



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO

NAVSEAINST 1571.1E
Ser 00R/367
5 Jul 00

NAVSEA INSTRUCTION 1571.1E

From: Commander, Naval Sea Systems Command

Subj: ANNUAL TRAINING (AT) AND PERFORMANCE EVALUATION FOR NAVAL RESERVE PERSONNEL

Ref: (a) DOD Directive 5500.7
(b) SECNAVINST 5370.2J
(c) BUPERSINST 1001.39C
(d) BUPERSINST 1611.17
(e) BUPERSINST 1616.9A
(f) NAVSEAINST 1611.1F
(g) OPNAVINST 1001.20A

Encl: (1) Guidance
(2) Administrative Procedures

1. Purpose. To reissue guidance and procedures for requesting, planning and managing Annual Training (AT) and Performance Evaluation of Reserve personnel assigned to Naval Sea Systems Command Headquarters and shore activities. This instruction adds specific guidance regarding responsibilities for completion of Reserve Unit Commanding Officer Fitness Reports (FITREPs).

2. Cancellation. NAVSEAINST 1571.1D of 26 May 95.

3. Background. Under Title 10, United States Code, the Secretary of the Navy has directed that training of the Naval Reserve be integrated within the Regular Navy Establishment so completely that all activities of the Department of the Navy will perform assigned training tasks and functions in connection with the Naval Reserve in the same manner, to the extent practicable, as for the Regular Navy. The mission of the Naval Reserve is to provide qualified personnel in the time of war or national emergency and at such other times as the national security may require to meet the requirements of the Navy in excess of those of the regular component. The Chief of Naval Operations requires that training programs be developed and implemented to make adequate provision of personnel to fill predetermined mobilization requirements. The purpose of AT is to better prepare Reserve officers and enlisted personnel to fill these mobilization requirements. Performance evaluation of Reserve personnel performing AT is the responsibility of the NAVSEA gaining organization. Effective 1 October 1999, Naval Reserve Unit Commanding Officer's Annual Fitness Reports (FITREPs) will be submitted by the Naval Sea Systems Command gaining organization.

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4. Application. This instruction applies to Naval Sea Systems Command Headquarters and shore activities, and to Naval Reserve personnel applying for training within these commands.

5. Objective. Through effective use of AT, IDTT and regular drills, the objective is to ensure the fullest possible application of each trainee's present capabilities in his/her current mobilization assignment fully qualified to mobilize IAW the billet (ITP) Individual Training Plan, and the development of potential talents for future mobilization assignments of greater scope and responsibility.

6. Action. Addressees will follow the guidance of enclosure (1) and the administrative procedures of enclosure (2) in formulating AT plans. Generally, supervised work in the mobilization billet on a current Command project will provide both motivation and opportunity for the Reservist to contribute in a meaningful manner. It is emphasized that the NAVSEA activity gaining Reserve personnel for training duty accept the responsibility for ensuring the Reservist's time is both useful and productive. It is most important that when the AT Coordinator contacts the office where the Reservist will be assigned, the training tasks to be performed be determined so that the Reservist may be put to work without delay. Advance communication with the Reservist is both encouraged and preferred.

7. Forms. Forms NAVSEA 1213/1, Officer Qualification Questionnaire, and SF 450, Confidential Financial Disclosure Report, may be requisitioned in accordance with NPFC P-2002D.


G. P. NANOS, JR.

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GUIDANCE

1. General Considerations. Annual Training (AT) is a training tour required each fiscal year by a Selected Reservist or Ready Reservist. AT is performed at the activity to which the Reservist would mobilize or at other activities as approved by the gaining command. The objective of AT is to fully train the Reservist to perform the duties of their mobilization billet.

2. Assignment. The assignment for training duty should be one that will provide training that improves the Naval Reservist's ability and potential for mission contribution upon mobilization. It should be in their current mobilization assignment. In accordance with references (a) through (c), assignments must avoid possible "Conflict of Interest" situations. There must be no likelihood that Reservists, in the course of their training duty, will have access to information that might give their private sector employer an unfair advantage over civilian competitors, or give that appearance. Reservists will be reminded that they will disclose, to superiors or assignment personnel, information necessary to ensure that no conflict exists between their duty assignment and their private employee interests. Current policy prohibits the assignments of Reserve personnel to AT in government offices or codes at activities or commands where they are employed as civilians (i.e., a civilian employed in SEA 91 may perform AT with SEA 00N, SEA 03, SEA 92 or PMS 400, but may not perform AT with SEA 91). Reservists employed in the private sector in DOD-related operations must be extremely aware of any conflict of interest in performing their AT in areas that have any connection with their private employment or interests.

3. Review of SF Form 450 Prior to AT and Responsibilities of Reservists and Personnel Assigning Reserves to Avoid Conflict of Interest. In order for Reservists and personnel who assign Reservists for training to comply with the applicable provisions of references (a) through (c), all Reservists performing AT at NAVSEA Headquarters will file a SF Form 450 (Confidential Financial Disclosure Report) approximately 10 weeks in advance of the AT period. This form will be reviewed by the supervisor of the Reservist on AT, the Directorate Reserve Manager and the Agency Ethics Official prior to the first day of the Reservist's tour of duty. The requirement that the Reservist files a SF Form 450 prior to AT does not relieve NAVSEA personnel from the responsibility of reviewing the assignments of Reservists to duties which may compromise fair and open competition in the NAVSEA acquisition programs. The following provisions of reference (b) apply specifically to personnel who assign

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Reservists for training at NAVSEA:

SECNAVINST 5370.2J, paragraph 404.

"404. Assignment of Reserves for Training

a. Rule. DON PERSONNEL WHO ASSIGN RESERVES FOR TRAINING SHALL NOT ASSIGN THEM TO DUTIES IN WHICH THEY WILL OBTAIN INFORMATION THAT THEY OR THEIR PRIVATE EMPLOYERS MAY USE TO GAIN UNFAIR ADVANTAGE OVER COMPETITORS. RESERVISTS MUST DISCLOSE TO SUPERIORS AND ASSIGNMENT PERSONNEL INFORMATION NECESSARY TO ENSURE THAT NO CONFLICT EXISTS BETWEEN THEIR DUTY ASSIGNMENT AND THEIR PRIVATE INTERESTS. RESERVISTS ON PROMOTION BOARDS SHALL NOT PARTICIPATE IN PROMOTION DECISIONS THAT MAY DIRECTLY OR PREDICTABLY AFFECT THEIR PRIVATE FINANCIAL INTERESTS.

b. Comment. Commander, Naval Sea Systems Command, shall screen Reservists performing AT to ensure that no actual or apparent conflict of interest exists between their private interests and their duty assignment. While Reservists have an affirmative obligation under this rule to disclose material facts in this regard, receiving commands cannot assume compliance and shall independently screen incoming personnel to avoid conflicts of interests.

c. Examples

(1) A Reservist who is an engineer in the private sector and is employed by a firm that seeks to do business with Naval Sea Systems Command to which he is detailed for AT must disclose his private sector affiliations upon reporting.

(2) A Reserve judge advocate should not be assigned to the litigation division in the Office of the Judge Advocate General if the private firm in which he is a partner routinely represents clients in suits against the Navy.

(3) A Reservist who works for a contractor should not be assigned AT which will expose him/her to the proprietary data of another contractor with which his/her private employer is competing for the award of a major DON contract."

4. Tasks to be accomplished. The assigned tasks to be

Enclosure (1)

accomplished by the Reservist should be presented in their operational and organizational context, and guidance must be provided as to applicable methods that are appropriate to the task and the competence of the individual. Tasks should be of such scope that they could normally be completed and reviewed before detachment. If the assignment requires preparation of a final or formal report during the period of AT, the schedule should make allowance for preparation time.

5. AT Fitness Report (FITREP)/Evaluation Preparation.

a. The importance of a fitness report or evaluation for Reserve personnel performing AT cannot be overemphasized. It should be prepared with extreme care and should reflect an accurate account of the Reservist's capabilities, the qualifications attained, and the potential for assignment and promotion. Guidance for preparation is as provided in references (d) and (e). The NAVSEA Directorates are responsible for AT presented to the Fitness Report and forwarding for all Selected Reservists performing AT in their Directorate.

b. The draft Reserve Officer Fitness Report/Enlisted Evaluation Report will be prepared by the individual, reservist, and military or civilian who supervised the Reservist. The final reports should be signed in accordance with reference (f). The report should be a thorough analysis and evaluation of the Reservist's performance. It should include special qualifications attained, and when applicable, include achievement of Navy Officer Billet Classification (NOBC)/Navy Enlisted Classification (NEC). Gaining organizations must report completion and submission of the Reservist's performance evaluation to SEA 00R within 15 days of the Reservist's detachment.

6. Unit Commanding Officer Annual FITREPs. COMNAVSEASYS COM gaining commands (PEOs, Directorates, Staff Codes, Field Activities) have full responsibility for completion of annual FITREPs for assigned Reserve unit Commanding Officers. The individual Commanding Officer will provide FITREP input as desired. The gaining command will also assume responsibility for the submission of the Commanding Officer's FITREP to the Navy Personnel Command (NPC), Millington, TN for appropriate record input. Attachment (1) lists the Reserve Unit Commanding Officer FITREP reporting responsibilities within NAVSEA.

▶ NAVSEA SELRES UNIT	GAINING COMMAND
▶ CO, NAVSEA DET 222	SUBMITTED BY PEO TSC
▶ CO, NAVSEA DET 1404	SUBMITTED BY PEO MIW
▶ CO, NAVSEA DET 1206	SUBMITTED BY PEO CARRIERS
▶ CO, PMS WASH 106	SUBMITTED BY PEO EXW
▶ CO, PMS WASH 210	SUBMITTED BY PEO EXW
▶ CO, PMS WASH 302	SUBMITTED BY PEO EXW
▶ CO, NAVSEA DET 1602	SUBMITTED BY PEO EXW
▶ CO, NAVSEA DET 1006	SUBMITTED BY SEA 00C
▶ CO, NAVSEA DET 1706	SUBMITTED BY SEA 00N
▶ CO, NAVSEA DET 1506	SUBMITTED BY SEA 00N
▶ CO, NAVSEA DET 620	SUBMITTED BY SEA 05
▶ CO, NAVSEA DET 419	SUBMITTED BY SEA 05
▶ CO, NAVSEA DET 705	SUBMITTED BY SEA 05
▶ CO, NSY PUGET DET 1	SUBMITTED BY SEA 05
▶ CO, NAVSEA DET 1820	SUBMITTED BY SEA 53
▶ CO, NAVSEA DET 122	SUBMITTED BY SEA 53
▶ CO, NAVSEA DET 1308	SUBMITTED BY SEA 53
▶ CO, NAVSEA DET 519	SUBMITTED BY SEA 53
▶ CO, NAVSEA DET 811	SUBMITTED BY SEA 53
▶ CO, TNW 106	SUBMITTED BY SEA 53
▶ CO, NAVSEA DET 1910	SUBMITTED BY SEA 53
▶ CO, NAVSEA DET 304	SUBMITTED BY SEA 04
▶ CO, NAVSEA DET 901	SUBMITTED BY SEA 04
▶ CO, NAVSEA DET 1101	SUBMITTED BY SEA 92
▶ CO, NAVSEA DET 1606	SUBMITTED BY SEA 00R
▶ CO, NR NAVORDCEN HQ	SUBMITTED BY NOSSA
▶ CO, NR NAVEODTEHCEN	SUBMITTED BY NAVEODTEHCEN
▶ CO, SWCD CR HQ 113	SUBMITTED BY NSWC CRANE DIV
▶ CO, SWCD CRANE 205	SUBMITTED BY NSWC CRANE DIV
▶ CO, SWCD CRANE 305	SUBMITTED BY NSWC CRANE DIV
▶ CO, LEPS DET 4	SUBMITTED BY NSWC CRANE DIV
▶ CO, NSWC DET 106	SUBMITTED BY NSWC DAHLGREN DIV
▶ CO, NSWC DET 206	SUBMITTED BY NSWC DAHLGREN DIV
▶ CO, LEPS DET 1	SUBMITTED BY NSWC DAHLGREN DIV
▶ CO, NR SURFWARCEN 106	SUBMITTED BY NSWC INDIAN HEAD DIV
▶ CO, NSWC FCDSSA 107	SUBMITTED BY NSWC PHD DAM NECK DIV
▶ CO, PHD NSWC 119	SUBMITTED BY NSWC PORT HUENEME DIV

▶ NAVSEA SELRES UNIT	GAINING COMMAND (CONTD)
▶ CO, PHD NSWC DET 311	SUBMITTED BY NSWC PORT HUENEME DIV
▶ CO, PHD NSWC DET 411	SUBMITTED BY NSWC PORT HUENEME DIV
▶ CO, PHD NSWC DET 510	SUBMITTED BY NSWC PORT HUENEME DIV
▶ CO, PHD NSWC DET 618	SUBMITTED BY NSWC PORT HUENEME DIV
▶ CO, PHD NSWC DET 219	SUBMITTED BY NSWC PORT HUENEME DIV
▶ CO, NR NSEAWAR NPT 101	SUBMITTED BY NUWC NEWPORT DIV
▶ CO, NR NUSEAWESTA 122	SUBMITTED BY NUWC KEYPORT DIV
▶ CO, NSY NORV HQ 106	SUBMITTED BY NSY NORFOLK
▶ CO, NSY NORVA 206	SUBMITTED BY NSY NORFOLK
▶ CO, NSY NORVA 308	SUBMITTED BY NSY NORFOLK
▶ CO, NSY NORVA 406	SUBMITTED BY NSY NORFOLK
▶ CO, NSY PORTS NH 507	SUBMITTED BY NSY PORTSMOUTH
▶ CO, NSY PORTS 201	SUBMITTED BY NSY PORTSMOUTH
▶ CO, NSY PORTS NH 401	SUBMITTED BY NSY PORTSMOUTH
▶ CO, NSY PORTS NH 507	SUBMITTED BY NSY PORTSMOUTH
▶ CO, NSY PRTS 302	SUBMITTED BY NSY PORTSMOUTH
▶ CO, NSY PRTS HQ 101	SUBMITTED BY NSY PORTSMOUTH
▶ CO, NSY PRTS NH 602	SUBMITTED BY NSY PORTSMOUTH
▶ CO, NSY PUGET HQ DET 12	SUBMITTED BY NSY PUGET SOUND
▶ CO, NSY PUGET DET 222	SUBMITTED BY NSY PUGET SOUND
▶ CO, NAVSHIPYD DET 322	SUBMITTED BY NSY PUGET SOUND
▶ CO, NR SUPSHIP 101	SUBMITTED BY SUPSHIP BATH
▶ CO, NR SUPSHIP 401	SUBMITTED BY SUPSHIP GROTON
▶ CO, NR SUPSHIP 1013	SUBMITTED BY SUPSHIP JACKSONVILLE
▶ CO, NR SUPSHIP 306	SUBMITTED BY SUPSHIP JACKSONVILLE
▶ CO, NR SUPSHIP 110	SUBMITTED BY SUPSHIP NEW ORLEANS
▶ CO, NR SUPSHIP 206	SUBMITTED BY SUPSHIP NEWPORT NEWS
▶ CO, NR SUPSHIP 608	SUBMITTED BY SUPSHIP PASCAGOULA
▶ CO, NR SUPSHIP 306	SUBMITTED BY SUPSHIP PORTSMOUTH
▶ CO, NR SUPSHIP 502	SUBMITTED BY SUPSHIP PORTSMOUTH
▶ CO, NR SUPSHIP 722	SUBMITTED BY SUPSHIP PUGET SOUND
▶ CO, NR SUPSHIP 919	SUBMITTED BY SUPSHIP SAN DIEGO

ADMINISTRATIVE PROCEDURES

1. AT at NAVSEA Headquarters. Reservists requesting AT at NAVSEA Headquarters must obtain a BCN from the NAVSEA AT Coordinator, (703) 602-6771, prior to submitting their application to their cognizant Naval Reserve Readiness Center or Reserve Center. Submission of SF Form 450 to SEA 00R3, see reference (b), is also required for AT at NAVSEA. A current copy of their Officer Qualification Questionnaire (NAVSEA 1213/1) (OQQ) must be forwarded to SEA 00R3 along with an advance copy of the AT application. AT requests will be reviewed and compared with the OQQ and SF Form 450 to ascertain any possible conflict of interest or the appearance thereof. The appropriate Directorate Reserve Coordinator, supervisor and Agency Ethics Official will conduct the review. The Directorate Reserve Manager will then coordinate and schedule the AT assignment. A welcome aboard letter will then be forwarded to the Reservist concerned, by SEA 00R3, along with other information pertinent to AT at NAVSEA Headquarters.

2. AT at NAVSEA Shore Activities. Reservists requesting AT at a NAVSEA shore activity should submit their application to their cognizant Reserve Readiness Center or Reserve Center. A copy of their Officer Qualifications Questionnaire (NAVRES 1301/4) (OQQ) will be forwarded to the Field Activity Reserve Manager. NAVSEA shore activities are authorized to approve or disapprove requests for AT for individuals and units under their cognizance. The Field Activity Reserve Manager will review all requests and/or orders for any potential conflict of interest. Applications and/or orders with any possible conflict of interest will be reevaluated by the Field Activity Reserve Manager for assignment to other NAVSEA activities for AT. A SF Form 450 may also be requested. Shore activities may also limit the total number of Reserve personnel assigned for AT during specific periods of time.

3. Receiving Activity. NAVSEA Headquarters or the shore activity receiving the Reservist for AT should select a project or task to be accomplished based upon the rank or rate of the Reservist, previous active military experience, military and civilian training and experience, and the Reservist's mobilization assignment. It is expected that the Reservist will contribute, through on-the-job training, to on-going tasks and missions, rather than spend 2 weeks in indoctrination-like sessions. The Naval Reserve presents a broad range of experience and background. Gaining commands should take advantage of these highly motivated personnel to assist in accomplishing tasks within their mobilization billets.

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4. Active Duty Training (ADT) and Active Duty for Special Work (ADSW). Offices and activities, which have a need for Reservists to perform special tasks in addition to normal AT tasks, should contact the NAVSEA Reserve Coordinator in SEA 00R. Personnel may be solicited to fill the needs of commands for specialized Naval Reserve talent through notices published in the various Reserve bulletins and direct Internet contact. This type of duty is based on the availability of funding and availability of the Reservist. Refer to reference (g).

5. Administrative Procedures Upon Reporting to NAVSEA

a. All Reservists will report to the NAVSEA AT Coordinator, SEA 00R3, by 0730 on the first morning of his/her AT. The NAVSEA AT Coordinator, SEA 00R3, is located in the Zachary Taylor Building, National Center 3 (NC#3), Room 4W26, 2531 Jefferson Davis Highway, Arlington, Virginia.

b. The NAVSEA AT Coordinator, SEA 00R3, will conduct the administrative processing of original AT orders. The servicing Personnel Support Detachment (PSD) is located at Naval Station Anacostia. Reservists checking in on AT may have their AT Order packages delivered to PSD by a SEA 00R staff member or may elect to personally check in at PSD Naval Station Anacostia.

c. Upon completion of order processing, the Reservist will report to the project office determined by the Reserve Unit.

d. When the initial reporting date is Saturday or Sunday, because of TAD travel, or if Monday is a holiday, Reservists will report via voice mail to the SEA 00R, Telephone: (703) 602-6770/1 to check in by phone.

e. All Reservists are required to check in with the Director of the NAVSEA Reserve Office, SEA 00R, during the first day of their AT tour. This meeting will review any possible conflict of interest areas, career planning, and future AT opportunities.

f. On the last day of AT, the Reservist will report to the NAVSEA AT Coordinator, SEA 00R3, (NC#3), Room 4W26 to provide status of his/her FITREP and check out.