

2.OCCASION FOR REPORT

☐ Other _____☐ Reports and Records Only

Research

10. OTHER FACTOR – Furnish detailed comments on any special skills and/or characteristics which you consider are exceptionally strong or weak points of this officer. Examples would be skills or characteristics relating to personal behavior, shiphandling and seamanship, inter-government relations, cost consciousness, physical endurance and emotional stability.

11. GENERAL COMMENTS – Give your opinion of this officer. Include any information which may be of value in making assignments, special awards, and promotion. Make an explicit statement of this officer's EEO achievements. NOTE: If "outstanding" is given for either "JOB ABILITY" or "JOB ACCOMPLISHMENT", under item 8, explain why the officer deserves this rating. Also, explain all "poor" (adverse) ratings.

Officer shipboard training workbook _____ % complete. Officer (☐ is, ☐ is not) a qualified OOD Underway.

I (☐ consider, ☐ do not consider) this officer's process satisfactory, and recommend (☐ retention in, ☐ separation from) the NOAA Corps.

12. A COPY HAS BEEN FORWARDED THROUGH CHANNELS.

☐ Yes ☐ No

13. TREND OF PERFORMANCE:

☐ First Report ☐ Improving ☐ Consistent ☐ Declining

14. EDUCATIONAL POTENTIAL – Do you believe full-time graduate training would be beneficial to both NOAA and the officer at this time?

☐ Yes ☐ No ☐ No Opinion

15.	DATE	GRADE	SIGNATURE/TYPED NAME	TITLE/POSITION
RATING OFFICER				
REPORTING OFFICER				
RATED OFFICER				

INSTRUCTIONS FOR PREPARING NOAA FORM 56-6 FITNESS REPORT FOR COMMISSIONED OFFICERS

This fitness report will be used with previous reports as a basis for performance evaluation, advancement, assignment, and career development. Your report must be factual and unbiased. Include relevant examples of achievement whenever possible. See NOAA Corps Regulations (NCR) Chapter 4, Part 4 for further instructions.

Please type or print all entries on the original form. The front and rear pages are transposed to facilitate review of the officer personnel file.

FORM ITEMS

Item 1) Include month, day, and year. Normal reporting period is from: January 1, XXXX to: December 31, XXXX. When "from" or "to" date represents reporting or detachment date of the rated or rating officer, **use the** organization code change date shown on NOAA Form 56-I (Travel Order and Organizational Change Order).

Item 2) Check appropriate box.

Item 3) (e.g. DOE, John L. Jr.)

Item 4) (RADM, CAPT, CDR, LCDR, LT, LTJG, ENS)

Item 5) Check appropriate box.

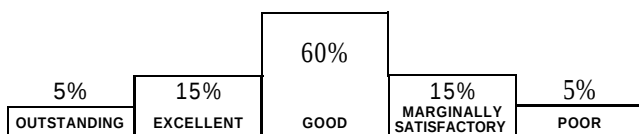
Item 6) Specify line office, unit, and location (e.g. PMC, SURVEYOR, Seattle, WA; NMFS, SEFC, Miami, FL; etc.)

Item 7) Summarize major duties and number of months in duty. Do not attach billet description as a substitute for this section. Avoid vague terms like "junior officer duties" or "Administrative Assistant".

Item 6) Place an "X" in appropriate box. Officers should be rated in comparison with their peers (officers of similar grade and service). No correction will be applied to the total score resulting from your ratings.

The expected scores for all officers should follow a normal distribution:

NOTE: *The average grade is "Good."*



Rating an officer higher than is warranted by a true comparison with peers will seriously compromise the utility of this report. When a mark in a particular category cannot be determined from duty performance, estimate the officer's present potential. If you cannot grade the officer on three or more categories because the officer was under your supervision for too short a period, omit marking any of the categories and explain the matter in item 11.

Item 9) Check appropriate box on each line.

Item 10) *Do not leave this section blank.* Read the instructions on the form. Attach extra sheets for elaboration if necessary.

Item 11) *Do not leave this section blank.* Attach commendation's and other evaluations not previously submitted, making reference to them in this section. If you recommend this officer for accelerated promotion, include well documented evidence of outstanding performance.

Give examples of the officer's ability to handle responsibilities, comparing rated officer with his/her peers.

You must make an explicit statement on EEO achievement. Some examples include: completion of EEO training courses; participation as EEO Counselor, Officer, or Advisory Committee member; acting as mentor for minority retention; participation in recruiting programs for women and minorities; community outreach programs; conducting tours and open houses, etc.

You must include a statement on the officer's satisfactory progress and retention in the NOAA Corps: "I consider. . . and recommend. . ." Include supporting statements for negative recommendations. Reports containing negative recommendations shall be submitted as prescribed in NCR Chapter 4, Part 4.

Each attachment page must be signed by the Rating, Reporting, and Rated Officers. All corrections/deletions must be initialed by the Rating and Rated Officers.

Item 12) Check appropriate box. Submit original report to the NOAA Commissioned Personnel Center.

Item 13) Trend of performance refers to consecutive reports made by the same rater while the rated officer is in the same assignment.

Item 14) Check appropriate box.

Item 15) Signatures should be completed in blue ink to distinguish original document from copy.

"Rating Officer" is the person who assigns the ratings and completed this form. The Rating Officer may be a commissioned officer or civilian employee. The Rating Officer's name must be typed or printed below signature.

"Reporting Officer" is the rating officer's supervisor. An individual may not sign as both rating and reporting officer. The Reporting Officer's name must be typed or printed below signature.

"Rated Officer" is the officer being evaluated. The report must be discussed with the rated officer and signed in the space provided. The Rated Officer's name must be typed or printed below signature. The Rated Officer's signature indicates he/she has read the report but does not necessarily indicate agreement. If the rated officer believes he/she has been unjustly graded, the officer must be advised of his/her entitlement to appeal to the Director, NOAA Corps (see NCR Chapter 4, Part 4).

TRANSMITTAL INSTRUCTIONS

1) Tear off instruction sheet and submit only the original report directly to the Director, Commissioned Personnel Center. The envelope should be marked "FitRep – do not open in mail room".

2) A copy may be provided the Rated Officer at his/her request.

3) Rating Officers may retain a copy of each fitness report to facilitate submission of subsequent reports. Retained copies are for the sole use of the Rating Officer and shall not be maintained as an activity file, nor shall they be passed on to a subsequent rating officer.

4) Deficient reports will be returned to the Rating Officer for correction.