



Officer's & Chief FITREP Preparation & Counseling

Items in Drill Month	Admin Distributes - info contained in POM Mailings to:	Unit(s) XO's Provide Input by the 1 st of this month - SEE NOTE (2)	Periodic (Annual) FITREP- due to CO's and BUPERS	Admin Distributes FITREP Blanks for Counseling:	Midterm Counseling - Provided to Members; results to XO's on
January	W4-W1w/XO & DH			O5, O4, O2, O1 E8, E7	O6
February	E9w/XO & DH	W4 – W1			
March		E9	W4 – W1	O3	O5, O4, O2, O1 E8, E7
April			E9		O3
May	SEE NOTE (1) O6				
June					
July		SEE NOTE (1)	O6		
August	O3w/XO & DH			W4-W1	
September		O3	SEE NOTE (1)	E9	W4 – W1
October			O3		E9
November					

Note:

- 1) All Officers and Chiefs Detaching at the End of the FY;
 All Officers in Units with the CO Detaching at the End of the FY;
 All Officers and Chiefs to receive an annual FITREP ending in SEP – CDR's, LCDR's, LTJG's , ENS's, Senior Chiefs & Chiefs (**O5, O4, O2, O1, E8, and E7**)
- 2) The following items are required from each Unit XO to Admin when submitted
 - a. Completed Smooth writes ups for each person in competitive group
 - b. Complete Ranking/Promotion Recommendation (Admin will provide distribution information)
 - c. Confirmation that the member has verified blocks 1-29