



DEPARTMENT OF THE NAVY  
NAVAL DENTAL CENTER  
2310 CRAVEN ST.  
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SAN DIEGO, CALIFORNIA 92136-5596

ORIGINAL

NAVDENCENS DIEGO INST 1610.1  
09  
29 FEB 1996

NAVDENCEN SAN DIEGO INSTRUCTION 1610.1

Subj: PROCESSING OF OFFICER FITNESS REPORTS

Ref: (a) BUPERSINST 1610.10

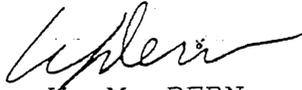
Encl: (1) Preparation Processing and Approval Schedule  
(2) Flow Chart for Preparation and Submission

1. Purpose. To establish guidelines and scheduling for the preparation, processing and approval of Officer Fitness Reports for officers assigned to the Naval Dental Center, San Diego, California.
2. Cancellation. NAVDENCENS DIEGO INST 1611.1G
3. Policy. No personnel action is more important to individual officers and the continued strength of the Navy than prompt and proper submission of fitness reports. Timeliness and accuracy of preparation and submission will be stressed at all times as a Command responsibility. Workload and other pressures cannot be accepted as valid reasons for failing to meet submission deadlines or for improper preparation.
4. Information. In accordance with reference (a), Commanding Officers usually require Executive Officers and heads of departments to report to them on the performance of officers serving under their supervision. This practice is encouraged; however, all such reports are for the personal use of the Commanding Officer in making his report on the fitness of all officers under his command and shall not be forwarded to the Chief of Naval Personnel. Accordingly, enclosure (1) is offered to assist responsible subordinate officers during counseling and in preparing draft or "feeder" Officer Fitness Reports for subsequent review, comment, smooth preparation and signature by the Commanding Officer. They are not to be shown to the officer reported upon unless so directed. Enclosure (2) is a flow chart that summarizes the responsibilities for preparation and submission of fitness reports.



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5. Action. Because of the large number of officers assigned to the Naval Dental Center and in consideration of the importance of the Officer Fitness Report document, responsible officers shall comply fully with both the supplemental scheduling guide in enclosure (1) and with the very precise instructions of reference (a).



W. M. DERN  
Acting

Dist:  
List I, Case 1, 2

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PREPARATION PROCESSING AND APPROVAL SCHEDULE

1. Schedule (Regular Periodic).

<u>Grade</u>	<u>Due Date</u>	<u>Counseling</u>
Captains	31 July	January
Commanders	31 August	February
Lieutenant Commanders	31 October	April
Lieutenants	31 January	July
Lieutenant (Junior Grade)	28/29 February and 31 August	May/November
Ensigns	31 May	February/August

2. Prepare/Review/Approval Authority

Dental Corps <u>Officers</u>	Prepared By _____	Reviewed By _____	Approval Authority
XO	CO		CO
Directors <sup>1</sup>	XO	CO	CO
Subordinate Branch Officer	Director	XO	CO
<u>Medical Service Corps Officers</u>	Prepared By _____	Reviewed By _____	Approval Authority
Director, Dental Center Admin	XO	CO	CO

Enclosure (1)

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All other MSC Officers	Director, Dental Center Administration	XO	CO
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<sup>1</sup>/If an officer is ADDU to a major staff or command, his CONCURRENT fitness report shall be received and signed by the Regular reporting senior, (i.e., Commanding Officer, Naval Dental Center, before forwarding to BUPERS).

### 3. Specific Instructions

a. To assist subordinate responsible officers, the secretary in the office of the Commanding Officer, telephone 556-8200, is assigned as the Command contact point for all technical questions regarding this important and confidential business. All smooth reports will be typed by that person or under his/her direct supervision.

b. The secretary maintains report data on every officer assigned to the Naval Dental Center. The command will send partially prepared work sheets, BUPERS 1610/1, along with the current officer's input sheet, to the responsible drafters sufficiently early to promote timely return. A letter from the Commanding Officer will specify when each step in the process is to be completed.

c. These work sheets, together with the individual officer's input sheet and any other supporting documents, are to be returned to the office of the Commanding Officer by the dates specified. Blocks 1-17, 21-28, 30, 31 and 44 will normally be filled in by the secretary, but must be verified as to spelling, Social Security Number, dates, etc.; any errors are to be circled in blue marker pen. In block 29 fill in the departments worked and the amount of time specified in months (i.e., Operative Dentistry (6)). Provide recommended marks in blocks 33-39, along with future assignment recommendations in block 41. Place an "X"

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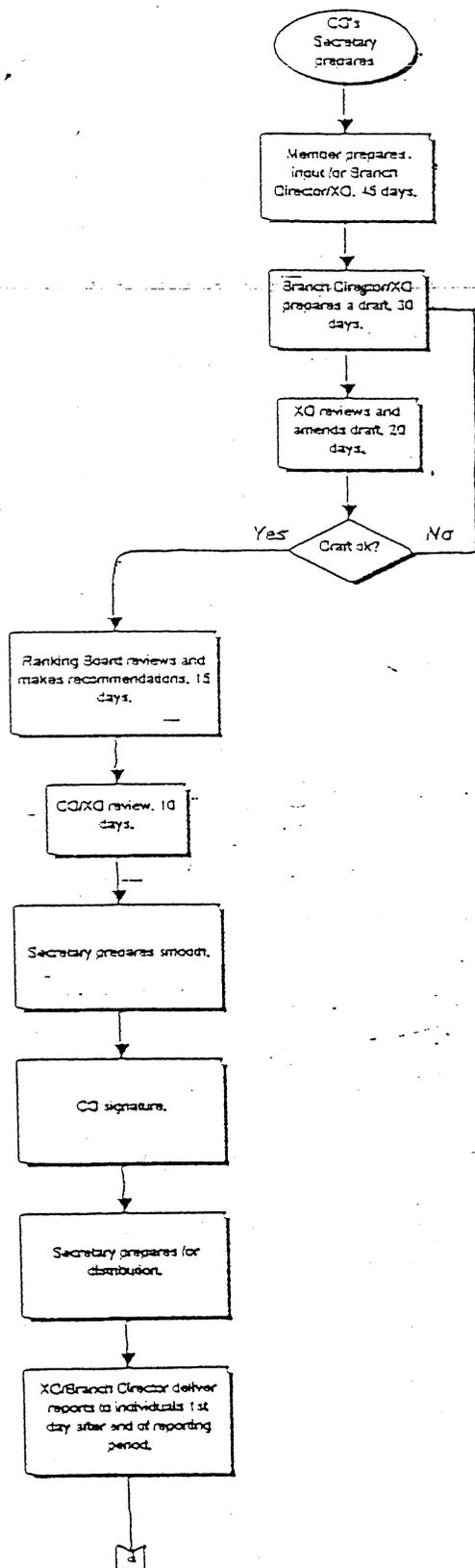
in the appropriate box on line 42. The mark in block 43 will be completed by the Commanding Officer, not the Branch Director. Sign on line 45 to signify that the Branch Director or other responsible drafting officer has indeed seen the "final" draft and endorses it at that point. Section 41 comments are to be typed on a floppy disk using the current command word processing program in accordance with reference (a). Print a copy of the draft and seal it and all work sheets in an envelope plainly marked "FITNESS REPORT--TO BE OPENED BY COMMANDING OFFICER OR HIS REPRESENTATIVE ONLY" and placed in a guard mail envelope to the Commanding Officer's secretary. On a separate sheet include a summary of all officers, by rank, reported on; exception: reports for detaching officers.

d. The Executive Officer and/or the Branch Director will deliver and discuss all fitness reports in a private setting. If officers desire to discuss the report in further detail with the Executive Officer or with the Commanding Officer, appointments can be scheduled through the Commanding Officer's secretary.

e. In the case of Naval Reserve Officers on annual training or attending continuing education courses, it is the Command's policy to waive the submission of Annual Training Reports unless the period of training is ten days or more. Performance Information Memorandums (PIMs) will be prepared and transmitted to the Inactive Reserve Reporting Senior for periods exceeding two days, but less than ten.

f. The secretary will post all completed reports to the Chief, Bureau of Naval Personnel. Final disposition of the work sheets is at the discretion of the reporting senior, keeping in mind the privileged nature of the information recorded. Under no circumstances shall this performance information be retained for Command files after detachment of the reporting senior.

# PREPARATION AND SUBMISSION OF FITNESS REPORTS



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