BUPERSINST 1610.10D CHANGE TRANSMITTAL 2

From: Chief of Naval Personnel

Subj: NAVY PERFORMANCE EVALUATION SYSTEM

Encl: (1) Revised pages 3-9 and 3-10

1. **Purpose.** To transmit new pages 3-9 and 3-10 of enclosure (2) of the basic instruction. This change adds the requirement to submit a special evaluation or fitness report to document non-deployability and individual medical readiness.

2. **Action.** Remove pages 3-9 and 3-10 of enclosure (2) of the basic instruction and replace with enclosure (1) of this change transmittal.

3. **Records Management**
   
   a. Records created as a result of this change transmittal, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at [https://portal.secnnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx](https://portal.secnnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx).

   b. For questions concerning the management of records related to this instruction [notice, change transmittal] or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

   [Signature]
   
   J. W. HUGHES
   Deputy Chief of Naval Personnel

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via BUPERS Web site, [http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Pages/default.aspx](http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Pages/default.aspx)
h. 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 paragraph 3-7.

i. Special FITREPs on Officers (Superior Performance). Special fitness reports for superior performance or recommendations are specifically prohibited for officers.

j. Superior Performance or Recommendation for Special Program (enlisted only). A Special report may be submitted on an enlisted member to document particularly superior performance or to recommend the enlisted member for a commissioning program or other special program.

k. NAVPERSCOM (PERS-32) Request. NAVPERSCOM (PERS-32) may request a Special FITREP, CHIEFEVAL, or EVAL.

l. Completion of Medical Postgraduate Internship Program or Medical Resident/Fellow Graduate Program. A Special report may be submitted for those officers who are assigned PCS orders to the same medical facility upon graduation.

m. Non-Deployability/Individual Medical Readiness. A special report will be submitted when a member fails to maintain medical readiness by design or neglect or comply with responsibilities to maintain individual readiness following formal counseling as specified by reference (b), MILPERSMAN 1610-015.

n. Extension of Special Report. A Special report may be extended for up to 3 months unless it was submitted for the reduction-in-rate of an enlisted member or upon the promotion of an officer or CPO.

3-10. Reporting on TEMDU. Regular report continuity must be maintained during all periods of TEMDU, which are short periods of duty between permanent duty assignments. The following rules apply to TEMDU other than for training. See chapter 8 for TEMDU under instruction.
a. TEMDU Lasting 3 Months or Less. Submit a Detachment of Individual Regular report if the TEMDU involved significant performance and was not for administrative or orientation purposes only. Ensure continuity with the previous Regular report. A Not Observed report (see chapter 6) may be appropriate if the purpose is merely to describe the TEMDU, but not evaluate it. Periodic and Detachment of Reporting Senior reports are not required during TEMDU. If a FITREP, CHIEFEVAL, or EVAL is not submitted, prepare a Performance Information Memorandum (PIM) (see chapter 12) for transmittal to the member's next command. Commands receiving a member from TEMDU must determine whether the TEMDU period was covered by a FITREP, CHIEFEVAL, or EVAL. If not, include the period in the next Regular report.

b. TEMDU Exceeding 3 Months. Submit all Regular reports that would be due if the member was permanently assigned, except that Detachment of Reporting Senior reports are optional for both officers and enlisted.