



# Joint Task Force National Capital Region Medical **INSTRUCTION**

NUMBER 1308.01  
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J-1

**SUBJECT:** Evaluations/Fitness Reports (FITREPS)

- References:**
- (a) JTF CapMed Directive 5101.01, "Administration/Personnel Decision Making Committee Charter," May 20, 2010
  - (b) JTF CapMed Instruction 1200.01, "Evaluations/Fitness Reports (FITREPS)," March 12, 2010 (hereby cancelled)
  - (c) Army Regulation 623-3, "Evaluation Reporting System," August 10, 2007
  - (d) Air Force Instruction 36-2406, "Officer and Enlisted Evaluation Systems," April 15, 2005
  - (e) Chief of Naval Personnel Instruction 1610.10C, "Navy Performance Evaluation System," April 20, 2011
  - (f) Army Directive 2011-16, "Changes to the Army Evaluation Reporting System," September 13, 2011

1. **PURPOSE.** This Instruction, in accordance with the authority in Reference (a), reissues Reference (b) to clarify policy, provide guidance to the Joint Task Force National Capital Region Medical (JTF CapMed), and establishes processing procedures for Officer Performance Reports (OPRs) and Enlisted Performance Reports (EPRs).

2. **APPLICABILITY.** This Instruction applies to all military personnel assigned to JTF CapMed and all Joint Medical Treatment Facilities (MTFs) and Centers in the National Capital Region (i.e., Fort Belvoir Community Hospital, Walter Reed National Military Medical Center, and the Joint Pathology Center) and provides further guidance to:

a. **Army.** To establish procedures and provide guidance to process Army Evaluations in accordance with (IAW) Reference (c).

b. **Air Force.** To inform, provide guidance, and establish processing procedures for Air Force OPRs and EPRs, IAW Reference (d).

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c. Navy. To establish procedures and provide guidance to process Navy Evaluations IAW Reference (e).

3. DEFINITIONS. See Glossary

4. POLICY

a. Army Personnel

(1) A rating chain is established by Commanders or Directors and maintained by rating officials to provide the best evaluation of an individual Soldier's performance and potential. A rating chain also ties rated individual performance to a specific senior and/or subordinate relationship. This allows for proper counseling to develop the rated Soldier to accomplish the mission. These functions are best achieved in an organization's chain of command.

(2) The evaluation of Soldiers by persons not involved in the chain of command or supervision is inappropriate.

(3) Special rules for designating rating officials have been made to cover the death, relief, or incapacitation of a rating official (Reference (c)).

(4) General rules for establishing rating chains:

(a) A rater will be an officer of the U.S. Armed Forces or U.S. Government Agency employee. The rater will normally be the immediate supervisor of the rated Soldier and senior by grade or date of rank to the rated soldier. Commanders will rate Commanders. Civilian raters for Office Evaluation Reports (OERs) and Non-Commissioned Officer Evaluation Report (NCOERs) will be designated as official supervisor on the established rating scheme approved by the Commander. Civilian raters for NCOERs will be designated and qualified by grade. The minimum grade to be a civilian rater is General Schedule (GS)-07.

(b) The intermediate rater (OER only) will be senior in grade or date of rank to the rated officer. The intermediate rater will be included when there is a level of supervision between the rater and senior rater unless an exemption applies. If an intermediate rater is included, they will be senior to the rated officer by grade or date of rank. For Chaplains, see Appendix C of Reference (c); for Judge Advocate General Corps officers, see Appendix D; for Army Medical Department officers, see Appendix E.

(c) Senior Rater will be an officer of the U.S. Armed Forces or DoD employee senior to all members within the rating chain. Senior Executive Service (SES) members may be senior raters for all grades of rated officers provided they are in the rated officer's chain of supervision and are at least one level above the intermediate supervisor of the rated officer.

(d) Senior raters for NCOERs will be U.S. Armed Forces members, senior by grade or date of rank to all rating officials and rated non-commissioned officers in the direct line of

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supervision of the rated NCO. DoD civilian employee minimum qualified grade is GS-09 or equivalent.

(e) Additional guidance for rating officials of residents, interns, and fellowship students of Graduate Health/Medical Education, outlined in Appendix E in Reference (c), states rating officials will be designated as staff officers directly responsible for the education program of the rated officer at the lowest practical level. As an exception to Table 1, rating officials need not be senior to the rated officer; however the senior rater will be senior in grade or date of rank to the rater.

(f) Specific requirements for rating officials, outlined in Reference (c), are summarized in the below table.

Table 1. Minimum Grade Requirements for Senior Raters of Officer OERs

	If a military senior rater, the minimum grade of the senior rater is—	If civilian performing senior rater function, the minimum grade of the senior rater is—	
When grade of the rated individual is—		Merit/GS	Non-appropriated fund
WO/2LT/1LT	0-4 Major (MAJ)/CPT(P)	General manager (GM)/ general Government (GG)/GS-13	Universally administrative (UA) 13
1LT(P)/CPT	0-5 Lieutenant colonel (LTC)/ MAJ(P)	GM/GG/GS-13	UA-13
CPT(P)/MAJ	0-6 Colonel (COL)/LTC(P)	GM/GG/GS-15	UA-15
MAJ(P)/LTC	0-6 Colonel (COL)/LTC(P)	GM/GG/GS-15	UA-15
LTC(P)/COL	0-7 Brigadier general (BG)/ COL(P)	SES (see 2-4c)	UA-16
COL(P)/BG/MG	Senior to the rater and intermediate rater	Senior to the rater and intermediate rater	Senior to the rater and intermediate rater
Notes:			
1. Supplementary review required in some cases.			
2. A promotable officer (signified on report by placing a P next to the rank) is one who is on a promotion list and is currently serving in a position authorized the next higher grade.			
3. Civilian ranks are under transition because of National Security Personnel System; these minimum requirements may be changed.			

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(5) Senior Rater Profile Report (Headquarters, Department of the Army (HQDA), Form 67-9-2). Senior rater profiles track the rating history of each senior rater for officers by grade, 2LT through BG, and warrant officers in grades WO1 through CW4 as outlined in Reference (f). HQDA makes this information available to the senior rater representative for officers and warrant officers, regardless of component. In addition, this report provides information on the timeliness of a senior rater's OER and NCOER submissions to HQDA. For officers in applicable ranks, a senior rater profile will:

(a) Emphasize the importance of the senior rater's role to provide credible information to the DA. This is one of the senior rater's most important actions, affects the Army's future leadership, and has great impact on how the Army accomplishes its missions.

(b) Emphasize the importance of a senior rater's sequencing reports. Within a senior rater's profile, HQDA will always process reports in the order received.

(c) Provide information to the DA selection boards and the Army leadership on the senior rater's profile history as a means of disciplining the rating system. For example, senior raters must maintain an Above Center of Mass (ACOM) percentage by grade of 49 percent or less (see table 2-7 of Reference (c)). Only one ACOM is allowed in any of the first four evaluations by applicable grade.

(d) Continue without interruption as the senior rater moves from job to job.

(e) Follow the senior rater upon retirement should the senior rater become a DA civilian and provide senior rater evaluations to Army officers and warrant officers in applicable ranks.

## (6) Rating Schemes

(a) Rating Schemes for active duty, attached reservists with duty within JTF CapMed, and Joint MTFs and Centers are managed and maintained by Military Human Resources (MHR). The Rating Scheme for the command is published at the beginning of each fiscal year (following the summer turnover/transition period) and updated as needed. Joint Commanders or Center Directors are the approving authority for the Rating Scheme.

(b) It is essential that departments notify MHR in instances where any Service member is assigned to a different rater. MHR will then determine whether a report is due based on the number of days of supervision.

### b. Air Force Personnel

#### (1) Rater

(a) The official in the rating chain designated by management to provide periodic performance feedback and initiate performance reports (usually the ratee's immediate supervisor).

(b) For officers, the rater must be an officer or civilian serving in a grade equal to or higher than the ratee.

(c) For enlisted, the rater must be an officer, an NCO, or a civilian serving in a grade equal to or higher than the ratee. Management may appoint a rater serving in the same grade as the ratee without regard to date of rank.

(2) Additional Rater

(a) The second evaluator in the rating chain, after the rater, to endorse a performance report.

(b) For officers, the additional rater must be serving in a grade equal to or higher than the rater and in a grade higher than the ratee.

(c) A colonel may be the additional rater for a colonel.

(d) For health profession officers (Air Force Specialty Code 4XXX), the additional rater must be serving in a grade equal to or higher than the rater and ratee.

(e) For Master Sergeant through Chief Master Sergeant, the additional rater must be serving in a grade equal to or higher than the rater.

(3) Additional Reviewer/Senior Rater/Final Evaluator

(a) All senior raters must be the person holding the senior rater position designated by the Management Level (ML) for the ratee's organization. Personnel Accounting Symbol Reports will not contain more than one general officer as an evaluator.

(b) When the final evaluator on the report is not a United States Air Force officer or Department of the Air Force civilian, an Air Force Advisor must review the report.

(c) For officers, the reviewer must be the ratee's senior rater and will be the final evaluator on the OPR. EXCEPTIONS: When the rater or additional rater is also the senior rater, the OPR will close at this level. Also, when a senior rater refers the report, the officer named in the referral memorandum becomes the final evaluator, unless he or she refers the report again.

(d) For lieutenant colonels and colonels, the reviewer must be the first general officer (includes a brigadier general select), or equivalent, in the rating chain who has been designated as a senior rater by the ML. Upon selection to brigadier general, an officer who is already the designated senior rater for the lieutenants through majors in an organization, the ML must realign their Senior Rater Identification Code (SRID) and re-designate the selectee as the senior rater for the lieutenant colonels of the organization.

(e) For lieutenants through majors, the reviewer must be the first colonel in the chain of command who has been designated as a senior rater, as determined by the ML. Equivalent civilian grades are determined by the MLs based on the responsibilities of that civilian position.



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(f) Air Force evaluations fall into three primary categories for both Air Force Officer and Enlisted personnel.

1. Annual reports are projected a year from the last report on file. A minimum of 120 days of supervision on the rater's part is required. It is possible for an annual report, which covers an entire year, to be generated with only 120 days of supervision by the rater. After an annual report has been generated and finalized, personnel will be projected for the next annual report 1 year from the closeout (end date) of the current annual report on file.

2. Change of Reporting Official (CRO) reports can be generated any time prior to an annual report. Once again, a minimum of 120 days of supervision on the rater's part is required. After the CRO report has been generated and finalized, personnel will be projected for an annual report 1 year from the closeout of the CRO report on file.

3. Directed by HQ United States Air Force or Commander (Major Command, wing, group, squadron), as appropriate. Rated individuals are required to use the through date as directed by the respective message directing the report.

(g) For both Air Force Officer and Enlisted personnel, in cases where the ratee retires or separates, reports are "optional" and are at the rater's discretion.

(4) Air Force enlisted senior non-commissioned officer (SNCO) (E-7 – E-9) EPRs. Mandatory eligibility requirements for SRID:

(a) Meet time in grade requirement IAW Reference (d).

(b) Completion of Community College of the Air Force degree (any specialty).

(c) Completion of Air Force SNCO Correspondence or In-residence Course.

c. Navy Personnel

(1) Reporting Senior Authority of Commanding Officers. A Commanding Officer may submit properly authorized FITREPs and evaluations (EVALs) on any individual, regardless of rank, who has reported to that Commanding Officer for permanent, temporary, or additional duty under competent written orders. For purposes of this Instruction, a Commanding Officer is any person, military or civilian, who exercises command or direction of a commissioned or established Navy unit or activity; an administrative or task organization of such units or activities, which has been established by competent authority; or an equivalent unit, activity, or organization in another department or agency of the U.S. Federal Government.

(2) Raters. EVALs on enlisted personnel E-6 and below require the signatures of a rater, senior rater, and reporting senior. This ensures Navy's senior enlisted and junior officer supervisors are properly included in the enlisted evaluation process. Raters and senior raters are designated by the command. The rater should be a Navy Chief Petty Officer for E-5 and E-6 personnel whenever possible. If none is available within the command, the rater will be a military or civilian supervisor who is an E-7 equivalent or higher. The senior rater may be omitted where the reporting senior is the rater's immediate supervisor. Typically, the senior rater

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is the division officer of department head. Raters do not sign FITREPs on officers and chief petty officers, but a similar system may be used for drafting FITREPs. For E-4 and below personnel, the rater can be an E-6.

(3) Evaluation Timelines

(a) The reporting period for Navy FITREPS/EVALS, as outlined in Reference (e), is indicated below:

Table 2. Periodic FITREP/Chief EVAL/EVAL

	Officers (Active)	Officers (Full-Time Service/Inactive)	Enlisted (All)
January	O-3	O-3	
February	O-2	O-2	
March	W-5, W-4, W-3	W-5, W-4, W-3	E-5
April	O-5	O-5	E-9
May	O-1	O-1	
June			E-4
July	O-6	O-6	E-3, E-2, E-1
August			
September	W-2	W-2	E-8, E-7
October	O-4	O-4	
November			E-6
December			

(b) The reporting senior will ensure that the EVAL standards have been met, and will determine the final distribution of promotion recommendations with the member's summary group. The complete report will then be prepared and signed by all members of the rating team.

(c) A summary letter must accompany each completed FITREP/EVAL. The summary letter will be generated if the report is done using the Navy Personnel Command (NAVPERSCOM) application. If the reports are produced manually, the summary letter will have to be produced on a pre-printed form manually.

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(d) Distribution of final FITREPS/EVALS is as follows:

	NAVPERSCOM	MEMBER	COMMAND/FILE
O-1-O-6, W-1-W-4	X	X	X
E-7 - E-9	X	X	X
E-5 - E-6	X	X	X
E-1 - E4	X	X	X

(e) All completed reports must be mailed to NAVPERSCOM within 30 days of the ending date of the report. Mailing address for NAVPERSCOM is:

COMMANDER  
NAVY PERSONNEL COMMAND PERS-32  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-3110

5. RESPONSIBILITIES. See Enclosure

6. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the JTF CapMed Web Site at: [www.capmed.mil](http://www.capmed.mil).

7. EFFECTIVE DATE. This Instruction is effective immediately.



SCOTT WARDELL  
Executive Director for Administrative Operations  
By direction of the Commander

Enclosure  
Responsibilities  
Glossary



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ENCLOSURERESPONSIBILITIES1. ARMY MHR. When processing Army evaluations, Army MHR shall:

a. Generate and forward OER/NCOER administrative data to each department/command group approximately 60 days prior to the closing date of all normally scheduled evaluations. Army annual evaluation reports are due 12 months after the date of the last report. Each department/command group is responsible for ensuring these reports are completed in a timely and professional manner. Evaluations will be monitored weekly through MHR reporting procedures. In order to generate up-to-date evaluations and rating schemes, MHR must be notified when personnel have changed positions within the different directorates/command group, when the rater has changed and/or when the senior rater has changed. Once a draft report has been generated, departments will forward the draft to MHR for an initial administrative/procedural review. MHR will return the report to the department with corrections, suggestions, or further guidance if necessary for signature.

b. Complete all active and attached reserve (Officer/NCO) Army reports and return to MHR no later than (NLT) 7 days prior to the through date of the report.

2. AIR FORCE PERSONNEL DATA SYSTEM (AFPDS) AND AIR FORCE MHR. When processing Air Force performance reports, the AFPDS and Air Force MHR shall:

a. Automatically generate EPR and OPR notices approximately 60 days prior to the closeout (end date) of an annual report. These notices contain all the information necessary to complete section one, rate identification data, for all OPRs and EPRs. If an Air Force member has been selected for reassignment, retirement, or separation, the AFPDS will also automatically generate EPR and OPR notices if a report is required based on the number of days supervision and the closeout of the last report on file. These notices will be forwarded to the departments NLT 30 days prior to the through date.

b. Forward each EPR/OPR to each department/command group. Each department/command group is responsible for ensuring these reports are completed in a timely and professional manner. These reports will be monitored weekly through MHR reporting procedures. In order to generate up-to-date shells and rating schemes, MHR must be notified when personnel have changed positions within the different departments/command group, when the rater has changed and/or when the senior rater has changed.

c. All active and attached reserve (Officer/NCO) Air Force reports should be completed and returned to MHR NLT 7 days prior to the through date of the report.

3. NAVY MHR. When processing Navy FITREPS and evaluations, the Navy MHR shall:

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a. Generate and forward FITREP administrative data to each department/command group approximately 60 days prior to the through date of the evaluations. Each department/command group is responsible for ensuring these reports are completed in a timely and professional manner. Evaluations will be monitored weekly through MHR reporting procedures. In order to generate up-to-date evaluations and rating schemes, MHR must be notified when personnel have changed positions within the different departments/command group, when the rater has changed and/or when the senior rater has changed. Once a draft report has been generated, departments will forward the draft to MHR for an initial administrative/procedural review. MHR will return the report to the department with corrections, suggestions, or further guidance if necessary for signature.

b. All active and attached reserve (Officer/Non-Commissioned Officer) Navy FITREPS should be completed and returned to MHR NLT 7 days prior to the through date of the report.

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GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

ACOM	Above Center of Mass
AFPDS	Air Force Personnel Data System
CRO	Change of Reporting Official
EPRs	Enlisted Performanc Reports
EVALS	Evaluations
FITREPS	Fitness Reports
HQDA	Headquarters, Department of the Army
MHR	Military Human Resources
ML	Management Level
NAVPERS	Navy Personnel Command
NCOERs	Non-Commissioned Officer Evaluation Report
NLT	no later than
OERs	Officer Evaluation Reports
OPRs	Officer Performance Reports
SES	Senior Executive Service
SNCO	senior non-commissioned officer
SRID	Senior Rater Identification Code
UA	Universally administrative

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PART II. DEFINITIONSAir Force performance reports:EPR

ratee. Individual whose performance is the basis for the report.

rater. Immediate supervisor. The person who will write the report.

additional rater. Second evaluator in the rating chain after the rater.

senior rater/endorser. PAS Code Owner of ratee.

OPR. Type of report filed for members in the grade of 0-6 and below (Col and below).

ratee. Individual whose performance is the basis for the report.

rater. Immediate Supervisor. Normally, the person who will write the report.

additional rater. Rater's Supervisor.

senior rater/reviewer. PAS Code Owner of ratee.

Army evaluations:

OER. Type of report filed for members in the grade of WO1/0-1 and above.

NCOER. Type of report filed for members E-5 through E-9.

Officer Development Support Form. Developmental form for Officers O-1 through O-3 and warrant officers W01-CW2.

Officer Support Form. Form required from ratee and rater at the end of a rating period.

Navy FITREPs and evaluations:

Reporting Senior. A person designated by a Commanding Officer to submit fitness or evaluation reports for which that commanding officer would otherwise be responsible.

FITREP. Type of report filed for members in the grade of W-2 through O-6.

Chief EVAL. Type of report filed for members in the grade of E-7 through E-9.

EVAL. Type of report filed for members in the grade of E-1 through E-6.