



DEPARTMENT OF THE NAVY  
NAVAL RESERVE OFFICERS' TRAINING CORPS UNIT  
UNIVERSITY OF NEW MEXICO  
ALBUQUERQUE, NEW MEXICO 87131-1556

IN REPLY REFER TO

12 Nov 15

MEMORANDUM

From: Commanding Officer  
To: NROTC UNM Battalion  
NROTC UNM Permanent Staff  
  
Subj: DECEMBER 2015 MIDN FITNESS REPORTS  
  
Ref: (a) BUPERINST 1610.10D  
  
Encl: (1) NAVFIT 98A Basic Instructions  
(2) FITREP Drafting Instructions

1. MIDN FITREPs are due at the end of each semester. In order to become familiar with the NAVFIT 98A program, MIDN shall provide a FITREP "shell" to their class advisor (BLOCKS 33-41 may be left blank). All FITREPs shall be drafted, spell checked, and validated in NAVFIT 98A. Enclosure (1) is provided for use in drafting FITREPs.

2. In order to complete all MIDN FITREPs, the following names are provided, by summary group.

**MIDN 1/C**

Hayes, Brett  
Muscarelli, Aaron  
Neuzil, Alexandria  
McCarthy, Luke  
Dorman, Derek  
Follo, Mark  
Gomez, Nallely  
Henry, Nicholas  
Kittirath, Richard  
McCaslin, Emma  
Norwood, James  
Petrenko, Rhett  
Nowell, Paul  
Sobota, Samantha

**MIDN 2/C**

Desquitado, Therese  
Greiner, William  
Hall, Sheldon  
Hanley, Corey  
Holmes, Sophie  
Kennedy, Andrew  
Kohatsu, Timothy  
Krause, Kelley  
Lee, Charles  
Nollkamper, Dustin  
Ritter, Jacob  
Snow, Scott  
Stephan, Alexander  
Vause, Stephanie

**MIDN 3/C**

Armijo, Paul  
Abeyta, Richard  
Ary, Jaime  
Asplund, Abigail  
Beverly, Charles  
Conway, David  
Cox, Rebecca  
Cusack, Brian  
Gainsborough, Anthony  
Galaz, Dominic  
Garcia, Esteban  
Gillen, Seth  
Hernandez, Eric  
Howe, James  
Hoyer, Pierce  
Lopez, Nicolas  
Lovelace, Christian  
McCollum, Aaron  
Moya, Jonathan  
Parker, Thomas-Chesil  
Ramirez, Fredy  
Sheldon, Ryan  
Strait, Kyle  
Talley, Khayla

Vega, Angel  
Williams, Brett

**MIDN 4/C**

Baca, Alexander  
Barras, Charles  
Chavez, Samantha  
Dimalanta, Eugene  
Dukes, David  
Dunphey, Michael  
Evans, Matthew  
Hernandez, Nathanael  
Kennedy, Martin  
McPhee, Trenton  
Montez, Kayla  
Padilla, Ricardo  
Perez, Matthew  
Perrault, Hayley  
Rodriguez, Skyler  
Spratto, Madison  
Valencia, Bryanna  
Velasquez, Nathalia  
Wirkkala, Stephanie  
McConnell, Brian

3. Each platoon CO drafts an entire FITREP (including blocks 33-41, marking NOB in block 39) using NAVFIT 98A for each member in their platoon. The member trait average of this FITREP becomes the PLT CO SCORE. Each FITREP should be printed and routed to the Class Advisor via the Battalion CO.

4. Each student in a summary group numerically ranks their entire class (with justification on the top and bottom 20%). This score is converted to a 5.0 scale with 2.0 being the low, and 5.0 the high. This becomes the PEER SCORE.

5. Each class advisor will grade each trait as he sees fit using a red pen on the printed FITREP. Class advisors will also average their scores from blocks 33-38. This becomes the ADVISOR SCORE.

6. PFA/PRT/CFT score is converted to a 5.0 scale and becomes the FITNESS SCORE.

7. The UNCORRECTED APTITUDE SCORE is 35% GPA (current semester), 20% ADVISOR SCORE, 15% PEER SCORE, 15% PLT CO SCORE, and 15% FITNESS SCORE. All of the UNCORRECTED APTITUDE SCORES are stacked and then averaged to 3.75 (with a 2.0 low). This becomes the aptitude score.

8. Working collaboratively, the class advisors will feed the information generated from paragraphs 3-7 into an excel spreadsheet which will output an aptitude score for each student. When the final aptitude scores are approved by the Unit Commanding Officer, they will be written in the comments section of the student's FITREP.

9. Timeline:

a. Nov 23: Student rankings (by summary group) due to Class Advisors via Battalion CO.

b. Jan 5: Class Advisor drafts due to the Executive Officer.

c. Jan 18 - 22: Class Advisors debrief with individuals.



M. A. MARZONIE

By direction

### **NAVFIT 98A BASIC INSTRUCTIONS**

1. Go to Start Menu → Programs → NAVFIT 98A → NAVFIT 98A
2. Create FITREP
3. Type and edit the front page as necessary
4. To go back and forth between the front and back, click appropriate tab.
5. When complete, select File → Save FITREP.
6. The program will save the file under "reports" on the opening screen
7. To reopen, highlight the file and then click "edit report"
8. To print, open the file and then go to File → Print Front/Back Page

## **FITREP drafting Instructions**

### **1. Instructions by Block.**

- a. BLOCK 1: NAME- Enter member's last name, first name, middle initial, and suffix, if any, separated by spaces and a comma after the last name. Omit spaces and punctuation within a name. If the member has no middle name or initial, enter NMN. Examples: DENNY, JOHN A /STJOHN, MELVIN J II / WALTERS, J ARTHUR/ SMYTHEJONES, ANN NMN
- b. BLOCK 2: RATE- Leave blank. After printing report, handwrite MIDN4, MIDN3, MIDN2, or MIDN1 as appropriate.
- c. BLOCK 3: DESIG- Enter NA.
- d. BLOCK 4: SSN- Enter the member's Social Security Number in the format XXX-XX-XXXX; be sure to verify this number before entering it.
- e. BLOCK 5: DUTY/COMPETITIVE STATUS- Enter an X in the INACT box.
- f. BLOCK 6: UIC- Enter the Unit Identification Code for UNM NROTC, 63209.
- g. BLOCK 7: SHIP/STATION- Enter UNM NROTC.
- h. BLOCK 8: PROMOTION STATUS- Leave blank.
- i. BLOCK 9: DATE REPORTED- In YYMMDD format, enter the date the member reported to UNM NROTC unit (Example: 01JUN29).
- j. BLOCKS 10-13: OCCASION FOR REPORT- Place an X in the Special box.
- k. BLOCKS 14-15: PERIOD OF REPORT- Enter dates in YYMMDD format, ensuring no gaps. If this is your first FITREP, enter your report date in BLOCK 14. If this is not your first FITREP, enter the day after BLOCK 15 from your most recent FITREP in BLOCK 14. Enter 15DEC12 in BLOCK 15.
- l. BLOCK 16: NOT OBSERVED REPORT- Do not check this block.
- m. BLOCKS 17-19: TYPE OF REPORT- Place an X in box 17.
- n. BLOCK 20: PHYSICAL READINESS- Enter most recent PRT results, i.e., P for pass both BCA and PRT, F for fail of either BCA or PRT, B for BCA only, M for medical waiver of BCA and PRT, W for passing BCA but medically waived PRT event(s).
- o. BLOCK 21: BILLET SUBCATEGORY- Enter NA
- p. BLOCK 22: REPORTING SENIOR (LAST, FI MI)- MIDN 4C, enter BEAN T F. MIDN 3C, enter RODRIGUEZ, P J. MIDN 2C, enter MARZONIE, M A. MIDN 1C, enter RILEY, M B.
- q. BLOCK 23: GRADE- Enter the abbreviation for the Reporting senior's grade (LT, CDR, CAPT)
- r. BLOCK 24: DESIG- MIDN 4C enter 1120. MIDN 3C enter USMC. MIDN 2C enter 1320. MIDN 1C enter 1110.
- s. BLOCK 25: TITLE- MIDN 4C and MIDN 3C enter CLASS ADVISOR. MIDN 2C enter XO. MIDN 1C enter CO.

t. BLOCK 26: UIC- Enter the Unit Identification Code for UNM NROTC 63209.

u. BLOCK 27: SSN- Enter 000-00-0000.

v. BLOCK 28: COMMAND EMPLOYMENT AND COMMAND ACHIEVEMENTS- Enter MIDN TRAINING.

w. BLOCK 29: Enter the description of primary duties first (Battalion CO, etc), followed by any collateral duties (member, Navy Ball Committee, etc) and watches stood (OOD, JOOD, etc). Following each duty listed, enter the number of months the midshipman performed the duty during the period of report (CFL - 4). Enter the PFA cycle information used in determining codes. For example, if the results reported are the results of 2015 cycle 2, then enter PFA: 15-2.

x. BLOCKS 30-32: MID-TERM COUNSELING- Enter date, counselor, and signature of counselor of mid-term counseling if applicable.

y. BLOCKS 33-39: PERFORMANCE TRAITS- For each trait, place an "X" in only one box. The meanings of the trait grades are printed on the form, along with representative performance standards. PRT scores will be factored into the MILITARY BEARING/CHARACTER trait (BLOCK 35). MIDN peer ranking scores will be factored into the MISSION ACCOMPLISHMENT/INITIATIVE trait (BLOCK 37). The 3.0 grade represents performance in accordance with Navy standards. Reserve the 5.0 grade for performance which is far above standards, and is notable for its exemplary or leadership quality. The 1.0 grade means generally poor performance that is not improving, or unsatisfactory performance in a single area. For the majority of midshipmen, most of the trait grades should be in the 3.0 and 4.0 range.

z. BLOCK 40: CAREER RECOMMENDATIONS- The reporting senior should recommend the midshipman for one or two midshipman leadership positions or competitive training programs he or she feels the individual is most qualified for. Examples: BNCO, MINIBUDS, etc. These are the reporting senior's recommendations, based on performance.

aa. BLOCK 41: COMMENTS ON PERFORMANCE- Enter all specific comments on the midshipman's performance while attached to the unit. All comments must be verifiable. Any performance trait graded 1.0 or 5.0 must be specifically addressed in the comments section. Use only 10 or 12 pitch type. Do not underline, boldface, italicize, center, or otherwise highlight passages. No continuation sheets and enclosures will be allowed. List specific accomplishments that stand out above the other midshipmen assigned, including the following:

**(1) Degrees or certificates awarded.**

**(2) Personal awards or letters of commendation.**

**(3) Special Navy or other qualifications attained or renewed**

**(4) Other special honors or recognition received**

ab. BLOCKS 42-43: PROMOTION RECOMMENDATION- The reporting senior should place an "X" in the block on line 31 which best describes the reporting senior's opinion of the midshipman's standing in the company compared to that midshipman's his or her peers. The reporting senior will then place the total number of midshipmen recommended in each category in the appropriate summary block. Use the following as a guideline:

- Early Promote: equivalent to a grade of A. No more than 25% of grades can be A's. Assign to those midshipmen whose performance is truly outstanding in all respects.
- Must Promote: equivalent to a grade of B. No more than 35% of grades can be B's. Assign to those midshipmen whose performance is above average in comparison with their peers.
- Promotable: equivalent to a grade of C. No limit on the number of C's that can be awarded. Assigned to those midshipmen whose aptitude for commissioning is average in comparison with their peers.
- Progressing: equivalent to a grade of D. No limit on the number of D's that can be awarded. Assigned to those midshipmen whose performance is below average. A grade of D automatically places the individual on probation for the following semester and results in the issuance of a probationary letter from the Battalion Officer. When a midshipman receives a second consecutive D, an appearance before the Brigade Aptitude Board is required.
- Significant Problems: equivalent to a grade of F. Assigned only by the Academic Board to those midshipmen who have demonstrated insufficient aptitude for service. As a result, the midshipman may be recommended for separation to the Secretary of the Navy.

ac. BLOCK 44: REPORTING SENIOR ADDRESS- Enter N/A.

ad. BLOCK 45: SIGNATURE OF REPORTING SENIOR- The assigned reporting senior signs and dates the form in this block.

ae. BLOCK 46: SIGNATURE OF INDIVIDUAL EVALUATED- The midshipman evaluated will sign and date the form in this block and indicate his/her intention to submit or not to submit a statement. Statements to the record must be provided to the Class Advisor within fourteen 14 days. Statements may be no more than two pages and may not have enclosures. Statements must be temperate, confined to pertinent facts. They may not include accusations or countercharges, and may not question or impugn the motives of the reporting senior or other individuals. Statements may not contain a request to modify, remove, replace, or investigate a report. If a midshipman elects to submit a statement, the FITREP and statement will be reviewed by the Company Officer and filed in the Performance Jacket. Company Officers may include a one-page endorsement to the statement if desired.

af. BLOCK 47: Leave blank.