NROTCUAINST 1601.9
5 June 2017

NROTC UNIT UNIVERSITY OF ARIZONA INSTRUCTION 1601.9

Subj:  NROTC FITNESS REPORT AND COUNSELING GUIDANCE

Ref:  (a) NSTC M-1533.2, Ch.6
      (b) SUPERSINST 1610.10c
      (c) MCO P1610.7F Ch 2

Encl: (1) Fitrep Matrix
      (2) Blank Midshipman Fitrep Record
      (3) Sample Completed Midshipman Fitrep Record

1. Purpose. To establish a Fitness Reporting system that will provide consistency and uniformity while producing fair and accurate reflections of personnel performance at Naval Reserve Officer Training Corps, the University of Arizona (NROTC).

2. Discussion. The NROTC Unit Fitrep process is established for four purposes: (1) to give future Naval Officers practice at writing proper fitreps on their subordinates, (2) to develop good habits and techniques when filling out a fitrep that can translate over to the fleet directly, (3) to give personnel updates on their performance in the Unit, (4) to allow personnel to improve on their using the fitrep as guide.

3. Action. The student fitrep system will be used by the student chain of command to evaluate the performance of Midshipman and Active Duty enrolled in Naval Reserve Officer Training Corps, the University of Arizona. Proper documentation is imperative to establish trends of good and bad performance in order to develop personnel professionally. All documentation will be maintained by the Battalion S-1.

5. Fitness Report Writing Process. Enclosures (1) through (3) provide guidance in writing and verifying each personnel FITREP. Enclosure (2) is the standard midshipman Fitness Report and Counseling Record and shall be completed at the end of every academic semester. The initial grader begins the fitness report by entering all personal data and evaluating the student before passing the secondary grader for marks and comments in accordance with Enclosure (1). The process is complete once debriefing and signature from the person counseled occurs.
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6. **Procedures.**

a. The following objectives of Fitreps are to be referenced heavily by both primary and secondary evaluators when filling out Box 41 as well as Boxes 33-39.

(1) To contribute to a student's national ranking.

(2) Identify Areas for improvement and provide counsel and guidance to improve officer-like qualities.

(3) Give students experience performing professional observation of and evaluation of individual performance.

(4) Rank students in their officer-like qualities for assignments to positions of authority and responsibility within the NROTC Unit.

b. Class Advisors will conduct individual counseling with students at the beginning and end of the semester in the form of a Beginning of Semester Interview (BOSI) and an End of Semester Interview (EOSI). These interviews will be factored into the comments given by secondary evaluators.

c. Informal Initial Counselings will be conducted at the discretion of billet holders in the NROTC Unit (SQR LDR through BNCO). It is incumbent upon billet holders that they counsel their subordinates in order to ensure the chain of command understands the expectations of both senior and subordinate members.

d. Middle of Semester Fitreps will be done at the discretion of the BN S-1, however, they will be completed NLT the end of the middle week of the current semester. End of Semester Fitreps will be completed NLT the second to last week of the current semester (the week prior to finals week).

P. L. WALL
<table>
<thead>
<tr>
<th>Billet</th>
<th>Primary Evaluator</th>
<th>Secondary Evaluator</th>
</tr>
</thead>
<tbody>
<tr>
<td>SQUAD MEMBER</td>
<td>SQUAD LEADER</td>
<td>PLATOON SERGEANT</td>
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<tr>
<td>SQUAD LEADER</td>
<td>PLATOON SERGEANT</td>
<td>PLATOON CO</td>
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<tr>
<td>PLATOON GUIDE</td>
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<td>PLATOON CO</td>
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<tr>
<td>BNCO</td>
<td></td>
<td>PNS</td>
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</tbody>
</table>

Enclosure (1)
The following detailed guidelines shall be used to complete enclosure (2). FITREP guidance and formatting is detailed in ref (2). Upon printing the Fitrep the Primary and Secondary Evaluators will initial by their selections for Boxes 33-39.

(-) Box 1: Name (LAST, FIRST) *NAME IS ALL CAPS*
(-) Box 2: Rank
(-) Box 3: Blank
(-) Box 4: Blank
(-) Box 5: ACT- Active Duty INACT- All MIDN
(-) Box 6: UIC- 68725 (Should already be on form)
(-) Box 7: NROTC UNIV OF ARIZ (Should Already be on form)
(-) Box 8: REGULAR *ALL CAPS*
(-) Box 9: Blank
(-) Box 10: Periodic (Should already be on the form)
(-) Box 11: Blank
(-) Box 12: Blank
(-) Box 13: Blank
(-) Box 14: Beginning of Semester Date
(-) Box 15: End of Semester Date
(-) Box 16: Blank
(-) Box 17: Regular
(-) Box 18: Blank
(-) Box 19: Blank
(-) Box 20: PRT/PFT Score
   Navy PRT:
      (-) F- Failure
      (-) S- Satisfactory
      (-) G- Good
      (-) E- Excellent
      (-) O- Outstanding
   Marine PFT:
      (-) Include final score
(-) Box 21: NA
(-) Box 22: Wall, P.L.
(-) Box 23: COL
(-) Box 24: USMC
(-) Box 25: CO
(-) Box 26: 68725
(-) Box 27: Blank
(-) Box 28: Training and Indoctrination of Midshipman, STA-21 Officer Candidates, and Marine Enlisted Commissioning Education Program (MECEP) students

Enclosure (2)
NROTC UAIST 1601.9
5 June 2017

(-) Box 29:
   (-) Small Box: BN Staff, A Co Staff, A/1/1, etc
   (-) Big Box: (Written Out) Commanding Officer,
   S-1, Platoon Sergeant, BALLO, ACADO, Marching Member, etc.
(-) Box 30: Hand-Written date
(-) Box 31: Hand-Written name of Counselor
(-) Box 32: Hand-Written name of person counseled
(-) Box 33-39: Evaluation of Individual using boxes as
prompts. Refer to NSTC M-1533.2, Ch. 6 for guidance on how to
properly score these boxes.
(-) Box 40: Billet Recommendation for individual
(-) Box 41: Enter respective comments under heading.
Paragraph format with proper English.
(-) Box 42: Blank
(-) Box 43: Blank
(-) Box 44:
   (-) COMMANDING OFFICER
   NROTC The UNIV of ARIZONA
   1042 E SOUTH CAMPUS DR.
   TUCSON, AZ 85721-0032
(-) Box 45-47: Blank
FITTNESS REPORT & COUNSELING RECORD (W2 - 06) RCS BUPERS 1610-1

1. Name: (Last, First M I Suffix) WALL, P. L.
   Department: NAVOTC UNIV OF ARIZ
   NROTC RANK: REGULAR
   OCCUPATION: 68725
   B kill Subcategory: NA
   Period of Report: 22Aug16
   Type of Report: Concurrent
   Detachment of Individual: Regular
   Detachment of Reporting Senior: NA
   Command Employment and Command Achievements:
   Training and indoctrination of Midshipmen, STA-21 Officer Candidates, and Marine Enlisted Commissioning Education Program (MECEP) students.

2. Primary/Collateral Watchstanding duties (Enter Primary duty abbreviation in box)
   A

3. Performance Traits
   ENTER 30 AND 31 FROM COUNSELING WORKSHEET SIGN 32
   PERFORMANCE TRAITS: 1.0 - Below Standards / not progressing or UNSAT in any one standard; 2.0 - Does not meet all 3.0 standards; 3.0 - Meets all 3.0 standards; 4.0 - Exceeds most 3.0 standards; 5.0 - Meets all criteria and most of the specific standards for 5.0. Standards are not all inclusive.

   PERFORMANCE TRAITS
   31. Professional Expertise: Professional knowledge, proficiency, and qualifications
      - Lacks basic professional knowledge to perform effectively.
      - Cannot apply basic skills.
      - Fails to develop professionally or achieve timely qualifications.
      - Recognized expert, sought after to solve difficult problems.
      - Exceptionally skilled, develops and executes innovative ideas.
      - Achieves early/highly advanced qualifications
      3.0 - Meets Standards
      4.0 - Exceeds most 3.0 standards
      5.0 - Meets all criteria and most of the specific standards for 5.0. Standards are not all inclusive.

   36. Military Bearing/Character: Appearance, conduct, physical fitness, adherence to Navy Core Values.
      - Consistently unsatisfactory appearance.
      - Unjustified demerit.
      - Fails to understand team goals or teamwork techniques.
      - Always goes above and beyond
      - Exemplary personal appearance.
      - Excellent leader.
      - Teambuilder, inspires cooperation and progress.
      - Takes initiative, planning/ prioritizing, achieving mission
      - Fails to get the job done.
      - Takes initiative to meet goals.
      - Plans/ prioritizes effectively.
      - Maintains high state of readiness.
      - Always gets the job done.
      - Encouragement.

1. Name (Last, First M. Suffix)

LAST, FIRST

2. Grade/Rank

3. Design

4. SSN

PERFORMANCE TRAITS

1.0* Below Standards

2.0 Progressing

3.0 Meets Standards

4.0 Above Standards

5.0 Greatly Exceeds Standards

LEADERSHIP:
- Neglects growth/development or welfare of subordinates.
- Fails to organize, creates problems for subordinates.
- Does not set or achieve goals relevant to command mission and vision.
- Inadequate communicator.
- Tolerates hazards or unsafe practices.

NOB

TACTICAL PERFORMANCE:
- Has difficulty attaining qualifications expected for rank and experience.
- Has difficulty in ship(s), aircraft or weapons systems.
- Inadequate knowledge and employment.
- Warfare skills in specialty equal to others of same rank and experience.

NOB

40. I recommend screening this individual for next career milestone(s) as follows: (Maximum of two)

CMC, CWO, DDD, Dept Head, XO, OIC, CO, Major Command, War College, PG School

41. COMMENTS ON PERFORMANCE: *All 1.0 marks, three 2.0 marks, and 2.2.0 marks in Block 37 must be specifically substantiated in comments. Comments must be verifiable.

Primary Evaluator - NAME - POSITION/BILLET:

Secondary Evaluator - NAME - POSITION/BILLET:

OFFICER/INSTRUCTOR/CLASS ADVISOR:

Promotion Recommendation

NOB Significant Early Must
Problems Promote
Progressing

42 INDIVIDUAL

43 SUMMARY

44. Reporting Senior Address

COMMANDING OFFICER

NROTC THE UNIV OF ARIZONA

1042 E. SOUTH CAMPUS DR.

TUCSON, AZ 85721-0032

46. Signature of individual evaluated: “I have seen this report, been apprized of my performance, and understand my right to make a statement.” I intend to submit a statement [ ] do not intend to submit a statement [ ]

Signature of Regular Reporting Senior on Concurrent Report

Member Trait Average: 0.00 Summary Group Average:

47. Typed name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report

NAVPERS 1610/2 (11-11) FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE.
FITNESS REPORT & COUNSELING RECORD (W2 - O6)

3. ACT 755, EAX 1A202455
   DEP 69275

4. DUTY STATION: NROTC UNIV OF ARIZ
   RANG: REGULAR

5. Grade Rank: 2/c
   Date Prom: 17Aug21
   Rank: 59
   Specialty: NA
   Date Enlisted: 17Dec15

6. Not Observed: 17 Regular
   Type of Report: COL
   CSE: CO
   SSN: 68725

7. Command Information:
   Training and indoctrination of Midshipmen, ETA-21 Officer Candidates, and Marine Enlisted Commissioning Education Program (MEC) students.

8. Performance Criteria:
   Performance Standards:

9. Performance Traits:
   10e: Below Standards
   20: Meets Standards
   30: Exceeds Standards

10. Current Performance:
   - Professional Expertise
   - Command or Organizational Credibility
   - Military Bearing
   - Teamwork
   - Mission Accomplishment

11. Strengths:
   - Professional knowledge, proficiency, and qualifications
   - Leadership
   - Character
   - Communication

12. Weaknesses:
   - Leadership
   - Communication
   - Teamwork
   - Mission Accomplishment

13. Summary:
   - Meets all standards
   - Exceeds all standards

14. Signature:
   - Date:

15. Additional Observations:
   - NOB: Not Observed

16. Recommendations:
   - Signature of Individual Submitted

17. Summary of Unit Observations:
   - Signature of Unit Commanding Officer

FOR OFFICIAL USE ONLY PRIVACY ACT SENSITIVE.

Enclosure (3)
# Fitness Report & Counseling Record (W2 - 06) (cont'd)

<table>
<thead>
<tr>
<th>Name</th>
<th>SMITH, BRADLEY</th>
</tr>
</thead>
</table>

## Performance Traits

### 1. Leadership:
- Organizes, coordinates, and develops others to accomplish goals.
- Tolerates pressures and stressful situations.
- Tolerant of hazards or unsafe practices.
- Suggests growth development or solutions of subordinates. 

### 2. Tactical Performance:
- Has difficulty meeting qualifications expected for rank and experience.
- Has difficulty with ship's, aircraft or weapons system employment.
- Under stress to knowledge and equipment.
- Attains qualifications as required and expected.

### 3. Moral Standards:
- Fully qualified at appropriate level for rank and experience.
- Innovatively employs ship's, aircraft, or weapons systems.

### 4. Military Standards:
- Sustained pressure and stress.
- Develops and maintains sufficient knowledge.
- Promotes self-improvement in knowledge and skills.

## Comments on Performance:

Block 36: SNM puts the need of the squad before his personal needs. During Sea Trials, SNM repeatedly put himself in the most strenuous positions in order to relieve members of the squad.

Block 37: When not a member of the squad in competition, SNM fails to accomplish normal tasks. SNM failed to turn in his SEP form for three separate occasions this semester. SNM refuses to take responsibility and when appointed squad leader, refused to take command of the squad.

Secondary Evaluator: JONES - PLATOON SERGEANT:
SNM is an exemplary team player, however he refuses to take responsibility.

Officer/Instructor: CAPT MCCRARY:
SNM needs to evaluate why he is in the NROTC program. He is a team player, but an ineffective leader.

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## Promotion/Recommendation

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>NOD</th>
<th>Significant Problems</th>
<th>Progressing</th>
<th>Presentable</th>
<th>Must Promote</th>
<th>Early Promote</th>
</tr>
</thead>
</table>

## Reporting Senior Address

**COMMANDING OFFICER**
NROTC THE UNIVERSITY OF ARIZONA
1042 E. SOUTHERN CAMPUS DR.
TUCSON, AZ 85721-0032

---

**Signature of Individual Evaluated:**
I have seen the report, been appraised of my performance, and understand my rights to make a statement. I remit to submit a statement. I do not intend to submit a statement.

---

**Signature of Reporting Evaluator:**
Date. 

---

**Submitter:**
3.06

**Summary:**

47. Typed name, grade, command, LCN, and signature of Regular Reporting Senior on Concurrent Report

**NAVPERS 16102 (11-11)**
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