



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70416-5400

IN REPLY TO:
ForO 1610.2B
G-1

MAR 20 2003

FORCE ORDER 1610.2B

From: Commander
To: Distribution List

Subj: PERFORMANCE EVALUATION SYSTEM (PES)

Ref: (a) MCO P1610.7E
(b) ForO P5000.1
(c) NAVMILPERSCOMINST 1611.1
(d) BUPERINST 1616.9

Encl (1) MARFORRES Staff Fitness Report Distribution Plan
(2) Annual Fitness Report Schedule (AN and AR reports)

1. Purpose. To publish instructions, assign responsibilities and provide guidance for the administration of fitness reports for officer and enlisted Performance Evaluation System (PES) within the Marine Forces Reserve (MARFORRES) and its Major Subordinate Commands (MSC's) in accordance with the reference(s).

2. Cancellation. ForO 1610.2A.

3. Background

a. Fitness reports are one of the most important records of a Marine's 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 fitness reports. The report must be an accurate and comprehensive portrayal of the Marine Reported On (MRO).

b. Since the fitness report is so important to each Marines' career, the correct and timely submission of fitness reports is one of the basic responsibilities of every officer placed in a position of leadership.

c. Section (A) contains basic administration information on the MRO. This information can be obtained from the Marine Corps

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Total Forces System (MCTFS) and verified by the MRO for complete and total accuracy.

d. The Reporting Senior (RS) has the most important and vital role in the PES. The RS is responsible for submission of the report and must evaluate the performance of the Marine's proper place among the MRO's peers.

(1) Paragraph 2003 of reference (a) and Chapter 3 of reference (b) provide specific guidance for identifying a RS. In accordance with the guidelines contained therein, RS's are hereby assigned as shown in the enclosure. In cases where doubt exists as to the correct RS, refer to the proper MSC or the Commander (MFR G-1) for a determination.

(2) In no case will the RS be junior to the MRO. In situations where the RS and Reviewing Officer have the same seniority relationship, comments in section K must indicate the authority source per reference (a).

e. It is recognized that some Selected Marine Corps Reserve and Mobilization Training Unit officers are senior to the Commanding Officer of various sites exercising administrative control. However, such senior officers are expected to abide by the administrative instructions of the Commanding Officer regarding preparation and submission of fitness reports.

f. The Reviewing Officer (RO) serves as the PES focal point for the MRO and RS. Reference (a) provides general and specific guidance for identifying RO's. In cases where doubt exists as to the correct RO, refer to the proper MSC or the Commander (MFR G-1) for a determination.

4. Policy

a. At the Reporting Unit (RU) level, the Commanding Officer (CO) is responsible for the overall functioning of the PES. The CO must ensure the prompt and correct completion of each step in the fitness report sequence by every member of the command. Failure to do so is a direct reflection on the CO's ability to properly discharge his administrative responsibilities. The CO can be aided in the duties by viewing the USMC web site Support Branch section <https://www.mmsb.usmc.mil>. This is a tool that can ensure date gaps of more than 31 days don't exist. If date gaps greater than 31 days

do exist, the CO will help the MRO contact the prior RS and RO for the processing of the missing fitness report(s).

b. The same information applies to the MSC of MARFORRES, in that the MSC's will establish their own internal control to ensure the proper and timely submission of all reports required to higher Headquarters. Adverse and CMC directed (DC) fitness reports will continue to be routed through the G-1 Adjutant for submission and tracking purposes.

c. MARFORRES G-1 will conduct semi-annual internal inspections utilizing the Automated Inspection Checklist System (AIRS). The checklist can be downloaded from Inspector General Marine Corps website www.hqmc.mil/ig/ig.nsf.

d. Reserve personnel performing Annual Training (AT) and reporting to someone other than their regular RS will obtain a Reserve Training (RT) report from that RS under whom the duty is performed. The report will be forwarded via the chain of command under which the duty was performed.

e. Navy fitness evaluation reports will be prepared in accordance with the current edition of references (c) and (d).

5. Action. The following administrative procedures will be followed in the preparation of fitness reports:

a. Each MSC and staff section will establish and maintain a system to ensure the correct and timely submission of a fitness report upon every reporting occasion for every officer and non commissioned officer in the grade of Sergeant and above, both regular and reserve. It is crucial that each step in the fitness report process be clearly defined, that it have a projected completion date which permits timely completion of future steps, and that a system of reminders are in place which will ensure immediate follow-up if the projected completion date for that step is not met. Downloading the individual link off the internet for fitness reports with the date written on the screen and submitting it to the MRO, RS, or the RO is one way to complete the RO's internal tracking requirement.

b. Section (A) of fitness reports for personnel of the MARFORRES Headquarters will be prepared by the respective section, based on information provided by the MRO. The RS is responsible for submission and preparation of the fitness report for the MRO.

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c. Section (A) of fitness reports will be prepared at the times prescribed on enclosure (2). Upon preparation, the MRO will forward section (A) to the RS at least 20 days prior to the terminal date of the report. Proposed marks and/or background information (significant accomplishments, etc.) must be included on the fitness report. After the RS has written the report and the MRO has been notified, the RS will provide the MRO a signed copy of the report.

d. RS's will complete and forward fitness reports that require review at the MARFORRES level not later than 15 days following the terminal date of the report. Fitness reports to be written/reviewed by the Commander or Chief of Staff, MARFORRES and MARFORRES General Staff Officers will be forwarded to the Force Adjutant (MFR G-1) for delivery.

e. Inspector-Instructors of consolidated Marine Corps and Navy units are responsible for providing appropriate background information to the Battalion Commander or Navy Inspector-Instructors. Background information should be specific and include primary duty, additional duties, job performance, significant accomplishments, etc.

f. The only attachment allowed to a fitness report will be the standard addendum page and any unique performance evaluation forms from a non-Marine command or institution are allowed according to reference (a).

g. Within the MARFORRES Headquarters and Headquarters Battalion, RO's will deliver completed fitness reports to the G-1 section for log in and mail out. The reports will be submitted no later than 25 days after the terminal date of the report.

h. Chapter 5 of reference (a) details and defines adverse fitness reports. When an adverse fitness report is written, the command must pay particular attention to the sighting action required by a third officer. The respective Commanding General of each MSC will sign all adverse officer fitness reports within the MARFORRES. Adverse reports will be mailed to MARFORRES (G-1). The next officer in the reporting chain to the RO, normally the RO's RS, will sight all adverse enlisted reports.

i. RS's who are absent when a report is due will submit the report within 15 days of their return. Fitness reports that are submitted more than 31 days after the terminal due date of the

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reports will be forwarded to the RO under separate cover letter providing full justification. RO's may, if deemed appropriate, address the late submission in their statements.

j. On scheduled fitness reports, RS's will ensure all fitness reports of a particular rank are forwarded together.

k. RS's must include a comment in section (C) on the class standing of successful completion of school or formal course of instruction, or reasons for drop or disenrollment, when applicable. This applies to all enlisted nonresident PME courses. In addition, comments that provide amplification of operational competence and war fighting skills, and especially those enhanced by pursuit of appropriate Professional Military Education (PME) programs are encouraged.

l. If RO's foresee that a fitness report will be submitted more than 30 days after the end of a reporting period, they must request a waiver. Waivers requesting extension will be submitted to the Commander, MARFORRES (G-1). Operational commitments will be the only reason for any waiver request. Once reports are submitted that have been the subject of a waiver extension, the RO will indicate such in their RO's certification. Additionally, delay reports will be forwarded with a brief cover letter indicating submission under waiver provisions. This ensures the report will not be recorded as a late report.

m. Commands will create and maintain a tracking procedure for all fitness reports.

6. Reserve Applicability. This order is applicable to the Marine Corps Reserve.



R. L. HUDON
Chief of Staff

DISTRIBUTION: D

MARFORRES STAFF FITNESS REPORT 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, Marine Forces Reserve is Reporting Senior for:
 - (1) MSC Commanders.
 - (2) Deputy Commander, Marine Forces Reserve.
 - (3) MARFORRES Chief of Staff.
 - (4) Commander's Aide.
 - (5) MARFORRES Sergeant Major.
- b. Commander, Marine Forces Reserve is Reviewing Officer for:
 - (1) MSC Commander's RS reports.
 - (2) Deputy Commander's RS reports.
- c. Deputy Commander MARFORRES is Reporting Senior for:
 - (1) MARFORRES Vice Chief of Staff.
 - (2) MARFORRES Assistant Chief's of Staff and Special Staff Officers (O6 and above).
 - (3) Deputy Commander's Aide.
 - (4) Specified CO/OIC Force Level Units.
 - (5) CAX/AOT Commanders.
 - (6) CO MARFORRES Headquarters Battalion.
- d. Deputy Commander MARFORRES is Reviewing Officer for:
 - (1) Specified CO/OIC RS reports.
 - (2) MARFORRES Chief of Staff RS reports.

Enclosure (1)

e. Chief of Staff MARFORRES is Reporting Senior for:

(1) Staff Secretary.

(2) MARFORRES Assistant Chief of Staff (O5 and below).

f. Chief of Staff MARFORRES is Reviewing Officer for:

(1) Staff Secretary RS reports.

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

2. This reporting schedule is effective 1 March 2003.

Enclosure (1)

PERFORMANCE EVALUATION SYSTEM

APPENDIX A

ANNUAL FITNESS REPORT SCHEDULE (AN AND AR REPORTS)

GRADE OF	REPORTING PERIOD ENDS	REPORTING PERIOD ENDS	REPORTING
	PERIODS ENDS LAST DAY OF ACTIVE COMPONENT	LAST DAY OF RESERVE COMPONENT	PERIODS ENDS LAST DAY OF ACTIVE RESERVE
→ SGT	MAR	SEP	SEP
→ SSGT	DEC	SEP	SEP
→ GYSGT	JUN	SEP	SEP
→ 1STSGT/MSGT	JUN	SEP	SEP
→ SGTMAJ/MGYSGT	SEP	MAY	JUN
→ WO/CWO	APR	NOV	NOV
2NDLT	JAN/JUL	APR	N/A
→ 1STLT	NOV/MAY	NOV	NOV
→ CAPT	JUN	SEP	AUG
→ MAJ	JUN	SEP	AUG
→ LTCOL	MAY	SEP	AUG
CCL	MAY	JUN	JUL
BGEN	JUN	JUN	N/A

1. All reports for Marines should arrive at HQMC no later than 30 days after the reporting period to ensure proper processing into official records to facilitate selection board and personnel management decisions.

2. Reservists who are considered for promotion by an Active Component selection board will receive AN reports while those who are considered by a Reserve Component selection board (to include Active Reserve Marines) will receive AR reports.

3. Reports on Active Component 2nd and 1st Lieutenants are semiannual (once annual).

MARADMIN 021/03

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Date signed: 01/16/2003 MARADMIN Number: 021/03

R 160739Z JAN 03

FM CMC WASHINGTON DC (n)

TO ML MARADMIN (n)

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UNCLAS

MARADMIN **021/03**

MSGID/GENADMIN/CMC WASHINGTON DC MMSB//

SUBJ/CHANGE 5 TO MCO P1610.7E, PERFORMANCE EVALUATION SYSTEM (PES)//

REF/A/DOC/CMC MM/-/3 DEC 98//

AMPN/REF A, IS MCO P1610.7E. PERFORMANCE EVALUATION SYSTEM//

POC/FONTENO, S. W./LTCOL/CMC MMSB/-/TEL:703-784-3989

/EMAIL:FONTENOSW@MANPOWER.USMC.MIL//

GENTEXT/REMARKS/-//

RMKS/1. THIS MARADMIN ANNOUNCES CHANGES TO APPENDIX A OF THE REF REGARDING THE ANNUAL FITNESS REPORT SCHEDULE (AN AND AR REPORTS). GRADE-CURRENT ACTIVE RESERVE ACTIVE RESERVE COMPONENT COMPONENT COMPONENT

SGT NO CHANGE SEP SEP

SSGT NO CHANGE SEP SEP

GYSGT JUN SEP SEP

1STSGT/MSGT JUN SEP SEP

2. NOTE SIGNIFICANT CHANGES IN THE REVISED SCHEDULE FOR ANNUAL FITNESS REPORTS FOR THOSE ENLISTED RANKS OF THE RESERVE AND ACTIVE COMPONENTS LISTED ABOVE.

3. ALL REPORTS FOR MARINES SHOULD ARRIVE AT HQMC NO LATER THAN 30 DAYS AFTER THE REPORTING PERIOD TO ENSURE PROPER PROCESSING INTO OFFICIAL RECORDS TO FACILITATE SELECTION BOARD CONVENING DATES AND PERSONNEL MANAGEMENT DECISIONS. THESE CHANGES WILL AFFECT THE FISCAL YEAR 2004 E-8 THROUGH E-9 ACTIVE DUTY BOARD CONVENING IN OCTOBER 2003 AND THE FISCAL YEAR 2004 RESERVE SNCO COMPONENT SELECTION BOARD CONVENING IN JANUARY 2004.

4. RESERVISTS WHO ARE CONSIDERED FOR PROMOTION BY AN ACTIVE COMPONENT SELECTION BOARD WILL RECEIVE ANNUAL ACTIVE DUTY (AN) REPORTS WHILE THOSE WHO ARE CONSIDERED BY A RESERVE COMPONENT SELECTION BOARD (TO INCLUDE ACTIVE RESERVE MARINES) WILL RECEIVE ANNUAL RESERVE DUTY (AR) REPORTS.

5. THIS CHANGE IS EFFECTIVE IMMEDIATELY AND IS APPLICABLE TO THE MARINE CORPS ACTIVITIES ON PCN DISTRIBUTION 1022100003, AND WILL BE FURTHER ADDRESSED WITH OTHER FORTHCOMING PERFORMANCE EVALUATION SYSTEM CHANGES.//