



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

ASO 1610.7B  
ADJ

6 NOV 2018

AIR STATION ORDER 1610.7B

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

Subj: PERFORMANCE EVALUATIONS FOR MILITARY AND CIVILIAN PERSONNEL

Ref: (a) MCO 1610.7A  
(b) 5 CFR 430.12  
(c) DODI 1400.25 Vol 431 DoD Civilian Performance Management and Appraisal Program  
(d) MCCS Cherry Point Performance Plan Checklist

Encl: (1) Personnel Reviewed by the Commanding Officer  
(2) Personnel Reviewed by the Executive Officer  
(3) Sample Reviewing Officer Comments Letter

1. Situation. The fitness report is the primary means for evaluating performance and is a critical responsibility. Inherent in this duty is the commitment of all reporting officials to ensure the integrity of the system by confirming accurate markings and timely reporting.

2. Cancellation. ASO 1610.7A.

3. Mission. To establish policy concerning the timely submission of fitness reports for Marine and Navy personnel and performance appraisals for civilian personnel assigned to Marine Corps Air Station Cherry Point in order to ensure evaluations are completed as intended.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure all personnel are familiar with the content of the references and complete fitness reports and performance appraisals in a timely and accurate manner.

(2) Concept of Operations

(a) Military Fitness Reports

1. Enclosures (1) and (2) detail military personnel who will receive fitness reports from the Commanding Officer or Executive Officer.

2. The Marine Reported On (MRO) will submit a Marine Reported On Worksheet (MROW) no later than the last day of the reporting period.

3. The Reporting Senior (RS) will submit the fitness report to the Reviewing Officer (RO) no later than 15 days following the end of the reporting period. The RS shall submit proposed comments utilizing the format provided in enclosure (3).

4. The Senior Enlisted Advisor for enlisted Marines, or the Executive Officer for officers, will command review every fitness report prior to submission to the RO. Command review will be completed within five working days.

5. The RO will complete the fitness report in accordance with the deadlines outlined in reference (a).

6. Fitness report training shall be completed by all MRO, RS and RO personnel annually.

7. Upon initial join, and during the completion of every fitness report, the RS will verify and identify the existence of date gaps.

8. Adverse fitness reports will be completed in accordance with the guidance published in chapter 5 of reference (a).

9. All military personnel will have a minimum of one military person in their fitrep reporting chain.

10. Subordinate commanders will have their fitrep RO'd by the CG, MCIEAST. All other personnel RS'd by the Station Commanding Officer will be RO'd by the Chief of Staff, MCIEAST.

(b) Appropriated Fund (APF) Employees

1. Enclosures (1) and (2) detail APF employees who will receive evaluations from the Commanding Officer or Executive Officer.

2. References (b) and (c) detail reporting requirements.

3. The performance management is; Planning, Monitoring and Evaluating, Recognizing, and Rewarding.

4. Performance plans shall be established within 30 days of employment or within 30 days of the beginning of the annual appraisal period via the Defense Civilian Personnel Data System (DCIPS)/MyBiz+.

5. During the appraisal period, rating officials must conduct a minimum of one formal progress review midway during the annual performance period with each employee.

6. The annual appraisal period will begin on 1 April and end on 31 March of the following year, with an effective date of 1 June. The Manpower Directorate will publish an annual Bulletin detailing information for the administration of the rating and rewarding phases for the appraisal period.

(c) Non-appropriated Fund (NAF) Employees

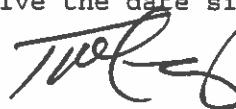
1. Enclosures (1) and (2) detail NAF employees who will receive evaluations from the Commanding Officer or Executive Officer.

2. Reference (d) details reporting requirements.
3. The rating period begins on 1 May and ends on 30 April.
4. Performance plans shall be established in the beginning of the rating period or within 30 days of an employee moving into that position.
5. During the normal rating period, a mid-year review will be conducted in November. If the employee moved into the position after the beginning of the rating period, they will receive a mid-year review after 120 days in the position.

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 and its subordinate units.
- (b) Signal. This Order is effective the date signed.



T. W. FERRY

DISTRIBUTION: A

PERSONNEL REVIEWED BY THE COMMANDING OFFICER

COMMANDING OFFICER-REPORTING SENIOR

Commanding Officer, Headquarters and Headquarters Squadron  
Station Executive Officer  
Station Sergeant Major  
Station Chaplain  
Staff Judge Advocate  
Resident Officer-In-Charge of Construction (ROICC)  
Installation Safety Manager, USN

COMMANDING OFFICER-REVIEWING OFFICER

Director, Safety and Standardization  
Director, Security and Emergency Services  
Director, Supply  
Director, Facilities  
Director, Telecommunications and Information Systems Directorate  
Aircraft Maintenance Officer (VMR-1)  
Operations Officer (VMR-1)  
Executive Officer (VMR-1)  
Sergeant Major (VMR-1)  
Executive Officer (HQHQRON)  
Sergeant Major (HQHQRON)  
Station Adjutant  
Station Inspector  
Deputy Director, Manpower  
Deputy Director, Operations  
Deputy Station Judge Advocate  
Station EO Advisor  
Airfield Operations Officer

COMMANDING OFFICER-SENIOR RATING OFFICIAL

Director, Operations (APF)  
Director, Manpower (APF)  
Director, MCCS (NAF)  
Comptroller (APF)  
Director, Joint Public Affairs (APF)  
Protocol Officer (APF)  
Administrative Support Assistant (APF)

PERSONNEL REVIEWED BY THE EXECUTIVE OFFICEREXECUTIVE OFFICER-REPORTING SENIOR

Director, Safety and Standardization  
Director, Security and Emergency Services  
Director, Logistics Services  
Director, Facilities  
Director, Telecommunications and Information Systems Directorate  
Station Inspector  
Station Chaplains  
Station EO Advisor  
Station Adjutant

EXECUTIVE OFFICER-REVIEWING OFFICER

Executive Officer (VMR-1)  
Executive Officer (HQHQRON)  
Station Deputy SJA  
Station Facilities Maintenance Officer  
Section Head Telecommunications and Maintenance Department  
Station Inspector Inspection Chief  
Station Military Justice Officer  
Station Ordnance Officer  
Station Property Officer  
Station Food Service Officer  
Station Fuels Officer  
Station Transportation Management Officer  
Station Chief Legal Assistance Officer  
MCCS Noncommissioned Officer  
MCCS Retail Chief  
Chief, Security and Emergency Services  
Chief, Station Postal

EXECUTIVE OFFICER-RATING OFFICIAL/RATER

Director, Community Plans and Liaison (APF)  
Director, Operations (APF)  
Director, Manpower (APF)  
Director, MCCS (NAF)  
Comptroller (APF)  
Director, Joint Public Affairs (APF)  
Protocol Officer (APF)  
Admin Support Assistant (APF)

EXECUTIVE OFFICER-SENIOR RATING OFFICIAL

Deputy Director, Logistics Service  
Deputy Director, Facilities  
Community Planner  
Deputy Director, Telecommunications & Information Systems Directorate  
Deputy, Safety and Standardization  
Deputy, Inspector  
Deputy Police Chief, Security and Emergency Services  
Fire Chief  
MCCS Exchange Officer (NAF)  
MCCS Financial Management Officer (NAF)  
MCCS Director, Marine Corps Family Team Building (NAF)



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1400  
OFFICE  
DATE

SAMPLE REVIEWING OFFICER COMMENTS LETTER

From: Reporting Senior  
To: Reviewing Officer

Subj: REVIEWING OFFICER COMMENTS IN CASE OF SERGEANT MARINE T. MOTIVATOR  
EDIPI/MOS USMC

1. The following is provided in case of Sergeant Motivator:
  - a. Number of Sergeant fitness reports written: \_\_\_\_\_.
  - b. Average marking for Sergeants: \_\_\_\_\_.
  - c. This report is above/below my average.
2. Provide recommendation for comparative assessment marking.
3. Provide recommended Section K comments.

SIGNATURE BLOCK