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| 1. Name (LAST, FIRST, MI.) | 2. Grade/Rate | 3. Desig | 4. SSN |
| LAST, FIRST, MI. | MIDN | #/C | XXX-XX-XXXX |
| 5. ACT FTS INACT A1/ADSW/265 | 6. UIC | 7. Ship/Station | 8. Promotion Status | 9. Date Reported |
|  ☐ ☐ ☒ ☐ | 68877 | NROTC CARNEGIE MEL | REGULAR | DDMMMYY |
| Occasion for Report | Period of Report |
|  10. Periodic  | ☒ |  Detachment11. of Individual | ☐ |  Detachment of12. Reporting Senior | ☐ |  13. Special | ☐ | 14. From: | DDMMMYY | 15. To: | DDMMMYY |
| 16. Not ObservedReport ☐ | Type of Report | 20. Physical Readiness | 21. Billet Subcategory (if any) |
| 17. Regular | ☒ | 18. Concurrent | ☐ | 19. Ops Cdr | ☐ | Enter PT. | N/A |
| 22. Reporting Senior (LAST, FIRST, MI.) | 23. Grade | 24. Desig | 25. Title | 26. UIC | 27. SSN |
| LAST, FIRST, MI. | MIDN | #/C | Reporting Sen. Billet | 68877 | XXX-XX-XXXX |
| 28. Command employment and command achievements. |
| Responsible for the training and guidance for all Midshipmen, Officer Candidates, and MECEP’s enrolled in NROTC Unit Carnegie Mellon University. |
| 29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) |
| SEMESTER BILLETEnter billet description. Do not enter more than two lines.Collateral Duties - Click here to enter text.  |
| For Mid-Term Counseling Use. (When completing FITREP enter 30 and 31 from counseling worksheet sign 32.) | 30. Date Counseled | 31. Counselor | 32. Signature of Individual Counseled |
| NOT REQ | LAST, FIRST, MI. | NOT REQ |
| PERFORMANCE TRAITS: 1.0 - Below standards/not progressing or UNSAT in any one standard; 2.0 - Does not yet meet all 3.0 standards; 3.0 - Meets all 3.0 standards; 4.0 - Exceeds most 3.0 standards; 5.0 - Meets overall criteria and most of the specific standards for 5.0. Standards are not all inclusive. |
| **PERFORMANCE TRAITS** | 1.0\*Below Standards | 2.0Pro-gressing | 3.0Meeting Standards | 4.0Above Standards | 5.0Greatly Exceeds Standards |
| 33.**PROFESSIONAL****EXPERTISE:**Professional knowledge, proficiency, and qualifications. | - Lacks basic professional knowledge to perform effectively.- Cannot apply basic skills.- Fails to develop professionally or achieve timely qualifications. |  | - Has thorough professional knowledge.- Competently performs both routine and new tasks.- Steadily improves skills, achieves timely qualifications. |  | - Recognized expert, sought after to solve difficult problems.- Exceptionally skilled, develops and executes innovative ideas.- Achieves early/highly advanced qualifications. |
| NOB [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 34.**COMMAND OR****ORGANIZATIONAL****CLIMATE/EQUAL****OPPORTUNITY:**Contributing to growth and development, human worth, community. | - Actions counter to Navy's retention/reenlistment goals.- Uninvolved with mentoring or professional development of subordinates.- Actions counter to good order and discipline and negatively affect Command/Organizational climate.- Demonstrates exclusionary behavior. Fails to value differences from cultural diversity. |  | - Positive leadership supports Navy's increased retention goals. Active in decreasing attrition.- Actions adequately encourage/support subordinates' personal/professional growth.- Demonstrates appreciation for contributions ofNavy personnel. Positive influence on Command climate.- Values differences as strengths. Fosters atmosphere of acceptance/inclusion per EO/EEO policy. |  | - Measurably contributes to Navy's increased retention and reduced attrition objectives.- Proactive leader/exemplary mentor. Involved in subordinates' personal development leading to professional growth/sustained commitment.- Initiates support programs for military, civilian,and families to achieve exceptional Command andOrganizational climate.- The model of achievement. Develops unit cohesion by valuing differences as strengths. |
| NOB [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 35.**MILITARY BEARING/****CHARACTER:**Appearance, conduct, physical fitness, adherence to Navy Core Values. | - Consistently unsatisfactory appearance.- Unsatisfactory demeanor or conduct.- Unable to meet one or more physical readiness standards.- Fails to live up to one or more NavyCore Values: HONOR, COURAGE,COMMITMENT. |  | - Excellent personal appearance.- Excellent demeanor or conduct.- Complies with physical readiness program.- Always lives up to Navy Core Values:HONOR, COURAGE, COMMITMENT. |  | - Exemplary personal appearance.- Exemplary representative of Navy.- A leader in physical readiness.- Exemplifies Navy Core Values:HONOR, COURAGE, COMMITMENT. |
| NOB [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 36.**TEAMWORK:**Contributions towards team building and team results. | - Creates conflict, unwilling to work with others, puts self above team.- Fails to understand team goals or teamwork techniques.- Does not take direction well. |  | - Reinforces others' efforts, meets personal commitments to team.- Understands team goals, employs good teamwork techniques.- Accepts and offers team direction. |  | - Team builder, inspires cooperation and progress.- Talented mentor, focuses goals and techniques for team.- The best at accepting and offering team direction. |
| NOB [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 37.**MISSION****ACCOMPLISHMENT****AND INITIATIVE:**Taking initiative, planning/prioritizing, achieving mission. | - Lacks initiative.- Unable to plan or prioritize.- Does not maintain readiness.- Fails to get the job done. |  | - Takes initiative to meet goals.- Plans/prioritizes effectively.- Maintains high state of readiness.- Always gets the job done. |  | - Develops innovative ways to accomplish mission.- Plans/prioritizes with exceptional skill and foresight.- Maintains superior readiness, even with limited resources.- Gets jobs done earlier and far better than expected. |
| NOB [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| 1. Name (LAST, FIRST, MI.) | 2. Grade/Rate | 3. Desig | 4. SSN |
| LAST, FIRST, MI. | MIDN | #/C | XXX-XX-XXXX |
| **PERFORMANCE TRAITS** | 1.0\*Below Standards | 2.0Pro-gressing | 3.0Meeting Standards | 4.0Above Standards | 5.0Greatly Exceeds Standards |
| 38.**LEADERSHIP:**Organizing, motivating and developing others to accomplish goals. | - Neglects growth/development or welfare of subordinates.- Fails to organize, creates problems for subordinates.- Does not set or achieve goals relevant to command mission and vision.- Lacks ability to cope with or tolerate stress.- Inadequate communicator.- Tolerates hazards or unsafe practices. |  | - Effectively stimulates growth/development in subordinates.- Organizes successfully, implementing process improvements and efficiencies.- Sets/achieves useful, realistic goals that support command mission.- Performs well in stressful situations.- Clear, timely communicator.- Ensures safety of personnel and equipment. |  | - Inspiring motivator and trainer, subordinates reach highest level of growth and development.- Superb organizer, great foresight, develops process improvements and efficiencies.- Leadership achievements dramatically further command mission and vision.- Perseveres through the toughest challenges and inspires others.- Exceptional communicator.- Makes subordinates safety-conscious, maintains top safety record.- Constantly improves the personal and professional lives of others. |
| NOB [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 39.**TACTICAL****PERFORMANCE:**(Warfare qualified officersonly)Basic and tactical employment of weapons systems. | - Has difficulty attaining qualifications expected for rank and experience.- Has difficulty in ship(s), aircraft or weapons systems employment.Below others in knowledge and employment.- Warfare skills in specialty are below standards compared to others of same rank and experience. |  | - Attains qualifications as required and expected.- Capably employs ship(s), aircraft, or weapons systems. Equal to others in warfare knowledge and employment.- Warfare skills in specialty equal to others of same rank and experience. |  | - Fully qualified at appropriate level for rank and experience.- Innovatively employs ship(s), aircraft, or weapons systems. Well above others in warfare knowledge and employment.- Warfare skills in specialty exceed others of same rank and experience. |
| NOB ☒ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 40. I recommend screening this individual for the following midshipman billets (maximum of two): |
| Recommendations may be for billets such as: BATCOM, BATXO, OPS, TRAINO, COMPANY COMMANDER, PLATOON COMMANDER, SHIP STORE, ETC. | Billet | Billet |
| 41. COMMENTS ON PERFORMANCE. \*All 1.0 marks, three 2.0 marks, and 2.0 marks in Block 34 must be specifically substantiated in comments. Comments must be verifiable. Use upper and lower case. |
| Click here to enter opening sentence.Click here to enter text.Click here to enter closing sentence. |
| Promotion Recommendation | NOB | Significant Problems | Progressing | Promotable | Must Promote | Early Promote | 44. Reporting Senior Address**NROTC CARNEGIE MELLON UNIV.****4615 FORBES AVE.****PITTSBURGH, PA 15213** |
| 42. INDIVIDUAL | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 43. SUMMARY | # | # | # | # | # | # |
| 45. Signature of Reporting Senior | Date: | DDMMMYY | 46. Signature of individual evaluated. “I have seen this report, been apprised of my performance, and understand my right to make a statement.” |
|  | I intend to submit a statement |  | do not intend to submit a statement |  |  |
| Member Trait Average: | #.## | Summary Group Average: | #.## |  | Date: |  |
| 47. NROTC Unit Commanding Officer Review |
|  | Date: | DDMMMYY |