# EVALUATION REPORT & COUNSELING RECORD (E1 - E6)

RCS BUPERS1610.-1

| 1. Name (Last, First MI Suffix) | 2. Rate | 3. Desig | 4. SSN |
|---|---|---|---|
| | | | |

| 5. ACT ☐ TAR ☐ INACT ☐ AT/ADSW/265 ☐ | 6. UIC | 7. Ship/Station | 8. Promotion Status | 9. Date Reported |
|---|---|---|---|---|
| | | | | |

| Occasion for Report | | | | Period of Report | |
|---|---|---|---|---|---|
| 10. Periodic ☐ | 11. Detachment of Individual ☐ | 12. Promotion/ Frocking ☐ | 13. Special ☐ | 14. From: | 15. To: |

| 16. Not Observed Report ☐ | Type of Report 17. Regular ☐ | 18. Concurrent ☐ | ☐ | 20. Physical Readiness | 21. Billet Subcategory (if any) |
|---|---|---|---|---|---|

| 22. Reporting Senior (Last, FI MI) | 23. Grade | 24. Desig | 25. Title | 26. UIC | 27. SSN |
|---|---|---|---|---|---|
| | | | | | |

28. Command employment and command achievements.

29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.)

| For Mid-term Counseling Use. (When completing EVAL, enter 30 and 31 from counseling worksheet, and sign 32.) | 30. Date Counseled | 31. Counselor | 32. Signature of Individual Counseled |
|---|---|---|---|
| | | | |

PERFORMANCE TRAITS: 1.0 - Below standards/not progressing or UNSAT in any one standard; 2.0 - Does not yet meet all 3.0 standards; 3.0 - Meets all 3.0 standards; 4.0 - Exceeds most 3.0 standards; 5.0 - Meets overall criteria and most of the specific standards for 5.0. Standards are not all inclusive.

| PERFORMANCE TRAITS | 1.0* Below Standards | 2.0 Pro-gressing | 3.0 Meets Standards | 4.0 Above Standards | 5.0* Greatly Exceeds Standards |
|---|---|---|---|---|---|
| 33. PROFESSIONAL KNOWLEDGE: Technical knowledge and practical application. NOB ☐ | - Marginal knowledge of rating, specialty or job.<br>- Unable to apply knowledge to solve routine problems.<br>- Fails to meet advancement/PQS requirements. ☐ | - ☐ | - Strong working knowledge of rating, specialty and job.<br>- Reliably applies knowledge to accomplish tasks.<br>- Meets advancement/PQS requirements on time. ☐ | - ☐ | - Recognized expert, sought out by all for technical knowledge.<br>- Uses knowledge to solve complex technical problems.<br>- Meets advancement/PQS requirements early/with distinction. ☐ |
| 34. QUALITY OF WORK: Standard of work; value of end product. NOB ☐ | - Needs excessive supervision.<br>- Product frequently needs rework.<br>- Wasteful of resources. ☐ | - ☐ | - Needs little supervision.<br>- Produces quality work. Few errors and resulting rework.<br>- Uses resources efficiently. ☐ | - ☐ | - Needs no supervision.<br>- Always produces exceptional work. No rework required.<br>- Maximizes resources. ☐ |
| 35. EQUAL OPPORTUNITY: Fairness, respect for human worth. NOB ☐ | - Displays personal bias or engages in harassment.<br>- Tolerates bias, unfairness or harassment in subordinates.<br>- Lacks respect for EO objectives.<br>- Interferes with order and discipline by disregarding rights of others. ☐ | - ☐ | - Always treats others with fairness and respect.<br>- Does not condone bias or harassment in or outside of workplace.<br>- Supports Navy EO objectives.<br>- Contributes to unit cohesiveness and morale. ☐ | - ☐ | - Admired for fairness and human respect.<br>- Ensures a climate of fairness and respect for human worth.<br>- Pro-active EO leader, achieves concrete EO objectives.<br>- Leader and model contributor to unit cohesiveness and morale. ☐ |
| 36. MILITARY BEAR CHARACTER: Appearance, conduct, physical fitness, adherence to Navy Core Values. NOB ☐ | - Consistently unsatisfactory appearance.<br>- Poor self-control; conduct resulting in disciplinary action.<br>- Unable to meet one or more physical readiness standards.<br>- Fails to live up to one or more Navy Core Values: HONOR, COURAGE, COMMITMENT. ☐ | - ☐ | - Excellent personal appearance.<br>- Excellent conduct, conscientiously complies with regulations.<br>- Complies with physical readiness program, within all standards.<br>- Always lives up to Navy Core Values: HONOR, COURAGE, COMMITMENT. ☐ | - ☐ | - Exemplary personal appearance.<br>- Model of conduct, on and off duty.<br>- Excellent or outstanding PRT. A leader in physical readiness.<br>- Exemplifies Navy Core Values: HONOR, COURAGE, COMMITMENT. ☐ |
| 37. PERSONAL JOB ACCOMPLISH-MENT/ INITIATIVE: Responsibility, quantity of work. NOB ☐ | - Needs prodding to attain qualification or finish job.<br>- Prioritizes poorly.<br>- Avoids responsibility. ☐ | - ☐ | - Productive and motivated. Completes tasks and qualifications fully and on time.<br>- Plans/prioritizes effectively.<br>- Reliable, dependable, willingly accepts responsibility. ☐ | - ☐ | - Energetic self-starter. Completes tasks or qualifications early, far better than expected.<br>- Plans/prioritizes wisely and with exceptional foresight.<br>- Seeks extra responsibility and takes on the hardest jobs. ☐ |

# EVALUATION REPORT & COUNSELING RECORD (E1 - E6) (cont'd) RCS BUPERS 1616.2

| 1. Name (Last, First MI Suffix) | 2. Rate | 3. Desig | 4. SSN |
|---|---|---|---|
| | | | |

| PERFORMANCE TRAITS | 1.0* Below Standards | 2.0 Pro-gressing | 3.0 Meets Standards | 4.0 Above Standards | 5.0* Greatly Exceeds Standards |
|---|---|---|---|---|---|
| 38. TEAMWORK: Contributions to team building and team results. NOB ☐ | - Creates conflict, unwilling to work with others, puts self above team.<br>- Fails to understand team goals or teamwork techniques.<br>- Does not take direction well. ☐ | - | - Reinforces others' efforts, meets commitments to team.<br>- Understands goals, employs good teamwork techniques.<br>- Accepts and offers team direction. ☐ | - | - Team builder, inspires cooperation and progress.<br>- Focuses goals and techniques for teams.<br>- The best at accepting and offering team direction. ☐ |
| 39. LEADERSHIP: (Optional for E1-E3) Organizing, motivating and developing others to accomplish goals. NOB ☐ | - Fails to motivate, train or develop subordinates.<br>- Fails to organize, creates problems for subordinates.<br>- Does not set or achieve goals relevant to command mission.<br>- Lacks ability to cope with or tolerate stress.<br>- Inadequate communicator.<br>- Tolerates hazards or unsafe practices.<br>- Does not attend to welfare of subordinates. ☐ | - | - Effectively motivates, trains and develops subordinates.<br>- Organizes successfully, solves problems as they occur.<br>- Sets/achieves useful, realistic goals which support command mission.<br>- Performs and leads effectively in stressful situations.<br>- Clear, timely communicator.<br>- Ensures safety of personnel and equipment.<br>- Routinely considers subordinates' personal and professional welfare. ☐ | - | - Inspiring motivator and trainer, consistently builds winners.<br>- Superb organizer, great foresight, gets ahead of problems.<br>- Leadership achievements significantly further command mission.<br>- Perseveres through the toughest challenges and inspires others.<br>- Exceptional communicator.<br>- Makes subordinates safety-conscious, has top safety record.<br>- Constantly improves the personal and professional lives of others. ☐ |

| 40. Individual Trait Avg. Total of trait scores divided by number of graded traits. | 41. I recommend this individual for (maximum of two): Assignment in Rating, Sea Special Programs, Shore Special Programs, Commissioning Programs, Special Warfare Programs, Rating Instructor Duty, Other. (Be specific.) | 42. Signature of Rater (Typed Name & Rate): I have evaluated this member against the above performance standards and have forwarded written explanation of marks of 1.0 and 5.0. |
|---|---|---|
| ☐ | | Date: |

43. COMMENTS ON PERFORMANCE. *All 5.0 and 1.0 marks must be specifically substantiated in comments. No numerical ranking permitted. Comments must be verifiable. Bold, underlined, italic, or other highlighted type is prohibited. Font must be 10 or 12 pitch (10 to 12 point) only. Use upper and lower case.

44. QUALIFICATIONS/ACHIEVEMENTS - Education, awards, community involvement, etc., during this period.

| Promotion Recommendation | NOB | Significant Problems | Progressing | Promotable | Must Promote | Early Promote |
|---|---|---|---|---|---|---|
| 45. INDIVIDUAL | | | | | | |
| 46. SUMMARY | X | | | | | |

47. Retention: Not Recommended ☐ Recommended ☐

48. Reporting Senior Address

| 49. Signature of Senior Rater (Typed Name & Grade/Rate): I have reviewed the evaluation of this member against these performance standards and have provided written explanation to support marks of 1.0 and 5.0. Date: | 50. Signature of Reporting Senior Date: |
|---|---|
| 51. Signature of Individual Evaluated. "I have seen this report, been apprised of my performance, and understand my right to submit a statement." I intend to submit a statement. ☐ I do not intend to submit a statement. ☐ Date: | 52. Typed name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report Date: |