ENLISTED
EVALUATION WRITING

THE TRUTH, THE WHOLE TRUTH, AND NOTHING BUT THE TRUTH
PERIODIC REPORT ENDING DATES

- E6  15 November
- E5  15 March
- E4  15 June
- E1-E3 15 July

(See Enclosure (1) page 11 for a complete chart for all paygrades)
It is mandatory for all evals to be submitted to PERS-32 for the members official master file. Mail to:

COMMANDER
NAVY PERSONNEL COMMAND PERS 32
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-3200

Sub-categorization of block 21 mandatory of anyone with an approved resignation or retirement/transfer to fleet reserve.

Restrictions on the comments section.

NAVPERS may receive non-adverse reports when the reporting senior certifies in the signature block “certified, copy provided”. Command shall not send copy if signed later. Vice (unsigned advance copies)

Closeout (promotion/frocking) for E1-E5 are not required except when the date gap would go over 15 months. See Chapter 3 page 5 paragraphs a and b for further explanation.

Comment required in block 43 on retention efforts on members in leadership positions (block 29 title...)

Reporting senior is required to add summary group average on all evals.

Individuals prohibited from writing their own report. Allowed to submit an input.

E6 authorized to be designated as the rater or senior rater on E4 and below evals.
PROMOTION
RECOMMENDATION POINTS

- Early Promote = 4.0
- Must Promote = 3.8
- Promotable = 3.6
- Progressing = 3.4; Not ready to be recommended for promotion
- Significant Problems = 2.0; withdraws advancement recommendation
- See Chapter 1 pages 18 and 19 for further explanation
TRAIT GRADES

- 5.0 - Superstar Performance – Could promote 2 paygrades and still standout.
- 4.0 - Advanced Performance – Far more than promotion – Ready in this trait now.
- 3.0 Dependable – Fully qualified “Journeyman Performance”. Can handle next higher paygrade.

EP/MP doesn’t mean Sailor will be selected for advancement or special program. Make the eval sell the performance!!!!!!
The evaluation is from the reporting senior to the selection boards/detailers. not to the member
ONLY IF YOU CAN PROVE IT

- It is imperative to document throughout the report period. Put notes and copies in a folder throughout the report period.

- Anyone should be able to grab your brag sheet, last eval, mid term, and all other supporting documentation and write your eval without ever meeting you, the selection board doesn’t meet you either.

- If you didn’t do it, it can’t be in your eval.
PREPARE FOR YOUR EVAL AHEAD OF TIME

- Keep notes of accomplishments
- List jobs assigned
- Collateral assignments
- Volunteer work
- Boards/working groups
- Get copy of mid-term counseling
WRITING THE EVAL

- Write a rough draft. **Remember there are only 18 lines to get the message across. 16 for CPO/SCPO/MCPO**
  - Be concise (use bullet style)
  - Use daily language (being flowery loses the message)
  - Let your performance speak for itself. Be specific, use numbers when available. (Had a 90 percent retention rate)
  - Clarity. Write so it is understandable now and in the future. Don’t overdue acronyms to save space.
WRITING THE EVAL CONT’D

- Items to consider including:
  - Responsibilities – Customers served
  - Growth and development of junior Sailors
  - Specific accomplishments for command/Navy and results
  - Personnel supervised
  - Retention efforts and results (required if block 29 has leadership)
  - Qualifications achieved during reporting period
  - College and job related educational courses complete and diplomas
  - Personal awards received both Military and Civilian
  - Civic activities
WRITING THE EVAL

- Have a lead in statement
  - Ranked number 1 of xx highly competitive FCPOs.
  - #2 MP. Ranked among the best I have served with in xx years, would be EP if not restricted by numbers.
  - Clearly my # 1 of xx outstanding FCPOs on board across 3 UIC’s.
  - My #6 of xx trusted CPO’ onboard, #1 OSC in command. Already performing at the level of a seasoned SCPO.
  - My #33 of 105 competitive FCPOs on board. Already performing as a CPO, sought out as such in a reduced staff. A must select!
  - “Don’t underestimate this independent duty. It is critical to AOR mission and vital to Echelon II command movement”
  - A Sailor can only be the “best” of something the reporting senior owns, or it was commented on in writing by the owner....... IE: only CNO can say “best Sailor in the Navy” but reporting senior can say “best MMC I have worked with in 25 years” ISIC can say “best DC program on my waterfront”...
USE BULLETS TO SHOW PERFORMANCE.

- Leadership vital to 15 critical underway replenishments, 200 wet well amphibious operations, small boat operations, and exterior material preservation.

- Rapidly engaged. Founding member of Socrates Mentorship program; cornerstone of my ESWS program. Initiated FCPO recognition and mentoring program for at-risk Sailors led to 42% reductions in ARI/NJP and 75% accelerated qualifications and educational disciplines.

- Respected Technical Control Manager. Direct oversight crucial to division earning a 98.2% on Comprehensive Communications Assessment and being awarded a fourth consecutive Green "E".

- N6 LPO. Superior leadership/administrative experience vital to the execution of 15 Joint Exercises. Consolidated programs in easy read format for 15 novice personnel.

- Initiated a division PT program, ensured all personnel were within body fat standards. A key player in the Command's EAWS/ESWS Training Program. A highly valued member of the Damage Control Training Team, dedicated 36 hours additional time training and qualifying personnel in 3M and DC.
WRITING YOUR EVAL CONT’D

- FCPOA engagement. Instrumental in the creation of a successful mentoring program that provided motivation and direction for young Sailors in achieving career and life goals.

- Respected Dept Career Counselor. Advised and tracked the professional development for 132 personnel. Directly contributed to the command’s 30% increase and earned the Golden Anchor Award. Acts on my CCC’s behalf during the leave and TAD period for crew of 500.

- Specifically requested by Echelon Commander to transfer to second Staff duty due to trust and critical organization knowledge. Don’t discount because not sea duty. This Leaders mission role is significantly preparing sea duty missions for success.

- Member transferred prior to competitive cycle in order to meet ship movement prior to deployment cycle. Would be EP, in my top 5% if remained on board. Look forward to their success at next command.
CLOSING STATEMENT

- Clearly a result orientated Career Counselor. Develops the best in Sailors. Strongly recommended for the LDO/CWO program and a Must Select for Chief Petty Officer.
- Ready now for Chief Petty Officer. Select to the most challenging assignment.
- Respected professional and sought after leader. Groom for more senior roles.
- Sought out regularly by personnel throughout the Command for leadership, guidance, and counseling. I most strongly recommend for selection to Chief Petty Officer.
- Most strongly recommended for immediate advancement to Chief Petty Officer.
- Strongly recommended for promotion to Chief Petty Officer and selection to commissioning programs! An outstanding professional I personally choose to lead or bridge together complex teams.
WRITING THE EVAL ALL YEAR

- Write sample evals all year long for yourself, practice practice practice.
- If transferring close to (before) the normal periodic date, explain why. It may look like the Sailor is avoiding a competitive eval.
- Explain rankings across UIC’s, across branches etc. IE: “My best NCO across 3 branches in 12 UIC’s”
- If stationed in a joint command, send a draft to the nearest Navy Chief or CMC for a pre-look, and put them in contact with your intended Rater/Senior Rater to dialog.
- If in a role where frequently TAD, make sure this is in block 29 and discussed in the back write up.
SPECIAL NOTE FOR SEP/NOV EVALS

- For FCPO’s receiving a November eval: When you “make board” and then prepare a package to send, include the items you have accomplished between 16 November and the May package deadline. Sometimes the only way to convey this is with designation letter or the like from your command, Navy school completion letters etc.

- For SCPO/CPO’s with evals in September, same for your SCPO/MCPO look.

- ALWAYS take the opportunity to have someone who has sat on a board before, look at your package and letter for a once over before sending. Boards don’t need items already in your record so a second, seasoned look at what you are sending can help.
WHAT MAKES AN ADVERSE EVAL

- Grade of 2.0 in Equal Opportunity is adverse.
- Any comment suggesting persistent weaknesses'
- Continuing incapacity or unsuitability for a specific assignment or promotion

(See page I-2 paragraph 2 for further explanation)
Record Screening/Review

- Breadth of Experience
- Sea Duty / Arduous Duty/IA/Overseas
- Qualifications (SW/SS/AW/DV/FMF/EXW/IDW)
- Assignments
Record Screening/Review

**EDUCATION**
- Military in Rate
- Military out of Rate
- Civilian
- Navy COOL or US MAP!!!

**ACTION**
- Collateral duties (Region, Cmd, Dept., Div.)
- Community service (Habitat for Humanity, USO etc)
- Leading any one of the navy’s five “Flagship Community Programs”

**OUTSIDE PROFESSIONAL AREA**
- Community service (Habitat for Humanity, USO etc)
RECOMMENDATION

- Strong Commanding Officer’s recommendation for advancement and for future assignments. Pay attention to what is put in block #40 (or CPO #41)

- Strong meaningful bullets - They should say what the person did, how he or she did it and the benefit to the Command and Navy. “Cause and effect”.

- Good peer ranking. The candidate should break out from peers both ashore and at sea (stronger consideration is given to larger groups.) Commanding Officers should do all they can to keep their candidates in large peer groups, breaking up peer groups to get more number ones hurts the candidates in the long run. (MP of 18 is stronger than EP of 2 in the eyes of most panels.)

- ONLY ONE person can be the DAPA/CFL/CFS. All others are Assistant......
KISS (transfer/frocking) evaluations with 1/1 ranking didn’t carry much weight unless they were 1/1 MP or 1/1 P, which didn’t look favorable without an explanation.

Receiving a “P” on your first reporting or promotion evaluations is not considered a bad thing as long as it isn’t a 1/1 MP or P.

Use plain language and tell the board why you are on back to back Staff duty, did not get sea duty order, left command early for next orders etc....
Sustained Superior Performance

BILLET

- Responsibility is key. Candidates should seek out positions of greater responsibility.
  - LPO/CPO at Sea/Department/Division
  - Lead Instructor
  - RINC/RDC
  - Watch Commander
  - Mission Commander

- How many people are you leading? What kind of funding are you responsible for? What Navy equipment comes under you?

Bottom line, what are you responsible for and how well did you lead it?
LEADERSHIP

Evaluation bullets will make or break you in this area. What have you done with your leadership?

- Major milestones (IA, deployments)
- Major inspections (CAP)
- Teamwork
- Training

Again, how many people are you leading. Very important!!! How are you leading your people? Don’t have to be the LPO or the LCPO to lead. Just do it.
Career History

EXPERIENCE

- Are you well rounded in your rating? The board looks for someone who has taken the tough, in and out of rate assignments. Spell it out in the eval!
- Don’t take on the same jobs over and over again. Expand your horizon, i.e., move around and up.
Each rate has specific qualifications needed to advance, however, there are many qualifications that can give you a "step up."

- CDO
- Watch Commander (MA)
- RINC
- Area Supervisor (Recruiting)
- Mission Commander
Career History

QUALIFICATIONS (continued)

- All Warfare designators
- MTS
- DCCT/ECCT
- PJ/DV
- OOD/JOOD UNDERWAY
- Battle Watch
The Board considers special assignments per precept. Again the key is sustained superior performance in groups! (preferably large groups)

- Recruiting
- Company Commander
- Instructor Duty
- Pre-commissioning
- Special Warfare
Career History

AWARDS

Flag letters and higher are reviewed

FLOA/FLOC

- NAM
- NCM
- ABOVE
Personal Professional Development

**ACTION OUTSIDE PROFESSIONAL AREA**

If you are not developing yourself in various areas, then how are you viewed developing others?

- Major Collateral Duties: DCCT, DAPA, CFS, PRT, EOP, SAVI, DC PARTY, etc....
- Community Support: school volunteer, scouts, habitat for humanity, ect.
- Job performance is still the number one consideration, don’t spread yourself so thin you can’t possibly be doing your job!
“NOTHING” CAN EVER BE A SUBSTITUTE FOR SUSTAINED SUPERIOR PERFORMANCE AND BREAKING OUT FROM YOUR PEERS (in more than just numerical rankings)

Keep in mind that your record is reviewed primarily by MCPO’s. They get it, been there, done that. Ensure write-ups say what you did in precise facts. Flowery write-ups and big words are not impressive, they are distracters.

If you feel someone isn’t pulling their weight and don’t want them promoted. Then say so! Board members go by what the record says. They don’t grade by personal knowledge. The Sailor the grade is the Sailor you documented, and HOW you documented it.
Personal Professional Development

PRIMARY CONCERNS

- LEADERSHIP (in command and rate/position per block #29) If it is in block #29, better discuss the cause and effect accomplishment on the back write up.
- TOUGH ASSIGNMENTS. Look for it, don’t wait for it.
- INCREASED RESPONSIBILITY
- SAILORIZATION (if your Sailors succeed, you succeed).
- COMMAND/COMMUNITY INVOLVEMENT
  (if not able due to mission, then say so, and back it up, but choose wording wisely. Hard to say why, for a whole report period, this could not be done)
Common Observations

- If a stellar Sailor and not an EP due to quota limitation, explain in write up. P/MP gets selected too.
- Block #29 needs to be addressed in back write up
- Keep it simple. Approved navy acronyms ok, not your secret squirrel rate specific one.
- Combine thoughts were you can
- Each eval should springboard off the last
- Don’t repeat adjectives each eval. Says the Reporting Senior can’t think of anything better to say about you or your report period accelerated performance.
- No need to use gender (he/she) or name. Boards don’t look at gender, and, they know who the candidate is, they were assigned a package and it has the name all over it. Save the valuable space.
Common Observations

- Use impact statement and use them early in the write-up. Get the boards attention early.

- Having white spaces in an evaluation is *not a bad thing*. It's not quantity of the eval but the quality of the eval. Impact statement with meaningful bullets count most in the assessment.

- Comment heavily on leadership qualities. Include the number of personnel supervised and if the individual is filling a higher ranking billet.

- If a person can’t have a good sea/shore rotation, need to explain why the individual is heavy on shore duty. And do this up front.

- Be very clear on your top performers and break them out every way you can.
Silver Bullets

- Perform at the next level and make sure it is documented in your evaluations. Selections have been shown based on the potential seen in the evaluations, not on how many collaterals you have or how funny you are, but a balance of engagement and potential.

- Make sure the evaluations are written to the board not to the member. And, in past tense. Include the things that show the potential to succeed at the next level. Recommendations for CPO etc in the write up are critical.
Final Notes

REPORTING SENIORS could consider:

1 - Explain in text any change in an evaluation or size of peer group.
2 - List detachments or deployments
3 - Discuss status of collateral duties
4 - List numbers of personnel supervised
5 - Grade fairly, over inflation is seen as negative.
6 - RANK Sailors!! This is authorized and desired!!
6 - Speak the truth, write for MCPO’s to read. Truth in advertisement.
Most Important Take-Aways

1. If you didn’t do it, can’t document it. If you did it, show cause and effect.

2. Eval is for the board to inform on performance and potential during a report period.

3. Eval delivery is not the time to tell a Sailor they could have done better. Should be pulsed at mid-term, CDB’s and often.