVY

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

Canc: Apr 26

NAVSUPPACTNAPLESNOTE 1610

N1

4 Nov 2025

NAVSUPPACT NAPLES NOTICE 1610

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

Subj: PLAN OF ACTION AND MILESTONES FOR SUBMISSION OF MARCH 2026 E5
EVALUATION REPORTS

Ref: (a) BUPERSINST 1610.10F

1. Purpose. Per reference (a), the following Plan of Action and Milestones (POA&M) is published in order to meet mandatory 2026 E5 evaluation report deadlines. Dates may shift slightly to the left or right depending on commitments, however the goal is to ensure these reports are submitted in a timely manner.

2. Submission Timelines

- a. 11 February 2026 - Evaluations submitted to Admin
- b. 16 February 2026 – DLCPO Ranking Boards will be conducted.
- c. 19 February 2026 – Department Head Ranking Boards will be conducted.
- d. 28 February 2026 – E5 Evals due to Executive Officer
- e. 15 March 2026 – E5 evals signed
- f. 27 March 2026 - All evaluations returned to Admin for mailing.

3. Evaluation Software. All evaluations must be submitted using NAVFIT 98A v33. Route all evaluations to Admin. Submit the evaluation with the last evaluations from this command or transfer evaluation, PRIMIS 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.

4. Blocks 22-27

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5. Block 29 (Primary/Collateral/Watchstanding Duties). Example:

Admin LPO-12. Responsible for overseeing the processing of command correspondence, transfers/receipts, and instructions and notices. COLL: Departmental CCC-12 WATCH: ACDO-12. LV/TT/TEMUINS: 25SEP18-25OCT27. PFA: CY25.

6. Block 28 (Command Employment). CNIC installation supporting NATO, C6F, forward deployed ships, aircraft, joint and coalition forces, 55 tenant commands, and 10,000 assigned personnel.7. 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 SECOND CLASS 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. Example:

- EXPERT MANAGER. As Admin LPO, her team completed 1,200 pieces of correspondence, 104 evaluations and fitness reports, 146 awards for 9 awards quarters, and 21 gains, 15 losses, and 4 separations while training a newly cross-rated YN and 2 junior Sailors. Her leadership presence directly resulted in uninterrupted administration operations and earning TSC Naples CPPA of the month.

- MENTOR AND TRAINER. As Departmental Career Counselor, she conducted 4 CDBs, 1 CWAY, 7 reenlistments and extensions resulting in the compliant score of FY25 CIPR as well as Command REA. She authored 3 watchbills for the Command which contributed to the Command's operational readiness and the appropriate allocation of forces.

- COMMAND FOCUSED. As CRT member, she was hand-selected for facilitating 2 focus groups to solicit input and foster increased morale throughout the Command. She took the reins in training and mentoring 5 junior Sailors, embodying the Get Real, Get Better initiative. PSG RSCA: 3.98.

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.***

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

8. Block 44 (Qualifications/Achievements). List all education, awards, and community involvement that took place during the reporting period. Example:

AWARD: NA(2nd award); CPPA of the Month. EDU: UMGC (32 hours); ILDC; BPME Block 1; PPME blocks 2, 3, 6, and 7; IPME Block 14; USMAP (1,000 hours). VOL: Naples Food Shelter (3 hours).

9. Block 48 (Reporting Senior Address). EXECUTIVE OFFICER
PSC 817 BOX 1
FPO AE 09622-0001
Phone: 081-568-6289
DSN: 626-6289

10. If you have any questions or concerns, my point of contact for this matter is YNC Tim Mitchell Jr. at DSN: 314-626-5544 or e-mail at timothy.e.mitchell22.mil@us.navy.mil.

11. 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.secnv.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).

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