



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
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ASO 1610.1C
ADJ
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AIR STATION ORDER 1610.1C

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: POLICY AND PROCEDURES FOR FITNESS REPORTS

Ref: (a) MCIEAST-MCB CAMLEJO 1610.1
(b) MCO 1610.7A
(c) BUPERSINST 1610.10D

Encl: (1) Annual Fitness Report Schedule
(2) Fitness Report Occasions
(3) Annual Navy Fitness Report Timelines

1. Situation. Provide policy, procedures, and identify the reporting chain for submission of fitness reports within Headquarters and Headquarters Squadron (HQHQRON), Marine Corps Air Station (MCAS) New River.

2. Cancellation. ASO 1610.1B.

3. Mission. HQHQRON, MCAS New River Reporting Seniors (RS) and Reviewing Officers (RO) will submit fitness reports in accordance with the references and this Order, in order to properly support the Marines and Sailors in their professional development and meet Headquarters Marine Corps requirements.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Ensure the appropriate RS and RO are completing fitness report requirements for all military personnel reported on within HQHQRON, MCAS New River.

(2) Concept of Operations

(a) Reports on Marine Corps Personnel

1. Enclosure (1) establishes the timelines for annual fitness report submission.

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2. Enclosure (2) establishes the fitness report occasions and order of precedence.

3. The RS is the first Commissioned Officer, Warrant Officer (WO), or General Schedule (GS)-9 equivalent and above in the reporting chain, senior in grade to the Marine Reported On (MRO). The RS is directly responsible for the daily tasking, supervision, and motivation of the MRO and is in the best position to observe the performance of the MRO.

4. The RO is the first Commissioned Officer, WO, or GS-10 equivalent, senior in grade to the RS and is directly responsible for the tasking, supervision, and evaluation of the RS.

5. The HQHQRON Senior Marine Representative will review fitness reports for administrative and procedural correctness prior to the RO submitting the report to the Commandant of the Marine Corps (CMC) (MMSB-32), per reference (b).

6. Only Commanding Officers (COs), Officers-In-Charge, and officers specifically authorized by the RO may be the RS for an officer of the same grade, as delineated by reference (b). When the RS is the same grade as the MRO, comments in Section K of the fitness report must indicate that the RS is authorized to complete a fitness report on an officer of equivalent grade.

7. All adverse enlisted fitness reports will be sighted by the CO or by the Executive Officer, MCAS New River. All adverse officer fitness reports will be sighted by the Commanding General, Marine Corps Installations-East Marine Corps Base, Camp Lejeune.

(b) Reports on Navy Personnel

1. Reference (c) provides administrative policies and procedures for the Navy performance evaluation system.

2. Enclosure (3) establishes the timelines for Navy annual fitness report submission.

b. Tasks

(1) Adjutant Department, MCAS New River

(a) The Adjutant Department is responsible for the Performance Evaluation System, Commanding General's Inspection functional area checklist.

(b) Request the Commander's Timeliness Report, via SMB.Manpower.MMRP-31@usmc.mil on a monthly basis. Identify any fitness reports that are late and contact the RS and/or RO to complete submission in a timely manner. Track all additional fitness reports in a "working status" until complete.

(c) Print "missing last annual" reports for every rank, via <https://a-pes.mmrp.usmc.mil/a-pes/apes.jsp>, on a monthly basis. If there are time periods identified on these reports, verify by reviewing the MRO's fitness report inventory sheet. Once verified that the MRO is missing their last annual fitness report, contact them to ensure they are aware, and track the completion of the report.

(d) Print "possible date gap" reports for every rank, via <https://a-pes.mmrp.usmc.mil/a-pes/apes.jsp>, on a monthly basis. If there are date gaps identified on these reports, verify by reviewing the MRO's fitness report inventory sheet. Once verified that the MRO has a date gap, contact them to ensure they are aware, and track the completion of the report.

(2) Marine Reported On (MRO). The MRO shall submit a finalized MRO worksheet to the RS, at least two weeks prior to the end of the MRO's reporting period.

(3) Reporting Senior (RS)

(a) Ensure the MRO is in compliance with this Order and the references.

(b) Within the first 30 days of the RS and MRO relationship establishment, the RS will complete a billet description for the MRO.

(c) Responsible for checking the fitness report inventory of the MRO to ensure there are no date gaps and/or missing fitness reports. Additionally, ensure that there will

not be an overlap of dates when completing the current fitness report.

(d) Submit all personnel changes and fitness report occasion updates quarterly and/or as changes occur via the fitness report tracker on the Adjutant SharePoint site: <https://eis.usmc.mil/sites/nrvr/Adjutant/Lists/FITREP%20Tracker/AllItems.aspx>.

(e) Complete the RS fitness report requirements and forward the report to the RO no later than two weeks after the reporting period end date.

(f) Ensure that upon submission of the fitness report to the RO, "recommended RO comments" are submitted to the RO via the "Notes" portion of the Automated Performance Evaluation System (APES), to include: RS high for grade, RS low for grade, RS average for grade, average for this report, where the Marine falls in the ranking of his/her grade (_ of _), and recommended RO comments for Section K.

(4) Reviewing Officer (RO)

(a) Ensure MRO and RS are in compliance with this Order and the references.

(b) Complete and submit fitness reports to CMC (MMSB-32) less than 30 days after the MRO's reporting period end date or 60 days for adverse fitness reports.

5. Administration and Logistics. Recommended changes to established RS and RO reporting relationships shall be reviewed on a case-by-case basis and require the HQHQRON CO's approval.

6. Command and Signal

a. Command. This Order is applicable to all personnel belonging to HQHQRON and MCAS New River.

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


C. V. EBITZ

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ANNUAL FITNESS REPORT SCHEDULE

Reporting Period Ends Last Day of			
Grade of	Active Component	Reserve Component	Active Reserve
Sgt	Mar	Sep	Sep
SSgt	Dec	Sep	Sep
GySgt	Jun	Sep	Sep
MSgt/1stSgt	Jun	Sep	Sep
MGySgt/SgtMaj	Sep	May	Jun
WO/CWO	Apr	Oct	Oct
2ndLt	Jan/Jul	Apr	N/A
1stLt	Oct/Apr	Oct	Oct
Capt	May	Sep	Jun
Maj	May	Sep	Jun
LtCol	May	Jun	Jun
Col	May	Jul	Jul
BGen	Jun	Jun	N/A

1. Omit the Annual

a. The MRO is in a temporary duty status, other than academic duty, for less than six months (see paragraph 4.g. of chapter 3).

b. The MRO is attending formal academic training under permanent change of station (PCS/TEMINS) orders of less than 12 months duration. In this case, include the annual period on the Transfer (TR) report.

c. Another reporting occasion under the same RS occurred 60 days or less prior to the end date of the annual report; i.e., a GC or CD report.

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d. It is known in advance another reporting occasion will occur within 30 days after the ending date for the report. Note: The report may not be omitted in anticipation of disciplinary or administrative separation actions.

2. Extended reports. Are only to be used when 89 days or less has passed since submission of the last AN, AR, or SA report, another occasion has come due, and the RS's evaluation has not changed. Many RS's try to do extended reports based off GC or CD reports and this is unacceptable. It has even been seen where an RS attempts to do an extended report, but they were not the same RS from the prior report.

FITNESS REPORT OCCASIONS

1. Marines in the grades of sergeant through colonel require fitness reports for any of the thirteen occasions listed below.
2. NOTE: When more than one occasion occurs simultaneously, use the occasion that appears highest on the list.

<u>Occasion</u>	<u>Code</u>
Grade Change	GC
CMC Directed	DC
Change of Reporting Senior	CH
Transfer	TR
Change of Duty	CD
To Temporary Duty	TD
From Temporary Duty	FD
End of Service	EN
Change in Status	CS
Annual (Active Component)	AN
Annual (Reserve Component)	AR
Semiannual (lieutenants only)	SA
Reserve Training	RT

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ANNUAL NAVY FITNESS REPORT TIMELINES

1. Applies to all Active Duty, Full Time Support, and Inactive duty Reserve personnel.
2. Fitness Report ending dates are the last day of the month for all officers.
3. CHIEFEVAL and enlisted EVAL ending dates are the 15th day of the month.

	PERIODIC FITREP/CHIEFEVAL/EVAL	
	Officers (All)	Enlisted (All)
Jan	O3	
Feb	O2	
Mar	W5, W4, W3	E5
Apr	O5	E9
May	O1	
Jun		E4
Jul	O6	E3, E2, E1
Aug		
Sep	W2	E8, E7
Oct	O4	
Nov		E6
Dec		

Enclosure (3)