



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA MCAS MIRAMAR
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ABO 1610.1

ADJ

14 OCT 2003

AIR BASE ORDER 1610.1

From: Commander

To: Distribution List

Subj: PERFORMANCE EVALUATION SYSTEM (PES)

Ref: (a) MCO P1610.7E

(b) BUPERSINST 1610.10

Encl: (1) USMC Fitness Report Schedule

1. Situation. This Order provides instructions and guidelines governing the administrative processing of Marine Corps Fitness Reports and Navy Performance Evaluation and Counseling System Reports within Marine Corps Air Bases Western Area (MCABWA).

2. Mission. This Command is responsible for ensuring an accurate and effective Performance Evaluation Reporting Program is in effect at all levels for the processing of Marine Corps Fitness Reports and Navy Performance Evaluations.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Order provides instructions and guidance for the proper processing of Fitness Reports and Navy Performance Evaluations, as set forth in the references.

(b) This Order delineates the administrative procedures required for the processing of Fitness Reports and Navy Performance Evaluations by everyone.

(2) Action

(a) Accurate Fitness Reports. Accuracy in the preparation of the fitness report form is a paramount and fundamental concept in reporting the performance, potential, and professional character of Marines. It is the responsibility of the

ABO 1610.1
14 OCT 2003

Marine Reported On (MRO) and the Reporting Senior (RS) to ensure the data, billet description, and summary of accomplishments in sections A through L of the fitness report form are correct.

(b) Timely Submission. Reference (a) specifies that fitness reports will arrive at Headquarters, U.S. Marine Corps (HQMC) within 30 days of the termination date of the report. Timely submission ensures the accurate and complete updates of the Marine's Official Military Personnel Files (OMPF) by HQMC. Additionally, timely and accurate submission is essential to update OMPF for retention and promotion. Enclosure (1) outlines the submission schedule for Marine Corps active and reserve components.

(c) MRO. As the subject of fitness reports, the MRO should submit a summary of accomplishments to the RS prior to the end of the reporting period. The MRO must possess a clear understanding of the concepts of the PES, his or her role in accomplishing the unit's mission, and the expectations of the RS.

(d) Reporting Officials. All reporting officials play a key role in the evaluation process. They must know the policies and procedures set forth in the references and this Order, ensuring strict adherence to the objectives and tenets of the system. Rampant inflation eventually rendered our previous evaluation system a meaningless exercise in gridlock, hyperbolic nonsense. It is up to everyone to maintain the integrity and credibility of our evaluation process.

(3) Responsible Officers (RSPO). Commanding Officers, Detachment Officers in Charge, and the MCABWA Adjutant are designated as RSPO's. RSPO's will ensure the following:

(a) Maintain a fitness report tracking system for all reports for which they are responsible or have processed.

(b) Informally review all reports for accuracy, completeness, and equity/integrity. Be mindful of the inflation impulse.

(c) Be prepared to present the unit's performance evaluation program during the Inspector General of the Marine Corps (IGMC) and the MCABWA, Commanding General Inspection Program (CGIP) visits.

(4) Adjutant, MCABWA

(a) Assume overall cognizance of the MCABWA PES and Navy Performance Evaluation programs. Act as the subject matter expert, rendering advice and guidance to Staff Officers and subordinate commands.

(b) Process all fitness reports that require the Commanding General (CG) or Chief of Staff's (C/S) review, to include initial reports, Reviewing Officer (REVO), or 3d Officer Sighting.

1 Submission. All Fitness Reports will be submitted to the MCABWA Adjutant in its final version, signed and dated by the RS. A diskette containing the Fitness Report file will be submitted with the Fitness Report.

2 Recommended Comments. The RS will submit recommended comments and markings for reports requiring the CG or C/S's review.

(5) Staff Secretary (SSEC), MCABWA. The SSEC is responsible for ensuring all Fitness Reports and Navy Performance Evaluations, in which the CG and C/S are the RS or REVO, are submitted for processing, per the submission schedule outlined in the enclosure.

(6) Navy Performance Evaluations. All Navy Performance Evaluations will be processed per the guidelines outlined in reference (b) and this Order. Reporting officials of Navy Performance Evaluations will ensure strict compliance with the guidelines outlined in reference (b). Again, be mindful of the inflation impulse.

(a) Marine Corps Air Station, (MCAS) Miramar. Department Heads (Assistant Chiefs of Staff (AC/S)), and Special Staff Officers are delegated the authority to complete Navy Performance Evaluations on all Navy Personnel assigned to Miramar who are filling a billet Line Number under Miramar's Table of Organization. Navy Performance Evaluations requiring the CG or C/S' attention will be submitted to the MCABWA Adjutant via the Personnel Support Administration Section located in the Aviation Supply Division, AC/S G-4.

ABO 1610.1
14 OCT 2003

(b) Subordinate Commanders and Detachment Officers in Charge. Establish local procedures to process Fitness Reports and Navy Performance Evaluations utilizing the references and this Order.

(7) Fitness Reports Returned by the Commandant of the Marine Corps. The MCABWA Adjutant will monitor fitness reports returned by HQMC for corrections. Returned reports will be forwarded to the RSPO for corrective action. This action will be completed within 15 days upon receipt. If correction(s) cannot be accomplished within 15 days, advise the MCABWA Adjutant of this fact.

b. Concept of Operations. The review of the references is essential to understand the whole concept of the Marine Corps Fitness Report and Navy Evaluation systems.

c. Coordinating Instructions. Submit all recommendations concerning this Order to the MCABWA Adjutant, via the appropriate chain of command.

4. Administration and Logistics. The MCABWA Adjutant will administer the requirements and ensure the accuracy, modification and distribution of this Order.

5. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to the Marine Corps Reserve.



P. C. CHRISTIAN
Chief of Staff

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ABO 1610.1
14 OCT 2003

USMC FITNESS REPORT SCHEDULE

<u>GRADE</u>	<u>ACTIVE COMPONENT</u>	<u>RESERVE COMPONENT</u>	<u>ACTIVE RESERVE COMPONENT</u>
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	OCT	OCT
2NDLT	JAN/JUL	APR	N/A
1STLT	OCT/APR	OCT	OCT
CAPT	MAY	SEP	JUN
MAJ	MAY	SEP	JUN
LTCOL	MAY	JUN	JUN
COL	MAY	JUL	JUL
BGEN	JUN	JUN	N/A