

SPAWARINST 1610.9A
SPAWAR 09M
16 Sep 02

SPAWAR INSTRUCTION 1610.9A

From: Commander, Space and Naval Warfare Systems Command

Subj: ENLISTED PERFORMANCE EVALUATION REPORTS

Ref: (a) BUPERINST 1610.10

Encl: (1) Delegated Signature Authority for Enlisted
Evaluations
(2) Evaluation Report/Mid Term Counseling Due Dates
(3) Enlisted Fitness or Evaluation Report Input

1. Purpose. To provide internal procedures for the preparation and timely submission of performance evaluation reports for enlisted personnel assigned to COMSPAWARSYSCOM headquarters and headquarters detachments. This instruction applies to permanently assigned active duty personnel and to reserve enlisted personnel on Active Duty for Training (ACDUTRA).

2. Cancellation. SPAWARINST 1610.9

3. Background

a. Reference (a) is the basic authority and governing directive for the preparation and submission of performance evaluations. It should be thoroughly reviewed by supervisors and reporting seniors prior to preparing an enlisted evaluation.

b. The accurate preparation and timely submission of enlisted performance evaluations are a matter of critical importance. The enlisted performance evaluation report is the most significant personnel management tool in the enlisted record. It is the key element to advancement, assignment decisions, reenlistment eligibility, character of service at discharge, and selections to a commissioned status.

c. The enlisted performance evaluation is the culmination of an evaluation period and cannot stand alone as a counseling tool. Regular, frequent performance counseling must take place throughout the reporting period.

4. Signature Authority

a. Signature authority is delegated to the following:

(1) Vice Commander and Assistant Commanders.

(2) Program Directors, Program Managers, and Staff Directors.

(3) Officer in Charge of headquarters detachments.

b. Although reference (a), authorizes delegation to civilian (GS-11 and above), all enlisted evaluations for personnel assigned to the headquarters shall be signed by a Naval Officer.

c. Delegated reporting seniors may re-delegate signature authority in writing (enclosure (1)) to an officer who is determined to be the most familiar with the enlisted member's performance. Officer in Charge, Deputy and Assistant Commanders and Program Directors (O6 or higher) must sign the following, for which authority may not be delegated:

(1) An evaluation submitted to support the withdrawal of a recommendation for advancement to any pay grade after receipt of advancement authorization.

(2) Evaluation reports which contain a recommendation for advancement to pay grade E8 or E9, promotion to a commission status, or any program leading to a commission. In practice, all reports on Chief Petty Officers will be signed at the Vice Commander/Assistant Commander/Program Director level.

(3) Endorsements or forwarding of statements made in rebuttal to an enlisted performance evaluation report.

5. Preparation and Submission of Reports

a. Reports will be prepared by the member's immediate supervisor and forwarded via the chain of command to the appropriate signature authority. Reporting seniors will ensure

that individuals do not have periods in excess of 15 months without a substantive performance evaluation and that day-to-day continuity of performance evaluations is maintained.

(1) Report must maintain continuity from the day subsequent to detachment from the previous command to the day of detachment from this command. Cover periods of leave, travel and temporary duty within appropriate remarks.

(2) Because of the importance of substantive and timely reports to the enlisted advancement process, reports will not be extended past periodic due dates except in the cases of individuals retiring or separating with 90 days of the periodic due dates. Also, if a report was submitted with 90 days preceding a periodic due date, the periodic report may be added to the next periodic report or to the transfer report.

(3) Personnel selected for advancement will be evaluated in their current rate through the day prior to frocking or advancement. If this is accomplished within 90 days of a periodic report, submission of the periodic report is not required and the time will be covered in the next periodic or transfer report.

(4) "Not Observed" reports will be submitted only when the member has been onboard less than 90 days.

(5) Enclosure (2), lists the dates for submission of regular evaluations reports and mid-term counseling.

b. Enlisted members are required to provide supervisors with enclosure (3), giving personal background information.

c. After the reporting senior signs the evaluation, conduct appropriate counseling and obtain the member's signature, then forward the service record copy and the BUPERS copy to the Military Personnel Office (SPAWAR 09-M). Periodic reports must be submitted within 14 days of the end of the reporting period. Transfer and discharge evaluations must be submitted at least 5 days before detachment. The Military Personnel Office will

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forward the reports to the appropriate Personnel Support Detachment and to BUPERS. Activity copies of reports will be retained by the reporting senior and passed to his/her successor.

d. The Military Personnel Office will maintain a tickler system on enlisted performance evaluations, and will provide reporting seniors with lists of reports due. Additionally, a follow up will be done by the Military Personnel Office on overdue reports.

/s/
K. D. SLAGHT

Distribution:
SPAWAR List 4

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DATE

From:
To:

Subj: DELEGATION OF SIGNATURE AUTHORITY FOR ENLISTED
EVALUATIONS

Ref: (a) SPAWARINST 1610.9A
(b) BUPERINST 1610.10

1. In accordance with reference (a), authority is hereby delegated for you to sign Enlisted Performance Evaluations for military personnel within your functional area. You will familiarize yourself with reference (a) and (b) to ensure timely preparation and submission of these reports.

SIGNATURE

Copy to:
SPAWAR 09-M

Enclosure (1)

EVALUATION REPORT/MID TERM COUNSELING DUE DATES

<u>PAY GRADE</u>	<u>REPORT END DATE</u>	<u>MID TERM COUNSELING</u>
E3 and below	15 July	January
E4	15 June	December
E5	15 March	September
E6	15 November	May
E7/8	15 September	March
E9	15 April	October

ENLISTED FITNESS OR EVALUATION REPORT INPUT

1. Administrative Data

- a. Full Name (indicate if changed during period).
- b. Rate and warfare/qualification designator(s). (Indicate if frocked or selectee.)
- c. SSN.
- d. USN or USNR. If USNR on active duty, indicate status: ie extended active duty, TAR, ADSW, OYR, CANREC, AT, or ADT.
- e. Date reported to present command.
- f. Ending date of last Regular report.
- g. Date of Rate.

2. Duties Assigned. (List by duty title and number of months assigned during this reporting period.)

- a. Department/Code to which assigned.
- b. Primary Duties.
- c. Collateral Duties.
- d. Watchstanding Duties.
- e. TEMADD/TEM DU (Where, when, and why.)
- f. Significant periods not available for duty, if any. (If first report at this command, include any delay or TEMDU prior to reporting.) Do not include brief illness or normal leave.

3. Job Information

- a. Principal activities and responsibilities. Include equipment operated or qualified to operate, and "customer" served, if applicable.

b. Individual accomplishments, including experience gained and contributions to team achievement.

c. Responsibilities for classified material.

4. Supervision and Leadership

a. Personnel directly supervised (subdivide by military, civilian, reservist).

b. Personnel supervised through subordinates (subdivide as above).

c. Equipment and material for which responsible.

d. Size of budget managed.

e. Leadership activities and accomplishments. Include team and subordinates accomplishments which reflected your leadership.

f. Performance as instructor (classroom or on-the-job).

g. Counseling given (formal or informal).

h. Retention efforts and results.

5. Special Achievements

a. Qualification achieved during period (or during prior period if not mentioned in previous report).

b. Educational courses completed and diplomas or certificates awarded.

c. Personal awards and letter of commendations or appreciation received.

6. Off-duty Activities

- a. Educational courses attended.
- b. Civic activities.
- c. Voluntary public relations on behalf of the Navy.
- d. Reservist's civilian employment. Note promotions or special accomplishments during period.

7. Future Duties/Schools Desired

8. Other Items for Consideration