



DEPARTMENT OF THE NAVY

UNITED STATES NAVY ELEMENT
REGIONAL HEADQUARTERS
ALLIED FORCES SOUTHERN EUROPE
PSC 813 BOX 7
FPO AE 09620-0001

Canc frp: Dec 2023

NAVELEMNOTE 1610
USNSE
19 Dec 22

U.S. NAVY SUPPORT ELEMENT NAPLES NOTICE 1610

From: Officer in Charge, U.S. National Support Element, Naples, Italy

Subj: 2023 EVALUATION AND FITNESS REPORT PLAN OF ACTION AND
MILESTONES (POA&M)

Ref: (a) BUPERSINST 1610.10F
(b) NAVADMIN 250/22
(c) NAVADMIN 004/22

Encl: (1) PERIODIC REPORTS POA&M

1. Purpose. To identify and standardize the Periodic Fitness Reports (FITREPs) and Evaluations submissions via NAVFIT98A application per references (a) through (c), due on each respective due date listed below to Admin:

<u>Due Date to Admin</u>	<u>Rank/Paygrade</u>
31 December 2022	O3
31 January 2023	O2
15 February 2023	E5
28 February 2023	W3, W4, W5
15 March 2023	E9
31 March 2023	O5
30 April 2023	O1
15 May 2023	E4
15 June 2023	E1, E2, E3
30 June 2023	O6
15 August 2023	E7, E8
30 September 2023	O4
15 October 2023	E6

2. Additional Information. Include a copy of the last evaluation/FITREP and letter of extension, brag sheet, most recent PRIMS printout from BOL, and a copy of awards/schools/qualifications you received for the evaluation/FITREP timeline, and biography (Officers only) and place on the left side of the folder.

3. Records Management. Records created from this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.
4. Cancellation. This notice will be cancelled upon completion of the calendar year report cycle.

B. S. CURRAN

Releasability and distribution:

This notice is cleared for public release and is available electronically only via
S:\NAVY.ELEMENT\6-DIRECTIVES\NSE Notices\2023 POA&Ms

**PLAN OF ACTION AND MILESTONES
FOR
FITNESS REPORTS & EVALUATIONS**

**** ALL REPORTS MUST BE MADE IN NAVFIT98A ****

1. Block-by-block guidance: The following is guidance for selected blocks with the objective of providing the drafter with as much information as possible, while paying special attention to blocks that have given recent drafters the most problems. **For all enlisted evaluations, use the applicable corresponding block numbers.**

- a. Block 5: Check the block labeled “ACT”
- b. Block 6: UIC: (Put the UIC that is on your orders)
- c. Block 7: SHIP/STATION: (Put the short title on your orders)
- d. Block 8: PROMOTION STATUS: Enter “Regular” on status
- e. Block 9: DATE REPORTED: Enter the date you reported.
- f. Blocks 10-13: OCCASION FOR REPORT: Mark “Periodic”.
- g. Blocks 14-15: PERIOD OF REPORT: Enter the date following the date of the previous evaluation report or extension letter, and **23JAN31** as the ending date. Both dates must be in YYMMDD format.
- h. Block 20: PHYSICAL READINESS: This block must contain Physical Fitness Assessments that occurred during the reporting period, a one-letter code to note the service member’s performance during Physical Fitness Assessment.
- i. Block 21: BILLET SUBCATEGORY CODE: Enter NA. The following exceptions apply: INDIV AUG: Member is serving in an Individual Augmentee billet with orders from PERS-4G and has been onboard less than 240 days of the reporting cycle.
- j. Block 22: REPORTING SENIOR, enter: CLARK, M
- k. Block 23: GRADE, enter: RDML
- l. Block 24: DESIG, enter: 1110
- m. Block 25: TITLE, enter: ACOS
- n. Block 26: UIC, enter: 64771
- o. Block 27: SSN: Leave blank

p. Block 28: COMMAND EMPLOYMENT AND COMMAND ACHIEVEMENTS, enter: Prepares, plans and executes military operations in support of NATO as assigned by the Supreme Allied Commander Europe. Plans and executes all U.S. maritime exercises and operations in the EUCOM and AFRICOM AORs.

q. Block 29: PRIMARY/COLLATERAL/WATCHSTANDING DUTIES, enter:

(1) Enter primary duties, following the abbreviation "PRI: DEPARTMENT HEAD-12"

(2) Enter collateral duties, following the abbreviation "COLL:"

(3) Enter watchstanding duties, following the abbreviation "WATCH:"

(4) Enter PFA Data, i.e., "CY 2022"

(5) If first report onboard, enter transit period, i.e., "LEAVE/TEMADD: 22MAY02-22JUN14." (As applicable)

r. Block 30: DATE COUNSELED, enter date: YYYYMMDD (Mid-term Counseling must be conducted)

s. Block 31: COUNSELOR, enter: Enter "LAST, FI MI" of counselor.

t. Block 33-39: PERFORMANCE TRAITS. For each trait that applies, an "X" in one box.

u. Block 40: CAREER RECOMMENDATIONS. Enter one or two career recommendations. Examples: Sea Special Program, etc.

v. Block 41: COMMENTS ON PERFORMANCE: Adhere to the format found below. Header sentences should be followed by three to four bullets that open with action verbs and are supported by hard-hitting data. End the report with a strong closing statement.

**** MY #X OF XX REMARKABLE LIEUTENANTS! ****
**** (IMPACT STATEMENT - CENTERED)! ****

BLANK LINE

- INNOVATIVE LEADER AND MOTIVATOR. Foresight and preparation led to...
- RECOGNIZED EXPERT. Sought out by Fleet leaders for insight into XX resulting in...
- EXEMPLARY MENTOR. Fostered a sense of loyalty and character among ## Lieutenants, resulting in...

BLANK LINE

State readiness for next billet, special programs, etc. (consistent w/Blk 40).

**** READY TO TACKLE THE MOST CHALLENGING ASSIGNMENTS. IDEALLY SUITED FOR... ****

**** HAS MY STRONGEST RECOMMENDATION FOR SELECTION AS LCDR..... ****

Note: This sample provided for guidance only. Maximize hard-hitting data points that support previous selection board precepts. Tell the board exactly what you feel in the closing statement, do not leave it open to interpretation.

w. Block(s) 42 and 43: This will be filled in upon completion at the ranking board.

Note: If you feel that someone should be marked “Significant Problems” or “Progressing” annotate appropriately.

x. Block 44: REPORTING SENIOR ADDRESS:

ASSISTANT CHIEF OF STAFF
ACOS OPERATIONS (J3)
JFC NAPLES
PSC 813 BOX 10 FPO AE 09620

y. Block 45: SIGNATURE OF REPORTING SENIOR: Mark if member is either Recommended or Not Recommended for retention. If Not Recommended for Retention, briefly explain in Block 41.

z. Once you have completed the evaluation, please do a “validation”. Each evaluation should be completed by clicking on a report, then clicking “Validate Report.” Completing the validation will enable the program to ensure that you have completed all the required boxes for that specific evaluation and then make the corrections.

2. FITREPs will be turned into NSE Admin by close of business 21 December 2022.