



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

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PERS-32
16 SEP 2011

BUPERS NOTICE 1610

From: Chief of Naval Personnel

Subj: NAVY PERFORMANCE EVALUATIONS FOR AFGHANISTAN-PAKISTAN
(AFPAK) HANDS

Ref: (a) CJCSI 1630.01
(b) BUPERSINST 1610.10C
(c) U.S. CENTCOM FORWARD memo 1610 Ser N00/158 of
5 Nov 2010

Encl: (1) AFPAK Hands Performance Evaluation Supplemental
Guidance
(2) Performance Evaluation Example Timeline (Active Duty)
(3) Performance Evaluation Example Timeline (SELRES)

1. Purpose. To provide guidance to standardize performance evaluations for Navy personnel participating in the Afghanistan-Pakistan (AFPAK) Hands Program established by reference (a).

2. Applicability. This guidance is applicable to reporting seniors of any service or organization who administer performance evaluations for Navy enlisted or officers assigned to the AFPAK Hands Program.

3. Background

a. Per reference (a), the AFPAK Hands Program was established to prepare forces for success in Afghanistan through greater continuity, focus, and persistent engagement on Afghanistan and Pakistan. The AFPAK Hands Program develops a cadre of military experts with in-depth language, cultural, and regional expertise. Although centrally managed, this program produces experts who serve in designated chains of command.

b. Services are responsible for exercising oversight of all administrative functions associated with AFPAK Hands, including establishing reporting seniors with fitness and evaluation reporting responsibilities. To the greatest extent possible, policy regarding fitness report and counseling record (FITREP)

and evaluation report and counseling record (EVAL) for AFPAC Hands not specifically addressed by this notice, will comply with reference (b).

4. Definitions

a. Parent Command. Organizations to which AFPAC Hands are permanently assigned via permanent change of station orders, and which exercise command sponsor responsibilities for AFPAC Hands' family members for the duration of the members' AFPAC Hands tour. In most cases, the AFPAC Hands' parent command will be one of three Navy designated geographic hubs: Naval District Washington (National Capital Region); U.S. Fleet Forces Command (Norfolk area) and U.S. Central Command (Tampa).

b. Navy Reserve Activity (NRA). The organization where the Selected Reserve (SELRES) AFPAC Hands participant's Reserve unit is assigned (Navy Operational Support Center, Naval Air Station, Navy Reserve Force ship, etc.)

c. Out-of-Theatre (OOT) Organizations. Organizations outside of Afghanistan and Pakistan that have responsibilities associated with Afghanistan and Pakistan. AFPAC Hands will frequently be assigned on temporary additional duty orders from their parent command when not deployed, performing duties (including training and education) that will enhance their regional expertise or contribute to national security interests in the AFPAC region. Alternatively, select AFPAC Hands may be detailed to an OOT assignment that maintains AFPAC Hand's professional skills and supports career progression. This OOT assignment occurs after the first deployment and before the second phase of language training.

d. In-Theater Organizations. Commander, U. S. Forces Afghanistan and Office of Defense Representative to Pakistan are designated as in theater commanders. Each commander may delegate reporting senior authority per reference (b), chapter 2 however, recommend that reporting seniors for AFPAC Hands be O6 or above in recognition of the strategic importance accorded this elite cadre of personnel. Reference (c) (available at <http://www.public.navy.mil/bupers-npc/career/performanceevaluation/Pages/default.aspx>) provides additional guidance on completing In-theater performance EVALS and FITREPS.

e. Training Organizations. AFPAK Hands training organizations and requirements are set forth in reference (a), enclosure (e).

5. Policy. Enclosures (1) through (3) provide supplemental guidance on managing FITREPs and EVALs for all AFPAK Hand assigned personnel. For any situation not covered in this notice (i.e., promotion or frocking, adverse events), refer to reference (b) for reporting requirements or contact Navy Personnel Command, Customer Service Center (PERS-1) at CSCMailBox@navy.mil or 1-866-U-ASK-NPC (1-866-827-5672)/DSN 882.

6. Records Management. Records created as a result of this notice, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.

7. Cancellation Contingency. This notice will remain in effect for the duration of the AFPAK Hands Program or for 1 year, whichever occurs first. This notice may be retained for reference purposes only.



D. P. QUINN
Acting

Distribution:
Electronic only, BUPERS Web site
<http://www.npc.navy.mil/>

AFFPAK HANDS PERFORMANCE EVALUATION SUPPLEMENTAL GUIDANCE

1. Navy Personnel Command, Performance Evaluation Division (PERS-32) has assigned in writing the billet subcategory code of SPECIAL01 to use for assigned AFFPAK Hands personnel. Use of this billet subcategory code ensures the AFFPAK Hand is not at a competitive disadvantage with other permanently assigned personnel. Table 1 provides a summary of reporting requirements for performance evaluations by command assignment.

a. Parent Command Responsibilities

(1) Serve as the Regular Reporting Senior for all active duty AFFPAK personnel.

(2) Submit Regular reports on occasion specified by reference (b). Use not observed (NOB) reports with comments for all personnel unless a member is directly reporting and working on a daily basis at or for the parent command for an extended period. Justification and explanation must be made in the Comment on Performance block of the FITREP or EVAL for NOB reports greater than 90 days. The majority of the reports will be NOB with comments due to the unique structure of the AFFPAK Hands program.

(3) Ensure report day-to-day continuity is maintained.

(4) Endorse all Concurrent reports and submit per reference (b). The preferred reporting method is countersigning as a Concurrent/Regular report if day-to-day continuity is maintained. Note: If the Regular Reporting Senior endorses the Concurrent report 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 (e.g., the Regular report ends on 10SEP28 and the Concurrent report begins on 10SEP29 or earlier). An overlap of dates is authorized on Regular and Concurrent reports. A regular Reporting Senior may extend a Concurrent/Regular report provided the resulting total report period does not exceed 15 months.

b. NRA Responsibilities

(1) Ensure AFPAK personnel receive detachment of individual reports ending the day before commencement of active duty from their inactive duty training regular reporting senior.

c. Out-of-Theatre (OOT) Command Responsibilities

(1) Per reference (c) submit Concurrent reports upon the detachment of individual (officers or enlisted) or detachment of Reporting Senior (officers only) for active duty AFPAK Hands personnel. OOT commands may also submit periodic reports (officers or enlisted), especially if the report is endorsed as a Concurrent/Regular report and maintains day-to-day continuity.

(2) Submit Regular reports for SELRES AFPAK Hands personnel on occasions specified by reference (b).

d. In-Theater Command Responsibilities

(1) Submit Concurrent reports upon the detachment of individual (officers or enlisted) or detachment of Reporting Senior (officers only) for active duty AFPAK Hands personnel. OOT commands may also submit Periodic reports (officers or enlisted), especially if the report is endorsed as a Concurrent/Regular report and maintains day-to-day continuity.

(2) Submit Regular reports for SELRES AFPAK Hands personnel on occasions specified by reference (b).

e. Training Command Responsibilities

(1) For training periods greater than 90 days submit an observed or NOB Concurrent report upon detachment of individual for active duty AFPAK Hands personnel. Submit either a NOB Concurrent report or a performance information memorandum (PIM) for training periods less than 3 months. See reference (b), sections 6-2 and 8-3 for guidance.

(2) Submit a NOB Regular report upon detachment of individual for SELRES AFPAK Hands personnel where training periods are greater than 10 days and less than 90 days. Submit a PIM for training periods less than 10 days. For training

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periods greater than 90 days commands may submit either an observed or NOB Regular report. See reference (b), section 10-2 for guidance.

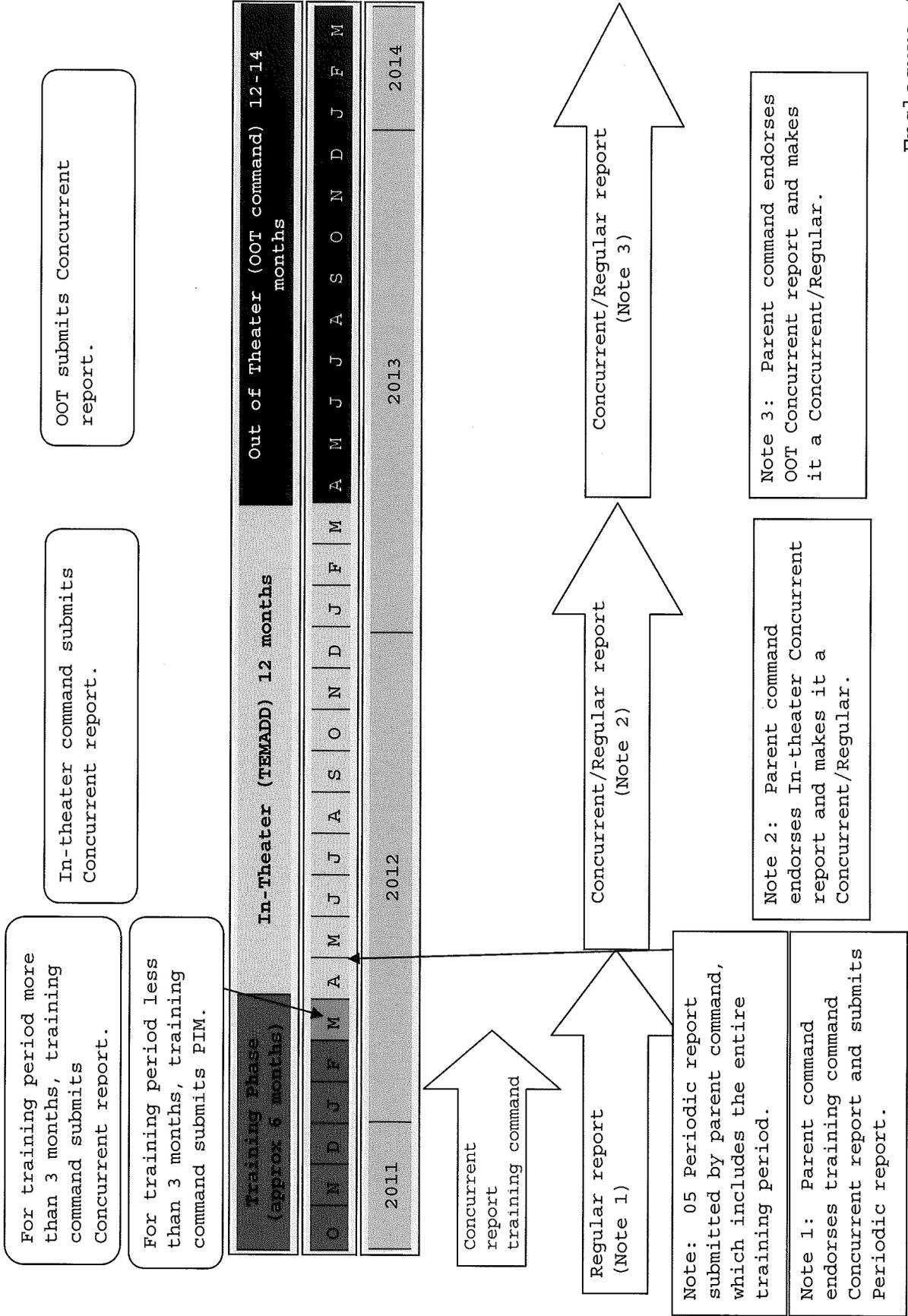
2. U.S. commands and agencies other than Navy are encouraged to appoint a Navy Personnel Evaluation Adviser who will monitor evaluation practices with regard to Navy personnel and provide assistance and advice to Joint Reporting Seniors when needed. If necessary, the nearest Navy command shall provide this service. Informal review of rough reports by the Navy Personnel Evaluation Adviser is encouraged to ensure conformity to reference (b) policies and to accepted Navy practices. Reviewer endorsements, comments, and signatures on the completed report are not authorized.

TABLE 1: REPORTING REQUIREMENTS SUMMARY

Command	Active Duty		Report Type	Selected Reserve	
	Report Occasion	Report Type		Report Occasion	Report Type
Parent	Periodic	Regular	NOTE: Most are NOB with comments unless member directly working to or reporting to command for an extended period.		
	Detachment of Individual				
	Detachment of Reporting Senior (officers only)				
	Promotion/Frothing				
	Special				
Training	Detachment of Individual (> 3 months)	Concurrent or Concurrent/Regular		Detachment of Individual	Regular
	PIM or Detachment of Individual (< 3 months)	PIM or Concurrent, Concurrent/Regular (< 3 months)		PIM (< 10 days)	PIM
In-Theater	Detachment of Individual	Concurrent or Concurrent/Regular		Periodic	Regular
	Detachment of Reporting Senior (officers only)			Detachment of Individual	
	Periodic (optional)			Detachment of Reporting Senior (officers only)	
	Promotion/Frothing (E6 only)			Promotion/Frothing (E6 only)	
	Special			Special	

Command	Active Duty		Report Type	Selected Reserve	
	Report Occasion	Report Occasion		Report Occasion	Report Type
OOT	Detachment of Individual	Detachment of Reporting Senior (officers only)	Concurrent or Concurrent/Regular	Periodic	Regular
	Detachment of Reporting Senior (officers only)			Detachment of Individual	
	Periodic (optional)	Detachment of Reporting Senior (officer only)			
	Promotion/Frocking (E6 only)	Promotion/Frocking			
	Special	Special			

PERFORMANCE EVALUATION EXAMPLE TIMELINE (ACTIVE DUTY)



PERFORMANCE EVALUATION EXAMPLE TIMELINE (SELRES)

