DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

USNANOTE 1610
4/PersOff
27 SEP 2004
CH-1
CH-2
CH-3

USNA NOTICE 1610

From: Superintendent, United States Naval Academy

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

Ref: (a) BUPERSINST 1610.10

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 0-6 officers. Enclosure (1) is a list of all officers who have delegated Reporting Senior Authority for 0-5 and below reports.

b. Adverse Reports. All of the following reports must be forwarded to the Superintendent for review prior to the delegated Reporting Senior's signature:

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

(2) Any report that has a trait mark of 1.0, promotion recommendation of "Significant Problems, or adverse comments 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.

5. Cancellation. This notice remains in effect until superseded.

/S/

RODNEY P. REMPT

Distribution:
AA

Reporting Senior Authority

For all reports on officers and enlisted personnel (0-5 and below) under their cognizance:
CAPT Dunn -- Deputy Superintendent/Chief of Staff
CAPT Grooms – Commandant
Dean Miller – Academic Dean and Provost
CAPT Thebaud – Director, Division of Professional Development
COL Fuquea -- Head, Physical Education Department
COL Paulovich – Director, Division of Humanities and Social Sciences
CAPT R. White – Director, Division of Engineering and Weapons
CAPT Shanebrook – Director, Division of Math and Science
CAPT Pasko – Director, Officer Development Division
VADM Haskins (ret) – Director, Professional Military Ethics Center
CAPT Frye – Director of Admissions
Mr. Giannotti – Director, Information Technology Services Division
Mr. Rodenbarger – Director, Non-Appropriated Funds Division
CAPT McGeory – Head Chaplain
CAPT Dawson – Director, Midshipmen Food Services Division
CAPT Fischer-Anderson – Staff Judge Advocate

For reports on TAD Ensigns, the above officers and:
CAPT Sinnett – Deputy Commadant
CDR O'Neill – Battalion Officer
CDR Cuthbert -- Battalion Officer
CDR Franchetti -- Battalion Officer
CDR Harr – Battalion Officer
CDR Hammond – Battalion Officer
LTCOL Benson – Battalion Officer
CDR Vautier – Personnel Officer
CDR Austin – Public Affairs Officer
CDR Coles – Director, Waterfront Readiness
CDR Davids/CDR Cavalieri – Deputy Director, Naval Academy Sailing
CDR Leonard – Director, Seamanship and Navigation
CDR McWhorter – Deputy, Division of Humanities and Social Sciences
CDR McDonnell – Deputy, Division of Math and Science
CDR Hauge – Comptroller

FITREP 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 Reserv/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 **member's** copy of a fitrep or eval with 000-00-0000 in Block 27. The original fitrep or eval (mailed to PERS-311) must still contain the 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 fitreps and evals.

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

a. Non-compliance. Reporting Seniors non-compliance with the Navy Performance Evaluation System is the number one reasons 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; and 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 signatures 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.

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USNANOTE 1610 CH-1
4/PersOff
JAN 10 2005

USNA NOTICE 1610 CHANGE 1 TRANSMITTAL

From: Superintendent, United States Naval Academy

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

1. Purpose. To publish change 1 to subject notice.

2. Action. Make the following pen and ink changes to enclosure (1).

a. Delete the following names from list under "For reports on TAD Ensigns, the above officers and:" LCDR Ortiz, LCDR Harris, LCDR Gibboney, and LCDR Stiles.

b. Add the following names to list under "For reports on TAD Ensigns, the above officers and:" COL Fuquea – Deputy Commandant, CDR Harr – Battalion Officer, CDR D. Cuthbert – Battalion Officer, CDR Reagans – Battalion Officer, CDR Traub – Battalion Officer, LTCOL Thomas – Battalion Officer, CDR Smith – Battalion Officer, and CDR Vandenberg – Deputy Director, Naval Academy Sailing.

T. D. RAINS
Deputy/Chief of Staff

Distribution:
All non-mids (electronically)

DEPARTMENT OF THE NAVY
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121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

USNANOTE 1610 CH-2
4/PersOff

31 AUG 2005

USNA NOTICE 1610 CHANGE TRANSMITTAL 2

From: Superintendent, United States Naval Academy

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

Encl: (1) Reporting Senior Authority

1. Purpose. To publish change 2 to subject notice.

2. Action. Replace enclosure (1) with the attached enclosure (1).

3. Cancellation. When the required action has been taken.

Distribution:
All non-mids (electronically)

/S/

RODNEY P. REMPT

DEPARTMENT OF THE NAVY
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121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNANOTE 1610 CH-3
4/PersOff
OCT 17 2006

USNA NOTICE 1610 CHANGE TRANSMITTAL 3

From: Superintendent, United States Naval Academy

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

Encl: (1) Reporting Senior Authority

1. Purpose. To publish change 3 to subject notice.

2. Action. Replace enclosure (1) with the attached enclosure (1).

3. Cancellation. When the required action has been taken.

/S/
RODNEY P. REMPT

Distribution:
All non-mids (electronically)