

## Purpose

This document provides some introductory guidance on FITREPS and it will allow 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 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 Record – OSR  
Performance 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, LTBs, PSR, (available on BOL) and 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



## Trait Averages

BUPERSINST 1610.10D  
1 May 2015

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1 May 2015

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. 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 your ranking until you transfer

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.

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

Block 5 Duty Status.

Block 1 Must have a comma after the last name.

Block 8 Regular, Frocked, Selected, or Spot.

Block 9, 14, and 15 YYYMMDD format.

Block 21 Usually NA but MUST have an entry.

Block 26 Delegated Reporting Seniors use CO's UIC.

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

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

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

Block 29 (outside box) Shore commands include job scope statement. Job scope statement is optional for operational billets.

## 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.  
-Comment on all performance in general.  
-Consider special interest items.  
-Ranking is authorized.

Block 43 Observe distribution rules.

Member Trait Average. NAVFIT will auto populate or handwrite average of blocks 33-39.

Block 47 Use for concurrent reports ONLY.

Summary Group Average. NAVFIT9 will auto-populate this field. To do a manual calculation of the Summary Group, sum all graded individual Trait Grades (Bks 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.

## 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.

## 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.

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