



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL SURFACE AND MINE  
WARFIGHTING DEVELOPMENT CENTER  
4170 NORMAN SCOTT ROAD, SUITE 4  
SAN DIEGO, CALIFORNIA 92136-5519

IN REPLY REFER TO

NAVSURFMINEWARDEVCCENINST 1402.2B  
N3/7

NAVSURFMINEWARDEVCCEN INSTRUCTION 1402.2B

From: Commander, Naval Surface and Mine Warfighting Development Center

Subj: WARFARE TACTICS INSTRUCTOR PROGRAM APPLICATION GUIDANCE

Encl: (1) WTI Program Application Template  
(2) Sample WTI Application Enclosures  
(3) Commanding Officer's Guidance

1. Purpose. The purpose of this instruction is to establish policies and procedures that govern and support the Warfare Tactics Instructor (WTI) application process. This instruction and enclosures apply to all Naval Surface and Mine Warfighting Development Center (SMWDC) WTI applications.

2. Cancellation. NAVSURFMINEWARDEVCCENINST 1402.2A.

3. Background

a. The function of the WTI application process is to identify officers for participation in the WTI program. WTIs are the center of gravity for SMWDC, and vital to the readiness of the Surface Warfare community to fight and win across the spectrum of high-end operations. They must be naturally curious about warfighting and tactics, and ready and able to build warfighting expertise in warships and on warfare commander staffs.

b. WTIs are Warriors-Thinkers-Teachers, who must be credible, approachable, and humble. Specifically, WTIs may be called upon to:

(1) Warrior:

(a) Participate in Surface Warfare Advanced Tactical Training (SWATT), to include training and assessing individuals, units, and staffs on tactics, techniques, and procedures (TTP).

(b) Plan and execute live fire exercises.

(c) Provide support to ships, squadrons, strike groups, fleet commanders, Naval component commanders, and combatant commanders in advanced warfighting tactics.

(2) Thinker:

- (a) Develop, validate, standardize, publish, and revise doctrine and TTP.
- (b) Provide input to other Warfare Development Commands to ensure alignment of doctrine and TTPs both between all mission areas as well as between the operational and tactical levels of war.
- (c) Tactical thinking is a priority. WTIs will innovate, experiment, war-game, and engage in modeling and simulation to create concept capabilities for the Fleet of the future.
- (d) Provide oversight and support of technical research to other Navy organizations, including Office of Naval Research (ONR), Space and Naval Warfare Systems Command (SPAWAR), Naval Sea Systems Command (NAVSEA), etc.

(3) Teacher:

- (a) If selected to a billet at a WTI schoolhouse, become a subject matter expert (SME) and teach SME topics.
- (b) Teach advanced tactics at SWATT inport training events.
- (c) As a humble, credible, and approachable expert, seek out and provide informal training at the individual or unit level.
- c. Applicants can find an application template in enclosure (1) and a sample application in enclosure (2).
- d. Commanding Officers can find additional information on identifying potential WTI candidates, career planning factors for WTIs, and the importance of the program to the Surface community in enclosure (3).

4. Standard for WTI selection

- a. The standard for WTI selection is best among fully qualified candidates. SMWDC will conduct selection boards throughout the year in conjunction with PERS-41 Junior Officer shore slates. Selection for the WTI program does not guarantee assignment to a WTI billet; that responsibility resides with the Director, Surface Officer Distribution, Navy Personnel Command.
- b. Fully Qualified. Fully qualified WTI candidates are Surface Warfare Officer (SWO) qualified, have a recommendation from their most recent afloat Commanding Officer (CO), are eligible to be granted a top secret (TS)/sensitive compartmented information (SCI) clearance, and have a history of passing the physical readiness assessment. The CO's recommendation and traditional performance indicators such as fitness reports, performance summary reports (PSR), and physical fitness assessment (PFA) (Body Composition Assessment (BCA) and previous

summary of PFA scores) are the primary determinants of a candidate being fully qualified to be a WTI.

c. Best Qualified. Best qualified WTI candidates have demonstrated superior performance in at-sea assignments, and are genuinely fascinated with warfighting. They are intrinsically motivated to advance their warfighting knowledge and skills, and are capable of effectively communicating and passing their knowledge along to others. They are professional, articulate, disciplined, credible, confident, and passionate about their chosen discipline. In summary, best qualified candidates have consistently demonstrated potential to be a Warrior-Thinker-Teacher. Primary indicators for best qualified candidates are detailed and frank assessments of WTI potential from a current or former afloat CO and the candidate's personal statement. Additionally, documented recommendations for WTI, other competitive programs, and future career milestones (in FITREP blocks 40 and 41) will be viewed favorably by the board.

d. Additional Board Considerations. WTI selection boards will take into consideration additional factors when assessing and selecting top talent. Selection for Department Head, and acceptance of the Department Head Retention Bonus (DHRB) are indications of long-term commitment to the Surface Warfare community, Navy, and subsequent viability as a WTI.

e. These considerations and other factors are not requirements or discriminators for WTI selection. They are simply indicators of potential that may be conveyed to and considered by the WTI selection boards. The absence of one or all of these additional factors is not sufficient grounds for a candidate's non-selection as a WTI. However, careful consideration of one or more additional factors may result in the selection of an otherwise not selected candidate. Additional guidance is provided below:

(1) Non-commitment to DHRB will not be viewed negatively by the board and will not be a reason for non-selection. The one exception is the accelerated warfighter program. Officers who go through the WTI program prior to their second Division Officer tour are required to sign DHRB.

(2) Lack of tactical/operational experience, advanced qualifications, and diversity of sea tours will not be a reason for non-selection.

5. Options for WTI timing. There are many paths to becoming a WTI; no option is off the table to include packaging WTI training, production, and graduate education. If you or one of your Officers meets the selection standards, are passionate about warfighting, and are interested in pursuing WTI training and a production tour, contact SMWDC at [SWO\\_WTI@navy.mil](mailto:SWO_WTI@navy.mil) and PERS-41. Several options are listed below:

a. Standard. Selected for the WTI program as a second tour Division Officer, the candidate completes the WTI curriculum and a production tour during the first shore tour. The standard timeline optimizes WTI production and professional development for the WTI and opportunities to learn and increase Surface Force tactical readiness.

b. Post Division Officer, Second Shore Tour (PDO-2). In some circumstances, timing will support multiple shore tours between Division Officer and Department Head pipeline start. Timing is the significant factor for this option.

c. Accelerated Warfighter. Selected for the WTI program as a first tour Division Officer, the candidate completes the WTI curriculum between the first and second Division Officer tours (on separate ships) and a production tour during the first shore tour. DHRB is required for this option.

d. Division Officer Sequencing Plan (DOSP) WTI. Similar to accelerated warfighter option. The candidate completes the WTI curriculum between the first and second Division Officer tours (Fleets up on the same ship) and a production tour during the first shore tour. DHRB is required for this option.

e. Post Department Head. Selected for the WTI program as a Department Head, the candidate completes the WTI curriculum and a production tour during a post Department Head shore tour.

6. Feedback. In order to continually improve the application process, feedback should be provided to the WTI Program Manager at SWO\_WTI@navy.mil.

7. Review responsibility. The N3/7 is responsible for the maintenance and annual review of this instruction.

A handwritten signature in black ink, appearing to read 'C. K. Barnes', with a horizontal line extending to the right.

C. K. BARNES  
Deputy

**WTI Program Application Template**

1520  
Code/Serial #  
DD Mon YY

From: LCDR/LT/LTJG/ENS \_\_\_\_\_, USN, Designator

To: Commander, Naval Surface and Mine Warfighting Development Center

Via: Commanding Officer, USS SETSAIL (DDG 1)

Subj: WARFARE TACTICS INSTRUCTOR APPLICATION

- Encl: (1) Current and/or previous Commanding Officer Afloat Recommendation  
(2) Applicant Personal Letter  
(3) All fitness reports (If already a Department Head, only the Department Head FITREPs are required)  
(4) Verification of current BCA and PRIMS summary of previous PFA scores  
(5) Applicant Official Color Photo  
(6) Applicant Biography  
(7) Applicant OSR (pdf PSR PART I)  
(8) Applicant PSR (pdf PSR PART III)

1. The following nomination package is submitted for consideration to the Navy Surface Warfare Tactics Instructor (WTI) program. Required information is provided below and in attached enclosures.

a. Personal Background:

- (1) First, Middle Initial, Last, Rank, Designator
- (2) PRD: MMMYY
- (3) Promotion Year Group/Commissioning Month:
- (4) Current billet:
- (5) Previous billets:

(a) Anti-Submarine Warfare Officer, USS UNDERWAY (XX ##), Norfolk, VA,  
June 2007-August 2009

(b) Fire Control Officer, USS UNDERWAY (XX ##), Yokosuka, Japan,  
November 2009-April 2011

- (6) DOD ID #:

Enclosure (1)

(7) Personal Contact:

- (a) Work Email:
- (b) Personal Email:
- (c) Work Phone:
- (d) Cell Phone:

(8) Current or previous afloat Commanding Officer contact:

- (a) Work Email:
- (b) Work Phone:

b. WTI Community preference: (IAMD, AMW, ASW/SUW)

- (1) Primary:
- (2) Alternate: (as applicable)
- (3) Tertiary: (as applicable)

c. Preferred billet assignment for WTI production tour:

- (1) SMWDC:
  - a) Head Quarters- San Diego
  - b) Sea Combat Division- San Diego
  - c) Amphibious Warfare Division- Little Creek
  - d) Integrated Air and Missile Defense Division- Dahlgren
- (2) Others:
  - a) Center for Surface Combat Systems
  - b) Afloat Training Group
  - c) Office of Naval Intelligence
  - d) Expeditionary Warfare Training Group

- e) Undersea Warfare Development Center
- f) Surface Warfare Officer School

d. Qualifications, watch positions and additional designations:

- (1) Anti-Air Warfare Coordinator (Example)
- (2) Anti-Submarine Warfare Evaluator (Example)

e. Individual participation in applicable exercises and/or deployed operations (i.e. "performance at sea"):

- (1) USS XXX (XXX XX):

(a) Multiple ASW certifications and exercises during workups and deployments to Fourth, Fifth, and Sixth Fleets.

- (2) USS XXXX (XXX XX):

(a) MULTISAIL 2010: As AAWC, I planned and executed two live fire Standard Missile engagements that successfully intercepted inbound targets beyond predicted ranges.

(b) Valiant Shield 2010: Coordinated ASW and AAW exercises.

(c) West Sea Operations 2010: Coordinated ASW and AAW exercises.

(d) Korea BMD Operations December 2010: Coordinated BMD and AAW readiness during real world operations.

(e) Operation Tomodachi: Coordinated CIC readiness.

f. Subject matter expert areas or instructional/training experience:

- (1) Integrated Air and Missile Defense (give specifics)
- (3) Anti-Submarine Warfare (give specifics)
- (4) Surface Warfare (give specifics)
- (5) Ballistic Missile Defense (give specifics)

g. Tactical courses completed.

- (1) Anti-Submarine Warfare Evaluator- March 2008 (example)

(2) SWOS Advanced Ship handling and Tactics- November 2008 (example)

(3) Aegis CSO Track II- November 2009 (example)

(4) Aegis BMD Systems/TACOPS- November 2009 (example)

h. List of billets and the position held (include number of personnel supervised):

(1) USS XXX (XXX XX): Anti-Submarine Warfare Officer, Public Affairs Officer, Combat Systems Training Team, responsible for 10 personnel.

(2) USS XXXX (XXX XX): Fire Control Officer, Ballistic Missile Defense Officer, Combat Systems Training Team, responsible for 24 personnel.

(3) Flag Aide, Naval Strike and Air Warfare Center (NSAWC) Selected to serve as Flag Aide for NSAWC Commander; responsible for Admiral's schedule and 7 personnel.

(4) Student, Naval Postgraduate School, Graduate School of Business and Public Policy, Masters of Business Administration in Financial Management

i. I have/have not signed DHRB. (as applicable)

j. I do/do not have co-location application on file. My husband/wife/spouse/partner is stationed at XX. (as applicable)

k. I have/have not applied for other special programs. I have applied for XX. (as applicable)

l. I have/do not have a Government Travel Card and a Defense Travel System (DTS) account.

m. I understand that I must apply for a Top Secret clearance and I have my Commanding Officer's support to do so.

n. I understand that, if accepted I will be detailed to a follow-on WTI production shore tour aligned with standard career progression. In addition, I understand consideration will be given to my Department Head/follow-on slating to leverage my WTI expertise for the benefit of the Navy.

I. M. SAILOR

Sample WTI Application Enclosures



DEPARTMENT OF THE NAVY

FPOAE [REDACTED]

1520

Ser [REDACTED]

From: Commanding Officer, USS [REDACTED]  
To: Commander, Naval Surface and Mine Warfighting  
Development Center

Subj: ENDORSEMENT OF LTJG [REDACTED] USN

1. [REDACTED] is a willing mentor, eager learner, and avid tactician. He provides skills and experience that are critical to [REDACTED]'s training phases and deployment as well as patient, valued instruction to a new cadre of watchstanders and fellow Junior Officers.
2. He has demonstrated a talent for teamwork and flexibility, forging rewarding personal ties with Carrier Strike Group TEN as well as others across the waterfront. [REDACTED] creation of a personal network has had a measured, positive effect on [REDACTED]'s anti-terrorism program as well as prospects for coherent responses to waterborne threats.
3. LTJG [REDACTED] has been hand-picked to perform as our Surface Warfare Coordinator (SUWC) during Surface and Air Warfare Basic Phase certification events, as well as [REDACTED]'s Cruise Missile Tactical Qualification (CMTQ) course. He is also filling this role during our Board of Inspection and Survey (INSURV) "Shoot All Guns" and Area Defense/Self-Defense rehearsals and demonstrations. Additionally, [REDACTED] will act as our Anti-Submarine Warfare Coordinator (ASWC) and Anti-Submarine Warfare Evaluator (ASWE) for our Undersea Warfare (USW) certification and for our INSURV USW demonstration.
4. [REDACTED] has had the opportunity to mentor two junior Ensigns in CG Division; they have quickly become two of my strongest first tour division officers and are racing towards their own Surface Warfare Officer qualifications. Their continued success, as well as that of CG as a whole, and the Anti-Terrorism and Visit, Board, Search, and Seizure programs, is a testament to [REDACTED]'s leadership and organizational abilities. Additionally, his mentorship has been essential to the qualifications of ten new Anti-Terrorism Tactical Watch Officers (ATTWO) and two SUWCs.

Enclosure(1)

Enclosure (2)

5. I am absolutely confident that [REDACTED] will be a prized asset to the Warfare Tactics Instructor program and that his knowledge and capabilities will be valued by his superiors, his peers, and his prospective students; he has my strongest recommendation for selection for your program. /

[REDACTED]

Enclosure (1)

From: LT [REDACTED] USN, XXX-XX-[REDACTED]/1110  
To: Commander, Naval Surface and Mine Warfighting Development  
Center

Subj: PERSONAL STATEMENT FOR IAMJ WTI SELECTION

I was fortunate enough to serve alongside the finest crew onboard USS [REDACTED] (DDG [REDACTED]) for my second Division Officer tour. I was also blessed with a [REDACTED] division that was relentless in its pursuit of system reliability and overall effectiveness. It was truly an honor to manage the weapon system that served as the focal point of our warfighting capabilities. My introduction into the realm of [REDACTED] sparked an immediate interest in advancing my tactical knowledge and overall combat watch standing abilities. I desire to become an [REDACTED] WTI to further augment my tactical understanding of how to fight the ship, utilize our weapon systems, and have the opportunity to continue teaching the next generation of Surface Warriors. My tour as [REDACTED] Officer has solidified my decision to further devote myself to the Surface Navy and grow as a tactician, teacher and leader.

I believe that my selection as [REDACTED] WTI would be a valuable investment for the Surface Community. While onboard USS [REDACTED] I was able to quickly qualify as [REDACTED] Warfare Coordinator and devote myself to becoming the residential expert on [REDACTED]. At that point, I had already qualified as Engineering Officer of the Watch and was therefore able to completely focus on the combat realm. I made it a personal goal to become the most proficient watch stander. I dedicated free time to studying and learning enemy tactics and capabilities. I was later fortunate enough to stand [REDACTED] Warfare Coordinator during a 7th, 3rd and 4th Fleet AOR deployment where I was directly responsible for [REDACTED] exercise coordination with 2 separate [REDACTED]. I was selected to serve as an [REDACTED] Liaison Officer onboard [REDACTED] during UNITAS PACIFIC and UNITAS ATLANTIC [REDACTED] in order to maximize integrated training. At the conclusion of our 2015 deployment, I was given the opportunity to board for Tactical Action Officer and successfully earned my qualification.

I spent a majority of my second tour rebuilding the Surface Warfare University program in order to properly train the future generation of Junior Officers. The three tier approach was successful in shifting the wardroom focus to a "warfighting first" mentality as well as honing in on tactical skills and sharpening the proverbial mental blade. The program in place proved to be beneficial in expanding my tactical knowledge across other warfare areas in order to become a better multi

Enclosure (2)

dimensional Tactical Action Officer. My dedication to the cause is unparalleled and I will continue to train and dedicate myself to all the requirements of an accomplished Naval Officer. This includes my inherent obligation to train those who desire to continue making the Navy better.

I yearn for the opportunity to prove myself and become an [REDACTED] WTI. Given the tools afforded to me from the program I could successfully utilize them to better train Junior Officers in tactics and also translate those skills into developing as a future Department Head and leader. I am looking forward to accessing the latest technology that our community has to offer. I am extremely proud and honored to be a Surface Warfare Officer and if selected as an [REDACTED] WTI, I will continue to strive for perfection and pass down those pertinent skills needed to make the next generation of warfighters well equipped and ready to fight.

Very Respectfully,

[REDACTED]

Enclosure (2)

**FITNESS REPORT & COUNSELING RECORD (W2-O6)**

RCS BUPERS 1616-1

1 Name (Last, First, Middle Initial)		2 Grade/Rate	3 Duty Station	4 SSN
5 ACT <input checked="" type="checkbox"/> FTI <input type="checkbox"/> MACT <input type="checkbox"/> AT/ADSW <input type="checkbox"/> 245		6 UIC	7 Ship/Station	8 Promotion Status
10 Occasion for Report		11 Detachment of Individual <input type="checkbox"/>		12 Detachment of Reporting Senior <input checked="" type="checkbox"/>
13 Special <input type="checkbox"/>		14 From 16MAR01		15 To 16APR29
16 Not Observed Report <input type="checkbox"/>		17 Regular <input checked="" type="checkbox"/>		18 Concurrent <input type="checkbox"/>
19 Ops/Cdr <input type="checkbox"/>		20 Physical Readiness		21 Biller Subcategory (if any)
22 Reporting Senior (Last, FI MI)		23 Grade	24 Duty Station	25 Title
26 UIC		27 SSN		28 000-00-0000
29 Command employment and command achievements Sustainment Phase, Ready Duty Ship, Battle "E" Award, Baseline 9C OT, TOWEX, READ-E 3, CMAV 6A2, SMC 1.2, SAR 1.263, HOB-A 1.142, Change of Command.				
30 Primary/Command/Workstanding dates (Enter primary duty observation in box.)				

For Mid-term Counseling Use (When completing FITREP, enter 30 and 31 from counseling worksheet, sign 32)	30 Date Counselor	31 Counselor	32 Signature of Individual Counselor
	NOT REQ		

PERFORMANCE TRAITS 1 0 - Below standard/not progressing or UNSAT in any one standard; 2 0 - Does not yet meet all 3 0 standards; 3 0 - Meets all 3 0 standards; 4 0 - Exceeds most 3 0 standards; 5 0 - Meets overall criteria and most of the specific standards for 3 0. Standards are not all inclusive.

PERFORMANCE TRAITS	1 0 Below Standards	2 0 Progressive	3 0 Meets Standards	4 0 Above Standards	5 0 Greatly Exceeds Standards
<b>33 PROFESSIONAL EXPERTISE</b> Professional knowledge and qualifications HOB <input type="checkbox"/>	-Lacks basic professional knowledge to perform effectively -Cannot apply basic skills -Fails to develop professionally or achieve timely qualifications		-Has thorough professional knowledge -Competently performs both routine and new tasks -Steadily improves skills, achieves timely qualifications		-Recognized expert, sought after to solve difficult problems -Exceptionally skilled, develops and executes innovative ideas -Achieves consistently advanced qualifications
<b>34 COMMAND OR ORGANIZATIONAL CLIMATE/EQUAL OPPORTUNITY</b> Contributing to growth and development, human work, community HOB <input type="checkbox"/>	-Actions counter to Navy's mission/mission goals -Uninvolved with mentoring or professional development of subordinates -Actions counter to good order and discipline and negatively affect Command/ Organizational climate -Demonstrates exclusionary behavior (with respect to values differences from cultural diversity)		-Positive leadership supports Navy's intended mission goals. Active in decreasing attrition -Actions actively mentor/support subordinates' personal/professional growth -Demonstrates appreciation for contributions of Navy personnel. Positive influence on Command climate -Values differences as strengths. Fosters atmosphere of acceptance/inclusion per EDPEO policy.		-Meets duty contributes to Navy's increased readiness and reduced mission objectives -Proactive leader/mentor/manager involved in subordinates' personal development leading to professional growth/mission accomplishment -Mentors support program for military, civilian, and families to achieve exceptional Command and Organizational climate -The result of achievement. Develops and cultivates by valuing differences as strengths
<b>35 MILITARY BEARING/ CHARACTER</b> Appearance, conduct, physical fitness, adherence to Navy Core Values HOB <input type="checkbox"/>	-Consistently unsatisfactory appearance -Unsatisfactory demeanor or conduct -Unable to meet one or more physical readiness standards -Fails to live up to one or more Navy Core Values. HONOR. COURAGE. COMMITMENT.		-Excellent personal appearance -Excellent demeanor or conduct -Complies with physical readiness program -Always lives up to Navy Core Values HONOR. COURAGE. COMMITMENT		-Exemplary personal appearance -Exemplary representative of Navy -A leader in physical readiness program -Exemplifies Navy Core Values HONOR. COURAGE. COMMITMENT
<b>36 TEAMWORK</b> Contributions toward team building and team results HOB <input type="checkbox"/>	-Creates conflict, unwilling to work with others, puts self above team -Fails to understand team goals or teamwork techniques -Does not take direction well		-Reinforces others' efforts, meets personal commitments to team -Understands team goals, employs good teamwork techniques -Accepts and offers team direction		-Team builder, inspires cooperation and progress -Takes initiative, focuses goals and techniques for team -The best at accepting and offering team direction
<b>37 MISSION ACCOMPLISHMENT AND INITIATIVE</b> Taking initiative, planning/monitoring, achieving mission. HOB <input type="checkbox"/>	-Lacks initiative -Unable to plan or prioritize -Does not maintain readiness -Fails to get the job done		-Takes initiative to meet goals -Plans/prioritizes effectively -Maintains high state of readiness -Always gets the job done.		-Develops innovative ways to accomplish mission -Plans/prioritizes with exceptional skill and foresight -Maintains superior readiness, even with limited resources -Gets jobs done earlier and for better than expected

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ENCLOSURE (3)

**FITNESS REPORT & COUNSELING RECORD (W2-O6) (cont'd)**

RCS BUPERS 1610-1

1. Name (Last, First, Middle Initial)		2. Grade/Rate <b>LTJG</b>		3. Desig <b>1110</b>		4. SSN		
PERFORMANCE TRAITS	10 <sup>+</sup> Below Standards	20 Progressing	30 Meets Standards	40 Above Standards	50 Greatly Exceeds Standards			
<b>38. LEADERSHIP</b> Organizing, motivating and developing others to accomplish goals.	<ul style="list-style-type: none"> <li>Neglects growth/development in welfare of subordinates</li> <li>Fails to organize, create problems for subordinates</li> <li>Does not set or achieve goals relevant to command mission and vision</li> <li>Lacks ability to inspire, coach or tolerate stress</li> <li>Inadequate communication</li> <li>Takes unnecessary hazards or unsafe practices</li> </ul>		<ul style="list-style-type: none"> <li>Effectively promotes growth/development in subordinates</li> <li>Organizes successfully, implementing process improvements and efficiencies</li> <li>Identifies/observes useful realistic goals that support command mission</li> <li>Performs well on stressful situations</li> <li>Clear, timely communication</li> <li>Ensures safety of personnel and equipment</li> </ul>		<ul style="list-style-type: none"> <li>Inspiring motivator and leader, subordinates reach highest level of growth and development</li> <li>Superb organizer, great forethought, develops process improvements and efficiencies</li> <li>Leadership achievements dramatically further command mission and vision</li> <li>Persuasive through the toughest challenges and inspires others</li> <li>Exceptional communicator</li> <li>Makes subordinates safety-conscious, maintains top safety record</li> <li>Continuously improves the personal and professional lives of others</li> </ul>	<input checked="" type="checkbox"/>		
<b>39. TACTICAL PERFORMANCE.</b> (Warfare qualified officers only) Basic and tactical employment of weapons systems	<ul style="list-style-type: none"> <li>Has difficulty attaining qualification expected for rank and experience</li> <li>Has difficulty in ship(s), aircraft or weapons systems employment</li> <li>Below others in knowledge and employment</li> <li>Warfare skills in specialty are below standards compared to others of same rank and experience</li> </ul>		<ul style="list-style-type: none"> <li>Attains qualifications as required and expected</li> <li>Capably employs ship(s), aircraft, or weapons systems. Equal to others in warfare knowledge and employment</li> <li>Warfare skills in specialty equal to others of same rank and experience</li> </ul>		<ul style="list-style-type: none"> <li>Fully qualified at appropriate level for rank and experience</li> <li>Superiorly employs ship(s), aircraft, or weapons systems. Well above others in warfare knowledge and employment</li> <li>Warfare skills in specialty exceed others of same rank and experience</li> </ul>	<input checked="" type="checkbox"/>		
40. I recommend screening this individual for next career selection(s) as follows. (maximum of two) Recommendations may be for competitive schools or duty assignments such as: SCP, Dept Head, XO, DTC, CO, Major Command, War College, PG School.						DEPT HEAD A FLOAT		PG SCHOOL
41. COMMENTS ON PERFORMANCE: * All 10 marks, three 20 marks, and 10 marks in Block 34 must be specifically substantiated in comments. Comments must be verifiable. Font must be 10 or 12 Point (88 or 12 Point) only. Use upper and lower case.								
<p style="text-align: center;">                     *** MY #1 OF 32 DIVISIONS OFFICERS IN A 4-TIME BATTLE "E" AWARD WINNING WARDROOM! ***                      *** FIRE AND FORGET DIVISION OFFICER...AIR DEFENSE HINJA...STALWART WATCHSTANDER ***                      - <b>COMMAND PRESENCE.</b> Led CF Division through sustainment phase following a demanding MISTPAC deployment through the "best executed READ-3 on the Pearl Harbor waterfront." His contributions during READ-E 3 preparations provided [redacted] with an AEGIS Weapon System that accounted for 80 hours of BFTT scenario training for over 48 watchstanders and four Combat Watchteams. His actions resulted in Air Warfare re-certification achieving a score of 100% and directly contributed to [redacted] receiving a fourth Battle "E" award for 2015.                      - <b>EFFICIENT MANAGER.</b> An essential contributor while activated as assist ship during THIRD Fleet Baseline 9C testing for JOHN PAUL JONES. Expertly led and managed the maintenance and operation of the AEGIS Weapon System and CEC. His leadership resulted in optimized system reliability allowing for surface and air engagements in a multi-ship network environment including successful utilization of the SM-6 missile.                      - <b>DYNAMIC TACTICIAN.</b> As Air Warfare CSIT leader, he personally groomed, trained and qualified 4 AAWCs. A recognized tactical SME and my most trusted junior Officer watch stander, he was hand selected as the lead AAWC for READ-E 3 sustainment events.                      *** LTJG [redacted] IS A FRANCHISE PLAYER! READY NOW FOR DEPT HEAD A FLOAT! ***                 </p>								
Promotion Recommendation	MOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	44. Reporting Senior Address COMMANDING OFFICER	
42. INDIVIDUAL				X			[redacted]	
43. SUMMARY	<input checked="" type="checkbox"/>	0	0	7	0	0	[redacted]	
45. Signature of Reporting Senior [redacted]				46. Signature of Individual evaluated "I have read this report, been apprised of my performance, and understand my role in submit a statement" I intend to submit a statement <input type="checkbox"/> I do not intend to submit a statement <input checked="" type="checkbox"/>				
Member Trait Average		Summary Group Average		[redacted]		Date: 27 APR 18		
47. Typed name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report								
Date								

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ENCLOSURE (3)

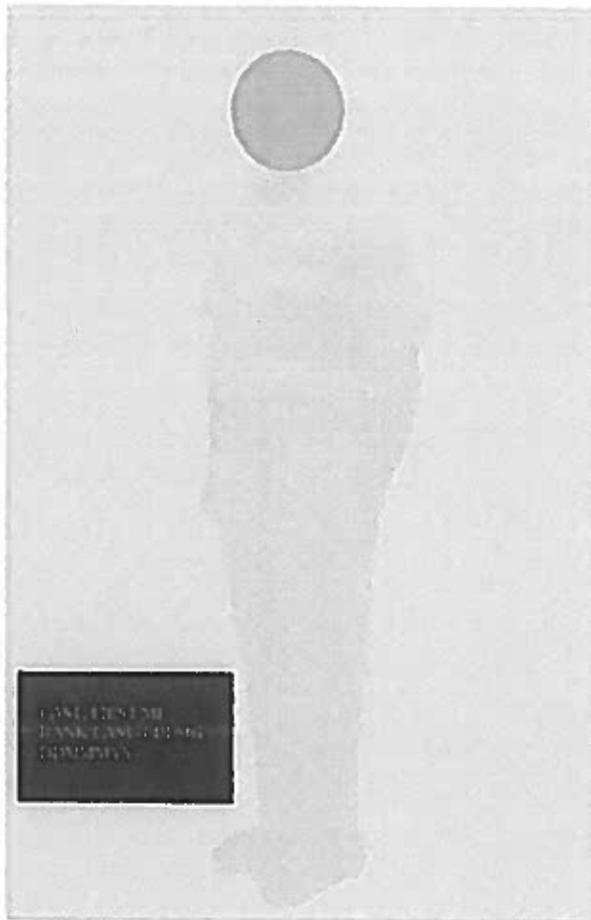
**PRIMS**  
 Physical Readiness Information Management System  
**PFA Listing All Cycles**

UIC [REDACTED]

COID	PFAID	DATE	USA Assignment	TRF	PFA Results	PFA Date	USA Participation	PFA Event Status	REMARKS
2016 1	53824	04/29/2016	Participant		Pass	05/04/2016	Participant		OUTSTANDING MEDIUM
2015 2	53824	11/03/2015	Participant	19	Pass	11/06/2015	Participant		EXCELLENT
2015 1	53824	09/11/2015	Participant	14	Pass	09/13/2015	Participant		OUTSTANDING
2014 2	57091	10/27/2014	Participant	14	Pass	10/30/2014	Participant		OUTSTANDING
2014 1	23163	04/11/2014	Participant		Pass	04/17/2014	Participant		OUTSTANDING
2013 2	23163	10/29/2013	Participant		Pass	10/30/2013	DEP/OP		
2013 1	23163	04/10/2013	Participant	16	Pass	04/11/2013	DEP/OP		
2012 2	23163	11/26/2012	Participant	20	Pass	11/30/2012	Participant		OUTSTANDING
2012 1	23163	05/21/2012	Participant	14	Pass	05/23/2012	Participant		OUTSTANDING
2011 2	23163	10/11/2011	Participant	16	Pass				
2011 1	58892	05/04/2011	Participant		Pass	05/06/2011	Participant		OUTSTANDING MEDIUM

Enclosure (4)

<b>OFFICER PHOTOGRAPH</b>		SUPPORTING DIRECTIVE M2PERSMAN ARTICLE 1070-100		
PRIVACY ACT STATEMENT				
AUTHORITY AUTHORITY TO REQUEST INFORMATION IS DERIVED FROM 5 UNITED STATES CODE 301, DEPARTMENT REGULATIONS AND FROM E.O. 9397				
PURPOSE PHOTOGRAPHS SUBMITTED BECOME PROPERTY OF THE DEPARTMENT OF THE NAVY FOR OFFICIAL PURPOSES				
ROUTINE USES THE PHOTOGRAPH AND SUBMISSION SHEET IS FILED IN THE OFFICER'S OFFICIAL RECORD WHICH IS USED IN THE PERSONNEL MANAGEMENT OF NAVAL OFFICERS (I.E. IDENTIFICATION AND FOR OFFICIAL PRESS RELEASES) WHEN REQUIRED				
DISCLOSURE COMPLETION OF THIS FORM AND SUBMISSION OF THE PHOTOGRAPH IS MANDATORY				
1. NAME (LAST, FIRST, MI):	2. GRADE:	3. SSN (FULL):	4. DESIGNATOR:	5. DATE PHOTO TAKEN (YYMMDD):
[REDACTED]	O3	[REDACTED]	1110	2014120



6. MEMBER'S FULL SIGNATURE:	[REDACTED]
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[Red Form] [Pink Form]	

Enclosure (5)

**LT John P. Jones, USN**



Originally from Raleigh, North Carolina, Lieutenant Jones is a 2011 graduate of the United States Naval Academy with a Bachelors of Science degree in History.

His initial sea tour was based out of Yokosuka Japan onboard USS Cowpens (CG-63) then USS Antietam (CG-54) following a 2012 hull swap. He served as the Electrical Officer and the Gunnery Officer during this tour. While conducting his initial sea tour, LT Jones completed five patrols within the challenging Seventh Fleet area of responsibility. His patrols onboard USS Antietam included bridge and combat watches during CITADEL PACIFIC (2013), TALISMAN SABER (2013) and Humanitarian

Assistance Disaster Relief operations in support of operation DAMAYAN (2013).

Following his tour onboard USS Antietam, LT Jones reported to USS Whidbey Island as the Anti-Terrorism Officer. Onboard WHIDBEY ISLAND, LT Jones qualified as Tactical Action Officer (TAO), and successfully participated in BOLD ALIGATOR (2014) as well as multiple Surface Warfare and Anti-Terrorism Force Protection certification exercises.

LT Jones reported to LCS Squadron One in 2015 as the Mission Package Training Team Lead and TAO assessor. He is currently conducting an Individual Augmentee assignment with the USCENTCOM Joint Security Office (FWD) based in Qatar.

His awards include the Navy Commendation Medal (x awards), Navy Achievement Medal (x awards), and various other personal, unit, and service awards.

Enclosure (6)

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE			NAVPERS 1070/123 (REV 3-2009)		OFFICER SUMMARY RECORD		
NAME			YG		DATE PROC: 101829		
SSN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF SERV DATE	FOR BOARD USE	
		1110					
HIGHEST FLAG	CAPT	CDR	LCDR	LT	LTJG	ENS	HIGHEST CWG
PRESENT DUTY STATION				PRESENT BILLET			
NSWDC							
EDUCATION					SERVICE SCHOOLS ATTENDED		
COLLEGE	DATE/LEVEL	MAJOR	LANG PROF.	SLD-SPEC	COURSE: AFL STO & RETR DATE/SECT: 1411 05		
	14 MASTER 11 BACH/1 PR	BUS ADM FINANCE		3000P	COURSE: DATE/SECT: COURSE: DATE/SECT:		
ACTIVE DUTY BASE DATES	PREVIOUS MILITARY SERVICE	YEAR	MONTHS	HIGHEST RATING/GRADE	REMARKS		
					SELECTED FOR SWO DEPT HD CRSE		
		PERSONAL RECREATION:					
		NAV COM	03				
		NAV ACHV	05				
OFFICIAL QUALIFICATION POINTS							
1	STP OPS&PLN	7	000 FLEET 03	13			19
2	SNP ELC	6	EOOWGASTURB	14			08
3	SHIPWAR 03	9		19			11
4		10		16			20
5		11		17			23
6	NTDS TAD 03	11		18			24

ENCLOSURE 17/

PERFORMANCE SUMMARY REPORT FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE DATE OF REPORT: 10-08-16

NAME (AST, BRN, MOBILE)		DESIG/RATE		SSN		PAGE 1 OF 1																
		1110		*****																		
PG	STATION	DUTY	DATES	MOS	REPORTING SENIOR NAME PG TITLE		TRAITS					AVERAGES		PROMOTION REC					PRT	RPT TYPE		
							1	2	3	4	5	IND SUM	R/S CUM	SP	PR	P	MP	EP				
01		DIVO	052912 092812	6		06	CO	0	0	1	4	1	4.00 3.90	60 4.03	0	0	X	11	0	0	N	RG
01		MP DIVO	092912 053113	8		06	CO	0	0	0	5	1	4.17 3.85	43 4.01	0	0	X	9	0	0	PF	RG
01		DI DIVO	060113 040214	10		06	CO	0	0	0	4	3	4.43 4.26	56 4.00	0	0	X	5	0	0	B	RG
02		SET LT	040314 080114	4		06	CO	0	0	0	3	4	4.57 4.57	21 4.49	0	0	X	1	0	0	P	RG
02		FCO	080214 022815	7		05	CO	0	0	1	6	0	3.86 3.94	8 3.55	0	0	X	7	0	0	P	RG
02		FCO	030115 022916	12		05	CO	0	0	0	6	1	4.14 3.80	24 3.83	0	0	X	8	0	0	FB	RG
02		FCO	030116 042916	2		05	CO	0	0	0	5	2	4.29 3.81	34 3.83	0	0	X	7	0	0	N	RG

ENCLOSURE (8)

### Commanding Officer's Guidance

1. The Commanding Officer's (CO) recommendation plays a vitally important role in helping a WTI selection board determine an applicant's suitability for the WTI program. CO's must provide frank assessments that clearly describe why an applicant has the potential to be a Warfare Tactics Instructor; a WARRIOR-THINKER-TEACHER!

2. Section (4) of this instruction outlines the standards for WTI selection, and lists criteria for "best qualified" applicants and "additional considerations" for WTI selection. CO's recommendation letters should highlight the best qualified and additional attributes of their applicant, especially if these indicators of potential aren't made clear in other components of the application. In addition to paragraph (4) the following suggestions are provided:

a. Poise and personality. WTIs are operating in diverse environments with diverse audiences. The same WTIs training combat watch-teams on our warships and operational staffs are often requested and tasked with conducting Flag level briefings. CO's recommendations should convey an applicant's potential to comfortably and effectively operate (fight-think-teach) in a variety of situations from training junior enlisted sailors to Fleet Commanders.

b. Service record review/amplification. It is recommended that CO's review the entire application prior to drafting their recommendation in order to address potential shortfalls or details in an application that may be viewed negatively by the board. An officer "stuck in traffic," PRT failures, failing to achieve advanced qualifications, etc. are good examples of shortcomings that may be justified or have mitigations from the CO's perspective.

c. Experience. Experience in a particular mission area is not required to be selected for WTI. The CO's recommendation should highlight on an applicant's potential to make an impact as in their desired mission area(s).

3. Role players. SMWDC is an organization in which top TACTICAL athletes can excel. Championship TEAMS aggressively cultivate excellence, and develop TEAMS with track records of identifying and developing talent that greatly contributes to their success. CO's are encouraged to identify and recommend the tactical innovators who are naturally curious and passionate about weapons and tactics, but who may not be breakout performers based on traditional SWO measures of potential. If you have questions regarding a potential role player in your wardroom and their suitability for WTI, don't hesitate to reach out to swo\_wti@navy.mil.

4. Career Planning Factors: With the work required from a WTI during a production tour, the standard model of graduate education during the first shore tour can be difficult for a WTI. However, there are multiple options to complete a graduate degree: Instructor Program, NPS Distance Learning, Naval War College Fleet Scholars Program(FSP), Graduate Education Vouchers (to include the 24/12 program), Fellowships, and the FSP are all available to WTIs. If a WTI is unable to complete a graduate degree prior to Department Head tours, their detailer will work with them to obtain graduate education following their Department Head tours. Bottom Line: being a WTI is hard work that is making the Surface Community better. If you have an officer who is passionate about doing that hard work, their career will not suffer!