



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
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NAVSUPPACTNAPLESINST 1610.3C

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29 Jan 24

NAVSUPPACT NAPLES INSTRUCTION 1610.3C

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

Subj: NAVY PERFORMANCE EVALUATION SYSTEM

Ref: (a) BUPERSINST 1610.10F, Navy Performance Evaluation System
(b) BUPERSINST 1430.16G, Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve

1. Purpose. To delineate the scope of delegation for fitness and evaluation reports signature authority and establish local procedures for submission of reports. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NAVSUPPACTNAPLESINST 1610.3B

3. Action. Per reference (a), all fitness and evaluation reports will be promptly and properly submitted to meet equitable standards throughout the command. Periodic Fitness and Evaluation Reports will be submitted to the Administrative Officer (AO) per reference (a). Detachment of Individual Reports requiring signature by the Commanding Officer (CO) or Executive Officer (XO) will be submitted to the AO 45 days prior to the member's detachment.

a. Adverse Reports. The CO will sign as the Reporting Senior on all fitness and evaluation reports that contain adverse matter. Refer to reference (a) for the definition of adverse matter. When appropriate, a NAVPERS 1070/613 will be prepared by the Administrative Office, per reference (b), for withdrawal of advancement.

b. Reports on E4 and below. The CO has delegated authority to Department Heads (DH) to sign as the Reporting Senior for reports on E4 and below. Enlisted personnel in an "acting" capacity as a Department Head 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 LCPO. Prepare and submit evaluations as follows:

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

c. Reports on E5. The CO has delegated the authority to the XO and DHs, in the grade of Lieutenant Commander, 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 with permission from COMNAVPERSCOM (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 Department LCPO or civilian supervisor equivalent. Prepare and submit evaluations as follows:

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

d. Reports on E6. E6 Evaluations are prepared by the department and signed by the CO as 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 Department LCPO. Prepare and submit evaluations as follows:

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

e. Reports on E7 and above. E7 and above evaluations and fitness reports are prepared by the DH and signed by the CO as the Reporting Senior.

f. Mid-term counseling. Mid-term counseling will be completed per reference (a).

4. Ranking Boards. Unless otherwise stated, ranking boards will be scheduled for the week after fitness and evaluation reports are due to admin. Ranking boards will not take place without the service members' fitness and evaluation reports. Ranking board schedule and completion will be reported to the XO.

5. Debriefs. Within 30 days of the due date of the fitness or evaluation report, all service members will receive quality debriefs. Fitness or evaluation reports for Sailors E7 and above will be debriefed by the CO. E7 to E9 evaluation reports will be debriefed by the CO and Command Master Chief (CMC). Officer fitness reports will be debriefed by the CO. E6 evaluation reports will be debriefed by DHs, CMC, and Departmental Leading Chief Petty Officers. Upon individual request, the CO will debrief E6 evaluation reports. Department Heads are responsible to report debrief completion status weekly to the XO and AO until 100% complete.

6. Controlled Unclassified Information (CUI). All hands are reminded of the responsibility of safeguarding CUI that is generated through the normal fitness and evaluation report process. All hands have a duty to safeguard CUI in both written and electronic formats and take appropriate actions to protect the confidentiality of personal information.

a. Social Security Numbers (SSN) of individuals and Reporting Seniors contained in performance evaluations represent a special vulnerability due to their required use, widespread storage (on paper and electronic media) and long term retention. Per reference (a), the Reporting

Senior's SSN is not required on fitness and evaluation reports related correspondence (e.g. performance information memorandum, letters of extension or correction, etc.).

b. The NAVFIT 98A software requires these entries to complete validation and the resulting CUI is stored with the software on the computer. All departments should take appropriate actions, as outlined in reference (c), to maintain and safeguard electronic fitness and evaluation report related PII in authorized spaces on government owned computers.

c. All DHs will review their current holdings of fitness and evaluation reports (both hard and soft copy) and comply with guidance provided for protecting sensitive personal data per reference (c).

7. 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).

8. 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.

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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

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