



1600
01 December 2010

MEMORANDUM

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

Reply to: CG-00A
Attn of: YN2 Erick Carleton
202-372-4434

To: USCG Chaplains

Subj: ACTIVE COMPONENT FITREP SUBMISSION (REVISED DEC 10)

1. Dates Due and Guidance:

Jan: AD and *Inact NR O3/LT reporting period ends 31 Jan

Apr: AD and *Inact NR O5/CDR reporting period ends 30 Apr

Jul: AD and *Inact NR O6/CAPT reporting period ends out 31 Jul

Oct: AD and *Inact NR O4/LCDR reporting period ends 31 Oct

- a. Supervisory Chaplains should coordinate suspense dates to ensure that FITREPS are submitted to NPC (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 should be prepared using the NAVFIT98A version 2.2.0.28. The NAVFIT98A software contains built in error checking capabilities; however, the data files are not transferable using Microsoft Outlook. This version contains the latest Fitness Report and Counseling Record 1610/2.
- c. FITREP guidance is available in BUPERSINST 1610.10B Navy Performance Evaluation System.
- d. Each Chaplain is to submit two copies to the Reporting Senior (RS). One with 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 chop FITREPs and offer career guidance as desired.

2. Reporting Procedure:

(1) Sector/Base Chaplains

- a. Sector/Base Chaplains are to submit to the District Chaplain their bullets along with a draft FITREP narrative and summary letter input.
- b. District Chaplains are to chop the FITREP and summary letter and submit along with bullets to the Area Chaplain.
- c. Area Chaplains chop the FITREP and summary letter preparing a signature ready copy which is returned to the District Chaplain.
- d. District Chaplains are to submit the signature ready FITREP and summary letter directly to the Sector/Base Commander (Reporting Senior) with the knowledge that he/she may wish to make changes.
- e. The chaplain being reported on is responsible to submit the signed FITREP and summary letter to NPC (PERS-32) in a timely manner and retain copies as required.

(2) District Chaplains

- a. District Chaplains are to submit to the Area Chaplain their bullets along with draft FITREP narrative and summary letter.
- b. Area Chaplains chop the FITREP and summary letter preparing a signature ready copy which is submitted directly to the District Commander/Chief of Staff (Reporting Senior) with the knowledge that he/she may wish to make changes.
- c. The chaplain being reported on is responsible to submit the signed FITREP and summary letter to NPC (PERS-32) in a timely manner and retain copies as required.

(3) Area Chaplains/USCGA Command Chaplain/HQ & Deputy Chaplain

The Chaplain of the Coast Guard is available to chop FITREPs and offer career guidance as desired.

(4) USCG Academy Chaplains

- a. Subordinate chaplains are to submit to the Command Chaplain bullets along with a draft FITREP narrative.

- b. The Command Chaplain chops the FITREP and summary letter preparing a signature ready copy which is submitted directly to Superintendent (Reporting Senior) with the knowledge that he/she may wish to make changes.
- c. The Command Chaplain is responsible to submit the signed FITREP and summary letter to NPC (PERS-32) in a timely manner and retain copies as required.

(5) TRACEN Cape May, Petaluma and Yorktown/CG Yard Chaplains

- a. Subordinate chaplains are to submit bullets along with a draft FITREP narrative and summary letter input to the TRACEN Command Chaplain. The CG Yard Chaplain is to submit bullets along with a draft FITREP narrative and summary letter to the HQ & Deputy Chaplain.
- b. TRACEN Command Chaplains are to chop the FITREP narrative and summary letter and submit along with bullets to the HQ & Deputy Chaplain. This includes both their own and their subordinates.
- c. The HQ & Deputy Chaplain chops the FITREP and summary letter preparing a signature ready FITREP which is submitted to the Commander (Reporting Senior) with the understanding that he/she may wish to make changes.
- d. The TRACEN Command Chaplains/Yard Chaplain are responsible to submit the signed FITREP and summary letter to NPC (PERS-32) in a timely manner and retain copies as required.

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