



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 1610.1B
ADJ
14 APR 2009

AIR STATION ORDER 1610.1B

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: REPORTING SENIOR FITNESS REPORT AND ENLISTED EVALUATION
SIGNING AUTHORITY FOR ASSIGNED U.S. NAVY PERSONNEL

Ref: (a) BUPERSINST 1610.10A

1. Situation. To publish instructions and assign Reporting Senior signature authority for Navy Officer fitness reports, Chief Petty Officer fitness reports and Navy Enlisted Evaluations in accordance with the reference.

2. Cancellation. AirStaO 1610.1A.

3. Mission. This Order assigns Reporting Senior signature authority and summary letter (for all E-4 and below performance reports) signature authority to specified individuals as set forth below.

4. Execution

a. The Commanding Officer is the Reporting Senior for personnel filling the following billets:

- (1) Commanding Officer, Halyburton Naval Health Clinic.
- (2) Station Chaplain.
- (3) Facilities Engineering Officer.

b. The Station Executive Officer will be the Reporting Senior for Assistant Station Chaplain.

c. The periodicity of active and inactive reports is as follows (last day of the month for officers and 15th day of the month for enlisted):

DISTRIBUTION STATEMENT A: Approved for public release,
distribution is unlimited

- (1) January. Officers, O3; Enlisted, none.
- (2) February. Officers, O2; Enlisted, none.
- (3) March. Officers, W5, W4, W3; Enlisted, E5.
- (4) April. Officers, none; Enlisted, E9.
- (5) May. Officers, O1; Enlisted, none.
- (6) June. Officers, none; Enlisted, E4.
- (7) July. Officers, O6; Enlisted, E3, E2, E1.
- (8) August. Officers, O5; Enlisted, none.
- (9) September. Officers, W2; Enlisted, E8, E7.
- (10) October. Officers, O4; Enlisted, none.
- (11) November. Officers, none; Enlisted, E6.
- (12) December. Officers, none; Enlisted, none.

d. Operations Directorate. The Aerial Surface Targets Officer (if he/she is not below the grade of O4, GS12 or equivalent) will be the Reporting Senior for Navy personnel (E5 through E9) assigned in the Directorate. If the Aerial Surface Targets Officer is below the grade of O4, GS12 or equivalent, the Director of Operations will be the Reporting Senior for E5 through E9. For Navy personnel E4 and below, the Chief Petty Officer in Charge, Navy Boat Docks will be the Reporting Senior.

e. Supply Directorate. The Director of Supply will be the Reporting Senior for all Supply Directorate Navy personnel.

f. The Command Chaplains will assist and advise the Commanding Officer in the preparation and appropriate submission for all Command Religious Program Navy enlisted personnel.

g. All Navy fitness reports for Station Commanding Officer and Station Executive Officer action will arrive hard copy to the MCAS Adjutant no later than 10 days after the ending date of the fitness report period. Supporting documentation, if applicable, will be enclosed.

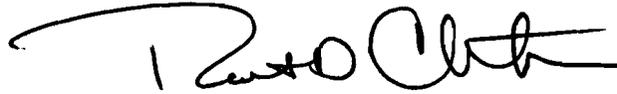
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4. Administration and Logistics. This Order is published electronically and can be accessed online via the MCAS homepage at <http://www.cherrypoint.usmc.mil>.

5. Command and Signal

a. Command. This Order is applicable to Navy personnel assigned to Marine Corps Air Station Cherry Point and their respective Directorates and supervisors.

b. Signal. This Order is effective the date signed.



ROBERT D. CLINTON
Executive Officer

DISTRIBUTION: A