

## ENLISTED EVALUATION REPORT

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

Rate and warfare/qualification designators: \_\_\_\_\_

DUTIES ASSIGNED	DATES
Primary duties:	
Collateral duties:	
Watch standing duties:	
TEMADD/TEM DU (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.	

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:	

<b>SUPERVISION &amp; LEADERSHIP</b>	
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:	

<b>SPECIAL ACHIEVEMENTS</b>	
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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<b>OFF-DUTY ACTIVITIES</b>	
Educational courses attended:	
Civic activities:	
Voluntary public relations on behalf of the Navy:	
Reservist's civilian employment: Note promotions or special accomplishments during period	

<b>FUTURE DUTIES/SCHOOLS DESIRED</b>

<b>OTHER ITEMS FOR CONSIDERATION</b>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date