

**ENLISTED EVALUATION REPORT INPUT
SHEET
(Brag Sheet)**

A. Introduction:

This exercise will give the students an opportunity to develop an Enlisted Fitness or Evaluation Report input (brag sheet).

B. References:

1. BUPERSINST 1610.10 (series), Navy Performance Evaluation and Counseling System, 1995, Annex S.

C. Assignment:

Develop this brag sheet, of your performance, over the past three months.

1. Administrative data
 - a. Full name (indicate if changed during period):
 - Woodin, Brent D.
 - b. Rate and warfare/qualification designator(s) (Indicate if frocked or selectee):
 - HN/L23A
 - c. Social security number:
 - * * * * *
 - d. USN or USNR:
 - USN
 - e. Date reported to present command: 30JUN2020
 - f. Ending date of last regular report: 30JUN2020
 - g. Date of rate: 01MAR2019
2. Duties assigned and number of months assigned during this report period, listed by duty title
 - a. Primary duties:
 - Otorhinolaryngology Service Tech - track of supplies and equipment. Ensure ENT surgical service is running with no error or fault.
 - Surgical Technologist- ENT, Orthopedic-Sports, General Surgery.
 - b. Watch standing duties:
 - MOR watch bill

- ENT on-call 24/7 duty, for critical and emergency Pediatric airway cases, emergency functional endoscopic sinus surgery, and/or facial fractures.

Job information

a. Principal activities and responsibilities:

- Secondary Surgical Technologist Lead for the Otorhinolaryngology service to include tracking of supplies and equipment that are used. Scrubbed and first assisted in 1519 Otorhinolaryngology surgical cases to include 691 Rhino-Septoplasty/Functional Endoscopic Sinus Surgeries, 212 Tonsillectomy/Adenoidectomy cases to include Marsupialization of the salivary duct and UPPP(Uvulopalatopharyngoplasty). 86 Mandible/Upper-Midface facial fractures, 233 Lobectomy/Thyroidectomy and other Neck dissection cases, 268 superficial skin excisions/lipoma/MOHS repairs, as well as 218 Airway surgeries to include Bronchoscopy, Laryngoscopy, and vocal cord injections.
 - Accounting for all the equipment on ENT pediatric emergency airway rolling cart.
 - Updating and correcting current preference cards for each surgeon within ENT Service.
 - Scrub/First Assist in broad range of ENT surgical cases.
 - Manage ENT consumable supplies and inventory ENT supply on weekly basis.

b. Include equipment operated or qualified to operate and "customers" served, if applicable:

- Equipment qualified to operate:
 - Neptune
 - Stryker camera systems
 - Bovie machine
 - Anspach Drill
 - Medtronic Straightshot Micro-debrider
 - Oscara Baha drill system
 - Ziess/Lieca microscopes
- Customers served:
 - 1 Local Operating Room in clinic
 - 18-room Main Operating Room

c. Individual accomplishments, including experience gained and contributions to team achievements

- H M S B (2022)
- Tactical Combat Casualty Care (2022)
- Basic Life Support (2023)

d. Responsibilities for classified material

- Secret Clearance Awarded
- Supervision and leadership
 - a. Personnel directly supervised
 - Subdivide by military, civilians, and reservists.
 - ENT Service Tech in MOR as of October 2022.
 - Directly train and oversee for 5 Active Duty personnel in ENT surgical Service.
 - b. Equipment and material for which responsible:
 - Neptune
 - Stryker camera systems
 - Bovie machine
 - Anspach Drill
 - Medtronic Micro-debrider
 - Oscara Baha drill system
 - Ziess/Lieca microscopes
 - Medtronic Fusion Navigation System
 - c. Performance as instructor (classroom or on-the-job)
 - Trained 56 surgical technician students/orienteers' in the operating room.
- Special achievements
- d. Qualifications achieved during period (or during prior period if not mention in previous report)
- e. Educational courses completed and diplomas or certificates awarded:
 - Django 2 & Python: Web Development Bootcamp
- f. Personal awards and letters of commendation or appreciation received:
 - Excellent Innovation Award Nov22
 - SCPOA Toy Drive Letter of Appreciation/10 hours of community service.
- Off-duty activities
 - i. Future duties/schools desired
 1. Finish extra-curricular computer science and programming online classes.
 2. Start my own business in computer software.
 3. IDC School

