Purpose

This document provides some introductory guidance on
FITREPS and it will allow junior 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 a 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 Report – OSR
Personnel 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, Letters to the Board, Personnel Summary
Report (PSR, available on BOL) and Officer Summary Record
(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

FITREPS 101
A Beginner’s Guide to Fitness Reports
PERS-42:
Submarine and Nuclear Officer Assignments

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**Trait Averages**

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 of a particular pay grade. 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 this ranking until you transfer or it changes.

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.

**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 offcrew, 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.

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