



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

MCIEAST-MCB CAMLEJO 1610.1C
CG
16 Nov 23

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
1610.1C

From: Commander
To: Distribution List

Subj: REPORTING SENIORS AND REVIEWING OFFICERS FOR FITNESS
REPORTS

Ref: (a) MCO 1610.7B
(b) BUPERSINST 1610.10F

Encl: (1) Fitness Report Matrix
(2) Reporting Senior Worksheet
(3) Reviewing Officer when the RO is the CG Worksheet
(4) Third Officer Sighter Worksheet

1. Situation. To provide policy, procedures, and identify the reporting chain for submission of fitness reports (FITREP) within Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ).

2. Cancellation. MCIEAST-MCB CAMLEJO 1610.1B.

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-MCB CAMLEJ.

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

c. Summary of Revision. This Order was revised and changes were made to enclosure (1).

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 within MCIEAST-MCB CAMLEJ.

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

(2) Concept of Operations

(a) Reports on Marine Corps Personnel

1. Enclosure (1) will be utilized for submission of fitness reports within MCIEAST-MCB CAMLEJ.

2. 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 military personnel reported on. The RS is also directly responsible for the daily tasking, supervision, and motivation of the military personnel reported on and is the individual in the best position to observe the military personnel reported on's performance.

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

4. Only commanding officers, officers-in-charge (OIC), 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 military personnel reported on, comments in Section K of the fitness reports must indicate that the RS is authorized to complete a fitness report on an officer of equivalent grade.

5. Personnel assigned duty with a general or special staff departments of this Headquarters not listed in enclosure (1) will be reported on by the OIC of that department.

6. 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 military personnel reported on. When both RS and RO are civilians, which will be by exception only and approved by the Chief of Staff (COS), a senior Marine representative must review the report for administrative and procedural correctness and forward the report to the Commandant of the Marine Corps (MMRP) per the provisions of reference (a). When the civilian RO is an Assistant Chief of Staff (AC/S), the Marine representative will be the COS.

(b) Reports on Navy Personnel

1. As indicated in the enclosure (1), the Commanding General (CG) is the RS for Navy officers assigned to MCIEAST-MCB CAMLEJ as principal staff.

2. In accordance with reference (b), RS authority for Navy officers assigned to MCIEAST-MCB CAMLEJ, but not as principal staff is delegated to the Deputy Commander. If Naval Personnel

Command (PERS-32) approves such a request, RS authority for Civil Engineer Corps (CEC) officers is delegated to the Assistant Chief of Staff (AC/S), Facilities (G-F).

3. CEC officers assigned to MCIEAST installations as Public Works Officers (PWOs) shall submit, in addition to input for regular fitness reports, concurrent fitness report input in accordance with guidance published by the Commanding Officer, Naval Facilities Engineering Command Mid-Atlantic (COMNAVFAC MIDLANT). Input shall be submitted by email via MCIEAST-MCB CAMLEJ AC/S, G-F. Installation Commanders may also require PWOs to submit concurrent fitness report input via their regular RS before it goes to the AC/S, G-F. The AC/S, G-F shall review, comment upon, and forward to COMNAVFAC MIDLANT concurrent fitness report input received from PWOs assigned to MCIEAST installations and shall participate in NAVFAC MIDLANT fitness report "ranking boards", as appropriate. The AC/S, G-F is also available to provide community management and fitness report drafting advice to MCIEAST installation commanders and CEC officers assigned to MCIEAST installations.

4. CEC officers assigned additional duties (ADDU) to MCIEAST-MCB CAMLEJ shall submit input for concurrent fitness reports to their ADDU RS via the AC/S, G-F. Installation Commanders shall establish procedures that comply with reference (b) for completing concurrent fitness reports on CEC officers assigned ADDU to them.

b. Tasks

(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 CG.

(3) All Marine Corps fitness reports will be prepared and processed utilizing the Automated PES program located in Marine Online.

c. Coordinating Instructions. CG, Deputy, and COS MCIEAST-MCB CAMLEJ will execute RS and RO responsibilities for personnel filling billets as annotated in enclosure (1). The FITREP matrix in enclosure (1) will be updated as required. All reporting officials and Marines Reported On (MRO) will comply with the following:

(1) All annual FITREPs will be completed by the RS and forwarded to the RO not later than seven days prior to the end date of the reporting period. All other FITREPs will be completed by the RS and forwarded to the RO not later than seven days following the end of the reporting period. Adverse FITREPs will be submitted in accordance with the timeline outlined in reference (a).

(2) MROs will complete the MRO Worksheet in A-PES not later than 30 days prior to the end date of the reporting period.

(3) When the CG is the RS, the MRO will email a completed enclosure (2) directly to the CG. It should contain a short bulletized summary of what the MRO considers their greatest contributions/accomplishments during the reporting period. Include any substantial off duty education, community service, etc. that is deemed relevant. Include any specific career goals, aspirations, and future billets desired.

(4) When the CG is the RO, the RS will email a completed enclosure (3) to the Aide-de-Camp.

(5) When the Deputy or COS is the RO, the RS will email a completed enclosure (3) directly to the Deputy or COS.

(6) When the CG is the Third Officer Sighter on an adverse FITREP, the RO will email a completed enclosure (4) directly to the CG.

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST-MCB CAMLEJ staff sections and MCIEAST subordinate commands.

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

FITZGERALD. Digitally signed by
MICHAEL.JOH L.FITZGERALD.MICHAEL
N.1099087818 Date: 2023.11.16
13:05:29 -05'00'
M. J. FITZGERALD
Chief of Staff

DISTRIBUTION: A/B

16 Nov 23

FITNESS REPORT MATRIX

BILLET DESCRIPTION	REPORTING SENIOR	REVIEWING OFFICER
CG	COMMCICOM	DC I&L
Deputy Commander (Dep Comdr)	CG	COMMCICOM
- Staff Secretary	COS	Dep Comdr
- Director of Contracts	COS	Dep Comdr
COS	CG	COMMCICOM
Sergeant Major (SgtMaj)	CG	COMMCICOM
Aide de Camp	CG	CG
- CG's Driver	Aide	CG
Enlisted Aide	CG	CG
CO, Marine Corps Logistics Base, Albany	CG	COMMCICOM
- Executive Officer (XO)	CO	CG
- Base SgtMaj	CO	CG
CO, Marine Corps Air Station (MCAS), Beaufort	CG	COMMCICOM
- XO	CO	CG
- CO, Headquarters and Headquarters Squadron (HQHQRON)	CO	CG
- OIC Joint Law Center	CO	CG
- PMO	CO	CG
- Station SgtMaj	CO	CG
CO, MCAS Cherry Point	CG	COMMCICOM
- XO	CO	CG
- CO, HQHQRON	CO	CG
- SJA	CO	CG
- Station SgtMaj	CO	CG
CO, MCAS New River	CG	COMMCICOM
- XO	CO	CG
- CO, HQHQRON	CO	CG
- SJA	CO	CG
- OPSO	CO	CG
- Station SgtMaj	CO	CG

FITNESS REPORT MATRIX

<u>BILLET DESCRIPTION</u>	<u>REPORTING SENIOR</u>	<u>REVIEWING OFFICER</u>
CO, Headquarters and Support Battalion	CG	COMMCICOM
- Executive Officer (XO)	CO	CG
- Battalion SgtMaj	CO	CG
CO, Weapons Training Battalion	CO, H&SBn	CG
AC/S, G-1 (Civilian)	N/A	N/A
AC/S, G-3/5	CG	COMMCICOM
AC/S, G-4 (Civilian)	N/A	N/A
AC/S, G-6 (Civilian)	N/A	N/A
- Operations Officer	AC/S, G-6	COS
AC/S, G-7 (Civilian)	N/A	N/A
AC/S, G-8 (Civilian)	N/A	N/A
AC/S, G-F	CG	BUPERS
OIC, Legal Services Support Section- East	CG	COMMCICOM
Command Inspector General	CG	COMMCICOM
Command Chaplain	CG	BUPERS
COMSTRAT (Civilian) N/A	N/A	
- Deputy COMSTRAT	OIC, COMSTRAT	Dep Comdr
SJA	Dep Comdr	CG
- Deputy SJA	SJA	Dep Comdr

REPORTING SENIOR WORKSHEET

Purpose: Marine Personnel will complete and submit the following worksheet when their RS is the Deputy or COS.

Name:

Rank:

Date of Rank:

Occasion for report:

Reporting Period:

Reporting Senior:

Reviewing Officer:

1. Date Submitted in APES:

2. Bullets for the RS to consider for preparation of RS and RO comments:

3. Background Information: Background info to include answering the following questions:

Have you attended TLS? Yes, No, N/A

Did you hold command at O-5 or O-6 level? Yes, No, N/A

Are you currently slated for command? Yes, No, N/A

Have you completed a joint duty assignment? Yes, No, N/A

What is your desired follow-on assignment? (Which command? Command staff, or instructor billet?).

4. Additional Information: This may be material that does not necessarily weigh in on performance, but is more personal in nature that may give more of a complete picture of yourself.

Include a bio or curriculum vitae.

State how long you have been in the command (if applicable).

How long have you been in the current job?

REVIEWING OFFICER (RO) WORKSHEET WHEN THE RO IS THE CG

Fitness Report Information Worksheet

MRO:		Billet:	
RS:		Occasion:	
RO:		Date Due HQMC:	

1. **Is MRO in zone?** Yes No

2. **Promote?** Promote Now Promote with peers
 Not recommended
Comments: _____

3. **Consider for command?** Select Now Future commander
 Not recommended N/A
Command Recommendations: _____

4. **School recommendation:** _____

5. **PME Status** Complete Active
 Enrolled Lacking
Other Education Initiatives: _____

6. **Relative Value of this report:**
I have written ___ FITREPS on Marines of this rank.
My highest report for a Marine of this rank is: ____.
My lowest report for a Marine of this rank is: ____.
My average report for Marines of this rank is: ____.
This FITREP is: ____.
I was not the MROs RS during the last reporting period. (If yes, that FITREP's average value was: N/A)

The MRO ranks ___ of ___ I have reported on.

7. **Recommended RO**
Comments: _____

Estimated RO marking on "tree": _____.

THIRD OFFICER SIGHTER WORKSHEET

Purpose: A general officer within the chain of command will sight all adverse officer reports. In enlisted reports, the next officer in the reporting chain senior to the RO, normally the RO's RS, will sight all adverse enlisted reports. Officers sighting the report will not be below the operations battalion/squadron commanding officer or executive officer level. Third officers must be at least a field-grade officer or civilian equivalent.

From: RO's Rank/Name
To: Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune

Subj: PROPOSED THIRD OFFICER SIGHTER OFFICER COMMENTS IN THE CASE OF RANK FIRST INITIAL LAST NAME TYPE OF REPORT (DATE TO DATE)

1. Date Submitted to APES:

2. Background Information:

- Reason for adverse report:

- Inconsistencies or disagreements as to matters of fact presented in MRO's first statement that required the reviewing officer to specifically address in Section K:

- Inconsistencies or disagreements as to matters of fact presented in MRO's second statement that requires me to address in my third officer action:

- Is MRO retiring?

- Other pertinent information:

3. Recommended Third Officer Sighter comments (below as an example if no inconsistencies or disagreements as to matters of fact):

"I have reviewed this report in its entirety. I am satisfied that the requirements of Chapter of the Performance Evaluation System relating to adverse fitness reports have been fulfilled. There are no inconsistencies and disagreements as to matters of fact that would require the reviewing officer to specifically address in Section K of the fitness report or require me to address in my third officer action."

I. M. RO