



**NONRESIDENT
TRAINING
COURSE**



1997

Evaluation/Fitness Report

NAVEDTRA 14320

Although the words “he,” “him,” and “his” are used sparingly in this course to enhance communication, they are not intended to be gender driven or to affront or discriminate against anyone.

PREFACE

By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program.

TEXT: The texts for this course, *Navy Performance Evaluation and Counseling System*, BUPERSINST 1610.10, is NOT supplied and must be obtained by the student. Available at: <http://www.bupers.navy.mil>

COURSE OVERVIEW: In the process of completing this course, you will demonstrate a knowledge of the subject matter by correctly answering questions (items) on the following:

- Procedures for preparing and recording evaluations and fitness reports on naval personnel.
- Requirements for submitting evaluations and fitness reports on naval personnel.

THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the *Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards*, NAVPERS 18068.

THE QUESTIONS: The questions that appear in this course are designed to help you understand the material in the text.

VALUE: In completing this course, you will improve your military and professional knowledge. Importantly, it can also help you study for the Navy-wide advancement in rate examination. If you are studying and discover a reference in the text to another publication for further information, look it up.

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Sailor's Creed

"I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage and commitment.

I am committed to excellence and the fair treatment of all."

INSTRUCTIONS FOR TAKING THE COURSE

ASSIGNMENTS

The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions. Pay close attention to tables and illustrations and read the learning objectives. The learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

SELECTING YOUR ANSWERS

Read each question carefully, then select the BEST answer. You may refer freely to the text. The answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the course.

SUBMITTING YOUR ASSIGNMENTS

To have your assignments graded, you must be enrolled in the course with the Nonresident Training Course Administration Branch at the Naval Education and Training Professional Development and Technology Center (NETPDTC). Following enrollment, there are two ways of having your assignments graded: (1) use the Internet to submit your assignments as you complete them, or (2) send all the assignments at one time by mail to NETPDTC.

Grading on the Internet: Advantages to Internet grading are:

- you may submit your answers as soon as you complete an assignment, and
- you get your results faster; usually by the next working day (approximately 24 hours).

In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed all the

assignments. To submit your assignment answers via the Internet, go to:

<http://courses.cnet.navy.mil>

Grading by Mail: When you submit answer sheets by mail, send all of your assignments at one time. Do NOT submit individual answer sheets for grading. Mail all of your assignments in an envelope, which you either provide yourself or obtain from your nearest Educational Services Officer (ESO). Submit answer sheets to:

COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

Answer Sheets: All courses include one “scannable” answer sheet for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course number. Explanations for completing the answer sheets are on the answer sheet.

Do not use answer sheet reproductions: Use only the original answer sheets that we provide—reproductions will not work with our scanning equipment and cannot be processed.

Follow the instructions for marking your answers on the answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

COMPLETION TIME

Courses must be completed within 12 months from the date of enrollment. This includes time required to resubmit failed assignments.

PASS/FAIL ASSIGNMENT PROCEDURES

If your overall course score is 3.2 or higher, you will pass the course and will not be required to resubmit assignments. Once your assignments have been graded you will receive course completion confirmation.

If you receive less than a 3.2 on any assignment and your overall course score is below 3.2, you will be given the opportunity to resubmit failed assignments. **You may resubmit failed assignments only once.** Internet students will receive notification when they have failed an assignment--they may then resubmit failed assignments on the web site. Internet students may view and print results for failed assignments from the web site. Students who submit by mail will receive a failing result letter and a new answer sheet for resubmission of each failed assignment.

COMPLETION CONFIRMATION

After successfully completing this course, you will receive a letter of completion.

ERRATA

Errata are used to correct minor errors or delete obsolete information in a course. Errata may also be used to provide instructions to the student. If a course has an errata, it will be included as the first page(s) after the front cover. Errata for all courses can be accessed and viewed/downloaded at:

<http://www.advancement.cnet.navy.mil>

STUDENT FEEDBACK QUESTIONS

We value your suggestions, questions, and criticisms on our courses. If you would like to communicate with us regarding this course, we encourage you, if possible, to use e-mail. If you write or fax, please use a copy of the Student Comment form that follows this page.

For subject matter questions:

E-mail: cryptologic.products@cnet.navy.mil
Phone: Comm: (850) 452-1677
DSN: 922-1677
FAX: (850) 452-1214
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N316
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5238

For enrollment, shipping, grading, or completion letter questions

E-mail: fleetservices@cnet.navy.mil
Phone: Toll Free: 877-264-8583
Comm: (850) 452-1511/1181/1859
DSN: 922-1511/1181/1859
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you may earn retirement points for successfully completing this course, if authorized under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 5 points upon satisfactory completion of the course. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

ASSIGNMENT 1

Textbook Assignment: BUPERS Instruction 1610.10, Basic instruction page I through VII, and enclosures (1) and (2).

Learning Objective: Recognize information contained in the Navy Performance Evaluation and Counseling System overview for commanding officers, delegated reporting seniors, and raters.

1-1. To which of the following publications should you refer for information on preparing an evaluation for a Petty Officer First Class?

1. NSGINST 1610.10
2. BUPERSINST 1610.10
3. SECNAVINST 1610.10
4. OPNAVINST 1610.10

1-2. Which of the following forms should you use to prepare an evaluation report for a CTASN?

1. NAVPERS 1611/1
2. NAVPERS 1610/1
3. NAVPERS 1610/2
4. NAVPERS 1616/26

1-3. On which of the following dates did the Navy Performance Evaluation and Counseling System become mandatory?

1. 1 July 1995
2. 31 December 1995
3. 1 January 1996
4. 31 March 1996

1-4. Which of the following annexes of the Navy Performance Evaluation and Counseling System manual discusses counseling?

1. Annex A
2. Annex B
3. Annex C
4. Annex D

1-5. Which of the following forms should you use to prepare an evaluation report for a frocked chief petty officer?

1. NAVPERS 1611/1
2. NAVPERS 1610/1
3. NAVPERS 1610/2
4. NAVPERS 1616/26

1-6. A report on a CTA1 should be signed by a rater of what minimum paygrade?

1. E-7
2. E-8
3. O-3
4. O-4

1-7. Periodic reports are required twice each year for Sailors in which of the following specific paygrades?

1. E-3
2. E-4
3. O-2
4. Each of the above

- 1-8. Periodic reports on all enlisted members are due on what day of the month?
1. 1st
 2. 15th
 3. 20th
 4. 30th
- 1-9. Fitness reports should be prepared upon detachment of the reporting senior for personnel in which of the following specific pay grades?
1. E-7
 2. E-8
 3. E-9
 4. Each of the above
- 1-10. With the exception of not observed reports, all fitness reports and evaluations should be submitted under a summary letter that lists all members in the summary group.
1. True
 2. False
- 1-11. In which, if any, of the following ways should a report on personnel E-5 and above be submitted to BUPERS?
1. OCR copy
 2. Computer diskette
 3. Electronic MODEM transfer
 4. None of the above
- 1-12. Periodic reports may be delayed in order to be combined with a detachment report if the delayed period does NOT exceed a maximum of three months.
1. True
 2. False
- 1-13. Officer fitness reports may be extended by letter for what maximum number of months?
1. 1
 2. 2
 3. 3
 4. 4
- 1-14. To which of the following personnel should you submit recommendations for changes on fitness report policies, procedures, and requirements?
1. Chief of Naval Operations
 2. Chief of Naval Personnel
 3. Secretary of the Navy
 4. Secretary of Defense
- 1-15. Which of the following forms should you maintain onboard to assist in the preparation of the Navy Performance Evaluation and Counseling System?
1. NAVPERS 1070/879
 2. NAVPERS 1610/1
 3. NAVPERS 1616/26
 4. Each of the above
- 1-16. The report control symbol "BUPERS 1610-1" assigned to evaluation reports is approved until which, if any, of the following dates?
1. 1 January 1998
 2. 2 August 1998
 3. 31 December 1998
 4. None of the above
- 1-17. A fitness report should be prepared for Sailors in which of the following pay grades?
1. E-6 through O-6 only
 2. O-1 through O-6 only
 3. E-7 through O-6 only
 4. E-9 through O-6 only

- 1-18. Which of the following recommendations is a part of the "five step promotion recommendation scale"?
1. Significant problems
 2. Progressing
 3. Must promote
 4. Each of the above
- 1-19. In the promotion recommendation block of the FITREP, which of the following marks is translated into the recommendation of early promote?
1. 3.4
 2. 3.6
 3. 3.8
 4. 4.0
- 1-20. A LCDR, who is the commanding officer of NSGA Hanza, should submit a FITREP on a captain who has reported to NSGA Hanza for duty.
1. True
 2. False
- 1-21. Which of the following signatures should be obtained on evaluation reports on E-6 and below personnel?
1. Rater
 2. Senior rater
 3. Reporting senior
 4. Each of the above
- 1-22. If a Navy chief petty officer is not available as a rater, a military or civilian supervisor who is at a minimum of which of the following ranks may serve as a rater?
1. E-6 equivalent
 2. E-7 equivalent
 3. E-9 equivalent
 4. O-4 equivalent
- 1-23. The senior rater may be omitted where the reporting senior is the rater's immediate supervisor.
1. True
 2. False
- 1-24. Commanding officers should establish local procedures for counseling and may include which of the following matters?
1. Counseling schedules and procedures
 2. Delegation plan
 3. Guidance for delegated reporting seniors and raters
 4. Each of the above
- 1-25. Which, if any, of the following types of reports should you prepare to provide a record of significant performance in an additional duty or temporary additional duty status?
1. Regular
 2. Concurrent
 3. Operational commander
 4. None of the above
- 1-26. For the majority of Sailors, most of the trait grades should be in which of the following specific ranges?
1. 2.0 - 3.0
 2. 3.0 - 4.0
 3. 2.0 - 4.0
 4. 3.0 - 5.0
- 1-27. A 5.0 grade in military bearing/character requires a physical readiness test score of which of the following entries?
1. Excellent
 2. Outstanding
 3. Exempt
 4. Each of the above

- 1-28. Which, if any, of the following highlighting may be used on an evaluation report?
1. Underlining
 2. *Italics*
 3. ** Centering **
 4. None of the above
- 1-29. You are filing completed evaluations in the command file. You notice a handwritten comment from the commanding officer on an evaluation that says "promote immediately." Are handwritten comments allowed on evaluation reports? If so, for what pay grades?
1. Yes, on E-8 and below
 2. Yes, on E-6 and below
 3. Yes, on E-4 and below
 4. No
- 1-30. A senior chief petty officer in your command has so many achievements that all of the comments will not fit on the FITREP. Which, if any, of the following actions should you take?
1. Prepare a continuation sheet, ensuring it is properly identified
 2. The information should be listed as an enclosure to the FITREP
 3. Ask the senior chief to prioritize the information and continue the information on the reverse side of the FITREP form
 4. None of the above
- 1-31. May entries on an evaluation be classified? If so, what is the maximum classification level allowed?
1. Yes; Confidential
 2. Yes; Confidential - HVCCO
 3. Yes; Secret
 4. No
- 1-32. In which, if any, of the following ways should an evaluation reflect the fact that a senior chief is rated number 1 of 12 in the command?
1. Number 1 of 12
 2. Best in the command, as demonstrated by...
 3. Number 1 of 12 senior chiefs in the command
 4. None of the above
- 1-33. Summary groups generally consist of all members in the same pay grade (regardless of rating) and same promotion status, who receive the same type of report from the same reporting senior on the same ending date.
1. True
 2. False
- 1-34. Which of the following types of information is included in the summary letter sent to BUPERS?
1. Names and SSNs
 2. Trait averages
 3. Distribution of promotion recommendations for that group
 4. Each of the above
- 1-35. A CTR3 in your command has been written up and is scheduled to go to Captain's mast. Which, if any, of the following comments may be used on his evaluation report if the proceedings have not been concluded or have exonerated the member?
1. Nonpunitive censure
 2. Investigatory proceedings
 3. Judicial proceedings
 4. None of the above

1-36. The reporting senior may submit administrative changes or evaluative supplements to evaluations within what maximum number of years from the ending date of a report?

1. 1
2. 2
3. 3
4. 4

1-37. Sailors have the right to submit statements to the record concerning their reports, either at the time of the report or within what maximum number of years?

1. 1
2. 2
3. 3
4. 4

1-38. An E-5 Sailor decides to submit a statement six months after signing an evaluation report. The reporting senior disagrees with the comments in the statement and has the right to reject the statement.

1. True
2. False

1-39. For how many years should the reporting senior retain copies of officer FITREPs?

1. 1
2. 2
3. 5
4. 4

1-40. For how many years should the command retain copies of enlisted FITREPs and EVALs?

1. 1
2. 2
3. 5
4. 4

1-41. Counseling worksheets should be held in a Privacy Act records system until the member detaches, then destroyed.

1. True
2. False

1-42. During which of the following months are FITREPs due for senior chief petty officers?

1. April
2. June
3. September
4. October

1-43. During which of the following months are EVALs due for second class petty officers?

1. January
2. March
3. July
4. November

1-44. A periodic report may be omitted if the member has received an observed regular report within the past how many months?

1. 1
2. 2
3. 3
4. 4

Learning Objective: Become familiar with the table of contents of the Navy Performance Evaluation and Counseling System, BUPERSINST 1610.10.

A. Annex A	F. Annex F
B. Annex B	G. Annex G
C. Annex C	H. Annex H
D. Annex D	I. Annex I
E. Annex E	J. Annex J

FIGURE 1A

IN ANSWERING QUESTIONS 1-45 THROUGH 1-50, SELECT FROM FIGURE 1A THE ANNEX OF BUPERSINST 1610.10 TO WHICH YOU SHOULD REFER FOR INFORMATION ON THE SUBJECT DESCRIBED IN THE STATEMENT USED AS THE QUESTION.

1-45. Guidance for preparing not observed (NOB) reports.

1. C
2. D
3. F
4. G

1-46. Guidance on the authority of enlisted commanding officers and officers in charge.

1. A
2. B
3. H
4. I

1-47. Guidance for preparing a letter-extension of a periodic report.

1. B
2. C
3. D
4. H

1-48. The instructions for completing specific blocks of an enlisted evaluation.

1. A
2. B
3. E
4. J

1-49. Guidance for preparing reports on drilling reservists (IDT reports).

1. F
2. G
3. I
4. J

1-50. The counseling schedule and objectives of the evaluation system.

1. C
2. D
3. E
4. G

A. Annex L	E. Annex P
B. Annex M	F. Annex Q
C. Annex N	G. Annex R
D. Annex O	H. Annex S

FIGURE 1B

IN ANSWERING QUESTIONS 1-51 THROUGH 1-57, SELECT FROM FIGURE 1B THE BUPERSINST 1610.10 ANNEX TO WHICH YOU SHOULD REFER FOR INFORMATION ON THE SUBJECT DESCRIBED IN THE STATEMENT USED AS THE QUESTION.

1-51. Information on a statement to the record, statement concerning an adverse report, and appeals.

1. E
2. F
3. G
4. H

1-52. Guidance for submitting message summary reports.

1. E
2. F
3. G
4. H

1-53. Information on a member's responsibilities for a report.

1. A
2. E
3. F
4. H

1-54. Guidance for submitting administrative changes for an E-5 and above report.

1. D
2. E
3. F
4. H

1-55. Guidance on handwritten comments.

1. A
2. B
3. C
4. D

1-56. Guidance for rater and senior rater signatures.

1. B
2. C
3. D
4. E

1-57. Guidance on the uses of the performance information memorandum (PIM).

1. A
2. B
3. C
4. D

Learning Objective: Recognize the basics for completing, processing, and mailing fitness and evaluation reports.

1-58. Which of the following U.S. Navy Regulations articles requires that records be maintained on naval personnel "which reflect their fitness for the service and performance of duties"?

1. 1120
2. 1128
3. 1129
4. 1130

1-59. Which of the following parts of the BUPERSINST 1610.10, commonly referred to as the EVAL Manual, is the basic user's guide?

1. Basic instruction
2. Annex A
3. Enclosure (1)
4. Overview

1-60. Fitness reports on flag officers should be submitted on which of the following forms?

1. NAVPERS 1611/1
2. NAVPERS 1611/2
3. NAVPERS 1616/16
4. NAVPERS 1610/2

1-61. Which of the following entries on an evaluation report constitutes an adverse report?

1. A trait grade of 1.0
2. A promotion recommendation mark of "significant problems"
3. An unsatisfactory physical readiness entry
4. Each of the above

- 1-62. Performance as court-martial member or summary court-martial officer may be evaluated, either in grades or comments.
1. True
 2. False
- 1-63. Which of the following personnel may change, endorse, or comment on the contents of an evaluation report?
1. Reporting senior
 2. Commanding officer
 3. An admiral in the chain of command
 4. Each of the above
- 1-64. Notes and report drafts may be kept for personal use as memory aids as long as they are safeguarded.
1. True
 2. False
- 1-65. Which, if any, of the following actions should the detaching reporting senior take with the completed fitness reports?
1. Provide copies to the new reporting senior
 2. Retain, but do not give or show to their successors or any unauthorized person
 3. Leave copies to be maintained by the administrative department
 4. None of the above
- 1-66. A completed evaluation report on a CTM1 stationed at NSGA Northwest should be retained and filed in which of the following locations?
1. At the command
 2. PSA/PSD in the field service record
 3. Both 1 and 2 above
 4. Command Master Chief's office
- 1-67. From which of the following sources may you obtain copies of software to prepare fitness and enlisted evaluation reports?
1. Navy Supply System
 2. Download from BUPERS access
 3. Order from BUPERS, Pers 32C
 4. Both 2 and 3 above
- 1-68. Reports and summary letters may still be prepared on printed forms using a typewriter or word processor.
1. True
 2. False
- 1-69. Which of the following standard type face pitch is authorized when typing the narrative, administrative, and trait blocks?
1. OCR 10 pitch
 2. 10-12 pitch or proportional type for narrative blocks
 3. 10 pitch for administrative and trait blocks
 4. Both 2 and 3 above
- 1-70. When typing the narrative blocks, underlining, boldface, italics, all-capitals, centering, etc. is encouraged to add importance to the bullets.
1. True
 2. False
- 1-71. Which of the following is the proper method of entering a member's name in block 1?
1. DOE, JOHN R
 2. DOE, J. R.
 3. DOE, John R.
 4. DOE, JOHN R. 3RD

1-72. Which of the following documents should you use to find the listed unit identification code (UIC) to enter in block 6?

1. MILPERSMAN
2. OPNAVINST 1000.16
3. NAVCOMPT Manual, Vol II
4. NAVCOMPT Manual, Vol I

1-73. The UIC that is used in block 6 for reserve units is the (RUIC).

1. True
2. False

1-74. In preparing a FITREP on CAPT Doe, the CO of NSGA Pensacola, FL, you should use which of the following activity names when filling in block 7?

1. NAVTECHTRACEN
PENSACOLA FL
2. NAVSECGRUACT
PENSACOLA FL
3. COMNAVSECGRU FT G G
MEADE MD
4. DIRNAVSECGRULANT
NORFOLK VA

1-75. Which of the following promotion status entries is authorized in block 8?

1. Regular
2. Spot
3. Both 1 and 2 above
4. Date of rate

ASSIGNMENT 2

Textbook Assignment: BUPERS Instruction 1610.10, Enclosure (2), Annex A-3 through D-4.

Learning Objective: Recognize the basics for completing, processing, and mailing fitness and enlisted evaluation reports.

- 2-1. Which of the following formats should you use in entering the date reported or period?
1. 15SEP96
 2. 10/01/96
 3. 961017
 4. 96NOV15
- 2-2. A LT has been spot promoted to LCDR. "SELECTED" should be entered in block 8 (promotion status).
1. True
 2. False
- 2-3. Which of the following formatted dates should you enter as the beginning date for a CTICS who is due a regular report with the ending date of 96FEB06 on his last regular report?
1. 96FEB10
 2. 15FEB96
 3. 96FEB07
 4. 96FEB06
- 2-4. You are preparing a wholly NOB report on a CTA1. Which, if any, of the following blocks may be appropriately marked?
1. Trait grades
 2. Career recommendation
 3. Promotion recommendation and summary
 4. None of the above
- 2-5. Which of the following is an authorized entry for physical readiness?
1. P/WS
 2. E/WS
 3. Both 1 and 2 above
 4. P/19
- 2-6. The reporting senior has just received the drafted EVAL submission for an E-6 and it reflects F/WS in block 20. Comments are not required in this report and it is not considered as an adverse evaluation.
1. True
 2. False
- 2-7. An E-5's participation in his command's last PRT was waived due to a medical problem. Which, if any, of the following physical readiness codes should be used to indicate this condition in block 20 of his upcoming regular evaluation report?
1. P/WS
 2. F/WS
 3. M/WS
 4. None of the above
- 2-8. Block 21 - billet subcategory does not require an entry and may be left blank.
1. True
 2. False

- 2-9. When using subcategories in block 21, which of the following entries should be used for a reservist on active duty for 6 months at NTTC Pensacola for active duty training?
1. RESAC6
 2. STUDENT
 3. INSTRUCTION
 4. BASIC
- 2-10. Use of a special billet subcategory must be approved by the CHNAVPERS in advance via the chain of command.
1. True
 2. False
- 2-11. A captain is the reporting senior for a LT. Which of the following entries should be entered into the designator block when the captain is enclosing a letter report?
1. 7441
 2. USAF
 3. LTR
 4. NOAA
- 2-12. In completing block 29, what maximum number of characters and spaces may be used in the description of the primary duty?
1. 14
 2. 15
 3. 20
 4. 25
- 2-13. After entering the primary duty in block 29, the remainder consists of which of the following elements?
1. Duty title
 2. Periods not available for duty in which no duties were assigned
 3. Job scope statement
 4. Each of the above
- 2-14. Each mid-term counseling should be documented on the report for the period in which it occurred.
1. True
 2. False
- 2-15. The signature of the individual counseled (block 32) should be signed on the counseling worksheet as well as on the fitness or evaluation report.
1. True
 2. False
- 2-16. Which, if any, of the following is signified by a signature in block 32?
1. It verifies that blocks 30 and 31 of the report are accurate
 2. Counseling was considered adequate
 3. Member agreed with counseling
 4. None of the above
- 2-17. Continuation sheets and enclosures may be included with the FITREP or EVAL report if they are in which of the following formats?
1. A civilian or foreign letter report
 2. A letter-extension of a concurrent/regular report
 3. A classified letter-supplement
 4. Each of the above
- 2-18. What is the maximum number of (a) characters including spaces, (b) number of lines for the statement for the career recommendation (41 EVAL or 40 FITREP) block?
1. (a) 12 (b) 1
 2. (a) 20 (b) 2
 3. (a) 15 (b) 2
 4. (a) 10 (b) 1

- 2-19. Which of the following is considered as a required administrative comment in block 43 (EVAL) or block 41 (FITREP)?
1. Performance as a member of a court-martial
 2. Non-punitive letter of censure
 3. Material from privileged investigative report
 4. Reason for physical readiness codes N or XX
- 2-20. When typing a CTOCM's evaluation, you enter the information about his receiving the Navy Commendation award in which, if any, of the following blocks?
1. 41
 2. 43
 3. 44
 4. None of the above
- 2-21. Which of the following conditions should be considered when marking the promotion recommendation block 45 (EVAL) or block 46 (FITREP)?
1. Performance trait grades consistent with recommendation
 2. Taking into account the difficulty of the assignment
 3. Reporting senior's judgement of the member's value to the Navy in the next higher grade
 4. Each of the above
- 2-22. Which of the following types of signatures is allowed when completing the signature of reporting senior (EVAL block 50/FITREP block 45) whose name appears in block 22?
1. Signature of individual "acting" during absence of reporting senior
 2. The use of a stamped signature
 3. Original of reporting senior only
 4. Signature of individual given by direction
- 2-23. The date entered into block 50 (EVAL) or block 45 (FITREP) does NOT have to be the actual signature date.
1. True
 2. False
- 2-24. The member's signature is generally required on all regular reports for all pay grades.
1. True
 2. False
- 2-25. When a concurrent report is forwarded to the member's regular reporting senior for signature, which of the following entries should the report contain?
1. Name and rank only
 2. Name and command name only
 3. Name, rank, title, and command only
 4. Command, name, and title only

- 2-26. Which of the following (a) application software and (b) preferred diskette size should be used when preparing an electronic copy of reports readable by BUPERS?
1. (a) MS-Word (b) 5 1/4"
 2. (a) BUPERS software (b) 3 1/2"
 3. (a) WP5.2 (b) 3 1/2"
 4. (a) Proform filler software (b) 5 1/4"
- 2-27. All reports on diskette should have the same reporting senior.
1. True
 2. False
- 2-28. When laser-printing or copying fitness and enlisted evaluation reports, it is preferred that the back of the form be printed or copied head-to-toe.
1. True
 2. False
- 2-29. When the front and back of the fitness or enlisted evaluation report are prepared on separate sheets, the reporting senior is required to sign both sheets.
1. True
 2. False
- 2-30. Which of the following types of files may be put on a diskette that has reports with various ending dates but the same reporting senior?
1. EVAL files
 2. FITREP files
 3. Both 1 and 2 above
 4. Counseling files
- 2-31. You are creating the file name for a diskette with a summary group. Which of the following formats should you use when the first name alphabetical order is PUBLISHER, SSN 123-45-6789?
1. PUBL6789.DBF
 2. PUBL.TXT
 3. PUBL.DBF
 4. 6789PUBL.TXT
- 2-32. The diskette label must include which of the following information?
1. The words EVAL/FITREP
 2. Name of program used to produce the reports
 3. Reporting senior's last name, SSN, command name, and date the label was written
 4. Each of the above
- 2-33. EVAL/FITREP reports should be mailed to BUPERS within how many days of the ending date for (a) active duty members and (b) inactive duty members?
1. (a) 10 (b) 15
 2. (a) 15 (b) 30
 3. (a) 15 (b) 24
 4. (a) 7 (b) 20
- 2-34. A member is not available to sign the EVAL/FITREP report. You should delay the complete summary group.
1. True
 2. False

2-35. Which of the following (a) annotations should be made on the EVAL/FITREP when a member is unavailable for signature and (b) what copy of the report should be forwarded to BUPERS?

1. (a) Unsigned, (b) a copy
2. (a) Member unavailable for signature, (b) original
3. (a) Unsigned advance copy, (b) a copy
4. (a) No signature, (b) original

Learning Objective: Recognize the qualifications of the reporting seniors and raters.

2-36. A commanding officer may submit a FITREP or enlisted evaluation report on an individual who has reported to that CO for which of the following types of duty?

1. Permanent
2. Temporary
3. Additional
4. Each of the above

2-37. E-5 evaluation reports can be signed by enlisted commanding officers and officers-in-charge. Personnel in what minimum enlisted pay grade may be authorized by CHNAVPERS to sign an E-5's evaluation?

1. E-9
2. E-8
3. E-7
4. E-6

2-38. What exhibit in BUPERSINST 1610.10 should a command use in designating the rater and senior rater of E-6 and below personnel?

1. A-1
2. A-4
3. B-1
4. B-2

2-39. What minimum pay grade should the delegated reporting senior be for officer FITREPs?

1. O-2 or GS-11
2. O-3 or GS-12
3. O-4 or GS-13
4. O-5 or GS-14

2-40. You are a CDR and have been delegated as the reporting senior at a training command. An adverse FITREP has been forwarded to you on one of the officers assigned to the command for training. As the reporting senior you are authorized to sign the FITREP.

1. True
2. False

2-41. What should be the minimum pay grade of a delegated reporting senior for an evaluation report on a CTR1 at an operational command?

1. GS-9
2. GS-11
3. O-4
4. O-3

2-42. The scope of a delegation of authority should meet which of the following requirements defined by the commanding officer?

1. Report only on members junior to themselves
2. Include CO's authority to recommend promotion and advancement
3. May be limited to certain pay grades and should include all subordinate members in those pay grades
4. Each of the above

2-43. The NSGA commanding officer may not change or add comments to a delegated report.

1. True
2. False

2-44. Which of the following responsibilities does a CO retain for a report with a delegated reporting senior?

1. Submit report covering part of the same report
2. Sign or return reports that are adverse
3. Sign reports that have been directed as redress
4. Both 2 and 3 above

2-45. For what reason would an Immediate Superior in Command (ISIC) assume a reporting senior's responsibilities and authority?

1. Reporting senior is on leave for 60 days
2. Reporting senior is TEMDU for 179 days
3. Reporting senior has died
4. Reporting senior has transferred overseas

2-46. Upon assuming reporting senior authority, the ISIC should review all delegations of authority that are effective at that time.

1. True
2. False

2-47. Upon assumption of a reporting senior's authority, the ISIC should give written notice to which of the following individuals?

1. CHNAVPER (Pers-32)
2. Members on whom the ISIC will be reporting
3. Seniors in the chain of command
4. Each of the above

Learning Objective: Identify performance counseling requirements.

2-48. Which of the following is a goal of performance counseling?

1. To improve communications
2. To encourage personal development
3. To enhance professional growth
4. Each of the above

2-49. Which, if any, of the following is an important element of the performance counseling process?

1. Performance traits
2. Feedback from member
3. Supervisor remarks on performance
4. None of the above

2-50. Performance counseling should allow the individual to be involved in the decision making and assist in planning the actions required to implement the steps needed to improve his performance.

1. True
2. False

2-51. Supervisors/raters should use the mid-term counseling to make promises or guarantees to the member that they will receive certain marks or recommendations on their annual report if they perform well.

1. True
2. False

A. JAN	E. SEPT
B. FEB	F. OCT
C. MAR	G. DEC
D. MAY	

FIGURE 2A

IN ANSWERING QUESTIONS 2-52 THROUGH 2-55, SELECT FROM FIGURE 2A, THE MONTH IN WHICH MID-TERM COUNSELING IS DUE FOR THE INDIVIDUAL RATE OR PAY GRADE USED AS THE QUESTION.

2-52. CTRC.

1. A
2. B
3. C
4. D

2-53. Active reserve CDR.

1. B
2. E
3. F
4. G

2-54. CWO4.

1. D
2. E
3. F
4. G

2-55. CTR3.

1. C only
2. E only
3. C and E
4. F

2-56. What are some of the major objectives that should be accomplished when counseling a member?

1. Identify important strengths and shortcomings
2. Concentrate on ways to improve performance in problem areas
3. Ensure that the growth plan is challenging, realistic, and attainable
4. Each of the above

2-57. During a counseling session between the rater and the member, stress can affect the counseling process.

1. True
2. False

2-58. On which of the following aspects should performance counseling focus?

1. Reinforcing Navy expectations
2. Motivating the member toward high standards of professionalism
3. Both 1 and 2 above
4. Acting as official disciplinary counseling related to misconduct

Learning Objective: Recognize submission times and criteria for regular fitness and evaluation reports.

2-59. Without the approval of CHNAV-PERS, what is the maximum number of months a regular report may cover, including any letter-extensions?

1. 12
2. 15
3. 18
4. 20

- 2-60. Which of the following requirements should be met when submitting a letter-extension on an officer?
1. It should document promotion recommendation changes to the original report
 2. It should document performance performed at the same command as the original report
 3. It should be signed by the same reporting senior who signed the original report
 4. Both 2 and 3 above
- 2-61. Which, if any, of the following reports should be prepared on a CTR2 who has only been onboard the command for 3 months?
1. Periodic
 2. Performance information memorandum (PIM)
 3. Letter-extension
 4. None of the above
- 2-62. A CTRC is reassigned to another department within the same command, but to a different reporting senior. The losing reporting senior should submit a detachment of individual regular report.
1. True
 2. False
- 2-63. A CTM1 who is transferring to the Fleet Reserve on 31 December is required to receive a periodic report on the regularly scheduled date of 15 November.
1. True
 2. False
- 2-64. Special reports should be submitted to support a detachment for cause.
1. True
 2. False
- 2-65. Which of the following authorities is required to approve a detachment for cause request?
1. CNO
 2. CNSG
 3. CHNAVPERS
 4. Commanding officer
- 2-66. A CTM2 will be frocked to CTM1 effective 16 Jun 96. What would be the ending date entered into block 16 of the NAVPERS 1616/26 form?
1. 96JUN17
 2. 96JUN16
 3. 96JUN15
 4. 96JUN14

ASSIGNMENT 3

Textbook Assignment: BUPERS Instruction 1610.10, Enclosure (2), Annex D through Annex O.

Learning Objective: Recognize submission times and criteria for regular fitness and enlisted evaluation reports.

- 3-1. A department head has submitted a promotion report on a CTA1. The promotion report may be extended to cover service in the higher rate.
1. True
 2. False
- 3-2. When submitting a special report, you should include a justification for the report at the beginning of the comments.
1. True
 2. False
- 3-3. For which of the following circumstances may a special report be submitted on a service member?
1. Eligible for promotion selection board
 2. Appointment of officer status
 3. Declining performance or misconduct
 4. Each of the above
- 3-4. A CTM1 has been onboard his new command for three months and just made the chief's board for promotion consideration. The CTM1 has not received an evaluation report at his present command. If significant duties were performed, what type of report, if any, should be submitted?
1. Concurrent
 2. Letter-extension
 3. Special
 4. None of the above
- 3-5. An evaluation report submitted for a promotion selection board consideration on a member can be used for the sole purpose of computing his performance mark average (PMA).
1. True
 2. False
- 3-6. A commander who is a lieutenant's reporting senior is authorized to submit a special fitness report recognizing the LT's superior performance.
1. True
 2. False
- 3-7. For which of the following reasons should a special report that is extended by letter for up to three months not be submitted?
1. Reduction-in-rate
 2. Frocking
 3. Misconduct
 4. Detachment of reporting senior
- 3-8. Commands that receive members from TEMDU should ensure that the period of TEMDU has been covered by a fitness or evaluation report.
1. True
 2. False

Learning Objective: Recognize the information needed to complete concurrent fitness and evaluation reports.

- 3-9. The concurrent reporting senior is also the commanding officer. Which of the following requirements should be met for him to submit a concurrent report on an individual assigned temporary additional duty?
1. Competent written orders
 2. Be delegated as reporting senior by the concurrent reporting senior
 3. Competent directives
 4. Each of the above
- 3-10. A concurrent report is due on an individual who is occupying an ADDU billet. Which of the following authorities establishes requirements for these types of billets?
1. SECNAV
 2. CHNAVPERS
 3. Both 1 and 2 above
 4. Officer in charge
- 3-11. Performance information memorandums may be used in place of a mandatory concurrent report for an individual during an ADDU period.
1. True
 2. False
- 3-12. A concurrent report may cover a period exceeding what minimum number of months for a member assigned TEMADD?
1. 18
 2. 15
 3. 3
 4. 6
- 3-13. A concurrent report may be submitted and accepted for filing without the regular reporting senior's counter-signature.
1. True
 2. False
- 3-14. For which of the following reasons does a concurrent report require the regular reporting senior's signature?
1. It documents combat-related performance
 2. It is a mandatory report
 3. It is a special report that documents proven misconduct
 4. Each of the above
- 3-15. The regular reporting senior's counter-signature usually implies agreement with the contents.
1. True
 2. False
- 3-16. A regular reporting senior may take which of the following actions when dealing with a concurrent report?
1. Return it to the originator
 2. Take the content into account in the next regular report
 3. Sign the submitted concurrent report
 4. Each of the above
- 3-17. The regular reporting senior must sign the concurrent report or return it with an explanation to the originator within how many days?
1. 5
 2. 7
 3. 10
 4. 14

3-18. Which, if any, of the following conditions must be met before a regular reporting senior may endorse a concurrent report as a concurrent/regular report?

1. The regular reporting senior has comments to add
2. The report does not cover the complete reporting period since the last regular report
3. The regular reporting senior has no significant observation to add
4. None of the above

3-19. You may submit a regular report that overlaps a previous concurrent/regular report.

1. True
2. False

3-20. Which of the following criteria should be met when there are adverse comments on a concurrent or concurrent/regular report?

1. The report should be endorsed by both the concurrent and regular reporting senior
2. Appropriate field service record entries should be made
3. That member should be afforded the right to submit a statement to the adverse report
4. Each of the above

Learning Objective: Recognize the information necessary to complete operational commander reports and not observed (NOB) reports.

3-21. Operational commander fitness reports provide a supplemental record of performance by which of the following persons as observed by their operational commanders?

1. Commanding officers
2. Officers in charge
3. Both 1 and 2 above
4. Regular reporting senior

3-22. An operational commander reporting senior must be a commander, other than the regular reporting senior, to whom a commanding officer or officer in charge has reported for operational command and control.

1. True
2. False

3-23. Although they are optional, on which of the following occasions should a regular reporting senior normally submit an operational commander fitness report?

1. Upon detachment of the member
2. Upon detachment of the reporting senior
3. When a periodic regular report is due
4. Each of the above

3-24. What block should be marked to indicate that the fitness report is an operational commander report?

1. 20
2. 19
3. 18
4. 17

Learning Objective: Recognize the information needed in completing a not observed (NOB) report.

3-25. Which of the following entries indicates a not observed (NOB) report?

1. Trait grades are filled in
2. Career recommendation indicated
3. Block 16 marked with an X
4. Promotion recommendation made

3-26. NOB reports are used for the purpose of fulfilling requirements when graded reports are inappropriate.

1. True
2. False

3-27. For which of the following purposes may NOB reports be submitted?

1. To cover a period of 4 months
2. To cover administrative or training purposes
3. To cover a period that has not been covered in a concurrent report
4. To cover a period not documented in an operational commanders report

3-28. Which of the following blocks may not have any entries for an NOB evaluation?

1. 8
2. 32
3. 39
4. 44

3-29. Which of the following blocks must have an entry for an NOB FITREP?

1. 20
2. 30
3. 40
4. 43

3-30. Individuals assigned to civilian or foreign activities normally receive their U.S. Navy fitness or evaluation reports from a civilian within the activity who has a comparable position as a reporting senior of a U.S. Navy command.

1. True
2. False

3-31. Who would be designated as reporting senior for an individual assigned under orders to a foreign activity where those orders do not designate the reporting senior?

1. Civilian of comparable position
2. Foreign military officer in position of command
3. U.S. administrative commander
4. Personnel support detachment that is not the U.S. administrative commander

3-32. What type of report is prepared by the civilian or foreign activity on a member assigned to their activity?

1. Concurrent report
2. Concurrent/Regular report
3. Letter-extension
4. Letter report

3-33. If a civilian or foreign activity fails to submit a report on a member attached to their activity, the assigned reporting senior should attempt to obtain verbal comments to include in a regular fitness or evaluation report.

1. True
2. False

Learning Objective: Recognize the information required to complete reports on members assigned to civilian (non-U.S. Federal Government) or foreign activities.

Learning Objective: Recognize information needed in preparing fitness and evaluation reports on students performing temporary duty under instruction.

3-34. Which of the following types of training would be considered as enlisted initial entry training?

1. Veteran indoctrination
2. Schools following in direct sequence
3. Recruit training
4. Each of the above

3-35. A CTASA has just completed his initial entry training. A special report may be submitted to show superior performance on a regular report.

1. True
2. False

3-36. The regular evaluation reports prepared for "fleet" students attending the same training as an initial entry student must maintain continuity.

1. True
2. False

3-37. Which of the following types of reports should be submitted on a cryptologic officer who has just completed three months of DUINS?

1. PIM
2. Detachment of individual regular report
3. Both 1 and 2 above
4. Concurrent regular report

3-38. A CTR2 has just checked onboard his new command from performing a 60-day TEMDUINS. During the check-in process the administrative office found no detachment report or PIM in his field service record. In what block of the next regular report should comments be made which cover the TEMDUINS?

1. 28
2. 29
3. 43
4. 44

3-39. A CTM1 is about to complete 15 months of DUINS. His regular report may be delayed for a maximum of how many months in order to match his academic period of completion?

1. 6
2. 5
3. 3
4. 4

3-40. Detachment of individual reports should be submitted for reserve annual training or active duty for training under orders when the orders exceed what minimum number of consecutive days for (a) officers and (b) enlisted personnel?

1. (a) 10 (b) 20
2. (a) 15 (b) 20
3. (a) 20 (b) 15
4. (a) 10 (b) 17

3-41. For which of the following reserve officers is it recommended to submit an observed fitness report when completing AT or ADT?

1. Ensign
2. CWO2
3. Lieutenant (Junior grade)
4. Each of the above

3-42. A not observed (NOB) report for students may be submitted for periods which show satisfactory academic performance.

1. True
2. False

Learning Objective: Recognize the information used to prepare reports on drilling naval reservists or individuals performing inactive duty training (IDT).

3-43. For which of the following assignments should a regular fitness and evaluation report be prepared for reservists that covers all periods of inactive duty training?

1. Individual mobilization augmentee (IMA)
2. Drilling reserve unit
3. Both 1 and 2 above
4. Reserve unit

3-44. Which of the following individuals should be the regular reporting senior for a member performing IDT?

1. Reporting senior assigned in the IDT orders
2. Delegated reporting senior
3. Commanding officer where the member is assigned for IDT
4. Each of the above

3-45. When the member is given multiple IDT orders, the commanding officer of the primary drilling unit is considered the concurrent reporting senior.

1. True
2. False

3-46. Which of the following individuals is considered the regular reporting senior for a Reserve unit commanding officer when the Naval Reserve Activity's commanding officer is junior in grade to the Reserve unit commanding officer?

1. First officer in the chain-of-command who is of equal grade
2. First officer in the chain-of-command who is senior in grade
3. Both 1 and 2 above
4. First officer not within the chain-of-command who is senior in grade

3-47. A frocked officer is considered to hold the grade to which he is frocked and the precedence in grade will be disregarded when determining the reporting senior of a reserve unit commanding officer.

1. True
2. False

3-48. Which of the following reports is a type of regular report submitted on drilling reservists?

1. Detachment of individual reports
2. Promotion/frocking and special reports
3. Periodic reports
4. Each of the above

3-49. When a member is recalled to active duty for a long period of time, what type of report, if any, should be submitted?

1. Special
2. Detachment of individual
3. Periodic
4. None of the above

3-50. A member who is detached from a unit as a result of mobilization is required to have an IDT detachment of individual report submitted.

1. True
2. False

3-51. Operational commander reports may be submitted on IDT performance.

1. True
2. False

3-52. A reserve center is responsible to perform which of the following tasks to ensure continuity is maintained on IDT detachment reports for reservists who have been rapidly mobilized?

1. Obtain guidance from BUPERS (Pers-32)
2. Provide assistance
3. Monitor report preparation
4. Each of the above

3-53. A reserve ISIC normally assumes authority to ensure that reports are submitted when the commanding officer is mobilized and cannot submit the reports in a timely manner.

1. True
2. False

3-54. IDT reports should be mailed within how many days after the ending date of the report?

1. 10
2. 15
3. 20
4. 30

3-55. When completing block 48 (EVAL) or block 44 (FITREP) for an inactive reserve reporting senior, you should type the address of the activity/unit to which they are assigned.

1. True
2. False

Learning Objective: Identify those types of comments required to supplement block instructions on evaluations.

A.	Adverse
B.	Explanatory
C.	Required evaluative
D.	Special consideration
E.	Prohibited

FIGURE 3A

IN ANSWERING QUESTIONS 3-56 THROUGH 3-65, SELECT FROM FIGURE 3A, THE TYPE OF EVAL/FITREP COMMENTS REQUIRED FOR THE SITUATION DESCRIBED IN THE STATEMENT USED AS THE QUESTION.

3-56. The code letter in block 20 is N/WS.

1. B
2. C
3. D
4. E

3-57. A LT has changed his designator since his last FITREP.

1. A
2. B
3. C
4. E

3-58. A CTR1 has received comments in his evaluation report of unsuitability for a specific assignment.

1. A
2. B
3. C
4. D

3-59. Comments concerning previous failure of selection.

1. B
2. C
3. D
4. E

3-60. A CTA1 received comments on his performance when he performed TEMDU at an Air Force command.

1. B
2. C
3. D
4. E

3-61. Documenting a medical report to justify a physical readiness code.

1. A
2. B
3. D
4. E

3-62. A LT is the classified material custodian onboard the USS *YORKTOWN*.

1. B
2. C
3. D
4. E

3-63. A CTR1 just completed 30 days of ADT.

1. B
2. C
3. D
4. E

3-64. Documenting performance of a member who eliminated waste at his command.

1. A
2. C
3. D
4. E

3-65. A CTR3 regular evaluation report reflected comments about a Navy Commendation Medal recommended for him by his command.

1. D
2. E
3. A
4. B

3-66. Which of the following information must be included in a comment on a conviction or NJP action?

1. Date of conviction or award of punishment
2. Concluding date
3. Both 1 and 2 above
4. Synopsis of events

