



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION  
PSC BOX 8003  
CHERRY POINT, NC 28533-0003

AirStaO 1610.7A  
ADJ  
28 JAN 2009

AIR STATION ORDER 1610.7A

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

Subj: PERFORMANCE EVALUATION SYSTEM

Ref: (a) MCO P1610.7F  
(b) MARADMIN 686/07

Encl: (1) Commanding Officer/Executive Officer RS/RO Roster  
(2) Proposed Reviewing Officer Comments

1. Situation. To establish policy concerning the timely submission of fitness reports via the Automated Performance Evaluation System (A-PES).

2. Mission. The fitness report is the primary means for evaluating a Marine's performance to support the Commandant's efforts to select the best qualified personnel for promotion, augmentation, resident schooling, command, and duty assignments. The completion of fitness reports is a critical responsibility. Inherent in this duty is the commitment of all reporting officials to ensure the integrity of the system by paying close attention to accurate marking and timely reporting. Every Commanding Officer and reporting official must ensure the integrity of this evaluation system. Inaccurate marking and late submission only serves to de-value the actual value of each report.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The reference requires that completed fitness reports arrive at Headquarters, U.S. Marine Corps within 30 days of the end of the reporting period. We will be in compliance with the Commandant's Order.

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

(a) Submit all fitness reports via A-PES for action by the Commanding Officer or the Executive Officer, Marine Corps Air Station (MCAS), Cherry Point.

(b) Ensure each officer in the reporting chain has at least 15 days to complete his or her action. Reports submitted to the Commanding Officer or Executive Officer outside this timeframe will be considered late, and trends of tardiness will be reflected in Section H markings.

(2) Concept of Operations

(a) Enclosure (1) outlines reporting responsibilities. For all reports that require Reporting Senior (RS) action by the Commanding Officer or Executive Officer, submit the MRO Worksheet (MROW) via A-PES. Follow up immediately with an e-mail to the RS and the Adjutant (Trusted Assistant) to alert them that the MROW is ready for processing. For all reports that require Reviewing Officer (RO) action from the Commanding Officer or Executive Officer, submit the fitness report via A-PES and send the following information via e-mail to the RO and the Adjutant:

1. Reporting Senior Profile Data. See enclosure (2) for details. This data is not required for not observed reports, but the RS must include justification for submitting a not observed report.

2. Proposed Reviewing Officer Comments. Enclosure (2) pertains. These comments are required on all fitness reports except not observed reports.

3. Date Gaps. When processing a fitness report and a date gap is identified, the reporting senior will annotate his actions to assist the MRO with resolving the date gap.

4. Informal Comments. On all adverse fitness reports when the MRO submits a statement, the RS shall submit informal comments to address all inconsistencies and disagreements.

(b) Adverse Fitness Reports. A general or flag officer in the chain of command will sight all adverse officer reports. The next officer in the reporting chain senior to the RO, normally the RO's reporting senior, will sight all adverse enlisted reports.

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(c) Joint Duty. Reference (b) addresses the importance of evaluating an individual's performance in joint duty, training and exercises. If applicable, the RS and RO will summarize the extent of the MRO's efforts and accomplishments pertaining to joint matters. These observations are not limited solely to those serving in a Joint Duty Assignment List (JDAL) billet, and apply to any MRO where the situation exists.

(d) Unit Description. When the report concerns a Marine in a TAD status, identify the organization to which the Marine is attached for TAD purposes.

1. Use only standard abbreviations. When properly completed, Item 2c of Section A will resemble the following: HQHQRON MCAS CHERRY POINT or MARINE TRANSPORT SQUADRON ONE. Use of MCABE or COMCABEAST is prohibited.

2. The Commanding Officer and Executive Officer, MCAS shall be identified in Items 10f and 11f as CO, MCAS CHERRY POINT and XO, MCAS CHERRY POINT, respectively.

b. Subordinate Element Missions. Commanding Officers and Officers in Charge must ensure that all reporting officials and Marines (sergeants and above) under their charge understand the spirit and intent of the references. Marines, commanders, senior enlisted advisors, reporting officials and staff all share responsibility to audit records and correct incomplete files.

(1) Station Adjutant. Serve as the Trusted Assistant on all reports for the Commanding Officer and Executive Officer. Conduct an annual audit of the command's fitness report status via MMSB's online application ([www.mmsb.usmc.mil](http://www.mmsb.usmc.mil)).

(2) Commanding Officers

(a) Institute squadron-level programs of professional military education (PME) to ensure Marines and reporting officials are familiar with the references and the process of performance evaluation.

(b) Conduct periodic reviews via MMSB to ensure all fitness report periods are accounted for. Conduct these checks at a minimum during joint audits, following a Marine's promotion to sergeant or above, and within 30 days of the establishment of a new reporting relationship.

(c) Submit fitness reports for sergeants and above who are reduced at non-judicial punishment, administrative proceedings or courts-martial.

(d) Submit fitness reports for sergeants and above following substantiated incidents of domestic violence or child abuse, and for the period preceding any declaration of desertion.

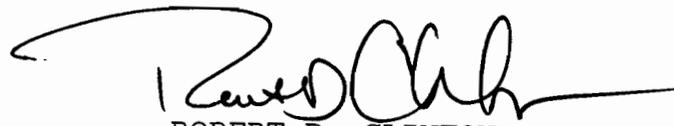
c. Coordinating Instructions. Submit all recommendations concerning this Order to the Adjutant via the appropriate chain of command.

4. Administration and Logistics. This Order is published electronically and can be accessed on-line via the Adjutant homepage.

5. Command and Signal

a. Command. This Order is applicable to the Marine Corps Reserve.

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



ROBERT D. CLINTON  
By direction

DISTRIBUTION: A



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**Executive Officer - RS**

Director, Community Plans and Liaison  
Director, Joint Public Affairs  
Director, Operations  
Director, Safety and Standardization  
Director, Security and Emergency Services  
Director, Supply  
Station Adjutant  
Staff Station Chaplains (LCDR and below)  
Station Inspector (when assigned)

Headquarters and Headquarters Squadron  
Headquarters and Headquarters Squadron

**Executive Officer - RO**

Aircraft Maintenance Officer (VMR 1)  
Assistant Maintenance Officer (VMR 1)  
C9B Branch Head (VMR 1)  
Exchange Officer  
Financial Management Officer  
Flight Line Division Officer (VMR 1)  
Operations Officer (VMR 1)  
Quality Assurance Officer (VMR 1)  
SAR Operations Officer (VMR 1)  
Current Operations Officer  
Future Operations Officer  
Station Deputy SJA  
Station EO Advisor  
Station Facilities Maintenance Officer  
Station Head Telecommunication and Maintenance Department  
Station Inspector Inspection Chief  
Station Military Justice Officer  
Training Officer (VMR 1)  
UC 35D NATOPS Officer (VMR 1)

Marine Transport Squadron 1  
Marine Transport Squadron 1  
Marine Transport Squadron 1  
Headquarters and Headquarters Squadron  
Headquarters and Headquarters Squadron  
Marine Transport Squadron 1  
Marine Transport Squadron 1  
Marine Transport Squadron 1  
Marine Transport Squadron 1  
Headquarters and Headquarters Squadron  
Marine Transport Squadron 1  
Marine Transport Squadron 1

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UC 35D Operations Officer (VMR 1)	Marine Transport Squadron 1
Station Ordnance Officer	Headquarters and Headquarters Squadron
Station Property Officer	Headquarters and Headquarters Squadron
Station Foods Services Officer	Headquarters and Headquarters Squadron
Station Fuels Officer	Headquarters and Headquarters Squadron
Station Transportation Management Officer	Headquarters and Headquarters Squadron
Director, Marine Corps Family Team Building	Headquarters and Headquarters Squadron
Station Chief Legal Assistance Officer	Headquarters and Headquarters Squadron
Station Public Affairs Chief	Headquarters and Headquarters Squadron
CH 46D NATOPS officer (VMR 1)	Marine Transport Squadron 1
C9B NATOPS Officer (VMR 1)	Marine Transport Squadron 1
Avionics Division Officer (VMR 1)	Marine Transport Squadron 1
Airframes Division Officer (VMR 1)	Marine Transport Squadron 1
Director of Safety and Standardization (VMR 1)	Marine Transport Squadron 1
Administration Officer (VMR 1)	Marine Transport Squadron 1

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PSC BOX 8003  
CHERRY POINT, NC 28533-0003

1610  
RS  
Date

From: Reporting Senior  
To: Commanding Officer or Executive Officer, Marine Corps Air Station, Cherry Point

Subj: RO COMMENTS ICO STAFF SERGEANT XXX XX XXXX/XXXX USMC

1. The following is provided on my overall RS markings on Staff Sergeants and Staff Sergeant \_\_\_\_\_ in particular:

- Number of FITREPS written on SSgts - \_\_\_\_.
- The markings on those \_\_\_\_ reports range from \_\_\_\_\_ to \_\_\_\_\_.
- The average of the \_\_\_\_ FITREPS is \_\_\_\_\_. (list previous markings).
- I have prepared \_\_\_\_ FITREPS on MRO previously.
- The average on this report is \_\_\_\_\_ (\_\_\_\_ higher, \_\_\_\_ lower, \_\_\_\_ same).

2. Comments: Provide comments to assist RO in preparation of his/her comments in section K. Do not repeat RS's section I remarks.

3. I recommend the following for RO consideration:

- Proposed for Section K-3. Mark MRO in the top/middle/bottom third.
- Proposed for Section K-4: I concur with the reporting senior's assessment of MRO's performance and professional abilities. Staff Sergeant \_\_\_\_\_ is a consistent, dependable Marine. His daily demonstrations of maturity and hard work have established for him a reputation as a leader. Retain and promote with peers.

I. M. REPORTING