



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
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GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 1611.1G

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26 Dec 00

NTC GREAT LAKES (COMPLEX) INSTRUCTION 1611.1G

From: Commander, Naval Training Center, Great Lakes

Subj: REPORT ON THE FITNESS OF OFFICERS

Ref: (a) BUPERINST 1611.17

1. Purpose. To establish requirements and responsibilities for the preparation of reports on the Fitness of Officers (Fitness Reports) for NTC Staff Officers, Officers assigned for Additional Duty (ADDU), Naval Emergency Preparedness Liaison Officers (NEPLO) and Echelon 4 Commanding Officers in a timely and effective manner.

2. Cancellation. NTCGLAKESINST 1611.1F.

3. Background. Fitness Reports are the primary document used in the career management of officers in the U.S. Navy. They are used to compare officers and arrive at career decisions with respect to relative merit for promotions, future assignments, and other career actions, as required. The need to record the accomplishments of an officer on the Fitness Report cannot be overemphasized.

4. Action

a. NTC Staff Officers (Simplex) shall submit a rough Fitness Report, with blocks 1-21 verified and a draft of blocks 28 through 41. The rough Fitness Report will be submitted to the individual's immediate superior not later than 30 days prior to the end of the reporting period. Smooth drafts of all fitness reports will then be forwarded to the Chief of Staff, Operations Administrative Assistant (N01S) not later than 20 days prior to the end of the reporting period for finalization and submission to CNTC via the Chief of Staff, Operations.

b. Complex Commanding Officers shall submit a rough Fitness Report with blocks 1-21 verified and a draft of blocks 28 through 41 to Chief of Staff, Operations Administrative Assistant (N01S) not later than 20 days before the end of the applicable reporting period.

c. NEPLOs and officers assigned ADDU to CNTC shall submit a rough Fitness Report with blocks 1-21 verified and a draft of blocks 28 through 41 to Chief of Staff, Operations Administrative Assistant (N01S) not later than 20 days before the end of the applicable reporting period.

d. The Chief of Staff, Operations will ensure the completion and forwarding of Fitness Reports to CNTC for signature as required and will ensure that these Fitness Reports are submitted to NPC with report period ending in the following months:

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| (1) Captain | July |
| (2) Commander | August |
| (3) Lieutenant Commander | October |
| (4) Lieutenant | January |
| (5) Lieutenant (Junior Grade) | February |
| (6) Ensign | May |
| (7) Chief Warrant Officer (CW03)
Chief Warrant Officer (CW04) | March |
| (8) Chief Warrant Officer (CW02)
Chief Warrant Officer (CW01) | September |


G. L. GERARD
Chief of Staff, Operations

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NTCGLAKESINST 5216.5M
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