



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

NETCSTAFFINST 1610.1A
N04
10 Jul 2025

NETC STAFF INSTRUCTION 1610.1A

From: Commander, Naval Education and Training Command

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

Ref: (a) BUPERSINST 1610.10G

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. Cancellation. NETCSTAFFINST 1610.1.

2. 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.

3. 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 3b.

All O-6 and O-5
Deputy Executive Assistant
Flag Secretary
Force Master Chief
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) W1-04 FITREPs and E6-E9 enlisted performance evaluations for personnel permanently assigned to NETC.

c. Division Directors (DD) and Special Assistants (SA), GS-12 or higher, will sign all active and TAR E1-E5 enlisted performance evaluations for personnel permanently assigned to NETC.

4. 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 Command Senior Enlisted Leader (CSEL) assigned to the Sailor.

5. 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.

6. Responsibilities

a. The CSEL will convene the following ranking boards for E8 and junior personnel with the following board members: Division Officers, Executive Assistants, DDs, and SAs. Boards will include representatives from all N-codes and organizations with Sailors being evaluated. The CSEL will then provide the ranking board's 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 SAs will:

(1) Submit draft performance evaluation reports on E9 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, including completion of required mid-term counseling.

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

7. Reporting Senior's Cumulative Average. In line with reference (a), the management of Reporting Senior's Cumulative Average (RSCA) is extremely vital to our Sailors' career progression. Reporting seniors have a responsibility to properly manage their RSCA to ensure they do not unintentionally disadvantage a Sailor. If a reporting senior is new to signing enlisted evaluations, he or she must discuss with the COS how to establish and sustain a RSCA. Additionally, reference (a) provides critical guidance in regard to enlisted performance evaluations and RSCA which have significant impact on the advancement opportunities for junior enlisted Sailors.

8. 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,

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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.

9. 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 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.



G. C. HUFFMAN

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.