

# EVALUATION REPORT & COUNSELING RECORD (E1 - E6)

RCS BUPERS1610.-1

1. Name (Last, First MI Suffix)				2. Rate		3. Desig		4. SSN	
5. ACT <input type="checkbox"/>		TAR <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				Period of 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"/>		Type of Report				20. Physical Readiness		21. Billet Subcategory (if any)	
		17. Regular <input type="checkbox"/>		18. Concurrent <input type="checkbox"/>					
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%;"></div>									
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. <b>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.	- - -	- Strong working knowledge of rating, specialty and job. - Reliably applies knowledge to accomplish tasks. - Meets advancement/PQS requirements on time.	- - -	- Recognized expert, sought out by all for technical knowledge. - Uses knowledge to solve complex technical problems. - Meets advancement/PQS requirements early/with distinction.
34. <b>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.	- - -	- Needs little supervision. - Produces quality work. Few errors and resulting rework. - Uses resources efficiently.	- - -	- Needs no supervision. - Always produces exceptional work. No rework required. - Maximizes resources.
35. <b>EQUAL OPPORTUNITY:</b> Fairness, respect for human worth.  NOB <input type="checkbox"/>	- Displays personal bias or engages in harassment. - Tolerates bias, unfairness or harassment in subordinates. - Lacks respect for EO objectives.  - Interferes with order and discipline by disregarding rights of others.	- - - -	- Always treats others with fairness and respect. - Does not condone bias or harassment in or outside of workplace. - Supports Navy EO objectives.  - Contributes to unit cohesiveness and morale.	- - - -	- Admired for fairness and human respect.  - Ensures a climate of fairness and respect for human worth. - Pro-active EO leader, achieves concrete EO objectives. - Leader and model contributor to unit cohesiveness and morale.
36. <b>MILITARY BEAR 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.	- - - -	- Excellent personal appearance. - Excellent conduct, conscientiously complies with regulations. - Complies with physical readiness program, within all standards. - Always lives up to Navy Core Values: HONOR, COURAGE, COMMITMENT.	- - - -	- Exemplary personal appearance. - Model of conduct, on and off duty.  - Excellent or outstanding PRT. A leader in physical readiness. - Exemplifies Navy Core Values: HONOR, COURAGE, COMMITMENT.
37. <b>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.	- - -	- Productive and motivated. Completes tasks and qualifications fully and on time. - Plans/prioritizes effectively.  - Reliable, dependable, willingly accepts responsibility.	- - -	- 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.

