



HEADQUARTERS AND HEADQUARTERS SQUADRON  
MARINE CORPS AIR STATION  
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IN REPLY REFER  
Squadron 1610.1A  
SQS1  
15 Nov 10

SQUADRON ORDER 1610.1A

From: Commanding Officer  
To: Distribution List

Subj: PERFORMANCE EVALUATION SYSTEM (PES)

Ref: (a) MCO P1610.7F

Encl: (1) Annual Fitness Report

1. Situation. To provide specific guidance for fitness report administration within Headquarters and Headquarters Squadron.

2. Cancellation. Squadron 1610.1

3. Mission. To ensure Reporting Official's comply with the Marine Corps PES.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure compliance with and uphold the integrity of the PES.

(2) Concept of Operations. The reference and this Order will be the guiding documents of the management of the squadron PES program.

b. Subordinate Element Missions

(1) Marine Reported On (MRO). The MRO will comply with the reference regarding MRO responsibilities. Specifically, the MRO will:

(a) Meet with the Reporting Senior (RS) at the beginning of the reporting cycle to establish and formalize a billet description of the MRO.

(b) Prior to the end of the reporting period, provide a summary of accomplishments to the RS.

(c) Read the reference and obtain a clear understanding of the concepts of the PES and the MRO's role in accomplishing the unit's mission and the expectations of the RS.

(2) Reporting Officials. All RS's and RO's are reporting officials. Reporting Officials play a key role in the evaluation process. They must educate themselves in knowing the policies and procedures set forth in the reference, ensuring strict adherence to the objectives and tenets of the PES. It is every reporting official's responsibility to maintain the integrity and credibility of the PES.

(3) Reporting Senior (RS). The RS is the first commissioned officer, warrant officer, or GS-9/equivalent or above in the reporting chain senior to the MRO. The officer/supervisor closest to the MRO and directly responsible for the MRO's daily tasking and supervision is in the best position to observe and evaluate the MRO's performance and character. The RS will comply with the reference regarding RS responsibilities. Specifically, the RS will:

(a) At the outset of each reporting period, meet with the MRO to establish and formalize a billet description for the MRO, counsel the MRO on his or her duties, responsibilities and the RS's expectations.

(b) Request from the MRO a summary of accomplishments.

(c) Provide in-depth observation of the MRO's performance, professional qualities, and potential.

(d) In compliance with the reference, review the MMSB website within the first 30 days the MRO is assigned to the RS; then, each reporting occasion thereafter to ensure the accuracy of the reporting period and to identify any fitness report date gaps. The RS will also assist the MRO in resolving date gaps, per paragraph 8009 of the reference.

(e) Educate MROs on the importance of periodically reviewing his or her Master Brief Sheet (MBS) and Official Microfiche Personnel File (OMPF).

(f) Correctly adjust fitness report cases where a grade reduction is set aside/disapproved.

(g) Correct and forward to HQMC (MMSB-32) all returned for correction fitness reports within 15 days of receipt. If corrections cannot be made within 15 days, ensure that HQMC is advised to request an extension.

(h) Submit CMC

Directed (DC) fitness reports when significant commendatory or adverse action occurs by the MRO that requires immediate reporting to CMC.

(i) Ensure that MROs receive fitness reports for all required occasions and receive a signed copy of the completed fitness report.

(j) Accurately complete section A through I (appropriate marks and justification) and the RS's certification in section J-1.

(k) Forward fitness reports to the RO in a timely manner.

(l) Provide MRO with RS profile.

(4) Reviewing Officer (RO). The RO is the first commissioned officer, warrant officer or GS-10.equivalent or above senior in grade to the RS and the officer directly responsible for the primary tasking, supervision, and evaluation of the RS. The RO will comply with the reference regarding RO responsibilities. Specifically, the RO will:

(a) Make every reasonable effort to know the professional capabilities of the MRO.

(b) Ensure the accuracy and timely submission of fitness reports.

(c) Take corrective action to eliminate inflated fitness reports.

(d) Complete RO's comments in section K, to include narrative comments on the MRO's potential.

(e) Assess adverse reports and adjudicate factual differences between the RS's evaluation and the MRO's statement,

if submitted, and promptly forward adverse reports to the appropriate officer for third officer sighting.

(f) Ensure completed fitness reports arrive at HQMC within 30 days of the end of the reporting period (enclosure (1)).

(g) Educate subordinates regarding fitness report responsibilities, PES policies, and proper evaluation methods. This responsibility does not authorize ROs to order an RS to modify a report. Instead, ROs will only direct RSs to clarify or modify reports that do not adhere to the reference.

(5) Department Head's/OIC's

(a) Assume overall cognizance for implementation and guidance of the PES within their departments/sections.

(b) Coordinate with the Squadron Adjutant/S-1 to ensure PES unit training is conducted semi-annually for all MROs and reporting officials. Particular emphasis should be placed on training newly promoted sergeants.

(c) Ensure reporting officials are submitting fitness reports for all required occasions.

(6) Commanding Officer, HHS.

(a) Act as the Senior Marine Representative assisting reporting officials when neither the reporting senior or reviewing officer is a Marine.

(b) Sight all adverse enlisted reports and DC reports, as defined in the reference as the Third Officer.

(7) Squadron Adjutant/Legal/S-1.

(a) Assume overall cognizance for implementation and guidance of the PES within the command.

(b) Assist department heads/OIC's in semi-annual PES training.

(c) On a monthly basis announce the annual fitness report timeline schedule listed in the enclosure.

(d) When command reviewer authority is delegated, assist reporting officials with tracking fitness reports to ensure they are submitted to HQMC within 30 days of the end of the reporting period.

(e) When command reviewer authority is delegated, every quarter, track and identify to reporting official's overdue fitness reports that have not posted within the MSSB-32 inventory.

(f) Ensure reporting officials are submitting fitness reports for sergeants and above who are either reduced at non-judicial punishment, administrative proceedings, or courts-martial.

(g) Ensure correct fitness reporting processing is accomplished for set aside/disapproved grade reduction cases.

(h) Ensure fitness reports for sergeants and above are submitted for substantiated incidents of domestic violence or child abuse.

(i) Ensure fitness reports for sergeants and above are submitted for declared deserters for the period proceeding the declaration of desertion.

(j) Ensure that reporting officials are submitting fitness reports in compliance with the reference of this Order.

(8) Senior Enlisted.

(a) The senior enlisted Marine (E8 and above) will be the command reviewer for those Marines assigned to their department/section. The command reviewer will ensure the accuracy of those fitness reports.

(b) In the absence of a E8 or above, the squadron sergeant major shall review fitness reports.

5. Administration and Logistics

a. Accurate Fitness Reports. Accuracy in all sections of the fitness report is a paramount and fundamental concept in reporting the performance, potential, and professional character of Marines, it is the responsibility of both the MRO and the RS to ensure the data, billet description and summary of accomplishments are correct.

b. MOL APES. The usage of MOL APES is mandatory for all reporting officials when preparing, completing, and forwarding fitness reports. Except in the cases where Naval Officers are reviewing officials.

6. Command and Signal

a. Command. This order is applicable to all service members under the administrative control of Headquarters and Headquarters Squadron.

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

  
E. K. COUCH

DISTRIBUTION: A

ANNUAL FITNESS REPORT SCHEDULE

<u>Grade</u> <u>Reserve</u>	<u>Active Component</u>	<u>Reserve Component</u>	<u>Active</u>
Sgt September	March	September	
SSgt September	December	September	
GySgt September	June	September	
MSgt/1stSgt September	June	September	
MGySgt/SgtMaj WO/CWO	September April	May October	June October
2ndLt	January/July	April	N/A
1stLt	October/April	October	October
Capt	May	September	June
Maj	May	September	June
LtCol	May	June	June
Col	May	July	July
BGen	June	June	N/A

1. Reporting periods end on the last day of the month
2. 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.
3. Reservists who are considered for promotion by an Active Component selection board will receive AN (Active Component) reports while those who are considered by a Reserve Component selection board, to include Active Reserve Marines, will receive AR (Reserve Component) reports.
4. Reports on Active Component 2<sup>nd</sup> and 1<sup>st</sup> Lieutenants are semi-annual vice annual.

ENCLOSURE (1)