



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE SUITE 1000
WASHINGTON NAVY YARD DC 20374-5065

NAVFACINST 1610.1B
FAC SR
30 July 2004

NAVFAC INSTRUCTION 1610.1B

From: Commander, Naval Facilities Engineering Command

Subj: DESIGNATION OF DELEGATED REPORTING SENIORS AND PROCESSING
PROCEDURES FOR PERFORMANCE EVALUATION AND COUNSELING
REPORTS

Ref: (a) BUPERSINST 1610.10 of 2 Aug 95

1. Purpose. To designate delegated reporting seniors for the preparation and submission of fitness reports and evaluation reports for active and inactive reserve personnel. Reference (a) provides detailed procedures and responsibilities for administration of the Navy performance evaluation and counseling system.

2. Cancellation. NAVFACINST 1610.1A of 1 Dec 00

3. Action. Reporting senior responsibilities at Naval Facilities Engineering Command (NAVFAC) Headquarters will be as follows:

a. The Commander, Naval Facilities Engineering Command, will:

(1) Sign fitness reports for the incumbents of Commander/Commanding Officer billets at all NAVFAC Echelon 3 commands.

(2) Sign fitness reports for all active duty officers assigned to NAVFAC Headquarters (including officers on Active Duty for Special Work or three-year recall).

(3) Sign fitness reports for the Force Master Chief Petty Officer of the Seabees and enlisted personnel in the Public Affairs Office.

b. The Deputy Commander for Contingency Engineering, Naval Facilities Engineering Command will sign fitness reports for all inactive reserve officers assigned to NAVFAC Headquarters.

c. Military Deputy Commanders, Assistant Commanders, and Directors (active and reserve) at the Captain level will:

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(1) Conduct performance counseling per reference (a) for all officers of the grade of Commander and below within their respective Directorates.

(2) Sign fitness reports for all assigned E-9 and below personnel within their respective Directorates.



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