



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:  
ASO 1611.2E  
ADJ  
19 Feb 20

AIR STATION ORDER 1611.2E

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

Subj: FITNESS REPORT PREPARATION AND CONTROL

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

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

1. Situation. To provide policy and procedures and identify the reporting chain for submission of fitness reports within Marine Corps Air Station (MCAS) Beaufort.

2. Cancellation. ASO 1611.2D.

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 MCAS Beaufort.

b. 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 provide direction regarding RS and RO assignments for military personnel reported on within MCAS Beaufort.

(2) Concept of Operations

(a) All Marine Reported on Worksheets (MROW) shall be submitted to the respective RS no later than ten days after the ending date of the reporting period.

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

(c) The RO is the first commissioned officer, 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.

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(d) Either the RS or RO shall be an active duty member. In the event that both immediate supervisors are civilian employees, the first active duty member in the chain of command shall act as the RO.

b. Subordinate Element Missions. Commanding officers, department heads, and officers-in-charge must ensure all reporting officials and Marines (sergeant and above) under their charge are well versed in the spirit and intent of the references.

c. Coordinating Instructions. All Marine Corps fitness reports shall be completed, reviewed, and submitted as required by the references and this Order utilizing the automated performance evaluation system. The enclosure provides a table of RSs and ROs for MCAS Beaufort personnel. The MCAS Beaufort Executive Officer has the authority to direct deviations from the enclosure on a case-by-case basis, when required.

4. Administration and Logistics. Not Applicable.

5. Command and Signal

a. Command. This Order is applicable to MCAS Beaufort.

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

  
T. P. MILLER

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Table of Reporting Seniors and Reviewing Officers

BILLET	RS	RO
STATION COMMANDING OFFICER	CG, MCIEAST	CG, MCICOM
STATION EXECUTIVE OFFICER	CO, MCAS BEAUFORT	CG, MCIEAST
STATION SERGEANT MAJOR	CO, MCAS BEAUFORT	CG, MCIEAST
HQHQRON COMMANDING OFFICER	CO, MCAS BEAUFORT	CG, MCIEAST
CHAPLAIN	CO, MCAS BEAUFORT	NOT APPLICABLE
HQHQRON EXECUTIVE OFFICER	CO, HQHQRON	CO, MCAS BEAUFORT
HQHQRON OPERATIONS OFFICER	CO, HQHQRON	CO, MCAS BEAUFORT
STAFF JUDGE ADVOCATE (SJA)	XO, MCAS BEAUFORT	CO, MCAS BEAUFORT
STATION INSPECTOR GENERAL	XO, MCAS BEAUFORT	CO, MCAS BEAUFORT
ADJUTANT	XO, MCAS BEAUFORT	CO, MCAS BEAUFORT
FINANCIAL MANAGEMENT OFFICER	XO, MCAS BEAUFORT	CO, MCAS BEAUFORT
COMMUNICATIONS OFFICER	XO, MCAS BEAUFORT	CO, MCAS BEAUFORT
STATION OPERATIONS OFFICER	S-3/5/7 OFFICER	CO, MCAS BEAUFORT
PROVOST MARSHAL	XO, MCAS BEAUFORT	CO, MCAS BEAUFORT
DEPUTY PROVOST MARSHAL	PROVOST MARSHAL	XO, MCAS BEAUFORT
CRIMINAL INVESTIGATIONS OFFICER	PROVOST MARSHAL	XO, MCAS BEAUFORT
COMMUNICATION STRATEGY AND OPERATIONS OFFICER	CPLO, MCAS BEAUFORT	XO, MCAS BEAUFORT
DEPUTY SJA	SJA	XO, MCAS BEAUFORT
IPAC DIRECTOR	ASSISTANT S-1 OFFICER	XO, MCAS BEAUFORT
SUPPLY OFFICER	S-4 OFFICER	XO, MCAS BEAUFORT
EXPLOSIVE ORDNANCE DISPOSAL OFFICER	S-3/5/7 OFFICER	XO, MCAS BEAUFORT
RETAIL OFFICER	MCCS-SC DIRECTOR	XO, MCAS BEAUFORT
TELECOMMUNICATIONS SYSTEM ENGINEER OFFICER	S-6 OFFICER	XO, MCAS BEAUFORT
AIR TRAFFIC CONTROL FACILITY OFFICER (ATCFO)	AIRFIELD MANAGER	OPSO, MCAS BEAUFORT
AIR TRAFFIC CONTROL OFFICERS	ATCFO	OPSO, MCAS BEAUFORT
EAF/EMER/SERV/OFFICER III	AIRFIELD MANAGER	OPSO, MCAS BEAUFORT
FUELS OFFICER	AIRFIELD MANAGER	OPSO, MCAS BEAUFORT
AIR TRAFFIC CONTROL SYSTEM MAINTENANCE OFFICER	AIRFIELD MANAGER	OPSO, MCAS BEAUFORT
PERSONNEL OFFICERS	IPAC DIRECTOR	ASSISTANT S-1 OFFICER
ORDNANCE OFFICER	SUPPLY OFFICER	S-4 OFFICER
DISTRIBUTION MANAGEMENT OFFICER	SUPPLY OFFICER	S-4 OFFICER