



DEPARTMENT OF THE NAVY

TRAINING SQUADRON SEVEN
NAVAL AIR STATION
101 FULLER ROAD SUITE 270
MERIDIAN, MS 39309-5405

TRARONSEVENINST 1611.1L
N1
21 Aug 15

TRAINING SQUADRON SEVEN INSTRUCTION 1611.1L

From: Commanding Officer, Training Squadron SEVEN

Subj: OFFICER FITNESS REPORTS FOR NAVY AND MARINE CORPS

Ref: (a) BUPERSINST 1610.10 series
(b) MCO 1610.7 series

1. Purpose. To establish guidelines and timetables for the submission of Officer Fitness Reports (FITREPs) in Training Squadron SEVEN (VT-7). This instruction amplifies references (a) and (b) to ensure timely submission of FITREPs.

2. Cancellation. TRARONSEVENINST 1611.1K

3. Action. FITREPs will be initiated and completed per the procedures detailed in the following paragraphs. Reference (a) sets the following end dates for all Navy Active Duty and Full Time Support (FTS) Officers for each pay grade:

<u>Pay grade</u>	<u>End date</u>
O-5	30 APR
O-4	31 OCT
O-3	31 JAN
O-2	28/29 FEB
O-1	31 MAY

4. O-3/O-4 Periodic Reports (Navy).

a. The Administrative Officer will:

(1) Initiate each periodic FITREP cycle approximately 40 days prior to the cycle end date.

(2) Provide to affected officers guidance for the completion of blocks 29, 40, and 41 on the FITREP and a timeline for submission to the chain of command.

(3) Convene a ranking board composed of all squadron Department Heads for O-3 FITREP cycles and forward the results to the Executive Officer (XO).

b. Department Heads will receive block 29, 40, and 41 inputs from the officers under their charge, review them for clarity, amend and/or add inputs as desired, and forward to the Commanding Officer's (CO's) Secretary.

c. The CO's Secretary will:

(1) Receive inputs from Department Heads and initiate a FITREP file for each officer using the NavFit software.

(2) Enter all data in blocks 1-28 and block 44 of the FITREP taking care to ensure continuity with the "to" date (block 15) of the previous report.

(3) Forward FITREP files to the XO for further edit.

5. Detachment of Individual Reports (Navy).

a. The CO's Secretary will:

(1) Verify with the affected officer his/her transfer date and provide guidance for the completion of blocks 29, 40, and 41 on the FITREP approximately 30 days prior to that date.

(2) Initiate a FITREP file for the officer using the NavFit software.

(3) Enter all data in blocks 1-28 and block 44 of the FITREP taking care to ensure continuity with the "to" date (block 15) of the previous report.

(4) Forward the completed FITREP file to the XO for further edit.

b. The respective Department Head will receive block 29, 40, and 41 inputs from the detaching officer, review them for clarity, amend and/or add inputs as desired, and forward to the CO's Secretary.

6. Student Officer FITREPs. The Administrative Clerk will complete FITREPs for departing Navy students.

7. Selectively Retained Graduates (SERGRADs). SERGRADs will process and complete FITREPs in accordance with the procedures for other staff officers.

8. Mid-term Counseling. Reference (a) prescribes mid-term FITREP Counseling for all Navy Officers to be performed by

Department Heads or other persons as designated by the CO.
Reference (a) sets the following counseling schedule:

<u>Pay grade</u>	<u>Counseling month</u>
O-5	OCT
O-4	APR
O-3	JUL
O-2	AUG
O-1	NOV

9. Marine Corps. Completion of USMC Instructor FITREPs will be coordinated by the VT-7 Senior Marine in accordance with reference (b). FITREPs should arrive at Headquarters Marine Corps (HQMC) no later than 30 days after the reporting period ends. Reference (b) sets the following end dates for Active Duty Officers for each pay grade:

<u>Pay grade</u>	<u>End date</u>
O-4	31 MAY
O-3	31 MAY
O-2	30 APR and 31 OCT
O-1	31 JAN and 31 JUL

a. Semi-annual and annual FITREPs are not required for Marine Corps Student Naval Aviators. A waiver was authorized by the Commandant and is directed in MMSB-30 letter dated 22 September 2005. This letter is maintained by the VT-7 Senior Marine. Transfer FITREPs are required upon PCS and will be submitted via Marine Online (MRO) and forwarded to the Senior Marine. Reporting Senior is the VT-7 Senior Marine. Reviewing Officer is the Training Wing ONE (TW-1) Senior Marine.

b. All Instructor FITREPs will be submitted via MRO. The reporting chain for Instructors will be as follows:

(1) O-4. The Reporting Senior is the CO and the Reviewing Officer is the TW-1 Senior Marine.

(2) O-3 and Below. The Reporting Senior is VT-7 Senior Marine and the Reviewing Officer is the CO.


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