

SWO(N) Ready Reference – Fitness Reports

This Ready Reference provides some guidance on FITREPs and allows officers to better manage their own records, especially where selection boards are concerned. It is not all inclusive and we recommend reviewing the Navy Performance Evaluation System instruction (BUPERSINST 1610.10E), reaching out to your detailer, and speaking with senior officers if you have any questions about your FITREPs.

IMPORTANT NOTE:

Your FITREP is not a counseling tool and is not written for you. FITREPs are written for administrative and statutory (i.e. promotion) boards; they are a report of your fitness in your current job and an assessment of your ability to succeed at the next level.

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Reference

BUPERSINST 1610.10E (Navy Performance Evaluation System)

<https://www.mynavyhr.navy.mil/Portals/55/Reference/Instructions/BUPERS/1610.10.pdf>

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.
- 3) Operational Commander. A supplemental report for COs and OICs as observed by their operational commander.

Continuity

FITREP continuity is very important to the wholeness of your record. Each FITREP should start the day after a previous regular report ends. Any gaps, especially gaps greater than 90 days, will be a distraction to board members and takes focus away from officer performance.

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?

Your record includes your FITREPS, awards, LTBs, PSR (available on BOL), and OSR (also available on BOL). During a board, all of the records are first reviewed and the OSR and PSR are marked up by the board members. Rankings, recommendations, and key words are often pulled out of the FITREPs and either transposed onto 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 in the “tank” with the OSR and PSR displayed on large screens.

Letters to the Board

Letters to the Board (LTB) are an effective means to provide amplifying information to the board. They can include missing awards, FITREPs, or other information the member thinks the board should take into consideration, including letters of recommendation written by another officer on behalf of the member. All correspondence, however, must be submitted by the member to be considered by the board with the desired information as enclosures of the official LTB.

LTBs are submitted via BOL in the “Electronic Submission of Selection Board Documents (ESSBD) (Submit Letter to SelBoard)” menu option. The MyNavyHR page has detailed information regarding LTB formatting and submission deadlines, which are usually 10 days before the board convenes, although the convening order for each board will give an explicit deadline. The link for general information about the LTB process can be found here: <https://www.mynavyhr.navy.mil/Career-Management/Boards/Active-Duty-Officer/> and the proper formatting for the LTB itself can be found here:

https://www.mynavyhr.navy.mil/Portals/55/Boards/Active%20Duty%20Officer/documents/Sample_LTB_Active_Duty.pdf

Finally, if an officer does not desire to be selected for a career milestone at an administrative or statutory board they may submit what is known as a “don’t pick me letter,” whereby the officer expresses his or her desire in a LTB using the format found here:

https://www.mynavyhr.navy.mil/Portals/55/Boards/Active%20Duty%20Officer/documents/Sample_DO_NOT_SELECT_ME.pdf

Command Employment and Command Achievements (Block 28)

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, off-hull, etc., can assist the

board in understanding fitness report dynamics.

Primary/Collateral/Watchstanding Duties (Block 29)

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. Be sure to include requalified watchstations (e.g., department heads should include OOD U/W in Block 29 once they have completed the requalification process).

Trait Averages (Block 33-39)

Your individual trait average is compared to two different numbers:

- 1) *Summary Group Average* - the average of all individual trait averages for officers who are in the same pay grade, same promotion status, same report type, same reporting senior, same end date.
- 2) *Reporting Senior's Cumulative Average (RSCA)* - the cumulative average of all reports that the reporting senior has written for that specific paygrade over the course of their time writing FITREPs. Retired officers who transition to government positions continue to build on their RSCA when writing FITREPs as civilians, as the RSCA is associated with an individual's SSN, vice military status. This number is not displayed on your FITREP but on your PSR, however, it does not populate until 90 days after your report end date. You should ask your reporting senior their RSCA at your FITREP debrief to better understand how you compare to other officers that he/she has graded.

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.

To show progression, your trait average should increase during each subsequent report while assigned to the same command, with the exception of new reporting seniors or following a promotion.

A reduction in trait average over time is viewed negatively unless newly promoted or a change of reporting senior.

Career Recommendations (Block 40)

The first block should include a recommendation for the next career milestone (DH AFLOAT; XO/CO AFLOAT; MAJ CMD AFLOAT), if earned. Other recommendations can include, but are not limited to: FLAG AIDE, EARLY COMMAND, 2-STAR EA, FLEET SCHOLAR, NAVY WAR COLLEGE, etc.

“SPECIALTY CAREER PATH”, “SPECIAL MISSION” or “XO” are not considered strong milestone recommendations. If your FITREP includes milestones like these, you should have a conversation with your reporting senior during your FITREP debrief.

Comments on Performance (Block 41)

The first one or two substantive lines should announce the results of milestone screenings, provide soft breakouts and/or an explanation of special circumstances.

Milestone screening statements inform statutory boards of administrative board screening status. Examples include:

DH Screened/DHRB signed: ****ALREADY DH SCREENED – DH CONTRACT SIGNED!****

For CO-Afloat Screened Officers: “SCREENED COMMANDER COMMAND

AFLOAT “ For CO-SM Screened Officers: “SCREENED COMMANDER COMMAND”

For XO-Afloat Screened Officers: “SCREENED FOR EXECUTIVE OFFICER AFLOAT”

For XO-Afloat* Screened Officers: “SCREENED FOR EXECUTIVE OFFICER AFLOAT”

For XO-SM Screened Officers: “SCREENED FOR EXECUTIVE OFFICER”

Soft breakout examples include:

“MY #2 OF 14 FIRST TOUR DIVISION OFFICERS!”

“MY #1 OF 5 OUTSTANDING DEPARTMENT HEADS, REGARDLESS OF DESIGNATOR!” “MY #1 MP DESPITE ONLY 4 MONTHS ONBOARD!”

“LIMITED BY FORCE DISTRIBUTION - MP ONLY DUE TO A MORE TENURED DEPARTMENT HEAD!”

If you were recommended for a milestone on your last FITREP, the same recommendation (or higher) should be included on your next FITREP, until you are actually performing in that billet. Absence of the milestone recommendation indicates you are no longer recommended for that career progression. For example, a DH AFLOAT (or higher AFLOAT recommendation) should be included in Block 40 from your Division Officer tour, through your shore tour, and until you are actually in your DH billet.

Best practices:

- Avoid verbiage such as “unlimited potential” as it can be interpreted as what you are capable of but not achieving
- Focus comments on SWO core competencies, especially while assigned to at sea billets (leadership, shiphandling, tactical experience, etc.)
- Avoid acronyms and technical terms that are not widely understood
- Ensure comments relate to your ability to perform at the next milestone and/or next paygrade. Unlike enlisted and CPO evaluations, some white space is recommended in order to bring additional attention to the soft breakouts and milestone/promotion recommendations

Promotion Recommendation (Block 42-43)

Not everyone can be an “Early Promote” (EP). Reporting Seniors must follow a forced distribution and no greater than 20% of the summary group can be an EP. Additionally, the EP and “Must Promote” (MP) categories are limited to a maximum percentage of the summary group based on pay grade. For O-3s, this combined percentage may not exceed 60%; for O-4s, 50%; and for O-5s – O-6s, 40%. For summary groups of 30 or less, Table 1-2 in BUPERSINST 1610.10E lists the maximum number for each category based on the size of the summary group.

A reduction in the promotion recommendation category, sometimes referred to as “moving left,” is viewed negatively unless due to a promotion or change in summary group size. If this change is due to a reduction in promotion group size, an explanation and corresponding increase in individual trait average may be necessary to mitigate possible negative impact.

Unrestricted Line ENSs and LTJGs cannot be listed as EP or MP and thus the soft breakout language and trait average are more indicative of performance.

Key Takeaways

- 1) If it's not in your record, it didn't happen.
- 2) Maintain copies of all of your FITREPs. These may be necessary if a FITREP does not make it into your official record and must be submitted later as a LTB.
- 3) Review your record before every promotion and administrative screening board at a minimum. Review your record any time something has or should have changed (earned an AQD, received a FITREP, completed graduate education, etc.). Reach out to your detailer early if something is not accurate.
- 4) Your goal should be to perform to the best of your ability to earn your reporting senior's recommendation for the next rank and milestone in every FITREP.
- 5) It's never too early to solicit feedback from your reporting senior. Do not wait until FITREP season to ask for feedback on your performance both from your immediate supervisor and reporting senior.