



## DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

FPO AE 09622-0001

NAVSUPPACT NAPLES INST 1610.3A

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**29 MAR 2013**

NAVSUPPACT NAPLES INSTRUCTION 1610.3A

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

Subj: NAVY PERFORMANCE EVALUATION SYSTEM

Ref: (a) BUPERSINST 1610.10C  
(b) BUPERSINST 1430.16F  
(c) DON CIO Washington DC 171952Z Apr 07

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. NAVSUPPACT NAPLES INST 1610.3

3. Action. Per reference (a), all fitness and evaluation reports will be promptly and properly submitted to ensure equitable standards are used 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 30 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:

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

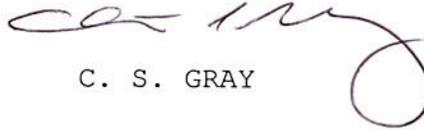
a. Social Security Numbers (SSN) of individuals and Reporting Seniors contained in performance evaluations represent a special vulnerability due to their required use, widespread storage (on paper

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and electronic media) and long term retention. Per reference (a), the Reporting Senior's SSN is not required on fitrep/eval 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 PII is stored with the software on the computer. All departments should take appropriate actions, as outlined in reference (c), to ensure electronic fitrep/eval related PII is maintained and safeguarded in authorized spaces on government owned computers.

c. All DHs should review their current holdings of fitrep/evals (both hard and soft copy) and ensure compliance with guidance provided for protecting sensitive personal data per reference (c).



C. S. GRAY

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