



DEPARTMENT OF THE NAVY  
NAVAL SERVICE TRAINING COMMAND  
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NSTCINST 1610.1A  
N001  
12 Mar 2026

NSTC INSTRUCTION 1610.1A

From: Commander, Naval Service Training Command

Subj: DELEGATION OF REPORTING SENIOR AUTHORITY

Ref: (a) BUPERSINST 1610.10H

1. Purpose. To establish policy for delegated reporting senior authority of performance evaluation reports (EVALS) for personnel assigned to Naval Service Training Command (NSTC). Reference (a) requires this delegation be accomplished by command instruction that designates delegated reporting seniors by billet. Summary of changes include the Executive Officer of Staff will be the reporting senior for E5 and junior. This instruction is a complete revision and should be reviewed in its entirety.
2. Cancellation. NSTCINST1610.1.
3. Scope and Applicability. The scope of this policy governs reporting senior authority for all military personnel listed in subparagraphs 5a through 5d.
4. Definition. A delegated reporting senior is a person designated in writing by the Commander (CNSTC) to submit EVALS for which CNSTC would otherwise be responsible. Delegation of reporting senior authority constitutes a transfer of that authority with CNSTC retaining certain oversight responsibilities.
5. Policy
  - a. CNSTC retains reporting senior authority for:
    - (1) All officers and chief petty officers assigned to NSTC;
    - (2) Commanding Officers (COs) and Officers-in-Charge (OICs) of activities subordinated to NSTC; and
    - (3) Enlisted personnel assigned to nominative billets as personal staff to CNSTC; specifically the Flag Officer Writer and Enlisted Aide.
  - b. Reporting senior authority is delegated to the Chief of Staff (CoS) for all enlisted personnel assigned to NSTC in paygrades of E-6, with the exception of the Flag Officer Writer and Enlisted Aide.

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c. Reporting senior authority is delegated to the Executive Officer of Staff for all enlisted personnel assigned to NSTC in paygrades of E-1 through E-5.

d. Reporting senior authority for all enlisted adverse reports for paygrades E4 through E6 is delegated to the CoS. These adverse reports must be reviewed by CNSTC prior to final signature and debrief.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2019.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the Flag Secretary 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.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directive/>