



## DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
1333 ISAAC HULL AVE SE  
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO:

NAVSEAINST 1611.1J  
Ser 10TM2/117  
20 Nov 08

### NAVSEA INSTRUCTION 1611.1J

From: Commander, Naval Sea Systems Command

Subj: MILITARY PERFORMANCE EVALUATION AND COUNSELING SYSTEM

Ref: (a) BUPERSINST 1610.10B

Encl: (1) Fitness Reports Signed by COMNAVSEA  
(2) NAVSEA Billets Delegated Reporting Senior Authority

1. Purpose. To publish revised guidance in performance evaluation requirements and to update reporting senior authority for the submission of fitness reports and evaluations for military personnel assigned to Naval Sea Systems Command (NAVSEA) for duty, temporary duty, or additional duty.

2. Cancellation. NAVSEAINST 1611.1H of 10 December 2003 and NAVSEAINST 1571.1E of 05 July 2000.

3. Discussion. Reference (a) provides revised guidance in performance evaluation requirements and also publishes the revised Navy Performance Evaluation Manual (EVALMAN). This instruction is a complete revision and must be reviewed in its entirety. Reporting seniors, reviewing authorities, and supervisors are responsible for ensuring strict compliance with the policies set forth in reference (a) and this instruction. Strict adherence to these standards as well as the timely submission of required reports is essential and required to sustain an objective and accurate performance reporting system. The requirement to perform regularly 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 shall monitor this program to ensure meaningful and objective counseling is conducted and documented as required.

#### 4. Action

a. COMNAVSEA will sign fitness reports listed in enclosure (1).

b. Reference (a) authorizes COMNAVSEA to delegate reporting senior authority for fitness reports and evaluations. Delegated reporting seniors may report only on direct subordinates. Enclosure (2) lists delegated reporting seniors authorized to

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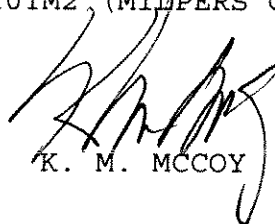
sign reports for personnel under their cognizance, with the exception of individuals serving in billets listed in enclosure (1).

c. Reports will be submitted on all military personnel per reference (a).

d. Reporting seniors will ensure that reports are mailed to Commander, Navy Personnel Command (PERS 311), 5720 Integrity Drive, Millington, TN 38055-3110. A summary letter and hard copy of the performance evaluation, as required by reference (a), will be included.

5. Forms. Fitness Report and Counseling Record (O1-O6), NAVPERS 1610/2 (3-02); Evaluation and Counseling Record (CHIEFEVAL) (E7-E9), NAVPERS 1610/1; Evaluation Report and Counseling Record (E1-E6), NAVPERS 1626/26 (3-02); and Fitness Report and Evaluation Summary Letter, NAVPERS 1610/1 (3-02) are available on the NAVFIT 98A Program and from the Total Force Active Duty Programs Division (MILPERS Office, SEA 10TM2) in Bldg 197, 4E-4356.

6. Point of Contact: SEA 10TM2, (MILPERS Office) at (202) 781-1730.



K. M. MCCOY

Distribution:

SNDL C84 COMNAVSEASYSKOM Shore Based Detachments  
FKP COMNAVSEASYSKOM Shore Activities  
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<b>FITNESS REPORTS SIGNED BY COMNAVSEA</b>		
▶ VICE COMMANDER (SEA 09)		
▶ COMMANDER, NAVAL SURFACE WARFARE CENTER		
▶ COMMANDER, NAVAL UNDERSEA WARFARE CENTER		
▶ DEPUTY COMMANDERS (LESS SEA 08)		
▶ DEPUTY CHIEF ENGINEER & SENIOR ENGINEERING DUTY OFFICER - RESERVE COMPONENT (RC) - (SEA 05A)		
▶ SEA 00/10 STAFF ▶		
▶▶ SEA 00A	EXECUTIVE ASSISTANT	
▶▶ SEA 00A1	AIDE	
▶▶ SEA 00D	PUBLIC & CONGRESSIONAL AFFAIRS	
▶▶ SEA 00E	STAFF JUDGE ADVOCATE	
▶▶ SEA 00N	INSPECTOR GENERAL	
▶▶ SEA 00V	ORDNANCE SAFETY	
▶▶ SEA 00F	COMMAND MASTER CHIEF	
▶▶ SEA 00W	FLAG WRITER	
▶▶ SEA 10T	DIRECTOR, TOTAL FORCE	
▶▶ SEA 10TM1	ED PLANS & POLICY (CONCURRENT)	
▶ ACQUISITION MAJOR PROGRAM MANAGERS (MPM-SHORE COMMAND EQUIVALENT) ▶		
▶▶ SEA 00C	SUPERVISOR OF DIVING AND SALVAGE	
▶ NAVSEA SHORE ACTIVITY COMMANDING OFFICERS ▶		
▶▶ CO, NAVY EXPERIMENTAL DIVING UNIT	PREPARED BY SEA 00C	
▶▶ NAVAL SHIPYARD COMMANDERS	PREPARED BY SEA 04/CONCURRENT SEA 08	
▶▶ SUPERVISORS OF SHIPBUILDING, BATH/GULF COAST	PREPARED BY SEA 04/CONCURRENT COMNAVSEA	
▶▶ SUPERVISOR OF SHIPBUILDING, NEWPORT NEWS	PREPARED BY SEA 04/CONCURRENT COMNAVSEA	
▶▶ SUPERVISOR OF SHIPBUILDING, GROTON	PREPARED BY SEA 04/CONCURRENT COMNAVSEA	
▶▶ CO, NAVSEALOGCEN	PREPARED BY SEA 04	
▶▶ CO, NOSSA	PREPARED BY SEA 00V	
▶▶ CO, NAVEODTECHDIV	PREPARED BY SEA 00V	
▶▶ CO, SURFCOMSYSCEN	CONCURRENT/PREPARED BY PEO IWS	
▶▶ CO, AEGIS TECHREP MOORESTOWN	CONCURRENT/PREPARED BY PEO IWS	

Enclosure (1)

<b>DELEGATED REPORTING SENIOR AUTHORITY</b>	
<b>▶ VICE COMMANDER (SEA 09)</b>	
▶▶ SEA 00/10	E7 AND ABOVE WITH THE EXCEPTION OF ENCL (1)
<b>▶ DEPUTY COMMANDERS (LESS SEA 08 AND SEA 10)</b>	
▶▶ ALL MILPERS IN RESPECTIVE DIRECTORATE	
<b>▶ DEPUTY COMMANDER FOR CONTRACTS (SEA 02)</b>	
▶▶ SUPSHIPS HEAD OF CONTRACTS	PREPARED BY SEA 02/CONCURRENT LOCAL CO
<b>▶ DEPUTY CHIEF ENGINEER &amp; SENIOR ENGINEERING DUTY OFFICER - RESERVE COMPONENT (RC) - (SEA 05A)</b>	
▶▶ RESERVE COMPONENT MILPERS WHO DO NOT RECEIVE ACTIVE COMPONENT FITREPS IAW TOTAL FORCE INTEGRATION	
<b>▶ RESERVE COMPONENT REGIONAL COMMANDING OFFICERS- REGCOMS - (MID-ATLANTIC, SOUTHEAST, SOUTHWEST, SOUTH, MID WEST, NORTHWEST, NORTH EAST)</b>	
▶▶ RESERVE COMPONENT MILPERS IN RESPECTIVE REGION WHO DO NOT RECEIVE ACTIVE COMPONENT FITREPS IAW TOTAL FORCE INTEGRATION	
<b>▶ SUPERVISOR DIVING AND SALVAGE (SEA 00C)</b>	
▶▶ ALL SEA 00C MILPERS	
<b>▶ SEA 10T, TOTAL FORCE</b>	
▶▶ ALL SEA 00/10 E6 AND BELOW (LESS THOSE LISTED IN ENCL (1)	