

<b>U.S. NAVAL SEA CADET CORPS</b> <b>U.S. NAVY LEAGUE CADET CORPS</b>	<b>OFFICER / MIDSHIPMAN / INSTRUCTOR</b> <b>EVALUATION REPORT</b>	FOR OFFICIAL USE ONLY
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**INSTRUCTIONS**

1. Complete this form in the following instances:
- a. Promotion Board recommendation to LT and LCDR or administrative promotion to ENS, LTJG and WO.
  - b. Annual evaluation on 31 MAR, see NSCC Regulation, Chapter ELEVEN and NSCC/NLCC Administrative Manual, Chapter TWO for guidance.
  - c. Separation for retirement or disciplinary reasons or transfer to inactive statuses, another unit, or regional staff.
  - d. May be used by COTCs to document Escort Officer performance, but not required.

**2. PERSONNEL INFORMATION**

<b>2a.</b> Last Name	<b>2b.</b> First Name	<b>2c.</b> Social Security Number
<b>2d.</b> Unit Name	<b>2e.</b> Region	<b>2f.</b> Current Rank
<b>2g.</b> Height/Weight		
<b>2h.</b> Occasion for Report <input type="checkbox"/> Promotion <input type="checkbox"/> Annual <input type="checkbox"/> Transfer <input type="checkbox"/> Training/Escort Officer	<b>2i.</b> Reporting Period From: _____ To: _____	

**3. PROFESSIONAL EXPERIENCE**

<b>3a.</b> Date of Present Rank	<b>3b.</b> Time in NSCC (years)	<b>3c.</b> If Unit CO, Date Appointed
<b>3d.</b> Primary Billet	<b>3e.</b> Collateral Duty Billet(s)	
<b>3f.</b> Service at RTC/Orientation? <input type="checkbox"/> Yes <input type="checkbox"/> No   If Yes, Location/Year:	<b>3g.</b> Officer Professional Development Completed <input type="checkbox"/> OPD 101 <input type="checkbox"/> OPD 201A <input type="checkbox"/> OPD 210T <input type="checkbox"/> OPD 301	

**3h. Escort Duty (during reporting period)**

Type Training	Location	Days	Date (MMM YY)

**4. UNIT ACHEIVEMENTS (during reporting period)**

**4a. Narrative of Achievements**

<b>4b.</b> Annual Inspection Score	<b>4c. Enrollment</b>								
	LCDR:	LT:	LTJG:	ENS:	WO:	MIDN:	INST:	NSCC:	NLCC:

**5. PERFORMANCE TRAITS**

NOB – Not Observed; 1.0 – Below Standard; 2.0 – Progressing; 3.0 – Meets all Standards; 4.0 – Above Standards (All 1.0 marks must be justified in comments section)

AREA OF EVALUATION	NOB	1.0	2.0	3.0	4.0	COMMENTS
<b>5a.</b> Knowledge of NSCC/NLCC Program						
<b>5b.</b> Performance of Primary Duties						
<b>5c.</b> Instructor Ability						
<b>5d.</b> Performance and a TWT Escort Officer						
<b>5e.</b> Administrative Ability						
<b>5f.</b> Recruiting and Retention Ability						
<b>5g.</b> Leadership/Command Ability						
<b>5h.</b> Military Bearing and Appearance						
<b>5i.</b> Personal Conduct						
<b>5j.</b> Attendance						

<b>5k.</b> Overall Evaluation Score		Note: Score equals average of all scores less NOBs
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# EVALUATION REPORT

## 6. RECOMMENDATIONS

Briefly describe this officer's performance as well as awards and special recognition received this reporting period. (Be specific and avoid superlatives)

6a. I recommend the evaluated individual for the next career milestone(s) as follows (maximum of two)

Department Head  
  Executive Officer  
  Officer-in-Charge  
  Commanding Officer  
  CO of Training Contingent  
  Regional Staff  
  Regional Director

## 7. ENDORSEMENTS

7a. Full Name and Rank of Member (Print or Type)

7b. Signature

7c. Date (DD MMM YY)

7d. Full Name and Rank of Evaluator (Print or Type)

7e. Signature

7f. Date (DD MMM YY)

## 8. REGIONAL DIRECTOR'S ENDORSEMENT

Briefly describe this officer's performance of duties as Commanding Officer Only.

8a. Full Name and Rank of Regional Director (Print or Type)

8b. Signature

8c. Date (DD MMM YY)

## 9. FIELD REPRESENTATIVES ENDORSEMENT (WHEN APPROPRIATE)

Briefly describe this officer's performance of duties.

9a. Full Name and Rank of Field Representative (Print or Type)

9b. Signature

9c. Date (DD MMM YY)