



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
ANNAPOLIS, MARYLAND 21402

USNAINST 1611.7H  
4/P&A

19 FEB 1987

USNA INSTRUCTION 1611.7H

From: Superintendent

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, June 1979  
(c) Air Force Regulation 36-10

(R)

1. Purpose. To establish procedures for preparation and submission of USMC Fitness Report (NAVMC 10835), Army Officer Evaluation Report (DA Form 67-8), Air Force Officer Effectiveness Report (AF Form 707), and Air Force Letter of Evaluation (AF Form 77a).

2. Cancellation. USNA Instruction 1611.7G

3. Action. The subject reports will be submitted by the officers designated below. References (a), (b), and (c) provide detailed guidance in amplification of paragraphs 3a, b, c, and d:

a. U.S. MARINE CORPS OFFICER FITNESS REPORTS

(1) The following officers are designated Reporting Senior and Reviewing Officer per reference (a) for the officers indicated:

<u>DIVISION/DEPT/ACTIVITIES</u>	<u>REPORTING SENIOR</u>	<u>REVIEWING OFFICER</u>
Office of the Superintendent	Superintendent	Deputy Chief of Staff for Manpower, USMC
Office of the Commandant of Midshipmen:		
Battalion Officers	Commandant	Superintendent
Other Officers	Deputy Commandant of Midshipmen	Commandant of Midshipmen
Division of Professional Development	Director of Professional Development	Commandant of Midshipmen
Physical Education Department	Head, Physical Education Department	Commandant of Midshipmen
Office of Academic Dean	Superintendent	Deputy Chief of Staff for Manpower, USMC
Academic Division	Division Director	Superintendent
Office of the Deputy for Management	Deputy for Management	Superintendent
Office of the Deputy for Operations	Deputy for Operations	Superintendent
Office of the Director of Candidate Guidance	Director of Candidate Guidance	Superintendent
Office of the Director of Computer Services	Director of Computer Services	Superintendent
Marine Corps Representative	Superintendent	Deputy Chief of Staff for Manpower, USMC

(2) Occasion for the report:

(a) Annual

- 1 2ndLt - last day of April
- 2 1stLt - last day of December
- 3 Capt - last day of October

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4 Maj and LtCol - last day of September

5 Col - last day of June

(b) Upon transfer or separation.

(c) Upon change of reporting senior.

(d) Upon promotion to a higher grade.

(e) Upon significant change of primary duty.

(a). (f) Other occasions for requiring the submission of fitness reports are contained in reference

(3) The Commanding Officer, Marine Barracks, Annapolis is responsible for the following:

(a) Preparing all fitness reports and delivering to the individual Marine concerned.

(b) Furnishing a copy of reference (a) to each Marine assigned to the Naval Academy for use by his Reporting Senior in completing the fitness report.

(4) Each Marine is to submit an appropriate fitness report, with Section A completed, verified, and signed, to his/her Reporting Senior two weeks before the date required for submission by the Reporting Senior.

R) (5) In cases where neither the Reporting Senior nor the Reviewing Officer is a Marine, the completed report will be forwarded to the Senior Marine Representative for administrative review. A standard Addendum Page will be attached noting the completion of this review and the report will then be returned to the Reporting Senior for forwarding to the Reviewing Officer.

R) (6) The Reporting Senior is to forward completed fitness reports to the Reviewing Officer no later than 15 days after the end of the period covered by the report. The Reviewing Officer is to review completed fitness reports and forward to the Commandant of the Marine Corps (MMPE-2), Headquarters U.S. Marine Corps, Washington, DC 20380 no later than 60 days after the end of the period covered by the report. Reports must be placed in a rigid envelope to prevent folding or bending.

(7) Reporting Seniors will notify the Commanding Officer, Marine Barracks, Annapolis (Stop 23b) by memorandum when fitness reports are forwarded.

b. Fitness Reports for Second Lieutenants retained at the Naval Academy for temporary duty. Fitness reports for newly commissioned Second Lieutenants retained at the Naval Academy for temporary duty will be prepared by the Division Director/Department Head having cognizance of the officer at the time of the officer's detachment. Fitness reports will cover all temporary duty performed and, in all cases, will be completed before the officer detaches. The Superintendent is the reviewing officer for these officers unless they are assigned to the Office of the Superintendent.

c. 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

Department Chairman

INTERMEDIATE RATER

Division Director

SENIOR RATER

Superintendent

(2) If a rating scheme other than the one provided in paragraph 3c(1) is designated, the rated officer will be so informed in writing by the designated rater. 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 intermediate rater will usually be the 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 Office of the Deputy Chief of Staff for Operations and Plans (ODCSOPS), U.S. Army Element, Navy Activities, Washington, DC 20310 will notify the rated officer of the requirement for submission of an annual report. The rated officer is responsible for notifying ODCSOPS 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 67-8-1, an appropriately authenticated DA Form 67-8 and pertinent extracts from reference (b) when an evaluation report is to be submitted.

(4) Completed reports will be forwarded to:

HQDA, ODCSOPS  
ATTN: DAMO-ZXA  
Room 3D537  
Washington, DC 20310

d. U.S. AIR FORCE OFFICER EFFECTIVENESS REPORTS

(1) Unless otherwise designated per reference (c) by the rated officer's Division Director, reporting officials for U.S. Air Force Officers will normally be designated as follows:

<u>DIVISION</u>	<u>RATER</u>	<u>ADDITIONAL RATER</u>	<u>ENDORSER</u>
Academic Division	Immediate Supervisor	None	Division Director
Senior AF Representative	Division Director	Superintendent, USNA	Superintendent, USAFA

Note: For an officer in an Academic Division being recognized for superior performance or being recommended (R) for early promotion, or for a senior Captain (O-3) entering in the promotion zone, the Division Director will become the Additional Rater and the Superintendent, USNA will become the endorser.

(2) Officer Effectiveness Report (OER) forms and condensed instructions for Air Force Officers assigned to the Naval Academy are sent to the Senior Air Force Representative at the Naval Academy about 30 days before the closing date of the report. (D)

(3) The Senior Air Force Representative is the focal point for all matters concerning OER's. All pertinent OER information is forwarded by him upon receipt to the applicable Academic Division for timely completion of the report. (A)

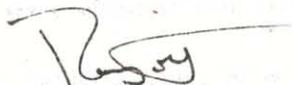
(4) After the rating and endorsing officials complete the report, the OER is returned to the Senior Air Force Representative.

(5) The usual occasions for preparing OER's are as follows:

(a) Upon change in rater, providing the period of supervision has been 120 days or more. If, when a change of rater occurs, the period of supervision is at least 60 days but less than 120 days, a Letter of Evaluation (AF Form 44a) is required. For a supervisory period of 30 to 59 days the submission of a Letter of Evaluation is optional.

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- (b) Every six months for lieutenants on Extended Active Duty.
- (c) Yearly for all officers not covered by 3d(5)(a) and (b) above.



R. F. MARRYOTT

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DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 1611.7H CH-1  
4/P&A  
28 NOV 1988

USNA INSTRUCTION 1611.7H CHANGE TRANSMITTAL 1

From: Superintendent

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

1. Purpose. To publish change 1 to subject instruction.

2. Action. Make the following pen and ink changes:

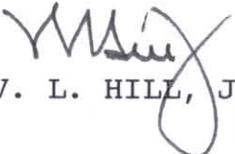
a. On page 1, paragraph 3a, under REPORTING SENIOR column change Deputy Commandant of Midshipmen to read Immediate Supervisor and change Director of Professional Development to read Immediate Supervisor.

b. On page 1, paragraph 3a under REVIEWING OFFICER column change first entry of Commandant of Midshipmen to read Deputy Commandant of Midshipmen and second entry of Commandant of Midshipmen to read Director of Professional Development.

c. On page 2, change paragraph 3b to read:

b. Fitness Reports for Second Lieutenants retained at the Naval Academy for temporary duty. Fitness reports for newly commissioned Second Lieutenants retained at the Naval Academy for temporary duty will be prepared by the immediate officer supervisor having cognizance of the lieutenant at the time of the officer's detachment. Fitness reports will cover all temporary duty performed and, in all cases, will be completed before the officer detaches. The Marine Corps Representative is the reviewing officer for these officers.

3. Cancellation. When the required action has been taken.

  
V. L. HILL, JR.

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DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 1611.7H CH-2  
4/P&A  
14 September 1989

USNA INSTRUCTION 1611.7H CHANGE TRANSMITTAL 2

From: Superintendent

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

1. Purpose. To publish change 2 to subject instruction to correct mailing address for Marine Corps fitness reports.
2. Action. Make the following pen and ink change on page 2, paragraph 3a(6), line 4 - Delete "Washington, D.C. 20380" and insert "Quantico, VA 22134-0001."
3. Cancellation. When the required action has been taken.

  
B. A. SPOFFORD  
Deputy for Operations

Distribution:  
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Ofcr. Pers. (2)