



**DEPARTMENT OF THE NAVY**

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

Oct 23

NAVSUPPACT NAPLES NOTICE 1610

N1

27 Dec 22

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  
2023

Ref: (a) BUPERSINST 1610.10E  
(b) NAVSUPPACTNAPLESINST 5216.1M

1. Purpose. Per reference (a), the following Plan of Action and Milestones (POA&M) is published in order to meet mandatory 2023 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. The timeline for submissions to Admin are as follows:

31 December 22 – O3  
31 January 23 – O2  
15 February 23 – E5  
28 February 23 – W3, W4, W5  
15 March 23 – E9  
31 March 23 – O5  
30 April 23 – O1  
15 May 23 – E4  
15 June 23 – E1, E2, E3  
30 June 23 – O6  
15 August 23 – E7, E8  
30 September 23 – O4  
15 October 23 – E6

2. All evaluations must be submitted using Navfit98A for fiscal year 2023, route all evaluations to Admin per reference (b). Submit your evaluation/FITREP with your last evaluations/FITREPs from this command or your transfer evaluation, your PRIMIS data sheet, your member data summary sheet, a copy of awards/school/qualifications you received/completed for this time period, and your evaluation summary sheet, also known as a brag sheet.

3. Block 28 (Command Employment): Provided outstanding support to NATO and SIXTH Fleet, afloat units, 55 tenant commands, and approximately 10,000 personnel. Ensured reliable command and control for all units in the Naples, Italy AOR. Retention Excellence Award 2021.

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. In the comments block, include 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.”

f. For those who were exempt from PRT due to medical waivers, mark ‘N’ in block 20 for the cycle waived. PRTs should be annotated in the primary duty block as ‘PFA: CY22’ or applicable calendar year(s).

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

5. 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.

## 6. 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>.

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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J. W. STEWART

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Lists: I through II

Electronic via NAVSUPPACT Naples G2 site:

<https://g2.cnrc.navy.mil/TSEURAFCENT/NSANAPLESIT/N1/SitePages/Home.aspx>