## ASM-52

**PEP FITREPs:**

# ENCL: (1) MCO 5700.4D, USMC Foreign Personnel Exchange PGM

 (2) MCO P1610.7F, USMC Performance Evaluation System

1. Per MCO 5700.4D, ASM is the billet sponsor for all aviation exchange positions (encl 1), and thus is the RO for all PEP FITREPs. It’s incumbent, therefore, for ASM to insure the timely and accurate submission of FITREPs for aviation PEP officers.

2. Per MCO P1610.7E, reports submitted are to be marked as “**not observed**.” If a ‘unique’ report is utilized, a NAVMC 10835E (FITREP form) should be utilized, with the mark “not observed” placed in item 5. The ‘unique report will be attached to the USMC FITREP form. A statement “Attachment is the unique performance evaluation form required by this (command/institution)” will be made in section I.

3. Though (as per MCO P1610.7F) states “the RO should not complete items 1-4 of section K,” the following standard ASM RO comment shall be utilized to better delineate the uniqueness of the PEP program and the MROs involvement.

**“This is a USMC Personnel Exchange Program fitness report. Officers selected for this program are representatives of the United States and the USMC. Only the most competitive and qualified individuals are considered for posting in these special assignments. They are Ambassadors for our Corps. Per MCO P1610.7, this report is considered not observed.”**