



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

ASO 1610.1C Ch 1
ADJ
16 OCT 2015

AIR STATION ORDER 1610.1C Ch 1

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

Subj: PERFORMANCE EVALUATION SYSTEM (NAVY PERSONNEL)

Ref: (a) BUPERSINST 1610.10D

1. Situation. Fitness Reports (FITREP) on officers, Chief Petty Officer evaluations (CHIEFEVAL), and EVALs on other enlisted personnel are used for many career actions, including selection for promotion, advanced training, and responsible duty assignments. Timely, realistic, and accurate reports are essential for each of these tasks.

2. Cancellation. AirStaO 1610.1B w/Ch 1.

3. Mission. This Order assigns Reporting Senior and summary letter signature authority to specified individuals as set forth below.

4. Execution

a. Station Commanding Officer. Is the Reporting Senior for the Command Chaplain, Installation Safety Manager/Industrial Hygiene Officer, Public Works Officer, Navy Boat Docks Officer-in-Charge, and Facilities Engineering and Acquisition Division Director-12 (concurrent FITREP).

b. Station Executive Officer. Is the Reporting Senior for the Deputy Command Chaplain and Station Chaplain.

c. Operations Directorate. The Range Management Officer (if he/she is not below the grade of O-4, GS-12, or equivalent) will be the Reporting Senior for Navy personnel (E-5 through E-9) assigned in the Directorate. If the Range Management Officer is below the grade of O-4, GS-12, or equivalent, the Director of Operations will be the Reporting Senior for E-5 through E-9. For Navy personnel E-4 and below, the Chief Petty Officer in Charge of Navy Boat Docks or the Range Development/Vessel Support Officer, will be the Reporting Senior.

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

e. Command Chaplain. Will assist and advise the Commanding Officer in the preparation and appropriate submission for all Command Religious Program Navy enlisted personnel.

f. All Navy fitness reports for Station Commanding Officer and Station Executive Officer action will arrive hard copy to the Station Adjutant no later than 5 days after the ending date of the performance evaluation period. Supporting documentation, if applicable, will be enclosed.

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5. Administration and Logistics. Questions pertaining to the content of this Order should be directed to the Station Adjutant.

6. Command and Signal

- a. Command. This Order is applicable to MCAS Cherry Point.
- b. Signal. This Order is effective the date signed.



TRAVIS L. POWERS
Acting

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Encl: (1) New page insert to ASO 1610.1C

1. Situation. To direct a page insert into the basic order.
2. Execution. Remove page 1 of the existing order and replace with enclosure (1).

3. Summary of Change

a. Changed page 1, paragraph 4a to reflect that the Commanding Officer, MCAS Cherry Point serves as a Reporting Senior for the following:

(1) Concurrent FITREP for the Facilities Engineering and Acquisition Division Director-12.

(2) Officer-in-Charge, Navy Boat Docks.

b. Changed page 1, paragraph 4f to reflect that FITREPS for Station Commanding Officer and Station Executive Officer action are due to the Adjutant no later than 5 days after the ending date of the performance evaluation period.

4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.



C. PAPPAS III

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