



**UNITED STATES MARINE CORPS**  
2D MARINE AIRCRAFT WING  
UNITED STATES MARINE CORPS FORCES COMMAND  
POSTAL SERVICE CENTER BOX 8050  
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WgO 1610.14C  
CMC  
28 DEC 2007

WING ORDER 1610.14C

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: 2D MARINE AIRCRAFT WING NAVY PERFORMANCE EVALUATION  
SYSTEM

Ref: (a) BUPERSINST 1610.10A  
(b) WgO P6000.1 Series  
(c) WgO 1730.6H  
(d) OPNAV P09B2-105 (90)

1. Situation. To publish instruction and establish Reporting Senior (RS) signature authority per references (a) through (d) for Navy Officer and Chief Petty Officer Fitness Reports (FITREPs) and First Class Petty Officers and below Performance Evaluations (EVALs).

2. Cancellation. WgO 1610.14B.

3. Mission. To provide guidance in meeting the intent of reference (a) while ensuring the administration of the Navy Performance Evaluation System is consistent and compatible with the structure and assignment of Sailors throughout 2d Marine Aircraft Wing (2d MAW).

4. Execution

a. Commander's Intent and Concept of Operations

(1) This Order supersedes WgO 1610.14B and its changes, and provides instructions to comply with reference (a) and establish RS signature authority:

(a) Reporting Senior. The following will be used to determine the RS authority for FITREPs, EVALs and their respective summary letters:

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(1) Marine Aircraft, Air Control, and/or Wing Support Group Commanding Officers shall be the RS' for all Chaplain Corps, Medical Corps, and Medical Service Corps Officers in pay grades O-5 and below and all enlisted Sailors E-5 through E-9 that are assigned at the Group Headquarters level.

(2) Squadron Commanding Officers shall be the RS' for all naval officers O-1 through O-4 and all enlisted Sailors E-5 through E-9 assigned to the squadron.

(3) The Commanding Officer, MWHS-2 shall be the RS for all enlisted Sailors in pay grades E-5 through E-7 that are assigned to the Wing Chaplain's, the Wing Surgeon's, and 2d MAW Headquarter level offices.

(4) The Wing Chaplain shall be the RS for Chaplains in pay grades O-1 through O-3 and Religious Program Specialists in pay grades E-4 and below assigned to the Wing Chaplain's Office as well as Navy Reserve Chaplains and RPs assigned to 2d MAW for Active Duty for Training (ADT), Active Duty for Special Work (ADSW), and Temporary Assigned Duty (TAD).

(5) The Wing Surgeon shall be the RS for the Wing Medical Planner and all Hospital Corpsmen in pay grades E-4 and below assigned to the Wing Surgeon's Office.

(6) Group Chaplains shall be the RS' for all Religious Program Specialists in pay grades E-4 and below assigned to the Group Headquarters.

(7) Group Surgeons shall be the RS' for all Hospital Corpsmen in pay grades E-4 and below assigned to the Group Headquarters.

(8) Squadron Medical Officers shall be the RS' for all Hospital Corpsmen in pay grades E-4 and below assigned to the squadron.

(b) 2d MAW Staff

(1) The Commanding General, 2d Marine Aircraft Wing shall be the RS for Naval personnel in the following billets:

(a) Wing Surgeon

(b) Wing Chaplain

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(c) Command Master Chief

(2) The Assistant Wing Commander, 2d Marine Aircraft Wing shall be the RS for Naval personnel in the following billets:

(a) Navy Captains (O-6 not billeted as the Wing Chaplain or Wing Surgeon) assigned to 2d MAW.

(b) Assistant Wing Chaplain.

(c) Wing Senior Enlisted Religious Program Specialist.

(3) The Director, Safety and Standardization, 2d MAW shall be the RS for Naval personnel in the following billets:

(a) Wing Aeromedical Safety Officer.

(b) Wing Industrial Hygiene Officer.

(c) Wing Aeromedical Safety Chief.

(4) The Director, Aviation Logistics Department, 2d MAW will be the RS for Naval personnel in the following billets:

(a) Wing Naval Aviation Supply Officer.

(c) Deployments. The following will be used for 2d MAW personnel preparing to deploy and/or deployed:

(1) For Sailors that are deploying/deployed with their organic Group or Squadron, no action is necessary.

(2) A Sailor that is pulled from their parent Group/Squadron to deploy with another, but is expected to return to their parent Group/Squadron post deployment, will receive a Concurrent Report from the deployment unit RS ensuring compliance with reference (a).

(3) If a Sailor is transferred from one Group or Squadron to another for deployment purposes and is expected to remain attached to the deploying unit post deployment, a Detachment of Individual Report will be completed upon transfer to the deploying unit as a permanent change in RS has been effected. That Sailor will then receive a Regular Periodic

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Report if necessary during deployment, and/or a Detachment of Individual Report from the deployment RS if detaching from the Group/Squadron shortly after return.

(d) Augmentees. The following will be used for Navy personnel from non 2d MAW commands that deploy with 2d MAW Groups and Squadrons as Health Services Augmentation Personnel (HSAPs) or as Individual Augments (IAs):

(1) Health Service Augmentation Program (HSAP) Sailors are TAD from their parent command to 2d MAW and will receive a Concurrent Report from the assigned Group or Squadron RS ensuring compliance with reference (a).

(2) Individual Augmentees (IA) that report via Naval Military Processing Stations (NMPS) and are completing an IA assignment enroute to their next duty station should have a Detachment of Individual Report from their previous command. In this case, IAs will receive a Regular Periodic Report if necessary during deployment and a Detachment of Individual Report from the assigned Group or Squadron RS upon detachment.

(e) Promotion Recommendation. The RS will assign all promotion recommendations which will be consistent with the Performance Trait Grades in blocks 33 through 39 and with the Comments on Performance; block 41 for FITREPs and block 43 for EVALs.

(1) All FITREPs for Commanding General and Assistant Wing Commander signature will be routed via the Chief of Staff for review.

(2) The Wing Chaplain will review Group Chaplain FITREPs prior to submission to the RS and if required, submit recommendations under separate cover to the RS via the appropriate chain of command.

(3) The Wing Surgeon will review Group Surgeon FITREPs prior to submission to the RS and if required, submit recommendations under separate cover to the RS via the appropriate chain of command.

(4) The Wing Senior Enlisted Religious Program Specialist will review all Religious Program Specialist FITREPs and EVALs prior to submission to the RS and if required, submit recommendations under separate cover to the RS via the appropriate chain of command.

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(5) The Group Surgeon will review all Medical Officer, Senior Chief and Chief Petty Officer FITREPs prior to submission to the RS and if required, submit recommendations under separate cover to the RS via the appropriate chain of command.

(6) The Squadron Medical Officer and Group Chief Petty Officer will review all EVALs prior to submission to Squadron Commanding Officers and if required, submit recommendations via the appropriate chain of command.

(7) The Command Master Chief will review all Senior Chief Petty Officer FITREPS and if required, submit recommendations under separate cover to the RS via the appropriate chains of command. A subject matter expert for all ratings being reviewed will be consulted.

(8) The Command Master Chief will convene a board of Senior Chief Petty Officers to review all Chief Petty Officer FITREPS and if required, submit recommendations under separate cover to the RS via the appropriate chains of command. A subject matter expert for all ratings being reviewed will be present.

(9) The Senior Enlisted Leaders of MCAS Beaufort, New River, and Cherry Point will convene a board of Chief Petty Officers to review all E-6 and below EVALS of the 2d MAW Sailors assigned in their geographical area and if required, submit recommendations under separate cover to the RS via the appropriate chains of command. A subject matter expert for all ratings being reviewed will be present.

## (2) Concept of Operations

(a) Reference (a) established the current Navy performance evaluation and counseling system. Navy personnel are assigned to duty at the following UICs; 57080 (MWHS-2, MAG-14, MWSG-27, MACG-28), 09167 (MAG-26), 52841 (MAG-29), and 09131 (MAG-31) by permanent change of station orders. Per references (b) and (c), Navy personnel are issued assignment letters to Group Headquarters or Squadrons upon arrival. Group and Squadron Commanding Officers all qualify as Reporting Seniors per reference (a) by virtue of their command authority of commissioned units, as listed in reference (d).

(b) Marine Corps commissioned units do not have Unit Identification Codes (UICs), but instead utilize the Reporting Unit Code (RUC). This Order assigns RS authority and summary

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letter signature authority to the Group and Squadron Commanding Officers for all Navy personnel ordered into UICs 57080, 09167, 52841, and 09131 with the exception to those Navy personnel specifically listed in paragraph 3a(1c).

b. Subordinate Element Missions. Group and Squadron Commanding Officers must ensure that all under their charge are well versed in the spirit and intent of this Order.

c. Coordinating Instructions. Submit all recommendations concerning this Order to the 2d MAW Command Master Chief via the appropriate chain of command.

5. Administration and Logistics. All FITREPs and EVALs completed on Navy personnel assigned to 2d Marine Aircraft Wing will be routed to the appropriate administrative support personnel for tracking, filing, and submission to the Commander, Naval Personnel Command.

6. Command and Signal

a. Command. This Order is applicable to all Navy personnel assigned to 2d MAW.

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

  
M. A. KING  
Chief of Staff

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