



Uniformed Services University Brigade INSTRUCTION

NUMBER 1325.01

January 1, 2013

MPO

SUBJECT: Officer and Enlisted Evaluation Reports

- References: (a) BUPERSINST 1610.10C, "Navy Performance Evaluation System," dated April 20, 2011
Senior and Junior Enlisted Members of the Year," dated 19 September 2011
(b) AR 623-3, "Evaluation Reporting System," dated August 10, 2007
(c) DA PAM 623-3, "Evaluation Reporting System," dated August 13, 2007
(d) AFI 36-2406, "Officer and Enlisted Evaluation Systems," dated April 15, 2005, certified current February 17, 2007
(e) PHS CC25.1.1, "Commissioned Officers' Effectiveness Report," dated November 9, 2010

A. PURPOSE. This instruction establishes the Officer and Enlisted Evaluation Report program and defines responsibilities for all personnel who are in the rating chain of military personnel assigned or attached to the University. It provides guidance on when, and under what circumstances, military members of the different services are due evaluations.

B. BACKGROUND. An evaluation report is the single most important document affecting a military member's career. It provides information used in selection for assignments, schooling, and promotions. It is essential that each report be rendered accurately and fairly, so that a reliable indication of competence is given when an individual is compared with others of the same grade. Timely submission of these reports is mandatory. Late reports might adversely affect the career progression of the individual being rated, and are therefore inexcusable.

C. APPLICABILITY. This Instruction applies to uniformed personnel assigned or attached to USU.

D. POLICY. It is USU policy that Officer and Enlisted evaluation reports fully and accurately reflect the ratee's performance. Reports must be completed by established suspense dates. Raters will notify the Military Personnel Office in advance if suspense cannot be met. Chairs/Activity Heads will notify

the Military Personnel Office of personnel or organizational changes which cause a rating scheme to change.

E. RESPONSIBILITIES.

1. The Brigade Commander will review and/or sign all evaluations prior to submission to the individual service personnel centers.
2. The Brigade Senior Enlisted Leader will review all enlisted evaluation reports prior to submission to the respective Reporting Senior.
3. The Commandant, School of Medicine will review all resident, medical student and graduate student officer evaluation reports prior to submission the individual service personnel centers.
4. The Commandant, Graduate School of Nursing will review all nursing student officer evaluation reports prior to submission to the individual service personnel centers.
5. The Director, Armed Forces Radiobiology Research Institute (AFRRI) will review all AFRRI officer and enlisted evaluation reports prior to submission to the Brigade.
6. The Senior Service Advisors will review all staff and faculty officer evaluation reports for respective service prior to submission to the individual and sign when necessary.
7. The Military Personnel Office (MPO) shall:
 - (a) Ensure that all uniformed personnel are informed of their rating scheme.
 - (b) Ensure that all officials in the rating chain are aware of the members for whom they are responsible for rating, and of the dates such reports are required.
 - (c) Notify all raters and other rating chain officials when reports are required, beginning at the 8 week window.
 - (d) Establish suspense dates for raters and others in the rating chain that will ensure timely completion, review, and submission of these reports.
 - (e) Provide necessary forms.
 - (f) Monitor progress of reports being prepared and correct any grammatical errors.
 - (g) Provide assistance and administrative expertise as to the proper preparation of each report.

- (h) Review all military evaluations after each rating chain official has completed his/her portion, and then forward each to the next official.
- (i) Forward completed reports to the appropriate military personnel offices.
- (j) Maintain a file of current applicable directives and assist in interpretation, as required.
- (k) Inform all rating officials of any changes in the Military Personnel Evaluation systems, and provide training for such changes.
- (l) Print Navy Fitness Reports in final format.

8. Rating chain officials shall:

- (a) Familiarize themselves with all references and enclosures of this Instruction.
- (b) Comply with applicable portions of instructions accompanying each report.
- (c) Complete applicable portions of the report.
- (d) Provide suggested comments for next rating chain official(s) when the next rating chain official(s) is outside the department (i.e., President, Dean or Brigade Commander).
- (e) Counsel ratee according to service policies and regulations, and meet specific service responsibilities as outlined in Enclosures 1 - 3.
- (f) Notify MPO of any rating scheme change within the respective departments.
- (g) Provide final electronic reports (with the exception of Navy Fitness Reports).
- (h) Return reports to the MPO by the suspense date.

F. MEDICAL OFFICER CANDIDATES.

1. Evaluation reports will be rendered annually at the end of the academic year. Reports are due to the respective services 30 days after the designated closeout date, with the exception of Navy fitness reports, which are due 15 days after the closeout date. NOTE: Navy Fitness Reports on medical students will have a closeout date of May 31.

- (a) First-year medical students - June
- (b) Second-year medical students - May
- (c) Third-year medical students - June
- (d) Fourth-year medical students - May

G. PROCEDURES. See Enclosures 1 - 3

H. EFFECTIVE DATE. This Instruction is effective immediately.



Tanis M. Batsel Stewart
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Brigade Commander

Enclosures:

1. Navy Rating Chain
2. Army Rating Chain
3. Air Force Rating Chain

ENCLOSURE 1NAVY RATING CHAIN

NAVY

Rank	Rater	Senior Rater	Reporting Senior
E1-E4	LPO/LCPO	Supervisor	HQ Commander
E5-E6	LCPO	Supervisor	Brigade Commander
E7-E9	N/A	N/A	Brigade Commander
O1-O3	N/A	N/A	Brigade Commander
O4-O6	N/A	N/A	USU President

A. Regular Evaluations will also be submitted on the following occasions:

(1) Officer

(a) Detachment of reporting senior.

(b) Detachment of officer including separation. This report is optional for members who retire.

NOTE: A Periodic Report may be extended by letter for up to two months to serve as either of the above reports. These reports will be completed prior to the member's detachment.

(c) Special Reports

Occasions for special reports include, but are not limited to, elimination of physical readiness deficiency, declining performance or misconduct. Submit special reports in accordance with NAVMILPERSCOMINST 16611.1, Chapter 4.

(2) Enlisted:

(a) Upon transfer, evaluation will be completed 10 working days prior to member's detachment from USU.

(b) Separation (SEP) Reports - Submit 10 working days prior to a member being released from active duty or discharged without immediate reenlistment.

(c) Advancement/Frothing (ADV) Reports - Submit as of the date prior to frothing or date prior to advancement, if not previously frothed.

NOTE: A letter of extension of Periodic Reports up to 3 months may be used in place of the above reports.

(d) Special (SPEC) Reports Occasions for special reports include, but are not limited to, temporary appointment to officer status, detachment of reporting senior, superior or substandard performance. Submit special reports in accordance with BUPERSINST 1610.10C.

ENCLOSURE 2

ARMY RATING CHAIN

ENLISTED

Rank	Rater	Senior Rater	Reviewer
E1-E4	Supervisor	N/A	N/A
E5-E9	Per Ref (b) & (c)	Per Ref (b) & (c)	Senior Service Advisor

OFFICER

Rank	Rater	Intermediate Rater	Senior Rater
O1-O3	Per Ref (b) & (c)	Senior Service Advisor	Bridgade Commander
O4-O6	Per Ref (b) & (c)	Brigade Commander	USU President

A. Officers

(1) A report will be initiated on the rated officer who has completed at least 90 calendar days in the same position under the same rater during the same rating period and one of the following conditions occur:

(a) Annual report - A report is mandatory on completion of one calendar year of duty following the "THRU" date of the last report.

(b) Change of Rater - A report is mandatory when the rated officer's immediate supervisor changes.

(c) Change of Duty - A report is mandatory when the rated officer has a change of principal duty, even though the rater remains the same, to include reassignment within the University, and upon issuance of Permanent Change of Station (PCS) orders.

(d) Separation - A report is mandatory when the rated officer is separated from active duty, regardless of the reason for separation.

(e) Other - Occasions for other reports being rendered include, but are not limited to, relief or incapacitation of rater, upon recommendation for involuntary separation, or failing selection for promotion.

B. Enlisted - only personnel in the grades of E-5 and above receive evaluation reports, personnel E-1 to E-4 receive counseling.

(1) Annual - A report will be submitted every 12 months or 365 days.

(2) Change of Rater - A report will be submitted whenever the designated rater is changed, as long as minimum rater qualifications of 90 calendar days are met.

(3) Other - Occasions for other reports include, but are not limited to, Complete the Record reports and Relief for Cause reports.

ENCLOSURE 3

AIR FORCE RATING CHAIN

Air Force

Service Member	Rater	Additional Rater	Reviewer
E1-E6	Supervisor	NCOIC/OIC	Senior Service Advisor
E7-E9	Supervisor	Brigade Commander	USU President
O1-O6	Supervisor	Brigade Commander	USU President

A. Officer Performance Reports and Enlisted Performance Reports are prepared:

1. On the rated individual who has completed at least 120 calendar days under the same rater and one of the following conditions occur:

(a) One year has elapsed since close out of last evaluation.

(b) A change of rater occurs, provided a minimum of 120 days has elapsed since the close of the last report.

(c) An individual is reassigned, providing 120 days has elapsed since the last report.

2. When directed by Headquarters Air Force.