DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1611.7J
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USNA INSTRUCTION 1611.7J

From: Superintendent, United States Naval Academy

Subj: FITNESS, EVALUATION, AND EFFECTIVENESS REPORTS FOR U.S. MARINE CORPS, U.S. ARMY AND U.S. AIR FORCE OFFICERS ATTACHED TO THE NAVAL ACADEMY

Ref: (a) Marine Corps Order P1610.7
(b) Army Regulation 623-105
(c) Air Force Regulation 36-2406

1. Purpose. To establish procedures for preparation and submission of USMC Fitness Reports (NAVMC 10835), Army Officer Evaluation Reports (DA Form 67-9), Air Force Officer Effectiveness Reports (AF Form 707), and Air Force Letters of Evaluation (AF Form 77a).

2. Cancellation. USNA Instruction 1611.7H.

3. Action. Subject reports will be submitted by the officers designated below. References (a), (b) and (c) provide detailed guidance for submission.

a. U.S. Marine Corps Fitness Reports

(1) The Chief of Staff, Commandant of Midshipmen, Division Directors, and the senior Marine Corps Representative are designated as Reviewing Officers for Marine Corps fitness reports written by Reporting Seniors who are Navy personnel in the rank of Captain, or Marines in the rank of Colonel. The authorization is to allow those Officers with the best opportunity to observe and report on the performance of Marines to function as Reporting and Reviewing Officers.

(2) Reporting requirements are outlined in detail in reference (a).

(3) In general all Marine Corps personnel will require a fitness report annually with the exception of 2nd and 1st Lieutenants who require semi-annual reports. The fitness report schedule can be obtained from the Marine Staff Secretary.

(4) The Reporting Senior will generally be the Marine's direct supervisor.

(5) Although not required, it is preferred that a Marine act as either the Reporting Senior or Reviewing Officer so that at least one Marine is in the reporting chain.

(6) All fitness reports should be emailed to the Marine Staff Secretary for administrative review prior to signature.

(7) All fitness reports should be to the Staff Secretary for administrative review at least two weeks prior to the end of the reporting period.

(8) Fitness reports are classified as late if they are received by HQMC 30 days or more after the end of the reporting period.

b. U.S. Army Officer Evaluation Reports

(1) The following officers will normally be designated as rater, intermediate rater, and senior rater for U.S. Army Officers assigned to Academic Divisions:

Rater	Intermediate Rater	Senior Rater
Department Chairman	Division Director	Superintendent

(2) If a rating scheme other than the one provided in paragraph 3b(1) is designated, the designated rater will inform the rated officer in writing. The following guidance applies:

(a) The rater will normally be the immediate supervisor of the rated officer and will be senior in grade or date of rank.

(b) The immediate rater will usually be rater's immediate supervisor and must be senior in grade or date of rank to the rated officer.

(c) The senior rater is the senior rating official in the rating chain.

(3) In general, evaluation reports are required upon change of primary duty, change of rater, or one year after a preceding report if there has been no change of duty or rater. The Personal Staff Non-commissioned Officer (PSNCO), U.S. Army Element, Navy/Air Force Activities, Washington, DC 20310-0400 will notify the rated officer of the requirement for submission of an annual report. The rated officer is responsible for notifying PSNCO of the requirement for a change of duty or change of rater report. The rated officer will provide the rater with a completed copy of DA Form 67-9-1, an appropriately authenticated DA Form 67-9 and pertinent extracts from reference (b) when an evaluation report is to be submitted.

(4) Completed reports will be forwarded to:
USAE Navy/Air Force Activities
ATTN: DAMO-ZXA-P
Room: 1E163
Washington, DC 20310-0400

c. U.S. Air Force Officer Performance Reports (OPRs)

(1) Unless otherwise designated per reference (c) by the evaluated Officer's Management Level head (usually the USAFA Dean of Faculty), reporting officials for U.S. Air Force Officers, with the exception of the Senior Air Force Representative (Sr AF Rep), will normally be designated as follows. The Sr AF Rep's rater will be the USAFA Dean of Faculty with the same additional rater and reviewer below:

Rater	Additional Rater	Reviewer
Sr AF Rep	Dean of Faculty, USAFA	Dean of Faculty, USAFA

(2) The Sr AF Rep is the focal point for all matters concerning OPRs. All pertinent OPR information is forwarded by him upon receipt to the applicable Academic Division for timely completion of the report.

(a) Per reference (c), a midterm performance feedback will be conducted by the Sr AF Rep. Appropriate member(s) of the evaluated officer's academic chain should do the same.

(b) Approximately 45 days before the OPR closing date, the Sr AF Rep will request inputs and stratification of the officer being evaluated from the officer's academic department and division, respectively.

(c) Approximately 30 days before the OPR closing date, the Sr AF Rep will forward a draft to the evaluated officer's academic chain of command for review and comment. Once all changes have been reconciled, a final draft OPR and stratification letter (if applicable) will be forwarded to the USAFA Dean of Faculty for review, comment, and finalization of additional rater comments.

(d) The report will then return to the Sr AF Rep to make final changes, sign the report, and return to USAFA for additional rater signature.

(e) After the evaluated officer reviews and acknowledges the report, the OPR will be sent to the Air Force Personnel Center for recordation.

(3) OPRs are prepared as follows:

(a) Annually

(b) Upon change in rater, providing the period of supervision has been at least 120 days. If a change in rater occurs with more than 60 but less than 120 days of supervision and an annual report is not required, the outgoing rater should provide a Letter of Evaluation (AF Form 4477) with input from the academic chain.

S. S. VAHSEN
Chief of Staff

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