



DEPARTMENT OF THE NAVY

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

IN REPLY TO

NAVSEAINST 1611.1H
Ser 00ZM/
10 Dec 03

NAVSEA INSTRUCTION 1611.1H

From: Commander, Naval Sea Systems Command

Subj: MILITARY PERFORMANCE EVALUATION AND COUNSELING SYSTEM

Ref: (a) BUPERSINST 1610.10
(b) CNP ltr 1610 Ser 322/0709 of 7 Aug 1996 (NOTAL)
(c) NAVSEAINST 1571.1

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

1. Purpose. To update reporting senior authority and provide specific Command guidance 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 1611.1G of 5 July 2000.

3. Discussion. Reference (a) provides basic guidance regarding the Navy Performance Evaluation and Counseling System including detailed instructions for preparation of reports. This reference must be thoroughly reviewed by all personnel involved in the preparation of fitness reports and evaluations. 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 to sustaining an objective and accurate 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 counseling is conducted and documented as required.

4. Action

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

b. References (a) and (b) authorize COMNAVSEA to delegate reporting senior authority for fitness reports and evaluations. Delegated reporting seniors may report only on direct

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subordinates. Enclosure (2) lists delegated reporting seniors authorized to sign reports for personnel under their cognizance, with the exception of individuals serving in billets listed in enclosure (1).

c. Reports for NAVSEA Reserve Unit Commanding Officers will be submitted by the delegated reporting seniors authorized to sign reports for Commanding Officers under their cognizance in accordance with reference (c).

d. Reports will be submitted on all military personnel in accordance with reference (a). Special attention shall be paid to the timely submission of reports. The following procedures shall be utilized to monitor the submission of fitness reports/evaluations:

(1) Thirty days prior to due date, SEA 00ZM will e-mail notices indicating which reports are due.

(2) When reports are completed, reporting seniors shall send a memo or e-mail to SEA 00ZM listing the name of personnel reported on, occasion of report, type of report, period of report, name of reporting senior, and date forwarded to PERS 311. SEA 00ZM will track fitness reports/evaluations and provide status of reports signed and reports overdue to SEA 00Z.

e. Reporting seniors will ensure that reports are mailed to Commander, Navy Personnel Command (PERS 311), 5720 Integrity Drive, Millington, TN 38055. A summary letter and hard copy of the performance evaluation, as required by reference (a), will be included. Computer software necessary to produce fitness reports and summary letters is available from SEA 00ZM.

5. Forms. Fitness Report and Counseling Record (E7-06), NAVPERS 1610/2 (7-95); Evaluation Report and Counseling Record (E1-E6), NAVPERS 1626/26 (7-95); and Fitness Report and Evaluation Summary Letter, NAVPERS 1610/1 (7-95) are available from SEA 00ZM.


P. M. BALISLE

Distribution:

SNDL C84 COMNAVSEASYSCOM Shore Based Detachments
FKP COMNAVSEASYSCOM Shore Activities
NAVSEA Special List Y1

FITNESS REPORTS SIGNED BY COMNAVSEA		
▶ VICE COMMANDER (SEA 09)		
▶ DEPUTY COMMANDERS (LESS SEA 03 and SEA 08)		
▶ SEA 00 STAFF ▶		
	▶▶ SEA 00A/00Z	EXECUTIVE ASSISTANT (ADDU SEA 00Z)
	▶▶ SEA 00A1	AIDE
	▶▶ SEA 00D	PUBLIC & CONGRESSIONAL AFFAIRS
	▶▶ SEA 00E	STAFF JUDGE ADVOCATE
	▶▶ SEA 00N	INSPECTOR GENERAL
	▶▶ SEA 00V	ORDNANCE SAFETY (ADDU COMNSWC)
	▶▶ SEA 00ZF	COMMAND MASTER CHIEF
	▶▶ SEA 00ZH	CHAPLAIN
	▶▶ SEA 00ZP	ED PLANS & POLICY (CONCURRENT)
	▶▶ SEA 03B	DEPUTY DIRECTOR, HUMAN SYSTEMS INTEGRATION
▶ ACQUISITION MAJOR PROGRAM MANAGERS (MPM-SHORE COMMAND EQUIVALENT) ▶		
	▶▶ SEA 00C	SUPERVISOR OF DIVING AND SALVAGE
▶ COMMANDER, NAVAL SURFACE WARFARE CENTER		
▶ COMMANDER, NAVAL UNDERSEA WARFARE CENTER		
▶ NAVSEA SHORE ACTIVITY COMMANDING OFFICERS ▶		
▶▶	CO, NAVY EXPERIMENTAL DIVING UNIT	PREPARED BY SEA 00C
▶▶	NAVAL SHIPYARD COMMANDERS	PREPARED BY SEA 04
▶▶	SUPERVISORS OF SHIPBUILDING, BATH/GULF COAST	PREPARED BY SEA 04/CONCURRENT PEO SHIPS
▶▶	SUPERVISOR OF SHIPBUILDING, NEWPORT NEWS	PREPARED BY SEA 04/CONCURRENT PEO SUBMARINES & PEO CARRIERS
▶▶	SUPERVISOR OF SHIPBUILDING, GROTON	PREPARED BY SEA 04/CONCURRENT PEO SUBMARINES
▶▶	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
▶▶	NSRO LDOs (LCDR and above)	PREPARED BY SEA 04

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**NAVSEA OFFICER FITNESS REPORT
DELEGATED REPORTING SENIOR AUTHORITY**

▶ VICE COMMANDER (SEA 09)		
▶▶	SEA 00D2M	PHOTO JOURNALIST
▶▶	SEA 00N1	MILITARY EQUAL OPPORTUNITY
▶▶	SEA 00ZF	CAREER COUNSELOR
▶▶	SEA 00ZH2	RELIGIOUS PROGRAM MANAGER
▶▶	SEA 00ZM	DIRECTOR, MILITARY MANPOWER AND PERSONNEL
▶▶	SEA 00ZMA	MILITARY PERSONNEL ASSISTANT
▶▶	SEA 00ZR	RESERVE LIAISON OFFICER
▶▶	SEA 00ZR1	RESERVE TECHNICAL MANAGER
▶▶	SEA 1042A	MASTER AT ARMS
▶▶	NSRO LDOs	LT AND BELOW
▶ DEPUTY COMMANDERS (LESS SEA 08)		
▶▶	ALL MILPERS IN RESPECTIVE DIRECTORATE	
▶ SEA 00C, SUPSALV		
▶▶	ALL SEA 00C MILPERS	
▶ SEA 00Z, MILITARY STAFF		
▶▶	ALL SEA E6 AND BELOW	

Enclosure (2)