



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCES COMMAND  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 1610.1 CH-1  
N00  
10 Mar 26

COMNAVRESFORCOM INSTRUCTION 1610.1 CHANGE TRANSMITTAL 1

From: Commander, Navy Reserve Forces Command

Subj: FITNESS AND EVALUATION REPORTS

Encl: (1) Revised Roles and Responsibilities

1. Purpose. To transmit revision of enclosure (1).
2. Action. Remove enclosure (1) of the basic instruction and replace with enclosure (1) of this change transmittal.
3. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of September 2019.



L. A. FROST

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via  
COMNAVRESFOR Web site: <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions/>



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COMNAVRESFORCOMINST 1610.1

N00

22 Sep 25

COMNAVRESFORCOM INSTRUCTION 1610.1

From: Commander, Navy Reserve Forces Command

Subj: FITNESS AND EVALUATION REPORTS

Ref: (a) BUPERSINST 1610.1H

Encl: (1) Roles and Responsibilities

1. Purpose. To provide fitness report (FITREP) and evaluation (EVAL) delegation of reporting senior authority within Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) per reference (a) and utilizing enclosure (1).

2. Scope and Applicability. This instruction applies to all military personnel attached to COMNAVRESFORCOM and Selected Reserve Sailors who meet the requirements of reference (a) to receive FITREPs or EVALs from COMNAVRESFORCOM.

3. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of September 2019.

4. Review and Effective Date. Per OPNAVINST 5215.17A, N01A will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or cancelled prior to the 10-year anniversary date or an extension has been granted.



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ROLES AND RESPONSIBILITIES

1. Delegation of COMNAVRESFORCOM Reporting Senior Authority. Delegated reporting seniors have the authority to make recommendations concerning promotion and advancement. Reporting senior authority is delegated in subparagraphs 1a through 1c.

a. E1-E5: Deputy chiefs of staff (minimum O3)

b. E6: Chief of staff (COS)

c. E7 and above: Commander

2. Ranking Boards. The reporting senior has overall authority for ranking individuals within summary groups. Ranking boards will be arranged by the command master chief and chief of staff, to assist in the ranking process.

3. Performance Counseling. Mid-term counseling will be completed per reference (a) and reported to command services, via memo, through deputy chiefs of staff and code senior enlisted leaders.

4. Deputy Chiefs of Staff. Will report completion of reports, debrief, and counseling to the administrative officer (AO).

5. Reporting Seniors. Must maintain copies of FITREPs on all officers and CHIEFEVALs on all CPOs for at least 5 years.

6. Command Master Chief. Will schedule and convene ranking boards for E5 through E8 personnel, as needed, verify accuracy of collateral duties on all enlisted reports, review draft performance reports, and submit recommended changes to the administrative department.

7. AO. The AO is responsible for the proper and timely administration of the performance evaluation system to include the items listed in subparagraphs 6a through 6c.

a. Ensuring members are grouped in the appropriate summary group.

b. Review draft input for compliance with applicable directives. Return reports to deputy chiefs of staff or senior enlisted leaders for corrections or additions as needed.

c. Provide performance report and evaluation copies without the reporting senior's social security number to members evaluated, and maintain file copies, per reference (a).

8. Adverse Reports. Adverse reports that are part of a summary group will be signed by the delegated reporting senior outlined in paragraphs 1a through 1c, and the commander will sign the adverse letters accompanying these reports to serve as notification of adverse information for review. The commander will maintain reporting senior authority for and sign adverse reports that are not part of a summary group.