



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST
PSC BOX 20005
CAMP LEJEUNE, NC 28542-0005

MCIEASTO 1610.1A w/Ch 1, 23
ADJ
2 DEC 2009
4

MARINE CORPS INSTALLATIONS EAST ORDER 1610.1A

From: Commanding General
To: Distribution List

Subj: REPORTING SENIORS AND REVIEWING OFFICERS FOR FITNESS
REPORTS FOR MARINE CORPS INSTALLATIONS EAST (MCIEAST)

Ref: (a) MCO P1610.7F w/Ch 1
(b) BUPERSINST 1610.10B

Encl: (1) Table of Reporting Seniors and Reviewing Officers

1. Situation. To provide policy, procedures, and identify the reporting chain for submission of fitness reports within Marine Corps Installations East (MCIEAST).

2. Cancellation. MCIEASTO 1610.1.

3. Mission

a. This Order provides policy and publishes a listing of the reporting seniors (RS) and reviewing officers (RO) for fitness reports submitted within MCIEAST.

b. Background. Reference (a) establishes the policies, procedures, and standards for the operation and maintenance of the Marine Corps Performance Evaluation System and the submission of fitness reports. Reference (b) provides administrative policies and procedures for the Navy Performance Evaluation System.

c. Summary of Revision. This Order has been revised and should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To eliminate confusion concerning the RS and RO for the military personnel reported on (MPRO) within MCIEAST.

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

2 DEC 2009

(2) Concept of Operations

(a) The enclosure will be utilized for submission of fitness reports within MCIEAST.

(b) The RS is the first commissioned or warrant officer (or GS-9 equivalent or above) in the reporting chain senior in grade to the MPRO. The RS is also directly responsible for the daily tasking, supervision, and motivation of the MPRO and is the individual in the best position to observe the MPRO's performance.

(c) The RO is the first commissioned or warrant officer (or GS-10 equivalent or above) senior in grade to the RS, and directly responsible for the primary tasking, supervision, and evaluation of the RS.

(d) Only commanding officers, officers in charge, and those officers specifically authorized by the RO may be the RS for officers of the same grade as delineated in reference (a). When the RS is the same grade as the MPRO, 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.

(e) Personnel assigned duty with a general or special staff departments of this Headquarters not listed in the enclosure will be reported on by the officer in charge of that department.

(f) All efforts should be made to ensure that either the RS or RO for a Marine officer is a Marine officer, this is to provide assignment personnel and selection boards the most complete and accurate performance information possible on the MPRO. When both RS and RO are civilians, which will be by exception only and approved by the Chief of Staff, a Senior Marine Representative must review the report for administrative and procedural correctness and forward the report to CMC (MMSB-32) per the provisions of reference (a). When the civilian RO is an Assistant Chief of Staff, the Marine representative will be the Chief of Staff of MCIEAST.

b. Subordinate Element Missions

(1) All fitness reports will be completed, reviewed, and submitted as required by the references and this Order.

(2) All adverse officer fitness reports will be sighted by the Commanding General, MCIEAST.

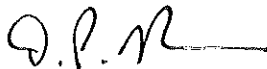
(3) All Marine Corps fitness reports will be prepared and processed utilizing the Automated Performance Evaluation System (A-PES).

5. Administration and Logistics. Not applicable.

2 DEC 2009

6. Command and Signal

- a. Command. This Order is applicable to MCIEAST.
- b. Signal. This Order is effective the date signed.



D. P. THOMAS
Chief of Staff

DISTRIBUTION: A



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEASTO 1610.1A Ch 1
G-1
20 Dec 10

MARINE CORPS INSTALLATIONS EAST ORDER 1610.1A Ch 1

From: Commanding General
To: Distribution List

Subj: REPORTING SENIORS AND REVIEWING OFFICERS FOR FITNESS
REPORTS FOR MARINE CORPS INSTALLATIONS EAST (MCIEAST)

Encl: (1) New page inserts to MCIEASTO 1610.1A

1. Situation. To transmit new page inserts to the basic Order.
2. Execution. Remove enclosure (1) in its entirety and replace with corresponding enclosure.
3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

D. P. THOMAS
Chief of Staff

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



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST
PSC BOX 20005
CAMP LEJBUNE NC 28542-0005

MCIEASTO 1610.1A Ch 2
G-1
14 Jul 11

MARINE CORPS INSTALLATIONS EAST ORDER 1610.1A Ch 2

From: Commanding General
To: Distribution List

Subj: REPORTING SENIORS AND REVIEWING OFFICERS FOR FITNESS
REPORTS FOR MARINE CORPS INSTALLATIONS EAST (MCIEAST)

Encl: (1) New page inserts to MCIEASTO 1610.1A

1. Situation. To transmit new page inserts to the basic Order.
2. Execution. Remove the old enclosure (1) and replace with the new corresponding enclosure.
3. Summary of Change. All changes herein are denoted with an asterisk (*).
4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

A handwritten signature in black ink, appearing to read "F. P. Bottorff".

F. P. BOTTORFF
Chief of Staff

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



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEASTO 1610.1A Ch 3
G-1
19 Oct 11

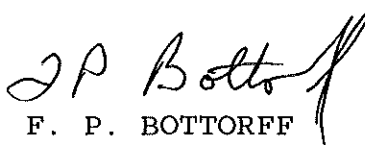
MARINE CORPS INSTALLATIONS EAST ORDER 1610.1A Ch 3

From: Commanding General
To: Distribution List

Subj: REPORTING SENIORS AND REVIEWING OFFICERS FOR FITNESS
REPORTS FOR MARINE CORPS INSTALLATIONS EAST (MCIEAST)

Encl: (1) New page inserts to MCIEASTO 1610.1A

1. Situation. To transmit new page inserts to the basic Order.
2. Execution. Remove the old enclosure (1) and replace with the new corresponding enclosure.
3. Summary of Change. Replaced Commander, U.S. Marine Corps Bases, Atlantic (COMMARCORBASESLANT) with Commander, Marine Corps Installations Command (COMMCICOM).
4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.


F. P. BOTTORFF
Chief of Staff

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



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEASTO 1610.1A Ch 4
G-1
27 JAN 2012

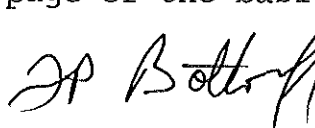
MARINE CORPS INSTALLATIONS EAST ORDER 1610.1A Ch 4

From: Commanding General
To: Distribution List

Subj: REPORTING SENIORS AND REVIEWING OFFICERS FOR FITNESS
REPORTS FOR MARINE CORPS INSTALLATIONS EAST (MCIEAST)

Encl: (1) New page inserts to MCIEASTO 1610.1A

1. Situation. To transmit new page inserts to the basic Order.
2. Execution. Remove the old enclosure (1) and replace with the new corresponding enclosure.
3. Summary of Change. Added Deputy Commander and updated Chief of Staff's information.
4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.


F. P. BOTTORFF
Deputy Commander

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

TABLE OF REPORTING SENIORS AND REVIEWING OFFICERS

<u>BILLET DESCRIPTION</u>	<u>REPORTING SENIOR</u>	<u>REVIEWING OFFICER</u>
Commanding General	COMMCICOM	DC I&L
Deputy Commander	CG	COMMCICOM
Chief of Staff (Civilian)	N/A	N/A
- Deputy Public Affairs Officer (Civilian)	N/A	N/A
- Staff Secretary	COS	CG
- Equal Opportunity Advisor	COS	CG
- Director Regional Contracting Office	COS	CG
Sergeant Major	CG	COMMCICOM
Aide de Camp	CG	COMMCICOM
- Commanding General's Driver	Aide	CG
Marine Aide	CG	COMMCICOM
Commanding Officer, MCLB Albany	CG	COMMCICOM
- Executive Officer	CO	CG
- Staff Judge Advocate	CO	CG
- Base Sergeant Major	CO	CG
Commanding Officer, MCAS Beaufort	CG	COMMCICOM
- Executive Officer	CO	CG
- CO, HQHQRON	CO	CG
- Officer in Charge Joint Law Center	CO	CG
- Station Sergeant Major	CO	CG
Commanding Officer, MCB Camp Lejeune	CG	COMMCICOM
- CO, Weapons Training Battalion	CO	CG
- CO, Headquarters and Support Battalion	CO	CG
- Staff Judge Advocate	CO	CG
- Base Sergeant Major	CO	CG
Commanding Officer, MCAS Cherry Point	CG	COMMCICOM
- Executive Officer	CO	CG
- CO, HQHQRON	CO	CG
- CO, VMR-1	CO	CG
- Staff Judge Advocate	CO	CG
- Station Sergeant Major	CO	CG
Commanding Officer, DPC-East	CG	COMMCICOM
- Executive Officer	CO	CG
- Sergeant Major	CO	CG
Commanding Officer, MCAS New River	CG	COMMCICOM
- Executive Officer	CO	CG
- CO, HQHQRON	CO	CG
- Operations Officer	CO	CG
- Station Sergeant Major	CO	CG

27 JAN 2012

TABLE OF REPORTING SENIORS AND REVIEWING OFFICERS

<u>BILLET DESCRIPTION</u>	<u>REPORTING SENIOR</u>	<u>REVIEWING OFFICER</u>
Commanding Officer, MCAF Quantico	CG	COMMCICOM
- Executive Officer	CO	CG
- Sergeant Major	CO	CG
AC/S, G-1 (Civilian)	N/A	N/A
AC/S, G-3	CG	COMMCICOM
- Dir, Aviation Plans and Policy	G-3	CG
AC/S, G-4 (Civilian)	N/A	N/A
AC/S, G-5	CG	COMMCICOM
AC/S, G-6 (Civilian)	N/A	N/A
- Deputy G-6	G-6	CG
AC/S, Installations, Facilities and Environment	CG	BUPERS
AC/S, Security and Emergency Services	CG	COMMCICOM
Director, Business Performance Office (Civilian)	N/A	N/A
Comptroller (Civilian)	N/A	N/A
- Deputy Comptroller	COMP	CG
Command Inspector General	CG	COMMCICOM
Command Chaplain	CG	BUPERS
Public Affairs Officer	CG	COMMCICOM
Staff Judge Advocate (SJA)	CG	COMMCICOM
- Deputy SJA	SJA	CG
Director of Safety (Civilian)	N/A	N/A
OICC (MCIEAST)	CG	BUPERS