



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

IN REPLY REFER TO:  
ASO 1611.2F  
ADJ  
28 Jan 26

AIR STATION ORDER 1611.2F

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

Subj: FITNESS REPORT PREPARATION AND CONTROL

Ref: (a) MCO 1610.7B  
(b) BUPERINST 1610.10G CH-1  
(c) MCIEAST-MCB CAMLEJO 1610.1C

Encl: (1) Table of Reporting Seniors and Reviewing Officers  
(2) Reviewing Officer (RO) Worksheet

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

2. Cancellation. ASO 1611.2E.

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 the ending date of the reporting period. This gives both the RS and RO adequate time to complete the fitness report prior to the deadline as outlined in reference (a).

(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.

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

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

(e) The RS shall provide the RO with a completed RO Worksheet using enclosure (2).

b. Subordinate Element Missions. The Commanding Officer, 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 (A-PES). Enclosure (1) provides a table of RSs and ROs for MCAS Beaufort officers and key personnel. Enlisted reports shall be at the discretion of officers-in-charge; however, RS and RO assignment shall be in line with the intent of this Order. The MCAS Beaufort Executive Officer is delegated authority to direct deviations from enclosure (1) on a case-by-case basis, when required.

#### 4. Administration and Logistics

a. This Order will be reviewed annually. Comments and recommendations concerning the contents of this Order are invited. Recommendations for changes should be forwarded to the Commanding Officer, Marine Corps Air Station Beaufort, (Attention: Office of the Adjutant).

##### b. Controlled Unclassified Information (CUI)

(1) Unless specifically marked as classified (e.g. Confidential, Secret, and Top Secret) the following are categories are subsets of Controlled Unclassified Information (CUI) and are to be protected in accordance with 32 CFR Part 2002: Agriculture, Critical Infrastructure, Emergency Management, Export Control, Financial, Geodetic Product Information, Immigration, Information Systems Vulnerability Information, Intelligence International Agreements, Law Enforcement, Legal, Natural and Cultural Resources, NATO Controlled, Nuclear, Patent, Privacy, Procurement and Acquisition, Proprietary Business Information, SAFETY Act Information, Statistical and Tax.

(2) All individuals handling this information are required to protect it from unauthorized disclosure. Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

(3) Access to and dissemination of Controlled Unclassified Information shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

##### c. Records Management

(1) Records created as a result of this Order shall be managed

according to national archives and records administration (NARA) approved dispositions, SECNAV Notice 5210 Implementation of New Department of the Navy Bucket Records Schedules and SECNAV M-5210.1 Records Management Manual to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to MCO 5215.1K W/ADMIN CH-2 Marine Corps Directives and MCO 5210.11F Marine Corps Records Management Program for Marine Corps records management policy and procedures.

d. Records Dispositions. This directive is assigned records schedule 1000-34.

e. Forms. Local form: MCAS-BFRT-ADJ-ROWKSHT-Form (Jan 26).

5. Command and Signal

a. Command. This Order is applicable to personnel administratively assigned to MCAS Beaufort.

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



T. J. FELTER

DISTRIBUTION: A

Table of Reporting Seniors and Reviewing Officers

BILLET	RS	RO
STATION COMMANDER	CG, MCIEAST	CG, MCICOM
STATION EXECUTIVE OFFICER	CO, MCAS BEAUFORT	CG, MCIEAST
HQHQRON COMMANDING OFFICER	CO, MCAS BEAUFORT	CG, MCIEAST
STAFF JUDGE ADVOCATE	CO, MCAS BEAUFORT	CG, MCIEAST
PROVOST MARSHAL	CO, MCAS BEAUFORT	CG, MCIEAST
PROVOST SERGEANT	PROVOST MARSHAL	CO, MCAS BEAUFORT
CHAPLAIN	CO, MCAS BEAUFORT	NOT APPLICABLE
PUBLIC WORKS OFFICER	CO, MCAS BEAUFORT	NOT APPLICABLE
ASSISTANT PUBLIC WORKS OFFICER	CO, MCAS BEAUFORT	NOT APPLICABLE
AIRFIELD OPERATIONS OFFICER	S-3/5/7 DIRECTOR (CIV)	CO, MCAS BEAUFORT
HQHQRON EXECUTIVE OFFICER	CO, HQHQRON	CO, MCAS BEAUFORT
HQHQRON OPERATIONS OFFICER	CO, HQHQRON	CO, MCAS BEAUFORT
HQHQRON AVIATION SAFETY OFFICER	XO, HQHQRON	CO, HQHQRON
ADJUTANT	XO, MCAS BEAUFORT	CO, MCAS BEAUFORT
ASSISTANT AIRFIELD OPERATIONS OFFICER	AIRFIELD OPSO	S-3/5/7 (CIV)
AIR TRAFFIC CONTROL OFFICER	AIRFIELD OPSO	S-3/5/7 (CIV)
AIR TRAFFIC CONTROL MAINTENANCE OFFICER	AIRFIELD OPSO	S-3/5/7 (CIV)
ARFF/EAF OFFICER	AIRFIELD OPSO	S-3/5/7 (CIV)
EXPLOSIVE ORDNANCE DISPOSAL OFFICER	S-3/5/7 (CIV)	XO, MCAS BEAUFORT
SUPPLY OFFICER	S-4 DIRECTOR (CIV)	XO, MCAS BEAUFORT
ORDNANCE OFFICER	SUPPLY OFFICER	S-4 DIRECTOR (CIV)
DISTRIBUTION MANAGEMENT OFFICER	SUPPLY OFFICER	S-4 DIRECTOR (CIV)
S-6 OFFICER	S-6 DIRECTOR (CIV)	XO, MCAS BEAUFORT
PUBLIC AFFAIRS OFFICER	S-7 DIRECTOR (CIV)	XO, MCAS BEAUFORT
DEPUTY COMPTROLLER	COMPTROLLER (CIV)	XO, MCAS BEAUFORT
DEPUTY STAFF JUDGE ADVOCATE	STAFF JUDGE ADVOCATE	CO, MCAS BEAUFORT
RETAIL OFFICER	MCCS DEPUTY DIR (CIV)	XO, MCAS BEAUFORT
DEPUTY PROVOST MARSHAL	PROVOST MARSHAL	CO, MCAS BEAUFORT
CID OFFICER	PROVOST MARSHAL	CO, MCAS BEAUFORT
PMO MCRD LIAISON OFFICER	PMO OPERATIONS OFFICER (CIV)	PROVOST MARSHAL
PMO WATCH COMMANDERS	PMO OPERATIONS OFFICER (CIV)	PROVOST MARSHAL
BRIG OFFICER	BRIG EXECUTIVE OFFICER	XO, HQHQRON

## FITNESS REPORT RO WORKSHEET

MRO:			Billet:				
RS:			Occasion:				
RO:			Date Due HQMC:				
DOR			Selected for Next Grade?		YES	NO	
Is MRO in zone?		YES	NO				
Promote?		Ahead of Peers	With Peers	Below Peers	Not Recommended		
<b>Additional Billets: (FA Mgr outside MOS)</b>							
<b>Additional BTR INFO: (Ex. Pertinent additional MOS, MCMAP lvl,</b>							
<b>Future Consideration:</b> MECEP / ECP / COMMAND / WO / JOINT BILLET							
<b>Command Recommendations:</b>							
<b>PME Recommendation (Advanced Crs/EWS/TLS, etc):</b>							
PME Status		Complete	Active	Enrolled	Lacking		
<b>Other Education Initiatives: (OFF DUTY EDUCATION etc.):</b>							
<b>RS Distribution:</b> (relative standing to all Marines of this grade reported on by you and how many reports you have written for this Grade)		TOP 10%	TOP 30%	TOP 50%			
		BOTTOM 50%	BOTTOM 30%	BOTTOM 10%			
Relative Value AVG for Rank	Relative Value of RPT	# of REPORTS FOR THIS RANK					
<b>Recommended RO Comments:</b>							
<b>Recommended RO Ranking</b>		Eminently Qualified					
		One of the Few					
		Exceptionally Qualified					
		One of the Many Highly Qualified					
		Professionals Who Form the					
		Majority of this Grade					
		A Qualified Marine					
		Unsatisfactory					
<b>Additional Comments?:</b>							

Enclosure (2)