



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACT NAPLES INST 1610.3
N1

17 DEC 2010

NAVSUPPACT NAPLES INSTRUCTION 1610.3

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

Subj: NAVY PERFORMANCE EVALUATION SYSTEM

Ref: (a) BUPERSINST 1610.10 (Series)
(b) BUPERSINST 1430.16 (Series)
(c) CNO Washington DC 301425Z May 07 (NAVADMIN 138/07)
(d) DON CIO Washington DC 171952Z Apr 07

Encl: (1) Fitness and Evaluation Report Planning Calendar

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

2. Action. Per reference (a), all Fitness and Evaluation Reports will be promptly and properly submitted, ensuring equitable standards are used throughout the command. Periodic Fitness and Evaluation Reports will be submitted to the Administrative Officer per the schedule provided in enclosure (1). Detachment of Individual Reports requiring signature by the Commanding Officer or Executive Officer will be submitted to the Administrative Officer 30 days prior to the member's detachment date.

a. Adverse Reports. The Commanding Officer 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 in accordance with reference (b).

b. Reports on E4 and below. The Commanding Officer has delegated authority to Department Heads to sign as the Reporting Senior for reports on E4 and below. E7 through E9 personnel acting as Department Heads are not authorized to sign as Reporting Seniors for E4 and below personnel. 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:

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Member: Provide Input
 Rater: Work Center/Division LCPO
 Senior Rater: Division Officer
 Reporting Senior: Department Head

c. Reports on E5. The Commanding Officer has delegated the authority to the Executive Officer and Department Heads in the grade of Lieutenant Commander and above to sign as Reporting Senior for reports on E5 personnel. The Executive Officer will sign E5 evaluations for those departments that do not have a Department Head that is a Lieutenant Commander or above. 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: WorkCenter/Division LCPO
 Senior Rater: Division Officer/Department Head
 Reporting Senior: Executive Officer/Department Head

d. Reports on E6. E6 Evaluations are prepared by the department and signed by the Commanding Officer 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: WorkCenter/Division LCPO
 Senior Rater: Division Officer/Department Head
 Reporting Senior: Commanding Officer

e. Reports on E7 and above. Reference (a) is to be used for E7 through E9 evaluations. E7 through E9 evaluations and CWO2 and above Fitness Reports are prepared by the Department Head and signed by the Commanding Officer as the Reporting Senior. This authority will not be delegated except in instances when the Executive Officer is "Acting" as Commanding Officer.

f. Mid-term counseling. Mid-term counseling will be completed in accordance with reference (a).

3. Per reference (c), all hands are reminded of the responsibility of safeguarding of Personally Identifiable Information (PII), generated through the normal Fitness Report and Evaluation process.

All hands have a duty to safeguard PII in both written and electronic formats and should take appropriate actions to protect and preserve the confidentiality and security of personal information entrusted to them.

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), Sections 1 through 4 notes that the Reporting Senior's SSN is not required on fitrep/eval related correspondence (e.g. Performance Information Memorandum, Letters of Extension or correction, etc.). Effective immediately, all fitreps/evals will have only the last four digits of the individual's SSN on copies provided to the member, their field service records and or command files. Individual and Reporting Senior SSNs are still required for fitrep/evals and summary reports entered into official officer and enlisted record files held by BUPERS.

b. The NAVFIT 98A software requires these entries to complete validation and the resulting PII is stored with the software on the computer. All departments should take appropriate actions as outlined in reference (d), to ensure electronic fitrep/eval related PII are maintained and safeguarded in authorized spaces, on government owned computers.

c. All department heads should review their current holdings of fitrep/evals (both hard and soft copy) and ensure compliance with guidance provided for protecting sensitive personal data in accordance with reference (d). Properly disposing of redundant and/or unnecessary PII is the single best method to reduce the vulnerability of compromise.

4. General Information.

a. Block 20. Per NAVADMIN 193/10, do not use the dropdown menu; instead type in new PFA Codes:

P - Passed both PRT and BCA

F - Overall PFA Failure (Failed BCA or PRT)

M - Medically waived from entire PFA (BCA and PRT)

W - Passed BCA but medically waived from 1 or more PRT event(s)

B - Passed the BCA but was authorized non-participation in the PRT for other than medical waiver reasons (see code N for Non-participation reasons).

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A comment will be made on Performance Block 43 with reason for non-participation. N - No PFA conducted during reporting period. Non-participation in entire PFA (BCA and PRT) due to deployment/operational (DEP/OP), Individual Augmentee Manpower Management (IAMM), Global Support Assignment (GSA), Pregnancy, and Temporary Duty (TAD) or excused.

Note: BCAs shall be accomplished on all members even if onboard less than 10 weeks or unable to participate in PRT due to DEP/OP. In Block 20 enter the one letter code without a space or slash for each official PFA administered during the reporting period. Therefore, if the member completed more than one PFA cycle during the reporting period, enter a one letter code for each cycle.

Example: PF - indicates the member participated in two PFA cycles during the reporting period and that the member passed the first and failed the second. FPM - indicates the member participated in three PFAs during the reporting period and that the member failed the 1st, passed the 2nd and had a waiver on the 3rd. NP - indicates there were 2 PFAs during the reporting period and that the member was not required to participate in the 1st PFA and passed the 2nd PFA. N - indicates no PFA occurred during the reporting period.



R. B. RABUSE

Distribution:

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Lists I through IV

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<https://www.cnic.navy.mil/Naples/Departments/Administration/Instructions/Index.htm>

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**FITNESS AND EVALUATION REPORT
PLANNING CALENDAR**

MONTH	PAYGRADE	MAIL/ENDING DATE
JANUARY	O3	31 JANUARY
FEBRUARY	O2	28 FEBRUARY
MARCH	W3, W4, W5	31 MARCH
MARCH	E5	15 MARCH
APRIL	E9	15 APRIL
APRIL	O5	30 APRIL
MAY	O1	31 MAY
JUNE	E4	15 JUNE
JULY	E1, E2, E3	15 JULY
JULY	O6	31 JULY
SEPTEMBER	W2	30 SEPTEMBER
SEPTEMBER	E7, E8	15 SEPTEMBER
OCTOBER	O4	31 OCTOBER
NOVEMBER	E6	15 NOVEMBER
DECEMBER	N/A	N/A