



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

USNAINST 1610.5C  
28/Pers Off  
16 Apr 2020

USNA INSTRUCTION 1610.5C

From: Superintendent, U.S. Naval Academy

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

Ref: (a) BUPERSINST 1610.10E

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

1. Purpose. To delegate reporting senior authority for fitness and evaluation reports of naval personnel assigned to the U.S. Naval Academy per reference (a).
2. Cancellation. USNAINST 1610.5B
3. Scope and Applicability. The provisions of this policy apply to all USNA personnel.
4. 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 and evaluation reports.
5. Extent of Delegated Authority. The extent 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 in rank 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.
6. Action
  - a. Superintendent Signature. The Superintendent will sign performance reports for the following personnel:

(1) All commanders (O5) and captains (O6).

(2) The Flag Secretary, Flag Aide, Flag Supply Officer, Flag Speechwriter, Flag Writer, and Enlisted Aides.

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 junior, and enlisted personnel reports.

(2) Cost Center Heads may delegate reporting senior authority on E5 and junior 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 Head.

(4) Raters. Evaluation reports on E6 and junior 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.

(5) Reporting seniors, raters, and senior raters are prohibited from evaluating personnel who have filed an accusation of sexual misconduct against the reporting senior, rater, or senior rater during the pendency of the investigation or if the reporting senior, rater, or senior rater has been relieved or suspended from his or her position.

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

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

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

(3) Any report that has a trait mark of 1.0, promotion recommendation of "Significant Problems," or adverse comments in Block 41.

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

(5) Reports on enlisted personnel marked "Progressing" (i.e., not recommended for advancement) which are submitted after meeting all other prerequisites to compete for advancement.

7. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 52 10.1 of January 2012.

8. Review and Effective Date. The Personnel Officer will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 52 15/40 Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or otherwise canceled prior to the five-year anniversary date, or an extension has been granted.



S. S. BUCK

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via USNA's Intranet Web site, <https://www.usna.edu/AdminSupport/Inst/>.

LIST OF POSITIONS WITH DELEGATED REPORTING SENIOR AUTHORITY

1. For reports on officers (O4 and junior) 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

2. For reports on officers (O3 and junior) and enlisted personnel under their cognizance:

Director, Division of Professional Development

3. For reports on TAD ensigns under their cognizance:

O5 and senior or civilian equivalent

4. For not observed reports on TAD ensigns (assigned to USNA less than 90 days):

Personnel Officer

FITNESS AND EVALUATION REPORT PREPARATION GUIDELINES

1. Use the following standard information when preparing fitness and evaluation reports:
  - a. Block 6: 00161
  - b. Block 7: USNA ANNAPOLIS MD
  - c. Block 28: “EDUCATE AND TRAIN MIDSHIPMEN. To develop midshipmen morally, mentally, and physically and to imbue them with the highest ideals of duty, honor, and loyalty to graduate leaders who are dedicated to a career of naval service.”
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 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 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.