



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL SURFACE AND MINE  
WARFIGHTING DEVELOPMENT CENTER  
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NAVSURFMINEWARDEVCCENINST 1402.2D  
N3/7  
27 Jul 20

NAVSURFMINEWARDEVCCEN INSTRUCTION 1402.2D

From: Commander, Naval Surface and Mine Warfighting Development Center

Subj: WARFARE TACTICS INSTRUCTOR PROGRAM APPLICATION GUIDANCE

Ref: (a) COMNAVSURFOR SAN DIEGO CA 211608Z Aug 19  
(b) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel  
Classifications

Encl: (1) WTI Program Application Template  
(2) Sample WTI Application Enclosures  
(3) Commanding Officer's Guidance

1. Purpose. The purpose of this instruction is to establish policies and procedures that govern and support the Warfare Tactics Instructor (WTI) application process. This instruction and enclosures apply to all Naval Surface and Mine Warfighting Development Center (SMWDC) WTI applications.

2. Cancellation. NAVSURFMINEWARDEVCCENINST 1402.2C.

3. Background

a. The function of the WTI application process is to identify Officers for participation in the WTI program. WTIs are the center of gravity for SMWDC and vital to the readiness of the Surface Warfare community to fight and win across the spectrum of high-end operations. They must be naturally curious about warfighting and tactics, and ready and able to build warfighting expertise in warships and on Warfare Commander staffs. All WTIs shall complete a production tour as outlined in reference (a).

b. WTIs are warriors, thinkers, and teachers who must be humble, credible, and approachable. Specifically, WTIs may be called upon to:

(1) Warrior:

(a) Participate in Surface Warfare Advanced Tactical Training (SWATT) to provide training and mentorship for individuals, units, and staffs on Tactics, Techniques, and Procedures (TTP).

(b) Plan and execute live fire exercises.

(c) Provide support to ships, squadrons, strike groups, Fleet Commanders, Naval Component Commanders, and Combatant Commanders in advanced warfighting tactics.

(2) Thinker:

(a) Develop, validate, standardize, publish, and revise doctrine and TTP.

(b) Provide input to other Warfare Development Centers (WDC) to ensure alignment of doctrine and TTPs between both mission areas as well as the operational and tactical levels of war.

(c) Innovate, experiment, wargame, and engage in modeling and simulation to create concept capabilities for the Fleet of the future. Tactical thinking is a priority.

(d) Provide oversight and support of technical research to other Navy organizations, including but not limited to the Office of Naval Research, Naval Information Warfare Systems Command, and Naval Sea Systems Command.

(3) Teacher:

(a) Become a Subject Matter Expert (SME) and teach SME topics while assigned to a WTI production tour.

(b) Teach advanced tactics at SWATT inport training events.

(c) Seek out and provide informal training at the individual or unit level.

c. Applicants can find an application template in enclosure (1) and a sample application in enclosure (2). Once the application is complete and ready for submission, it should be emailed to SWO\_WTI@navy.mil. Applicants should expect an email acknowledging receipt; if an email is not received, the applicant should not assume the file was received by SMWDC. Boards are conducted six times per year: January, March, May, July, September, and November. Application deadlines are the second Friday of those months.

d. Commanding Officers can find additional information on identifying potential WTI candidates, career planning factors for WTIs, and the importance of the program to the Surface community in enclosure (3).

#### 4. Standard for WTI Selection

a. Singular Standard. The standard for WTI selection is being among the best of all fully qualified candidates. SMWDC will conduct selection boards throughout the year in conjunction with PERS-41 Junior Officer shore slates. Selection for the WTI program does not guarantee

assignment to a WTI billet; that responsibility resides with the Director, Surface Officer Distribution, and Navy Personnel Command.

b. Fully Qualified. Fully qualified WTI candidates are Unrestricted Line (URL), Limited Duty Officers (LDO) and Chief Warrant Officers (CWO) who possess a recommendation from their most recent afloat Commanding Officer (CO) and have a history of passing the physical fitness assessment (PFA). All URLs must be Surface Warfare Officer (SWO) qualified. LDOs and CWOs are not required to be SWO qualified. The Mine Warfare (MIW) WTI program is open to multiple officer designators to include SWO, Explosive Ordnance Disposal Officers, and Aviation Officers. The CO's recommendation and traditional performance indicators such as fitness reports, Performance Summary Reports, and PFAs are the primary determinants of a candidate being fully qualified to be a WTI.

c. Best Qualified. Best qualified WTI candidates have demonstrated superior performance in at-sea assignments and have a passion for warfighting as indicated by factors such as CO observation and personal applicant letter content with the WTI application. They are intrinsically motivated to advance their warfighting knowledge and skills and are capable of effectively communicating and passing their knowledge along to others. They are professional, articulate, disciplined, credible, confident, and passionate about their chosen discipline. In summary, the best qualified candidates have consistently demonstrated potential to be a Warrior, Thinker, and Teacher. Primary indicators for best qualified candidates are detailed and frank assessments of WTI potential from a current or former afloat CO and the candidate's fitness report health. Additionally, the candidate's documented recommendations for WTI, other competitive programs, and future career milestones (in Fitness Report blocks 40 and 41) will be viewed favorably by the board.

d. Additional Board Considerations. WTI selection boards will take into consideration additional factors when assessing and selecting top talent. Selection for Department Head and other career milestones are indications of long-term commitment to the Surface Warfare community, Navy, and subsequent viability as a WTI. These considerations and other factors are not requirements or discriminators for WTI selection, rather they are simply indicators of potential that may be conveyed to and considered by the WTI selection boards. The absence of one or all of these additional factors is not sufficient grounds for a candidate's non-selection as a WTI. However, careful consideration of one or more additional factors may result in the selection of an otherwise not selected candidate. Additional guidance is provided below:

(1) Non-commitment to Department Head Retention Bonus (DHRB) will not be viewed negatively by the board and will not be a reason for non-selection.

(2) Specifically for Division Officers, lack of tactical/operational experience, advanced qualifications, and diversity of sea tours will not be a reason for non-selection. For Department Heads, applicants are required to have demonstrated tactical/operational experience and have achieved advanced qualifications. Department Head candidates must also be eligible to compete for career milestones to include Commander Command; as such, completion of the Command Qualification Exam (CQE) may be a discriminator for WTI selection – lack of CQE completion

will be viewed negatively by the board if the candidate has had an opportunity to complete the exam.

e. Eligibility. Officers of paygrade CWO1 to O4 are eligible to apply. Officers of paygrade O-5 and higher may audit or partially audit the course on a case-by-case basis, but will not be awarded the WTI Advanced Qualification Designator (AQD) or WTI patch.

f. Red Chip Program. COs are in an inherently unique position to observe assigned Officers and judge their warfighting talent and potential to meet WTI standards. The Red Chip Program allows COs to designate one Division Officer for fast track into the WTI program during SWATT. Details are as follows:

(1) The Red Chip program only applies to Surface Warfare Division Officers.

(2) Each ship's SWATT Senior Mentor will offer the Red Chip to each ship's CO at the conclusion of the SWATT. The chip should be awarded to the Division Officer with the best warfighting acumen who demonstrates WTI potential.

(3) The ship's CO is responsible for ensuring that the Division Officer meets all WTI candidate qualifications in accordance with this instruction prior to award. Once identified, the CO should provide the candidates name via email to SWO\_WTI@navy.mil.

(4) The Red Chip is completely at the discretion of the CO, with no requirement that a Red Chip be awarded.

(5) Upon receipt of the Red Chip, the Division Officer will be designated as a WTI Selectee and will receive the WTI "KWS" AQD and placed on the WTI selection list without undergoing a selection board. SMWDC HQ will provide a selection letter to the awardee.

(6) Red Chips will be similar in size and appearance to command coins and will be purchased with command funding. A record book will be maintained to account for each chip awarded to a Division Officer.

5. Options for WTI Timing. There are several paths to becoming a WTI to include packaging WTI training, production, and graduate education. Several options are listed below:

a. Post Division Officer. Selected for the WTI program as a second tour Division Officer, the candidate completes the WTI curriculum and a production tour immediately following their second Division Officer afloat tour. The standard timeline optimizes WTI production, professional development, and opportunities to learn and increase Surface Force tactical readiness.

b. Post Division Officer, Second Shore Tour. In rare circumstances, timing will support multiple shore tours between Division Officer and Department Head pipeline start. Timing is a significant factor for this option as WTIs are expected to execute a production tour no less than two years in length. On occasion, production tours may be less than two years when linked to

specific education tracks (e.g., tactically relevant technical graduate education at Naval Postgraduate School related to a WTI production tour such as Undersea Warfare, Combat Systems, etc.) or in such instances where truncation of production time is required to preserve major milestone tour eligibility.

c. Accelerated Warfighter. Selected for the WTI program as a first tour Division Officer, the candidate completes the WTI curriculum between their first and second Division Officer tours (on separate ships) and a production tour during their first shore tour.

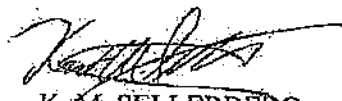
d. Division Officer Sequencing Plan. Similar to the Accelerated Warfighter option, the candidate completes the WTI curriculum between their first and second Division Officer tours (fleets up on the same ship) and a production tour during their first shore tour.

e. Post-Department Head. Selected for the WTI program as a Department Head, the candidate completes the WTI curriculum and a production tour during a post-Department Head shore tour.

6. Bank Expiration. Once an Officer is selected into the program, the Officer will be placed in a bank of eligible candidates until the officer begins the WTI course of instruction (COI). In accordance with reference (b), WTI candidates may remain in the bank for a period not to exceed 18 months. Once a candidate has been in the bank for an excess of 18 months, the "KWS" AQD will be removed. Officers may re-apply with an updated WTI application.

7. Feedback. In order to continually improve the application process, feedback should be provided to the WTI Program Manager at SWO\_WTI@navy.mil.

8. Review Responsibility. Per OPNAVINST 5215.17A, N3/7 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instructions. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

  
K. M. SELLERBERG  
Deputy

**WTI Program Application Template**

1520  
Code/Serial #  
DD Mon YY

From: LCDR/LT/LTJG/ENS \_\_\_\_\_, USN, Designator

To: Commander, Naval Surface and Mine Warfighting Development Center

Via: Commanding Officer, USS SETSAIL (DDG 1)

Subj: WARFARE TACTICS INSTRUCTOR APPLICATION

- Encl: (1) Current and/or previous Commanding Officer Afloat Recommendation  
(2) Applicant Personal Letter  
(3) All fitness reports (If already a Department Head, only Department Head FITREPs are required)  
(4) Verification of current Body Composition Assessment (BCA) and Physical Readiness Information Management System (PRIMS) summary of previous PFA scores  
(5) Applicant Biography  
(6) Applicant OSR (pdf PSR PART I)  
(7) Applicant PSR (pdf PSR PART III)

1. The following nomination package is submitted for consideration to the Navy Surface Warfare Tactics Instructor (WTI) program. Required information is provided below and in attached enclosures.

a. Personal Background:

(1) First, Middle Initial, Last, Rank, Designator

(2) PRD: MMMYY

(3) Promotion Year Group/Commissioning Month:

(4) Current billet:

(5) Previous billets:

(a) Anti-Submarine Warfare Officer, USS UNDERWAY (XX ##), Norfolk, VA,  
June 2007-August 2009

(b) Fire Control Officer, USS UNDERWAY (XX ##), Yokosuka, Japan,  
November 2009-April 2011

(6) DOD ID #:

Enclosure (1)

(7) Personal Contact:

- (a) Work Email:
- (b) Personal Email:
- (c) Work Phone:
- (d) Cell Phone:

(8) Current or previous afloat Commanding Officer contact:

- (a) Work Email:
- (b) Work Phone:

b. WTI Community preference: (IAMD, AMW, ASW/SUW, MIW)

- (1) Primary:
- (2) Alternate: (as applicable)
- (3) Tertiary: (as applicable)

c. Preferred billet assignment for WTI production tour:

- (1) SMWDC:
  - (a) Head Quarters – San Diego
  - (b) Sea Combat Division – San Diego
  - (c) Amphibious Warfare Division – Little Creek
  - (d) Integrated Air and Missile Defense Division – Dahlgren
  - (e) Mine Warfare Division – Point Loma
- (2) Others:
  - (a) Center for Surface Combat Systems
  - (b) Afloat Training Group
  - (c) Office of Naval Intelligence

- (d) Expeditionary Warfare Training Group
- (e) Undersea Warfare Development Center
- (f) Surface Warfare Officer School

d. Qualifications, watch positions and additional designations:

- (1) Anti-Air Warfare Coordinator (AAWC) (Example)
- (2) Anti-Submarine Warfare Evaluator (ASWC)(Example)

e. Individual participation in applicable exercises and/or deployed operations (i.e. "performance at sea"):

(1) USS XXX (XXX XX): Multiple ASW certifications and exercises during workups and deployments to Fourth, Fifth, and Sixth Fleets.

(2) USS XXXX (XXX XX):

(a) MULTISAIL 2010: As AAWC, I planned and executed two live fire Standard Missile engagements that successfully intercepted inbound targets beyond predicted ranges.

(b) Valiant Shield 2010: Coordinated ASW and AAW exercises.

(c) West Sea Operations 2010: Coordinated ASW and AAW exercises.

(d) Korea BMD Operations December 2010: Coordinated BMD and AAW readiness during real world operations.

(e) Operation Tomodachi: Coordinated CIC readiness.

f. Subject matter expert areas or instructional/training experience:

(1) Integrated Air and Missile Defense (give specifics)

(a) Anti-Submarine Warfare (give specifics)

(b) Surface Warfare (give specifics)

(c) Ballistic Missile Defense (give specifics)

g. Tactical courses completed:

(1) Anti-Submarine Warfare Evaluator- March 2008 (example)



(2) SWOS Advanced Ship handling and Tactics- November 2008 (example)

(3) Aegis CSO Track II- November 2009 (example)

(4) Aegis BMD Systems/TACOPS- November 2009 (example)

h. List of billets and the position held (include number of personnel supervised):

(1) USS XXX (XXX XX): Anti-Submarine Warfare Officer; Public Affairs Officer; Combat Systems Training Team; responsible for 10 personnel.

(2) USS XXXX (XXX XX): Fire Control Officer; Ballistic Missile Defense Officer; Combat Systems Training Team; responsible for 24 personnel.

(3) Flag Aide, Naval Strike and Air Warfare Center (NSAWC): Selected to serve as Flag Aide for NSAWC Commander, responsible for Admiral's schedule and 7 personnel.

(4) Student, Naval Postgraduate School, Graduate School of Business and Public Policy, Masters of Business Administration in Financial Management

i. (For Division Officers only): I have/have not been screened for Department Head. I have/have not been selected for Department Head. (For Department Heads only): I have/have not had the opportunity to complete the Command Qualification Exam (CQE). I have/have not successfully completed the CQE.

j. I do/do not have co-location application on file. My husband/wife/spouse/partner is stationed at XX. (as applicable)

k. I have/have not applied for other special programs. I have applied for XX. (as applicable)

l. I have/do not have a Government Travel Card and a Defense Travel System (DTS) account.

m. I understand that I must apply for a Top Secret clearance and I have my Commanding Officer's support to do so.

n. I understand that if accepted, I will be detailed to a follow-on WTI production shore tour for up to two (2) years, and consideration will be given to my Department Head slating (if applicable) to leverage my WTI expertise for the benefit of the Fleet.

o. How did you hear about the WTI program? If you were referred to the program, please name the referring officer.

I. M. SAILOR

Sample WTI Application Enclosures



DEPARTMENT OF THE NAVY  
USS SHIP  
UNIT 100000 BOX 0  
FPO AP 00000

1520  
DDG 00/CO  
Date

From: Commanding Officer, USS SHIP  
To: Commander, Naval Surface and Mine Warfighting Development Center

Subj: LETTER OF RECOMMENDATION FOR LT SAILOR

1. LT Sailor has all the characteristics of a Warfare Tactics Instructor—**humble, credible, and approachable**. His tactical and technical acumen are second to none. I would put his tactical prowess up against any department head, on any platform serving at sea, hands down.
2. **WARRIOR**. LT Sailor's passion for [specific warfare area] is clear. His passion for warfighting makes USS SHIP more lethal. After reporting as [second division officer billet], he immediately qualified SUWC and excelled during basic phase, achieving first pass yield in the warfare areas in which he stood watch. He jumps at every opportunity to perform, and was hand selected to execute live fire events. He was consistently my watchstander of choice during FST-J, SWATT, GRUSAIL, COMTUEX, and throughout a successful deployment where he executed 16 straights transits and held warfare coordinator duties. Bottom line: If USS SHIP has to fight, LT Sailor is in the seat!
3. **THINKER**. LT Sailor directly impacted USS SHIP's readiness by authoring, exercising, and implementing a Doctrine Review Board process. He also wrote several supplements to support my battle orders. He did his homework to understand the references, coordinated with outside entities to verify requirements, and adapted that information to work for USS SHIP's capabilities and limitations.
4. **TEACHER**. Arguably most impressive, LT Sailor has the unique ability and desire to train his seniors, peers, and subordinates alike. He constantly strives to improve himself and revels in improving others. He played a prominent role in all final qualification boards for my CIC teams, and mastered creating relevant tactical scenarios and measuring the performance of our watch teams. When my watchteams are being trained on tactics, LT Sailor is on the podium!
5. LT Sailor has my strongest recommendation for the WTI program, **YOU WANT HIM WEARING A PATCH!**

Very respectfully,

USS SHIP captain

Enclosure (2)

From: LT Sailor, USS SHIP

To: Commander, Naval Surface and Mine Warfighting Development Center

Subj: PERSONAL STATEMENT FOR WTI SELECTION

I was fortunate enough to serve alongside the finest crew onboard USS SHIP for my second division officer tour. I was also honored to lead a division that was relentless in its pursuit of system reliability and overall effectiveness for the weapon system that served as the focal point of our warfighting capabilities. My introduction into the realm of [specific warfare area] sparked an immediate interest in advancing my tactical knowledge and overall combat watchstanding abilities. I desire to become a Warfare Tactics Instructor to further augment my tactical understanding of how to fight the ship, utilize our weapons systems, and have the opportunity to continue teaching the next generation of Surface Warriors. My tour as [second division officer billet] has solidified my decision to further devote myself to the Surface Navy and grow as a warrior, thinker, and teacher.

I believe my selection as a WTI would be a valuable investment for the Surface community. While onboard USS SHIP, I was able to quickly qualify as [specific warfare coordinator] and devote myself to becoming the residential expert on [specific warfare area]. At that point, I had already qualified as Engineering Officer of the Watch and was therefore able to completely focus on the combat realm. I made it a personal goal to become the most proficient watchstander on the ship. I dedicated free time to studying and leading enemy tactics and capabilities. I was later fortunate enough to stand [specific warfare coordinator] during deployment, where I was directly responsible for [specific exercise] coordination between multiple surface units. At the end of deployment, I was given the opportunity to board for Tactical Action Officer and successfully earned my qualification.

I spent the majority of my second tour rebuilding SWO training onboard USS SHIP to properly train the future generation of junior officers. The three tier approach I used was successful in shifting the wardroom focus to a "warfighting first" mentality as well as honing in on the tactical skills and sharpening the proverbial mental blade. The program in place proved to be beneficial in expanding my tactical knowledge across other warfare areas in order to become a better multidimensional TAO. My dedication to the cause is unparalleled and I will continue to train and dedicate myself to all the requirements of an accomplished Naval Officer. This includes my inherent obligation to train those who desire to continue making the Navy better.

I yearn for the opportunity to prove myself and become a WTI. Given the tools afforded to me from the program, I could successfully use them to better train my fellow officers in tactics and translate those skills into developing as a future Department Head and leader. I am looking forward to accessing the latest technology that our community has to offer. I am extremely proud and honored to be a Surface Warfare Officer and if selected as a WTI, I will continue to strive for perfection and pass down those pertinent skills needed to make the next generation of warfighter well equipped and ready to fight.

Very Respectfully,

LT Sailor

**FITNESS REPORT & COUNSELING RECORD (W2-06)**

RCS BUPERS 1610.1

1. Name (Last, First MI, Suffix)		2. Grade/Rate	3. Duty Station	4. ASN	
1. ACT <input checked="" type="checkbox"/>	FTS <input type="checkbox"/>	MACT <input type="checkbox"/>	ATA/DAW <input type="checkbox"/>	281	
6. UIC		7. Ship/Station		8. Promotion Status	
REGULAR		9. Date Reported			
10. Periodic <input type="checkbox"/>		11. Detachment of Individual <input type="checkbox"/>		12. Detachment of Reporting Senior <input checked="" type="checkbox"/>	
13. Special <input type="checkbox"/>		14. Period of Report			
15. From 16MAR01		16. To 16APR29			
16. Not Observed Report <input type="checkbox"/>		17. Regular <input checked="" type="checkbox"/>		18. Concurrent <input type="checkbox"/>	
19. Ops Cdr <input type="checkbox"/>		20. Physical Readiness		21. Billet Subcategory (if any)	
N		NA			
22. Reporting Senior (Last, FI MI)		23. Grade	24. Duty Station	25. Title	26. UIC
CDR		1110	CO		27. ASN
				000-00-0000	
28. Command employment and command achievements					
Sustainment Phase, Ready Duty Ship, Battle "E" Award, Baseline 9C OT, TGWEX, READ-E 3, CNAV 6A2, SMC 1.2, SAR 1.243, HOB-A 1.142, Change of Command.					
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.)					
[Redacted]					
30. Date Counselor		31. Counselor		32. Signature of Individual Counselor	
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 3.0. Standards are not all inclusive.					
PERFORMANCE TRAITS	1.0 Below Standards	2.0 Not Progressing	3.0 Meets Standards	4.0 Above Standards	5.0 Greatly Exceeds Standards
33. PROFESSIONAL EXPERTISE Professional knowledge, proficiency, and qualifications	<ul style="list-style-type: none"> <li>Lacks basic professional knowledge to perform effectively</li> <li>Cannot apply basic skills</li> <li>Fails to develop professionally or achieve timely qualifications</li> </ul>		<ul style="list-style-type: none"> <li>Has thorough professional knowledge</li> <li>Competently performs both routine and new tasks</li> <li>Successfully improves skills, achieves timely qualifications</li> </ul>		<ul style="list-style-type: none"> <li>Recognized expert, sought after to solve difficult problems</li> <li>Professionally skilled, develops and associates innovative ideas</li> <li>Achieves early/highly advanced qualifications</li> </ul>
NOB <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
34. COMMAND OR ORGANIZATIONAL CLIMATE/SOCIAL OPPORTUNITY Contributing to growth and development, human worth, community	<ul style="list-style-type: none"> <li>Actions counter to Navy's mission/statement goals</li> <li>Uninvolved with mentoring or professional development of subordinates</li> <li>Actions counter to good order and discipline and negatively affect Command/Organizational climate</li> <li>Demonstrates uncharacteristic behavior (acts in values different from cultural diversity)</li> </ul>		<ul style="list-style-type: none"> <li>Positive leadership supports Navy's mission/statement goals. Active in developing mission</li> <li>Actively mentors/mentees/supports subordinates' professional/professional growth</li> <li>Encourages appreciation for contributions of Navy personnel. Positive influence on Command climate</li> <li>Values differences as strengths. Fosters acceptance of acceptance/inclusion per ED/EO policy</li> </ul>		<ul style="list-style-type: none"> <li>Meaningfully contributes to Navy's increased mission and reduced service obligations</li> <li>Proactive leader/counselor/mentor involved in subordinates' personal development leading to professional growth/mentored subordinates</li> <li>Insistent support programs for military, spouses, and families to achieve exceptional Command and Organizational climate</li> <li>The model of achievement. Develops and relations by valuing differences as strengths</li> </ul>
NOB <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
35. MILITARY BEARING/CHARACTER Appearance, conduct, physical fitness, adherence to Navy Core Values	<ul style="list-style-type: none"> <li>Consistently unsatisfactory appearance</li> <li>Unsatisfactory demeanor or conduct</li> <li>Unable to meet one or more physical readiness standards</li> <li>Fails to live up to one or more Navy Core Values: HONOR, COURAGE, COMMITMENT</li> </ul>		<ul style="list-style-type: none"> <li>Excellent personal appearance</li> <li>Excellent demeanor or conduct</li> <li>Complies with physical readiness program</li> <li>Always lives up to Navy Core Values: HONOR, COURAGE, COMMITMENT</li> </ul>		<ul style="list-style-type: none"> <li>Exemplary personal appearance</li> <li>Exemplary representative of Navy</li> <li>A leader in physical readiness</li> <li>Exceeds Navy Core Values: HONOR, COURAGE, COMMITMENT</li> </ul>
NOB <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
36. TEAMWORK Contributing toward team building and team results	<ul style="list-style-type: none"> <li>Creates conflict, unwilling to work with others, just self above team</li> <li>Fails to understand team goals or teamwork techniques</li> <li>Does not take direction well</li> </ul>		<ul style="list-style-type: none"> <li>Reinforces others' efforts, works personal commitments to team</li> <li>Understands team goals, employs good teamwork techniques</li> <li>Accepts and refers team direction</li> </ul>		<ul style="list-style-type: none"> <li>Team builder, receives, accepts team and program</li> <li>Takes team, focuses goals and techniques for team</li> <li>The best at accepting and offering team direction</li> </ul>
NOB <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
37. MISSION ACCOMPLISHMENT AND INITIATIVE Taking initiative, planning/prioritizing, achieving mission	<ul style="list-style-type: none"> <li>Lacks initiative</li> <li>Unable to plan or prioritize</li> <li>Does not maintain readiness</li> <li>Fails to get the job done</li> </ul>		<ul style="list-style-type: none"> <li>Takes initiative to meet goals</li> <li>Plans/prioritizes effectively</li> <li>Maintains high state of readiness</li> <li>Always gets the job done</li> </ul>		<ul style="list-style-type: none"> <li>Develops innovative ways to accomplish mission</li> <li>Plans/prioritizes with exceptional skill and foresight</li> <li>Maintains superior readiness, even with limited resources</li> <li>Does jobs done earlier and to better than expected</li> </ul>
NOB <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NAVPERS 1192 (1) (1) FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE

ENCLOSURE (3)

27 Jul 20

FITNESS REPORT & COUNSELING RECORD (W2-C6) (cont'd)

RCS BUPERS 1610-1

1. Name (Last, First, Middle Initial)		2. Grade/Rate		3. Duty Station		4. SSN	
		LTJG		2110			
PERFORMANCE TRAITS	1.0 Below Standard	2.0 Progressing	3.0 Meets Standards	4.0 Above Standards	5.0 Greatly Exceeds Standards		
38 LEADERSHIP Organize, motivate and develop others to accomplish goals	<ul style="list-style-type: none"> <li>Neglects growth/development or welfare of subordinates</li> <li>Fails to organize, creates problems for subordinates</li> <li>Does not set or achieve goals relative to command mission and vision</li> <li>Lacks ability to cope with or tolerate stress</li> <li>Inadequate communication</li> <li>Tolerates hazards or unsafe practices</li> </ul>		<ul style="list-style-type: none"> <li>Effectively oversees growth/development in subordinates</li> <li>Organizes successfully, implementing process improvements and efficiencies</li> <li>Sets/subordinates meaningful realistic goals that support command mission</li> <li>Performs well as successful activities</li> <li>Clear, timely communication</li> <li>Ensures safety of personnel and equipment</li> </ul>		<ul style="list-style-type: none"> <li>Inspiring, motivates and trains, subordinates reach highest level of growth and development</li> <li>Searches, organizes, great knowledge, develops process improvements and efficiencies</li> <li>Leadership achievements demonstrably further command mission and vision</li> <li>Persists through the toughest challenges and inspires others</li> <li>Exceptional communication</li> <li>Maintains subordinates safety-conscious, maintains top safety record</li> <li>Constantly improves the personal and professional lives of others</li> </ul>	<input checked="" type="checkbox"/>	
39 TACTICAL PERFORMANCE (Warfare qualified officers only) Basic and tactical employment of weapons systems	<ul style="list-style-type: none"> <li>Has difficulty attaining qualifications expected for the rank and experience</li> <li>Has difficulty in ship(s), aircraft or weapons systems employment</li> <li>Below others in knowledge and employment</li> <li>Warfare skills in specialty are below standard compared to others of same rank and experience</li> </ul>		<ul style="list-style-type: none"> <li>Attains qualifications as required and expected</li> <li>Capably employs ship(s), aircraft, or weapons systems. Equal to others in knowledge and employment</li> <li>Warfare skills in specialty equal to others of same rank and experience</li> </ul>		<ul style="list-style-type: none"> <li>Fully qualified in appropriate level for rank and experience</li> <li>Innovatively employs ship(s), aircraft, or weapons systems. Well above others in warfare knowledge and employment</li> <li>Warfare skills in specialty exceed others of same rank and experience</li> </ul>	<input checked="" type="checkbox"/>	
40. Recommendation concerning this individual for next career milestone(s) as follows. (maximum of two) Recommendations may be for competitive schools or duty assignments such as: SCP, Dept Head, XO, DDC, CO, Major Command, War College, PG School.				DEPT HEAD AFLOAT		PG SCHOOL	
41. COMBINED DVY PERFORMANCE - * All 10 marks, three 20 marks, and 20 marks in Block 34 must be specifically substantiated in narrative. Comments must be verifiable. Total must be 10 or 12 marks (10 or 12 Points) only. Use upper and lower case.							
<p>*** MY #1 OF 32 DIVISIONS OFFICERS IN A 4-TIME BATTLE "E" AWARD WINNING WARDROOM! ***</p> <p>*** FIRE AND FORGET DIVISION OFFICER... AIR DEFENSE NINJA... STALWART WATCHSTANDER ***</p> <p>- COMMAND PRESENCE. Led CP Division through sustainment phase following a demanding MESTPAC deployment through the "best executed READ-3 on the Pearl Harbor waterfront." His contributions during READ-E 3 preparations provided [redacted] with an AEGIS Weapon System that accounted for 80 hours of BFTT scenario training for over 48 watchstanders and four Combat Watchteams. His actions resulted in Air Warfare re-certification achieving a score of 100% and directly contributed to [redacted] receiving a fourth Battle "E" award for 2015.</p> <p>- EFFICIENT MANAGER. An essential contributor while activated as assist ship during THIRD Fleet-Baseline SC testing for JOHN PAUL JONES. Expertly led and managed the maintenance and operation of the AEGIS Weapon System and CEC. His leadership resulted in optimized system reliability allowing for surface and air engagements in a multi-ship network environment including successful utilization of the SM-6 missile.</p> <p>- DYNAMIC TACTICIAN. As Air Warfare CBTT leader, he personally groomed, trained and qualified 4 AAMCs. A recognized tactical SME and by most trusted junior Officer watch stander, he was hand selected as the lead AAMC for READ-E 3 sustainment events.</p> <p>*** LTJG [redacted] IS A FRANCHISE PLAYER! READY NOW FOR DEPT HEAD AFLOAT! ***</p>							
42. Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	44. Reporting Senior Address COMMANDING OFFICER
42 INDIVIDUAL				X			[redacted]
43 SUMMARY	<input checked="" type="checkbox"/>	0	0	7	0	0	[redacted]
45. Signature of Reporting Senior				46. Signature of individual evaluated "I have seen this report, been appraised of my performance, and understand my role in tables 4 statement"			
[redacted]				[redacted]			
Date: 27 APR 16				I intend to submit a statement <input type="checkbox"/> (do not intend to submit a statement <input checked="" type="checkbox"/>			
Member Trait Averages		Summary Group Averages		Date: 27 APR 16			
47. Typed name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report							
Date							

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ENCLOSURE (3)

# PRIMS

Physical Readiness Information Management System

## PFA Listing All Cycles

UIC [REDACTED]

Year	UIC	Date	PFA Status	Score	Result	UIC	PFA Status	Result
2016 1	53824	04/25/2016	Participant		Pass	05/04/2016	Participant	OUTSTANDING MEDIUM
2015 2	53824	11/03/2015	Participant	19	Pass	11/06/2015	Participant	EXCELLENT
2015 1	53824	05/11/2015	Participant	14	Pass	05/13/2015	Participant	OUTSTANDING
2014 2	81091	10/27/2014	Participant	14	Pass	10/30/2014	Participant	OUTSTANDING
2014 1	23163	04/11/2014	Participant		Pass	04/17/2014	Participant	OUTSTANDING
2013 2	23163	10/29/2013	Participant		Pass	10/30/2013	DEP/OP	
2013 1	23163	04/10/2013	Participant	16	Pass	04/11/2013	DEP/OP	
2012 2	23163	11/26/2012	Participant	20	Pass	11/30/2012	Participant	OUTSTANDING
2012 1	23163	05/21/2012	Participant	14	Pass	05/23/2012	Participant	OUTSTANDING
2011 2	23163	10/11/2011	Participant	16	Pass			
2011 1	58692	05/04/2011	Participant		Pass	05/06/2011	Participant	OUTSTANDING MEDIUM

Enclosure (4)



## LIEUTENANT EYE A. SAILOR

Lieutenant Sailor is a native of Colorado. He/she earned a Bachelor of Science from University of Colorado and a Master of Arts in International Relations from Military University. He/she was commissioned through Officer Candidate School in November 2018 and was designated a surface warfare officer in May 2020.

Sailor's operational assignments include... and included patrols/exercises/operations in...

Ashore, Sailor served as...

Sailor assumed his current duties as...

His/her awards include...

Enclosure (5)

Enclosure (2)



NAVSURFMINEWARDEV CEN INST 1402.2D  
27 Jul 20

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NAME				YG		DATE PROC: 161029			
ESN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROG SERV DATE	FORWARD USE			
		1110							
HIGHEST FLAG	CAPT	CDR	LEDR	LT	LTJG	ESN	HIGHEST CRUI		
PRESENT DUTY STATION					PRECEDENT RILEY				
NSWDC									
EDUCATION					SERVICE SCHOOLS ATTENDED				
COLLEGE	DATE/LEVL	MAJOR	GANG PRGR	NOB-STEP	COURTY	AFL STO & RETR			
	14 MASTER	BUS ADM		1000P	DATE/LEVL	1411 05			
	11 BACH I PR	FINANCE			COURSE				
					DATE/LEVL				
					COURSE				
					DATE/LEVL				
ACTIVE DUTY BASE DATE	PREVIOUS MILITARY SERVICE	YEAR	MONTH	HIGHEST RATING/GRADE	REMARKS				
					SELECTED FOR SWO DEPT HD CRSE				
					PERSONAL DECORATIONS				
					NAV COM 03				
					NAV ACHV 05				
					OFFICIAL QUALIFICATIONS				
1	STF OPS&PLN	7	OOD FLEET 01	11	19				
2	SHPELC	6	BOOWDASTURB	14	26				
3	SHPEWAR	6		18	11				
4		19		18	23				
5		21		21	23				
6	NTDS TAO 03	21		18	24				

Enclosure (6)



NAVSURFMINEWARDEVCCENINST 1402.2D  
27 Jul 20

PERFORMANCE SUMMARY REPORT FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE DATE OF REPORT: 10-06-16

NAME (LAST, FIRST, MIDDLE)			DESIG/RATE		SSN		PAGE 1 OF 1															
PG	STATION	DUTY	DATES	MOS	REPORTING SENIOR		TRAITS					AVERAGES		PROMOTION REC					RPT TYPE			
					NAME	PG TITLE	1	2	3	4	5	IND SUM	R/S CUM	SP	PR	P	MP	EP		PRT		
01		DIVO	052912 092812	4		06	CO	0	0	1	4	1	4.00 3.90	60 4.00	0	0	X	11	0	0	N	RG
01		AF DIVO	092912 053113	8		06	CO	0	0	0	5	1	4.17 3.85	43 4.01	0	0	X	9	0	0	PF	RG
01		DI DIVO	060113 040214	10		06	CO	0	0	0	4	0	4.43 4.26	56 4.00	0	0	X	5	0	0	R	RG
02		1ST LT.	040314 080114	4		06	CO	0	0	0	3	4	4.57 4.57	21 4.49	0	0	X	1	0	0	F	RG
02		CO	080214 072915	7		05	CO	0	0	1	0	0	3.86 3.94	8 3.95	0	0	X	7	0	0	P	RG
02		CO	030115 022916	12		05	CO	0	0	0	6	1	4.14 3.80	24 3.83	0	0	X	8	0	0	PF	RG
02		CO	030116 042916	2		05	CO	0	0	0	3	2	4.29 3.81	34 3.83	0	0	X	7	0	0	N	RG

Enclosure (7)

**Commanding Officer's Guidance**

1. The Commanding Officer's (CO) recommendation plays a vitally important role in helping a WTI selection board determine an applicant's suitability for the WTI program. CO's must provide frank assessments that clearly describe why an applicant has the potential to be a Warfare Tactics Instructor; a WARRIOR-THINKER-TEACHER!

2. Section (4) of this instruction outlines the standards for WTI selection, and lists criteria for "best qualified" applicants and "additional considerations" for WTI selection. CO's recommendation letters should highlight the best qualified and additional attributes of their applicant, especially if these indicators of potential aren't made clear in other components of the application. In addition to paragraph (4) the following suggestions are provided:

a. Poise and personality. WTIs are operating in diverse environments with diverse audiences. The same WTIs that are training the combat watch-teams on our warships and operational staffs are often requested and tasked with conducting Flag level briefings. CO's recommendations should convey an applicant's potential to comfortably and effectively operate (fight-think-teach) in a variety of situations from training junior Enlisted Sailors to Fleet Commanders.

b. Service record review/amplification. It is recommended that CO's review the entire application prior to drafting their recommendation in order to address potential shortfalls or details in an application that may be viewed negatively by the board. An officer "stuck in traffic," PRT failures, failing to achieve advanced qualifications, etc., are good examples of shortcomings that may be justified or have mitigations from the CO's perspective.

c. Experience. Experience in a particular mission area is not required to be selected as a WTI. The CO's recommendation should highlight an applicant's potential to make an impact as a WTI in their desired mission area(s).

3. Role players. SMWDC is an organization in which top TACTICAL athletes can excel. Championship TEAMS aggressively cultivate excellence, and develop TEAMS with track records of identifying and developing talent that greatly contributes to their success. CO's are encouraged to identify and recommend the tactical innovators who are naturally curious and passionate about weapons and tactics, but who may not be breakout performers based on traditional SWO measures of potential. If you have questions regarding a potential role player in your wardroom and their suitability for WTI, don't hesitate to reach out to [swo\\_wti@navy.mil](mailto:swo_wti@navy.mil).

4. Career Planning Factors: With the work required from a WTI during a production tour, the standard model of graduate education during the first shore tour can be challenging for a WTI. NAVADMIN 263/18 states, "Officers in year group 2015 and beyond will be required to graduate from an in-residence program prior to assuming Major Command." In order for the officer to meet this requirement, he/she has five shore tours to ascertain their graduate education. Pers-41 coordinates regularly with SMWDC and their constituents to ensure each WTI meets graduate education requirements. If you have an officer who is passionate about tactics and looking to make a significant and valued impact in the Surface Warfare Community, this is the right choice for them.