

Performance Reports & Evaluations for GSA Sailors

The following guidance is published in [BUPERSINST 1610.10C](#) for the completion of evaluations and fitness reports when on a Global Support Assignment (GSA) related tour. See [NAVADMIN 083/10](#) for performance evaluation and advancement policy changes effective 1 August 2010. If additional guidance is required, please contact the ECRC Forward DET LNO or ECRC Head Quarters for assistance.

GSA Periodic/Detaching Reports: The Expeditionary Combat Readiness Center (ECRC) Commanding Officer, located in Little Creek, VA, is the Regular Reporting Senior for all E-7 and above while the N-1 Department Head is the Regular Reporting Senior for all E-6 and below for GSAs out of Norfolk, VA. The Officer-In-Charge of ECRC San Diego is the Regular Reporting Senior for all GSAs out of San Diego, CA. The GSA sailor is forward deployed from the ECRC parent command and therefore receives Not Observed (NOB) Periodic and Detachment of Individual reports from ECRC to maintain regular report continuity as required by BUPERSINST 1610.10C. A signature from the member is not required on NOB reports.

ECRC does not issue periodic reports to members onboard less than 90 days that won't go over the 15 month reporting window. ECRC mails reports directly to the Bureau of Navy Personnel (PERS-311) for inclusion in the official record and will also email a copy to the member (upon request). Copies will also be available on WERR via BOL two months after completion. Block 41 of the Fitness report and Block 43 of the Evaluation report will read as follows:

Not Observed (NOB) Periodic Reports:

Periodic report submitted for continuity purposes.

CDR Sailor is assigned to ECRC in a GSA billet forward deployed supporting an IA mission. The billet is located away from homeport in support of Overseas Contingency Operations. In preparation for deployment, combat and mission training was completed in accordance with current orders. Actual duties assigned were performed outside ECRC.

CDR Sailor receives a Detachment of Individual Concurrent report from the operational command documenting specific duties, responsibilities, and performance during his IA tour.

No PFA conducted during reporting period. Non-participation in the entire PFA (BCA and PRT) due to GSA tour.

Not Observed (NOB) Detachment of Individual Reports:

Detaching report submitted for continuity purposes and upon occasion of CDR Sailor's transfer from a GSA tour.

CDR Sailor completed assignment at ECRC in a GSA billet forward deployed supporting an IA mission. The billet was in support of Overseas Contingency Operations. Actual duties assigned were performed outside ECRC. CDR Sailor receives a concurrent report from his operational command documenting specific duties, responsibilities, and performance during his IA tour.

No PFA conducted during reporting period. Non-participation in the entire PFA (BCA and PRT) due to GSA tour.

E6 selected for E7 close out report: ECRC will complete a close out NOB for all First Class Petty Officers selected for Chief Petty Officer. The report will end on 15 September.

Concurrent Reports: GSA personnel receive a Concurrent Detachment of Individual report to document their entire time on a GSA tour. This report is initiated by the Concurrent Reporting Senior (Block 22) where the GSA member is temporarily assigned and has direct observation of the Sailor. The period of the Concurrent report begins the day the GSA Sailor reports to their Concurrent Reporting Senior to date of detachment. The Concurrent report may cover a period exceeding 15 months.

Detachment of Reporting Senior Concurrent reports (officer only): Concurrent Reporting Senior shall prepare Detachment of Reporting Senior Concurrent reports for GSA officers in their command onboard more than 90 days. Submit to ECRC for Regular Reporting Senior concurrence.

Specific Blocks for Concurrent Reports: The following blocks will be checked on Concurrent fitness/evaluation reports:

Block 11: DETACHMENT OF INDIVIDUAL

Block 18: CONCURRENT REPORT

Block 22 OIC or CO of your theater unit

Norfolk Sailors:

Block 47: JABS, E, CAPT, ECRC, UIC 4591A (E7 & above)

Block 52: MACGREGOR, N G, CDR, ECRC, UIC 4591A (E6 and below)

San Diego Sailors:

Block 47 (E7 & above) Block 52 (E6 & below): RANCHHILLIS, R K, CAPT, ECRC, UIC 50021

Forwarding Concurrent Reports to ECRC HQ Norfolk or ECRC Det San Diego: Scan and email to ECRC HQ Norfolk or ECRC Det San Diego for Regular Reporting Senior signature a minimum of "two weeks" prior to detachment from GSA tour. The report will be signed, scanned, and emailed back to the individual. ECRC will mail the Concurrent report to PERS-311 for inclusion in the member's official record. Concurrent reports document observed performance and are viewed by selection boards.