



INSTRUCTIONS FOR COMPLETING REPORT ON THE FITNESS OF FLAG OFFICERS AND FLAG SELECTEES

THIS FORM IS EFFECTIVE FOR REPORTS DUE ON OR AFTER 1 JANUARY 1996

1. GENERAL. General instructions for the Navy fitness report system are found in BUPERSINST 1610.10, which contains the authority and requirement to submit each type of report.

2. REQUIREMENT FOR REGULAR REPORTS. Periodic, Detachment of Reporting Senior, and Detachment of Officer regular fitness reports are required on rear admiral (O-7 and O-8) and captains (O-6) selected for rear admiral. See BUPERSINST 1610.10 for periodic (annual) report dates. Periodic reports are not submitted on vice admirals (O-9); detachment reports may be submitted at the option of the reporting senior. Reports on admirals (O-10) are not desired.

3. PREPARATION. Legible handwriting is acceptable. If typed, use 10 or 12 pitch type. OCR type is not required. The reporting senior must initial corrections. Mail the report flat in 9x12 envelope to Navy Personnel Command (NAVPERSCOM) (PERS-311), 5720 Integrity Drive, Millington, TN 38055-0311, within 15 days of the report ending date. ATTACHMENTS, ENDORSEMENTS, ENCLOSURES, OR CONTINUATION SHEETS ARE NOT ALLOWED, except a foreign letter report or officer's statement on an adverse report. No cover or summary letter is needed.

4. INSTRUCTIONS FOR SPECIFIC BLOCKS. For additional guidance on completing blocks not listed below, See BUPERSINST 1610.10, Annex A.

BLOCK 2. Enter the grade the officer is wearing on the ending date of report. Authorized grade abbreviations: CAPT(Captain), RDML(Rear Admiral (O-7)), and RADM (Rear Admiral (O-8)). If selected for higher grade, note this fact in the comments.

BLOCK 5-7. Unit Identification Code (UIC), activity of officer reported on.

BLOCK 8. Enter dates in yrMONda format. Example: 96AUG18.

BLOCK 9-11. Place an "X" in each box which applies. (If "Type of Report" is "Special" leave "Occasion for Report" Blank.)

BLOCK 12. Enter an "X" for an inactive Reserve Officer serving on active duty (e.g., for annual training (AT), active duty for training (ADT), active duty for special work (ADSW), duty under provisions of 10 U.S.C. 265, or temporary mobilization recall).

BLOCK 13. Follow instructions for completing block 29 of the FITREP and Counseling Record NAVPERS 1610/2.

BLOCK 14. Shore command: briefly state the mission of the officer's command (and departmental mission if applicable.) Operating forces: summarize types/area of operations during the report period.

BLOCK 15. Describe the officer's performance with emphasis on qualities required to assume greater responsibilities. Confine remarks to the space provided. See BUPERSINST 1610.10, Annex N, for prohibited comments and items for special consideration.

BLOCK 15A. Enter PRT code and body fat code.

BLOCK 17A and 18A. Enter signatures and dates as appropriate.

BLOCK 18. FOR USE ON CONCURRENT REPORT ONLY. A Concurrent report must be forwarded via the regular reporting senior for countersignature. Enter identifying information as shown, and mail the report to NAVPERSCOM (PERS-311). TO ENDORSE A CONCURRENT REPORT AS CONCURRENT/REGULAR, THE REPORTING SENIOR MUST ALSO MARK AND INITIAL THE "REGULAR" BOX IN BLOCK 11.