



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 1610.1A
ADMIN
MAR 16 2022

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1610.1A

From: Commandant of Midshipmen, U.S. Naval Academy

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

Ref: (a) USNAINST 1610.5C

1. Purpose. To delegate reporting senior authority for E5 and below evaluations for personnel assigned to the Commandant of Midshipmen Cost Center.
2. Cancellation. COMDTMIDNINST 1610.1.
3. Scope and Applicability. This instruction applies to all personnel assigned to the U.S. Naval Academy (USNA).
4. Responsibilities. 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.
5. 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 of Midshipmen 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.

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

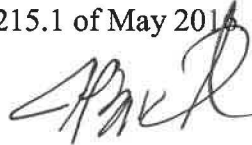
(5) Reports or supplements which have been directed as redress under Article 1150, U.S. Navy Regulations, 1990, or Article 138, UCMJ.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Recordsand-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/ AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the Commandant's Administrative Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2014.



J. P. MCDONOUGH III

Releasability and distribution: This instruction is cleared for public release and is available electronically via the USNA Commandant Web Page, <https://www.usna.edu/Commandant/comdtinst.php>