

PERS 42 DRUMBEAT (SEP 2018)



We are excited to bring you another edition of the *Drumbeat*. This edition has a broad array of topics, but most importantly, it lists common board mistakes that can have a significant impact on your career. Please support dissemination by forwarding this document within the lifelines of our community. XO's, print out a copy, place it in your Wardroom and encourage your officers to read its contents!

Topics in this edition of the *Drumbeat* include.

- New Junior Officer Preference Submission Method Status Report
- MIT/WHOI Message
- FY20 Board Schedule and Eligibility
- FY19 Board Lessons learned
- Officer Photographs for Boards
- PFA Exemption FITREP Guidance
- Post 9/11 GI Bill Update
- NOBIP Change for Major Commanders
- FITREP 101 Tri-Fold
- FITREP 201 Quick Reference Guide
- Previous *Drumbeat* Topics

Enclosures:

1. FITREP 101 Tri-Fold

The PERS 42 website is updated and available on Navy Personnel Command's website at the following address:

<http://www.public.navy.mil/bupersnpc/officer/Detailing/submarinenuclear/Pages/default.aspx>.

The homepage includes detailer contact information, frequently asked questions, our submarine community status brief, and past issues of the PERS-42 *Drumbeat*.

As always, your feedback and interaction with my detailers help us improve the submarine officer distribution process including our constituents' customer service experience. Please read this *Drumbeat* in full and discuss it with your subordinate commands and wardrooms.

Very respectfully,

A handwritten signature in black ink, appearing to read 'Brian Davies'.

CAPT Brian L. Davies
Director Submarine/Nuclear Officer
Distribution (PERS 42)
Nuclear Propulsion Program Manager (N133)
brian.davies@navy.mil;
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PERS 42 DRUMBEAT (SEP 2018)



New JO Preference Submission Method Status Report

With the 4Q18 slate, we introduced a new way for Junior Officers to submit their preferences. With the Top Third Method, Junior Officers bin all the jobs into Top, Middle, or Bottom Thirds, and then individually rank their Top Third. There are no restrictions to group similar jobs or jobs in the same geolocation, removing slate compression.

Junior Officers found this method simpler than the Slate Compression Method (there were fewer resubmissions). LT Jeanne Van Gilder, Junior Officer Shore Detailer (PERS-421C) found that most Junior Officers did not group jobs by geolocation or job type; therefore, removing this restriction provided more accurate preferences.

3Q18 Slate Statistics (Slate Compression Method)

- 51.1% of JOs received their #1 Preference
- 83.3% of JOs received one of their Top 5 Preferences
- 69.7% of JOs received a 1-3 Preference
- 27.3% of JOs received a 4-10 Preference
- 97% of JOs were detailed within their top 10 Preferences

4Q18 Slate Statistics (Top Third Method)

- 39.2% of JOs received their #1 choice.
- 58.8% of JOs received a job within their Top 5 choices.
- 94.1% of JOs received within their Top Third (20-32 jobs, depending on preferences submitted)
- 2.0% of JOs (1 JO) received within their Middle Third
- 3.9% of JOs (2 JOs) received within their Bottom Third
- Average Top Third Preference: 5.88

At first glance, slate compression statistics appear to be better. This is attributed to the compression of the preferences. The #1 preference on the slate compression method is actually their top 5-8 choices and not all those choices were equal in preference. For example, not all NROTC jobs are viewed as equally desirable.

Overall, we are very pleased with the new preference submission method and are continually looking for ways to improve JO detailing.

MIT/WHOI Program

NAVADMIN 162/18 announces eligibility requirements and application procedures for the Fiscal Year 2019 (FY19) Massachusetts Institute of Technology (MIT)/Woods Hole Oceanographic Institution (WHOI) Joint Master's degree in Oceanography Program. This world-class program offers deep knowledge of ocean processes, ocean vehicles and instrumentation, acoustics, and signal processing. Further, it seeks to enhance understanding and application of operational oceanography, especially as it pertains to the Undersea Warfare arena.

PERS 42 DRUMBEAT (SEP 2018)



Six quotas are available for the June 2019 program start. Beginning 1 September 2018, applications can be submitted online at <https://gradapply.mit.edu/whoi/apply/login/>. MIT deadline for applications is 31 October 2018. Additional information on the program and admission requirements can be obtained online at <http://mit.who.edu>.

Eligibility and program requirements for active duty officers in FY19 include:

- Warfare qualified officers from any unrestricted line community.
- Applicants must meet the academic eligibility requirements of MIT/WHOI.
 - Program requirements are (with A or B grades):
 - Degree in engineering or physical sciences
 - Undergraduate preparation in:
 - o Mathematics (through differential equations, advanced courses recommended)
 - o Physics (one year)
 - o Upper-level courses in specialty
 - Competitive GRE scores are also important, particularly in the quantitative section. For students admitted in 2016, the average GRE score was Verbal: (86%); Quantitative: (83%); Analytical/Writing: (77%)
 - Letters of recommendation should include academic references.
- Candidates must be available to report to MIT/WHOI at the beginning of June 2019 to start summer refresher coursework.

More information can be found at: <http://mit.who.edu/navy-program>.

For further information, please contact LCDR Brian Pennington; Department Head Shore Detailer (PERS-421A), or LT Jeanne Van Gilder; Junior Officer Shore Detailer (PERS-421C).

FY20 Board Schedule and Eligibility

24 SEP: Active O-7 Line (#195)
14 NOV: Submarine Major Command (#145)
LDO Drydock CO/XO, LDO CMD (#147)
Nuclear LDO ISPB (#182)
16 JAN: Active O-6 Line (#160)
12 FEB: Active O-5 Line (#230)
20 MAY: Active O-4 Line (#275)
Sub DH (#146)
Submarine CO/XO (#350)

# Look	Commanding Officer	Executive officer	Department Head
1 st	Year Group (YG) 05	YG 10	YG 14
2 nd	YG 04	YG 09	YG 13
3 rd	YG 03	YG 08	---
4 th	---	YG 07 ¹	---

Note 1: Officers selected for XOSS during the FY19 CO/XO board (May 2018) will get a 4th and final look. If they are not selected for XO, their XOSS status does not change.

PERS 42 DRUMBEAT (SEP 2018)



The FY-20 Board Schedule can be found on the NPC website: <http://www.public.navy.mil/bupers-npc/boards/selectionboardsupport/Pages/FY20-Board-Schedule.aspx>

Statutory zones are released every December. Zone projections are developed by the Submarine Community Manager (N133) and can be found on the PERS-42/NPC website:

http://www.public.navy.mil/bupers-npc/officer/Detailing/submarinenuclear/Documents/BoardInformation/FY19_URL_Zone_Projections.pdf

FY19 Admin Board Lessons Learned

Letter to the Board (LTB) Submissions:

1. Submit all LTBs before the deadline. Do not wait until the deadline.
2. The deadline is now 10 days prior to the board convening. Verify the date on the NPC website well ahead of time.
3. We rarely accept late submissions. We will accept late submissions by any command that was underway and in EMCON that prevented transmission of LTBs or FITREPs. This is extremely rare as most boats on deployment will have a port call sometime between 31 January (O-3 FITREP deadline) and the first week of May.
4. Make sure that your LTB is addressed to the right board. Do not send a letter to a Board that was addressed to a different Board.
5. Send LTBs to document any unobserved time between your last FITREP and the board.
6. Send Special Report FITREPs via official channels AND via a LTB. If your Special Report FITREP is rejected by PERS-32, the board members will still see the FITREP as a LTB.

FITREP Continuity:

1. Make sure you have continuity for ALL FITREPs.
2. Make sure you can read your FITREPs in BOL. Some scanned copies are not legible.

Personal Achievements: The board will only see what is in your record. If your academic degrees, transcripts, JPME completion letter, AQDs, and/or subspecialty codes are not in your record, the board will never know they exist.

Rankings:

1. Do not be ambiguous with rankings. Write the rankings exactly as written from squadron. Carry the ranking forward onto every FITREP while at the command unless the ranking deliberately changes or is removed.
2. Be very deliberate with JO rankings. "1 of 11 JOs" sounds better than "Top JO."
3. Use the recently revised CSLCSP NOTE 1610; GUIDANCE TO STANDARDIZE RANKING OF OFFICERS/CHIEFS OF THE BOAT, dtd 23JUL18 as direction for ISIC rankings.

Write Ups:

1. Explain all homeport shifts, ISIC shifts, split tours, HUMS, LIMDU, etc. A lack of information can sometimes be viewed as adverse to the board members. These circumstances can also be explained via a LTB.
2. Explain all changes in member trait average (MTA) if MTA is below the previous FITREP MTA. Without an explanation, the board may think it is a degradation in performance.
3. Capture all milestone screenings/promotions/personal achievements in this block since the last FITREP.

PERS 42 DRUMBEAT (SEP 2018)



Command Operations: This block is the officer's official record of ship's operations and achievements. Fill this block up as much as possible. List the most significant events first. Be sure to include all ISIC and homeport shifts in this block.

Officer Photographs for Boards

Officer Photographs will now be displayed in all FY20 promotion and administrative boards starting in January 2019. Please ensure that you have an updated official photograph within 3 months of being promoted IAW MILPERSMAN 1070-180 OFFICER PHOTOGRAPHS.

The official announcement of this change will be in a future NAVADMIN.

PFA Exemption FITREP Guidance

If a Sailor was exempt from taking the PRT (overall excellent low or better score) IAW NAVADMIN 141/17 but completed the BCA, a "B" will be entered into Block 20: Physical Readiness Code and a comment of "PFA validated" will be annotated in Block 41, per the Navy Physical Readiness Program.

Post 9/11 GI Bill Update

NAVADMIN 170/18; POST 9-11 GI BILL UPDATES, announces significant changes to Post 9-11 GI Bill transfer of education benefits (TEB) eligibility.

TEB is a retention incentive that requires members to be eligible for and agree to serve 4 additional years of service on active duty or in the selected reserve beyond the date they elect to transfer their benefits. Members must complete the full 4-year service obligation to retain TEB unless involuntarily separated. Failure to complete this obligation will result in the amount of any transferred entitlement that is used as of the date of such failure being treated as an overpayment of educational assistance and shall be subject to collection by the Department of Veterans Affairs.

Effective immediately, all members requesting to transfer unused education benefits to eligible dependents must meet the eligibility requirements and be able to serve 4 additional years on active duty or in the selected reserve from the date of election in DMDC milConnect.

Effective 12 July 2019, TEB will only be available for members with at least 6 years of service, up to a maximum of 16 years of service, who are eligible for and agree to 4 additional years of service beyond the date they elect to transfer their benefits. This is a significant change: for senior sailors with 16 or more years of service. Action is required prior to 12 July 2019 to preserve the ability to transfer benefits.

Effectively immediately, all applicable page 13 entries in the Navy Standard Integrated Personnel System (NSIPS) must include: *"I understand by signing this NAVPERS 1070/613, I certify that I am retainable under all statutes and Navy policies for 4 years, and I agree to complete 4 more years in the Armed Forces (active or SELRES) from the date I request transferability of Post 9/11 GI Bill education*

PERS 42 DRUMBEAT (SEP 2018)



benefits to my dependents or family members using the Defense Manpower Data Center (DMDC) milConnect web site. I understand that failure to complete this obligation may lead to an overpayment by the Department of Veterans Affairs (DVA) for any benefit payments made to my dependents or family members that may be recouped."

FLAT RATE PER DIEM

Reduced flat rate per diem for long-term temporary duty has been repealed. Effective 13 August 2018, members on travel over 30 days will receive the normal daily per diem rate for the area to which you are entitled. The reduction to 75 or 55 percent of the locality rate is terminated. Reduced flat rate per diem for travel over 30 days will apply through midnight on 12 August 2018. Full per diem applies to any travel after 12 August 2018.

Commander, Navy Personnel Command, Pay and Personnel Management Department (PERS-2) will release a Pay and Personnel Information Bulletin (PPIB) in the near future with further guidance to the fleet.

On the effective date of reference (a), travelers are advised that lodging receipts are required for all lodging payments, the actual cost of lodging not to exceed the full locality lodging per diem rate will be paid, and the full meals and incidental expenses will no longer be reduced by 75 percent or 55 percent. Members who have already settled their travel claims and were erroneously reimbursed flat per diem for days after 12 August 2018 are advised to file a supplemental travel claim.

Point of contact for this matter is LCDR Randy Krekeler, N130C, at (703) 604-5474/DSN 664 or via e-mail at nxag_n130c@navy.mil.

NAVADMIN 217/18 FLAT RATE PER DIEM: <http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMIN/NAV2018/NAV18217.txt>

NOBIP Change for Major Commanders

Effective 1 October 2018, Submarine (1120) officers serving or who have served in Major Command with greater than 26 years commissioned service may request 1-, 2-, 3-, or 4- year Nuclear Officer Continuation Bonus contracts and will be paid the following rates:

All 1-year contracts will continue to be paid at \$35,000 per year.

For serving Major Commanders: 2-, 3-, and 4-year contracts will be paid at \$45,000 per year as long as the term of the contract extends to statutory retirement or at least 24 months past the projected rotation date of the officer (i.e., conduct a 24-month post major command tour).

For served Major Commanders, 2-, 3-, and 4-year contracts will be paid at \$45,000 per year.

Acquisition Corps officers are not eligible for the higher \$45,000 rate.

The point of contact for questions regarding nuclear officer bonus incentive pay is LT Chase Cummins, PERS-421D, who can be reached at (901) 874-3934 or chase.m.cummins@navy.mil.

PERS 42 DRUMBEAT (SEP 2018)



FITREP 101 Tri-fold

The FITREP 101 Tri-Fold is a handout that will help Junior Officers better understand their FITREP. It is a quick reference guide that summarizes some important parts of the FITREP instruction. This Tri-Fold can also help guide a professional development training session during officer training. This handout can be found as an enclosure to FITREP 201 and this Drumbeat.

FITREP 201 Quick Reference Guide

The FITREP 201 Quick Reference Guide is designed to be used by XO's to help streamline the FITREP process. XO's should route this guide with officer FITREPs to help eliminate some of the common mistakes made in FITREPs. This quick reference guide can be found as an enclosure to FITREP 201.

XO's/CO's: Please contact LCDR Brian Pennington, LCDR Ed May or LT Joe Beach if you need an updated copy of FITREP 201 or the Quick Reference Guide. The most recent version is September 2018.

Previous Drumbeat Topics

All previous versions of the *Drumbeat* can be found at the NPC/PERS-42 website. If you use a previous topic as a reference, please refer to the source reference/document to verify its accuracy as policies and references change frequently. Please contact us if you have any questions.

Drumbeat POC is PERS-421B; LCDR Ed May, at Edward.may@navy.mil or (901)-874-3932.

<http://www.public.navy.mil/bupers-npc/officer/Detailing/submarinenuclear/Pages/default.aspx>

JUN 2018: Pay and Grad Edu. Edition

- Nuclear Pay Acronyms
- COBO Contract Process and Common Questions
- Recommended Contract Start Dates
- Time of Submarine Service (TOSS) – CONSUBPAY/OPSUBPAY
- AIP and Voluntary Retirement Information
- COSS Retention Bonus
- Pay and Bonus POC
- LDO Program Information
- Contact with PERS-42
- E-mail Address Updates
- Quick Reference Section

DEC 2017:

- NPS Distance EMBA Graduate Education
- JO Shore Tour Length and Early O-4 Screening
- JO Manning
- XO/O-4 Administrative/Statutory Boards
- DH Split Tour Opportunities
- ENG SPOT Promote Process
- Limited Duty (LIMDU) Process
- PFA Impact on Promotion Boards
- COSS Retention Bonus
- AIP and Voluntary Retirement Information
- Retirement and Resignation Information

PERS 42 DRUMBEAT (SEP 2018)



- Graduate Education Timing & Options – Enclosure 1

- Permanent PRP De-certification
- FITREP Submission

MAY 2018: JO Edition

- JO Preference Process Change
- Slate Statistics
- The Detailing Process Explained
- JO Shore Tour Length
- Types of Shore Tours
- Billet Incentives and Requirements
- 2-2-2 Option
- Sailor 2025 Initiatives
- MTS Conversion Plan
- E-mail Address Updates
- Quick Reference Section

FEB 2018: Board Edition

- Upcoming board dates
- Submarine CO/XO/DH eligibility
- Administrative vs Statutory
- Board correspondence policy change (Letter to the board (LTB) submission)
- What is Board Correspondence?
- How do I know if the board received my LTB?
- What is a precedence number (lineal number)?
- How do I know if I am in-zone?
- What information in your record matters the most?
- How do I review and update my record?
- FITREP Milestone and Promotion Recommendations
- How will PERS-42 contact me before the board?
- Other Board Resources and Points of Contact

AUG 2017:

- LDO Program Information
- Sailor 2025: Increased Career Choices, Flexibility & Tailored Compensation
- Nuclear Officer Bonus and Incentive Pay (NOBIP) Changes
- Thrift Savings Plan (TSP) Info
- Junior Officer Split Tours
- Department Head Split Tours
- PNEO Lessons Learned for ENGs and XOs
- Dolphin and Command Qualification Notification
- Contact with PERS-42
- Department Head Retirements/Resignations
- FY18 CO/XO/DH Board Lessons Learned

PERS 42 DRUMBEAT (SEP 2018)



Quick Reference Section

Division Officer Detailing				Department Head Detailing		
Upcoming shore slate dates:				Upcoming SOAC dates:		
Qtr	Opens	Closes	PRD	Class	Start	Finish
1Q19	7/9/18	9/3/18	DEC-FEB 19	18050	09 JUL 18	20 DEC 18
2Q19	10/8/18	12/3/18	MAR-MAY 19	18060	04 SEP 18	01 MAR 19
3Q19	1/7/19	3/4/19	JUN-AUG 19	19010	29 OCT 18	26 APR 19
4Q19	4/8/19	6/10/19	SEP-NOV 19	19020	14 JAN19	28 JUN 19
				19030	11 MAR19	23 AUG 19

Sailor 2025 Programs and Talent Management

Naval Post Graduate School (NPS) – 5 Billets every quarter

Graduate Education Vouchers (GEV) – 3 Vouchers every quarter

Junior War College (NWC) – 1 Quota every quarter

Fleet Scholars Education Program – 5 Quotas for 1Q19

USNA Graduate Education & Teaching (GE+T), USNA Leadership (LEAD) – 2 Quotas Each 2Q19

SECNAV Tours with Industry (SNTWI) – 3 Quotas for 3Q19

MIT/WHOI Applications Due – 31 OCT 2018

Olmstead Applications Due – 24 AUG 2018

***Talent Management Board Applications are due to 421C the 1st of the month that the slate closes on.
1 SEP/DEC/MAR/JUN***

Executive Officer and O5 Detailing

Class	Start	Finish
SCC 58	26 SEP 18	30 NOV 18
SCC 59	7 JAN 19	22 MAR 19
SCC 60	8 APR 19	7 JUN 19
SCC 61	1 JUL 19	29 AUG 19

Class Schedules and Shore Slates can be found at our NPC/PERS-42 Website:

<http://www.public.navy.mil/bupers-npc/officer/Detailing/submarinenuclear/career/Pages/default.aspx>

Upcoming FY20 Board Schedule:

14 NOV: Submarine Major Command & LDO

16 JAN: Active O-6 Line (#160)

12 FEB: Active O-5 Line (#230)

20 MAY: Active O-4 Line (#275)

Sub DH (#146)

Submarine CO/XO (#350)

CAPT Brian Davies	Division Director	brian.davies@navy.mil
CAPT Drew Miller	Deputy/CO detailer	andrew.t.miller@navy.mil
CDR Carlos Martinez	Branch Head/XO detailer	carlos.f.martinez2@navy.mil
LCDR Brian Pennington	Post-DH detailer	brian.r.pennington1@navy.mil
LCDR Ed May	DH detailer	edward.may@navy.mil
LT Jeanne Van Gilder	DO Shore detailer	jeanne.vangilder@navy.mil
LT Jake Kutzer	Nuclear AQD Manager	jacob.kutzer@navy.mil
LT Chase Cummins	DO Sea detailer	chase.m.cummins@navy.mil
LT Dan Kindervater	Accessions detailer	daniel.j.kindervater@navy.mil
LT Joe Beach	Asst. CO detailer/Placement	joseph.beach@Navy.mil
CDR Todd Nichols	CDR & Above LDO detailer	christopher.t.nicho2@navy.mil
LCDR Sammie Green	LCDR & Below LDO detailer	sammie.green@navy.mil
LT Mike Dahlgren	Assistant LDO detailer	michael.dahlgren@navy.mil

Purpose

This document provides some introductory guidance on FITREPS and it will allow junior officers to better manage their own records, especially when selection boards are concerned.

It is certainly not all inclusive. We recommend reviewing the Navy Performance Evaluation System instruction (BUPERSINST 1610.10D), and speaking with senior officers regarding FITREPS.

Bottom Line Up Front – Your FITREP is not a counseling tool. It is a report of your fitness in your current job and an assessment of your ability to succeed at the next level. Specific feedback on your job performance is provided through several other means. Some other facts:

- 1) If it's not in your record, it didn't happen.
- 2) Maintain copies of your FITREPS.
- 3) Review your record before every board.
- 4) Get recommended for the next rank and milestone.

Types of FITREPS

- 1) Regular Reports. Submitted periodically and reports on day-to-day performance and activities. Includes detachment of reporting senior reports and detachment of individual reports.
- 2) Concurrent Reports. A secondary FITREP provided when a member has performed additional duties or temporary additional duties. Often submitted when an officer does a ride on another ship for qualification or experience.
- 3) Operational Commander reports for COs and OICs during AOR chops.

Continuity

FITREP continuity is of vital importance to your record. Each FITREP should start the day after a previous FITREP ends.

Acronyms

Bupers Online – BOL
Letter to the Board - LTB
Officer Summary Report – OSR
Personnel Summary Report – PSR
Reporting Senior's Cumulative Average - RSCA

How are FITREPS used in Boards?

During a board, all of the records are first reviewed and marked up by the board members. Your record includes your FITREPS, awards, Letters to the Board, Personnel Summary Report (PSR, available on BOL) and Officer Summary Record (OSR, available on BOL). A board member marks up your OSR and PSR. Rankings, recommendations, and key words are often pulled out of the FITREPs and either marked up on the PSR and OSR or briefed by the board member.

After all the records are individually reviewed, the board member who reviewed that particular record briefs the record to the rest of the board using the OSR, PSR and the notes they made on the OSR and PSR.

Letters to the Board

Letters to the Board (LTB) can be excellent ways to provide amplifying information to the board. They can be written by the member, or by another officer on behalf of the member. The member must submit all LTBs on their own behalf.

Don't leave anything up to interpretation by the board. A LTB can very easily explain a discrepancy or oddity in a FITREP, but can also be a great letter of recommendation.

Reference:

BUPERSINST 1610.10D
Navy Performance Evaluation System



FITREP 101

A Beginner's Guide to Fitness Reports

PERS-42:
Submarine and Nuclear Officer Assignments



Updated 28 June 2018

Enclosure 1: FITREP 101 Tri-Fold

Trait Averages

Your individual trait average is compared to two different numbers.

- 1) **Summary Group Average**
How you rank out among your peers. Same pay grades, same promotion status, same type of report, same reporting senior, same ending date.
- 2) **Reporting Senior's Cumulative Average (RSCA)**
How you rank out among everyone the reporting senior has ranked of a particular pay grade. This number is not displayed on your FITREP, but is on the PSR.

Reporting seniors must carefully manage their RSCA, so as to truly be able to indicate both superior and sub-standard performance. Most reporting seniors try to maintain their average between 3.8 and 4.2.

Your trait average should be increasing during each tour, with the exception of new reporting seniors or a senior resetting their average. If the reporting senior is resetting his average, an explanation should be included in the Comment Block.

The Comment Block

Include your command or squadron ranking, if you have one. Include this ranking until you transfer or it changes.

Example:
FITREP Says: “#4 JO behind 2 senior LTs!”
Reviewer thinks: “This JO was #4 JO, but there are 2 LT JOs above him, therefore he should be #2 LTJG.”
Instead: “#2 LTJG, #4 JO in a highly competitive wardroom!”

Be recommended for the next milestone and the next rank. If you were recommended for a milestone on your last FITREP, it should be on your next FITREP, unless the reporting senior is deliberately removing the recommendation.

Command Employment and Command Achievements

Informs whoever is reviewing the record what the command was doing during the time of the observed FITREP. Knowing that the ship was on deployment, in a CNO availability, in off-crew, etc., can provide a lot of supplemental information, especially during selection boards.

Primary/Collateral/Watchstanding Duties

Provides basic information on the duties and responsibilities of the officer. FITREPs are often reviewed by members of different communities, so descriptions of duties may be appropriate.

BUPERSINST 1610.10D
1 May 2015

EXHIBIT 1-1 FITREP - FRONT (BLOCKS 1-32)

Block 5. Duty Status.

Block 1. Must have a comma after the last name.

Blocks 6/7. Member's activity

Block 8. Regular, Frocked, Selected, or Spot.

Block 21. Usually NA but **MUST** have an entry.

Blocks 9, 14, and 15. YYMMDD format.

Block 26. Delegated Reporting Seniors use CO's UIC.

Block 29 (inside box). Up to 14 characters or spaces.

Block 29. Shore commands include job scope statement. Job scope statement is optional for operational billets.

Block 28. Large shore commands enter employment of member's DEPT/DIV, etc.

Blocks 30-32. Copy date and name from counseling worksheet. If not counseled during period, enter NOT REQ or NOT PERF in block 30.

BUPERSINST 1610.10D
1 May 2015

EXHIBIT 1-2 FITREP - REVERSE

Blocks 1-4. Repeat from front.

Block 39. Must be NOB if not a warfare qualified officer and must have an entry in NOB if trait not graded.

Block 41. Include required admin comments (e.g., Comment from Block 34), reason for Special Report, etc.). Specifically justify 1.0 comments.

Block 43. Observe distribution rules.

Member Trait Average. NAVFIT will auto populate or handwritten average of Blocks 33-39.

Block 47. Use for concurrent reports ONLY.

Summary Group Average. NAVFIT98 will auto-populate this field. To do a manual calculation of the Summary Group, sum all graded individual Trait Grades (Blks 33-39) and then divide by the number of graded individual Traits. Note: a trait with an NOB grade is not considered a graded trait.

Career Recommendations

First recommendation should be for the next career milestone (DH, XO, CO), if earned. Other recommendations can include, but are not limited to: instructor, flag aide, PG school

Promotion Recommendation Block

Not everyone can be an “Early Promote.” Reporting Seniors must follow a forced distribution of no greater than 20% of the summary group EP. For O-4, EP and MP combined cannot be more than 50% of the summary group.

ENSs and LTJGs cannot be listed as “Must Promote” or “Early Promote.”