ENLISTED EVALUATION REPORT

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| First Name: |  | Last Name: |  |
| Social Security # |  | Phone: |  |
| USN or USNR: |  | Date reported to present command: |  |
| Ending date of last regular report: |  | Date of rate: |  |

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| Rate and warfare/qualification designators: |  |

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| **DUTIES ASSIGNED** | **DATES** |
| Primary duties:  |  |
| Collateral duties:  |  |
| Watch standing duties:  |  |
| TEMADD/TEMDU (Where, when, and why): |  |
| Significant periods not available for duty: If first report at this command, include any delay or TEMDU prior to reporting. Do not include brief illness or normal leave. |  |

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| **JOB INFORMATION** |
| Principal activities and responsibilities:  |  |
| Include equipment operated or qualified to operate and customers served:  |  |
| Individual accomplishments, including experience gained and contributions to team achievements:  |  |
| Responsibilities for classified material:  |  |

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| **SUPERVISION & LEADERSHIP** |
| Personnel directly supervised: Subdivide by military, civilians, reservists |  |
| Personnel supervised through subordinates: Subdivide by military, civilians, reservists |  |
| Equipment and material for which responsible:  |  |
| Size of budget managed:  |  |
| Leadership activities and accomplishments: Include team and subordinate accomplishments that reflect your leadership |  |
| Performance as instructor: Classroom or on-the-job |  |
| Counseling given: Formal or informal |  |
| Retention efforts and results:  |  |

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| **SPECIAL ACHIEVEMENTS** |
| Qualifications achieved during period: Or during prior period if not mention in previous report |  |
| Educational courses completed and diplomas or certificates awarded:  |  |
| Personal awards and letters of commendation or appreciation received:  |  |

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| **OFF-DUTY ACTIVITIES** |
| Educational courses attended:  |  |
| Civic activities:  |  |
| Voluntary public relations on behalf of the Navy:  |  |
| Reservist's civilian employment: Note promotions or special accomplishments during period |  |

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| **FUTURE DUTIES/SCHOOLS DESIRED** |
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| **OTHER ITEMS FOR CONSIDERATION** |
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| Signature |  | Date |