DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
47123 BUSE ROAD, UNIT #_____
PATUXENT RIVER, MD 20670-1547

IN REPLY REFER TO

NAVAIRINST 1611.1H
AIR-09P
03 Dec 98

NAVAIR INSTRUCTION 1611.1H

From: Commander, Naval Air Systems Command

Subj: SUBMISSION OF PERFORMANCE EVALUATION REPORTS

Ref: (a) BUPERSINST 1610.10
(b) MCO P1610.7D
(c) AR 623-105
(d) AFI 36-2404
(e) Coast Guard Personnel Manual
(f) BUPERS ltr 1611 Pers 322/EJB of 26 Aug 96
(g) Operating Agreement Between The Commander, Naval Air Systems Command And The Naval Aviation Program Executive Officers, of 16 Aug 90

Encl: (1) Instructions for the Preparation and Submission of Performance Evaluation Reports for U.S. Military Personnel
(2) Reporting Seniors for Naval Members Reporting to Naval Air Systems Command
(3) Instructions for Reports of Program Executive Office Personnel
(4) Instructions for the Preparation and Submission of Fitness Reports for Marine Corps Personnel
(5) Instructions for the Preparation and Submission of Fitness Reports for Army Personnel
(6) Instructions for the Preparation and Submission of Officer Performance Reports for Air Force Personnel
(7) Instructions for the Preparation and Submission of Performance Evaluation Reports for Coast Guard Personnel
(8) General Performance Reporting Procedures for Other Services Military Personnel

1. Purpose. This instruction supplements references (a) through (g), defines the signature authority, and promulgates procedures for the preparation and submission of performance evaluation reports for military personnel from all services assigned to the Naval Air Systems Command (NAVAIR).

2. Cancellation. NAVAIRINST 1611.1G. This instruction is a complete revision and should be read in its entirety.

3. Policy. Reporting seniors in NAVAIR shall familiarize themselves and comply with references (a) through (e) where applicable. Reference (f) authorizes delegation of reporting senior responsibilities to program managers, deputy directors, and department heads. department heads. Reference (g) establishes the relationship under which performance reporting will be handled between NAVAIR and related Program Executive Offices. Field activities should establish quality review procedures for performance reports to ensure accuracy and timeliness of submission. Field activities should establish quality review procedures for performance reports to ensure accuracy and timeliness of submission.

4. Information

a. Preparation of Performance Evaluation Reports. Enclosure (1) provides information on the preparation and submission of fitness reports for U.S. military personnel. Enclosure (3) provides instruction for reports on personnel assigned to Program Executive Offices.

b. Reporting Seniors. Enclosure (2) provides specifications for NAVAIR reporting seniors by title.

c. Other U.S. Military Personnel. Enclosures (4) through (7) provide procedures on evaluating the performance of personnel from the U.S. Marine Corps, U.S. Army, U.S. Air Force, and U.S. Coast Guard who are assigned duty within NAVAIR. Enclosure (8) provides general information on reporting on other U.S. service members assigned to NAVAIR.

d. Supplements to this instruction to specify delegation of authority in detail, within each competency/team, are permissible.

5. Each Assistant Commander and the Naval Air Warfare Center (NAWC) Commanders operate with their separate and distinct unit identification codes (UIC's), by definition they are separate and distinct chains of command. For the purposes of concurrent and concurrent/regular fitness reporting each commander may therefore, submit concurrent fitness reports on officers assigned from competencies at the discretion and agreement of the regular reporting senior concerned.

6. Forms. All required Navy forms are available electronically via Delrina FormFlow.

7. Review. The Head, Military Personnel (AIR-09P) will review this instruction annually and make corrections as necessary. Any questions regarding this instruction may be directed to NAVAIR Military Personnel, Building 1489, Room 108, commercial (301) 342-8246 or DSN 342-8246.

By direction

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INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF PERFORMANCE EVALUATION REPORTS FOR U.S. MILITARY PERSONNEL

1. Requirement. These instructions apply to all U.S. military personnel who report to the Commander, Naval Air Systems Command (COMNAVAIRSYSCOM) for permanent, temporary, or additional duty under competent written orders.

2. Signature Authority. Enclosure (3) designates delegated reporting seniors by billet within NAVAIR and defines the scope of their authority. Delegated reporting seniors for officer reports must be in the grade of Captain (O-6) and above, or a member of the Senior Executive Service (SES).

3. FITNESS REPORT (FITREP)/EVALUATION (EVAL)/COUNSELING Planning Calendar. Performance evaluation reports and mid-term counseling shall be executed per reference (a), enclosure (1), table 1:

a. Office of the Commander (AIR-00S) or Shore Station Management (AIR-8.0), as appropriate, shall maintain a chronological file of all performance report actions involving reports signed by the Commander and Vice Commander, NAVAIRSYSCOM. In addition, each office concerned with the preparation, review, signature, and mailing of performance reports shall maintain appropriate files indicating the disposition of each performance report processed.

b. The reporting senior must retain copies of performance reports for 5 years. Counseling worksheets must be held in a Privacy Act records system until the member detaches, then destroyed.

7. Submission to COMNAVAIRSYSCOM. All performance reports to be signed by the Commander shall be forwarded via the Vice Commander. All reports to Commander, Vice Commander, and to other delegated reporting seniors shall be accompanied by a memorandum containing a summary of the member's duties, responsibilities, and accomplishments.

REPORTING SENIORS FOR NAVAL MEMBERS REPORTING TO NAVAL AIR SYSTEMS COMMAND

1. The Commander, Naval Air Systems Command (COMNAVAIRSYSCOM) will retain authority to sign performance reports for the following personnel:

a. The Vice Commander, Deputy Commanders, Division Commanders, Assistant Commanders, and the Comptroller.

b. Military personnel on the Commander's immediate staff.

c. Those military personnel assigned who do not have a senior military officer with delegated reporting senior authority.

2. Following reference (a) and as further authorized by reference (c), reporting senior authority is delegated according to the following:

a. The Vice Commander will sign fitness reports for all officers under his organization code and all officers as directed by the Commander.

b. Deputy Commanders, Division Commanders, and Assistant Commanders will sign fitness reports for their immediate staffs and those military personnel assigned to competencies or programs under their respective organizations not vested with a senior military officer with delegated reporting senior authority.

c. Department Heads and Program Managers who are in the grade of O-6 or members of the SES will sign fitness reports for those military personnel assigned to their respective competency or program.

3. General policy concerning delegated authority to sign as reporting senior:

a. Members must be directly subordinate and junior to the delegated reporting senior.

b. Delegated reporting senior authority shall include COMNAVAIRSYSCOM's authority to recommend promotion and advancement.

c. COMNAVAIRSYSCOM may not sign selected reports in a delegated group, except for special situations, which are delineated in reference (a) page B-3.

d. A delegated reporting senior's authority shall include all officers in a competency regardless of location. A Performance Input Memorandum (PIM) (NAVAIR 1610/1 (8/98)) will be submitted to the reporting senior using the format in Appendix A. The PIM format is available electronically on Delrina FormFlow.

PERFORMANCE INPUT MEMORANDUM

1610
(Orig. Code)
(Date)

PERFORMANCE INFORMATION MEMORANDUM

From: Concurrent Reporting Senior
To: Member's Regular Reporting Senior

Subj: PERFORMANCE INFORMATION MEMORANDUM
ICO (RANK/RATE, NAME, SSN)

Ref: (a) BUPERSINST 1610.10

1. Period of duty: to

2. Type of duty: (TEMADD/ADDU etc)
(statement as would appear in block 28,
Command employment and achievements.)

3. Duties assigned: (statement as would appear in block 29,
Primary/Collateral/Watchstanding Duties.)

4. Comments: (as they would appear in block 41)

Signature

INSTRUCTIONS FOR REPORTS OF PROGRAM EXECUTIVE OFFICE PERSONNEL

1. Policy. NAVAIR, as cognizant echelon II activity, will serve as host systems command for the naval aviation PEO's and applicable PM's as provided for in reference (g).

2. Requirement. These instructions apply to the Program Executive Offices (PEO's) as defined in reference (g) and serves in lieu of TEMAD orders where NAVAIR competency personnel are placed into the PEO staffs/PMA's for duty.

3. Coordination. NAVAIR, via the appropriate Assistant Commander, will designate their respective B-Code to be the coordinator for fitness report matters within their respective competency.

4. Signature Authority. Fitness reports for the competency personnel assigned to PEO's/PM's will be signed by their regular reporting senior, with substantial PIM input from the PEO's and cognizant PM's. By prior agreement with the competency, PMA's may submit concurrent/regular fitness reports in lieu of the reporting senior submitting a regular report. The PEO's may submit concurrent fitness reports on officers assigned from competencies at the discretion of the regular reporting senior and by prior agreement between the respective PEO or PMA, and the regular reporting senior.

INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF FITNESS REPORTS FOR MARINE CORPS PERSONNEL

1. Requirement. The Marine Corps Performance Evaluation System (PES) is designed to provide a continuous chain of performance reports that cumulatively covers every day a Marine officer has served. Fitness reports may be submitted only as specifically required by reference (b) and only by individuals in a Marine's proper reporting chain.

2. Signature Authority. Fitness reports will be signed by the designated reporting senior for all Marines, Lieutenant Colonels and below, to include enlisted Marines, and will be reviewed only by the Commanding Officer, Marine Aviation Detachment. Colonels will be reported on by their respective Program Executive Officers or flag level competency leaders with their signed reports forwarded directly to Deputy Chief of Staff for Air Operations for review and processing through Headquarters, Marine Corps (HQMC).

3. Fitness Reporting Schedule. Fitness reports will be submitted on all Marines per reference (b), Appendix A. Fitness reports are due at the Marine Aviation Detachment 20 days after the end of the reporting period. Fitness reports for Colonels should reach HQMC 20 days after the end of the reporting period.

4. Types of Reports. For service members through the grade of Colonel, there are 11 occasions that require submission of a fitness report. These occasions are described in detail in reference (b), Chapter 3.

5. Record Keeping. AIR-00S or AIR-8.0, as appropriate, shall maintain a chronological file of all fitness report actions involving reports signed by the Commander and Vice Commander, NAVAIRSYSCOM. In addition, each office concerned with the preparation, review, signature, and mailing of officer fitness reports shall maintain appropriate files indicating the disposition of each fitness report processed.

(Office Symbol) *(Serial Number)* *(Date)*

MEMORANDUM FOR Rated Officer's name and grade. Rated officer's SSN. Period of report

SUBJECT: Supplementary OER Review as Required by AR 623-105, paragraph 2-16

1. As required by AR 623-105, an additional review of the referenced OER was made by me using paragraph 2-19 as the principal source of guidance.

2. The OER is complete and correct as written and requires no further comment from me.

Or

2. As a result of my review, I am submitting the following comments:

(signature block)

INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF OFFICER PERFORMANCE REPORTS FOR AIR FORCE PERSONNEL

1. Requirement. The Air Force Officer Performance Report (OPR) is designed to provide a permanent record of an officer's performance over a specific period as required by reference (d). It is not used for promotion recommendation. The Air Force Promotion Recommendation Form is used when members are eligible for promotion consideration and is not part of the performance rating process.

2. Signature Authority

(a) The senior Air Force officer assigned to NAVAIR will be appointed as the Air Force advisor and must review all performance reports on Air Force personnel. See reference (d), Chapter 3.8 for additional guidance on the Air Force advisor program.

(b) The rater will be the first official in the rating chain serving in a grade equal to or higher than the ratee. Do not consider date of rank.

(c) The additional rater will be the second official in the rating chain, after the rater, serving in a grade higher than the ratee. NOTE: An O-6 can be the additional rater for an O-6.

(d) The reviewer on a report for members in the grade of O-4 and below must be at least an O-6 or equivalent. The reviewers for O-5 and O-6 will be the first general officer, flag officer, or equivalent in the rating chain. The reviewer is the senior rater as identified by the senior rater ID on the report request for the individual. (The servicing MPF can identify the senior rater from the senior rater ID.)

3. Officer Performance Reporting Schedule. Performance reports will normally be submitted annually on all Air Force personnel per reference (d), Chapter 3.6. They may also be submitted for a change in reporting official, when directed by HQ USAF, and several other reasons. The reports are due to the MPF, (89MSS/DPMPE, 1535 Command Drive, Andrews A.F.B., MD 20762), not later than 30 days after the close out date. For guidance on submitting these reports consult reference (d), Table 3.1.

4. Types of Reports. Reference (d), Chapter 3 and Table 3.1.

(a) Annual
(b) Change of reporting official
(c) Directed by (MAJCOM, wing, group, squadron, etc.) commander
(d) Directed by HQ USAF

5. Record Keeping. AIR-00S or AIR-8.0, as appropriate, shall maintain a chronological file of all performance report actions involving reports signed by the Commander and Vice Commander, NAVAIRSYSCOM. In addition, each officer concerned with the preparation, review, signature, and mailing of officer performance reports shall maintain appropriate files indicating the disposition of each performance report processed.

INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF COAST GUARD OFFICER EVALUATION REPORTS (OER)

1. Requirement. The Coast Guard Officer Evaluation System (OES) is designed to provide information for important personnel management decisions. Especially significant among these decisions are promotions, assignments, and career development. It sets performance and character standards to which each officer is to be evaluated. Prescribes organizational values by which each Coast Guard officer can be described and provides a means of feedback to determine how well an officer is measuring up to the standards.

2. The Rating Chain. The rating chain provides the assessment of an officer's performance and value to the Coast Guard through a system of multiple evaluators and reviewers who present independent views and ensure accuracy and timeliness of reporting. The rating chain consists of the following members:

(a) The Reported-on Officer
(b) The Supervisor
(c) The Reporting Officer
(d) The Reviewer - The responsible Coast Guard Headquarters program manager, normally (G-OCA) will serve as Reviewer.

3. Officer Evaluation Report (OER) Schedule. Annual or semiannual submissions are due per the schedule at reference (e). Reports for Lieutenants (Junior Grade), Ensigns, and Chief Warrant Officers (W2) are due semiannually. All others are due annually. The original OER is due to Commander (OPM-3), USCG Personnel Command, 2100 Second Street, SW, Washington, D.C. 20593-0001, not later than 45 days after the end of the reporting period.

4. Record Keeping. AIR-00S or AIR-8.0, as appropriate, shall maintain a chronological file of all OER actions involving reports signed by the Commander and Vice Commander, NAVAIRSYSCOM. In addition, each office concerned with the preparation, review, signature, and mailing of OER reports shall maintain appropriate files indicating the disposition of each OER processed.

GENERAL PERFORMANCE REPORTING PROCEDURES FOR OTHER U.S. MILITARY PERSONNEL

1. Purpose. To establish procedures to prepare and submit performance reports on members of the U.S. Army, U.S. Air Force, or U.S. Coast Guard who are assigned to duty with NAVAIR.

2. Background.

a. NAVAIR has a number of military personnel assigned who are members of other armed services.

b. In an effort to monitor the progress of these individual service members and to ensure that full benefit is derived from duty with NAVAIR, procedures are required for the preparation and submission of performance effectiveness reports and letters of evaluation.

c. As a general rule, each person's performance should be evaluated by his/her supervisor. In joint programs, this rule can be followed for most personnel. The common exception is for military personnel assigned by a participating service to a jointly staffed program office. It is normally considered important to a service member's career for his or her performance to be evaluated by a senior member of the same service. Therefore, in a jointly staffed program office, the senior representative of each service participating should be responsible for reviewing the performance evaluation of service members from their services. However, the program manager should always evaluate the performance of the other services' senior representatives, even if they are evaluated also by their own service.

3. Procedures.

a. On reporting to duty, all other armed forces members shall report by memorandum to COMNAVAIRSYSCOM, with a copy to AIR-09P.

b. The senior officer from each service assigned duties within Naval Air Systems Command Headquarters (NAVAIRHQ) will be designated as reviewer. These officers shall be designated by letter and serve in this function in addition to their primary assignments.

c. Performance reports or letters which are adverse in nature shall be submitted to the Commander via the Vice Commander for review and signature, as appropriate. These reports shall include detailed specific information substantiating the adverse aspects of the report.

d. It is essential that performance evaluation report and letters of evaluation be completed and submitted not later than the prescribed suspense date.

e. Each office concerned with the preparation, review, signature, and mailing of officer performance reports shall maintain appropriate files indicating the disposition of each report processed by that office.