



**UNITED STATES MARINE CORPS**

HEADQUARTERS BATTALION  
TRAINING AND EDUCATION COMMAND  
2006 HAWKINS AVENUE  
QUANTICO VIRGINIA 22134

BnO 1610.2G  
S-1  
19 May 22

BATTALION ORDER 1610.2G

From: Commanding Officer  
To: Distribution List

Subj: PERFORMANCE EVALUATION SYSTEM GUIDE

Ref: (a) MCO 1610.7A Performance Evaluation System  
(b) BUPERSINST 1610.10D Navy Performance Evaluation System  
(c) MARADMIN 255/21 Height/Weight Comment  
(d) MARADMIN 473/21 AD Due Date Change  
(e) MARADMIN 735/21 AR Due Date Change

Encl: (1) Fitness Report Schedule  
(2) HQ Bn Fitness Report Reporting Scheme

1. Situation. Per reference (a), the Performance Evaluation System (PES) is designed to facilitate the evaluation of Marines, in the grades of E-5 through O-6, in order to support the selection, promotion, and retention of the best-qualified Marines.

2. Cancellation. BnO 1610.2F.

3. Mission. In accordance with the references, this Order establishes procedures and provides amplifying guidance for processing fitness reports within the Battalion Headquarters and the company offices (referred to collectively as the "Command Post" and assigned to MCC 01E) by identifying Reporting Senior/Reviewing Officer relationships for key billet holders of the battalion staff, and outlining procedures to prevent and alleviate late and/or missing fitness reports.

4. Execution

a. Concept of Operations. Per the references, and utilizing the enclosures, all fitness reports will be completed and submitted in an accurate and timely manner. Fitness reports will be submitted through the Automated Performance Evaluation System (A-PES) in Marine On-Line (MOL). Reporting seniors will not be authorized to detach from this organization until fitness reports under their cognizance are completed. The Battalion Commanding Officer or Executive Officer will sight all fitness reports on Battalion "Command Post" personnel prior to forwarding to higher headquarters. Unless otherwise noted, this Order applies to the Battalion "Command Post" only; see paragraph 5.a. of this Order for further details.

b. Tasks

(1) Adjutant/S-1

(a) Compare the command's non-judicial punishment (NJP) and

Court-martial files against the Fitness Report Inventory of applicable Marines monthly. Ensure that "Directed by the Commandant of the Marine Corps" (DC) or "Grade Change" (GC) reports are submitted when significant administrative, commendatory, or adverse action on the Marines that requires immediate reporting to the Commandant of the Marine Corps. This includes when Marines have substantiated incidents of domestic violence and/or child abuse. Coordinate with the Battalion Legal Officer to retain a list of Marines to be screened. The screening of personnel assigned to the supported organizations is not exempted by paragraph 5.a. of this order.

(b) Conduct Master Brief Sheet (MBS) training, at least annually, for Marines in the grades of E-5 and above. Maintain training rosters in accordance with reference (a).

(c) Quarterly pull, review, screen, and maintain copies of the Commander's Timeliness Report (CTR), Missing Last Annual Report, and Fitness Report Date Gap Query that cover the previous 12 months to ensure that fitness reports are submitted to HQMC within 30 days of the end of the reporting period for normal reports and 60 days for adverse reports.

1. Contact personnel identified as delinquent in processing their reports to attempt to resolve the delinquency.

2. Contact personnel identified as having missing reports or date gaps. Advise them to contact their RS and or RO attempt to resolve record discrepancies.

(e) Review the Check-in/out Log no less than quarterly ensuring a Fitness Report Inventory check for every E-5 through O-6 who has checked into the command within the preceding 12 months.

(f) Maintain a monthly fitness report status report, and distribute it to Command Post leadership not later than the third week of each month. This document will be utilized by Command Post leadership to ensure that they are aware of fitness report reporting periods that will conclude the following month. This report will contain the following information: Name of Marine, current rank, Electronic Data Interchange Personal Identifier (EDIPI), fitness report occasion, anticipated end of reporting period date, and current work section.

(2) Legal Officer. Provide the Adjutant/S-1 a roster of all Marines, in the grades of E-5 and above, within the battalion who were subject to non-judicial punishment or courts martial. This roster will include the following information: Name of the Marine, EDIPI, rank prior to NJP or courts martial, date of disciplinary proceedings, and rank after disciplinary proceedings.

(3) Marine Reported on (MRO). Submit the Marine Reported on Worksheet (MROW) to the RS, no later than 7 calendar days prior to the end of the reporting period.

(4) Reporting Senior (RS). Submit fitness reports to the RO within 15 calendar days of the following events:

(a) End of the reporting period.

(b) Prior to the detachment of the RS.

(c) Prior to the detachment of the Marine reported on (MRO).

(5) Reviewing Officer (RO)

(a) Ensure adherence to the Battalion policy on fitness reports.

(b) Forward all adverse enlisted reports to the next officer in the reporting chain.

(c) Forward all adverse officer reports for sighting by the Deputy Commanding General or the Commanding General, Training and Education Command, via the reporting chain. This paragraph is subject to change, refer to the Staff Judge Advocate or Staff Secretary, Training and Education Command.

(d) Submit all completed fitness reports to HQMC, Records and Performance Branch (MMRP) via A-PES.

c. Coordinating Instructions

(1) With the exception of special circumstances, the Battalion Commander only serves as the RS for the Battalion Executive Officer, Sergeant Major, and the Company Commanders.

(2) The Battalion Commander serves as the RO for the Officers in Charge (OICs) of each Battalion staff section (S-1, S-3, S-4, Supply, Career Planners, Reserve Liaison Officer, and Legal Officer), and members of the Company Staff in key leadership billets (XO and 1stSgt; see Enclosure (2) for CoGySgt).

(3) The Battalion Executive Officer will serve as the RS for the OIC of each staff section (S-1, S-3, S-4, Supply, and Legal), and the SNCOs and NCOs of special staff sections that do not have an OIC to serve as the RS (i.e. Career Planners, SAPR, SACO, and Legal).

(4) The Battalion Executive Officer will serve as the RO for officers (other than the OIC) assigned to each section of the battalion staff, Section Chiefs, and members of the Company Staff (except as described in paragraph 4.c.(2) above) if there is no Company XO to serve as the RS (which would otherwise make the Company CO the RO for the Marine). The Battalion Executive Officer also serves as the RO, as required, for remaining battalion staff personnel.

(5) Enclosure (2) shows the MRO/RS/RO relationship for most of the Battalion Staff. Marines whose billets are not listed in the enclosure will submit their MRO to the first officer in their reporting chain (usually their OIC), who will serve as the RS.

(6) In addition to the annual MBS training facilitated by the Adjutant, Marines in the grade of E-5 and above should refer to MMRP-30's website for detailed information and additional training. Local training can be conducted using the Power Point presentation provided here: <https://www.manpower.usmc.mil/webcenter/portal/MMRP30>. Submit training rosters to the Adjutant.

5. Administration and Logistics

a. Memorandums of Agreement (MOAs). Headquarters Battalion (HQ Bn) exercises Special Court-Martial Convening Authority (SPCMCA) and administrative control (ADCON) over the Marines permanently assigned to various general officer level organizations (e.g. M&RA, CD&I/MCCDC and TECOM). These organizations exercises daily tasking authority and management responsibility over their assigned Marines. Accordingly, under the terms of the MOAs, the respective organizations are responsible for processing and monitoring of fitness reports and all other PES functions for personnel assigned to their respective organizations.

b. Navy Personnel. Any Fitness Reports for Navy officers, or Evaluation Reports for Navy enlisted personnel, will be written and processed in accordance with reference (b).

6. Command and Signal.

a. Command

(1) This Order applies to the Battalion Command Post (MCC 01E). Personnel, assigned to the supported organizations, who fall under the administrative control the Battalion, are addressed in paragraph 5.a. of this Order.

(2) Submit recommended changes to this Order to the HQ Bn S-1.

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

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R. J. SCHMIDT

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	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	OCT	OCT
2NDLT	JAN/JUL	APR	N/A
1STLT	OCT/APR	OCT	OCT
CAPT	MAY	SEP	JUN
MAJ	MAY	APR**	APR**
LTCOL	APR*	APR**	APR**
COL	APR*	APR**	APR**
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. Reserve members who are considered for an Active Component selection board will receive AN reports while those who are considered 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 (SA) vice annual (AN).

4. Review MARADMINs 255/21 (Ht/Wt Comment); MARADMIN 473/21 AD Due Date Changes\*; and MARADMIN 735/21 AR Due Date Changes\*\*.

## HQ Bn Fitness Report Reporting Scheme

<u>MRO</u>	<u>RS</u>	<u>RO</u>
<u>Battalion Staff</u>		
Battalion CO	CG, TECOM	CG, TECOM
Battalion XO	Battalion CO	TECOM CoS/DCG
Battalion SgtMaj	Battalion CO	CG, TECOM
S-1 Officer	Battalion XO	Battalion CO
S-1 Chief	S-1 Officer	Battalion XO
S-3 Officer	Battalion XO	Battalion CO
S-3A Officer/IMO	S-3 Officer	Battalion XO
S-3 Chief	S-3 Officer	Battalion XO
S-4 Officer	Battalion XO	Battalion XO
S-4 Chief	S-4 Officer	Battalion XO
Armory Chief	S-4 Officer	Battalion XO
Supply Officer	S-4 Officer	Battalion XO
Supply Chief	Supply Officer	S-4 Officer
Warehouse Chief	Supply Officer	S-4 Officer
Career Planners*	Battalion XO	Battalion CO
Legal Chief	Battalion S-1	Battalion XO
Reserve LNO*	Battalion XO	Battalion CO
SACO/EOR*	Battalion XO	Battalion CO
Other Officers	Section OIC	Battalion XO
<u>Company Staff</u>		
Company CO	Battalion CO	TECOM CoS/DCG/SUPORG
Company XO	Company CO	Battalion CO
Company 1stSgt	Company CO	Battalion CO
Company GySgt <sup>1</sup>	Company XO	Company CO
Company GySgt <sup>2</sup>	Company CO	Battalion XO
Other company staff <sup>1</sup>	Company XO	Company CO
Other company staff <sup>2</sup>	Company CO	Battalion XO

1 = If the company has a Company XO

2 = If the company does not have a Company XO

\*Special Staff officers will report to the S-1 Officer for all administrative requirements.