



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

Canc: Feb 2020

NSTCNOTE 1610.1
N001
12 Nov 19

NSTC NOTICE 1610.1

From: Commander, Naval Service Training Command

Subj: OFFICER IN CHARGE/ASSISTANT OFFICER IN CHARGE O-3 FITREPS

Ref: (a) NSTCINST 1610.1C
(b) BUPERINST 1610.10D

Encl: (1) FITREP Input Sheet

1. Purpose. To established deadlines for submitting periodic Fitness Reports (FITREPs) for O-3s who are assigned as Officers in Charge (OIC) or Assistant Officers in Charge (AOIC).

2. Reporting Senior. Reporting Seniors for O-3 OICs and AOICs are as follows:

<u>REPORTING SENIOR</u>	<u>POSITION</u>
CNSTC (N00)	OIC
Deputy Commander for NROTC Operations (N04)	AOIC

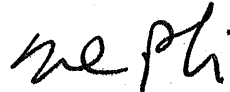
3. Action. Cognizant personnel shall read this notice in its entirety and ensure the timely preparation and submission of O-3 OIC and AOIC FITREPs.

4. Timeline. In accordance with references (a) and (b), timely, realistic, and accurate reports are essential to record performance. To accomplish this submission deadlines to the NSTC Flag Admin Office are as followed:

<u>DATE</u>	<u>EVENT</u>
9 December 2019	FITREP Inputs due to N9SSO
23 December 2019	FITREP Inputs due to Flag Admin
6 January 2020	FITREPs forwarded to N04
13 January 2020	FITREPs forwarded to Front Office
31 January 2020	FITREPs mailed

5. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6. Point of Contact. The point of contact is the Flag Secretary, who can be reached at (847) 688-3400 Ext 107 or the Flag Admin LPO, who can be reached at (847) 688-4510 Ext 457.



W. D. PFEIFLE
Chief of Staff

Release and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website,
https://www.public.navy.mil/netc/nstc/NSTC_Directives/directives.aspx