

SEAL OFFICER COMMUNITY MANAGER FITNESS REPORT AND RECORD UPDATE GUIDANCE

Most common fitness report errors and discrepancies are invalid summary groups, special and concurrent fitness reports.

A valid summary group shares “ALL” the following characteristics:

Block	Block Label	Comments
2	Grade	Enter the grade the officer is wearing on the end date of the fitness report block 15.
3	Designator	Do not group 1137 and 1130 together. FTS officers are reserve and do not compete with active duty officers for promotion selection.
5	Duty Status	ACT, FTS, INACT, AT/ADWS all reports must share the same duty/competitive status.
8	Promotion Status	<p>REGULAR, FROCKED, SELECTED, SPOT</p> <p>Do not group an officer with a promotion status of SELECTED or SPOT with an officer with a promotion status of REGULAR.</p> <p>Use SELECTED when the officer has been selected for promotion to the next higher grade.</p> <p>FROCKED promotion status must have PERS approval. See SECNAVINST 1402.2. FROCKED promotion status is a separate summary group, from REGULAR, SELECTED and SPOT.</p> <p><u>Helpful hint:</u> If an officer is selected for promotion while serving in a SPOT billet, use SPOT rather than SELECTED. To prevent the appearance of a declining fitness report, it is highly recommended that officers serving in a SPOT billet receive a promotion recommendation of MUST PROMOTE or EARLY PROMOTE. If the promotion recommendation is a MUST PROMOTE, and only one officer is being reported on (block 43), COMMENTS ON PERFORMANCE (block 41), must justify/support the MUST PROMOTE recommendation.</p>
15	To date	All reports in the summary group must end on the same day.

Block	Block Label	Comments
17-19	Type of Report	Group by report type. Concurrent/Regular reports are considered Concurrent reports for summary group purposes. As an option, the concurrent reporting senior may group Regular and Concurrent reports together.
21	Billet Sub-category	DO NOT GROUP SPECIAL01 with NA; each SPECIAL billet subcategory, block 21, is a separate summary group. Special billet subcategory must have prior approval from PERS-32. A copy of the approval letter should be attached to the reports.

Invalid Special Fitness Report block 13.

-Special reports for superior performance or recommendations are specifically prohibited for officers.

-No justification for submission of a Special report as the opening sentence of the COMMENTS ON PERFORMANCE block 41 will be returned for correction.

Valid Special Fitness Report.

-Special reports may be submitted when a new reporting senior who has not written an "Observed" report on an officer who is eligible before a promotion selection board and the officer has performed significant duties under that reporting senior for at least 3 months. Do not submit a Special report for any other board (e.g., command screening, transfer/redesignation, and continuation). Enter "FIRST REPORT, OFFICER ELIGIBLE FOR PROMOTION" at the top of the COMMENTS ON PERFORMANCE block 41.

-Special close-out reports are authorized when the change in Periodic reporting date exceeds fifteen months. Enter "PROMOTION REPORT" at the top of the COMMENTS ON PERFORMANCE block 41.

-Misconduct should normally be reported when the next fitness report comes due; however, a Special report may be submitted if the reporting senior believes that facts should be placed on the record before the next occasion for a report.

Concurrent Fitness Report Missing Regular Reporting Senior Signature block 47.

-If the report is concurrent, and the regular reporting senior is not reporting on the same period as the concurrent report period, REGULAR block 17, should be marked to maintain regular report continuity. For both concurrent and concurrent regular reports, the Regular Reporting Senior must sign **block 47**.

Operational Commander (OPS CDR) block 19.

-OPS CDR reports do not provide regular reporting continuity. A regular report must be submitted to cover the OPS CDR reporting period. State the justification for the Operational Commander report at the top of the COMMENTS ON PERFORMANCE block 41.

Missing reports from summary group block 43.

- All reports listed on the summary letter and the SUMMARY LINE block 43, must be submitted together when mailing the summary group to the Performance Evaluations Branch (PERS-32). If an officer is not available for signature and the report is not adverse use “certify, copy provided” in the SIGNATURE OF INDIVIDUAL EVALUATED block 46, on the report to ensure the complete summary group received by PERS-32. “Certify, copy provided” can also be used on one of one report if the report is not adverse or declining.

-For individual officer missing a report(s) in their Official Military Personnel File (OMPF) or Performance Summary Report (PSR), and more than one officer is listed in the SUMMARY LINE block 43, notify the original reporting senior for the reporting period that the fitness report summary group has not be accepted by PERS-32.

Recommendations.

Reporting senior check the status of reports.

- You can verify the status of reports on BUPERS Online (BOL). If a review of the Reporting Senior's Submission report indicates a report status as rejected, make the correction to the report(s). You do not need to wait until the official rejection notification letter is received. Email the corrected reports to P32rejects@navy.mil ensure the subject line of the email has the BATCH NUMBER of the report(s) rejected. The Batch number is located on the Reporting Senior's Submission report.

Primary duty entries block 29.

To ensure proper identification of career positions the following are authorized entries for the PRIMARY/COLLATERAL/WATCHSTANDING DUTIES, block29. Inside box, limited to 14 characters or spaces.

Career Positions	Block 29 primary duty abbreviation
Assistance Operation Officer	AOPS
Cross Functional Team OIC	PLT CDR-CFT
Maritime OIC	PLT CDR-MAR
Operation Officer	OPS-O
SDV Platoon Commander	PLT CDR-SDV
SDV Troop Commander	TRP CDR-SDV
SEAL Platoon Commander	PLT CDR-ST
SEAL Squad Commander	SQD CDR-ST
ST-17/18 Troop Commander (RC=Reserve Component)	PLT CDR-RC
Task Unit Operation	TU OPS
Training Officer	TRNG-O
Troop Commander-SEAL TEAM	TRP CDR-ST
Troop Commander-Special Mission Unit	TRP CDR-SMU

Comments on Performance block 41 should include:

- Ranking
- Leadership
- Operational and combat performance
- Combat experience
- Acts of valor/bravery
- Recommendation for next career milestone/promotion
- Decline in performance

Prior to any promotion, screen or administrative selection board, check your Performance Summary Report (PSR) and Officer Summary Record (OSR) for accuracy.

PERFORMANCE SUMMARY REPORT																									
NAME(LAST, FIRST, MIDDLE)					DESIG/RATE			SSN					PAGE 2 OF 2												
PG	STATION	DUTY	DATES	M OS	REPORTING SENIOR			TRAITS					AVERAGE		PROMOTION REC					PHY READ	RPT TYPE				
					NAME	PG	TITLE	1	2	3	4	5	IND SUM	R/S CUM	SP	PR	P	MP	EP						
O3	SEAL TEAM	PLT OIC ST	013116 020117	13	██████	O5	CO	0	0	1	5	1	4.00	13	4.10	0	0	1	X	1	PP	SUPP			
O3	SEAL TEAM	PLT CDR ST	020217 011518	11	██████	O5	CO	0	0	1	6	0	3.86	5	3.84	0	0	0	0	X	1	PP	CC		
O3	SEAL TEAM	PLT CDR ST	020217 013118	11	██████	O5	CO	0	0	1	4	2	4.14	29	4.10	4.09	0	0	1	1	X	1	PP	RG	
O3	SPECIAL BOAT TEAM	OPS O	020118 013119	9	██████	O5	CO	0	0	0	0	6	5.00	1	5.00	5.00	0	0	0	0	X	1	PP	RG	
O3	SPECIAL BOAT TEAM	ASST OPS	020119 051119	3	██████	O5	CO	0	0	1	3	3	4.29	2	4.29	4.61	0	0	0	1	0	X	0	PP	RG
O3	SEAL TEAM	TRNG O	051219 081519	3	██████	O5	CO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PP	RG	

INDIVIDUAL TRAIT AVERAGE

REPORTING SENIOR CUMULATIVE AVERAGE

SUMMARY GROUP TRAIT AVERAGE

NUMBER OF REPORTS TO BUILD AVERAGE

NOB REPORT

Decline in performance, received lower grades on two or more performance traits in the same paygrade by the same reporting senior on subsequent reports. Comments should justify the decline in performance.

PSR RPT TYPES:

CC – A concurrent report does not provide regular report continuity unless block 17 is marked. The regular reporting senior is required to cover the concurrent reporting period under the next regular reporting cycle.

CR – Concurrent Regular, maintain regular reporting continuity.

OPS – An Operational Commander Report does not provide regular report continuity. The regular reporting senior is required to cover the OPS CDR reporting period under the next regular reporting cycle.

RG – Maintain regular reporting continuity.

SUPP – Supplemental material does not replace the original report on the OMPF nor does it change the information on the PSR; it only supplements the original report.

TRAIT AVERAGE DISCREPANCY

-If the Member Trait Average and Summary Group Average on the report and the PSR do not match, contact PERS-32 Customer Service at 901-874-3313 or the NSW OCM at SEAL OCM@navy.mil.

-If the Reporting Senior's Cumulative Average has not updated to the PSR within ninety-one days after the end of the report, contact PERS-32, Customer Service at 901-874-3313 or the NSW OCM at SEAL OCM@navy.mil .

FITNESS REPORT CONTINUITY DISCREPANCIES

-For PERIOD OF REPORT block 14, use the date following the end date of the previous regular report, not the DATE REPORTED block 9, or the date following an OPS CDR or Concurrent Report. If the date entered in block 14 is incorrect, use an administrative change letter to correct the date.

DECLINE IN PERFORMANCE

-Decline in performance, is defined as receiving lower grades on two or more PERFORMANCE TRAITS in the same paygrade by the same reporting senior on subsequent reports. The reporting senior should justify the decline in performance

and the officer's signature is preferred. A change in promotion recommendation caused by forced distribution is not considered declining performance.

EDUCATION UPDATE

-To update your OSR, have the University send an official sealed transcript for entry into your record. If you picked up a sealed transcript locally, mail to the address below (it must remain sealed). PERS-45 also accepts electronic transcripts direct from the registrar sent to PERS-45 at MILL_PERS45E@navy.mil, but with NMCI limitations, this has a 50% success rate. The regular hard address is:

Naval Personnel Command
PERS-450
5720 Integrity Drive
Millington, TN 38055-4500

As soon as it arrives, the degree will be entered into your ODC/personnel databases (OPINS/IMAPMIS). A general sub spec code will be added for each accredited Master's degree. The transcript is then sent over to PERS 313 to be scanned into your viewable record, OMPF. You can see it in about 6-8 weeks via BOL/OMPF.

LANG PROF UPDATE

-Errors in foreign language proficiency data, which cannot be resolved at the command level, should be addressed to OPNAV N13F1 at NXAG N13F1@navy.mil.

SERVICE SCHOOLS ATTENDED UPDATE

-E-mail NSIPS at NSIPSHelpDesk@NAVY.MIL, ensure your email include the course title, school location, completion date, course duration, and a copy of the diploma/certificate of completion; or contact NSIPS by phone at 877-589-5991(DSN 739).

PERSONAL DECORATIONS UPDATE

-Award missing from OSR

-If the award is in NDAWS, but missing from the OSR, forward a scanned copy of the award certificate/citation (with your SSN annotated and “NOT ON OSR/PSR” annotated) via encrypted email to mill_p33awards@navy.mil .

-Award missing from NDAWS

-If the award is not in NDAWS, send a copy of the certificate/citation to the NDAWS Authority/Administrator in your CHAIN-OF-COMMAND (your admin office) for update or the NSW OCM at SEAL_OCM@navy.mil

-Award missing from OMPF

-If the award appears on the OSR but missing from the OMPF, send a copy of the certificate/citation with your SSN annotated in the upper right-hand corner to:

Naval Personnel Command
PERS-313
5720 Integrity Drive
Millington, TN 38055-4500

-Awards not reflected in NDAWS will not be entered on your OSR.

-If you cannot get the award updated using the above guidance, send a copy of the certificate/citation to

SEAL_OCM@navy.mil .

SPECIAL QUALIFICATIONS UPDATE

-E-mail letter of designation, FITREP, or course certificate for applicable AQD to SEAL_OCM@navy.mil.

OFFICER PHOTO UPDATE

-Photographs are required for all officers of the Navy and the Navy Reserve, regardless of status, within 3 months after acceptance of each promotion.

-Complete NAVPERS 1070/884, attached photo, and sign block 6. Electronic signature not authorized.

-The preferred uniform shall be Service Khaki, uncovered. When Service Khaki is unavailable, any regulation

uniform is acceptable. The photo must be in color. See MILPERSMAN 1070-180 for further guidance.

HOW TO SUBMIT CLASSIFIED LETTER-SUPPLEMENT.

-Under no circumstances may the fitness report form be classified.

-If classified comments are required, prepare a 1-page letter-supplement classified no higher than SECRET. Do not include special access material.

-The combined length of classified and unclassified comments should not exceed the space normally available on the form.

-Do not submit classified comments to explain the command's mission. Comments must deal directly with performance.

-Mail the fitness report and classified supplement together.

-The supplement must have all required security markings. Mail the report and classified supplement with its summary group, regardless of whether classified supplements are submitted with the other fitness reports in the group. Refer to SECNAV M-5510.36 of 1 June 2006 for instructions on mailing classified material. Address all classified supplements and reports to:

COMMANDER
NAVY PERSONNEL COMMAND PERS 534
SECURITY MANAGER
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-5340

