



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCSTAFFINST 1610.1
N04
27 Jan 2025

NETC STAFF INSTRUCTION 1610.1

From: Commander, Naval Education and Training Command

Subj: DELEGATION OF REPORTING SENIOR AUTHORITY TO FITNESS
REPORTS AND PERFORMANCE EVALUATIONS

Ref: (a) BUPERSINST 1610.1F
(b) CNO WASHINGTON DC 201449Z Dec 18 (NAVADMIN 312/18)
(c) CNO WASHINGTON DC 071612Z May 20 (NAVADMIN 137/20)
(d) CNO WASHINGTON DC 311846Z Mar 23 (NAVADMIN 082/23)

1. Purpose. This instruction delegates reporting senior authority for fitness reports (FITREP) and evaluations of military personnel assigned to Commander, Naval Education and Training Command (CNETC).

2. Background. Reference (a) provides basic guidance regarding the Navy Performance Evaluation and Counseling System, including detailed instructions for the preparation of reports. Reference (b) provides supplemental information on the annotation of post-summary group reporting senior's cumulative average (RSCA) as a required administrative comment on Block 43 of E5 and E6 performance evaluations. Reference (c) provides guidance on FITREPs and specific comments regarding education, learning, and support for a learning culture. Reference (d) provides guidance on changes to the reporting occasions of command master chiefs and command senior chiefs serving in the Active and Reserve component. Reporting seniors and supervisors are responsible for ensuring strict compliance with the policies set forth in references (a) through (d), and in this instruction.

3. Discussion. Strict adherence to these standards, as well as the timely submission of required reports, is essential to sustain an objective and accurate reporting system. The requirement to perform a scheduled mid-term counseling is an integral element of the reporting system and is intended to provide individuals with meaningful feedback concerning their performance. Reporting seniors must monitor this program to ensure counseling is conducted and documented as required.

4. Delegated Reports. FITREPs and enlisted performance evaluations are delegated as follows:

a. CNETC will sign FITREPs and evaluations on the personnel listed or assigned to the offices listed in Table 1, as well as personnel not otherwise outlined in subparagraph 4b.

Chief of Staff	Flag Secretary
Executive Assistant	Force Master Chief
Deputy Executive Assistant	Judge Advocate General Officer
All O-6	Public Affairs Officer
Flag Aide	

Table 1. Reports and Evaluations Signed by CNETC

b. The Chief of Staff (COS) will sign all active and Training and Administration of the Reserve (TAR) E1-E9 enlisted performance evaluations for personnel permanently assigned to NETC.

c. The positions listed in Table 2 are delegated reporting senior authority for FITREPs under their N-code, unless otherwise outlined in this section.

Total Force Manpower and Personnel (N1)
Supply Chain Operations (N3)
Facilities, Logistics, Maintenance, and Training Equipment (N4)
Strategy, Analysis, Innovation, Research and Development, Credentialing, and Voluntary Education (N5)
Information Management and Information Technology, and Force Development Command Information Officer (N6)
Training and Development (N7)
Resources, Requirements, and Assessments (N8)

Table 2. Positions Delegated Reporting Senior Authority

5. Raters and Senior Raters. Evaluations on E6 and junior personnel require the signatures of a rater and senior rater. For E6 and junior evaluations, the senior rater will be the division officer or branch head and the rater will be the branch leading chief petty officer. In the absence of a chief petty officer directly assigned in the member's chain of command, the rater will be the senior enlisted leader assigned to the Sailor.

6. Mid-Term Counseling and Periodic Reports Debrief Schedule. Mid-term counseling in line with reference (a) may not be

delayed without reason. Additional guidance on performance counseling may be found in reference (a), chapter 18. Delegated reporting seniors are responsible for maintaining a record of mid-term counseling performed. Execution of mid-term counseling may be delegated by the reporting senior. All original reports signed by CNETC will be forwarded to the Flag Writer for disposition.

7. Responsibilities

a. The Command Senior Enlisted Leader (CSEL) will convene the following ranking boards for E8 and junior personnel: Division Officers, Executive Assistants, Division Directors (DD), and Special Assistants. Boards will include representatives from all N-codes and organizations with Sailors being evaluated. The CSEL will then provide ranking recommendations to COS, via the Flag Secretary, for approval.

b. The Flag Secretary will:

(1) Review reports for format and completeness. Coordinate the preparation of smooth FITREPs and evaluations to be signed by CNETC and COS.

(2) Notify all concerned of upcoming reporting requirements at least 45 days prior to the end of the reporting period via NETCSTAFFNOTE or e-mail. Track submission of all NETC reports and make notifications when established guidelines are not met. Act as the primary advisor to COS on enlisted performance evaluations and counseling.

(3) Submit all FITREPs and evaluations signed by CNETC or COS.

c. DDs and Branch Heads will:

(1) Submit draft performance evaluation reports on E8 and junior personnel to the COS through the CSEL 35 days prior to the end of the reporting period or as otherwise promulgated via NETCSTAFFNOTE.

(2) Notify the Flag Secretary upon completion of reporting requirements, to include completion of required mid-term counseling.

(3) Ensure the proper submission and disposition of reports signed under delegated authority.

d. The CSEL will convene ranking boards for E8 and junior personnel.

8. RSCA. In line with reference (b), management of RSCA is extremely vital to our Sailors' career progression. You have a responsibility to properly manage your RSCA to ensure you do not unintentionally disadvantage a Sailor. If you are new to signing FITREPs and enlisted evaluations, discuss with the COS how to establish and sustain a RSCA. Additionally, reference (b) provides critical guidance in regards to enlisted performance evaluations and RSCA which have significant impact on the advancement opportunities for junior enlisted Sailors.

9. 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.

10. Review and Effective Date. Per OPNAVINST 5215.17A, NETC 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

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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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Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.