



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
 TRARON EIGHT SIX
 390 SAN CARLOS RD SUITE G
 PENSACOLA FLORIDA 32508-5503

IN REPLY REFER TO:

TRARONEIGHTSIXINST 1610.1G

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15 SEP 2014

TRARON EIGHT SIX INSTRUCTION 1610.1G

From: Commanding Officer, Training Squadron EIGHT SIX

Subj: POLICY FOR THE SUBMISSION OF NAVAL OFFICER FITNESS REPORTS AND MARINE CORPS OFFICER FITNESS REPORTS

Ref: (a) BUPERSINST 1610.10C
 (b) MCO P1610.7F

1. Purpose. To provide guidance and set policies to ensure the timely and accurate submission of Naval Officer Fitness Reports (FITREP) and Marine Corps Officer Fitness Reports per references (a) and (b).

2. Cancellation. TRARONEIGHTSIXINST 1610.1F

3. Discussion. This instruction establishes procedures, date requirements, and timelines for the submission of FITREPs. References (a) and (b) provide administrative guidance for actual form preparation and mailing procedures.

4. Action. The following tables provide guidance for various steps in the fitness report routing and signature process.

a. Navy

Type of Report	Midterm Counseling Month	Worksheets to DHs	Worksheets Back to CO/XO Sec	Roughs to CO/XO	Smooth to CO/XO	Ending Date of Report	Not Later Than Date for Mail
O-5	Oct	Coordinate with CTW-6				30 Apr	15 May
O-4	Apr	15 Aug	15 Sep	01 Oct	15 Oct	31 Oct	15 Nov
O-3	Jul	15 Nov	15 Dec	01 Jan	15 Jan	31 Jan	15 Feb
O-2	Aug	15 Dec	15 Jan	01 Feb	15 Feb	28 Feb	15 Mar
O-1	Nov	15 Mar	15 Apr	01 May	15 May	31 May	15 Jun

b. Marine Corps

Type of Report	Roughs to Senior Marine	Smooth to CO/XO	Ending Date of Report	Not Later Than Date for Mail
O-5	Coordinate with CTW-6		31 May	30 Jun
O-4	01 Jun	15 Jun	31 May	30 Jun
O-3	01 Jun	15 Jun	31 May	30 Jun
O-2	As per MOU 1610.1 MATSG Pensacola and			
O-1	MATSG Corpus Christi			

c. Change of Command (COC)

Type of Report	Worksheets to DHs	Worksheets Back to CO/XO Sec	Roughs to CO/XO	Smooth to CO/XO	Ending Date of Report	Not Later Than Date for Mail
All Navy Staff	60 days prior	40 days prior	30 days prior	15 days prior	Date of COC	15 days after COC

d. Quick Reference. The following table is provided from reference (a), enclosure (2), page 1-21 for quick reference.

Maximum Limits on "Early Promote" and "Must Promote" Recommendations

Summary Group Size	Early Promote	Must Promote (May be increased by one for each Early Promote recommendation not used)				Promotable
	E1-E9 LDO 01/02 W2-W5 O3-O6	E1-E5 (see note) W2 LDO 01-02 O3	E5-E6 (see note)	E7-E9 W3-W5 O4	O5-O6	O1-O2 (ALL EXCEPT LDO)
1	1					
2	1					
3	1	No Limit	1	1	1	No Limit
4	1		1	1	1	
5	1		2	2	2	
6	2		2	1	1	
7	2		3	2	1	
8	2		3	2	2	
9	2		4	3	2	
10	2		4	3	2	
11	3		4	3	2	
12	3		5	3	2	
13	3		5	4	3	
14	3		6	4	3	
15	3		6	5	3	
16	4		6	4	3	
17	4		7	5	3	
18	4		7	5	4	
19	4		8	6	4	
20	4		8	6	4	
21	5		8	6	4	
22	5		9	6	4	
23	5		9	7	5	
24	5		10	7	5	
25	5		10	8	5	
26	6		10	7	5	
27	6		11	8	5	
28	6		11	8	6	
29	6		12	9	6	
30	6		12	9	6	

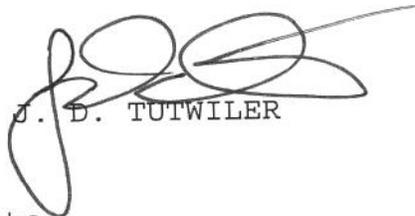
Table 1-3

5. Responsibilities. The responsibility assignments for the various steps within the submission process are as follows:

a. Navy and Marine Corps FITREPs

- (1) Navy Mid-term Counseling: CO/XO
- (2) Worksheets to Department Heads: CO/XO Secretary or Executive Assistant
- (3) Worksheets back to CO/XO Secretary: Department Heads
- (4) Roughs to CO/XO: CO/XO Secretary
- (5) Mailing of reports: CO/XO Secretary

6. Delegated Authority. Per reference (a), the Commanding Officer has overall responsibility for the submission of officer fitness reports on all personnel who have reported to the Commanding Officer for permanent, temporary, or additional duty under competent written orders. The Commanding Officer is authorized to delegate his signature authority for student officer fitness reports on those personnel assigned to Training Squadron EIGHT SIX. The Student Control Officer is the only officer who has the authority to sign Student Officer Fitness Reports. The Student Control Officer will not sign FITREPs if they are adverse in nature (i.e. mark of 1.0, progressing, or significant problems).



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Distribution:

Electronic only, via VT-86 Website:

<https://www.cnatra.navy.mil/tw6/vt86/Instructions.asp>