



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
440 MEYERKORD AVENUE
NEWPORT, RI 02841-1519

NAPSINST 1610.5
CSD
9 Oct 20

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 1610.5

From: Commanding Officer, Naval Academy Preparatory School

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

Ref: (a) BUPERSINST 1610.10E

Encl: (1) Fitness and Evaluation Report Preparation Guidelines

1. Purpose. To delegate reporting senior authority for fitness and evaluation reports of naval personnel assigned to the Naval Academy Preparatory School (NAPS) per reference (a).
3. Scope and Applicability. The provisions of this policy apply to all NAPS personnel.
4. Information. A delegated reporting senior is a person designated in writing by a Commanding Officer (CO) to submit FITREPs, CHIEFEVALs, or EVALs for which that CO would otherwise be responsible.
5. Extent of Delegated Authority. This delegation of authority must not be solely for the purpose of reducing the summary group size or increasing the promotion quotas. Delegation of reporting senior authority constitutes a transfer of that authority with the CO retaining certain oversight responsibilities.
 - a. Delegated reporting seniors may report only on members who are junior in rank and are directly subordinate to the delegated reporting senior.
 - b. Delegated reporting senior authority shall include the authority to recommend promotion and advancement.
6. Action
 - a. Commanding Officer Signature. The CO will sign performance reports for personnel in paygrades E-6 and above.

(1) The Commanding Officer will be the reporting senior for the following types of evaluations:

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

(b) Reports or supplements which have been directed as redress under Article 1150, U.S. Navy Regulations, 1990, or Article 138, UCMJ.2

b. Delegation of Authority. The Executive Officer will sign reports as delegated reporting senior for all personnel in the paygrades of E-5 and junior.

c. Senior Raters and Raters. Evaluation reports on E-6 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.

(1) 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.

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 September 2019.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the NAPS Executive 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 2016.



J. D. BAHR

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/> and NAPS Intranet Web site, <https://ward-rufs-01/NAPS-Working/Application Window Documents/WebPage/instructions.html>

FITNESS AND EVALUATION REPORT PREPARATION GUIDELINES

1. In the interest of continuity and administrative correctness, use the following narratives in blocks provided for evaluations:

<u>Report Block</u>	<u>Narrative</u>
Blk 1. Name (Last, First MI Suffix)	DOE, JOHN E
Blk 2. Grade/Rate	YN1
Blk 3. Desig	SW/AW
Blk 4 SSN	MBR SSN(Must be full SSN)
Blk 5 ACT	X
Blk 6 UIC	66128
Blk 7 Ship/Station	NAVAL ACADEMY PREP
Blk 8. Promotion Status	REGULAR or FROCKED
Blk 9. Date Reported	YYMMMD
Blk 10-13. Occasion for Report	Choose which applies for the report
Blk 14. From:	YYMMMD or Day after end date on last report.
Blk 15. To:	Ending date of report period.
Blk 16. Not Observed Report	If onboard less than 90 days.
Blk 17-19. Type of Report	Blk 17. Regular
Blk 20. Physical Readiness	Check PRIMS
Blk 21. Billet Subcategory (if any)	NA
Blk 22. Reporting Senior (Last, FI MI	SAILOR, I M
Blk 23. Grade	CAPT/MAJ
Blk 24. Desg	1234/USMC
Blk 25. Title	CO/XO
Blk 26. UIC	66128
Blk 27. SSN	000-00-0000
Blk 28. Command employment and command achievements.	EDUCATE AND TRAIN MIDSHIPMAN CANDIDATES. To enhance midshipman and cadet candidates' moral, mental, and physical foundations to prepare them for success at the Naval and Coast Guard Academies and to graduate leaders who are dedicated to a career of naval service.
Blk 29. Primary/Collateral/Watchstanding duties	PRI: What They Do. COLL: What Else They Do. WATCH: What They Stand.
Blk 30. Date Counseled	YYMMMD or NOT REQ or NOT PERF
Blk 31. Counselor	SAILOR, D F, LSCS(SW) or blank

Blk 32. Signature of Individual Counseled	If member was counseled, member must sign this block. If member was not counseled, leave this block blank.
Blk 33-39 Performance Traits	If member receives a trait mark of 1.0 in any category, he cannot be recommended for advancement (i.e. "PROMOTABLE", "MUST PROMOTE", or "EARLY PROMOTE"). In addition an ADVERSE letter is required. If a member receives a trait mark of 2.0 in any category, he cannot receive a recommendation of "Must Promote" or "Early Promote."
Blk 40. Individual Trait Average	3.00
Blk 41. Career Milestones:	Assignment in Rating, Sea Special Programs, Instructor Duty, etc..
Blk 42. Signature of Rater.	DOE, J E, PSC(SW/AW)
Blk 43. Comments on Performance	All 5.0 and 1.0 marks must be specifically substantiated in comments. Comments must be verifiable.
Blk 44. Qualifications/Achievements	All qualifications/completed education/awards/community service.
Blk 45. Promotion Recommendation	Significant Problems/Progressing/Promotable/Must Promote/Early Promote
Blk 47. Retention	Not recommended or Recommended
Blk 48. Reporting Senior Address	COMMANDING OFFICER NAVAL ACADEMY PREP SCHOOL 440 MEYERKORD AVE NEWPORT, RI 02841
Blk 49. Signature of Senior Rater	RATER, S S, CMDCS(AW/SW)
Blk 50. Signature of Reporting Senior	Leave blank.

2. Reference (a) provides specific guidance in preparing reports.

3. Strict adherence to established guidelines is required to ensure that each report is submitted properly and to lessen the administrative burden involved with processing each report.