

SEAL Junior Officer & Chief Warrant Officer Fitness Report Guidance

Produced by the SEAL Officer Community Manager (BUPERS-311D)

BLUF: This guide is intended to assist reporting seniors for SEAL Officers in standardizing Fitness Reports to improve selection precision at both Administrative (NSW-led, milestone) and Statutory (Navy-led, promotion) Selection Boards.

Key takeaways

1. Specific guidance for Division Officer (DIVO) and Department Head (DEPT HEAD) cohorts
 - a. Block 29 should list DIVO or DEPT HEAD for officers in those positions.
 - b. Block 40 should recommend for the next milestone.
 - c. DIVO and DEPT HEADS should be soft ranked amongst their cohort regardless of rank.
2. Guidance for highlighting community values and merit re-order values
3. Specific guidance unique to SEAL and SWCC Chief Warrant Officers (CWOs)
 - a. Block 29 should use standard navy terminology e.g. DIVO, ASSISTANT DH, DEPT HEAD OR CMD CWO for CWOs in those positions.
 - b. Block 40 should recommend for the next milestone.
 - c. CWOs should be soft ranked amongst all CWOs and JOs regardless of rank and designator.

Background

NSW provides three guiding documents to statutory promotion boards: the SEAL Officer Career Progression, Community Values, and Merit Reorder Considerations. These documents are validated by COMNAVSPECWARCOM and approved by SECNAV annually in order to inform promotion board selections.

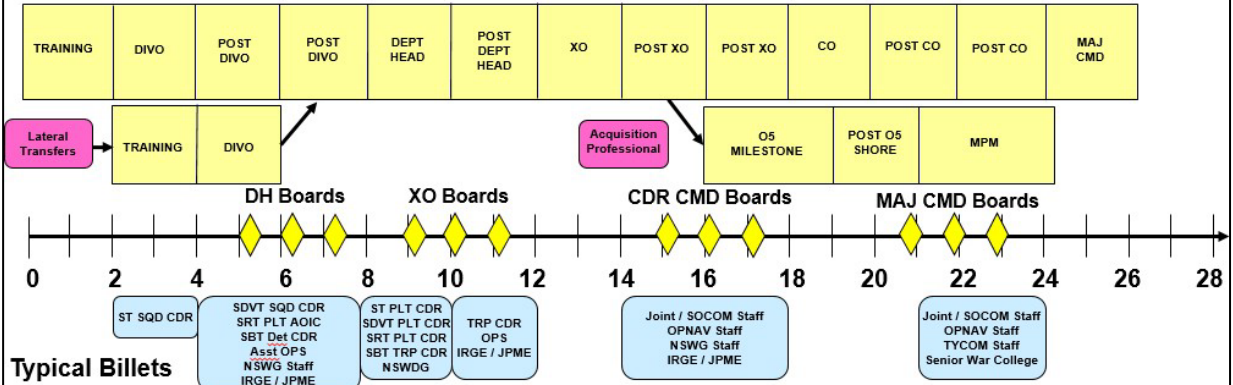
The Navy describes Division Officers (DIVO) as first-tour officers and Department Heads (DEPT HEAD) as officers in their O3 Milestone tour. The SECNAV-approved SEAL Officer Career Progression uses the same terms to describe various SEAL junior officer tours.

Standardizing tour names in Block 29 of the officer Fitness Report ensures consistency across all officer Personnel Summary Records (PSR), allowing promotion boards to easily differentiate between DIVO and DEPT HEAD reports and improving selection precision at both Administrative and Statutory Selection Boards.



Special Warfare (SEAL) Officer Career Progression

Career Path



NOTES

- It is common to see LTs and LCDRs "air gapped" in a group of Promotable rankings at the beginning of a SEAL Team inter-deployment Training Cycle. This allows the CO to evaluate officers after completing key training events.
- NSW values all milestone tours equally (Afloat, Ashore, and Acquisition). A member's milestone tour may be the only shore tour during his career due to limited NSW inventory and operational requirements. Boards should evaluate all NSW milestone tours equally, regardless of the type of duty.

ADMINISTRATIVE BOARD RATES (3 YEAR AVERAGE ACROSS 3 LOOKS)

- DH: 76% (FY22/FY23)
- XO: 63%
- CDR CMD: 75%
- MAJ CMD: 32%

NSW ACRONYMS

- ST: SEAL TEAM
- SDVT: SEAL DELIVERY VEHICLE TEAM
- SRT: SPECIAL RECONNAISSANCE TEAM
- SBT: SPECIAL BOAT TEAM

Figure 1. FY-24 SEAL Officer Career Progression.



Special Warfare (SEAL) Officer *Community Values*

- **Sustained superior performance is the foundation of the NSW Community**
- **Requirements prior to LIEUTENANT COMMANDER**
 - Served/Serving Department Head or Operations Officer (Afloat or Ashore)
- **Requirements prior to COMMANDER**
 - Served/Serving XO (Afloat, Ashore, or Acquisitions) or Troop Commander
- **Requirements prior to CAPTAIN**
 - Served/Serving CO (Afloat or Ashore) or Acquisitions O5 Milestone
- **Graduate education in any field is valued regardless of source or method of achievement (e.g. civilian institution, NWC, NPS, distance learning)**

Figure 2. FY-24 SEAL Officer Community Values.



Special Warfare (SEAL) Officer *Merit Reorder Values*

- **Valued achievements prior to LIEUTENANT COMMANDER**
 - Trait Average consistently above RSCA in all tours through DEPT HEAD
 - Completed competitively screened operational tour and/or Sensitive Reconnaissance Operation
 - Detailer or community management assignments
- **Valued achievements prior to COMMANDER**
 - Sustained superior performance in all tours through XO
 - Completed competitively screened operational tour and/or Sensitive Reconnaissance Operation
 - Completed In-residence Graduate Education
 - Completed JPME Phase 1
 - Superior performance on a Flag / Joint staff
 - Detailer or community management assignments
- **Valued achievements prior to CAPTAIN**
 - Sustained superior performance in all tours through CO or Acquisitions O5 Milestone
 - Completed competitively screened operational tour and/or Sensitive Reconnaissance Operation
 - Superior performance on a Flag / Joint staff
 - Completed JPME Phase 2
 - Designated as a Joint Qualified Officer
 - DAWIA PM III
 - Detailer or community management assignments

Figure 3. FY-24 Merit Reorder Considerations

Division Officers

Implementation of the NSW Department Head administrative board increased the importance of SEAL DIVO FITREPS because they are a primary tool for selection to the Department Head milestone tour.

All DIVO billets are coded with Navy Officer Billet Classification (NOBC) Code 928A [DO SPEC WRF]. All First tour DIVOs are assigned to a SEAL Team, but could either be LTJG or LT.

Block 29 of the Fitness Report feeds into an officer's PSR under the column titled "DUTY." All officers assigned to a DIVO billet will have "DIVO" entered in the Block 29 box followed by a short description of their primary duty. Any pre-DEPT HEAD billets not coded with 928A should reference the billet title in the Activity Manning Document (AMD) for Block 29.

29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.)	
<input type="text" value="DIVO"/>	PRI: SQD CDR-12. Responsible for...

29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.)	
<input type="text" value="DIVO"/>	PRI: Boat MSN CDR-12. Responsible for...

Figure 4. Example DIVO Fitness Reports, Block 29.

O2	NAVSPECWARCEN	STUDENT
O2	SEAL TEAM SEVEN	DIVO
O2	SEAL TEAM SEVEN	DIVO
O3	SEAL TEAM SEVEN	DEPT HEAD
O3	SEAL TEAM SEVEN	DEPT HEAD

Figure 5. Example PSR with standardized tour names.

Figures four and five (above) illustrate how the FITREP feeds into the PSR (which administrative and statutory boards see) to allow board members to easily differentiate tours across NSW.

Reporting Seniors should ensure the following:

1. If the DIVO is ready for the next milestone, DEPT HEAD is written in Block 40.
2. The top 50% of DIVOs are assigned a soft breakout in order to ensure NSW is selecting the best and fully qualified officers at the NSW DH Screen Board. This is critical since all O1 and O2s are given a Promotable (P) as their Promotion Recommendation in Block 42. DIVOs are “soft” ranked against each other regardless of paygrade. In some cases, DIVOs will range from ENS to LT. As an example, failure to break out a prior enlisted ENS DIVO against his DIVO cohort will disadvantage him at the DEPT HEAD admin selection board.
3. O1 and O2s are given an Individual Trait Average (ITA) that reflects their performance relative to the Reporting Senior’s Cumulative Average (RSCA). In general, ITAs should be spread loaded with top performing DIVOs above RSCA and bottom performing DIVOs below. In other words, all O1 and O2 DIVOs should not be given a 3.0 ITA unless being deliberately air-gapped at the beginning of a cycle to allow time to establish ranking.

40. I recommend screening this individual for next career milestone(s) as follows: (maximum of two) Recommendations may be for competitive schools or duty assignments such as: SCP, Dept Head, XO, OIC, CO, Major Command, War College, PG School.	DEPT HEAD
41. COMMENTS ON PERFORMANCE: * All 1.0 marks, three 2.0 marks, and 2.0 marks in Block 34 must be specifically substantiated in comments. Font must be 10 or 12 Pitch (10 or 12 point) only. Use upper and lower case.	
MY #5 OF 18 DIVISION OFFICERS	

Figure 6. Example DIVO Fitness Report, Blocks 40 and 41.

Department Heads

All DEPT HEAD billets are coded with NOBC Code 9287 [DH SPEC WRF].

All officers in their O3 Milestone tour will have “DEPT HEAD” entered in the Block 29 box followed by a short description of their primary duty. Since some officers serve their DEPT HEAD tour outside SEAL and SDV Teams (e.g. SBT, SRT, NSWDG), standardized input in Fitness Reports is critical to ensure consistency at both Administrative (NSW-led milestone) and Statutory (Navy-led promotion) Selection Boards.

29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.)	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">DEPT HEAD</div>	PRI: PLT CDR-12. Responsible for...

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 Email: SEAL_OCM@navy.mil

29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.)	
DEPT HEAD	PRI: Coastal TRP CDR-12. Responsible for...

29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.)	
DEPT HEAD	PRI: SR TRP CDR-12. Responsible for...

Figure 7. Example DEPT HEAD Fitness Reports, Block 29.

In cases where a serving DEPT HEAD is in zone for selection to LCDR, something similar to the following should be entered into Block 41.

SCREENED AND SERVING DEPT HEAD. MEETS NSW'S REQUIREMENTS FOR O4 – SELECT NOW!

SEAL Teams on the Fall cycle should plan to “air gap” their DEPT HEADs for their first O3 Periodic Fitness Report. In this case, something similar to the following should be entered into Block 41.

NO EPs GIVEN THIS PERIOD, JUST REFORMED FOR A NEW DEPLOYMENT CYCLE. I WILL COMPETITIVELY RANK THIS ENTIRE GROUP NEXT PERIOD AFTER CAREFUL OBSERVATION DURING CRITICAL TRAINING EVALUATIONS.

Occasionally, Reporting Seniors may need to set their RSCA for a particular paygrade when an individual detaches before periodic reports are due. In this case, something similar to the following should be entered into Block 41.

TRAIT AVERAGE NOT INDICATIVE OF PERFORMANCE – REPORTING SENIOR SETTING AVERAGE.

After receiving their Detachment of Individual or Detachment of Reporting Senior Fitness Report, all officers should check their record to ensure they were awarded Additional Qualification Designation (AQD) Code QD9 (DEPT HEAD COMPLETE). If not, please contact the Officer Community Manager at SEAL_OCM@navy.mil.

The decision to award AQD Code QD9 for a tour not coded with NOBC Code 9287 must be coordinated in advance with OPNAV 137. Executive Officers should communicate with the Officer Community Manager before the officer is placed into the billet and before drafting Fitness Reports on these officers.

Substandard Performance

Fitness Reports are the primary means by which Administrative and Statutory Selection Boards evaluate an officer's performance. Inaccurate representation of an officer's performance on Fitness Reports degrades our ability to promote and distribute our best and fully qualified officers. Implementation of the DEPT HEAD administrative board with an annual quota tied to the force wide requirement for DEPT HEADs has resulted in significant competition for selection, particularly for year groups 2016-2020 where the estimated selection rate for department heads across three looks is 70%. Misrepresenting substandard performers directly disadvantages other serving SEAL Officers.

Reporting Seniors are encouraged to discuss substandard performance with the Officer Detailer and Officer Community Manager prior to signing an officer's Fitness Report for recommendations.

Block 40 Recommendations

The Reporting Senior should not recommend an officer for the next milestone until he is confident in the recommendation. At a minimum, an officer should have the next milestone recommendation in Block 40 of his Fitness Report no later than his detaching report. If a Reporting Senior gives a milestone recommendation but removes it on a subsequent report, this is a sign of declining performance.

Block 29	Block 40
DIVO	DEPT HEAD
DEPT HEAD	XO
XO	CO
CO	MAJCOM
MAJCOM	FLAG

Figure 8. Milestone recommendation guidelines.

Education

In accordance with NAVADMIN 137/20, Reporting Seniors must document all personal achievements in education and learning that contribute to a culture of continuous learning, improved knowledge and warfighting effectiveness at both the individual and unit level. Resources include:

- (a) Resident and non-resident professional military education coursework,
- (b) Professional and academic qualifications and certifications,
- (c) Civilian education coursework,
- (d) A personal reading program that includes (but is not limited to) selections from the Chief of Naval Operations Reading List,
- (e) Participation in discussion groups and military societies,
- (f) Publishing in national security or military journals, and

(g) Involvement in learning through new technologies.

For JPME Phase 1 entries, officers should email AC_JQS_Manager@navy.mil and copy SEAL_OCM@navy.mil.

CWO Specific Guidance

NSW SEAL (715x) and SWCC (717x) CWOs possess the authority and are qualified by extensive experience and knowledge to direct the most difficult and exacting operations within their occupational specialty. They are the primary manpower source for technically specific billets not best suited for traditional SEAL Officers.

Navy Warrants are assigned to one of 6 competitive categories for promotion:

Surface (line) 71xx ***Includes SEAL 715x and SWCC 717x***

SUB/Nuclear (line) 72xx

Aviation (line) 73xx

Aviation unmanned aircraft (line) 737x

General/Staff (line) 74xx & 75xx

INFO Warfare (line) 78xx

As part of the Surface CWO Community, SEAL and SWCC Warrants directly compete for promotion against CWO Boatswains, Operations Technicians, Engineering/Repair Technicians and Electronics Technicians. To break out amongst this competition it is imperative that CWO FITREPS use standardized Navy language and speak to the established CWO Surface community values.

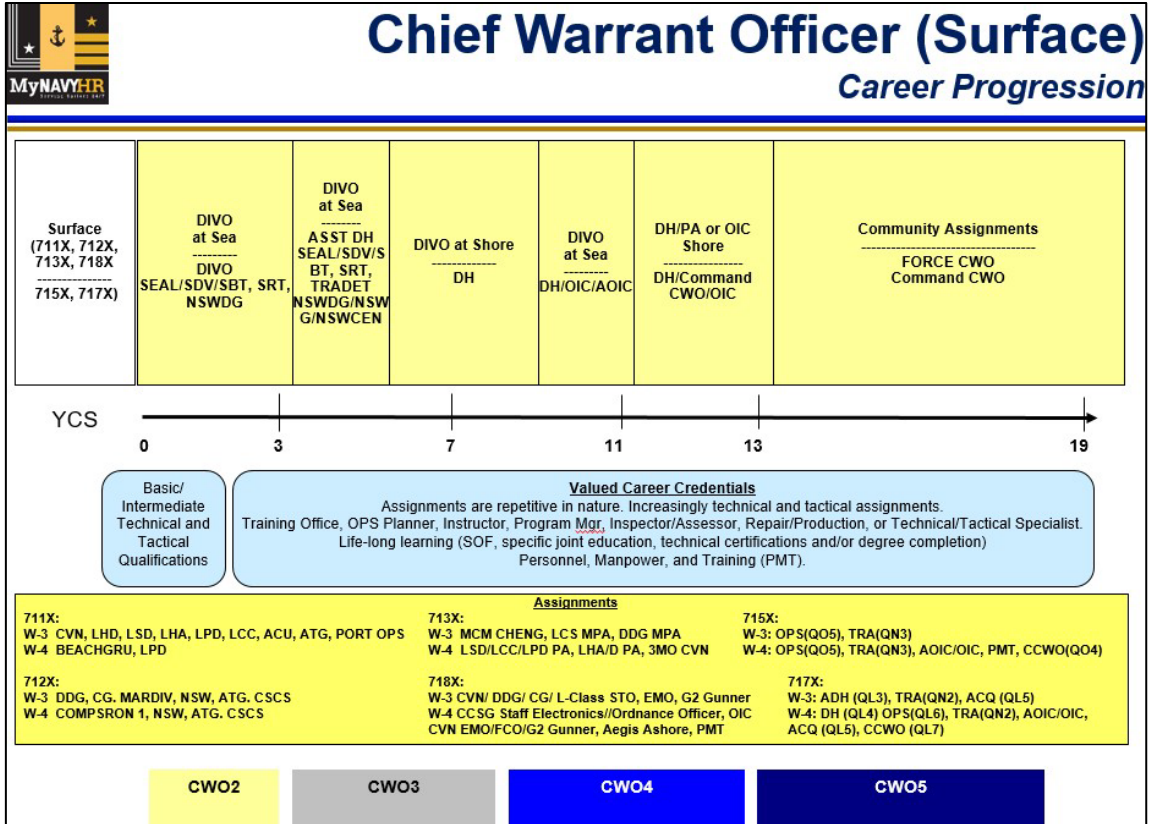


Figure 9. FY-24 Chief Warrant Officer Career Progression.

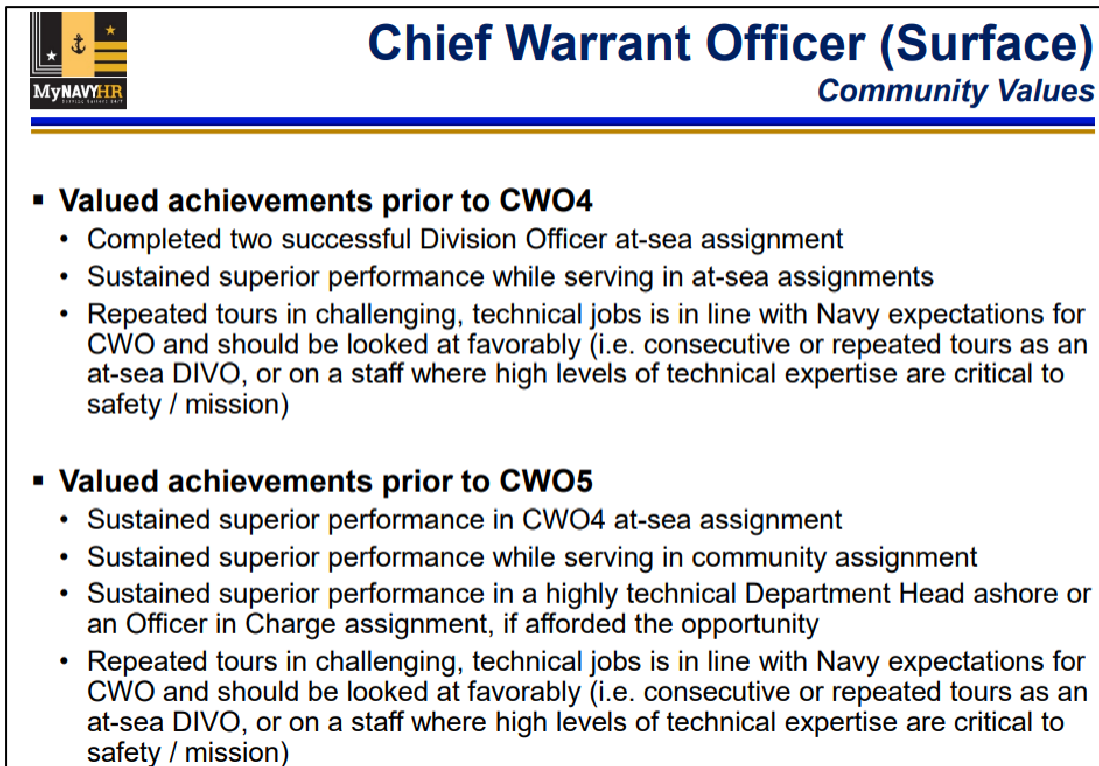


Figure 10. FY-24 Chief Warrant Officer Community Values.

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CWO Community values. “At-sea assignments” mean assigned to a sea UIC, not actively completing deployments. Additionally, CWO billets are by design repetitive in nature, I.E. repetitive tours or time on station at one command. This should not be held against the CWO, especially when he or she is a “one-of/off” – as identified in the Community values. Sustained (and documented) superior performance IS the standard – balanced against type assignment, e.g. sea or shore. It is the CWO’s duty along with reporting senior to spell this out in the FITREP. This has been a historical weak spot for NSW.

Block 29 and 40

The Reporting Senior should use the assigned Officer’s billet title to determine the entry for block 29. NSW specific terminology such as “OPS or Training CWO” should not be used. Deviations from the below chart should be carefully discussed with the echelon III CCWO. As with 1130s, Commanding Officers should not recommend an officer for the next milestone until confident in the recommendation. If a reporting senior gives a milestone recommendation but removes it on a subsequent report, this is a sign of declining performance.

Grade	Opportunity/YCS	Block 29	Block 40
W2	N/A	DIVO	ADH, AOIC, OIC
W3	AFQ 3YCS	ADH, AOIC, OIC	DH, OIC
W4	80-90% 7 YCS	DH, AOIC, OIC	CMD CWO, OIC
W5 (control grade)	30-50% 12-13YCS	CMD CWO	FORCE CWO

Figure 11. Block 29 & 40 examples for CWOs.

Additional CWO Guidance

In general, SEAL & SWCC CWO FITREPs follow the same rules as all others: All about promotion, need to trend up and right (steady progression to EP), need to be at or optimally above RSCA, and break-outs – hard and soft – matter. Additionally, the opening and closing within the block 41 are very important – and should make it clear that the individual, if appropriate, is a top performer (opening statement, with a breakout), and needs to be deep selected or advanced early (closing).

Clear and deliberate **early promote language in opening and closing.**

Examples: Opening – “ONE OF MY MOST TRUSTED ADVISORS!” “XXX IS A TRUE TACTICAL AND TECHNICAL SME!” Closing - “FINEST CWO I HAVE SERVED WITH IN MY 20-YEAR CAREER” or “ONE OF THE BEST OFFICIERS AND LEADERS I HAVE

EVER SERVED WITH” or “DEEP SELECT; PROMOTE THIS TOP PERFORMER AT EARLIEST OPPORTUNITY – OUR SERVICE WILL BE BETTER FOR IT.”

CWOs are often 1 of 1 in a hard breakout. It is critical that high performing CWOs receive a soft breakout against CWOs and JOs. Example: “CWO Timmy is number X of XX among all CWOs and Junior Officers at this command.” If the CWO is at a MAJCOM, you should include officers from the subordinate Commands in the ranking e.g. “CWO Timmy is my number X of XX Officers across all departments, designators and UICS at this MAJCOM!” May also include civilians and senior Officers if breaking out a W4/5. Example: “The #1 Officer in my wardroom of 40, including my senior civilians!” That is an impact statement.

RSCA. Competitive CWOs must be AT or ABOVE RSCA when paired with an MP or EP. An EP below RSCA, even if given inadvertently, will send a negative message to board members. Reporting seniors should consider expending RSCA on top performers and future Command CWOs. Example. A reporting senior with 20 W4 reports and a RSCA of 4.02 who gives a 4.5, sends a strong message to the promotion board.

CWO FITREP Checklist for XOs and reporting Seniors:

-FITREP due dates: W2 September, W3/4/5 March.

-Block 21 (N/A). No sub-category for CWOs. Each designator is part of a competitive category as noted above.

-Block 29. W2 = DIVO; W3 = ADH and W4 = DH. Only different scenario is if CWO is in an OIC, DET AOIC or CMD CWO Position.

-Block 40. See Figure 11

-Block 41. Opening statement with hard or soft breakout. 2-3 bullets, focusing on Leadership and Technical/Tactical Competence. Descriptor statement (“EXTRAORDINARY PLANNER!”) / What member did (“Led a diverse team of 15 in the design, development and implementation of a battle staff training and qualification program”) / Effect (“resulted in measurably elevated levels of mission readiness.”).

Closing statement declaring that “CWO XX is a TOP PERFORMER – ONE THE FINEST I HAVE SERVED WITH IN MY TWENTY YEARS. DEEP SELECT AT EARLIEST AVAILABLE OPPORTUNITY.”



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