

U.S. Department of
Homeland Security

United States
Coast Guard



Commandant
United States Coast Guard

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1600

31 JAN 2014

MEMORANDUM

From:  G. P. Weeden
COMDT (CG-00A)

Reply to: CG-00A
Attn of: YN2 Marquessa Rhone
202-372-4434

To: USCG Chaplains

Subj: ACTIVE COMPONENT FITNESS REPORT (FITREP) SUBMISSION GUIDANCE

1. The following submission guidance is to ensure that Chaplains serving the Coast Guard receive the most thorough review of their evaluation by designated Senior Supervisory Chaplains. This guidance further ensures that FITREPs are delivered on time for Reporting Senior final inputs and signature. This guidance does not proscribe Chaplains from seeking the counsel of mentors inside or outside of the Coast Guard before submitting their FITREP.

2. FITREP Due Dates and Guidance:

January: Active Duty and Inactive Naval Reserve O3/LT reporting period ends 31 January

February: Active Duty and Inactive Naval Reserve O2/LTJG reporting period ends 28 February

April: Active Duty and Inactive Naval Reserve O5/CDR reporting period ends 30 April

July: Active Duty and Inactive Naval Reserve O6/CAPT reporting period ends 31 July

October: Active Duty and Inactive Naval Reserve O4/LCDR reporting period ends 31 October

- a. Supervisory Chaplains shall coordinate suspense dates to ensure that FITREPS are submitted to Navy Personnel Command (NAVPERSCOM) (PERS-32) within 15 days of the close of the reporting period. The mailing address is:

Navy Personnel Command (PERS-32)
5720 Integrity Drive
Millington, TN 38055-3201

- b. Navy FITREPS shall be prepared using the NAVFIT98A version 30. The NAVFIT98A software contains built-in error checking capabilities. The data files are exportable and transferable using Microsoft Outlook. This version contains the latest Fitness Report and Counseling Record 1610/2.

- c. FITREP guidance is available in BUPERSINST 1610.10C Navy Performance Evaluation System.
- d. Each Chaplain must submit two (2) copies to the Reporting Senior (RS). In Block 27, the first Fitness Report contains the RS's full SSN; the second 000-00-0000. The member is to retain the second copy.
- e. The Chaplain of the Coast Guard is available to review Fitness Reports and offer career guidance as desired.

3. Submission Procedure:

a. Sector/Base/Airsta Chaplains

- (1) Sector/Base/Airsta Chaplains shall submit to the District Chaplain their bullets along with a draft FITREP narrative and summary letter input.
- (2) District Chaplains will edit both FITREP and summary letter then submit, along with bullets, to the Area Chaplain.
- (3) Area Chaplains will edit the FITREP and summary letter preparing a readied FITREP which is returned to the District Chaplain.
- (4) District Chaplains shall submit the readied FITREP and summary letter directly to the Sector/Base Commander (Reporting Senior) for final input and signature. The AREA and/or District Chaplain will provide advisement to the CO as requested.
- (5) The Chaplain being reported on shall ensure the Command submits the signed FITREP and summary letter to NAVPERSCOM (PERS-32) in a timely manner and retains copies as required.

b. District Chaplains

- (1) District Chaplains shall submit to the Area Chaplain their bullets along with a draft FITREP narrative and summary letter input.
- (2) AREA Chaplains shall submit the readied FITREP and summary letter directly to the District Commander/Chief of Staff (Reporting Senior) for final input and signature. The AREA Chaplain will provide advisement to the Commander as requested.
- (3) The Chaplain being reported on shall ensure the Command submits the signed FITREP and summary letter to NAVPERSCOM (PERS-32) in a timely manner and retains copies as required.

c. TRACEN Cape May, Petaluma and Yorktown

- (1) If applicable, all Subordinate chaplains shall submit bullets along with a draft FITREP narrative and summary letter input to the TRACEN Command Chaplain.
- (2) TRACEN Command Chaplains will edit the FITREP narrative and summary letter input and submit along with bullets to the Headquarters and Deputy Chaplain of the Coast Guard. This includes both their own and their subordinates.
- (3) The Headquarters and Deputy Chaplain of the Coast Guard shall submit the readied FITREP and summary letter directly to the Commanding Officer (Reporting Senior) for final input and signature. The Headquarters and Deputy Chaplain of the Coast Guard will provide advisement to the CO as requested.
- (4) The TRACEN Command Chaplains shall ensure the Command submits the signed FITREP and summary letter to NAVPERSCOM (PERS-32) in a timely manner and retains copies as required.

d. USCG Academy Chaplains

- (1) Subordinate Chaplains shall submit to the CGA Command Chaplain their bullets along with a draft FITREP narrative and summary letter input.
- (2) The CGA Command Chaplain shall submit the readied FITREP and summary letter directly to the Superintendent (Reporting Senior) for final input and signature. The Command Chaplain will provide advisement to the Superintendent as requested.
- (3) The CGA Command Chaplain shall ensure the Command submits the signed FITREP and summary letter to NAVPERSCOM (PERS-32) in a timely manner and retains copies as required.

e. Area Chaplains/USCGA Command Chaplain/CGHQ/FORCECOM Chaplain

The Chaplain of the Coast Guard is available to review Fitness Reports and offer career guidance as desired.

4. Questions concerning this guidance should be directed to the Office of the Chaplain of the Coast Guard (CG-00A).

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