DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

IN REPLY REFER TO
BUPERSINST 5000.26B
PERS-00K
11 Jul 00

BUPERS INSTRUCTION 5000.26B

From: Chief of Naval Personnel

Subj: COMMAND EVALUATION (CE) PROGRAM

Ref: (a) OPNAVINST 5000.52A

1. Purpose. To provide CE program policy, responsibilities, and guidelines for Bureau of Naval Personnel (BUPERS) and subordinate commands/field activities. It implements reference (a) for Chief of Naval Personnel (CHNAVPERS) and applies to organizations of Deputy Chief of Naval Operations (Manpower and Personnel) (DCNO (M&P)) (N1). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. BUPERSINST 5000.26A.

3. Background. Reference (a) provides each commanding officer (CO) with the authority to set up an independent, local, in-house assessment capability to conduct reviews, evaluations, studies, or analyses. The CO uses the CE program to evaluate and improve mission accomplishment, integrity of command, and economical use of resources. Other areas of responsibility typically include

a. liaison with external audit agencies;

b. audit follow-up;

c. management control program; and

d. aiding in Inspector General (IG) activities.

Per reference (a), the CO has the flexibility to tailor the program to meet the needs of the command.

4. Action. Addressees shall take appropriate organizational and personnel actions to comply with the policy and guidelines of this instruction and reference (a).

5. Policy

a. CHNAVPERS commands/activities shall maintain a CE program tailored to the needs of the command. The CE capability, whether full or part-time, is for the sole use of the CO and shall have the independence to insure objectivity. BUPERS (PERS-00K) can provide guidance on such matters as CE organization, staffing, and evaluation standards.

b. CHNAVPERS commands/activities may request Naval Audit Service to perform audits of any program, function, or subject. This could occur when CE staffs are not actively conducting reviews due to

(1) other workload demands (e.g., management control responsibilities, hot-line investigations, etc.); or

(2) assignment is on a part-time or collateral basis.

Commands desiring an external audit will submit a request to the Auditor General of the Navy via BUPERS (PERS-00K).

c. CHNAVPERS commands/activities may establish a local audit office as defined in reference (a); however, CHNAVPERS approval is required. To obtain approval, commands must submit a written justification to BUPERS (PERS-00K). The request must include an inventory of subjects, programs and functions which could be audited and contain an estimate of the level of efforts required to accomplish the audits. Per reference (a), the work of such a local audit staff would be subject to the policies, standards, and oversight of the Auditor General of the Navy.

6. Responsibilities

a. CHNAVPERS delegates authority for CE to BUPERS (PERS-00K). BUPERS (PERS-00K) is the focal point for all CE matters, and therefore is responsible for monitoring the performance and execution of the CE program. BUPERS (PERS-00K) provides policy guidance, oversight, advice, and assistance to commands and activities within CHNAVPERS claimancy. Within BUPERS headquarters, PERS-00K is responsible for the planning and conduct of command evaluations.

b. CHNAVPERS field COs/activity heads are responsible for the CE program within their command or activity. Before

publication of any CE supplemental instruction, the command or activity shall forward it to BUPERS (PERS-00K) for review. The command or activity shall keep BUPERS (PERS-00K) informed of any change in the name and telephone number of the command evaluator.

7. Staffing. Per reference (a), CE can be performed by any military or civilian positions other than civilian job classification series GM/GS-511. Recommend civilian personnel in the GM/GS series 301, 343, 501, or 1800 for CE billets.

8. Reports. Per reference (a), any CE report is the property of the CO and is intended for their sole use. Unless given other directions by the CO, the person conducting the evaluation shall sign the written report and present it directly to the CO. Verbal reports should be documented.

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Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

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