U.S. MARINE CORPS FORCES COMMAND POLICY LETTER 5-19

From: Commander
To: Distribution List

Subj: FITNESS REPORT RESPONSIBILITY FOR PERSONNEL ASSIGNED TO
        HEADQUARTERS, U.S. MARINE CORPS FORCES COMMAND, AND MAJOR
        SUBORDINATE ELEMENTS

Ref: (a) MCO 1610.7F (Performance Evaluation System)
        (b) BUPERSINST 1610.10C (Navy Performance Evaluation
            System)

Encl: (1) Civilian/Military Rank Equivalency Chart
        (2) Marine Reported On Worksheet/Billet Description
        (3) Navy Evaluation Report Input Sheet
        (4) Reporting Periods for Marine and Navy Personnel
        (5) Fitness Report Matrix
        (6) Reporting Senior and Reviewing Officer Worksheets

1. Purpose. To publish policy concerning the reporting and
reviewing of fitness reports for personnel assigned to
Headquarters (HQ), U.S. Marine Corps Forces Command (MARFORCOM),
II Marine Expeditionary Force (MEF); par. 4c.(1)(d) and par. 5
apply, Headquarters and Service Battalion (HQSVCBN), Marine
Corps Security Cooperation Group (MCSCG), Chemical Biological
Incident Response Force (CBIRF), and Marine Corps Security Force
Regiment (MCSFR) per the references.

2. Cancellation. MARFORCOM Policy Letter 5-16.

3. Background. This Policy Letter establishes Reporting Senior
(RS) and Reviewing Officer (RO) relationships, submission
procedures, and preparation instructions for MARFORCOM personnel
written/reviewed by the Commander, MARFORCOM (COMMARFORCOM)
and/or Deputy Commander, MARFORCOM (DEPCOMMARFORCOM).

4. Information

    a. General

        (1) Identification of RS and RO

       (a) <u>Timeliness</u>. All personnel attached to HQ MARFORCOM and Major Subordinate Elements (MSEs) who rate an evaluation per the references will have an RS and RO identified either prior to or within 5 calendar days after reporting to the command.

       (b) <u>Rank/Grade</u>

       <u>1</u>. <u>Marines</u>. The first commissioned or warrant officer directly responsible for the Marine's daily tasking and supervision will serve as the RS or RO. In no case, unless authorization is sought and approved by COMMARFORCOM, will the RS be of the same grade as the Marine Reported On (MRO). If this scenario arises, the RS responsibility will be assumed by the next higher billet holder within the directorate. If there is no next higher billet holder within the directorate, the MARFORCOM Chief of Staff (COS) will be the RS and COMMARFORCOM will be the RO.

       <u>2</u>. <u>Civilians</u>. Civilian Marines in the grade of GS-9 and above may serve as RS, GS10 or above to be RO, but not both. Exceptions may be approved by the MARFORCOM COS and the report would require Marine administrative review by the next senior uniformed officer. In addition, the civilian RS or RO must be senior in grade equivalency to the military member reported on per enclosure (1). The RO must be senior to the RS in rank/grade equivalency unless specifically authorized by COMMARFORCOM.

       <u>3</u>. <u>No Marine RS or RO</u>. Where no Marine RS or RO is available, the Senior Marine Representative (SMR) of a command, staff, or agency external to the Marine Corps has a responsibility to provide non-Marine RSs and ROs guidance and education on the policies of reference (a). Additionally, the SMR must review all fitness reports for administrative correctness and may comment on the MRO as appropriate per reference (a). The SMR will be the next senior uniformed officer within the command. Submissions to the SMR will be made using the Automated Performance Evaluation System (APES) via Marine Online (MOL) at https://www.mol.usmc.mil.

       <u>4</u>. <u>Changes to RS or RO</u>. After the Marine has received billet expectations/description from the current RS, recommended changes to the reporting chain and exceptions on a case-by-case basis can be submitted to the MARFORCOM COS via the MARFORCOM Adjutant for consideration. If approved, a Change of Reporting Senior (CH) evaluation will be done by the current RS and RO to effect the change.

(2) Billet Description/RS Expectations

(a) Marines

1. All personnel. Per reference (a), the RS and MRO must meet at the beginning of the reporting relationship (within the first 30 days) to clearly establish and formalize the billet description and professional conduct expectations using enclosure (2). This enclosure may also be used to conduct periodic counseling sessions to review billet descriptions, establish new goals, and develop performance. Additionally, the RS and MRO must meet and review the MRO's billet description at the beginning of each new reporting period.

2. HQ, MARFORCOM Principal/Special Staff. Principal/Special Staff Officers will make an appointment via the Administrative Officer to meet with the Deputy Commander either during their check-in process or upon the new Deputy Commander's arrival as appropriate. The MRO will bring their anticipated billet description to the appointment in a bulleted, Microsoft Word format using the example provided in enclosure (2).

(b) Sailors. Per reference (b), Navy personnel will be counseled initially and mid-term. All O-6 Naval Officers will make an appointment via the Command Administrative Officer to meet with COMMARFORCOM. The appointment will be made either during the check-in process or upon the new Commander's arrival as appropriate. The officer will bring a completed Navy Evaluation Report Input Sheet using enclosure (3).

b. Report Submission

(1) Method. Per reference (a), all Marine fitness reports will be submitted using APES via MOL.

(2) Accuracy. Per reference (a), the RS will ensure that the reporting period is correct and does not create a date gap. The MRO or the RS can go to https://www.mmsb.usmc.mil/PesQuery/Date_Gap.aspx or the MRO can view their Official Military Personnel File (OMPF) in MOL to verify the ending date of the last report. The RS should cover (if feasible and reasonable) any period between the last report and the current report as a period of non-availability and annotate this as a directed comment in Section I per reference (a).

(3) Timeliness. Per reference (a), reports are due to Headquarters, Marine Corps (HQMC) no later than 30 days after

the last day of the reporting period. The last day of the reporting period for both Marine Corps and Navy personnel are provided in enclosure (4).

(a) MRO. Worksheets will be submitted to the RS within 5 calendar days after the last day of the reporting period. Exceptions may be granted by the RS.

(b) RS. Reports will be submitted to the RO no later than 15 calendar days after the last day of the reporting period. Exceptions may be granted by the RO.

(c) RO. Reports will be submitted to the SMR/Third Officer Sighter (if required) within 10 calendar days of the report being due to HQMC. Exceptions may be made on a case-by-case basis.

c. COMMARFORCOM and DEPCOMMARFORCOM actions as the RS or RO

(1) COMMARFORCOM

(a) Enclosure (5) lists the specific reports where COMMARFORCOM serves as either RS or RO.

(b) RS. When COMMARFORCOM serves as the RS, the Marine will create the MROW in APES and complete the RS Worksheet per enclosure (6) in Microsoft Word format within 15 calendar days of the last day of the reporting period. Colonels will submit a written word narrative in Microsoft Word format. Provide the completed worksheet to the Deputy COS and the Administration Chief via e-mail. Notify the Deputy COS and Administration Chief that the evaluation is pending action in APES.

(c) RO. For all evaluations where COMMARFORCOM is the RO, within 15 calendar days of the last day of the reporting period, the RS will email recommended RO comments and their comparative assessment in Microsoft Word format using the RO Worksheet per enclosure (6) to the Deputy COS and COMMARFORCOM Administrative Chief.

(d) Individual Mobilized Augmentee (IMA) Colonels. All IMA Colonel reports will be written by their Principal/Special Staff active duty counterpart who has been delegated this authority by COMMARFORCOM and must be indicated as such within the RS remarks.

      (e) General Officer Reviewing Endorser.
COMMARFORCOM will serve as the General Officer Reviewing
Endorser for reports written by CG, II MEF as required.

      (f) SMR/Third Officer Sighter. COMMARFORCOM will
serve as the SMR/Third Officer Sighter for Expeditionary Strike
Group 2 (ESG-2), Fleet Marine Officers (FMO), Expeditionary
Warfare Training Group, Atlantic (EWTGLANT), U.S. Fleet Forces
Command (USFLTFORCOM), etc. Submissions to the SMR will be made
using APES, if applicable.

      (2) DEPCOMMARFORCOM. DEPCOMMARFORCOM will be the RS for
all Navy officers in the grade of O-5, General/Special Staff,
his Aide-de-Camp and as directed by COMMARFORCOM.

    d. Navy Personnel. Navy personnel will submit reports in
accordance with reference (b).

      (1) Officers. Navy officers in the grades of O-4 and
below will be reported on by their senior active duty component
officer.

      (2) Enlisted. In an effort to create an adequate
ranking, the Commanding Officer, HQSVCBN will be the RS on all
enlisted evaluations for MARFORCOM Navy personnel.

5. The Commanding General, II MEF will create a
policy/directive to establish/designate the RS/RO chain and
fitness report procedures within II MEF.

6. Major Subordinate Elements. Commanders will establish RS/RO
relationships, submission procedures, and preparation
instructions for their personnel.

7. Scope. This Policy is applicable to all personnel assigned
to MARFORCOM.

R. F. HEDELUND

Distribution: A, D and D1

Table 2. Civilian Geneva Categories and Equivalent Grades for POW Identification

Geneva Convention Category	Grade Equiv.	Civilian Grade Groups				ARC	USO	Contractors and Other Non-Federal Civilians
		SES/GS or equivalent	Federal Wage System	Teaching Positions	NAF Pay Band			
1	2	3	4	5	6	7	8	9
V General Officer, POW of Equivalent Rank	O-10,O-9	- - -	- - -	- - -	- - -	- - -	- - -	
	O-8	SES*	- - -	- - -		ARC President; Board of Governors	- - -	- - -
	O-7		- - -	- - -	NF-6	Members; Senior VP; Senior Directors / Directors	Executive Directors	
IV Field Grade Officer, POW of Equivalent Rank	O-6	GS-15	Ship Pilots, WS-14 thru WS-19			Senior Associates and Associates	USO Staff Executives and	Supervisory
	O-5	GS-14, GS-13	WL-15, and Production Support Equivalents	TP Plan Positions	NF-5	Team Leaders and Station Managers	Entertainers: Appropriate Equivalent Rate	
	O-4	GS-12			NF-4	Asst Station Managers		
III Company Grade Officer, POW of Equivalent Rank	O-3	GS-11, GS-10	WS-8 thru WS-13 WL-6 thru WL-14 WG-12 thru WG-15, and Production Support Equivalents					Non-supervisory
	O-2	GS-9, GS-8						
	W-4, W-3							
	O-1	GS-7			NF-3			
	W-2, W-1							
II Non-Commissioned Officer, POW of Equivalent Rank	E-9, E-8, E-7	GS-6	WS-1 thru WS-7 WL-1 thru WL-5 WG-9 thru WG-11	- - -		- - -	- - -	
	E-6, E-5,	GS-5		- - -	NF-3			
I Enlisted, POW of Equivalent Rank	E-4	GS-4	WG-1 thru WG-8	- - -	NF-2	- - -	- - -	- - -
	E-3, E-2, E-1	GS-3 thru GS-1		- - -	NF-1			- - -

*Reference includes Defense Intelligence Senior Level, Defense Intelligence Senior Executive Service, and Senior Leaders.

Change 1, 06/09/2014

Enclosure (1)

A-PES MARINE REPORTED ON WORKSHEET (MROW)

A. ADMINISTRATIVE INFORMATION

1. Marine Reported On:

a. Last Name	b. First Name	c. MI	d. ID	e. Grade	f. DOR	g. PMOS	h. BILMOS

2. Organization:

a. MCC	b. RUC	c. Unit Description

3. Occasion and Period Covered: **4. Duty Assignment (descriptive title):**

a. OCC	b. From	To	c. Type	

Periods of Non-Availability:

From	To	Reason

8. Special Information: **9. Duty Preference:**
a. Code   b. Descriptive Title

a. QUAL		d. HT(in.)		g. Reserve Component		1st	
b. PFT		e. WT		h. Status		2nd	
c. CFT		f. Body Fat		i. Future Use		3rd	

10. Reporting Senior:

a. Last Name	b. Init	c. Service	d. ID	e. Grade	f. Duty Assignment

B. BILLET DESCRIPTIONS/RECOMMENDED ADJUSTMENTS

C. MAJOR ACCOMPLISHMENTS DURING THIS PERIOD

Enclosure (2)

A-PES MARINE REPORTED ON WORKSHEET (MROW)

PME/SELF EDUCATION

OTHER (I.E. AWARDS, COMMENDATORY CORRESPONDENCE, COMMUNITY INVOLVEMENT)

Enclosure (2)

MRO BILLET DESCRIPTION (SAMPLE)

-Manage all intelligence responsibilities of the command; advise the Commander, Deputy, and Staff regarding all matters related to intelligence including plans, policy and current operations.
-Provide advocacy and representation to HQMC I-Dept, MCIA, and to the Combat Service Support Agencies for national and theater-level intelligence assets and resources for USMC deployed units, MARFORSOUTH, and MARFORAF/EUR as required.
-Provide appropriate intelligence support to deliberate and crisis planning.
-Supervise, task, and manage all MARFORCOM Intelligence Section Marines and Marine civilians.
-Provide functional advice and mentorship to all intelligence Marines in the MARFORCOM HQ.
-Make recommendations on, and validate USMC MAGTF intelligence support architectures and resource requirements for force generation.
-Monitor AOR and domestic events and make recommendations based on threat trends and TTPs, as required.
-Serve as senior intelligence liaison officer to HQMC I-Dept, MARFORPAC, FWD forces and other Combat Service Support Agencies, as required.

NAVY EVALUATION REPORT INPUT SHEET
(Brag Sheet)

A. Introduction:

This exercise will give the students an opportunity to develop an Enlisted Fitness or Evaluation Report input (brag sheet).

B. References:

1. BUPERSINST 1610.10 (series), Navy Performance Evaluation and Counseling System, 1995, Annex S.

C. Assignment:

Develop this brag sheet, of your performance, over the past three months.

1. Administrative data

   a. Full name (indicate if changed during period)

   b. Rate and warfare/qualification designator(s)   (Indicate if frocked or selectee)

   c. Social security number

   d. USN or USNR

      If USNR on active duty, indicate status: i.e., extended active duty, TAR, ADSW, OYR, CANREC, AT, or ADT

   e. Date reported to present command

   f. Ending date of last regular report

   g. Date of rate

2. Duties assigned and number of months assigned during this report period, listed by   duty title

   a. Division, Air Crew, etc. to which assigned

   b. Primary duties

   c. Collateral duties

   d. Watch standing duties

e. TEMADD/TEMDU (where, when, and why)

f. Significant periods not available for duty, if any

   If first report at this command, include any delay or
   TEMDU prior to reporting. Do not include brief
   illness or normal leave.

Job information

a. Principal activities and responsibilities

b. Include equipment operated or qualified to operate and
   "customers" served, if applicable.

c. Individual accomplishments, including experience gained
   and contributions to team achievements

d. Responsibilities for classified material

4. Supervision and leadership

a. Personnel directly supervised

   Subdivide by military, civilians, reservists.

b. Personnel supervised through subordinates

   Subdivide by military, civilians, reservists.

c. Equipment and material for which responsible

d. Size of budget managed

e. Leadership activities and accomplishments.

   Include team and subordinate accomplishments that
   reflect your leadership.

f. Performance as instructor (classroom or on-the-job)

g. Counseling given (formal or informal)

h. Retention efforts and results

5. Special achievements

a. Qualifications achieved during period (or during prior
   period if not mention in previous report)

b. Educational courses completed and diplomas or
   certificates awarded

c. Personal awards and letters of commendation or
   appreciation received

6. Off-duty activities

   a. Educational courses attended

   b. Civic activities

   c. Voluntary public relations on behalf of the Navy

   d. Reservist's civilian employment

      Note promotions or special accomplishments during
      period.

7. Future duties/schools desired

8. Other items for consideration

Appendix A

Annual Fitness Report Schedule (AN and AR Reports)

RANK	ACTIVE COMPONENT REPORTING PERIOD ENDS LAST DAY OF	RESERVE COMPONENT REPORTING PERIOD ENDS LAST DAY OF	ACTIVE RESERVE REPORTING PERIOD ENDS LAST DAY OF
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

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

2. Reports on Active Component 2nd and 1st lieutenants are submitted on a semiannual basis vice annually.

Enclosure (4)

TOTAL FORCE FITREP/EVAL PERIODIC REPORT CALENDAR

Applies to all Active Duty (ACDU), Full Time Support (FTS), and Inactive (INACT) duty Reserve personnel.

FITREP ending dates are the last day of the month for all officers. CHIEFEVAL and enlisted EVAL ending dates are the 15th day of the month.

	PERIODIC FITREP/CHIEFEVAL/EVAL	
	Officers (All)	Enlisted (All)
Jan	O3	
Feb	O2	
Mar	W5, W4, W3	E5
Apr	O5	E9
May	O1	
Jun		E4
Jul	O6	E3, E2, E1
Aug		
Sep	W2	E8, E7
Oct	O4	
Nov		E6
Dec		

Table 1

A Periodic report may be omitted if a member has received a graded Regular report within the prior 3 months. The omitted period is included in the next Regular report. Otherwise, periodic reports must be submitted on the above dates, and may be extended by letter for up to 3 months in lieu of a Detachment report. In no case, however, should a total report period exceed 15 months.

ENCLOSURE (4)

United States Marine Forces Command
Fitness Report Matrix

MARINE REPORTED ON	REPORTING SENIOR	REVIEWING OFFICER
CO, HQSVBN	COMMARFORCOM	COMMARFORCOM
CO, MCSCG	COMMARFORCOM	COMMARFORCOM
CO, CBIRF	COMMARFORCOM	COMMARFORCOM
CO, MCSFR	COMMARFORCOM	COMMARFORCOM
PRINCIPAL/SPECIAL STAFF	DEPCOMMARFORCOM	COMMARFORCOM
COS & SJA	COMMARFORCOM	COMMARFORCOM
ALL NAVY O-6s	COMMARFORCOM	COMMARFORCOM
MARFORCOM AIDE-DE-CAMP	COMMARFORCOM	COMMARFORCOM
MARFORCOM SERGEANT MAJOR	COMMARFORCOM	COMMARFORCOM
MARFORCOM COMMAND MASTER CHIEF	COMMARFORCOM	COMMARFORCOM
ALL NAVY O-5s	DEPCOMMARFORCOM	COMMARFORCOM
AS REQUIRED	CG, II MEF	COMMARFORCOM
AS REQUIRED	CO, HQSVBN	COMMARFORCOM
AS REQUIRED	CO, MCSCG	COMMARFORCOM
AS REQUIRED	CO, CBIRF	COMMARFORCOM
AS REQUIRED	CO, MCSFR	COMMARFORCOM
AS REQUIRED	MARFORCOM Chief of Staff	COMMARFORCOM
AS REQUIRED	PRINCIPAL/SPECIAL STAFF	DEPCOMMARFORCOM
AS REQUIRED	MARFORCOM AIDE-DE-CAMP	COMMARFORCOM
IMA COLONELS	AS REQUIRED	DEPCOMMARFORCOM

Additional Administrative notes:

1. Reports for Colonels in G-3/5/7 are written by the AC/S, G-3/5/7 who acts as RS.

2. MSCs will adjust their reporting requirements to retain fitness reports within their chain. DEPCOMMARFORCOM and the COMMARFORCOM will only review field grade reports.

REPORTING SENIOR WORKSHEET

MRO:

RS:

RO:

1. **Joint Qualified Officer (If not, missing school or points)?**

2. **PME (enrolled or completed)?**

3. **HQMC assignment?**

4. **Command**

    a. Held Command in Grade (O-5 or O-6 level)?

    b. Have been screened or slated for Command?

    c. What is your desire for Command?

5. **Is MRO in zone (if not, when)?**

6. **Additional information on Duty Preferences (Command/billet desired/explanation).**

7. **Accomplishment Narrative (Principal/Special Staff only)/Accomplishment Bullets (all other personnel).**

REVIEWING OFFICER WORKSHEET

MRO: _____   Reporting Period: _____

RS: _____   Occasion: ___

RO: _____

1. **Relative value of this report**

   - I have written ____ previous FITREPs as a RS on Marines of this rank.

RS High for Grade	
RS Low for Grade	
RS Avg for Grade	
MRO Avg (this report)	
For all reports of this grade I rank MRO	

   - I **was** / **was not** the MRO's RS for last reporting period.

2. **Background on MRO**
   <add amplifying background>

3. **Joint Qualified Officer?**

4. **PME**

5. **Command**
   - a. Held Command in Grade?
   - b. Have you been screened for Command?
   - c. What is your desire for Command

6. **Is MRO in zone?**

7. **Additional information on Duty Preferences**

8. **RS Comments for reference**
   <add RS Comments>

9. **Comparative Assessment**

   - I recommend that you mark MRO in the top ____% of your RO profile.

10. **Proposed RO Comments**