

OFFICER FITNESS REPORT INPUT

1. Administrative data

- a. Full Name (indicate if changed during period): _____
- b. Grade (Indicate if frocked, spot-promoted, or a selectee to higher grade: _____
- c. Designator (indicate if changed during period): _____
- d. Date reported to Command: _____
- e. Ending date of last regular fitness report: _____
- f. If a Detachment of Individual Report, next permanent duty assignment: _____

2. Duties (List by title. Include months assigned during this report period.)

- a. Primary duties (most significant first): _____

- b. Collateral duties: _____
- c. Watchstanding duties: _____

- d. ADDU/TEMADD/TEMADDINS, if any. List commands, inclusive dates, and duties or courses: _____

- e. Periods not available for duty, if any. (Account for enroute time prior to report, and lengthy leave, etc., since reporting): _____

3. Job scope

a. One sentence description of primary duties: _____

b. Personnel directly supervised (subdivide by officer, enlisted, civilians, reservists): _____

c. Personnel supervised through subordinates (subdivide as above: _____

d. Major equipment and material for which responsible: _____

e. Size of budget managed: _____

f. Subspecialty codes awarded and used, extent of utilization, and whether officially required by billet: _____

g. Responsibilities for classified material: _____

4. Specific contributions. (Indicate whether as individual, team member, or leader.)

a. Operational readiness and performance: _____

b. Management and administrative performance: _____

c. Training: _____

d. Inspection results: _____

e. Quality improvements and cost savings: _____

f. Environmental quality and safety: _____

g. Equal respect and opportunity: _____

h. Betterment of civilian work force: _____

i. Utilization of Reserves: _____

j. Morale and welfare: _____

k. Retention: _____

l. Specific contributions in support of DOD/DON management improvement programs (TQL, DMR, DAWIA, Management Control, etc.) _____

m. Other: _____

5. **Personal achievements**

a. Qualifications attained: _____

b. Educational courses complete: _____

c. Awards/commendations during period (attach copies): _____

6. **Other. (including but not limited to "Items for Special Consideration" in Annex N)**

7. **Future duties/schools desired**