



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

USNAINST 1610.5A
28/Pers Off

FEBRUARY 3 2012

USNA INSTRUCTION 1610.5A

From: Superintendent, United States Naval Academy

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

Ref: (a) BUPERSINST 1610.10C

Encl: (1) List of positions 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. Cancellation. USNAINST 1610.5
3. Information. Reporting senior authority may be delegated at shore commands headed by a Flag Officer. Delegated reporting seniors assume responsibility for the fairness, accuracy, and timeliness of fitness reports and evaluations of their subordinates.
4. 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, except in the instance of Supply Corps officers assigned to the Naval Academy Business Services Division. The Commandant of Midshipmen shall be assigned as the reporting senior for these officers.
 - b. Delegated reporting senior authority shall include the authority to recommend promotion and advancement.
5. Action
 - a. Superintendent Signature. The Superintendent will sign performance reports for the following personnel:
 - (1) All Commanders (O5) and Captains (O6).
 - (2) Flag Secretary, Flag Aide, Flag Supply Officer, Flag Speech Writer and Enlisted Flag Writer.
 - b. Delegation of Authority. The following officials will sign reports as delegated reporting seniors:
 - (1) Enclosure (1) identifies personnel who have delegated Reporting Senior Authority for officers, Lieutenant Commanders (O4) and below, and enlisted personnel reports.
 - (2) Cost Center Directors may delegate reporting senior authority on E5 and below reports to Division Directors and Department Heads (O4 and senior).

(3) Departmental Leading Chief Petty Officers may be delegated as reporting senior for evaluation reports on members in pay grades E1 through E4, as authorized by the cognizant Cost Center Director.

(4) Raters. Evaluation reports on E6 and below require the signatures of a rater and senior rater. This ensures that the Navy's senior enlisted supervisors and officers are properly included in the enlisted evaluation process. The senior rater may be omitted where the reporting senior is the rater's immediate supervisor.

c. Adverse Reports. The Superintendent shall be notified, via the Chief of Staff, prior to reporting senior's signature on any of the following reports:

(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 for 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/
M. H. MILLER

Distribution:
All Non-Mids (electronically)

11 JUN 2012

REPORTING SENIOR AUTHORITY

For reports on officer (O-4 and below) and enlisted personnel under their cognizance:

Chief of Staff
Commandant of Midshipmen
Academic Dean and Provost
Dean of Admissions
Deputy Director, Physical Education Department
Deputy for Finance/Chief Financial Officer
Director of Information Technology Services Division/Chief Information Officer

For reports on officer (O-3 and below) and enlisted personnel under their cognizance:

Director, Division of Professional Development

For reports on TAD Ensigns under their cognizance, the above officers and:

Deputy Commandant of Midshipmen
Battalion Officers
Director, Division of Humanities and Social Sciences
Director, Division of Math and Science
Director, Division of Engineering and Weapons
Director, Character Development and Training
Director, Leadership Education and Development
Director, Seamanship and Navigation
Director, Naval Academy Sailing
Director, Waterfront Readiness
Director of Admissions
Director, International Programs Office
Midshipmen Supply Officer
Director, Stockdale Center of Ethical Leadership
Military Personnel Officer
Director of Special Events
Staff Judge Advocate
Public Affairs Officer

FITNESS REPORT AND EVALUATIONS 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:

a. Block 6: 00161

b. Block 7: USNA ANNAPOLIS MD

c. 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 graduate leaders who are dedicated to a career of Naval service."

d. To implement this policy change, navfit98a and E7-E9 evaluation (NAVPERS 1616/27 6-08) will require software modification. Users may download the updated E7-E9 evaluation form (NAVPERS 1616/27 8-10) at the following link:

[HTTP://WWW.NPC.NAVY.MIL/CAREERINFO/PERFORMANCEEVALUATION/SOFTWAREFORMS/](http://www.npc.navy.mil/careerinfo/performanceevaluation/softwareforms/)

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.



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USNA INSTRUCTION 1610.5A CHANGE TRANSMITTAL 1

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 instruction.
2. Action. The following pen and ink changes have been incorporated into original instruction and posted on the USNA Instruction/Notices web site: On enclosure (1), under "For reports on officer (O-4 and below) and enlisted personnel under the cognizance:" remove Senior Associate Athletic Director and replace with Deputy Director, Physical Education Department.

/S/
M. H. MILLER

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Director, Leadership Education and Development
Director, Seamanship and Navigation
Director, Naval Academy Sailing
Director, Waterfront Readiness
Director of Admissions
Director, International Programs Office
Midshipmen Supply Officer
Director, Stockdale Center of Ethical Leadership
Military Personnel Officer
Director of Special Events
Staff Judge Advocate
Public Affairs Officer