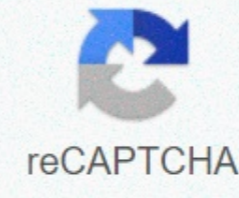




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## Navpers 1616/26 instruction

It is a sad fact of Navy life that no matter how hard you work or how many hours you put in, all your efforts will be wasted if they are not documented in your annual assessment. This annual eval is the biggest factor in whether you get a promotion or not, and affects your chances of promotion, your appointment options, training opportunities, and all your future in the military. It is important that you take the time to find out what you need to do in order to meet and exceed the standards, and then make sure that these achievements get recorded in Eval. To make your Eval as effective as possible, here are instructions, phrases, examples and other recommendations. NAVPERS 1616/26 Score/Advice Record (E1-E6) The effectiveness and quality of your annual score depends on much more than comments on unit performance. Your actions and preparation for the previous year are the most important component, because without them there would be nothing to write about! But this short tutorial is focused only on filling out comments on the performance block. Squeezing an entire year's performance into just 16 lines is a challenge, but if you break the task into basic pieces, it makes the job logical, less subjective and easier. Comments on the performance block have three main areas: Introduction, Achievement Section, and Summary. Each of these areas has its own format and purpose. Please note that these sections in the Performance Comments block are not marked as such. The requirement to follow this format and address the topics required by each section stems from the changing traditions and methodology of the Navy, rather than from published guidelines. The introduction of the Eval Navy's purpose and purpose is to accurately and fully describe performance. This is often achieved by listing the notable achievements a person is valued for. Although the listing of significant achievements gives some insight into the possibilities of man, it does not give the whole picture. The list of achievements does not give any indication of the nature or personality of the ratee. A sailor may have a long list of impressive accomplishments, but be a naughty sailor with a bad attitude. He or she may be an expert in their field, but the absolute worst is on sharing experiences or getting along with others. And these social qualities are very important, fully as important as human technical skills! Thus, in addition to describing a person's professional and technical skills, we need a way to convey to the EVAL reader his social skills, his integrity, his character, his loyalty and other qualities that are not obvious when just reading a list of achievements. Introduction to where it is done. By the way, these are the only lines where descriptive, subjective and adjectives. Adjectives. Achievements As stated above, the goal of Eval is to accurately and fully describe performance. While the Introduction provides information about the identity and nature of the subject, most of the comments on the performance block are reserved to record the achievements of the subjects during the reporting period. The list of achievements provides an actual window on a person's ability, skills and performance. The ratio of the number of achievement lines to the number of lines set aside for introduction gives an idea of the importance of achievements for the Navy. Technical and professional qualities are critical to achieving the Navy's mission and to advancing, fully as important as human social and leadership skills. The quickest and most effective way to come up with stuff for your Eval is to brainstorm first. List all ratee achievements on a separate piece of paper. Write down anything that might qualify as a bullet. Nothing is too small or off limits. More... Summary Just as the introduction was a masterpiece of brief expression, the summary should sum up the impression the writer is trying to convey about the subject of Eval. Typically, one to three lines are used at the bottom of the Performance Comments block to summarize the tone of the report and submit a promotion statement. More... Online solutions help manage record administration along with improving workflow efficiency. Stick to a quick guide to make an evaluation report and advise the E1-E6 record, stay away from errors along with submit it in a timely manner: How to complete any evaluation report and advise the E1-E6 entry online: On the site with the entire document, click on Begin immediately along with the full for editor. Use your readings to present established areas of the record. Add your own information and talk to the data. Make sure you enter the right details and numbers in the right areas. Very carefully confirm the content of the form, as well as grammar along with punctuation. Go to the support area when you have questions or maybe handle our help team. Place the electronic digital unique in the E1-E6 assessment report and advises the recording using the device sign. Once the form has completely disappeared, the media is complete. Delivery a specific prepared document via email or facsimile, the art of printing it out or perhaps reducing the gadget. The PDF editor allows you to help you make changes to the E1-E6 score and advise you from an Internet-connected gadget, personalize it based on your requirements, indicator it in electronic format, and break up in different ways. Facebook Twitter and NPC News for Recruited Sailors, Veterans, Spouses - Family EVALUATION REPORT - ADVICE RECORD (E1 - E6)21. Subcategory Bille (if any)22. 22. Senior (Last, FI M)28. Team achievements in employment and command29. Primary/collateral/watch duties. (Enter the primary service acronym in the box.) The signature of individual counselling for medium-term use. (At the completion of EVALEnter 30 and 31 from the counseling sheet mark 32.) PERFORMANCE TRAITS: 1.0 - Below standards/not progressing or UNSAT in any single standard; 2.0 - not yet compliant with all 3.0 standards; 3.0 - Meets all 3.0standards; 4.0 - exceeds most 3.0 standards; 5.0 - Meets the general criteria and most specific standards for 5.0. Standards are not all-inclusive. Significantly exceeds standards - marginal knowledge rating, specialty- Strong working knowledge ranking, specialty-recognized expert, sought-after by all-for-unable to apply knowledge to the solution-Reliably applied knowledge-uses-uses knowledge to solve complex-unable to satisfy promotion /P's- Meets promotion/P's requirements on time. - Appropriate promotion / P'S requirementsand practical application.- Needs excessive oversight. Few errors and the resulting recycling.- Uses resources effectively.- Action Against Navy Retention / - Positive leadership supports the Navy has increased- significantly contributes to increasing Navy targets. Active in reducing attrition.retention and reducing depletion goals.- Unconced with mentoring or-actions adequately encourage/support-proactive leader/exemplary mentor.professional development subordinates. Participation in the personal actions of subordinates is contrary to the good order and demonstrates appreciation for the contribution of development leading to professional growth/discipline and negatively affects the personnel of the command/navy. Positive impact on-initiate support programs for the military - demonstrates exceptional behavior.- Values differences as strengths. Develops unit cohesion, assessing differences- Consistently unsatisfactory appearance.- Excellent appearance.- Exemplary personal appearance.- Poor self-control; Behavior as a result- Excellent Behavior, Faithfully Consistent-Pattern of Behavior, on and Off Duty.- Leader in Physical Readiness.- Unable to meet one or more-fit physical readiness program.- Examples of Navy Core Values: Standards of Physical Readiness.- Always lives up to Navy Core Values: HONOR, COURAGE, Can't live to one or more, I DO. HONOR, COURAGE, COMMITMENT.- Productive and motivated.- Energetic self-starter. Completing tasks or- Needs pushing to achieve qualifications or complete tasks and qualifications to the fullest extent Early, much better than expected.- Plans/priorities wisely and with- Plans/priorities effectively.- Looking for additional responsibility and taking responsibility. FOR OFFICIAL USE OF THE ONLY-PRIVACY LAW ARE SENSITIVE. EVALUATION REPORT AND ADVISORY RECORD (E1 - E6)21. Subcategory Bille (if any)22. Reporting senior (Last, FI M)28. Team achievements in employment and command29. Primary/collateral/watch duties. (Enter the primary service acronym in the box.) The signature of individual counselling for medium-term use. (At the completion of EVALEnter 30 and 31 from the counseling sheet mark 32.) PERFORMANCE TRAITS: 1.0 - Below standards/not progressing or UNSAT in any single standard; 2.0 - not yet compliant with all 3.0 standards; 3.0 - Meets all 3.0standards; 4.0 - exceeds most 3.0 standards; 5.0 - Meets the general criteria and most specific standards for 5.0. Standards are not all-inclusive. Significantly exceeds standards - marginal knowledge rating, specialty- Strong working knowledge ranking,

specialty-recognized expert, sought-after by all-for-unable to apply knowledge to the solution-Reliably applied knowledge-uses-uses knowledge to solve complex-unable to satisfy promotion /P's- Meets promotion/P's requirements on time. - Appropriate promotion / P'S requirementsand practical application.- Needs excessive oversight. Few errors and the resulting recycling.- Uses resources effectively.- Action Against Navy Retention / - Positive leadership supports the Navy has increased- significantly contributes to increasing Navy targets. Active in reducing attrition.retention and reducing depletion goals.- Unconced with mentoring or-actions adequately encourage/support-proactive leader/exemplary mentor.professional development subordinates. Participation in the personal actions of subordinates is contrary to the good order and demonstrates appreciation for the contribution of development leading to professional growth/discipline and negatively affects the personnel of the command/navy. Positive impact on-initiate support programs for the military - demonstrates exceptional behavior.- Values differences as strengths. Develops unit cohesion, assessing differences- Consistently unsatisfactory appearance.- Excellent appearance.- Exemplary personal appearance.- Poor self-control; behavior as a result- Excellent Faithfully conforms to a pattern of conduct, on and off duty.- Leader in Physical Readiness.- Unable to meet one or more- Meets the Physical Readiness Program.- Examples of Navy Core Values: Standards of Physical Readiness.- Always Always up to the core values of the Navy: HONOR, COURAGE, COMMITMENT.- Unable to live up to one or more, COURAGE, COMMITMENT. HONOR, COURAGE, COMMITMENT.- Productive and motivated.- Energetic self-starter. Completing tasks or- Needs pushing to achieve qualifications or completing tasks and qualifications fully andqualifications early, much better than expected.- Plans/priorities wisely and with-plans/priorities effectively.- Looking for additional responsibility and taking responsibility. FOR OFFICIAL USE OF THE ONLY-PRIVACY LAW ARE SENSITIVE. REPORT REPORT AND ADVICE RECORD (E1 - E6) (cont'd)1. Title (Last, First MI Suffix) Significantly exceeds standards - strengthens the efforts of others. Does not want to work with others, meets the commitments to team.inspires cooperation and progress.- Focuses of goals and methods for teams.- Does not understand the goals of the team orem good teamwork methods.- Best in acceptance and offer- Accepts and offers the direction of the team.- Does not take the direction well.- Neglects growth/development or welfare-effectively stimulates growth/development-in-inspirational motivator and coach, subordinate to the highest level of growth and development. Implementation-Superb Organizer, Great Foresight, develops process improvements and efficiencies.process improvements and efficiency.- Does not establish or not achieve goals relevant to-Sets/achieving useful, realistic goals-leadership achieves dramatically furthercommand mission and vision.that support command mission.command mission and vision.- Lack of ability to cope with or- Performs well in stressful situations.- Perseveres through difficult tasks. - Inadequate communicator.- Provides security for personnel and equipment.- Exceptional communicator.- Allows dangers or unsafe practices.- Makes subordinates concerned about safety, maintains a high security record.- Constantly improves the privacy and protective lives of others. Individual Trait Average.41. I recommend this person for (maximum two): Appointment in the ranking.42. Signature Rater (Type name and rate): I rated this member vs. Total traits of evaluation divided by Sea Special Programs, Shore Special Programs, Commissioning Programs, Higher Performance Standards and sent a written explanation of Signs Special War Programs, Rating Instructor Duty, Others. (Be specific.) 43. COMMENTARY ON PERFORMANCE. All marks 1.0, three marks 2.0 and 2.0 in block 37 should be specifically justified in the comments. Comments should be verifiable. The font should only be 10 or 12 steps (10 to 12 points). Use the upper and lower case.44. KOUACHIS/ACHIEVEMENTS - Education, community participation, etc., during this period.48 Reporting by Senior Address49. Senior Rater's signature (Typed Names and Score/Assessment): I reviewed this50's assessment. Signature The senior member opposed these performance standards and provided a written explanation in support.51 Signature of individual assessment. I saw this report, was informed about my52. In the first place the name, class, team, UIC and the signature of the regular senior report on the parallel work of the report and understand my right to make a statement. I intend to submit a statement not intending to submit a statement for THE OFFICIAL USE ONLY-PRIVACY ACT SENSITIVE. Sensitive.

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