

CHAPTER 5

APTITUDE EVALUATION

501. OBJECTIVE. The NROTC student aptitude evaluation system has been established to provide a systematic assessment of officer potential that is as consistent, objective, and equitable as possible. This system parallels the Navy Performance Evaluation System used in the fleet in that it grades individuals in various areas on a 1.0 to 5.0 scale. The objectives of this system are:

a. To provide for the assessment of individual standing of NROTC students with respect to their peers and to naval service standards;

b. To identify students who may be weak in officer like qualities and potential and thus provide a sound basis for counseling and remedial effort;

c. To identify students who possess exceptional qualities and potential;

d. To give each NROTC student experience in observing and evaluating military subordinates;

e. To provide information and data that will assist in the computation of the final lineal standing of the graduates.

502. ACADEMIC TERM APTITUDE ASSESSMENT

a. Aptitude assessment involves the following areas:

- (1) Equal Opportunity
- (2) Leadership and Management
- (3) Physical Fitness
- (4) Military Bearing
- (5) Personal Behavior and Character
- (6) Initiative
- (7) Organizational Support and Teamwork
- (8) Academic Effort

(9) Overall Grade

(10) Overall Rank by Class

b. Evaluations are reported on REPORT OF PERFORMANCE OF MIDSHIPMEN (Form NETC GEN 1610/4).

(1) Primary blocks will be completed by the first look evaluator.

(2) Secondary blocks will be completed by the second look evaluator.

(3) Officer/Instructor block will be completed by the final look evaluator.

c. Performance Evaluators The performance evaluators are listed on Fig 5-1.

d. Procedure

(1) Periodic Observation. BN staff billet holders must frequently observe and evaluate the military aptitude of their subordinates. Furthermore, they should devise and use an ongoing unofficial ranking procedure for their use throughout each evaluation period. Approximately four weeks prior to the last scheduled Drill period of each evaluation session, evaluation report forms are distributed to the immediate superior of each student in the Battalion organization.

(a) The first evaluator will fill out the appropriate sections for the members being evaluated and then counsel the member on his/her evaluation. The first evaluator will then forward the evaluations to the second evaluator.

(b) The second evaluator will fill out the appropriate sections for members being evaluated and forward the evaluations to the final evaluator.

(c) The Class Officer will fill out the appropriate sections and assign the final aptitude marks. Upon completion of all evaluations, each member will be ranked within his/her class.

(d) The final evaluation will be forwarded to the Unit XO for review by the PNS.

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(e) Statements on adverse marks (in particular, those areas that receive a score of 1.0), should be temperate in tone and not impugn the motives of other persons. Any statement submitted concerning adverse marks will be returned to the BN for review by all the graders responsible for the particular evaluation involved.

(2) Assignment of Aptitude Marks.

(a) Each Class Advisor assigns final term aptitude marks and ranks each student using the REPORT OF PERFORMANCE OF MIDSHIPMEN.

(b) The evaluation of every NROTC student is reviewed by the Unit XO and PNS. Each NROTC student is counseled on his/her evaluation by his/her Class Advisor.

(c) The term aptitude grade is entered in the student's record.

(d) Any NROTC student disenrolled from the NROTC for reasons of inaptitude will be advised that such disenrollment will be prejudicial to their interests if they should ever apply for a commission in any of the Armed Services.

(e) Any report may have a statement placed on it by the NROTC student concerning the evaluation that he/she was given. It is the student's right to comment on adverse reports or outstanding reports.

503. COMMANDING OFFICER'S APTITUDE ACHIEVEMENT LIST. All NROTC students whose aptitude mark places them in the top 10% of their class will be placed on the CO's Aptitude Achievement List. The List will be posted semiannually, and suitable notation will be placed in each individual's official record. Those NROTC students attaining Aptitude Achievement may wear a gold star below their ribbons, per Appendix B, during the subsequent semester.

504. UNIT APTITUDE REVIEW BOARDS

a. The PNS may convene a Performance Review Board to investigate and make recommendations on the unsatisfactory aptitude performance of students enrolled in the NROTC. All parties concerned will be notified in writing at least seven days prior to the convening of the Board. When notified, NROTC students shall be advised that they have the right to appear

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before the Board, have the right to submit a written statement to the Board, and that they may present documents or witnesses in their behalf. They will also be advised that the Board may recommend Probation, LOA, or disenrollment to the PNS. These students will be counseled by their NROTC Company Officer and given the opportunity to review their record prior to convening of the Board. All Board findings and recommendations will be forwarded by the Board Recorder to the PNS. These findings and recommendations will be included with the correspondence in all cases referred to NETC.

b. Performance Review Board shall normally consist of the Unit XO (Senior Member-Voting), one NROTC Advisor not to include the student's Officer (Member-Voting), the student's Advisor (Non-Voting), a Recorder (Non-Voting) and, in an observer status only, a student from the BN, normally the Company CDR of the student concerned. Procedures for review boards are provided in NROTCUAUINST 1533.5, PERFORMANCE REVIEW BOARD PROCEDURES.

c. Whenever any NROTC student appears before an Aptitude Board, he/she should be prepared to provide the Board sufficient information to satisfy or explain his/her deficiency in aptitude performance.

505. LOG BOOKS. To aid BN staff billet holders in determining aptitude marks for their subordinates, a log book will be maintained for each platoon and company. The log books will have a full page entry for each individual in the immediate command (e.g., the Company Log Book will have only the Company Staff and Platoon CDRs), and it will be used to record all information and comments necessary for proper evaluation including but not limited to:

- a. Attendance record
- b. Weekly aptitude marks
- c. NROTC and extracurricular activities
- d. Good or bad reports
- e. Comments
- f. Brag Sheets

506. ACTIVITIES

a. General. NROTC students are encouraged to participate in NROTC and University extracurricular activities. Prior to the submission of evaluation reports, each NROTC student will have the opportunity to submit an activity report to his/her Platoon Leader or MPO who will record all approved activities in the Platoon Log Book. These activities will be included in Section 6 of the Evaluation Form. The following list of activities is provided to illustrate the types of participation that are encouraged. It is not all-inclusive.

- (1) Acceptance in any honorary organization
- (2) Officer in any honorary organization
- (3) Intramural sports
- (4) Officer of a student organization
- (5) Officer of a fraternity/sorority
- (6) Participation in extracurricular University functions
- (7) Rifle/Pistol Team
- (8) Drill Team/Color Guard
- (9) Flag Company
- (10) Participation in NROTC activities
- (11) Work

b. Time Management. Extracurricular activities are important in the development of a well-rounded individual. However, such activities should not interfere with academics or any NROTC required function.

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**Figure 5-1 Performance Evaluators**

<b>EVALUATED</b>	<b>FIRST LOOK</b>	<b>SECOND LOOK</b>	<b>FINAL LOOK</b>
SQUAD MEMBER	SQUAD LEADER	PLATOON CDR	CLASS ADVISOR
SQUAD LEADER	PLATOON CDR	COMPANY CDR	CLASS ADVISOR
PLATOON CDR	COMPANY XO	COMPANY CDR	CLASS ADVISOR
COMPANY CHIEF	COMPANY XO	COMPANY CDR	CLASS ADVISOR
COMPANY XO	COMPANY CDR	BNXO	CLASS ADVISOR
COMPANY CDR	BNCDR	COMPANY OFFICER	BN ADVISOR
BN MASTER CHIEF		BNCDR	BN ADVISOR
BN ADJUTANT	BNXO	BNCDR	CLASS ADVISOR
DEPT HEAD ASST	BN DEPT HEAD	BNCDR	CLASS ADVISOR
BN DEPT HEAD	BNXO	BNCDR	CLASS ADVISOR
BNXO	BNCDR	COMPANY OFFICER	BN ADVISOR
BNCDR		COMPANY OFFICER	BN ADVISOR