



# CIVMAR Evaluation

## 701 - PURSER (SPECIAL MISSION)

Status: Submitter signed

<b>CIVMAR</b>					
<b>Last Name</b>	FORTY-SEVEN		<b>First Name</b>	THIRTY-SEHVAN	
<b>MI</b>			<b>MI</b>	C	
<b>Ship</b>	EMORY S LAND		<b>Last Four SSN</b>	****	
<b>Evaluation Period</b>	02/04/2021		<b>thru</b>	01/03/2022	
			333		

**Reason for Evaluation**    ☐ Detachment    ☐ Periodic    ☐ Special    ☒ Supervisor Detachment

**Ship Employment**    See page 3.    **Collateral Duties**    See page 4.

	Exceptional	Outstanding	Excellent	Good	Unsatisfactory
<b>Technical</b>		4.0			
<b>Organizational</b>		4.0			
<b>General</b>		3.8			

**Overall Rating**    ☐ Exceptional    ☒ Outstanding    ☐ Excellent    ☐ Good    ☐ Unsatisfactory

**Potential**    ☐ ☐ 4.0    ☐ ☐ ☐

**Advancement Recommendation**    ☐ Early    ☒ Yes    ☐ No    ☐ Not Applicable

**Discussed with Mariner?**    ☒ Discussed    ☐ Absent

### Evaluator's Comments

As a Captain with MSC with over 45 + years of maritime service, it's rare to see such excellent work ethic and commitment from one person. Sehvan's work this tour has been truly outstanding. Sehvan holds the position as the MSC Administrative & Disbursing Department Head for the Lead Maintenance Facility - Submarine Tender in Guam - with a hybrid crew bolstering upwards of a thousand sailors. He interactively engages both MSC CIVMARS and USN Navy, brethren. He is reliable, even more so through very challenging situations; for example, he was seamlessly unfazed by the pandemic surmounting without it affecting his work quality. He continued to go above and beyond for the crew members on-board the vessel. The accomplishments listed below attest to the significance, range, and amount of work he was responsible for and committed to.

01.) During the COVID-19 he spearheaded the logistics of over 100 crew members providing administrative support following the vessel phase-up from the shipyard in Vallejo, California - all amidst stringent COVID-19 restrictions and unforeseen challenges.

02.) Fiscal oversight of \$6.5M+ budget in addition to managing the payroll budget, his financial management and sound stewardship decisions resulted in a cost savings of almost \$300,000 for the Fiscal Year 2020.

03.) Well versed in Human Resources Management with a comprehensive understanding of Equal Employment Opportunity (EEO) and Disciplinary actions, including Labor Employee Relations & Department of Navy Civilian Assistance policies and procedures

04.) Team Player who maintained sound assets and flawless records of administrative custodian duties. Additionally, obtained: Zero noted discrepancies in the ship Internal Safety Management (ISM) and Surface Rescue Swimmer Training Team Inspection

Sehvan is exceptionally resourceful, which is evident as he became the defacto go-to person for a multitude of questions that arose. His answers are always well researched, explained in a manner that is easily understood, and his follow-up is unprecedented, making his dependability an asset. Furthermore, he is highly well-regarded, being that he is considerate and respectful. His knowledge of best practices and understanding of MSC processes & personnel are hallmarked. Thus, he significantly impacts our Command Culture and Ship Morale. I gladly look forward to working with him in the future; he has my highest recommendation for future federal service promotional advancement.

<b>Evaluator - Last Name</b>	<b>Evaluator - First Name</b>	<b>Finalize (Sign and Lock)</b>
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<b>Last Four SSN</b>	<b>Submitter Signature</b>	<b>Evaluator Signature</b>
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## CIVMAR Evaluation 701 - PURSER (SPECIAL MISSION)

### CIVMAR's Comments

It's been a pleasure finally returning to the USS Emory S. Land after almost a decade reunion. I was able to see my experience and growth over the years helped me become a recognized leader and allowed me to do great work this past year. I take immense pride in the quality of my work and how far I've developed my skills and emotional intelligence in helping me be a successful and impactful leader/role model. I worked diligently and proactively to help CIVMARS & other Dept Heads obtain the best results even given COVID-19 constraints. I've successfully helped the crew evolve from a reactive culture to a proactive culture that focuses on preventative processes and planning, addressing issues before they affect the operations, which helped us with this past year's challenges with COVID-19. I was able to elevate my fiscal expertise and contribute to the cost savings of our budget and human resources. I've successfully streamlined operations to give CIVMARs an optimal medium for leadership by supporting process improvement planning by contributing to improving our policies and procedures. I'm very knowledgeable and have good judgment with respect to making sound and rational decisions. I believe my excellent verbal and written communication skills have led to more stability and integrity in my work. Thus, I've consistently worked on myself and my professional development to become an increased asset to my team onboard the USS Emory S. Land and the success of the vessels' unique mission & operation

**CIVMAR  
Signature**

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### Rating Help

Adjective	Numeric	Meaning	Description
Exceptional	5	Flawless performance, no weaknesses and numerous widely recognized strengths.	Rare
Outstanding	4	No weaknesses, consistently performs noticeably above expectations.	Occasional
Excellent	3	Meets all expectations for the rating, a sound performer who upholds the standards of the profession.	Normal
Good	2	Generally acceptable performance, some weaknesses noted, occasional lapses of performance, but able to continue in current rating.	Occasional
Unsat	1	Performance that is notably lacking, requires unacceptable levels of supervision, plainly falls below expectations for the rating.	Rare





# CIVMAR Evaluation

## 701 - PURSER (SPECIAL MISSION)

Status: Draft

**CIVMAR**

Last Name FORTY-SEVEN

First Name THIRTY-SEHVAN

MI C

Ship MERCY

Last Four SSN \*\*\*\*

Evaluation Period 06/01/2019 thru 04/26/2020

330

**Reason for Evaluation**
☒ Detachment
 ☐ Periodic
 ☐ Special
 ☐ Supervisor Detachment
**Ship Employment**

See page 3.

**Collateral Duties**

See page 4.

	Exceptional	Outstanding	Excellent	Good	Unsatisfactory
<b>Technical</b>		3.5			
<b>Organizational</b>		3.7			
<b>General</b>		3.5			

**Overall Rating**
☐ Exceptional
 ☒ Outstanding
 ☐ Excellent
 ☐ Good
 ☐ Unsatisfactory
**Potential**

5.0

**Advancement Recommendation**
☐ Early
 ☒ Yes
 ☐ No
 ☐ Not Applicable
**Discussed with Mariner?**
☒ Discussed
 ☐ Absent
**Evaluator's Comments**

Purser Forty-Seven has done an Outstanding job onboard USNS MERCY, his commitment to excellence is demonstrated in both his leadership and daily performance. He is highly adept at tracking short-term crew phase-ups and phase-downs from Reduced Operational Status (ROS) and Full Operational Status (FOS). During two underway MERCEX events and one deployment activation upon Presidential Order (COVID-19 Response to Los Angeles), Purser Forty-Seven was instrumental in tracking required billets and ensuring all required manning was complete with the Activation timeline. Purser Forty-Seven is also extremely diligent with all fiduciary responsibilities, taking great care in handling payroll, draws, and other cash transactions. He assists crewmembers and department heads when corrections are needed with the front office and pursues unresolved issues until satisfactory results are achieved. His efforts to go above-and-beyond are appreciated by myself and the entire crew.

To illustrate, Purser Forty-Seven, orchestrated, along with High 3 Team: Civilian Contractors an in-depth Retirement Seminar for three ships, which included the USNS MERCY, USNS Miguel Keith, and USNS Grasp. This practical service directly benefited Civilian Mariners and indirectly improved morale and unity. This proactive contribution differentiates him from his peers, while amplifying his ability to positively inform, influence, direct, and engage others. Purser Forty-Seven also serves as the ship's Primary Surface Rescue Swimmer, with all shipboard SRS requirements fulfilled accordingly. He works closely with the Chief Mate and Junior Supply Officer to guarantee proper, optimal SRS Program outfitting and readiness at all times, which is invaluable to our mission success.

Purser Forty-Seven is polite, professional, and courteous in all his interactions. I would be happy to see him return as the Ship's Purser in the future. As his technical expertise and vast experience provide a sound, reliable platform for him to build upon. Furthermore, he never shies away from a challenge and willingly takes on responsibilities. His potential is untapped and unlimited. He is therefore highly recommended for advancement and career development.

**Evaluator - Last Name**

OLMSTED

**Evaluator - First Name**

JONATHAN

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Evaluator Signature

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Last Four SSN \*\*\*\*



## CIVMAR Evaluation

### 701 - PURSER (SPECIAL MISSION)

#### CIVMAR's Comments

I strive to be a values-driven, results-centered leader. I seek to uplift others in word, thought, and action. Therefore, I aim to act with integrity, discretion, and self-discipline, thus instilling trust and confidence in my peers, subordinates, and supervisors. Self-awareness plays a central role in my personal and professional growth, as this lens allows me to take another's character, situation, and needs into account without judgment. During the COVID response, I deepened my understanding of the power of service in catalyzing change and improvement. I learned a key lesson: The personal and the organizational are inextricably tied. The better I am able to connect on a human level, the better I am able to motivate others to succeed. I take great pride in what I do, but am cautious about being prideful, as my achievements reflect the work of many who share in this mission and vision.

Reliable readiness is the foundation of both personal and organizational success, which is why I have dedicated myself to professional development and seize opportunities to share my knowledge, skills, and abilities with others. I am privileged to have been a part of the MERCY crew during the COVID-19 response initiative, as this unit cohesion and collaboration has reinvigorated my sense of purpose through service. The work we do is vital. The experiences I have had the privilege to obtain is invaluable.

#### Rating Help

Adjective	Numeric	Meaning	Description
Exceptional	5	Flawless performance, no weaknesses and numerous widely recognized strengths.	Rare
Outstanding	4	No weaknesses, consistently performs noticeably above expectations.	Occasional
Excellent	3	Meets all expectations for the rating, a sound performer who upholds the standards of the profession.	Normal
Good	2	Generally acceptable performance, some weaknesses noted, occasional lapses of performance, but able to continue in current rating.	Occasional
Unsat	1	Performance that is notably lacking, requires unacceptable levels of supervision, plainly falls below expectations for the rating.	Rare



## CIVMAR Evaluation 701 - PURSER (SPECIAL MISSION)

### CIVMAR's Comments

My greatest astound during this tour was stretching my leadership muscle as I took on training and the career development of future Staff Officers. I looked forward to being able to mutually train and learn from the trainees. As my instruction was focused mainly through creating a structured syllabus and formulating hands on experience through lesson plans that not only challenged them but also made me better as well. It greatly helped me to look outside the box and audit my own work in a third person perspective and analysis. Producing output that could best aid learning objectives but also benefit the CIVMARS onboard the vessel as well. Communication and patience was herald, my main goal through the mentorship was to stress the importance of Attention to Details – Conveyance was pivotal as I had to revamp both my listening and delivery style keeping in mind tonality and different learning styles of each trainee. I was able to develop as a better leader in bracing humility knowing that I can always learn from many sources and in some cases in unlikely circumstances – I enjoyed seeing the progression of each trainee as they built confidence with the many systems MSC utilizes when managing Human Resources. However the case I was keen to instill to each trainee to remember that each CIVMAR is a person first - sacrificing and working hard for their families and not to pass judgment off of exterior and that being consistent and striving in professional excellence is a major contributor to success.

### Rating Help

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# CIVMAR Evaluation

## 701 - PURSER (SPECIAL MISSION)

Status: Submitter signed

CIVMAR  
Last Name **FORTY-SEVEN** First Name **THIRTY-SEHVAN** MI **C**  
Ship **MERCY** Last Four SSN **\*\*\*\*** Evaluation Period **08/02/2017** thru **08/10/2018** 373

Reason for Evaluation ☒ Detachment ☐ Periodic ☐ Special ☐ Supervisor Detachment

Ship Employment See page 3. Collateral Duties See page 4.

	Exceptional	Outstanding	Excellent	Good	Unsatisfactory
Technical	4.7				
Organizational		4.1			
General		3.7			

Overall Rating ☐ Exceptional ☒ Outstanding ☐ Excellent ☐ Good ☐ UnsatisfactoryPotential 

	4.2			
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Advancement Recommendation ☒ Early ☐ Yes ☐ No ☐ Not ApplicableDiscussed with Mariner? ☒ Discussed ☐ Absent

### Evaluator's Comments

Sehvan is a member of the Shipboard Management Team onboard USNS MERCY during the 2018 - Pacific Partnership and RIMPAC missions, which included voyages across the Pacific Ocean, bringing together an array of Naval Medical Personnel, Project Hope volunteers, and Military service members. MERCY and twelve Partner Nations combined with U.S. Army, Air Force, Marine Corps, and Coast Guard members to provide Humanitarian and Disaster Relief assistance which included Medical, Dental, and Veterinary service to over 9,000 host country nation citizens in the Indo-Pacific Region.

- As a Search and Rescue Officer he represented USNS MERCY as the subject matter expert regarding Search and Rescue Tactics and Operations for the Humanitarian Assistance and Disaster Relief Management Exchange Program (HA/DR) conducting both in-water and out-water briefs which highlighted the techniques and protocols of SAR Operations. His leadership fostered the Rescue Swimmer training and cultural reciprocation to The People Committee of Cam Lam District of Vietnam.

- He championed for the crew aboard USNS MERCY drafting numerous Premium Pay Dispute: Grievance correspondent messages relating to CIVMAR Liberty Restrictions. Advocating to MSC: Labor Employee Relations & CIVMAR Union Representatives to have over 436 hours of \$162,000 dollars' worth of Confinement Pay be arbitrated to 77 CIVMARS.

- Stellar Communicator - as a Deputy Disbursing Officer he spearheaded the reparation of crewmember maintaining constant interaction with the 1,000+ Crewmembers aboard the USNS MERCY. He fostered interrelationships with Multi-functional Teams, including DESRON 31 - Mission Commander: Directorate Officers, Military Liaisons, Foreign Government and Contracting Officials. He also coordinated Logistic movement of CIVMARs with Husbanding Agents, International Customs - Border and Immigration Officers spanning the Pacific Region including Hawaii, Guam, Singapore, Malaysia, Sri Lanka, Indonesia, Vietnam and Japan.

As a Department Head - Sehvan has industrious forethought in planning and is consummate professional, who is a self-starter and requires absolutely no oversight. He knows how to get the job done right the first time with keen attention to detail and astuteness. Owing to his leadership, both Pacific Partnership 2018 and RIMPAC were a tremendous success. Highly recommended for increased leadership and promotional advancement opportunities throughout Government Service and ESB Ship Platforms.

Evaluator - Last Name

MERSHON

Evaluator - First Name

BRIAN

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Evaluator Signature

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## CIVMAR Evaluation 701 - PURSER (SPECIAL MISSION)

### CIVMAR's Comments

Integrity +Trust +Confidence are my Pillars – It was a great honor to be selected as an Ambassador for the 2018 Pacific Partnership Mission as my leadership skills were uniquely challenged & every day brought diverse experiences which further broaden my knowledge and advanced my ability to take care of the needs and wants of the CIVMARs aboard the USNS Mercy. I thoroughly enjoyed the unique mission sect - working within a Team and being able to take part in the many Community Relation Projects (COMREL), volunteering my off-duty time to engage with host country citizens in a culturally diverse and enriching environment.

#### ---- NOTABLE ACCOLADES AND ACCOMPLISHMENTS ----

01.) PECUNIARY: Trustworthy with 100% accountability for nearly 1.1 Million dollars of Cash, United States Treasury Checks, Vouchers, Safekeeping Deposits and Postage, coupled with the Financial Stewardship of 3.5M+ Fiscal Payroll Budget.  
 02.) SAGACIOUS: Extremely organized with meticulous management of accounts & maintenance of personnel records and files  
 03.) EMOTIONAL INTELLIGENCE: Empathy and Listening perceptive awareness increased exponentially from dealing with numerous CIVMAR related issues ranging from: Personal Dilemmas, Discipline Cases, Training and Licensing Upgrade Guidance, Pay Inquiries, Promotional Advancement Assistance, as these learning milestones have further amplified my Leadership skill traits.

**CIVMAR  
Signature**

FORTY-  
SEVEN.THIRTYSEHVAN.C  
K.1259441176

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### Rating Help

Adjective	Numeric	Meaning	Description
Exceptional	5	Flawless performance, no weaknesses and numerous widely recognized strengths.	Rare
Outstanding	4	No weaknesses, consistently performs noticeably above expectations.	Occasional
Excellent	3	Meets all expectations for the rating, a sound performer who upholds the standards of the profession.	Normal
Good	2	Generally acceptable performance, some weaknesses noted, occasional lapses of performance, but able to continue in current rating.	Occasional
Unsat	1	Performance that is notably lacking, requires unacceptable levels of supervision, plainly falls below expectations for the rating.	Rare





# CIVMAR Evaluation

## 701 - PURSER (SPECIAL MISSION)

Status: Submitter signed

**CIVMAR**

Last Name Forty-Seven

First Name Thirty-Sehvan

MI C

Ship AMELIA EARHART

Last Four SSN \*\*\*\*

Evaluation Period 12/26/2016

thru 02/23/2017

59

**Reason for Evaluation**☐ Detachment☐ Periodic☐ Special☒ Supervisor Detachment**Ship Employment**

See page 3.

**Collateral Duties**

See page 4.

	Exceptional	Outstanding	Excellent	Good	Unsatisfactory
Technical		3.8			
Organizational		3.6			
General		3.5			

**Overall Rating**☐ Exceptional☒ Outstanding☐ Excellent☐ Good☐ Unsatisfactory**Potential**

4.0

**Advancement Recommendation**☐ Early☒ Yes☐ No☐ Not Applicable**Discussed with Mariner?**☒ Discussed☐ Absent**Evaluator's Comments**

In the relatively short amount of time Purser Sehvan has been aboard, he has been a vital part of the Shipboard Management Team, and has risen to meet the challenges of operating in the most demanding and operationally fluid environments in which MSC operates. Since Mr. Sehvan reported aboard, the ship has conducted an intensive schedule of short-duration port visits in Djibouti and Fujairah in support of 5th Fleet logistics requirements amidst ever-changing operational tasking in the Gulf of Aden, Horn of Africa, and Arabian Sea AORs in support of Operations Enduring Freedom and Inherent Resolve. While the ship met every operational commitment of her demanding schedule, Purser Sehvan gathered, interpreted, and adhered to the unconventional and often last-minute personnel and logistics requirements spanning both 6th and 5th Fleets. He always remained upbeat and unflappable despite short-fused changes in ship manpower, often sacrificing personal time to administer short-fused personnel issues to include: last-minute travel arrangements, emergency leave and medical repatriation cases, and contractor and military short-term riders, all amid extreme time differences with manpower and placement supervisors half way around the world. His resolve and efforts ensured continuity of manpower, a steady stream of personnel reliefs, and 100% personnel accountability in an environment where port visits never exceeded 24 hours. Additionally, he works closely and effectively with husbanding agents and military liaisons to cover the often overlooked details of assisting crew with transportation to and from foreign airports and customs and immigration requirements. Trustworthiness beyond reproach - maintains a meticulous record of financial responsibility, with to-the-penny accountability of nearly one million dollars in cash, United States Treasury Checks, vouchers, safekeeping deposits, and postage stamps. Always has the crew's best interests in mind - routinely administers draws to maximize and coincide with crew convenience; ensures timely dispatch of crew and ship mail. Advised the Captain, Department Heads, and crew alike on all personnel matters including payroll and CMPI, travel, leave, and manpower. Additionally serves in a critical billet as a Surface Rescue Swimmer (SRS), maintains peak physical conditioning, ensures all SRS equipment is accounted for, and demonstrates an eagerness to train in all conditions and sea states. Purser Sehvan has made a positive impact on the ship and her crew, and advantageously seeks increased promotional responsibility throughout Government Service (GS-14 & GS-15) pay grades

**Evaluator - Last Name**

Huggins

**Evaluator - First Name**

Charles

**Evaluator Signature****Finalize (Sign and Lock)**HUGGINS, CHARLES T.  
III.1064797367

Last Four SSN \*\*\*\*

**Submitter Signature**FORTY-SEVEN THIRTYSEHVAN.C  
K.1259441176



## CIVMAR Evaluation 701 - PURSER (SPECIAL MISSION)

### CIVMAR's Comments

I am a skilled communicator who has a proven a strong track record working with all levels of the chain of command. My strength is in my ability to accurately and succinctly convey key information to cross functional team members and subordinates to ensure that assigned tasks are clearly understood and optimally completed. Similarly, I pride myself on being an enthusiastic and involved learner, understanding that this willingness to grow is crucial to being a leader capable of role modeling the principles and practices needed to be a positive team member, which is at the framework of MSC core fundamentals. In this context, communication is the platform on which quality; reliable performance is built and sustained.

- LEADER: In managing MSC human capital endeavors serving as a champion and change agent for Human Resources readiness matters command-wide.
- INNOVATIVE: In assessing approaches towards issues pertaining to a diverse workforce solving complex problems regarding occupational and organizational matters.
- EXPERIENCED: In conducting research and analyses of unusual difficulty employing a broad range of techniques in the areas of strategic mobility, manpower readiness, assessment and MSC logistics concepts.

**CIVMAR  
Signature**

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### Rating Help

Adjective	Numeric	Meaning	Description
Exceptional	5	Flawless performance, no weaknesses and numerous widely recognized strengths.	Rare
Outstanding	4	No weaknesses, consistently performs noticeably above expectations.	Occasional
Excellent	3	Meets all expectations for the rating, a sound performer who upholds the standards of the profession.	Normal
Good	2	Generally acceptable performance, some weaknesses noted, occasional lapses of performance, but able to continue in current rating.	Occasional
Unsat	1	Performance that is notably lacking, requires unacceptable levels of supervision, plainly falls below expectations for the rating.	Rare





# CIVMAR Evaluation

## 701 - PURSER (SPECIAL MISSION)

Status: Submitter signed

CIVMAR

Last Name FORTY-SEVEN

First Name THIRTY-SEHVAN

MI C

Ship BIG HORN

Last Four SSN \*\*\*\*

Evaluation Period 05/24/2016

thru 09/13/2016

112

Reason for Evaluation

☒ Detachment☐ Periodic☐ Special☐ Supervisor Detachment

Ship Employment

See page 3.

Collateral Duties

See page 4.

	Exceptional	Outstanding	Excellent	Good	Unsatisfactory
Technical		4.2			
Organizational		3.8			
General		3.8			

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Overall Rating

☐ Exceptional☒ Outstanding☐ Excellent☐ Good☐ Unsatisfactory

Potential

4.4

Advancement Recommendation

☒ Early☐ Yes☐ No☐ Not Applicable

Discussed with Mariner?

☒ Discussed☐ Absent

## Evaluator's Comments

Deputy Disbursing Officer: Sehvan is a Ship to Ship transfer from Expeditionary Fast Transport vessel: USNS Choctaw County (T-EPF 2) – in which he was tasked on an Afloat Training Assist assignment. Thus forward deploying on the Replenishment Oiler – USNS Big Horn operating in U.S Naval Forces Europe/6th Fleet: Mediterranean supporting amphibious assault ship USS Wasp upon relieving veteran resident Purser for Ship Funded Leave (SFL) – Sehvan quickly showcased his brevity and intellectuality – mirroring the adjunct Purser formatted files for her return but also incorporating a variety of efficient and innovations to not only improve work performance standards but increase quality of Administrative Service Support functions to the Crew.

- Extremely detailed and well organized – Sehvan orchestrates in all facets of Human Resources Management – requisitioning manpower allocation by filling vacancies reliefs with continuous communication between MSC Marine Placement Specialist – effectively collaborating with a variety of support assets including – Military Port operations assuring Passport/VISA and Customs Documents are satisfactory – while coordinating in theatre with Greek & Italian host country multinational husbanding agencies facilitating travel orders and hotel lodging for outgoing/incoming personnel.
- During the re-inaugural Federal Employee Group Life Insurance (FGLI) open season: Sehvan remained well beyond working hours facilitating CIVMARs request to establish Employee Benefit Services (EBIS) accounts and also researched into the different Life Insurance options to best advise and brief mariners – while simultaneously following up with MSC Shoreside Customer Service to troubleshoot and inquire about deficiencies.
- Flawless in the financial accountability of the vessels Payroll/Disbursing records – He is the financial steward of +\$4.5M payroll budget – assuring compliance to rules and regulations promulgated in both CMPI 610 – DoD FMR publications and procedures. Sehvan's leadership is contagious and continually fosters team cohesion and improvement – He has assisted countless CIVMAR's in promulgating promotional package for career advancement – submitting Training and Certification upgrading request. He has instilled a quality of craftsmanship that is evidently apparent in all factions of his work. Remarkably adept as a Staff Officer (GS-13) he is highly recommended for increased leadership positions and training opportunities throughout Federal Service.

Evaluator - Last Name

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Evaluator - First Name

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Last Four SSN \*\*\*\*

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## CIVMAR Evaluation

### 701 - PURSER (SPECIAL MISSION)

#### CIVMAR's Comments

I was excited for this assignment as previous duties were focused as startups establishing and indoctrinating Deputy Disbursing duties on vessels' not accustomed to having Administrative Officers. Concluding this duty I have succeeded in fulfilling diverse demands, all of which have required high-level efficiency and effectiveness in planning, organizing, even executing a vast range of duties with a multitude of tasks while simultaneously mirroring procedures of a well seasoned Veteran-Purser to welcome back to upon her return from Ship Funded Leave (SFL). I've had to hone my supervisory strengths and training skills to ensure maximum utility of human resources. In addition, Department Heads must excel in human interaction, as the ability to instruct, guide, and motivate staff is central to department performance. I have personally counseled and advised countless CIVMAR that have verbally indicated the desire to advance in the MSC ranks - As a supervisor, one of my greatest attributes is in challenging my team to transform vision into action, which requires setting clear goals and planning distinct paths for reaching these ends. I have proven to be a trusted and reliable leader capable of orchestrating others to meet and exceed the highest standards of their professional capabilities this interpersonal connection is invaluable to building the relationships and dedication needed to perpetually empower MSC growth and development. I'm looking forward to more enriching assignment & training opportunities.

**CIVMAR  
Signature**

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#### Rating Help

Adjective	Numeric	Meaning	Description
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Excellent	3	Meets all expectations for the rating, a sound performer who upholds the standards of the profession.	Normal
Good	2	Generally acceptable performance, some weaknesses noted, occasional lapses of performance, but able to continue in current rating.	Occasional
Unsat	1	Performance that is notably lacking, requires unacceptable levels of supervision, plainly falls below expectations for the rating.	Rare





# CIVMAR Evaluation

## 701 - PURSER (SPECIAL MISSION)

Status: Submitter signed

<b>CIVMAR</b>	<b>Last Name</b> FORTY-SEVEN	<b>First Name</b> THIRTY-SEHVAN	<b>MI</b> C
<b>Ship</b> ZEUS	<b>Last Four SSN</b> ****	<b>Evaluation Period</b> 08/27/2015	<b>thru</b> 03/07/2016 <span style="float: right;">193</span>

**Reason for Evaluation**    ☒ Detachment    ☐ Periodic    ☐ Special    ☐ Supervisor Detachment

**Ship Employment** See page 3.                      **Collateral Duties** See page 4.

	Exceptional	Outstanding	Excellent	Good	Unsatisfactory
<b>Technical</b>		3.8			
<b>Organizational</b>		4.0			
<b>General</b>		4.0			

**Overall Rating**    ☐ Exceptional    ☒ Outstanding    ☐ Excellent    ☐ Good    ☐ Unsatisfactory

**Potential**    ☐    4.0    ☐    ☐    ☐

**Advancement Recommendation**    ☒ Early    ☐ Yes    ☐ No    ☐ Not Applicable

**Discussed with Mariner?**    ☒ Discussed    ☐ Absent

### Evaluator's Comments

Vessel deployed to 6th Fleet (AOR) conducting sponsor tasking to include Cable/ROV Operations. Vessel was in emission control (EMCON) with no external telecommunication and e-mail for 90% of the time. This presented additional challenges both professionally and personnel as compared to normal Military Sealift Command (MSC) Ship Operations. Billeted as a department head - Administration Officer, Sehvan thrived in the leadership position whose diligence and intelligence can be depended upon regardless of the situation or mission scope. The SMS Internal Audit found no deficiencies with the purser.

#### DUTIES, RESPONSIBILITIES, & ACHIEVEMENTS:

- Deputy Disbursing Officer: 100% pecuniary accountability over \$350K+ of U.S Treasury Checks, Cash and Negotiable Instrument. Completing monetary returns and fiscal reports including the disbursement and preparation of Draws payments and the Financial Management of 5M+ Payroll Budget..
  - Labor Employee Relations & Benefits Service: Managed employee-related tasks, maintaining an array of personnel records/files tasks: of over 70 CIVMARS including orientation of new crew check-ins/crew check outs, performing Personnel Actions, Crew Change Reports, Merit Promotions/Coastal Transfer and Disciplinary /Grievance records. While ensuring immediate resolution of allotments, Thrift Saving Plans (TSP) allocations, Federal Health Benefits elections and Retirement Packages via the Employee Benefits Service (EBIS).
  - Defense Travel Agent: Issued Travel Orders and Personnel Reservation Request (PRR) while OCONUS by utilizing the newly implemented Defense Travel System (DTS) maximizing system functionality, accessibility, and security while maintaining Marine Placement communications to assure timely relief arrivals and mariner departures during in port periods.(7 Non Fit and 9 AMCROSS Emergency Leave Orders), 15 Ship Funded leave orders, and 80 Travel Arrangements with SATO.
- Special Mission vessels require a unique type of individual who is able to handle varied circumstances and formidable tasking. Purser/DDO Sehvan is that class of Staff Officer. Given his proven performance, I highly recommend him for increased leadership opportunities throughout government service and I'm confident in his personal character and professional ethics.

**Evaluator - Last Name**

COOK

**Evaluator - First Name**

CHRISTOPHER

**Finalize (Sign and Lock)**

COOK.CHRISTOPHER.EVAL: JATEWARA  
PAUL.1247830894

**Last Four SSN** \*\*\*\*

**Evaluator Signature**

**Submitter Signature**

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## CIVMAR Evaluation 701 - PURSER (SPECIAL MISSION)

### CIVMAR's Comments

I am a results-driven professional that prioritizes continuous performance improvement. Aboard the Zeus, I was able to flex my critical thinking and problem solving skills. Due to Emissions Conditions, the vessel had no external telecommunications/email for 90% of the time. These restrictions challenged me to improve my task and information management strategies. I succeeded in adapting to this limited operational environment and was able to effectively leverage resources to meet and exceed Purser/DDO duty expectations. The most rewarding experiences during this mission centered on relationship building. I learned to better manage and organize ship resources (time, staff, funds, etc.) so as to streamline work flows, minimize wastes, and control costs. Working closely with both crew and Department Heads gave me the opportunity to understand how the ship system functions. My goal was to focus on processes and standards. As a result, on two separate occasions, I was able to simultaneously check-in/out 10 new crew members in one day. My belief is that better thinking leads to better processes and a better system that better serves its stakeholders, thus leading to better performance. I greatly appreciate the guidance, experience, and learning I have gained during this mission and am proud that my work is recognized as a powerful advantage to MSC, the ship, and its crew.

**CIVMAR  
Signature**

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SEVEN THIRTYSEVEN C K.1259441176  
Date: 2016.03.04 14:12:05 Z

### Rating Help

Adjective	Numeric	Meaning	Description
Exceptional	5	Flawless performance, no weaknesses and numerous widely recognized strengths.	Rare
Outstanding	4	No weaknesses, consistently performs noticeably above expectations.	Occasional
Excellent	3	Meets all expectations for the rating, a sound performer who upholds the standards of the profession.	Normal
Good	2	Generally acceptable performance, some weaknesses noted, occasional lapses of performance, but able to continue in current rating.	Occasional
Unsat	1	Performance that is notably lacking, requires unacceptable levels of supervision, plainly falls below expectations for the rating.	Rare





# CIVMAR Evaluation

## 701 - PURSER (SPECIAL MISSION)

Status: CIVMAR signed

<b>CIVMAR</b>	<b>Last Name</b> FORTY-SEVEN	<b>First Name</b> THIRTY-SEHVAN	<b>MI</b> C
<b>Ship</b> NAVAJO	<b>Last Four SSN</b> ****	<b>Evaluation Period</b> 05/01/2015	<b>thru</b> 06/24/2015 <span style="float: right;">54</span>

**Reason for Evaluation**    ☒ Detachment    ☐ Periodic    ☐ Special    ☐ Supervisor Detachment

**Ship Employment** See page 3.                      **Collateral Duties** See page 4.

	Exceptional	Outstanding	Excellent	Good	Unsatisfactory
<b>Technical</b>		3.6			
<b>Organizational</b>		3.9			
<b>General</b>		4.0			

**Overall Rating**    ☐ Exceptional    ☒ Outstanding    ☐ Excellent    ☐ Good    ☐ Unsatisfactory

<b>Potential</b>		4.4			
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**Advancement Recommendation**    ☒ Early    ☐ Yes    ☐ No    ☐ Not Applicable

**Discussed with Mariner?**    ☒ Discussed    ☐ Absent

### Evaluator's Comments

A first-rate Deputy Disbursing Officer/Purser, Sehvan provided excellent administrative customer service support aboard MSC-ATF while operating in the WESTPAC AOR. Sehvan thrives in a leadership position and quickly commands respect and cooperation from his peers and subordinates. He is a key asset and succeeds in all facets of expected position duties, as well as adding value through additional insight and service outside of the Purser scope, including assisting in conducting ATT Team Training, USCG COI Drills, and CBR-D Training. Sehvan was exclusively hand-selected by MSFSC Leadership tasked with developing a simplified training strategem to assist in easily streamlining Ship Captains in performing dual Master/Purser responsibilities. His efforts in this project and daily operations have proven invaluable in the selected highlighted accomplishments:

- Created a comprehensive, simplified Purser/DDO Training Program via Microsoft One Note: 1) Condensed and revised training archives/notes; and 2) Designed a straightforward step-by-step, visual- and text-based tutorial addressing core actions and activities defined by Navy and MSC standards [Prepared Daily Agent Accountability Summary (DD-2665), Cash Verifications, Balance Sheet Statements (NAVCOMP 379) and Statement of Agents Accounts (DD-1081), positive cash fund management
- Processed Public Vouchers (i.e., SF Form 1034 for Draw Disbursement and Cash in lieu Travel Advances), skillfully utilizing remittance Collection Vouchers from ship's store and ration meal sales.
- During ship transition from ROH in Mare Island, CA, processed numerous Travel Request/Claims and Crew Change Reports (CCR), ensuring optimal crew staffing and competency in expertly meeting both command and CIVMAR demands.
- Exemplified accurate and timely completion of compliance review of the Daily Closeout of Disbursing/Payroll Accounting Periods and Budget Reports for Master and MSC, proficiently auditing Leave and Earning Statements for distribution to CIVMARs while also verifying Time and Attendance sheets accordance with CMPI 610.

Sehvan is ranked in the top tier of his peers. He sets the tone and pace for his team and actively engages others in looking for ways to enhance outcomes. His education, experience, and motivation make him a solid, resourceful, and influential leader. Strongly recommended for Joint High Speed Vessels (JHSV) or Mobile Landing Platform (MLP) Vessel.

<b>Evaluator - Last Name</b> FLANAGAN	<b>Evaluator - First Name</b> MICHAEL	<b>Finalize (Sign and Lock)</b> <small>Digitally signed by FORTY-SEVEN THIRTYSEHVAN C # 123041176 DN: cn=U.S. Government, ou=DDO, email=sehvan.c@uscg.mil, c=US Date: 2016.03.03 19:48:21 Z</small>
<b>Last Four SSN</b> ****	<b>Submitter Signature</b>	

## CIVMAR Evaluation 701 - PURSER (SPECIAL MISSION)

### CIVMAR's Comments

My goal as an MSC member is to support a workplace culture that is pillared by learning, performance, and improvement aims. In my recent service, I was given the opportunity and support that I needed to create this environment. I am confident in my supervisors and highly appreciative of the trust they have placed in me. I believe that I have given my best in serving my ship and country but also look forward to using the lessons I have learned to make me a better leader in the future. I am privileged to have worked with excellent teachers. The Captain Training project was challenging in that it pushed me to achieve and appreciate simplicity. I feel that the final product has successfully distilled the learning without compromising learner outcomes. I decided to focus the training by using a key function and task based approach to organize the material. In presenting each task, I outlined step-by-step instructions, which guaranteed effective task completion. However, I also opted to reinforce the material with numerous visual aids, including illustrating steps via screen shots and hand-written guidance within the pictorials. I found that this method increased task completion rates, learner navigation ease, and overall user comprehension primarily because I closed the gap between written direction and visual location. I am sincerely grateful for the positive feedback I have received. My service in this mission has made me a stronger critical thinker - a key attribute for leadership success.

### Rating Help

Adjective	Numeric	Meaning	Description
Exceptional	5	Flawless performance, no weaknesses and numerous widely recognized strengths.	Rare
Outstanding	4	No weaknesses, consistently performs noticeably above expectations.	Occasional
Excellent	3	Meets all expectations for the rating, a sound performer who upholds the standards of the profession.	Normal
Good	2	Generally acceptable performance, some weaknesses noted, occasional lapses of performance, but able to continue in current rating.	Occasional
Unsat	1	Performance that is notably lacking, requires unacceptable levels of supervision, plainly falls below expectations for the rating.	Rare





# CIVMAR Evaluation 852 - ASST STOREKEEPER

Status: Evaluator signed

**CIVMAR**

Last Name

FORTY-SEVEN

First Name

THIRTY-SEHVAN

MI C

Ship

AMELIA EARHART

Last Four SSN

\*\*\*\*

Evaluation Period

07/21/2014

thru

12/05/2014

137

**Reason for Evaluation**☐ Detachment☐ Periodic☒ Special☐ Supervisor Detachment**Ship Employment**

See page 3.

**Collateral Duties**

See page 4.

	Exceptional	Outstanding	Excellent	Good	Unsatisfactory
Technical		3.6			
Organizational		3.8			
General		4.0			

**Overall Rating**☐ Exceptional☒ Outstanding☐ Excellent☐ Good☐ Unsatisfactory**Potential**

4.0

**Advancement Recommendation**☐ Early☒ Yes☐ No☐ Not Applicable**Discussed with Mariner?**☒ Discussed☐ Absent**Evaluator's Comments**

A/SK Sehvan, exemplifies keen professionalism and logistical customer service support in performance as verified in completion of assigned duties as Combat Logistics Force (CLF) Cargo Storeroom Hold Custodian, providing critical material and procurement support in 5th Fleet AOR to USS George H.W. Bush Carrier Strike Group and USS Bataan Amphibious Readiness Group -

Noteworthy Accomplishments:

- Integral to the strengthening of internal controls for the DoD FIAR (Financial Improvement and Audit Readiness) Plan by completing a 48-hour turnover of receipt/stowage processing of 9M material - Load Out prior to 5th Fleet AOR theater entry, demonstrating leadership and logistical expertise; critical to teams accolade acknowledgment by MSC-CLF Load Manager: Mark Kaniewski as performance acumen adopted as Standard Operating Procedures for future FIAR Receipt Processing Operations.
- Performed Full: Wall-to-Wall & XO9 Location Consolidation of all NWCF-CLF Cargo Holds, scoring a 99% Inventory Validity.
- Adhered to Quality Assurance - Cargo Inventory Management Standard Operating Procedures by conducting Re-Utilization of Material Turned-Into Stores (MTIS) transfer to reduce excess (NWCF-CLF) Cargo Stores.
- Exhibited superior Material Support receipt optimization, and accountability of key NWCF provisions/stores, including over: 1K Line Items of HULL-FILL and 9M material valued at \$1.5M+ & 1M Gallons of (DFM/JP5) fuel provisions valued at \$3,730,827.
- Expert coordinator of large scale (CLF-CONOPS) Load Management Operation, loading over 6,000+ pallets while off-loading over 500+ pallets consisting of 9M, 1Q, FILL, HULL, MAIL, Fleet Freight materials in various ports of Bahrain, Jebel Ali, Fujairah & Djibouti.
- Team player in high tempo UNREP evolutions of critical VERTREP/CONREP Operations transferred over 5,000 pallets of Fleet Freight materials to various ships while facilitating 1K+ Supply Combat Logistics Force - Customer Service requisition requests.
- Maximized Cargo Storeroom efficiency by increasing vertical storage space density and optimizing wasted space in Bulk 4 Hold - implementation of overhead shelving racks dramatically increased storage capacity while reducing material search times.
- A/SK Sehvan is a technical logistician with strategic management foresight. He has my highest recommendation for promotion to Junior Supply Officer (JSO).

**Evaluator - Last Name**

CUI

**Evaluator - First Name**

RAPHAEL

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## CIVMAR Evaluation 852 - ASST STOREKEEPER

### CIVMAR's Comments

I am committed to ongoing professional development and recently completed the Deputy Disbursing Clerk DDO Exam, officially logging 60+ certified, on-the-job training (OTJ) hours in preparation for advancement to Purser. I have trained three days per week, for two hours per day, since reporting to the USNS Amelia Earhart (T-AKE: 6) on July 24, 2014. In training with the Purser, I assist in preparing financial reports and returns, including the use of DD Form 2665 for daily balancing record and DD Form 2659 to track disbursement voucher receipt/preparation. My OJT has additionally covered utilization of the Department Head Afloat Management System (Dhams) resulting in a solid, personal working knowledge of this system evidenced by my training in payroll, crew movement (Check-In/Out) Sea Service Letters, Travel Requests, report generation, and auditing functions. In further planning for my MSC future, I also completed the Exchange Location Exam. To prepare, I trained with the ship's XLO Operator during off-duty hours to reinforce my learning regarding the proper function and administration of ship store operations. Above all I am proud of my service aboard the USNS Amelia Earhart (T-AKE: 6) and appreciative of the excellent learning opportunities of which I have been privileged to take advantage of. While my contributions and effort are rewarding, I am driven to increase my value as there is a wealth of knowledge and experience to empower my growth in a team building environment.

**CIVMAR  
Signature**

### Rating Help

Adjective	Numeric	Meaning	Description
Exceptional	5	Flawless performance, no weaknesses and numerous widely recognized strengths.	Rare
Outstanding	4	No weaknesses, consistently performs noticeably above expectations.	Occasional
Excellent	3	Meets all expectations for the rating, a sound performer who upholds the standards of the profession.	Normal
Good	2	Generally acceptable performance, some weaknesses noted, occasional lapses of performance, but able to continue in current rating.	Occasional
Unsat	1	Performance that is notably lacking, requires unacceptable levels of supervision, plainly falls below expectations for the rating.	Rare





# CIVMAR Evaluation 852 - ASST STOREKEEPER

Status: CIVMAR signed

CIVMAR  
Last Name  First Name  MI Ship  Last Four SSN  Evaluation Period  thru  118Reason for Evaluation ☐ Detachment ☒ Periodic ☐ Special

Ship Employment See page 3. Collateral Duties See page 4.

	Exceptional	Outstanding	Excellent	Good	Unsatisfactory
Technical		3.5			
Organizational		3.5			
General		3.7			

Overall Rating ☐ Exceptional ☒ Outstanding ☐ Excellent ☐ Good ☐ UnsatisfactoryPotential    Advancement Recommendation ☒ Early ☐ Yes ☐ No ☐ Not ApplicableDiscussed with Mariner? ☒ Discussed ☐ Absent**Evaluator's Comments**

Mr. Forty-Seven is a very talented individual; he possesses technical skills above many of his colleagues and is currently occupying a position and performing job responsibilities that is normally assigned to a Senior Yeoman Storekeeper.

Mr. Forty-Seven is more than capable of handling duties and responsibility greater than that of his present pay-grade as Assistant Storekeeper. He is a proven producer of quality work, surpassing expectations of YNSK where skills & efficiency are concerned. As storekeeper primarily in charge of hazardous material management, he developed a HAZMAT application program for ESL; a user friendly system process that is very conducive to shipboard management of hazardous materials. As the HAZMAT coordinator onboard he successfully manages the inventory of hazardous materials from proper receipts and stowage to controlled issuing of HAZMAT as well as promoting the reuse of still usable products so as to lessen the accumulation of shipboard generated hazardous waste. He ensures that materials are properly identified for stowage compatibility in accordance with (HCC) Hazardous Characteristic Code regulations. He is extremely organized in the file maintenance of MSDS records; to date all MSDS have been up-dated to current revisions. Mr. Forty-Seven is also well knowledgeable of the HAZWASTE disposal procedures in the many different countries within the 5th and 7th Fleet AOR. He communicates effectively with the shore side facilities by corresponding consistently and staying ahead of the game by gathering information that will allow him to meet the local expectations and procedures of the various HAZMAT facilities in the operational area. Mr. Forty-Seven was a major contributor to ESL's most recent accomplishment in passing the (SMI) Supply Management Inspection with an "Outstanding" the highest grade achievable for SMI. Lead Inspector CDR B. Baldus was thoroughly impressed by Mr. Sehvan's superior management of the HAZMAT program onboard Emory S. Land. CDR Baldus lauded about how he has never seen a more complete and efficient HAZMAT program. Mr. Forty-Seven is definitely a "cut-above" many of his peers holding the same position. His analytical thinking and technical skills makes him a suitable candidate for promotion to Purser and or as an Officer in the logistics' field. With the proper guidance Mr. Forty-Seven will make a great Officer one day and continue to be an invaluable asset to Military Sealift Command.

Evaluator - Last Name

Evaluator - First Name

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Evaluator Signature

Last Four SSN Submitter Signature





# CIVMAR Evaluation 852 - ASST STOREKEEPER

Status: CIVMAR signed

<b>CIVMAR</b>	<b>Last Name</b> FORTY-SEVEN	<b>First Name</b> THIRTY-SEHVAN	<b>MI</b> C
<b>Ship</b> EMORY S. LAND	<b>Last Four SSN</b> 3747	<b>Evaluation Period</b> 12/07/2012	<b>thru</b> 04/22/2013 136

**Reason for Evaluation**    ☒ Detachment    ☐ Periodic    ☐ Special

**Ship Employment** See page 3.      **Collateral Duties** See page 4.

	Exceptional	Outstanding	Excellent	Good	Unsatisfactory
<b>Technical</b>		3.8			
<b>Organizational</b>		3.5			
<b>General</b>		3.8			

**Overall Rating**    ☐ Exceptional    ☒ Outstanding    ☐ Excellent    ☐ Good    ☐ Unsatisfactory

**Potential**    ☐ Exceptional    ☒ Outstanding    ☐ Excellent    ☐ Good    ☐ Unsatisfactory

**Advancement Recommendation**    ☒ Early    ☐ Yes    ☐ No    ☐ Not Applicable

**Discussed with Mariner?**    ☒ Discussed    ☐ Absent
**Evaluator's Comments**

ASK Sehvan's performance during my tour on board ESL has exceeded highest expectations greatly impacting the ship's mission. He holds the billet as Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Manager--a position normally delegated to an experienced Yeoman Storekeeper. His tenure has been nothing less than stellar exemplifying sustained superior performance in the custodial oversight of over 150+ hazardous material line items. His duties include the inventory, receipt and issue process, utilizing the Integrated Barcode System (IBS) scanner to ensure proper identification of incoming cargo, and adhering to the FIFO (First In First Out) principle. ASK Sehvan also manages the distribution and stowage of hazmat to various departments including the preparation of invoice duplicates for material received without documentation. He coordinated the offload of 60 gross tons of hazardous material in the 5th & 7th Fleet AOR while adhering to environmental procedures outlined in hazmat publications. All these efforts contributed greatly to the successful May 2012 COMSUBPAC Supply Management Inspection (SMI) receiving a grade of "Excellent" and the February 2013 Supply Management Assessment (SMA) wherein the Lead Inspector CAPT Lukovsky praised the successful integration of CIVMARS and Mildet resulting in a more cohesive Supply Department that led to winning the 2012 Supply Readiness Blue "E" award. It is worth noting that on both these inspection/assessment, Storeroom Management and Material Condition received an "Outstanding" across the board.

ASK Sehvan is an exceptionally quick and competent learner, but of even greater relevance is his motivation, persistence and drive to excel. He has an impressive ability to quickly grasp the complex processes in the MSC Supply/Logistics world. He has incorporated the knowledge gained from his "Logistic and Supply Chain Management" graduate school into his current job with remarkable results. He has accumulated 210 hours of 'on the job' (OJT) Purser training during off-duty hours obtaining the Certificate of Registry for Chief Purser stamped on his Merchant Mariners Document (MMD). I am confident he will join the ranks of either Supply Officer or Purser in this community much to the benefit of Military Sealift Command. ASK Sehvan has my strongest recommendation for promotion to Purser and/or Junior Supply Officer when opportunity arises.

<b>Evaluator - Last Name</b> CUI	<b>Evaluator - First Name</b> RAPHAEL	<b>Finalize (Sign and Lock)</b> CUI.RAPHAEL.ALABA RCA.1166763157
<b>Last Four SSN</b> 9584	<b>Submitter Signature</b>	



# CIVMAR Evaluation 852 - ASST STOREKEEPER

Status: CIVMAR signed

**CIVMAR**

Last Name FORTY-SEVEN

First Name THIRTY-SEHVAN

MI C

Ship EMORY S. LAND

Last Four SSN 3747

Evaluation Period 06/15/2012

thru 12/06/2012

174

**Reason for Evaluation**☐ Detachment☐ Periodic☒ Special**Ship Employment**

See page 3.

**Collateral Duties**

See page 4.

	Exceptional	Outstanding	Excellent	Good	Unsatisfactory
<b>Technical</b>		3.8			
<b>Organizational</b>		3.7			
<b>General</b>		4.0			

**Overall Rating**☐ Exceptional☒ Outstanding☐ Excellent☐ Good☐ Unsatisfactory**Potential**

4.0

**Advancement Recommendation**☒ Early☐ Yes☐ No☐ Not Applicable**Discussed with Mariner?**☒ Discussed☐ Absent**Evaluator's Comments**

ASK Sehvan is assigned as the shipboard Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Manager, a billet normally held by a senior Yeoman Storekeeper. He provided oversight of hazardous material issues, receipts, stowage, location validation and inventory for both Navy Working Capital Fund (NWCF) and MSC End Use material. He also formulated a Microsoft Access and Excel hazardous material inventory spreadsheets allowing the Supply Department to have visibility of all hazardous material in stock which included comprehensive and detailed information for each hazmat item. Mr. Sehvan has demonstrated an extensive knowledge of Supply procedures both afloat and ashore which is a valuable asset to the Supply Department, the ship and MSC. Noteworthy comments:

- Instrumental in the implementation of a standard operating procedures that emphasized best practices to reduce hazmat disposal and operating costs. This initiative underwent numerous research hours in military and corporate sectors and is expected to increase efficiency in hazmat handling, processing, and tracking.
- Trained two Assistant Storekeepers on the issue and receipt processing of 243 line items of stock hazardous material including the use and operation of HICSWIN and HMIRS programs. Effectively coordinated the offload of over 80 pallets of hazmat for disposal ensuring 100% compliance with international and environmental laws, processes and procedures.
- Developed a replica spreadsheet which proved invaluable when the HICSWIN program crashed allowing for uninterrupted customer support and also improved real-time analysis of fill effectiveness through direct tracking of customer demand and corresponding issues.
- Key player during major loading evolutions responsible for the receipt processing of over 22,000 line items of Navy Working Capital Fund and End Use material valued at \$15M. Conducted technical research utilizing various Supply automated programs, such as Haystack, FEDLOG, HICSWIN, ShipClip, eRMS and HMIRS.

Mr. Sehvan is a future JSO. He has my strongest recommendation for promotional opportunities and upgrade training.

**Evaluator - Last Name**

CUI

**Evaluator - First Name**

RAPHAEL

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**Evaluator Signature**

Last Four SSN 9584

**Submitter Signature**



## CIVMAR Evaluation 852 - ASST STOREKEEPER

### CIVMAR's Comments

The greatest accolade which has catapulted me to rise amidst the challenge to seek leadership responsibility as a Junior Supply Officer would have to be the Motivational and Team Environment that I'm fortunate enough to work along side with everyday. Combined with my formal education, military experience and crews years of knowledge and expertise, it has fostered an enriched learning environment allowing me to grow and develop as a leader exponentially.

Furthermore it's the Leadership Confidence and Mentorship Guidance received from: Junior Supply Officer: Ietitaia Sao and Supply Officer: Raphael Cui. Routinely, I am coached and also challenged in the intricates' of Maritime Logistics and Supply Chain Management Operations. Everyday my skills and attributes are maximized to there full extent. I welcome forward, broadening the scope and sphere of my responsibility becoming an even bigger asset to the USS Emory S. Land and Military Sealift Support Command as a Junior Supply Officer.

CIVMAR  
Signature

Thirty-Sehvan C.  
Forty-Seven

Digitally signed by Thirty-Sehvan C. Forty-Seven  
DN: cn=Thirty-Sehvan C. Forty-Seven, o=Military  
Sealift Command, ou=Supply Department,  
email=fortystc@as19.navy.mil, c=US  
Date: 2012.12.06 11:17:37 +0800

### Rating Help

Adjective	Numeric	Meaning	Description
Exceptional	5	Flawless performance, no weaknesses and numerous widely recognized strengths.	Rare
Outstanding	4	No weaknesses, consistently performs noticeably above expectations.	Occasional
Excellent	3	Meets all expectations for the rating, a sound performer who upholds the standards of the profession.	Normal
Good	2	Generally acceptable performance, some weaknesses noted, occasional lapses of performance, but able to continue in current rating.	Occasional
Unsat	1	Performance that is notably lacking, requires unacceptable levels of supervision, plainly falls below expectations for the rating.	Rare





# CIVMAR Evaluation

## 823 - YEOMAN-STOREKEEPER (ALL)

Status: CIVMAR signed

CIVMAR

Last Name

FORTY-SEVEN

First Name

THIRTY-SEHVAN

MI

C

Ship

WILLIAM MCLEAN

Last Four SSN

3747

Evaluation Period

09/29/2011

thru

01/20/2012

113

Reason for Evaluation

☒ Detachment☐ Periodic☐ Special

Ship Employment

See page 3.

Collateral Duties

See page 4.

	Exceptional	Outstanding	Excellent	Good	Unsatisfactory
Technical			3.3		
Organizational		3.8			
General		3.7			

Overall Rating

☐ Exceptional☒ Outstanding☐ Excellent☐ Good☐ Unsatisfactory

Potential

3.8

Advancement Recommendation

☒ Early☐ Yes☐ No☐ Not Applicable

Discussed with Mariner?

☒ Discussed☐ Absent

## Evaluator's Comments

YNSK Thirty-Sehvan C. Forty-Seven: Coordinated the accurate and timely completion of all performance and administration supply department functions in compliance with articulated directives and programs. Daily operations included SHIPCLIP Database Management, communications, material support, inventory supervision, quality assurance, records accountability, customer support, report creation and analysis. The proper procurement, receipt, maintenance, storage, and disbursement of all items were integral to ensuring ship safety and operability. His extensive Logistic Support and Supply Chain Management educational background & in-field experience drove outcome success and service excellence. Finally, his post was instrumental in supporting the Hazardous Material (HAZMAT) program assessment. Collateral duty as Primary Search & Rescue Swimmer his status integrated the technological and expertise required for the equipment maintenance, rescue readiness, training solutions, & recovery operations recorded an above outstanding on INSURV / Afloat Training Team Evaluation.

- Took over the HAZMAT assistant supervisor, after a number of citations were diagnosed for safety violations per regulations; improved HAZMAT controls reporting accuracy by 7% through use of enhanced preventative maintenance measures and eliminated citations within two weeks of oversight, while condensing MSDS Sheets into efficient database searchable content.
- Led Quality Assurance Inventory Initiative: responsible for 7,000 COSAL repairable Parts valued in excess of \$6.5M.
- Ensured the proper stowage, labeling, and inventory management of over 550+ General Stock Item Materials & supplies valued in total of \$19,458.
- Saved the ship 15% in requisition costs of all Shipboard Printers Toners and Scanners through conducting an equipment survey and then realigning procurement tactics to better suit ship organization demands and needs.
- Primary Search & Rescue Swimmer: identified inaccuracies in SRS maintenance standards, corrected, deficiencies then self-scanned and digitized publication and training platforms - and shared throughout the SRS community
- Received Team "Phase UP - Search Rescue Evaluation, noted supreme "Excellence" in a attention to detail and confidence in the water; responsible for boat crew training

Evaluator - Last Name

WILLIAMS

Evaluator - First Name

KEVIN

Finalize (Sign and Lock)

Evaluator Signature

WILLIAMS,KEVIN.KEL

Digitally signed by  
WILLIAMS,KEVIN.KEL (133636160)  
DN: cn=WILLIAMS,KEVIN.KEL, o=USN, ou=USN, email=WILLIAMS,KEVIN.KEL@USN.mil, c=US  
Date: 2012.01.20 15:38:27 Z

Last Four SSN

0086

Submitter Signature

1. Name (Last, First MI Suffix) <b>FORTYSEVEN, THIRTYSEHVAN C</b>		2. Rate <b>LS3</b>		3. Desig		4. SSN <b>3747</b>	
5. ACT <input checked="" type="checkbox"/> TAR <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW/265		6. UIC <b>00189</b>		7. Ship/Station <b>FISC NORFOLK</b>		8. Promotion Status <b>REGULAR</b>	
9. Date Reported <b>08OCT10</b>		10. Periodic <input checked="" type="checkbox"/> 11. of Individual <input type="checkbox"/> 12. Frocking <input type="checkbox"/> 13. Special <input type="checkbox"/>		14. From: <b>09JUN16</b>		15. To: <b>10JUN15</b>	
16. Not Observed Report <input type="checkbox"/> 17. Regular <input checked="" type="checkbox"/> 18. Concurrent <input type="checkbox"/>		20. Physical Readiness <b>P/WS</b>		21. Billet Subcategory (if any) <b>NA</b>			
22. Reporting Senior (Last, FI MI) <b>WILSON, M B</b>		23. Grade <b>LT</b>		24. Desig <b>3100</b>		25. Title <b>DEPT HEAD</b>	
26. UIC <b>00189</b>		27. SSN <b>2439</b>					
28. Command employment and command achievements. Navy's largest most geographically dispersed FISC. Provides acquisition, supply, and logistics support to three CONUS Navy regions and the Mediterranean theater. Customers include 150 ships, 40 Navy partners and 700 DOD activities worldwide.							
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) <b>FLEET SVCS</b> PRI: Fleet Services Representative-12. Provides mail delivery and support to 65 afloat units and dispatches to five major overseas military Commands. Fleet Services-8; Accountable Mail Services-4. COLL: RNMC VOL COORD-12; BEQ RA-12. WATCH: FISC ACDO-12; Duty Logistics Specialist-12; Barracks Watch-12.							
For Mid-term Counseling Use. (When completing EVAL, enter 30 and 31 from counseling worksheet, sign 32.)		30. Date Counseled <b>09DEC15</b>		31. Counselor <b>KEYES, J L</b>		32. Signature of Individual Counseled <b>[Signature]</b>	
PERFORMANCE TRAITS: 1.0 - Below standards/not progressing or UNSAT in any one standard; 2.0 - Does not yet meet all 3.0 standards; 3.0 - Meets all 3.0 standards; 4.0 - Exceeds most 3.0 standards; 5.0 - Meets overall criteria and most of the specific standards for 5.0. Standards are not all inclusive.							
PERFORMANCE TRAITS	1.0* Below Standards	2.0 Pro- gressing	3.0 Meets Standards	4.0 Above Standards	5.0 Greatly Exceeds Standards		
33. PROFESSIONAL KNOWLEDGE: Technical knowledge and practical application  NOB <input type="checkbox"/>	- Marginal knowledge of rating, specialty or job. - Unable to apply knowledge to solve routine problems. - Fails to meet advancement/PQS requirements.	-	- Strong working knowledge of rating, specialty and job. - Reliably applies knowledge to accomplish tasks. - Meets advancement/PQS requirements on time.	-	- Recognized expert, sought out by all for technical knowledge. - Uses knowledge to solve complex technical problems. - Meets advancement/PQS requirements early/with distinction		
34. QUALITY OF WORK: Standard of work; value of end product.  NOB <input type="checkbox"/>	- Needs excessive supervision. - Product frequently needs rework. - Wasteful of resources.	-	- Needs little supervision. - Produces quality work. Few errors and resulting rework. - Uses resources efficiently.	-	- Needs no supervision. - Always produces exceptional work. No rework required. - Maximizes resources.		
35. COMMAND OR ORGANIZATIONAL CLIMATE/EQUAL OPPORTUNITY: Contributing to growth and development, human worth, community.  NOB <input type="checkbox"/>	- Actions counter to Navy's retention/reenlistment goals. - Uninvolved with mentoring or professional development of subordinates. - Actions counter to good order and discipline and negatively affect Command/Organizational climate. - Demonstrates exclusionary behavior. Fails to value differences from cultural diversity.	-	- Positive leadership supports Navy's increased retention goals. Active in decreasing attrition. - Actions adequately encourage/support subordinates' personal/professional growth. - Demonstrates appreciation for contributions of Navy personnel. Positive influence on Command climate. - Values differences as strengths. Fosters atmosphere of acceptance/inclusion per EO/EEO policy.	-	- Measurably contributes to Navy's increased retention and reduced attrition objectives. - Proactive leader/exemplary mentor. Involved in subordinates' personal development leading to professional growth/sustained commitment. - Initiates support programs for military, civilian, and families to achieve exceptional Command and Organizational climate. - The model of achievement. Develops unit cohesion by valuing differences as strengths.		
36. MILITARY BEARING/CHARACTER: Appearance, conduct, physical fitness, adherence to Navy Core Values.  NOB <input type="checkbox"/>	- Consistently unsatisfactory appearance. - Poor self-control; conduct resulting in disciplinary action. - Unable to meet one or more physical readiness standards. - Fails to live up to one or more Navy Core Values: HONOR, COURAGE, COMMITMENT.	-	- Excellent personal appearance. - Excellent conduct conscientiously complies with regulations. - Complies with physical readiness program. - Always lives up to Navy Core Values: HONOR, COURAGE, COMMITMENT.	-	- Exemplary personal appearance. - Model of conduct, on and off duty. - A leader in physical readiness. - Exemplifies Navy Core Values: HONOR, COURAGE, COMMITMENT.		
37. PERSONAL JOB ACCOMPLISHMENT/INITIATIVE: Responsibility, quantity of work.  NOB <input type="checkbox"/>	- Needs prodding to attain qualification or finish job. - Prioritizes poorly. - Avoids responsibility.	-	- Productive and motivated. Completes tasks and qualifications fully and on time. - Plans/prioritizes effectively. - Reliable, dependable, willingly accepts responsibility.	-	- Energetic self-starter. Completes tasks or qualifications early, far better than expected. - Plans/prioritizes wisely and with exceptional foresight. - Seeks extra responsibility and takes on the hardest jobs.		



1. Name (Last, First MI Suffix)  
**FORTYSEVEN, THIRTYSEHVAN C**

2. Rate  
**LS3**

3. Desig

4. SSN

**3747**

PERFORMANCE TRAITS	1.0* Below Standards	2.0 Pro- gressing	3.0 Meets Standards	4.0 Above Standards	5.0 Greatly Exceeds Standards
<b>38. TEAMWORK:</b> Contributions to team building and team results NOB <input type="checkbox"/>	- Creates conflict, unwilling to work with others, puts self above team. - Fails to understand team goals or teamwork techniques. - Does not take direction well.		- Reinforces others' efforts, meets commitments to team. - Understands goals, employs good teamwork techniques. - Accepts and offers team direction.		- Team builder, inspires cooperation and progress. - Focuses goals and techniques for teams - The best at accepting and offering team direction.
<b>39. LEADERSHIP:</b> Organizing, motivating and developing others to accomplish goals. NOB <input checked="" type="checkbox"/>	- Neglects growth/development or welfare of subordinates. - Fails to organize, creates problems for subordinates. - Does not set or achieve goals relevant to command mission and vision. - Lacks ability to cope with or tolerate stress. - Inadequate communicator. - Tolerates hazards or unsafe practices		- Effectively stimulates growth/development in subordinates. - Organizes successfully, implementing process improvements and efficiencies. - Sets/achieves useful, realistic goals that support command mission. - Performs well in stressful situations - Clear, timely communicator. - Ensures safety of personnel and equipment.		- Inspiring motivator and trainer, subordinates reach highest level of growth and development. - Superb organizer, great foresight, develops process improvements and efficiencies. - Leadership achievements dramatically further command mission and vision. - Perseveres through the toughest challenges and inspires others. - Exceptional communicator. - Makes subordinates safety-conscious, maintains top safety record. - Constantly improves the personal and professional lives of others.

40. Individual Trait Avg.  
 total of trait scores divided by  
 number of graded traits.

**4.17**

41. I recommend this individual for (maximum of two): Assignment in Rating, Sea Special Programs, Shore Special Programs, Commissioning Programs, Special Warfare Programs, Rating Instructor Duty, Other. (Be specific)

**SPECIAL  
WARFARE**
**STA-21**

42. Signature of Rater (Typed Name &amp; Rate): I have evaluated this member against the above performance standards and have forwarded written explanation of marks 1.0 and 5.0.

**BOWLAND, M H, LSC(SW)**

Date:

43. COMMENTS ON PERFORMANCE: \* All 1.0 marks, three 2.0 marks, and 2.0 marks in Block 35 must be specifically substantiated in comments. Comments must be verifiable. Font must be 10 or 12 Pitch (10 or 12 point) only. Use upper and lower case.

Petty Officer Forty-Seven is my #1 of ten highly motivated Third Class Petty Officers! He already performs at the level of a highly seasoned Second Class Petty Officer!

- Team player. Volunteered to assist Task Force 48 with relief efforts for Operation Unified Response. Supervised the movement of over 19.6 million pounds of food and water and 38 tons of medical supplies via AMC channels.

- Highly motivated. Implemented techniques learned from Lean Six Sigma White Belt training to reduce man hours spent processing mail by 25%. Earned A.A. in Business Administration and B.A. in Technology Management through Saint Leo University.

- Self motivator. Processed 36,000 pieces of accountable mail and over 250,000 pounds of ordinary mail to 700 mobile units, 65 afloat units, and five major overseas Commands.

- Active in the community. As RNMC Volunteer Coordinator, planned and executed over 300 hours of community service for RNMC personnel in the Hampton Roads area.

Petty Officer Forty-Seven's overall outstanding performance has contributed significantly to the high level of success achieved by this command. He has my strongest personal recommendation for advancement and retention. Promote Now!

44. QUALIFICATIONS/ACHIEVEMENTS - Education, awards, community involvement, etc., during this period.

EDU: Completed LS Fundamentals. AWARDS: FLOC; Eagle Club Philanthropy Award. QUALS: CPR; Automatic External Defibrillator; 2nd Class Swimmer.

Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	47. Retention: Not Recommended <input type="checkbox"/> Recommended <input checked="" type="checkbox"/>
45. INDIVIDUAL							
46. SUMMARY	<input checked="" type="checkbox"/>	0	0	0	8	2	48. Reporting Senior Address <b>FISC NORFOLK</b> <b>1968 GILBERT ST. STE 600</b> <b>NORFOLK VA 23511-1192</b>

49. Signature of Senior Rater (Typed Name &amp; Grade/Rate): I have reviewed the evaluation of this member against these performance standards and have provided written explanation to support the marks of 1.0 and 5.0.

**PERRY, T T, LSC(SW)**

Date:

50. Signature of Reporting Senior

Summary Group Average:

Date:

51. Signature of Individual Evaluated. "I have seen this report, been apprised of my performance, and understand my right to submit a statement."

I intend to submit a statement. ☐

I do not intend to submit a statement. ☒

Date:

52. Type name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report

Date: