

# EVALUATION REPORT & COUNSELING RECORD (E1 - E6)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix)				2. Rate		3. Desig		4. SSN	
5. ACT <input type="checkbox"/>		FTS <input type="checkbox"/>		INACT <input type="checkbox"/>		AT/ADSW/265 <input type="checkbox"/>		6. UIC	
7. Ship/Station				8. Promotion Status		9. Date Reported			
Occasion for Report				10. Periodic <input type="checkbox"/>		11. Detachment of Individual <input type="checkbox"/>		12. Promotion / Frocking <input type="checkbox"/>	
13. Special <input type="checkbox"/>				14. From:				15. To:	
16. Not Observed Report <input type="checkbox"/>		17. Regular <input type="checkbox"/>		18. Concurrent <input type="checkbox"/>		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.) <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>									
For Mid-term Counseling Use. (When completing EVAL Enter 30 and 31 from counseling worksheet 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
<b>33. PROFESSIONAL KNOWLEDGE:</b> Technical knowledge and practical application.  NOB <input type="checkbox"/>	- Marginal knowledge of rating, specialty or job. - Unable to apply knowledge to solve routine problems. - Fails to meet advancement/PQS requirements.	<input type="checkbox"/>	- Strong working knowledge of rating, specialty and job. - Reliably applies knowledge to accomplish tasks. - Meets advancement/PQS requirements on time.	<input type="checkbox"/>	- Recognized expert, sought out by all for technical knowledge. - Uses knowledge to solve complex technical problems. - Meets advancement/PQS requirements early/with distinction.
<b>34. QUALITY OF WORK:</b> Standard of work; value of end product.  NOB <input type="checkbox"/>	- Needs excessive supervision. - Product frequently needs rework. - Wasteful of resources.	<input type="checkbox"/>	- Needs little supervision. - Produces quality work. - Few errors and resulting rework. - Uses resources efficiently.	<input type="checkbox"/>	- Needs no supervision. - Always produces exceptional work. No rework required. - Maximizes resources.
<b>35. COMMAND OR ORGANIZATIONAL CLIMATE/EQUAL OPPORTUNITY:</b> Contributing to growth and development, human worth, community.  NOB <input type="checkbox"/>	- Actions counter to Navy's retention/reenlistment goals. - Uninvolved with mentoring or professional development of subordinates. - Actions counter to good order and discipline and negatively affect Command/Organizational climate. - Demonstrates exclusionary behavior. - Fails to value differences from cultural diversity.	<input type="checkbox"/>	- Positive leadership supports Navy's increased retention goals. Active in decreasing attrition. - Actions adequately encourage/support subordinates' personal/professional growth. - Demonstrates appreciation for contributions of Navy personnel. Positive influence on Command climate. - Values differences as strengths. - Fosters atmosphere of acceptance/inclusion per EO/EEO policy.	<input type="checkbox"/>	- Measurably contributes to Navy's increased retention and reduced attrition objectives. - Proactive leader/exemplary mentor. Involved in subordinates' personal development leading to professional growth/sustained commitment. - Initiates support programs for military, civilian, and families to achieve exceptional Command and Organizational climate. - The model of achievement. - Develops unit cohesion by valuing differences as strengths.
<b>36. MILITARY BEARING/CHARACTER:</b> Appearance, conduct, physical fitness, adherence to Navy Core Values.  NOB <input type="checkbox"/>	- Consistently unsatisfactory appearance. - Poor self-control; conduct resulting in disciplinary action. - Unable to meet one or more physical readiness standards. - Fails to live up to one or more Navy Core Values: HONOR, COURAGE, COMMITMENT.	<input type="checkbox"/>	- Excellent personal appearance. - Excellent conduct, conscientiously complies with regulations. - Complies with physical readiness program. - Always lives up to Navy Core Values: HONOR, COURAGE, COMMITMENT.	<input type="checkbox"/>	- Exemplary personal appearance. - Model of conduct, on and off duty. - A leader in physical readiness. - Exemplifies Navy Core Values: HONOR, COURAGE, COMMITMENT.
<b>37. PERSONAL JOB ACCOMPLISHMENT/INITIATIVE:</b> Responsibility, quantity of work.  NOB <input type="checkbox"/>	- Needs prodding to attain qualification or finish job. - Prioritizes poorly. - Avoids responsibility.	<input type="checkbox"/>	- Productive and motivated. - Completes tasks and qualifications fully and on time. - Plans/prioritizes effectively. - Reliable, dependable, willingly accepts responsibility.	<input type="checkbox"/>	- Energetic self-starter. Completes tasks or qualifications early, far better than expected. - Plans/prioritizes wisely and with exceptional foresight. - Seeks extra responsibility and takes on the hardest jobs.

