

Enlisted Fitness or Evaluation Report Input

1. Administrative data
 - a. Full Name (indicate if changed during period).
 - b. Rate and warfare/qualification designator(s). (Indicate if frocked or selectee.)
 - c. SSN.
 - d. If USNR on active duty, indicate status: i.e., extended active duty, TAR, ADSW, OYR, CANREC, AT or ADT.
 - e. Date reported to present command.
 - f. Ending date of last Regular report.
 - g. Date of rate.
 - h. Last two PRT dates with results: i.e., P/WS, F/WS (Include PRT coordinators name and contact information)
2. Duties assigned and number of months assigned during this report period. (List by duty title)
 - a. Division, Air Crew, etc. to which assigned.
 - b. Primary duties.
 - c. Collateral duties.
 - d. Watchstanding duties.
 - e. TEMADD/TEM DU. (Where, when and why.)
 - f. Significant periods not available for duty, if any. (If first report at this command, include any delay or TEMDU prior to reporting.) Do not include brief illness or normal leave.
3. Job information
 - a. Principal activities and responsibilities. Include equipment operated or qualified to operate, and “customers” served, if applicable.
 - b. Individual accomplishments, including experience gained and contributions to team achievements.
 - c. Responsibilities for classified material.

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4. Supervision and Leadership.
 - a. Personnel directly supervised (subdivide by military, civilians, reservists).
 - b. Personnel supervised through subordinates (subdivide as above).
 - c. Equipment and material for which responsible.
 - d. Size of budget managed.
 - e. Leadership activities and accomplishments. Include team and subordinate accomplishments, which reflect your leadership.
 - f. Performance as instructor (classroom or on-the-job).
 - g. Counseling given (formal or informal).
 - h. Retention efforts and results.
5. AT/ADT/ADSW inclusive dates, duty station, and location.
6. Special achievements.
 - a. Qualifications achieved during period (or during prior period if not mentioned in previous report).
 - b. Educational courses completed and diplomas or certificates awarded.
 - c. Personal awards and letters of commendation or appreciation received.
7. Off-duty activities
 - a. Education courses attended.
 - b. Civic activities.
 - c. Voluntary public relations on behalf of Navy.
 - d. Reservist's civilian employment. Note promotions or special accomplishments during period.
8. Future duties/schools desired.
9. Other items for consideration.