

Department of Transportation and Communications  
**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

CG-1/CGA

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C I R C U L A R  
NUMBER 04

**OFFICER FITNESS REPORT**

1. **GENERAL** - The Officer Fitness Report is designed to provide the PCG with information of the quality of its officers as pertains to competence, morality, professionalism and other aspects of leadership expected of an officer in order to accomplish his duties and responsibilities.
2. **PURPOSE** - The purpose of this evaluation report is to rate every officer for each period of active service except while on leave prior to retirement, thus providing a basis of comparison among officers in order to:
  - a. Provide a measure of an officer's value fitness to pursue a career in the Coast Guard and to the service which shall be used as one of the bases for such personnel actions as promotions and separation.
  - b. Have officers utilized to best advantage by proper training, classification and assignment.
3. **DEFINITION OF TERMS:**
  - a. Fitness - refers to the qualifications of an officer for the job in terms of his academic preparation, experience, mental and physical health.
  - b. Service Reputation - refers to the demeanor and character traits of an officer in relation to his job as he is known to his unit, intermediate headquarters and/or whole command.
4. **WHOM TO BE RATED:**
  - a. An Officer Fitness Report (OFR) shall be rendered on each PCG officer of all grades, except Flag Officers in the active service.

b. Officer on training at CGTC and other local naval/military schools, Fitness Reports shall be made in two (2) copies.

c. Officer on training at foreign maritime/naval/military schools, Fitness Reports from the head of the institution shall be requested by the CGAO, PCG in two (2) copies.

d. Officer on training on local or foreign civilian schools, Fitness Reports from the head of the institution shall be requested by CGAO, PCG in two (2) copies.

e. On officers on duty outside the PCG or who are serving immediately under non-PCG officials, Fitness Reports shall be requested by CGAO, PCG, from the head of the office, organization, or agency in two (2) copies.

5. BY WHOM RENDERED. - OFR shall be rendered by a rater and an endorser. The rater is the immediate superior and is responsible for the immediate supervision, under the permanent chain of command or staff structure, of the rated officer ( the officer on whom the report is submitted). The endorser (CO) is the immediate superior and is responsible for the immediate supervision, under the pertinent chain of command, or staff structure, of the rater. Officers in detail with local or foreign civilian schools, or on detail with civilian agencies, shall be rated on OFR by the designated reporting officers of such schools or agencies.

Examples:

<u>RATED OFFICER</u>	<u>RATER</u>	<u>INDORSER</u>
AC of S, CG-1	C of S	Dep Commdt
Admin O	Dep CG-1	AC of S, CG-1
MSO/DGO/EO of ship	Ex-O	CO of the ship
Staff,CGTC	Asst Supt	Supt
Staff CGDistricts	Dep Cmdr,CGD	Cmdr, CGD

6. RENDITION.

a. Periodic – It shall be rendered for periods ending on dates as follows:

<u>Grade</u>	<u>Period Ending</u>
ENS-LTJG	31 January
LIEUTENANT	20 February
LCDR and Above	30 March

b. Relief of Rated – It shall be rendered upon relief of the rated officer from his primary duty assignment in any uniformed Coast Guard unit or in a civilian agency or when the rated officer is placed on TDY or DS in another unit for more than thirty (30) days as specified by orders.

c. Relief of Rater - Upon relief of a rater as specified by orders from his ordinary duty.

d. On special occasions as follows:

(1) On completion of training duty as a student (local or foreign) duty outside the PCG.

(2) When, in the opinion of the rater, an individual is so deficient in ability or performance of duty as to require reassignment, adverse personnel action, or disciplinary action.

(3) When, in the opinion of the rater, the manner of performance of duty is so outstanding as to justify submission of a special report.

(4) In instances where the immediate superior (rater) dies or is missing, and more than thirty (30) days has elapsed since the rendition of the last report, reports shall be rendered as of the date of the incident on all personnel normally rated by such individual by the officer who could have been the endorser.

7. PREPARATION AND FORWARDING. - Entries on items 1 to 8 (Duties Assigned, etc.), and Part XI of Form 991 shall be typewritten or printed in ink. Only typewriters with ribbons which give clear and distinct impressions shall be used. All other entries shall be in the rater's or endorser's (as applicable) own handwriting. Any changes or erasures shall be initialed by the rater or endorser, as appropriate.

In the event that additional space is required for entries under Item 8 (Duties Assigned, etc.) and Part X (Comments), an extra sheet shall be attached as a continuation.

~~Officer Fitness Reports shall not be folded and shall be placed~~ on an envelope suitable for fast mailing. Only an original and duplicate copy shall be prepared: copies or extracts shall not be made at any echelon of command.

When completed, the original shall be forwarded to the CGAO, PCG and the duplicate to the Admin/Personnel of the different Coast Guard Districts or Command of the rated officer. For the technical service units of the PCG i.e. CGJAGS, MC, DS, CHS, NC, the original shall be forwarded to the CGAO, PCG and the duplicate shall be returned to the units concerned.

In case the report contains unfavorable entries that need reference to the rated officer, the report shall be forwarded as prescribed in paragraph 10 below. Reports shall reach the Adjutant, PCG not later than thirty (30) days after the last date of the period reported. Any report not forwarded within this time limit shall be accompanied by a written explanation of the reason for the delay. When by reason of a mission or other emergency conditions, a Fitness Report is not completed when due, the responsible commander shall ensure that the report is completed and submitted at first opportunity.

Since conditions of stress are the most important test of the necessary qualities of leadership, it is of paramount importance that commanders render reports at the earliest possible time. The Adjutant, PCG and the Admin/Personnel Officers of the different Coast Guard Districts shall make arrangements for the preparation and forwarding of Fitness Reports rendered by reporting officers of schools and civilian agencies.

8. ADMINISTRATIVE INSTRUCTIONS IN THE ACCOMPLISHMENT OF THE FITNESS REPORT FORM 991. (If there are not enough bases on which to rate the officer, Items 33, Parts VI, VII, VIII, IX and X shall not be filled up).

- a. Item 1 - Enter the name of the rated officer exactly as it appears in the official roster of the PCG.
- b. Item 2 - Enter the rated officer's permanent grade. If the officer is holding a temporary grade, indicate in parenthesis.
- c. Item 3 - Enter the rated officer's Rank/Grade.
- d. Item 4 - Enter the rated officer's unit and station.

e. Item 5 - Enter the period of report i.e. from the date the rated officer is on duty with the unit if this is the first Fitness Report to be rendered for him in that unit, or the date following the last day covered by the last Fitness Report if he has previously been rated in the same unit, up to the end of the period the report is accomplished. Indicate also the number of days the rated officer performed the duties covered by the report and such other status such as Sk, DS, TDY, etc., assumed during the period of the report. Specifically enter the day, months and years and his duty days.

f. Item 6 - Enter the reason for the report mentioned in Item No. 5 stating the nature of report which could be periodic, special, relief of rated officer, or for promotion.

g. Item 7 - Enter present duty title.

h. Item 8 - Enter all duty assignments assumed by the rated officer for the period covered of the report; status of the duty position as to whether it is primary or additional (given in addition to his primary or main duty responsibility), period rendered in such duty, and the authorized I/O grade for the duty position.

i. Items 9-33 shall be filled by estimating the level at which the rated officer would perform in each type of duty by rating him in a scale of one (1) to five (5) as described in the Legend. Consider each item in terms appropriate to rated officer's grade and branch. Boxes are marked with a tick (√). Tick-off NO (Not Observed) only if the nature of contacts make it impracticable to make an appropriate rate or if the rater/endorser has no knowledge about the performance, suitability or service reputation of the rated officer.

j. Item 9 - Rate officer's knowledge of the job or specialty taking into account the depth, currency and breadth thereof.

k. Item 10 - Rate the officer's degree of consistency, accuracy and effectivity in judgement/decision making.

l. Item 11 - Enter rating of officer's ability to plan, prioritize and organize work timely and creatively.

m. Item 12 - Enter rating of officer's ability to manage manpower, material and fiscal resources.

n. Item 13 - Enter rating of officer's leadership skills in terms of initiative and sense of responsibility.

o. Item 14 - Enter officer's ability to handle stress as may be characterized by his stability, flexibility and dependability.

p. ~~Item 15 - Enter rating of officer's oral communication skills which should be clear, articulate and confidently delivered.~~

q. Item 16 - Enter rating of officer's written communication skills which should be coherent, logical and substantive.

r. Item 17 - Enter officer's rating on Human Relations as may be manifested by his respect for his subordinates and his acceptability.

s. Item 18 - Enter rating of officer's Loyalty to the PCG mission and its given functions.

t. Item 19 - Enter rating of officer's Self-discipline, taking into account his initiative in relation to his duties.

u. Item 20 - Enter officer's integrity and moral courage as may be manifested by his uprightness and ethical behavior.

r. Item 21 - Enter rating of officer's physical endurance to meet the demands of the service.

s. Item 22 - Enter rating of officer's ability to build the morale of others especially his subordinates.

t. Item 23 - Enter officer's rating on Command Presence.

u. Item 24 - Enter officers rating on Foresight as may be determined by his ability to look ahead and prepare for the future/contingencies.

v. Item 25 - Enter officer's rating on Confidence which is characterized by his ability to perform assigned tasks without depending/relying on others for assistance.

w. Item 26 - Enter officer's rating on Fairness or his ability to treat his fellow officers and subordinates equally regardless of one's rank/designation and/or affiliation.

x. Item 27 - Enter officer's rating on Forcefulness as may be manifested by his leadership skills.

y. Item 28 - Enter rating of officer's Sobriety which may be gauged by minimal use of or abstinence from intake of liquor.

z. Item 30 - Enter officer's rating on Punctuality. Rated officer must always be on time not only in activities but also in meeting deadlines.

aa. Item 31 – Enter officer's rating on Physical Appearance as manifested by his neatness.

bb. Item 32 – Enter officer's rating on Physique which shall be based not solely in terms of physical endurance but on his physical appearance, particularly his built.

cc. Item 33 – Enter officer's rating on Bearing as may be manifested by his good grooming, posture and the manner in which he carries the PCG uniform.

dd. Item 34 – Enter awards received by the rated officer during the period stated in Item 5.

ee. Item 35 – Enter admonitions and punishments meted the rated officer during the period concerned. These include administrative sanctions. State reason(s) for the admonition/punishment.

ff. Part VI – Endorser and Rater shall mark the appropriate box that would best describe the officer's performance in terms of complying with requirements.

gg. Part VII - Rater and Endorser shall rate the officer's Overall Potential which may either be any of the following: (1) Superior or Ahead of the Pack, (2) In Pack, or (3) Behind the Pack.

hh. Part VIII – Rater enters his endorsement as to whether the officer concerned should be promoted ahead of contemporaries, promoted with contemporaries or should not be promoted, as the case may be.

ii. Part IX - CO shall enter his Recommended Assignment for the rated officer, specifically stating his strongest qualification, the job suggested and the organizational level of the assignment.

jj. Part X – Any comment which may increase the objectivity of the rating, including strengths and weaknesses not covered elsewhere in the report which distinguish the rated officer shall be entered in the space provided. Comments must be factual and specific.

If there are any enclosures such as commendations or reports of any adverse performance, attach a copy of each on the report. The number of enclosures shall be indicated in Arabic numerals.

kk. ~~Part XI~~ - Enter the rater's and endorser's name, grade, PCG Serial Number, duty assignment and organization. Enter the date of accomplishment of the report. Reports shall be personally signed in longhand.

II. Upon receipt of the Fitness Report, the rated officer shall examine the ratings given him and shall sign over his printed name. His signature shall signify his acknowledgement of having read the report and the fact that he was appraised of his performance and right to make a statement. Any statement/dissenting comment shall be forwarded to the Commandant (Attn: CG-1).

9. ADMINISTRATIVE GUIDE. - To educate and guide the raters or endorsers, following are the parameters with their adjectival equivalents.

<u>Rating</u>	<u>Adjectival Equivalent</u>
5 Outstanding (Well Above Standard for Part III, Role Model For Part IV)	- The rated officer excels prominently and conspicuously in all activities of his unit. He stands out in suitability, service, report time and performance.
4 Excellent (Above Standard for Part III and Unquestionable for Part IV)	- The rated officer maintains a high standard of performance in all areas of his job. He contributed very well to other areas.
3 Average (Meets Standard for Part III Better Than The Rest for Part IV)	- The rated officer meets normal requirements and job standards. May need further training and self improvement if he is to assume higher responsibility.
2 Below Standard (Barely Acceptable In Part IV)	- The rated officer is deficient in suitability and service reputation. Sometimes fails in important job requirements. Badly needs further training and self-improvement to boost his little growth potentials.
1 Unacceptable (Far Below Standard in Part III and Questionable and Unacceptable in Part IV)	- The rated officer is grossly deficient in performance and service reputation. Usually fails in all job requirements. Must be attrited.

NO (Not Observed)

- The rated/endorser has no knowledge about the performance, suitable or service reputation of the rated officer.

10. **UNFAVORABLE ENTRIES.** whenever a Fitness Report contains entries below 3, that may be considered in any sense unfavorable, the reasons for the entry shall be stated. The rater shall refer the entire report directly to the rated officer for his remarks. The rated officer shall immediately return it to the rating officer by endorsement with his remarks pertaining to the unfavorable entries only. The report shall then be forwarded to the endorser by the rater with his remarks with reference to the remarks on the rated officer. If the endorser has new unfavorable remarks on the rated officer, the entire report with its endorsement shall be referred directly to the rated officer, a brief memorandum explaining the remarks shall be attached. Likewise, for a rating of 5 (Outstanding), justification(s) by the rated/endorser shall be attached to the OFR.

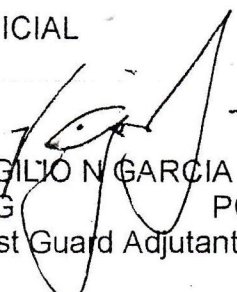
11. **RELEASE OF INFORMATION.** Fitness Reports shall be furnished only to personnel boards and career management authorities for use at District level and above, for personnel actions. Any officer on active duty or his authorized representative may examine his Fitness Reports file at any time by applying in person at the Coast Guard Adjutant's Office, HPCG, or at the Coast Guard District's Admin/Personnel Office.

12. **FORMAL INSTRUCTION.** The CGTC shall include in the curricula of all officer courses being given therein, at least two (2) hour formal instruction on the proper preparation and accomplishment of the Officer Fitness Report.

13. **RESCISSION.** - Circulars, rules and regulations inconsistent with this Circular are hereby rescinded.

BY COMMAND OF COMMODORE FAJARDO PCG:

OFFICIAL

  
VIRGILIO N GARCIA JR  
LTJG PCG  
Coast Guard Adjutant

DAMIAN L CARLOS  
CAPT PCG (GSC)  
Chief of Staff, PCG