



DEPARTMENT OF THE NAVY  
NAVAL EDUCATION AND TRAINING PROFESSIONAL  
DEVELOPMENT AND TECHNOLOGY CENTER  
6490 SAUFLEY FIELD ROAD  
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO

NETPDTCINST 1610.1A

Code N831

20 MAR 2001

NETPDTC INSTRUCTION 1610.1A

Subj: **DESIGNATION AS DELEGATED REPORTING SENIOR FOR SPECIFIC OFFICER FITNESS REPORTS AND ENLISTED EVALUATIONS**

Ref: (a) BUPERSINST 1610.10

1. **Purpose.** To designate Naval Education and Training Professional Development and Technology Center (NETPDTC) Directors, at Naval Leader Training Units, as Designated Reporting Seniors for specific officer fitness reports and enlisted evaluations.
2. **Cancellation.** NETPDTCINST 1610.1
3. **Designation.** Naval Leaders Training Unit Directors of the rank of Commander (O-5) or above, or equivalent, are designated as Delegated Reporting Seniors for directly subordinate officers and enlisted personnel assigned to their respective units. This designation may not be further delegated.
4. **Responsibilities**
  - a. **Commanding Officer, NETPDTC will:**
    - (1) Ensure all reports are promptly and properly submitted and that equitable standards are used throughout the command.
    - (2) Sign any report which withdraws a recommendation for advancement after advancement authorization has been received.
  - b. **Director, Naval Leader Training Unit will:**
    - (1) Submit reports on directly subordinate members.
    - (2) Submit all reports promptly and properly.
    - (3) Recommend personnel for advancement.
    - (4) Forward a copy of the following reports after delegated reporting senior signature to Commanding Officer, NETPDTC, for review and retention:

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(a) Adverse reports (trait mark of 1.0, promotion recommendation of "Significant Problem," etc.)

(b) Reports on enlisted personnel marked "Progressing"; i.e., do not recommend for advancement, which are submitted after all other prerequisites to compete for advancement have been met.

(c) Special reports submitted for meritorious or substandard performance, or to recommend the member for an officer commissioning program.

(d) Reports or supplements which have been directed as redress under Navy Regulations, 1990, Article 1150, Redress of Wrong Committed by a Superior, or the Uniform Code of Military Justice (UCMJ), Article 138, Complaints of Wrongs.

5. **Action**

a. Officer Fitness Reports. Fitness reports will be prepared and submitted to the Bureau of Naval Personnel (BUPERS) in accordance with reference (a) by the unit to which an officer is assigned. Records of submission will be maintained by the respective unit and by NETPDTC 00S. The delegated Reporting Seniors will personally discuss fitness reports with each officer prior to submission to BUPERS.

b. Enlisted Evaluations. Evaluations will be prepared and submitted in accordance with reference (a) by the unit to which a member is assigned. Members will be compared in the Overall Evaluation and Summary blocks only with other members reported on by the same Delegated Reporting Senior.



M. L. MORAN

**Distribution:** (Special)  
NAVLEADTRA UNIT Coronado  
NAVLEADTRA UNIT Little Creek  
N8  
N831

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**Stocked by:**  
COMMANDING OFFICER  
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