



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LOUISIANA 70114-1500

ForO 1610.2C
G-1
OCT 28 2016

FORCE ORDER 1610.2C

From: Commander
To: Distribution List

Subj: PERFORMANCE EVALUATION SYSTEM

Ref: (a) MCO P1610.7

Encl: (1) MARFORRES Staff Fitness Report Distribution Plan

1. Situation. Fitness Reports (FitRep) are one of the most important records of Marines' performance of duty and professional qualifications. In order for these reports to be effectively used for the purposes intended, we must realize their significance and exercise the utmost care and thoroughness in preparing evaluations. FitReps must be an accurate and comprehensive portrayal of the Marine Reported On (MRO).

2. Cancellation. ForO 1610.2B.

3. Mission. To issue guidance, establish policy and assign responsibilities for the administration of FitReps within the Marine Forces Reserve (MARFORRES) and Major Subordinate Commands (MSC) in accordance with references (a).

4. Execution

a. Commander's Intent. All FitReps are important to each Marine's career; completion is a basic responsibility of Officers placed in a position of leadership. As such, FitReps will be administratively correct and submitted in a timely fashion.

b. Concept of Operations

(1) Major Subordinate Commands

(a) Establish internal controls to ensure the proper and timely submission of all FitReps to higher Headquarters.

(b) Ensure Reporting Seniors (RS) complete all FitReps that require review by a member of MARFORRES Command leadership not later than 15 days following the end date of the report.

(c) Ensure subordinate commands understand the guidance passed in this Order.

Distribution Statement A: Approved for public release, distribution is unlimited.

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(2) MARFORRES Principal Staff and Special Staff

(a) Establish internal controls to ensure the proper and timely submission of all FitReps to higher Headquarters.

(b) RSs will complete FitReps that require review by a member of MARFORRES Command leadership not later than 15 days following the end date of the report.

(c) Commander, Executive Director, and Chief of Staff reporting relationships are established in enclosure (1).

(3) Headquarters Battalion, MARFORRES

(a) Track FitReps to ensure they are submitted to Headquarters Marine Corps (HQMC) within 30 days of the end of the reporting period for normal reports and 60 days for adverse reports.

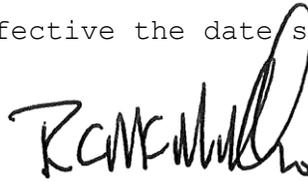
(b) Utilize the Commander's Timeliness Report, Missing Last Annual Report, Data Gap Query, and other website tools to ensure proactive efforts by reporting officials are taken to prepare and submit FitReps to HQMC.

5. Administration and Logistics. The administrative procedures found in the reference will be followed in the preparation of FitReps.

6. Command and Signal

a. Command. This Order is applicable to MARFORRES.

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



REX C. MCMILLIAN

DISTRIBUTION: D

Directives issued by this Headquarters are published and distributed electronically.

MARINE FORCES RESERVE (MARFORRES) STAFF FITNESS REPORT (FITREP)
DISTRIBUTION PLAN

1. In the spirit and intent of the references, the following Reporting Senior (RS) and Reviewing Officer (RO) responsibilities within MARFORRES are hereby directed:

a. **Commander, MARFORRES is RS for:**

- (1) Major Subordinate Command (MSC) Commanders
- (2) Deputy Commander, MARFORRES
- (3) MARFORRES Chief of Staff
- (4) Commander's Aide
- (5) MARFORRES Sergeant Major

b. **Commander, MARFORRES is RO for:**

- (1) MSC Commander's RS reports
- (2) Deputy Commander's RS reports

c. **Executive Director, MARFORRES is RS for:**

- (1) MARFORRES Vice Chief of Staff
- (2) MARFORRES Assistant Chiefs of Staff and Special Staff Officers (O6 and above)
- (3) Specified Commanding Officer (CO)/Officer-in-Charge (OIC) Force Level Units
- (4) Integrated Training Exercise/Amphibious Operations Training Commanders
- (5) CO MARFORRES Headquarters Battalion

d. **Executive Director, MARFORRES is RO for:**

- (1) Specified CO/OIC RS reports
- (2) MARFORRES Chief of Staff RS reports

e. **Chief of Staff, MARFORRES is RS for:**

- (1) Staff Secretary
- (2) MARFORRES Assistant Chief's of Staff (O5 and below)

f. **Chief of Staff, MARFORRES is RO for:**

- (1) Staff Secretary RS reports
- (2) MARFORRES Assistant Chief's of Staff and Special Staff Officer RS reports.