



UNITED STATES MARINE CORPS

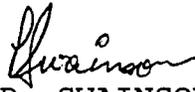
COMMANDING OFFICER  
MARINE AVIATION TRAINING SUPPORT GROUP  
700 AVENGER AVENUE  
LEMOORE, CA 93246-5016

1000  
ADMIN  
13 Feb 97

MEMORANDUM FOR THE RECORD

From: Commanding Officer, MATSG  
To: The Inspector General of the Marine Corps  
Subj: FINDINGS DURING INSPECTOR GENERAL OF THE MARINE CORPS  
(IGMC) VISIT

1. During the IGMC's inspection on 13 February 1997, it was noted, that every command issued directives official file folder contained no supporting background documentation.

  
P. SWAINSON  
By direction

DISTRIBUTION: A



# MASTER FILE COPY

UNITED STATES MARINE CORPS

COMMANDING OFFICER  
MARINE AVIATION TRAINING SUPPORT GROUP  
700 AVENGER AVENUE  
LEMOORE, CA 93246-5016

IN REPLY REFER TO:

GruO 1610.2B  
ADMIN  
25 May 95

GROUP ORDER 1610.2A

From: Commanding Officer  
To: Distribution List

Subj: FITNESS REPORT SUBMISSION

Ref: (a) MCO P1610.7D  
(b) CO MATSG ltr 1610 CO dtd 24 Apr 95

Encl: (1) Reporting Senior and Reviewing Officer Assignments  
(2) Significant Reporting Requirements, FITREP

1. Purpose. To publish policy for the submission of Marine fitness reports aboard NAS Lemoore.
2. Cancellation. GruO 1610.2A.
3. Background. Reference (a) and (b) and the enclosure provide specific instructions for the preparation, marking and review of fitness reports. There is no document maintained in the personnel files at Headquarters Marine Corps more important than the fitness report. It presents a word picture and evaluation of the performance on all Marines, sergeant and above, and facilitates critical personnel management decisions vital to the Marine Corps. On a personal level, fitness reports represent a Marine's history of career accomplishments and future potential. This overall performance record is the justification for promotion and assignment decisions; the importance to the Marine Corps and the individual Marine is obvious.
4. Information
  - a. The Commanding Officer, MATSG Lemoore is administratively responsible to the Commandant of the Marine Corps (MMPE) for fitness reports submitted on Marines stationed aboard NAS Lemoore.
  - b. Reference (a) has an effective date of 3 March 1995 and contains significant changes from earlier editions of the Performance Evaluation System. Reporting seniors (RS) and reviewing officers (RO) should review it. Significant highlights are listed below:

(1) A new reporting requirement for rifle, pistol, and PFT scores in section A is delineated.

(2) Marine reported on (MRO) height and weight must be documented in section C.

(3) Successful completion of formal schools and courses will be reported in section C, to include class standing. Drops or disenrollments will be reported with the associated reason. This requirement applies to all enlisted non-resident PME.

(4) Enlisted fitness reports must state the reason that the appropriate resident PME course has not been attended, if not previously completed.

(5) All fitness reports must be received by Headquarters Marine Corps (MMPE) within thirty days of the end of the reporting period.

(6) Personnel listed in the RS's certification will have their date of rank listed.

(7) Semi-annual fitness reports are now required on first lieutenant replacement pilots.

c. On 1 June 1992, the "no show" policy was rescinded. RS's will ensure that the MRO sees his/her completed fitness report, to include section B marks, section C comments and the RS's certification on page 2. The MRO will acknowledge section A correctness and sighting of the report in block 22. The MRO should ensure that Section A is completed at the earliest opportunity and presented to the RS in a timely manner. The RS is responsible for completing and submitting the report. Reference (b) promulgates specific policy and timeliness requirements that the RS will adhere to.

5. Action. The senior Marine assigned to units stationed at NAS Lemoore is responsible for promulgation and compliance with the provisions of this Order. Specifically:

a. All completed fitness reports written on Marines, assigned to units at NAS Lemoore, will be forwarded to the Commanding Officer, MATSG, NAS Lemoore for administrative review. The Commanding Officer will view all officer fitness reports and the Sergeant Major will view all enlisted reports. The adjutant will maintain a fitness report log on all enlisted reports.

b. The MRO and RS will sign and date the completed fitness report not earlier than the ending date of the applicable reporting period nor later than ten calendar days from the end of the reporting period. This is to ensure that the fitness report reflects the entire reporting period and is submitted in a timely manner. Due to the requirement for the MRO to sight the completed report, it is no longer acceptable for the MRO to sign blank fitness report forms. Similarly, report will not be back dated to a date other than the date signed.

c. Those reports where either the MRO or RS is being transferred will be submitted to MATSG, NAS Lemoore for administrative review five working days prior to the end of the reporting period. All other reports are due not later than 20 calendar days after the end of the reporting period.

d. Effective immediately, fitness reports on replacement pilots (RP) will have block 15a, 15b, and 15c of section B marked. To ensure standardization, each RP will be marked in the excellent to outstanding block, unless significant circumstances/events of a positive or negative nature warrant a higher or lower mark. Only those RP's within a given academic class and a given pay grade will be ranked against each other.



R. L. LARD

Distribution: A

25 May 95

REPORTING SENIOR AND REVIEWING OFFICER ASSIGNMENTS

<u>MARINE REPORTED ON</u>	<u>REPORTING SENIOR</u>	<u>REVIEWING OFFICER</u>
MATSG CO	COMNAVAIRPAC	CMC (A)
MATSG XO	MATSG CO	COMNAVAIRPAC
MATSG SGTMAJ	MATSG CO	COMNAVAIRPAC
MATSG ADJ	MATSG XO	MATSG CO
MATSG SUPPLY CHIEF	MATSG XO	MATSG CO
MATSG SUPPLY CLERK	MATSG XO	MATSG CO
MATSG CARPLAN	MATSG XO	MATSG CO
MATSG PERS/ADMIN CHIEF	MATSG ADJ	MATSG XO
VFA-125 XO	VFA-125 CO	MATSG CO
VFA-125 PILOTS (PERM)	DEPT HEAD/VFA-125 XO	VFA-125 XO/CO
VFA-125 PILOTS (STUD)	VFA-125 XO	VFA-125 CO
VFA-125 PILOTS (LTCOL)	VFA-125 CO	MATSG CO
VFA-125 FRAMPO	VFA-125 XO	VFA-125 CO
VFA-125 SNCO/NCO (PERM)	DEPT HEAD	VFA-125 XO
VFA-125 SNCO/NCO (STUD)	VFA-125 XO	VFA-125 CO
NAMTRAGRUDET AOIC	NAMTRAGRUDET OIC	MATSG CO
NAMTRAGRUDET SNCO/NCO	NAMTRAGRUDET AOIC	NAMTRAGRUDET OIC
MCSF CADRE SNCO/NCO	NAS SCTYO	MATSG CO
SQDRN EXCHANGE OFFICERS	SQDRN CO	MATSG CO
PSD PAY CLERK	OIC PSD	MATSG ADJ/XO

ENCLOSURE (1)

PROGRAM 1. ORGANIZATION  
a. APO b. NAME  
c. ADDRESS, CITY, STATE, ZIP CODE

2. TIME REPORTED ON  
a. DTG b. FROM c. TO d. IDENTIFICATION e. FROM f. TO

3. OCCASION AND PERIOD COVERED  
a. OCC b. PERIOD, FROM TO c. TYPE d. BASIS OF RESPONSIBILITY (For example, command, team, etc.)

4. DUTY ASSIGNMENT  
a. DESCRIPTIVE TITLE b. NUMBER c. DUTY d. DUTY e. DUTY f. DUTY

5. SPECIAL INFORMATION  
a. QUALIFICATION b. HOW MANY OFFICERS

6. RESERVED FOR FUTURE USE  
7. RESERVED FOR FUTURE USE 8. ORGANIZED RESERVE DRILLS  
ATTN: SKED

9. DEPENDENTS REQUIRING TRANSPORTATION  
a. NO b. LOCATION c. ADDRESS

10a. DUTY PREFERENCE (Code) 10b. DUTY PREFERENCE (Description) (For example, no preference)  
11. REPORTING SENIOR  
a. SERVICE b. GRADE c. DUTY ASSIGNMENT

12. SPECIAL CASE (Mark if applicable)  
 NOT OBSERVED REPORT  EXTENDED REPORT

13. PERFORMANCE  
13a. REGULAR DUTIES 13b. ADDITIONAL DUTIES 13c. ADMINISTRATIVE DUTIES 13d. HANDLING OFFICERS (MARK NO. IF NO.)  
13e. HANDLING ENLISTED PERSONNEL 13f. TRAINING PERSONNEL 13g. TACTICAL HANDLING OF TROOPS

14. QUALITIES  
14a. ENDURANCE 14b. PERSONAL APPEARANCE 14c. MILITARY PRESENCE

15. ATTITUDE TO DUTY  
15a. COMMITMENT 15b. INITIATIVE 15c. JUDGMENT 15d. PERSEVERANCE OF EFFORT 15e. FORCE 15f. LEADERSHIP 15g. LOYALTY

16. YOUR ESTIMATE OF THE MARINE'S GENERAL VALUE TO THE SERVICE  
17. DISTRIBUTION OF MARKS FOR ALL MARINES OF THIS GRADE  
18. FILL IN SO THAT THE SUM OF EACH COLUMN CORRESPONDS TO ITEM 15b.

19. DISPOSITION OF THIS REPORT (MARK IN WHAT INDICATE YOUR ATTITUDE TOWARD DUTY. THE GRADE IS IN YOUR COMMAND)  
 FULLY DESERVED  PARTIALLY DESERVED  IN WHOLE  IN PART  PARTIALLY DESERVED

20. HAS THIS MARINE BEEN THE SUBJECT OF ANY OF THE FOLLOWING REPORTS?  
a. YES b. NO c. YES d. NO e. YES f. NO

21. QUALIFIED FOR PROMOTION  
22. RESERVED FOR FUTURE USE

RECORD A CONCISE APPRAISAL OF THE REPORTER'S PERFORMANCE AS A MEMBER OF THE COMMAND AND THE QUALITY OF HIS REPORT.

- Marines' height and weight must be entered. (all Marines)  
- Successful completion of formal schools and courses must be reported. (enlisted Marines)  
- Drops or disenrollments from formal schools and courses must be reported.  
- Enlisted fitness reports must state the reason the appropriate resident PME course has not been attended.

23. I CERTIFY that to the best of my knowledge and belief all content made hereon are true and without prejudice or partiality.

24. (Check one when required) I HAVE SEEN THIS COMPLETED REPORT AND  
 I HAVE NO STATEMENT TO MAKE  I HAVE ATTACHED A STATEMENT

25. REVIEWING OFFICER (Name, Grade, Service, Duty Assignment) 25a. INITIALS 25b. DATE

26. SIGNATURE (Signature of Marine reported on) (Date)

27. SIGNATURE (Signature of Reporting Senior) (Date)

Rifle/Pistol/PFT scores & codes will be entered

ALL REPORTS TO BE REPORTED ON TO OCCUR WITHIN ALL OTHERS  
UNLESS PROFESSIONAL MATTERS ARE REPORTED TO YOU PERSONALLY

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