



Fitness Reports

Area Wide Training

Chaplain and RP

Revised FY 17

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Fitness Reports AWT

Learning Objectives:

- 1. Identify mentorship resources for fitreps...*
- 2. Address proper fitrep report narrative...*
- 3. Briefly examine Selection Board process...*
- 4. Briefly examine Record Correction process...*
- 5. Briefly examine "A" & "B" plans for career...*



Mentors & The Basics

SEEK OUT MENTORS...

- **Keep contact with your O-6 Chaplain;** *assignment advocate & more.*
- **Find an O5 mentor for long-haul;** *for admin skill sets & as a model.*
- **Find a “Line” mentor;** *for fitrep assistance.*
- **Don't be afraid to ask CO/XO/AO their thoughts** *on what makes a good fitrep and how you can improve your writing.*

VARIETY OF TOURS...

- **Matters to selection board.**
- **Critical to future opportunities;** *especially Milestone billets.*



FITREP: Data

- ❑ **Not a church report!** *Fitreps need to be written to “the line”.*
- ❑ **Clear, crisp language & numbers/metrics.** *Measurable impact* **Try to write at least three bullets for each area.** *It’s a way to remember all the work done and talent brought to command.*
- ❑ **Then, write narrative.**
- ❑ **Save this data!** *Later on these can be reorganized and polished as the justifications (in the 1650) for your end-of-tour award.*
- ❑ **Write bullets specific to WHAT you did & its impact.** *Think MBTI (Myers-Briggs), the line are “Sensors” “just the facts” kind of folk, then address “meaningfulness” of results!*
- ❑ **Avoid repeat content.** *If a bullet or two are that critical, may note something like “excelled in blah blah, beyond what was reported previously.”*



FITREP: Structure

❑ **Opening is CRUCIAL.**

**Soft “break-out” matters. Ex: “My #1 LT across all designators” a means for board to assess your ability to lead. Must sell your fitrep.*

❑ **2-3 Word bulleted section with noun/adjective combo.**

Each lead bullet reflects the opening. One CO: 1 bullet address primary duty efforts, 1 address major collateral duty, and 1 address mentorship/Sailorization skills.

❑ **Numbers/metrics (and how expressed) of ministry.**

❑ **Crossing lanes?** *Taking care of tenant commands, vets, etc. Are you helping other chaplains and/or RPs succeed?*

❑ **Closing recommendation for promotion.** *“Deep Select” “Milestone” “Select for LCDR now!” And note, “most strongly recommended” is better than “highly recommended.”*

****Avoid using same exact wording of previous fitrep!***



The FITREP

- ❑ **It's not an English essay!** It is OK to use sentence fragments. Make it easy for the “briefer” your record to just copy choice phrases!
- ❑ **Copy narrative into Word and check spelling!**
- ❑ **Professional & personal attributes?** *Discretion, knowledge of community, writing, speaking, organizational skills including ability to create standardized resources, connection to CO/XO.CMCs and expertise for crisis, identifying and addressing significant “unmet” needs of command, Navy, and/or Corps?*
- ❑ **Include additional qualifications.... JPME, DMin, subspecialty “code” such as 1400N, Intermediate Chaplains Course, etc.** *Ensure Block 29 is annotated. Do not expect selection board to dig this out of your Officer Data Card (ODC).
***We will come back to this point....*



The FITREP

Have a mentor review Block 41.

Be prepared for 3 - 5 drafts/edits. *It is permanent paper!*

Properly document additional duties in Block 29.

Be attentive to CO's average and cumulative average.

REMEMBER:

CO & XO will tinker with it. *The better quality you submit, the better you will get back.*



FITREP: Proof You Have Admin Skills

Remember...

you are telling the board you are not only a fine chaplain (and most are!), but that you have the admin skills needed to supervise other chaplains.



FITREP: Before You Sign

Look for misspellings & factual errors.

It is YOUR fitrep and correcting it later may be needed, but it is sort of telling the CO you didn't pay close attention to the very paper you need to promote! *If corrections seem needed, talk to senior mentor before going down that path.*

It isn't all marks and rankings.

Fitreps also need to be studied for the questions that they raise that remain unanswered.

Ex: Why were you only briefly in a particular billet with no statement to the effect that you had been a by-name handpick sent to a new billet...

Ex: When a CO adjusted his/her average downward and though your position relative to other of same paygrade remains the same, you still dropped along with everyone else.



FITREP: Attention to Others

Show the same attention to your juniors!

It should go without saying...

The lack of care Chaplains have shown to their RPs whom we would want to retain and advance in the Navy, is notable.

Bottom line:

If you aren't giving them your best, *why* should we promote you?



Your BUPERS Online Record

- ❑ **The OSR can sometimes be wrong...**
- ❑ **The ODC can be wrong... often...**
- ❑ **When sending in corrections...**
 - Retain copies of what submitted, including memos.
 - Track correction!
 - Usually takes 6-12 weeks before changes actually show.
- ❑ **Stuff can also fall out** even to the last week before the board meets, so keep on top of this. If happens, send selection board a memo of what you will be doing to correct.



PRECEPTS

Study precepts for the board. *Changes tend to be incremental.*

Boards take precepts to heart.

- + Deployments in boots. Time on steel decks.
- + JPME (even partial completion).
- + Advanced degrees.
- + Additional “codes” such as 1400N.
- + Board Certification as chaplain.

HOWEVER....

Boards are increasingly concerned about junior chaplains pushing JPME and D.Min. to exclusion of doing ministry! It can become obvious in the fitrep.



The Board

- ❑ **When communicating with board...**
ensure paperwork aligns to Correspondence Manual format.
- ❑ **When sending in board package...**
Correctly submitted / clean admin makes it easy for...
...briefer who presents your record to board
...recorder who makes copies, etc., to fix your stuff.
- ❑ **Strive for perfection on your package,** *along with appropriate numbering on enclosures (typed or block printed by hand).*
- ❑ **Be sure all supporting documentation is attached!**
- ❑ **When you mail,** *spend the money to document with Priority mail or Express Mail. Certified with a signature receipt postcard coming back to you. Same for ANYTHING to selection board later on, unless time requires Express Mail.*



Your **BUPERS** Online Record

- ❑ **If you will be deployed when board meets**, *take a hard copy of your fitreps, etc. along with the BUPERS CD with you. Leave another ORGANIZED set at home with your spouse. Stuff happens!!!*
- ❑ **What you send to the selection board is not kept.**
- ❑ **Stuff can also fall out!** *Even to the last week before the board meets, so keep on top of this. If happens, send a memo to board of what you will be doing to correct.*



Your “A” & “B” Plans!

Develop parallel career strategies:

Plan of action for steps to promotion.

Plan for what you will need to return to civilian ministry in the best position to be successful.

If you are not working both plans...

You are not equipping yourself for your future.

Remember... we all will one day take off uniform and wear again the cloth of our faith community!



Perspective

My personal perspective is that none of us promotes just for the merit of having “checked all the boxes.” That may make us more “competitive” but look at any selection list and you will notice that some are not selected in spite of all the boxes. Some promotions as much as some fail to select, I cannot explain, however I urge you to not approach all of this with a quid pro quo perspective.

Servant-leadership is a healthy way to live, as is the spiritual discipline of accountability via peer and senior mentors (drawing from the Corps, Navy, and civilian spheres).

I cannot say with certainty how God works in this process, but that God is always with us!



Conclusion