



UNITED STATES MARINE CORPS  
HEADQUARTERS AND SERVICE BATTALION  
MARINE CORPS BASE QUANTICO  
2006 HAWKINS AVENUE  
QUANTICO, VIRGINIA 22134

BnO 1610.2F  
B 07-1  
FEB 05 2020

BATTALION ORDER 1610.2F

From: Commanding Officer  
To: Distribution List

Subj: PERFORMANCE EVALUATION SYSTEM

Ref: (a) MCO 1610.7A (Performance Evaluation System)  
(b) MCBO 1610.1E (Performance Evaluation System, MCB Quantico/MCCDC)  
(c) BUPERSINST 1610.10D (Navy Performance Evaluation System)

Encl: (1) Annual Fitness Report Schedule (AN and AR Reports)  
(2) HQSVC Bn Fitness Report Reporting Scheme

1. Situation. Per reference (a), the Performance Evaluation System (PES) is primarily 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. It is through this process that accurate, timely, and complete records of a Marine's performance, potential, and personal and professional qualities are established.

2. Cancellation. BnO 1610.2E

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") by identifying Reviewing 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 and 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

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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 occurs that requires immediate reporting to the Commandant of the Marine Corps. Coordinate with the Battalion Legal Officer to obtain 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 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 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.

(d) Review and screen the CTR for the RUC/MCC of 30002/012, no less than quarterly, 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. Contact personnel identified as delinquent in processing their reports to attempt to resolve the delinquency.

(e) Review and screen the Missing Last Annual Reports and Date Gap Queries at least quarterly to ensure record discrepancies are corrected. Contact personnel identified as having missing reports or date gaps, and advise them to contact their RS and or RO attempt to resolve the issue.

(f) Maintain a record log that annotates the Fitness Report Inventory check for every E-5 through O-5 who has checked into the Command Post within the preceding 12 months. This record log will be reviewed and screened no less than quarterly.

(g) 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. Each month, provide the S-1/Adjutant a roster of all Marines, in the grades of E-5 and above, within the battalion who were subject to non-judicial punishment or court martial. This roster will include the following information: Name of the Marine, EDIPI, rank prior to NJP or court 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 end of the reporting period.

(4) Reporting Senior (RS). Submit fitness reports to the RO as follows:

(a) Within 15 calendar days following the end of the reporting period.

(b) Within 15 calendar days prior to the detachment of the RS.

(c) Within 15 calendar days following 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. Forward all adverse officer reports for sighting by the Base Commander via the reporting chain.

(c) 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, Battalion S-3 officer, and the Company Commanders.

(2) The Battalion Commander serves as the RO for the officers in charge (OIC) of each battalion primary and special staff section, the Assistant S-3 Officer, S-3 Chief, and members of the Company Staff in key leadership billets (XO, 1stSgt, and Company Gunnery Sergeant).

(3) The Battalion Executive Officer will serve as the RS for the OIC of each staff section (S-1, 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. CRS, 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 Commander 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 relationships 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.

5. Administration and Logistics

a. Memorandums of Agreement (MOAs). Headquarters and Service Battalion (HQSVC Bn) exercises Special Court Martial Convening Authority (SPCMCA) and administrative control (ADCON) over the Marines permanently assigned to various organizations aboard Marine Corps Base Quantico (e.g. M&RA, MCCDC,

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and TECOM). These entities are referred to as "supported organizations". These supported organizations exercise daily direction and control over their assigned Marines. Unlike a typical or doctrinal headquarters battalion, there is no common commander over the HQSVC Bn and its supported organizations. These unique command relationships make it difficult to align roles and responsibilities and achieve unity of effort with respect to the training and administration of assigned Marines. These challenges result in gaps and redundancies particularly in the management and execution of functional area programs. Accordingly, the Battalion has entered into MOAs with the supported organizations. Under the terms of the MOAs, the supported organizations are responsible for the processing and monitoring of fitness reports and all other PES functions for personnel assigned to their respective organizations, except where specifically noted in this Order.

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 (c).

c. Proficiency and Conduct Marks (Pros & Cons). Pros & Cons for Marines in the grades of E-1 through E-4 do not fall under the scope of the PES or this Order. Please refer to the Marine Corps Individual Records Administration Manual (P1070.12K W/CH 1), or IRAM, for issues relating to this topic.

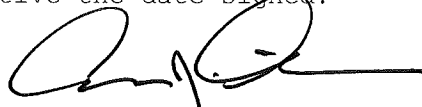
## 6. Command and Signal

### a. Command

(1) This Order applies to the Battalion Command Post only. Personnel assigned to 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 HQSVC Bn S-1.

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



E. J. DANIELSON

PERFORMANCE EVALUATION SYSTEM

APPENDIX A

ANNUAL FITNESS REPORT SCHEDULE (AN AND AR REPORTS)

GRADE OF	REPORTING PERIOD ENDS LAST DAY OF ACTIVE COMPONENT	REPORTING PERIOD ENDS LAST DAY OF RESERVE COMPONENT	REPORTING 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	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 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 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 (SA) vice annual (AN).

## HQSVC Bn Fitness Report Reporting Scheme

MRO	RS	RO
<u>Battalion Staff</u>		
Battalion CO	Base Cmdr	Cmdr, MCICOM
Battalion XO	Battalion CO	Base Cmdr
Battalion SgtMaj	Battalion CO	Base Cmdr
S-1 Officer	Battalion XO	Battalion CO
S-1 Chief	S-1 Officer	Battalion XO
S-3 Officer	Battalion CO	Base CoS
S-3A Officer	S-3 Officer	Battalion CO
S-3 Chief	S-3 Officer	Battalion CO
S-4 Officer	Battalion XO	Battalion CO
S-4 Chief	S-4 Officer	Battalion XO
Armory Chief	S-4 Officer	Battalion XO
Supply Officer	Battalion XO	Battalion CO
Supply Chief	Supply Officer	Battalion XO
Warehouse Chief	Supply Officer	Battalion XO
Special Staff Sections <sup>1</sup>	Battalion XO	Battalion CO
Other Officers	Section OIC	Battalion XO
<u>Company Staff</u>		
Company CO	Battalion CO	Base Cmdr
Company XO	Company CO	Battalion CO
Company 1stSgt	Company CO	Battalion CO
Company GySgt	Company CO	Battalion CO
Other company staff <sup>2</sup>	Company XO	Company CO
Other company staff <sup>3</sup>	Company CO	Battalion XO

1 = Special Staff sections include Career Planner, SACO, SAPR, and Legal Office  
2 = If the company has a Company XO  
3 = If the company does not have a Company XO