



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 1610.7A
CSX1
22 JUL 2011

DEPOT ORDER 1610.7A

From: Commanding General
To: Distribution List

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

Ref: (a) MCO P1610.7F
(b) NAVMILPERSCOMINST 1616.1
(c) NAVMILPERSCOMINST 1611.1

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

1. Situation. Marines and sailors in the grades of E-5 and above are required by the references 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 1610.7

3. Mission. To provide amplifying guidance for reporting officers of the Marine Corps Recruit Depot/Eastern Recruiting Region Parris Island (MCRD/ERR PI), South Carolina regarding assigned responsibilities, reporting chains, preparations, submissions, and record keeping for fitness reports.

4. Execution

a. Commander's Intent. Fitness reports will be submitted in accordance with the references 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 CO's 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.

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 is 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 to the SSEC a suggested comparative assessment marking and recommended comments using the Recommended Reviewing Officer Comments Worksheet file found in enclosure (2).

(c) On the occasion of the MRO's transfer or permanent change of station (PCS), it is the responsibility of the RS to ensure the MRO receives a copy of the report with at least the RS's completed action before he or she departs.

(3) Commanding General as the Third Officer Sighter

(a) Marines receiving an adverse report will be given 5 calendar days to submit a statement. This extends the submission deadline by the corresponding time. A report with a statement attached to the basic report will be extended 5 days. A report with an additional statement attached to the RO's action will be extended 10 days. Reference (a) provides instruction if the MRO declines to sign the fitness report.

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

(4) Timeliness. Although there may be exceptions in certain instances, there is no reason these timelines cannot be met. 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.

(5) 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. Both recruiting and recruit training use unique statistics. Providing specific measures of accomplishments adds clarity to fitness reports. However, ensure the statistics are simple enough or explained adequately to be easily 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. Indicate the punishment awarded less any amount suspended or specific areas of deficiency. Examples:

1. UA from 0700 to 1015 on 20 Jan 2011.
Awarded forfeiture of \$500 and 15 days restriction.

2. Disobeyed order by SNCOIC to perform daily PT while assigned to BCP. Awarded letter of reprimand and forfeiture of \$100.

3. Failed run portion of PFT with a time of 31:30.

(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.
Examples:

1. For E3, Initiative.
Wrong - Demonstrated superb initiative in all areas.
Right - Without being tasked or supervised, created new tracking model that identified excess vehicle assets, resulting in \$20K budget savings

2. For F3, Setting the Example.

Wrong - Personal appearance due to weight is unacceptable.
Right - Body fat and weight above maximum allowable by 4 percent and 15 lbs. MRO was assigned to BCP for 8 months of this reporting period. Personal appearance due to weight is poor.

5. Administration and Logistics. Recommendations for changes or modifications to this order will be provided to the SSEC for staffing to the Assistant Chief of Staff, G-1.

6. Command and Signal

- a. Signal. This order is effective on the date signed.
- b. Command. This order is applicable to the MCRD/ERR PI.


R. L. GRABOWSKI
Chief of Staff

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 MCRC
Aide-de-Camp	CG MCRDPI	CG TECOM
Staff Secretary	C/S MCRDPI	CG MCRDPI
Protocol Officer	C/S MCRDPI	CG MCRDPI
Protocol Chief	Protocol Officer	C/S MCRDPI
Sergeant Major	CG MCRDPI	CG TECOM
Enlisted Aide	Aide-de-Camp	CG MCRDPI
Protocol Marine	Protocol Officer	C/S MCRDPI
Protocol Marine	Protocol Officer	C/S MCRDPI

G-1/Adjutant		
BILLET	BILLET	BILLET
G-1	CG MCRDPI	CG TECOM
Adjutant	G-1	CG MCRDPI
Director IPAC	G-1	CG MCRDPI
Manpower Officer	G-1	CG MCRDPI
Manpower Chief	G-1	CG MCRDPI

G-3/Operations		
BILLET	BILLET	BILLET
G-3	CG MCRDPI	CG TECOM
Asst AT-FP Officer	G-3	CG MCRDPI
Band OIC	G-3	CG MCRDPI
Combat Camera Director	G-3	CG MCRDPI
Operations Chief	G-3	CG MCRDPI

G-4/Logistics		
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BILLET		
G-4	CG MCRDPI	CG TECOM
FMD	G-4	CG MCRDPI
G-6/Communications		
BILLET		
G-6 Deputy	G-6	C/S MCRDPI
Telephone Officer	G-6	C/S MCRDPI
Command Inspector		
BILLET		
Command Inspector	CG MCRDPI	CG TECOM
Dep Command Inspector	Command Inspector	CG MCRDPI
SNCOIC	Command Inspector	CG MCRDPI
EOA	Command Inspector	CG MCRDPI
SAFETY/PAO/BAND		
BILLET		
Force Preservation Officer	C/S MCRDPI	CG MCRDPI
PAO	C/S MCRDPI	CG MCRDPI
PAO Deputy	PAO	C/S MCRDPI
LAW CENTER		
BILLET		
SJA	CG MCRDPI	CG TECOM
SJA Deputy	SJA	CG MCRDPI
COMPTROLLER/RCO		
BILLET		
Deputy Comptroller	Comptroller	C/S MCRDPI
Budget	Comptroller	C/S MCRDPI
Money	Comptroller	C/S MCRDPI
Finance Officer	Comptroller	C/S MCRDPI

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Internal Control Officer	Comptroller	C/S MCRDPI
RTR		
BILLET	BILLET	BILLET
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
2d Battalion Commander	RTR CO	CG MCRDPI
3d 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	BILLET	BILLET
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	BILLET	BILLET
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
S-3	H&S CO	CG MCRDPI

CHAPLAIN		
BILLET	BILLET	BILLET
AC/S Religious Ministries	CG MCRDPI	

Recruiting		
BILLET	BILLET	BILLET
AC/S Recruiting	CG MCRDPI	CG MCRC
Deputy AC/S Recruiting	AC/S Rctg	CG MCRDPI
PSR	AC/S Rctg	CG MCRDPI

1st MCD		
BILLET	BILLET	BILLET
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 Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI

4th MCD		
BILLET	BILLET	BILLET
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 Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI

6th MCD		
BILLET	BILLET	BILLET
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 Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI
RS Commander	District CO	CG MCRDPI

1. Marine Reported On:			2. Occasion and Period Covered:		
a. Last Name	b. First Name	c. MI	a. OCC	b. From	To

LAST	FIRST	AN	20090718	20100930
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RS Profile (Col Marine)

This Report	5.15
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Grade	LtCol
# of Reports	4
Average	5.1
High	5.15
Low	5.07

Recommended Markings

K. REVIEWING OFFICER COMMENTS		
1. OBSERVATION:	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient	2. EVALUATION: <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur
3. COMPARATIVE ASSESSMENT: Provide a comparative assessment of potential by placing an "X" in the appropriate box. In marking the comparison, consider all Marines of this grade whose professional abilities are known to you personally.	DESCRIPTION	COMPARATIVE ASSESSMENT
	THE EMINENTLY QUALIFIED MARINE	<input type="checkbox"/>
	ONE OF THE FEW EXCEPTIONALLY QUALIFIED MARINES	<input checked="" type="checkbox"/>
	ONE OF THE MANY HIGHLY QUALIFIED PROFESSIONALS WHO FORM THE MAJORITY OF THIS GRADE	<input type="checkbox"/>
	A QUALIFIED MARINE	<input type="checkbox"/>
	UNSATISFACTORY	<input type="checkbox"/>

Recommended Comments

- LtCol XXX is a proactive and energetic advocate for professional development of Marines in his command. His efforts and example extend well beyond XXX Battalion and serve to enhance the currency and effectiveness of the Recruit Training Program of Instruction. His efforts have resulted in marked improvements to the morale, effectiveness and organizational stability of his battalion and the Recruit Depot.