



## DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN  
U.S. NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 1610.1  
ADMIN  
23 Feb 12

### COMMANDANT OF MIDSHIPMEN INSTRUCTION 1610.1

Subj: DELEGATION OF REPORTING SENIOR AUTHORITY FOR E5 AND BELOW EVALUATIONS

Ref: (a) USNAINST 1610.5A

1. Purpose. To delegate reporting senior authority for E5 and below evaluations for personnel assigned to the Commandant of Midshipmen Cost Center.

2. Information. Per reference (a), Cost Center Directors are authorized to delegate reporting senior authority on E5 and below evaluations to Division Directors and Department Heads (O4 and senior). Delegated reporting seniors assume responsibility for the fairness, accuracy, and timeliness of evaluations on 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 senior authority shall include the authority to recommend promotion and advancement.

b. The Commandant will retain reporting senior authority for the following reports:

(1) Any report which withdraws a recommendation for 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 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 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.

4. Review Responsibility. The Commandant's Administrative Officer is responsible for the annual review and update of this instruction.

A handwritten signature in blue ink, appearing to read "RE", is located below the text of the instruction.

R. E. CLARK II

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