



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 1610.5
4/PERSOFF
SEP 20 2007

USNA INSTRUCTION 1610.5

From: Superintendent, United States Naval Academy

Subj: DELEGATION OF REPORTING SENIOR AUTHORITY TO FITNESS AND EVALUATION REPORTS

Ref: (a) BUPERINST 1610.10A

Encl: (1) List of Individuals with Delegated Reporting Senior Authority
(2) Fitness Report Preparation Guidelines

1. Purpose. To delegate reporting senior authority for fitness and evaluation reports of naval personnel assigned to the United States Naval Academy per reference (a).

2. Information. Reporting senior authority may be delegated at shore commands headed by a Flag Officer. Delegated Reporting Seniors assume the responsibility for the fairness, accuracy, and timeliness of fitness reports and evaluations of their subordinates.

3. Scope of Delegated Authority. The scope of authority for delegated reporting seniors will be subject to the following requirements:

a. Delegated reporting seniors may report only on members who are junior to themselves and are directly subordinate to the delegated reporting senior.

b. Delegated reporting senior authority shall include the authority to recommend promotion and advancement.

4. Delegated Reporting Senior Authority

a. Officers and Enlisted personnel. The Superintendent, United States Naval Academy is the reporting senior for all O-4 through O-6 Officers and for all E-7 through E-9 Enlisted personnel. Enclosure (1) is a list of Officers who have delegated Reporting Senior Authority for O-3 and below reports.

b. Adverse Reports. The Superintendent will be the Reporting Senior for all Adverse reports. Adverse reports are as follows:

(1) Any report which withdraws a recommendation for enlisted advancement after advancement authorization for the member has been received.

(2) Any report with a trait mark of 1.0, promotion recommendation of "Significant Problems" or "Adverse" comment in Block 41.

(3) Reports on Enlisted personnel marked "Progressing" (i.e. do not recommend for advancement) which are submitted after all other prerequisites to compete for advancement are met.

(4) Special reports on enlisted personnel submitted for meritorious performance or to recommend an officer commissioning program.

(5) Reports or supplements which have been directed as redress under Article 1150, U.S. Navy Regulations, 1990, or Article 138, UCMJ.

/S/
J. L. FOWLER

Distribution:
All Non-Mids (electronically)

SEP 20 2007

REPORTING SENIOR AUTHORITY

Commandant of Midshipmen
Academic Dean and Provost
Director, Stockdale Center of Ethical Leadership
Dean of Admission
Senior Military Member in Athletics
Deputy for Finance/Chief Financial Officer
Director of Information Technology Services Division/Chief Information Officer
Personnel Officer
Director of Special Events
Staff Judge Advocate
Public Affairs Officer

FITNESS REPORT PREPARATION GUIDELINES

1. The following standard information is to be used when preparing fitness reports and evaluations on members at the United States Naval Academy:

Block 6: 00161

Block 7: USNA ANNAPOLIS MD

Block: 21: Billet Subcategory. Per NAVADMIN 050/99, a reminder that all members who have an approved (meaning separation or retirement orders in hand) separation/Fleet Reserve/Retirement request have to be put in a different summary group. For those with an approved request, Block 21 should read APPROVED. For all others, Block 21 should read BASIC. If there are no members in a group with approved requests, or any other billet subcategory, Block 21 should read N/A.

Block 27: Per NAVADMIN 071/04, to minimize the potential for identity theft, Reporting Seniors may now prepare the members copy of a fitness report or evaluation with 000-00-0000 in Block 27. The original fitness report or evaluation (mailed to PERS 311) must still contain Reporting Senior's SSN in Block 27 and Block 3 of the Summary Letter.

Block 28: "EDUCATION AND TRAINING OF MIDSHIPMEN. To develop midshipmen morally, mentally, and physically and to imbue them with the highest ideals of duty, honor, and loyalty in order to provide graduates who are dedicated to a career of naval service."

Member Trait Average/Summary Group Average: Both these blocks are required to be handwritten in by the Reporting Senior on all Fitness Reports and Evaluations.

2. Rejected Fitness reports and Evaluations. To eliminate the problem of rejected reports, please keep in mind the top three reasons reports are rejected by COMNAVPERSCOM:

a. Non-compliance. Reporting Senior's non-compliance with the Navy Performance Evaluation System is the number one reason reports are rejected. Reports in this category are defined as those that exceed the forced distribution limits for Early and Must Promote, a competitive category (Summary Group) with a large number of personnel split into smaller groups and mailed in on different dates to attempt to get more Early Promotes; handwritten comments.

b. Incomplete Summary Groups. All reports within a Summary Group must be submitted together in one package. If not, the forced distribution cannot be validated.

c. Missing signature from either the Reporting Senior or the member. All reports must have the signature of both the Reporting Senior and the member or, if the member is unavailable for signature and the report is not adverse, "Certified Copy Provided" written in the member's signature block.