

(TO BE USED ONLY FOR OFFICERS ON SHORE DUTY)

# REPORT ON THE FITNESS OF OFFICERS

(To be submitted in accordance with Section 5 of Chapter 2, U. S. Navy Regulations, 1920, and Bureau of Navigation Manual, Article C-1007)

(Before making out this report read latest Bureau of Naval Personnel circular letter on the subject of fitness reports)

NOV 5 1942

The following four questions to be made out by the officer reported on:

HUBBARD, LaFayette Ronald, Rank Lieutenant, U. S. N. R.  
(Surname first)

Station U.S. Naval Receiving Station Period from Oct. 12, 1942 to Nov. 1, 1942  
(Aviation units enter naval station to which attached)

1. Regular duties Senior Watch Officer

Additional duties Senior Division Officer  
(After each duty insert in parentheses number of months this reporting period)

2. Present address of { wife (if married) 122 Fresno Street, Vallejo, California  
next of kin (if unmarried) \_\_\_\_\_

(Indicate above the best address at which the Bureau of Navigation may communicate with the wife or next of kin in an emergency. The above address does not relate to the usual residence (home) which is maintained in the Bureau. See Art. 135(2), U. S. N. R., 1920.)

3. Proficiency in foreign languages, stating which ones, and ability therein Spanish, fair.

4. My preference for next duty is—

(a) Sea Caribbean or Gulf Fleet PC Boats, patrol.

(b) Shore \_\_\_\_\_ Location \_\_\_\_\_

*[Handwritten Signature]*  
(Signature)

Following to be made out by Reporting Officer:

5. Reporting Officer: Name \_\_\_\_\_, Rank \_\_\_\_\_, U. S. N.

6. Reporting officer's official status relative to officer reported on \_\_\_\_\_

7. Assign marks on scale of 0-4 in appropriate subdivisions given below, and any other qualification on which observation has been sufficient to justify marking.  
(Staff officers to be marked with respect to required duties. Mark below 2.5 constitutes an unsatisfactory report)

Present assignment \_\_\_\_\_ Ability to command \_\_\_\_\_ As executive or division officer \_\_\_\_\_

As deck watch officer \_\_\_\_\_ In administration \_\_\_\_\_

8. Has the work of this officer been reported on either in a commendatory way or adversely during the period of this report? If so, state the subject, reference numbers, and substance of report. Clip copy to report. Comply with U. S. Navy Regulations, Article 137 (11) with respect to commendatory reports. Any adverse comment constitutes an unsatisfactory report.

9. Considering the possible requirements in war, indicate your attitude toward having this officer under your command. Would you—  
(An affirmative entry in item (4) constitutes an unsatisfactory report)

(1) Particularly desire to have him? \_\_\_\_\_ (2) Be pleased to have him? X (3) Be satisfied to have him? \_\_\_\_\_

(4) Prefer not to have him? \_\_\_\_\_

10. Has he any weaknesses—mental, moral, physical, etc.—which adversely affect his efficiency? (If "Yes," give details.)  
(An implied or stated defect constitutes an unsatisfactory report)

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11. To what degree has he exhibited the following qualities? (See instructions in latest Bureau of Naval Personnel circular letter on the subject of fitness reports.)

<b>Intelligence</b> (With reference to the faculty of comprehension; mental acuteness.)	Exceptionally quick-witted; keen in understanding.	Grasps essentials of a situation quickly.	Understands normal situations and conditions.	Slow of comprehension; unimaginative.
<b>Judgment</b> (With reference to a discriminating perception by which the values and relations of things are mentally asserted.)	Unusually keen in estimating situations and reaching sound decisions.	Can generally be depended on to make proper decisions.	Fair judgment in normal and routine things.	Frequently draws wrong conclusions.
<b>Initiative</b> (With reference to constructive thinking and resourcefulness; ability and intelligence to act on own responsibility.)	Exceptional in ability to think, plan, and do things without waiting to be told and instructed.	Able to plan and execute missions on his own responsibility.	Capable of performing routine duties on own responsibility.	Requires constant guidance and supervision in his work, or evades responsibilities.
<b>Force</b> (With reference to moral power possessed and exerted in producing results.)	Strong, dynamic.	Strong.	Effectual under normal and routine circumstances.	Less than normal.
<b>Leadership</b> (With reference to the faculty of directing, controlling, and influencing others in definite lines of action.)	Inspires others to a high degree by precept and example.	A very good leader.	Leads fairly well.	A poor leader.
<b>Moral Courage</b> (With reference to that mental quality which impels one to carry out the dictates of his conscience and convictions fearlessly.)	Exceptionally courageous.	Courageous to a high degree.	Fairly courageous.	Timid.
<b>Cooperation</b> (With reference to the faculty of working harmoniously with others toward the accomplishment of common duties.)	Exceptionally successful in working with others to a common end.	Works in harmony with others.	Cooperates fairly well.	Not cooperative.
<b>Loyalty</b> (Fidelity, faithfulness, allegiance, constancy — all with reference to a cause and to higher authority.)	Unswerving in allegiance; frank and honest in aiding and advising.	A high sense of loyalty.	Reasonably faithful in the execution of his duty.	Inclined to be disloyal.
<b>Perseverance</b> (With reference to maintenance of purpose or undertaking in spite of obstacles or discouragement.)	Determined, resolute.	Constant in purpose.	Fairly steady.	Inclined to vacillate.
<b>Reactions in emergencies</b> (With reference to the faculty of acting instinctively in a logical manner in difficult and unforeseen situations.)	Exceptionally cool-headed and logical in his actions under all conditions.	Composed and logical in his actions in difficult situations.	Fairly logical in his actions in general.	Inclined to be disconcerted.
<b>Endurance</b> (With reference to ability for carrying on under any and all conditions.)	Capable of standing an exceptional amount of physical hardships and strain.	Can perform well his duties under trying conditions.	Of normal endurance.	Less than normal.
<b>Industry</b> (With reference to performance of duties in an energetic manner.)	Extremely energetic and industrious.	Thorough and energetic.	Reasonably energetic and industrious.	Indolent; lazy.
<b>Military bearing and neatness of person and dress</b> (With reference to dignity of demeanor, correctness of uniform, and smartness of appearance.)	Exceptional.	Very good.	Fair.	Unmilitary and untidy.

A CHECK TO RIGHT OF THIS LINE CONSTITUTES AN UNSATISFACTORY REPORT

*Not sufficient time to observe. Services less than one month.*

12. In comparison with other officers of his rank and approximate length of service, how would you designate this officer? Outstanding \_\_\_\_\_ Above average \_\_\_\_\_ Average \_\_\_\_\_ Below average \_\_\_\_\_

**REMARKS**

13. Is this officer professionally qualified to perform ALL the duties of his grade? Yes \_\_\_\_\_ No \_\_\_\_\_ If deficient in any particular, comment is required. Give in this space a clear, concise estimate of this officer's personal and military character, his fitness for promotion, and duty performed worthy of special mention, and any information which might be of value to the Department in making assignments to duty. A check opposite "No," except for inexperienced Ensigns, or a statement that performance of duty is clearly unsatisfactory constitutes an unsatisfactory report. A statement of minor deficiencies either in character or performance of duties constitutes an unfavorable report. (THIS SPACE IS NOT TO BE LEFT BLANK.)

*Not sufficient time to observe. Services less than one month.*

14. An unsatisfactory report must have statement of officer reported on attached; an unfavorable report requires that officer reported on has been informed of his deficiencies either verbally or in writing. Has this been done? \_\_\_\_\_ What improvement, if any, has been noted? \_\_\_\_\_

*F. R. Lackey, Captain, USNR.*  
(Signature)

(Do not write in unruled portion of this space)

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