



THE UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY REFER TO:

1610

CMFR

FEB 16 2011

FORCE ORDER 1610.1A

From: Commander, Marine Forces Reserve
To: Distribution

Subj: STANDARD OPERATING PROCEDURES FOR NAVY EVALUATION (EVAL)
AND FITNESS REPORT (FITREP) PROCEDURES FOR ENLISTED
PERSONNEL (E1-E9) ASSIGNED TO COMMANDER, MARINE FORCES
RESERVE COMMAND

Ref: (a) BUPERSINST 1610.10

1. Situation. To issue guidance, policy, and delegated reporting senior authority for preparing and submitting EVALs and FITREPs, for Navy enlisted members assigned to Commander, Marine Forces Reserve (COMDRMARFORRES) per the reference.

2. Execution. The reporting senior for the Marine Forces Reserve Command Master Chief (CMDCM) will be Commander, Marine Forces Reserve. Reporting senior for E6-E8 personnel will be the Marine Forces Reserve Chief of Staff (COS). Delegation of reports for E5 and below personnel will be determined by COS. EVALs and FITREPs will be processed and filed via the G-4 (HSS).

3. Recommendations

a. Any directorate with Sailors assigned to UIC 45278 and Special Assistants are required to submit EVAL or FITREP input on enlisted staff members E6 and above to the COS via the Command Master Chief for slating recommendation at least 30 days before the end of the reporting period. For E4 and below, smooth, signed EVALs will be submitted to the COS for proper distribution.

b. Delegated reporting seniors are not authorized to sign the following reports but will refer them to COMDRMARFORRES for signature:

(1) Reports where the member is not recommended for retention.

(2) Reports where the promotion recommendation notes "significant problems."

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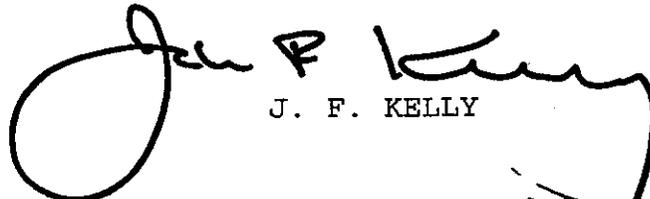
(3) Reports containing a mark of 1.0.

(4) Special reports submitted for meritorious or
substandard performance, or to recommend the member for an
officer commissioning program or other special programs.

4. Command and Signal

a. Command. This Force Order is applicable to Any
directorates with Sailors assigned to UIC 45278 and Special
Assistants.

b. Signal. Reviewed and approved this date.



J. F. KELLY

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