



**DEPARTMENT OF THE NAVY**  
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
PSC 817 BOX 1  
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 1610.3B  
N1  
**30 AUG 2021**

NAVSUPPACT NAPLES INSTRUCTION 1610.3B

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: NAVY PERFORMANCE EVALUATIONS

Ref: (a) BUPERSINST 1610.10E, Navy Performance Evaluation System

1. Purpose. To delineate the scope of delegation for fitness and evaluation reports signature authority and establish local procedures for submission of reports.

2. Cancellation. NAVSUPPACTNAPLESINST 1610.3A

3. Action

a. Timelines

(1) Detachment of Individual Reports and Letter-Extensions requiring signature by the Commanding Officer (CO) or Executive Officer (XO) will be submitted to the Administrative Department (N1) 30 days prior to the member's detachment.

(2) Detachment of Individual Reports and Letter-Extensions not requiring signature by the CO or XO will be submitted to N1 10 days prior to the member's detachment.

(3) Periodic Reports requiring signature by the CO or XO will be submitted to N1 45 days prior to the end of the periodic reporting period per reference (a). D

(4) Periodic Reports not requiring signature by the CO or XO will be submitted to N1 no later than 10 business days after the end of the periodic report period per reference (a).

(5) Promotion/Frocking/Special Reports, whether requiring signature by the CO or XO or not, will be submitted to N1 within 15 business days upon notification of the report's requirement.

b. Routing Procedure. Reports not requiring signature by the CO or XO are only required to be turned into admin in a red folder with a summary group letter per the aforementioned timelines. Reports requiring signature by the CO or XO require the following documentation.

(1) Routing Sheet on a red folder with a point of contact name and phone number.

(2) The left side of the folder will contain the last three Periodic Reports, FLT MPS Admin Data Page, all substantiating documentation for achievements, qualifications, awards, volunteer service, etc., mentioned in the new report, PRIMIS printout, and brag sheet.

(3) The right side of the folder will contain the new report.

(4) Electronic copy of the report will be sent to [fct.na.nsa.admin\\_office@eu.navy.mil](mailto:fct.na.nsa.admin_office@eu.navy.mil).

c. Reports on E4 and Below. The CO has delegated authority to Department Heads (DH), GS-11s, or equivalent to sign as the Reporting Senior for reports on E4 and below. Enlisted personnel in an "acting" capacity as a DH are not authorized to sign as Reporting Seniors. The Senior Rater will be a minimum of paygrade E7 and the Rater will be a minimum of paygrade E6. If there is no E7 or above in the work center/division, the rater will be the Department Leading Chief Petty Officer (DLCPO).

Member:	Provide Input
Rater:	Work Center LCPO/DLCPO
Senior Rater:	Division Officer (DIVO)
Reporting Senior:	DH

d. Reports on E5. The CO has delegated the authority to the XO and DHs in the grade of Lieutenant Commander (LCDR), GS-12, or equivalent to sign as Reporting Senior for reports on E5 personnel. The XO will sign E5 evaluations for those departments that do not have a DH that is a LCDR, GS-12, equivalent, or permission from Commander, Navy Personnel Command (PERS-32). The Rater will be a minimum of paygrade E7. If there is no E7 or above in the work center/division, the rater will be the DLCPO or civilian supervisor equivalent.

Member:	Provide Input
Rater:	Work Center LCPO/DLCPO
Senior Rater:	DIVO/DH
Reporting Senior:	XO/DH

e. Reports on E6. E6 evaluations are prepared by the department and the CO is the Reporting Senior. The Rater will be a minimum of paygrade E7. If there is no E7 or above in the work center/division, the rater will be the DLCPO.

Member:	Provide Input
Rater:	Work Center LCPO/DLCPO
Senior Rater:	DIVO/DH
Reporting Senior:	CO

f. Reports on E7 and Above. E7 and above evaluations and fitness reports are prepared by the DH and the CO is the Reporting Senior.

g. Adverse Reports. The member's regular Reporting Senior will sign as the Reporting Senior on general fitness and evaluation reports that contain adverse matter. Refer to reference (a) for the definition of adverse matter. The CO will be the Reporting Senior on any report that withdraws an enlisted member's advancement recommendation after notification of selection as been made. When appropriate, a NAVPERS 1070/613 will be prepared by the regular Reporting Senior, per reference (b), for withdrawal of advancement.

h. Mid-Term Counseling. Mid-term counseling will be completed per reference (a).

#### 4. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-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 the local records manager or the OPNAV Records Management Program (DNS-16).

5. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective 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 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.W. STEWART

Releasability and distribution:

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Lists: I and II

Electronic via NAVSUPPACT Naples website:

[https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nsa\\_naples/about/departments/administration\\_n1/administrative\\_services/instructions.html](https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html)