



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
DepO 1610.7B
CG

15 FEB 2015

DEPOT ORDER 1610.7B

From: Commanding General
To: Distribution List

Subj: PERFORMANCE EVALUATION (FITNESS REPORT) SUBMISSION STANDARD OPERATING PROCEDURES

Ref: (a) MCO 1610.7A

Encl: (1) Fitness Report Submission Matrix
(2) Reviewing Officer Worksheet

1. Situation. Marines and Sailors in the grades of E-5 and above are required by reference (a) to receive written performance evaluations that are recorded in their Official Military Personnel File (OMPF). All personnel receiving or preparing fitness reports, to include civilian employees writing reports on military personnel, must be familiar with the established requirements for submission.

2. Cancellation. DepO 1610.7A.

3. Mission. In accordance with the intent of this directive and appendix A to enclosure (1) of the reference, all Marine Corps Recruit Depot Parris Island/Eastern Recruiting Region (MCRD PI/ERR) commanders and reporting officials will ensure appropriate and timely completion of fitness reports in order to achieve and communicate an accurate history of a Marine's performance, character, and potential to Headquarters, United States Marine Corps (HQMC).

4. Execution

a. Commander's Intent. Fitness reports will be submitted in accordance with the reference and this order.

b. Concept of Operations

(1) The Staff Secretary (SSEC) is responsible to the Commanding General (CG) and Chief of Staff (C/S) as a trusted assistant and command reviewer for receiving, administrative review, routing, and submission of all fitness reports as indicated in enclosure (1) for the CG's or C/S' action.

(2) The Commanding Officers (CO) of subordinate units are responsible for the timely and accurate submission of all fitness reports on personnel of their commands. Further, subordinate COs are required to maintain a matrix of required reports for their unit. This matrix will be inspected as part of the Commanding General's Inspection Program (CGIP).

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

c. Coordinating Instructions

(1) Commanding General as Reporting Senior (RS). The Marine Reported On (MRO) will submit a Marine Reported On Worksheet (MROW) in the Automated Performance Evaluation System (APES) 10 days before the end of the reporting period. The MRO will ensure Section A, B, and C are filled in with the most current information.

(2) Commanding General as Reviewing Officer (RO)

(a) The RS will route the fitness report to the RO in APES no later than 15 days after the end of the reporting period.

(b) The RS will provide the SSEC a suggested comparative assessment marking and recommended RO comments using the Reviewing Officer Worksheet outlined enclosure (2).

(3) Chief of Staff as RS and RO. All fitness reports in which the C/S is the RS or RO will be performed in the same manner as stated in paragraph 4c(1) and (2) of this order.

(4) Commanding General as the Third Officer Sighter

(a) Marines receiving an adverse report will be given five (5) calendar days to submit a statement. A report with an additional statement attached to the RO's action will be extended 10 days.

(b) Reference (a) provides instruction if the MRO declines to sign the fitness report.

(c) The RO will inform the SSEC of the reasons for any report being submitted late.

(5) Timeliness. RSs and ROs will make every effort to ensure fitness reports are completed and submitted in accordance with the timelines set forth in this order, and that they give an honest and accurate assessment of the MRO.

(6) Amplifying Section D through I. Fitness reports are not a record of counseling between the MRO and the RS. They must be clearly understood by board members making decisions on promotions, assignments, and retention.

(a) Statistics. Provide specific measures of accomplishments that may add clarity to fitness reports. Ensure all statistics are properly explained and understood by board members unfamiliar with those duties.

(b) Disciplinary Action/Adverse Material. Provide a narrative of the offense or action to clearly indicate the relative severity of the offense and indicate the punishment awarded outlined in reference (a).

Examples:

1. On (date), SNM was the subject of Non-Judicial Punishment and found guilty for violation of Article XX; more specifically, altered a failing PFT score in order to retain the eligibility of an applicant. SNM received a letter of reprimand and fined XXX. Sect A, Item 7B: I recommend that the MRO not be considered for promotion at any time.

2. SNM was the subject of Non-Judicial Punishment on (date) and found guilty for violation of Article XX; more specifically, being in violation of the Recruit Training Order. SNM received a fine. Sect A, Item 7B: I recommend that the MRO not be considered for promotion with contemporaries.

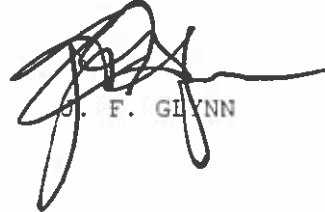
(c) Justification. Remarks in the justification areas for marks A, F, or G must be specific about the act vice general. Provide measures of performance if possible.

5. Administration and Logistics. Recommendations for changes or modifications to this order will be provided to the SSEC.

6. Command and Signal

a. Command. This order is applicable to the MCRD PI/ERR.

b. Signal. This order is effective on the date signed.


J. F. GLYNN

DISTRIBUTION: A

FITNESS REPORT SUBMISSION MATRIX

Command Suite		
BILLET	REPORTING SENIOR	REVIEWING OFFICER
Commanding General	TECOM/MCRC	MCCDC/CMC
Chief of Staff	CG MCRDPI	CG MCRDPI
Sergeant Major	CG MCRDPI	CG MCRDPI
Aide-de-Camp	CG MCRDPI	CG MCRDPI
Staff Secretary	C/S MCRDPI	CG MCRDPI
Enlisted Aide	CG MCRDPI	CG MCRDPI
CG's Driver	Aide-de-Camp	CG MCRDPI
Protocol Chief	Aide-de-Camp/SSEC	C/S MCRDPI
Protocol Marine	Aide-de-Camp/SSEC	C/S MCRDPI
EOA	C/S MCRDPI	C/S MCRDPI
G-1/Adjutant		
BILLET	REPORTING SENIOR	REVIEWING OFFICER
G-1	C/S MCRDPI	CG MCRDPI
IPAC Director	G-1	C/S MCRDPI
Manpower Chief	G-1	C/S MCRDPI
G-3/Operations		
BILLET	REPORTING SENIOR	REVIEWING OFFICER
G-3	C/S MCRDPI	CG MCRDPI
Operations Officer	G-3	C/S MCRDPI
Band OIC	G-3	CG MCRDPI
G-4/Logistics		
BILLET	REPORTING SENIOR	REVIEWING OFFICER
G-4	C/S MCRDPI	CG MCRDPI
FMD	G-4	C/S MCRDPI

G-6/Communications		
BILLET	REPORTING SENIOR	REVIEWING OFFICER
G-6 Deputy	G-6	C/S MCRDPI

Command Inspector		
BILLET	REPORTING SENIOR	REVIEWING OFFICER
Command Inspector	C/S MCRDPI	CG MCRDPI
SNCOIC	Command Inspector	C/S MCRDPI

COMMSTRAT		
BILLET	REPORTING SENIOR	REVIEWING OFFICER
COMMSTRAT Director	C/S MCRDPI	CG MCRDPI
Visual Information Officer	COMMSTRAT Director	C/S MCRDPI

SJA		
BILLET	REPORTING SENIOR	REVIEWING OFFICER
SJA	C/S MCRDPI	CG MCRDPI
SJA Deputy	SJA	C/S MCRDPI

COMPROLLER		
BILLET	REPORTING SENIOR	REVIEWING OFFICER
Deputy Comptroller	Comptroller	C/S MCRDPI

RTR		
BILLET	REPORTING SENIOR	REVIEWING OFFICER
Regimental Commander	CG MCRDPI	CG TECOM
Regimental XO	RTR CO	CG MCRDPI
Sergeant Major	RTR CO	CG MCRDPI
1st Battalion Commander	RTR CO	CG MCRDPI
2nd Battalion Commander	RTR CO	CG MCRDPI
3rd Battalion Commander	RTR CO	CG MCRDPI

4th Battalion Commander	RTR CO	CG MCRDPI
Support Battalion Commander	RTR CO	CG MCRDPI
Drill Instructor School Director	RTR CO	CG MCRDPI

WPNS		
BILLET	REPORTING SENIOR	REVIEWING OFFICER
Battalion Commander	CG MCRDPI	CG TECOM
Battalion XO	WPNS CO	CG MCRDPI
Sergeant Major	WPNS CO	CG MCRDPI
S-3 Officer	WPNS CO	CG MCRDPI
CO, HqCo	WPNS CO	CG MCRDPI
CO, Range Co	WPNS CO	CG MCRDPI
CO, Field Trng Co	WPNS CO	CG MCRDPI
Chief Range Officer	WPNS CO	CG MCRDPI

H&S BN		
BILLET	REPORTING SENIOR	REVIEWING OFFICER
Battalion Commander	CG MCRDPI	CG TECOM
Battalion XO	H&S CO	CG MCRDPI
Sergeant Major	H&S CO	CG MCRDPI
CO, HqCo	H&S CO	CG MCRDPI
CO, SvcCo	H&S CO	CG MCRDPI

Chaplain		
BILLET	REPORTING SENIOR	REVIEWING OFFICER
AC/S Religious Ministries	C/S MCRDPI	CG MCRDPI

Eastern Recruiting Region		
BILLET	REPORTING SENIOR	REVIEWING OFFICER
AC/S Recruiting	CG MCRDPI	CG MCRC

Deputy AC/S Recruiting	AC/S Recruiting	CG MCRDPI
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1st MCD		
BILLET	REPORTING SENIOR	REVIEWING OFFICER
District Commander	CG MCRDPI	CG MCRC
District XO	District CO	CG MCRDPI
Sergeant Major	District CO	CG MCRDPI
District S-3	District CO	CG MCRDPI
RS Commanders	District CO	CG MCRDPI

4th MCD		
BILLET	REPORTING SENIOR	REVIEWING OFFICER
District Commander	CG MCRDPI	CG MCRC
District XO	District CO	CG MCRDPI
Sergeant Major	District CO	CG MCRDPI
District S-3	District CO	CG MCRDPI
RS Commanders	District CO	CG MCRDPI

6th MCD		
BILLET	REPORTING SENIOR	REVIEWING OFFICER
District Commander	CG MCRDPI	CG MCRC
District XO	District CO	CG MCRDPI
Sergeant Major	District CO	CG MCRDPI
District S-3	District CO	CG MCRDPI
RS Commanders	District CO	CG MCRDPI

REVIEWING OFFICER (RO) WORKSHEET WHEN RO IS CG, MCRDPI

From: Rank XXXXXXXXXXXX

Subj: PERFORMANCE EVALUATION; C/O MRO

1. As the Reviewing Officer for BILLET performance evaluations, the following comments and assessments are provided for your consideration of the OCCASION reporting occasion on MRO.

2. Background.

****ground truth about MRO, commander to commander plain speak****

3. Comparative Assessment.

RS Profile

RS High for Grade	4.78
RS Low for Grade	2.92
RS Avg for Grade	4.21
MRO Avg (this report)	4.75
For all reports of this grade I rank MRO	3 of 21

4. I have written X report(s) on this Marine, and the previous report(s) were: Y.YY

5. Amplifying Comments

Promotion: Yes - MRO will be screened for XXXXX this year.

Command: Yes - recommend _____ if selected.

Joint Duty Assignment:

Resident/Non-Resident PME: XXXXXXXX

Future Assignment: XXXXXXXXXXXX

6. Recommended Remarks

I recommend a 5 on the tree.

Comments with particular emphasis on leadership, command potential, promotion, and PME.

Stellar leadership and performance; #1 major on the Depot and clearly in top 10% of all Majors I have reported on as RO. Possesses professionalism, maturity, and decision making abilities of a senior LtCol. Highly regarded for unwavering leadership and natural ability to bring order to high stress environments. Leadership foundation of cultural change in how students are trained and developed as leaders. A quick study; critical thinking, intuitive, laser focused on detail, impeccable bearing, and articulate. Enjoys my highest rec for selection to LtCol and command of an XXX BN.