

CHAPTER 4

CONCURRENT AND CONCURRENT/REGULAR REPORTS

4-1. Purpose. This chapter provides the information needed to complete Concurrent FITREPs, CHIEFEVALs, and EVALs. A Concurrent report provides a record of significant performance that was not directly observable by the regular reporting senior. If a Concurrent report is endorsed by the regular reporting senior as Concurrent/Regular, it satisfies the Regular report requirement for the period concerned. A Concurrent report can only be endorsed as Concurrent/Regular if there is no gap between beginning date of the Concurrent report and the ending date of the previous Regular report (i.e., the Regular report ends on 03SEP28 and the Concurrent report begins on 03SEP29 or earlier). An overlap of dates is authorized on Regular and Concurrent/Regular reports.

4-2. Concurrent Reporting Senior. A concurrent reporting senior must be a CO or Commander to whom the individual has been assigned for ADDU or TEMADD by competent written orders or directives, or that CO's successor or delegated reporting senior. A Navy Reserve Unit CO is the concurrent reporting senior for Selected Reserve (SELRES) members assigned to the unit in a CAI status. The following individuals may not act as concurrent reporting senior, whether or not ADDU, TEMADD, or CAI orders have been issued:

a. Anyone in the same command as the regular reporting senior. A PIM is appropriate in this circumstance; or

b. Anyone who is senior or subordinate to the CO of the members reported on in the same immediate chain of command, (e.g., when a member is sent from the squadron to the wing for TEMADD, the wing cannot submit the concurrent report because the commander of the wing is the reporting senior for the member's CO).

4-3. Criteria for Submitting Concurrent Reports. A Concurrent report may be submitted for any period of ADDU, TEMADD, CAI, or designated billet assignments if the performance was significant and cannot be adequately evaluated by the regular reporting senior. A Concurrent report for an extremely short period is discouraged. A Concurrent report should be submitted if the

assignment requires absence from the permanent duty command for more than 3 months, except for duty under instruction (DUINS) or duty in which the individual was accountable only to the permanent duty commander.

a. Mandatory Concurrent Reports for Designated Billets. Concurrent reports may be required on individuals occupying designated billets. These requirements may be established only by NAVPERSCOM orders or by directives of the Secretary of the Navy; the Chief of Naval Operations; Commander, Navy Personnel Command; or a common superior to the permanent duty and supported commanders.

b. Detachment for Cause. This is an exception to the rule that allows a concurrent report to be submitted by a reporting senior in the same chain of command as the original reporting senior. Refer to chapter 3, paragraph 6h.

c. Performance Information Memorandum in Lieu of a Concurrent Report. A PIM may be used as an alternative to a non-mandatory Concurrent report. A PIM assists the regular reporting senior in evaluating performance during the ADDU, TEMADD, or CAI period, but does not become part of the official record. See chapter 12 for the PIM format.

4-4. Occasions for Concurrent Reports. Concurrent reports are submitted on detachment of the concurrent reporting senior (for officers), and/or detachment of the individual (officer/enlisted) from the ADDU, TEMADD, CAI or designated billet assignment. They may also be submitted when Periodic reports are due, particularly if the report is to be endorsed as Concurrent/Regular. A Concurrent report (but not a Concurrent/Regular report) may cover a period exceeding 15 months.

4-5. Concurrent Special Reports. Concurrent reporting seniors may submit a Special report on the occasions listed below. Concurrent Special reports do not account for continuity purposes unless it is endorsed by the regular reporting senior as Concurrent/Regular, and maintains regular report continuity. All concurrent reports require countersignature by the regular reporting senior.

a. Submission or Withdrawal of an Enlisted Promotion (Advancement) Recommendation or Establishment of a Performance Mark Average (enlisted only). Submit a Special report if needed for an enlisted advancement cycle to recommend a member for advancement who is not already in a recommended status, withdraw an advancement recommendation, or to establish a Performance Mark Average when no report that can be used for this purpose has been submitted in the member's current rate. A Special report may not be submitted for the sole purpose of raising a Performance Mark Average (see chapter 16 for enlisted advancement system issues).

b. Misconduct. Misconduct should normally be reported when the next FITREP, CHIEFEVAL, or EVAL comes due; however, a Special report may be submitted if the reporting senior believes that facts should be placed on the record before the next occasion for a report.

c. Reduction in Rate (enlisted only). Submit a Special report for the old rate, ending on the last day in the old rate. If the reduction resulted from a courts-martial or NJP, the signature date (as opposed to ending date) must be on or after the date the proceedings were concluded.

d. Detachment of Reporting Senior (E1-E6). Detachment of Reporting Senior reports are optional for E1-E6 and are submitted as Special reports. Reports must be submitted on all personnel in the same pay grade who are normally evaluated by that reporting senior. Ensure the first sentence states the reason for the Special report. Detachment of Reporting Senior reports for E7-E9 are discussed in chapter 3 under paragraph 3-7.

4-6. Promotion Recommendation Summary Groups. Concurrent reports are normally grouped together, but separately from Regular reports. Concurrent/Regular reports are considered Concurrent reports for summary group purposes. As an option, the concurrent reporting senior may group Regular and Concurrent reports together, when they are submitted on the same date and substantially the same duties and length of observation were involved. If this is done, indicate the exception on the summary letter.

4-7. Regular Reporting Senior Countersignature. The countersignature verifies that the report has been properly submitted, but does not necessarily imply agreement with the contents. The regular reporting senior's cumulative average is not affected on a Concurrent or Concurrent/Regular report, only the concurrent reporting senior's average will be affected.

a. Policies

(1) The regular reporting senior must sign and forward all properly submitted Concurrent reports.

(2) The regular reporting senior may not sign and forward a Concurrent report that is not authorized by this instruction, but may take its contents into account in the next Regular report.

(3) Advance copies of entire summary groups containing concurrent reports that are forwarded without the countersignature of the regular reporting senior will be accepted by NAVPERSCOM (PERS-32). A corresponding memorandum will be prepared by NAVPERSCOM (PERS-32) and placed in the OMPF, stating the report has been accepted without the countersignature of the regular reporting senior. Once the countersigned document has been received by NAVPERSCOM (PERS-32), it will be added to the OMPF in place of the non-countersigned report. The corresponding memorandum will also be removed.

b. Procedure. The concurrent reporting senior shall forward advance copies of entire summary group(s) directly to NAVPERSCOM (PERS-32) in conjunction with mailing individual reports to the regular reporting senior for countersignature. Retain a reproduced copy in case the originals are lost or misplaced. The regular reporting senior shall sign the report(s) and forward the countersigned original to NAVPERSCOM (PERS-32) and return a copy to the originator.

(1) The concurrent reporting senior will ensure that all the reports in that summary group are submitted at one time.

(2) Both the regular reporting senior and the concurrent reporting senior will file a copy in their command files.

(3) Provide a countersigned copy to the member.

c. Concurrent Reports in Same Summary Group but with Different Regular Reporting Seniors. The concurrent reporting senior will forward advance copies of entire summary group(s) directly to NAVPERSCOM (PERS-32) in conjunction with forwarding the original report(s) to the regular reporting senior for countersignature. The regular reporting senior will sign and return the original report to NAVPERSCOM (PERS-32), and provide a copy to the concurrent reporting senior.

4-8. Endorsement as Concurrent/Regular Report. The regular reporting senior may endorse a Concurrent report as Concurrent/Regular if the report covers the entire period since the last Regular report and the regular reporting senior has no significant observation to add. The report then becomes the Regular report for the period concerned. Begin the next Regular report period on the day following the ending date of the Concurrent/Regular report. Be sure to maintain Regular report continuity. The regular reporting senior must place an X in block 17. If the regular reporting senior does not mark block 17, this report will be accepted as a Concurrent report only. The concurrent reporting senior's cumulative average is adjusted upon acceptance of the Concurrent or Concurrent/Regular report.

a. Pre-arranged Concurrent/Regular Reports. When all of a member's duties are performed in an ADDU, TEMADD, CAI or designated billet assignment, the regular and concurrent reporting seniors may agree in advance to submit a Concurrent/Regular report. In this case, submit a Concurrent/Regular report whenever it would be due if the member were permanently assigned to the ADDU, TEMADD, CAI or designated billet command. A separate report is not required on detachment of the regular reporting senior, provided that day-for-day Regular report continuity is maintained.

b. Endorsement Procedure. The regular reporting senior will mark block 17 (Regular); complete block 20 (Physical Readiness) (if the PFA was not conducted at the concurrent command); and complete, sign, and date the last block of the report. The regular reporting senior may not amend or add to the report, but may comment on it in a subsequent Regular report.

c. Overlapping Periods of Regular and Concurrent/Regular Reports. Only one Regular type or report may be submitted to

cover a reporting period. If a Concurrent report is endorsed by the regular reporting senior as Concurrent/Regular, it satisfies the Regular report requirement for the period concerned. A Concurrent report can only be endorsed as Concurrent/Regular if there is no gap between the beginning date of the Concurrent report and the ending date of the previous Regular report (i.e., the pervious Regular report ends on 03SEP28 and the Concurrent report begins on 03SEP29 or earlier). However, an overlap of dates is authorized if a Regular report is submitted by the member's parent command, and a Concurrent only report is submitted by the authorized ADDU, TEMADD, CAI, or designated billet concurrent reporting senior.

4-9. Extension of Concurrent and Concurrent/Regular Reports. A concurrent reporting senior may extend a Concurrent report by letter. Use the format of exhibit 3-1, and forward a copy of the extension to the regular reporting senior for file. A regular reporting senior may extend a Concurrent/Regular report, with a copy to the concurrent reporting senior, provided the resulting total report period does not exceed 15 months.

4-10. Adverse Concurrent Reports. If there is any adverse matter in either a Concurrent or Concurrent/Regular report, the regular reporting senior shall ensure that appropriate page 13 entries have been made (for enlisted), and that the member has signed and has been afforded the right to submit a statement. Both the concurrent and regular reporting seniors shall endorse the statement.

4-11. Flag Officer Endorsements of Reports on Captains. When the officer reported on is a captain, and the concurrent reporting senior is a captain (or below) in the same competitive category, the report must be endorsed, and may be commented on, by the first flag/general officer or selectee in the chain of command, or other flag Officer designated for this purpose. The endorsement is not required if the report is Not Observed or if the concurrent reporting senior is a flag officer selectee. See chapter 11 for endorsement procedures.

4-12. Instructions for Specific Blocks of Concurrent and Concurrent/Regular Reports. Exhibits 4-1 and 4-2 are examples of a Concurrent and Concurrent/Regular Report. Instructions are the same as found in chapter 1, except as follows:

BLOCKS 6 AND 7

UIC/SHIP/STATION

Enter the UIC and activity to which assigned for ADDU, TEMADD, or CAI. For reports on COs, if the report covers ADDU or TEMADD in a command capacity, enter the activity the officer commands. If it covers ADDU, TEMADD, CAI in a personal capacity, enter the command to which ordered for the ADDU, TEMADD, or CAI assignment. For designated billet assignments concurrent reporting seniors may use the member's permanent UIC and activity.

BLOCKS 17-19

TYPE OF REPORT

Place an "X" in block 18 (CONCURRENT). **Concurrent/Regular Report.** To endorse as Concurrent/Regular, the regular reporting senior will mark block 17 (Regular) on all printed copies.

BLOCK 20

PHYSICAL READINESS

Make an entry only if the concurrent reporting senior has conducted any official PFAs or BCAs during the reporting period. Otherwise, leave blank. If there is no block 20 entry, the regular reporting senior will make entries for any PFAs or BCAs conducted and initial on all printed copies.

BLOCKS 22-27

REPORTING SENIOR

Enter data for the concurrent reporting senior in blocks 22-27.

BLOCKS 30-32

COUNSELING

Leave blank, unless mid-term counseling was performed at the ADDU, TEMADD, CAI or designated billet command. **Concurrent/Regular report:** The concurrent reporting senior shall make appropriate entries on all printed copies of the report.

EVAL BLOCK 43

COMMENTS ON PERFORMANCE

**FITREP/CHIEFEVAL
BLOCK 41**

State the justification for the Concurrent report at the beginning of the comments. Otherwise, the same general requirements apply to comments on both Regular and Concurrent reports. The regular reporting senior may not add comments, even if endorsing as Concurrent/Regular. If additional comments are desired, do not endorse as Concurrent/Regular. Submit a separate Regular report.

EVAL BLOCK 50

**FITREP/CHIEFEVAL
BLOCK 45**

SIGNATURE OF REPORTING SENIOR

The concurrent reporting senior whose name appears in block 22 must sign all reports. By direction, For, Acting, ghosted, stamped, or facsimile signatures are not allowed. Use black or blue-black ink. Do not type in this space. If the current reporting senior is a rear admiral (07) selectee, and the report is on a captain in the same competitive category, add "RDML(S)" following the signature. This verifies that a flag officer endorsement is not required. If the signature is unobtainable, see chapter 14.

EVAL BLOCK 51

**FITREP/CHIEFEVAL
BLOCK 44**

SIGNATURE OF INDIVIDUAL EVALUATED

On a Concurrent report, the member should be counseled and the signature obtained, but the signature is not required unless the report is adverse.

Concurrent/Regular report: The signature and counseling are required on the same basis as a Regular report. If endorsement as Concurrent/Regular is expected, the concurrent reporting senior should obtain the signature if the member is still on board.

EVAL BLOCK 52

**FITREP/CHIEFEVAL
BLOCK 47**

**SIGNATURE OF REGULAR REPORTING SENIOR ON
CONCURRENT REPORT**

Type the regular reporting senior's last name and initials, grade, command, and UIC. Sign and date all printed copies.

**EXHIBIT 4-1
CONCURRENT REPORT**

EVALUATION REPORT & COUNSELING RECORD (E1-E6)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) SAMPLE, HARVEY J		2. Rate YN1		3. De B-45-6789	
5. ACT <input checked="" type="checkbox"/> ETS <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW/ <input type="checkbox"/> 265		6. UIC 12345		7. Ship/Station DDG 113 NELSON	
8. Occasion for Report 11. of Individual <input checked="" type="checkbox"/>		12. Promotion/ Frothing <input type="checkbox"/>		13. Special <input type="checkbox"/>	
14. From: USPAR18		15. To: 09SEP15		9. Date Reported 09MAR18	
17. Regular <input type="checkbox"/>		18. Concurrent <input checked="" type="checkbox"/>		20. Physical Readiness	
21. Billet Subcategory (if any) INDIV AUG		23. Grade CDR		24. Desig 1110	
25. Title CO		26. UIC 12345		27. SSN 987-65-4321	
28. Command employment and command achievements OPERATION NOBLE EAGLE/ENDURING FREEDOM; CART II; TSTA I, II, AND III					
29. Primary/Collateral/Watchstanding LPO					
30. Date Couseled NOT REQ					
31. Counselor					
32. Signature of Individual Couseled					
33. Signature of Rater (Typed Name & Rate) I have evaluated this member against the above performance standards and have forwarded written explanation of marks 1-0.					
43. COMMENTS ON PERFORMANCE * All 1.0 marks, three 2.0 marks, and 2.0 marks in Block 35 must be specific! Font must be 10 or 12 Pitch (10 or 12 point) only. Use upper and lower case. Submitted on the occasion of YN1 Sample's detachment from... Recognized administrative expert. Consistently sought out... his superior edge and professional expertise. An extremely meticulous and productive... stamina and dedication resulted in the Admin Department passing a Navy... no discrepancies. ... period onboard visited every department trained, audited, and improved... processes achieving grades of outstanding in every area for the squadron... administrative and material inspection. ... 2 hour workdays in preparation for a major deployment he completed two... ses toward a bachelors degree in business while maintaining a 3.75 GPA. ... Exemplifies the model deck plate leader by counseling 20 junior squadron personnel on... career opportunities in conjunction with a Center for Career Development visit. This... resulted in 5 reenlistment and increased squadron retention from 45 percent to 70 percent... for the year. Conducted admin managerial classes with junior personnel for their growth... and development.					
44. QUALIFICATIONS/ACHIEVEMENTS - Education, awards, community involvement, etc., during this period.					
45. INDIVIDUAL					
46. SUMMARY					
47. Retention: Not Recommended <input type="checkbox"/> Recommended <input checked="" type="checkbox"/>					
48. Reporting Senior Address COMMANDING OFFICER					
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 the marks of 1-0. JOHNSON, A L, LT					
50. Summary Group Average: 4.00					
51. Signature of Individual Evaluated. "I have seen this report, been apprised of my performance, and understand my right to submit a statement." Date: <input checked="" type="checkbox"/>					

Block 18.
Mark Concurrent.

Block 20.
Blank if not tested at ADDU/TEMADD command.

State reason for a Special, Concurrent, or Ops Cdr report, either in Block 29 or at beginning of comments.

Member Trait Average.
Handwritten average of Blocks 33-39 (see table 1-2).

Blocks 30 - 32.
Blank if not counseled at ADDU/TEMADD command.

Block 40 (FITREP/CHIEFEVAL) or Block 41 (Eval).
May make recommendations or enter NONE.

Summary Group Average. Handwritten average of all Member Trait Averages from the competitive category.

Block 46 (FITREP/CHIEFEVAL) or Block 51 (Eval).
Member signature desired but not required

Block 47 (FITREP/CHIEFEVAL) or Block 52 (Eval).
Regular Reporting Senior identification and signature.

**EXHIBIT 4-2
CONCURRENT/REGULAR REPORT**

Evaluation Report & Counseling Record (E1-E6)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) SAILOR, HARVEY J	2. Rate YN1	3. Desig SW/AW	4. SSN 123-45-6789
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Block 17.
Regular Reporting
Senior Mark X

5. NACT AT/ADSW <input type="checkbox"/> <input type="checkbox"/> 265	6. UIC 12345	7. Ship/Station DDG 113 NELSON	8. Promotion Status REGULAR	9. Date Reported 09NOV16
10. Period of Report <input type="checkbox"/> Detachment <input type="checkbox"/> of Individual	11. of Individual <input checked="" type="checkbox"/>	12. Promotion/ Frocking <input type="checkbox"/>	13. Special <input type="checkbox"/>	14. From: 09NOV16 15. To: 10SEP15

16. Not Observed Report <input type="checkbox"/>	Type of Report 17. Regular <input checked="" type="checkbox"/>	18. Concurrent <input checked="" type="checkbox"/>	20. Physical Readiness N	21. Billet Subcategory (if any) INDIV AUG
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22. Reporting Senior (Last, FI MI) SENIOR, R R	23. Grade CAPT	24. Desig 1110	25. Title COMMODORE	27. SSN 987-65-4321
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Block 20.
If left blank regular R/S
make appropriate entry
Pen & ink entry and
initial

28. Command employment and command achievements.
Operation Noble Eagle/Enduring Freedom; CART II, TSTA

29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.)
ADMIN LPO
Pri: Admin/Personnel Department LPO-11. Supervise 9 personnel in 4 ratings. Monitors \$25, 000 TAD budget. COLL: Retention Team member 11; Educational Service Assistant-11. Watch: Import Staff Duty Officer-11

Blocks 30 - 32.
Blank if not counseled at
ADDU/TEMADD
command.

For Mid-Term Counseling Use. (When completing EVAL, enter 30 and 31 from counseling worksheet, sign 32.)	30. Date Counseled NOT REQ	31. Counselor	of Individual Counseled
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Technical knowledge and professional expertise. An administrator whose stamina and dedication resulted in a discrepancy board visit achieving a creative and workdays in and a badge check plate in conjunction with career opportunities. This resulted in 5 reenlistment and increased squadron retention from 45 percent to 70 percent for the year. Conducted admin managerial classes with junior personnel for their growth and development.

and productive ent passing a Navy

ained, audited, and improved in every area for the squadron or deployment he completed two s while maintaining a 3.75 GPA. 0 junior squadron personnel on rear Development visit. This

Member Trait Average.
Average of Blocks 33-39 (see table 1-2).

Block 43 (Eval)
(FITREP/CHIEFEVAL) or
Block 41.
Regular Reporting Senior
may not make comments.

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

Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	47. Retention: Not Recommended <input type="checkbox"/> Recommended <input checked="" type="checkbox"/>
45. INDIVIDUAL						X	48. Reporting Senior Address: COMMANDING OFFICER USS NELSON (DDG 113) PO AP 78945-1234
46. SUMMARY		O					Senior Date:

49. Signature of Senior Rater (Type Name & Grade/Rate). I have reviewed this report, been apprised of my statement, and I intend to submit a statement.
JOHNSON, A L, LT
Date:

Block 46 (FITREP/CHIEFEVAL) or Block 51 (Eval).
Member signature or acceptable entry required on a Concurrent/Regular report.

Block 47 (FITREP/CHIEFEVAL) or Block 52 (Eval).
Regular Reporting Senior identification and signature.