DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO

COMTRAWINGFIVEINST 1610.3D
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24 Jan 13

COMTRAWING FIVE INSTRUCTION 1610.3D

From: Commander, Training Air Wing FIVE

Subj: NAVY PERFORMANCE EVALUATION AND COUNSELING RECORDS

Ref: (a) BUPERSINST 1610.10C
(b) NAVADMIN 298/07

Encl: (1) FITREP/Eval/Midterm Counseling Planning Calendar

1. Purpose. To provide additional guidance particular to Training Air Wing (TRAWING) FIVE for carrying out the procedures of reference (a).

2. Cancellation. COMTRAWINGFIVEINST 1610.3C.

3. Action. Reference (a) is the single source of information for completing performance evaluations and counseling. The following is specific guidance for TRAWING FIVE personnel:

a. Officers:

(1) Midterm Counseling: The reporting senior or immediate supervisor will counsel officers per the schedule in enclosure (1). Officers must contact the Commodore's secretary to schedule the individual midterm counseling session if the Commodore is to conduct your counseling.

(2) Fitness Reports (FITREPS): The Commodore's secretary will provide members with email notices with instructions to submit fitness report inputs approximately sixty days prior to the end of the reporting period. The secretary will also verify blocks 1 through 32 with the officers if needed. Department heads and officers being reported on need to submit a rough draft for inclusion in Blocks 29 and 41. The rough drafts must be returned to the Commodore's secretary at least thirty days prior to the end of the reporting period for final review and preparation of the smooth report. Detaching officers must arrange with the Commodore's secretary to submit fitness report inputs at least thirty days prior to the detachment date.

(3) Signature Authority: The Student Control Officer is the Reporting Senior on FITREPS for Navy Student Officers in paygrades 01-03. The Commodore signs all other officer fitness reports.

b. Junior Enlisted (E1-E6)

(1) Midterm Counseling: The counselor is normally the rater, who is usually the division, department, or work center chief petty officer. If the rater is not the immediate supervisor, the advice and/or presence of the supervisor may be helpful, especially in identifying strengths and weaknesses. This counseling will be conducted as scheduled in enclosure (1).

(2) Evaluations: Each department is responsible for preparing all junior enlisted evaluations and summary letters, and submitting the signed evaluations and summary letters to the Administrative Office.

(3) Signature Authority:

E1 - E4: Department Head

E5: CSO (or 05 and above Department Head)

E6: Commodore

c. Special and Adverse Reports: Reference (a) provides detailed information for submitting special and adverse reports.

4. Policy. Each individual is responsible for ensuring their evaluation or fitness report accurately reflects personal information, work history for the reporting period, and any professional development completed.

J. D. GRACE

Distribution:
COMTRAWINGFIVEINST 5216.1S
List II

FITREP/EVAL/MIDTERM COUNSELING PLANNING CALENDAR

(FITREP/EVAL ending dates are the last day of the month for officers and the 15th day of the month for enlisted.)

	PERIODIC FITREP/EVAL		MID-TERM COUNSELING	
	OFFICERS (ALL)	**ENLISTED (ALL)**	**OFFICERS (ALL)**	**ENLISTED (ALL)**
January	O3		O6	E3/E2/E1
February	O2		O5	
March	W5/W4/W3	E5	W2	E8/E7
April	O5	E9	O4	
May	O1			E6
June		E4		
July	O6	E3/E2/E1	O3	
August			O2	
September	W2	E8/E7	W5/W4/W3	E5
October	O4			E9
November		E6	O1	
December				E4

A Periodic report may be omitted if the member has received a graded Regular report within the past 3 months. The omitted period is then included in the next Regular report. Otherwise, the Periodic report must be submitted on the due date, but may then be extended by letter for up to 3 months in place of a Detachment report.