

MARINE CORPS ORDER P1610.7E Ch 9

From: Commandant of the Marine Corps
To: Distribution List

Subj: PERFORMANCE EVALUATION SYSTEM (SHORT TITLE: PES)

Encl: (1) New page inserts to MCO P1610.7E
(2) List of Effective Pages

1. Situation. To transmit new page inserts to the basic Manual.
2. Mission. To notify all on the distribution list of the revisions and policy changes to the basic Manual.
3. Execution
 - a. Commander's Intent and Concept of Operations
 - (1) Commander's Intent. Enclosure (1) is the guide for the specific changes and a summary of those changes is as follows:
 - (a) Incorporation of changes 5 through 8 previously published as MARADMIN messages.
 - (b) Options available to access the Form Flow version or Windows Front End (WinFE) Application version for fitness report preparation.
 - (c) Clarify basis of RO's Comparative Assessment mark and evaluative review comments.
 - (d) Clarify the Senior Marine Representative at a non-Marine command, for fitness report responsibilities, is the senior Marine officer present and when assessment comments are appropriate.
 - (e) New instructions when RS is a flag officer or equivalent.
 - (f) Clarify situations when a To Temporary Duty (TD) report does not require "official" TAD orders.
 - (g) Define proper reporting occasion when activated reservists are deactivated.
 - (h) New RO review option for not observed and extended reports, and new referral responsibilities to the MRO on adverse reports.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(i) New reporting of weapons requalifying on Marines not allowed to requalify because of Lautenberg Amendment to the Gun Control Act of 1968.

(j) New reporting requirements on Marines who do not meet weight/body fat regulations and how it relates to PFT.

(k) New reporting requirements on PFT failures and assignment to the Body Composition Program (BCP).

(l) Detailing of combat fitness report criteria.

(m) New Appendix M on purpose, definition, and rules in identifying fitness report date gaps.

(n) Add TAD occasions for general officer reports.

b. Subordinate Element Missions. Comply with the intent of enclosures (1) and (2).

c. Coordinating Instructions. Submit all recommendations concerning this change, and the basic Manual, to the Commandant of the Marine Corps (MMSB-30) via the appropriate chain of command.

4. Administration and Logistics

a. Significant changes in the revised pages for this change are denoted by an arrow (→) symbol.

b. This Manual is published electronically and can be accessed online via the Marine Corps homepage at <http://www.usmc.mil>.

c. For commands without access to the Internet, hard copy and CD-ROM versions of Marine Corps directives can be obtained through Marine Corps Publications Distribution System (MCPDS).

5. Command and Signal

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

b. Command. This Manual is applicable to the Marine Corps Total Force.

R. A. HUCK

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PERFORMANCE EVALUATION SYSTEM

LIST OF EFFECTIVE PAGES

1. The following is a list of pages in effect after insertion of this Change. Missing pages should be obtained by requisitioning the basic Manual and/or pertinent Change(s) in accordance with MCO P5600.31.

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PERFORMANCE EVALUATION SYSTEM

INTRODUCTION

0001. **PURPOSE**. This Manual publishes the policies, procedures, and administrative instructions for the operation and management of the Performance Evaluation System (PES).

0002. **STATUS**

1. Requirements in this Manual are binding on all commanders, officers in charge, and personnel serving as reporting officials.

2. Any deviation from instructions in this Manual must be authorized by the CMC (MMSB-30).

0003. **SCOPE**. This Manual defines performance evaluation authority and responsibilities and contains instructions for the preparation, submission, and processing of Marine Corps fitness reports. The role of Headquarters Marine Corps is to maintain the PES and Optical Digital Imaging System.

0004. **RESPONSIBILITY**. The currency, accuracy, and modification of this Manual is the responsibility of the CMC (MMSB-30). Distribution is the responsibility of the CMC (AR). Headquarters Marine Corps staff agencies and field commands are responsible for timely entry of changes and physical maintenance of their copies of this Manual.

→ 0005. **PUBLICATIONS LISTING**. There are several options for obtaining this directive. The first option is to order the Marine Corps Administrative Publications and Forms Electronic Library CD (PCN: 71000025200). This option is available to commands having access to the Marine Corps Publications Distribution System (MCPDS). This option will provide the user with an on-hand accessible copy of this directive on CD. The second option is to log onto the USMC website at www.usmc.mil. This Manual with all changes incorporated can be accessed here. Once in the site, click on PUBLICATIONS (header line), click on Marine Corps Publications, click on Marine Corps Order/Directives (left column), and locate MCO P1610.7_, Performance Evaluation System Manual. The third option is to log onto the MMSB website at <https://www.mmsb.usmc.mil>. This option will allow the user to download the basic manual and all changes.

0006. **ORGANIZATION**

1. This Manual is organized in chapters which are numbered sequentially and listed in the contents.

PERFORMANCE EVALUATION SYSTEM

CHAPTER 1

CONCEPTS AND OVERVIEW

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PERFORMANCE EVALUATION SYSTEM

CHAPTER 1

CONCEPTS AND OVERVIEW

1001. SCOPE

1. The Marine Corps Performance Evaluation System (PES) provides for the periodic reporting, recording, and analysis of the performance and professional character of Marines in the grades of sergeant through major general. Its fundamental concepts are accuracy, accountability, simplicity, and consistency of policy and evaluation methods. Achieving these concepts requires standardization of the evaluation chain, supervision throughout the system, and the education of all participants in the system. Reporting seniors document their observations and assessment of the performance and character of a Marine on the USMC Fitness Report, NAVMC 10835A-E and NAVMC 11297 (Addendum Page), see Appendixes B and C. The fitness report document, through written communication to the Commandant of the Marine Corps (CMC), provides a history of a Marine's performance and potential.

→ **NOTE:** You may access the blank fitness report via the locally installed Windows Front End (WinFE) Application, Version 3.0, which can be downloaded from the Personnel Management Support Branch (MMSB), Headquarters Marine Corps website at <https://www.mmsb.usmc.mil>. You may also access a FormFlow version of the form from the Marine Corps Electronic Forms System (MCEFS), <http://www.hqmc.usmc.mil/ar/recmgmt.nsf>. The fitness report, addendum page, and the graphic on page five are listed separately on this website.

The fitness report is:

a. A vital portion of a Marine's Official Military Personnel File (OMPF) held at Headquarters Marine Corps (HQMC) by the Personnel Management Support Branch (MMSB).

b. Not a communication to, nor a counseling document for, the Marine.

2. The PES comprises the policies, procedures, and responsibilities for the preparation, processing, and maintenance of fitness reports. Reports must provide accurate and complete profiles of the professional qualities of Marines.

3. For purposes of brevity, this Manual uses the term reporting officials to simultaneously refer to the reporting senior (RS), the reviewing officer (RO), and the third officer sighter when appropriate. Abbreviations:

a. RS's and RO's mean possessive forms.

b. RSs and ROs mean plural form.

c. MRO refers to the Marine reported on.

1002. PURPOSE. Primarily, the PES supports the centralized selection, promotion, and retention of the most qualified Marines of the Active and Reserve Components. Secondarily, the PES aids in the assignment of personnel and supports other personnel management decisions as required.

1003. **OBJECTIVES OF THE SYSTEM.** For a credible and accurate recording of the history of an individual's performance, the PES must accomplish the following objectives:

1. **Accurate Fitness Reports.** The evaluation must:

a. Reflect an assessment of performance of assigned duties and responsibilities against an understood set of requirements, individual capacity, and professional character.

b. Center on individual performance during a designated period of observation.

c. Report fact and the reporting official's objective judgments based on Marine Corps standards; not conjecture.

d. Ensure narrative portions of the evaluation are clear in their meaning and free of ambiguities and innuendoes.

2. **Preventing Inflation.** Countering inflation begins with the reporting officials, specifically the RS and RO, who must accurately report a Marine's performance.

a. The design of this report limits the ability of RSs to unjustifiably or artificially inflate a Marine's performance.

b. Reports must be based on a Marine's performance vice sociability. Reporting officials can inadvertently render these controls ineffective by preparing and submitting fitness reports that fail to adhere to both the letter and the spirit of this Manual.

3. **Timely Receipt.** Timely receipt of fitness reports (within 30 days of the end of the reporting period) by HQMC ensures complete and accurate updates of Marines' OMPFs. As a leadership responsibility, reporting officials and commanders must ensure timely submission of fitness reports.

4. **Ensuring Complete Records.** The submission of administratively and procedurally correct fitness reports will expedite processing, thereby ensuring a complete, continuous record of each Marine's performance and potential.

5. **Providing Information for Selection Boards.** Fair and accurate personnel management decisions require complete fitness report records for all Marines. The culmination of accurate, fair, and timely fitness reports is a documented history of individual performance and potential required by HQMC selection boards.

1004. **SIGNIFICANCE OF THE FITNESS REPORT.** The Commandant's guidance for the PES is: "The completed fitness report is the most important information component in manpower management. It is the primary means of evaluating a Marine's performance. The fitness report is the Commandant's primary tool

available for the selection of personnel for promotion, retention, augmentation, resident schooling, command, and duty assignments. Therefore, the completion of this report is one of an officer's most critical responsibilities. Inherent in this duty is the commitment of each reporting senior and reviewing officer to ensure the integrity of the system by close attention to accurate marking and timely reporting. Every officer serves a role in the scrupulous maintenance of this evaluation system, ultimately important to both the individual and the Marine Corps. Inflationary markings only serve to dilute the actual value of each report, rendering the fitness report ineffective. Reviewing officials will not concur with inflated reports."

1005. KEY CONCEPTS

- 1. **Fairness**. The fitness report is a communication between reporting officials and the CMC, via the commander with oversight responsibilities (see paragraphs 1007.4 and 2007). Reporting officials must provide fair and thorough evaluations.
- a. Reviewing officers and commanders must take active roles in mentoring and communicating with RSs when an RS has not adhered to the spirit and intent of this Manual.
 - b. Influence or pressure by ROs or commanders to modify fitness report marks or comments is unacceptable, except to ensure that reporting officials adhere to Marine Corps policy.
2. **Focus**. The fitness report is a documentation of observations and assessments of individual performance, personal qualities, character, and potential to serve at a more senior level. The fitness report is not:
- a. A disciplinary tool.
 - b. A lever to exert influence.
 - c. A counseling document for the MRO.
3. **Measurement**. Reporting seniors must evaluate against missions, duties, tasks, and standards as communicated by the RS to the MRO. Measure Marines against known Marine Corps values and soldierly virtues, not against a personal set of precepts and unreasonable expectations.
4. **Ethics**. Professional ethics constitute one of the foundations of the PES. Reporting officials must preserve the high standards of Marine Corps integrity and moral courage. Personal biases have absolutely no place in the process.
5. **Avoiding Zero Defects**. Reporting officials must consider that Marines develop by having the latitude to make mistakes. Reporting officials must encourage initiative, aggressiveness, creativity, courage, and development of warfighting skills and not dampen them by fear of making mistakes. Attaining perfection certainly is a legitimate goal, but rarely is it a reality. The realistic goal is to experience, learn, and grow professionally.

- 6. **Counseling**. The PES and counseling, as addressed in the USMC User's Guide to Counseling (NAVMC 2795), are separate but complementary. Leaders must counsel Marines to transmit the guidance, performance standards, and direction important for the MRO's success and continued development. The complementary relationship between the counseling process and the PES begins when the RS and MRO meet to develop the MRO's billet description. It then becomes a regular and continuous process with additional sessions to review billet descriptions, establish new goals, and develop performance. As a result, the performance evaluation process should not produce any surprises for the MRO. Periodic performance evaluation can also help clarify and crystallize the subjects on which the counseling process should focus. Any counseling program which relies on final evaluations as a tool to force behavioral changes is without merit and must be avoided. The PES highlights past performance; counseling shapes future performance. **The fitness report is not a counseling tool!**

1006. **EVALUATION CYCLE**

1. **MRO and RS Develop Billet Description**. The evaluation cycle begins with the MRO and the RS developing a clear understanding of the RS's expectations. At the beginning of the reporting relationship, the MRO and the RS will meet to establish and formalize a billet description for the MRO that focuses on the essential elements of the MRO's billet in specific and concise terms.
2. **MRO Provides Summary of Accomplishments**. Prior to the end of the reporting period, the MRO should provide a summary of accomplishments to the RS. The summary of accomplishments provides the MRO an opportunity to highlight significant events, awards, and professional military education (PME) accomplishments of which the RS may not be aware. The CMC directs the use of the MRO worksheet (Appendix D) for billet description and summary of accomplishments documentation.
3. **RS Action**. The RS completes the evaluation per the provisions of this Manual and forwards the report to the RO.
4. **RO Action**. The RO completes his or her portion of the evaluation and reviews the report, ensuring it is accurate and administratively correct. The RO then forwards the report to the CMC (MMSB-32). Reviewing officers at the operational battalion or squadron level will forward the report via the organization's command element.
5. **HQMC Action**. The Personnel Management Support Branch reviews the report for adherence to policy and correctness then processes and files it in the MRO's OMPF, thus completing the cycle.

1007. **GENERAL RESPONSIBILITIES**

1. **Marine Reported On (MRO)**. The MRO is the subject of the fitness report. 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.

2. **Reporting Officials.** All reporting officials play a key role in the evaluation process. They must know the policies and procedures set forth in this Manual, ensuring strict adherence to the objectives and tenets of the system.

3. **All Leaders.** Many billet assignments are not self-explanatory and Marines do not always work within their military occupational specialty(MOS). All leaders must ensure their Marines understand the mission and their individual responsibilities; specifically, by defining tasks and standards expected, and resources available to complete those tasks. In the case of enlisted fitness reports, the RS may include the MRO's immediate enlisted or civilian supervisors in the evaluation and review process. The technique is a matter of choice to the RS, but one method is to require the MRO's supervisor to write a separate evaluation of the Marine. This recommendation then becomes one additional source the RS uses in the completion of the final fitness report. Additionally, inclusion of the unit's senior enlisted leadership; i.e., the First Sergeant, Sergeant Major, or SNCOIC, in the review process will help ensure equitable reporting while guarding against unintended inflation.

4. **Commanders.** As representatives of the CMC, all commanders must ensure reporting officials uphold PES policy. Regardless of the communicative nature of the fitness report between the reporting officials and the CMC, commanders retain responsibility for proper submission of reports. The influence of personal example, leadership, and strong PES education programs best ensures the integrity and credibility of the system. The Fitness Report Audit Program (FRAP), addressed in Chapter 9, provides commanders a tool in helping their Marines ensure their records are complete.

5. **Headquarters Marine Corps.** The Personnel Management Support Branch promulgates policy, processes and maintains fitness report information, and serves as the administrator of the PES.

→ 1008. **AUTHORITY.** The CMC vests central authority and responsibility for the PES to the Deputy Commandant for Manpower and Reserve Affairs. This Manual is the only authorized policy for the system. Additional PES policy requirements published in other Marine Corps directives are not authorized unless specifically approved by the central authority or referenced in this Manual.

a. Inherent in this duty is the commitment of the RS to preserve the integrity of the PES by having the moral courage to report with utmost accuracy. Inflated markings, patronizing comments, and other techniques designed to "game the system" and give the MRO an undeserved advantage over contemporaries are acts of misplaced loyalty and ultimately hurt the institution.

→ b. When a level of leadership or supervision exists between the RS and the MRO (an NCOIC, for example), the RS must ensure free communication of input and feedback among all parties regularly throughout the reporting period.

3. **Responsibilities**. The RS must:

a. Provide in-depth observation of the MRO's performance, professional qualities, and potential. RS's should pay particular attention to Marines at remote locations and on special assignments to ensure accurate evaluations of these Marines.

b. Establish and formalize or review section B (Billet Description) at the outset of each reporting period; determine or make necessary adjustments; and counsel the MRO on his or her duties, responsibilities, and the RS's expectations.

c. Determine fitness report requirements for subordinate Marines and prepare the reports (see Chapter 3, Submission Requirements).

→ d. Review the MMSB website, addressed in paragraph 1001, 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. **NOTE:** The RS will assist the MRO in resolving date gaps per paragraph 8009.

e. Accurately complete sections A through I (appropriate marks and justifications) and the RS's Certification in section J-1 (see paragraph 4013).

f. Forward fitness reports to the RO in a timely manner in order to comply with the time constraint set forth in this Manual.

→ g. Although not required by this Manual, the RS should counsel the MRO throughout the reporting period, as appropriate, and other than the occasions of fitness report preparation per USMC User's Guide to Counseling (NAVMC 2795).

2004. **REVIEWING OFFICER**

1. **Definition**. The RO is the first commissioned or warrant officer (or civilian GS-10/equivalent or above) senior in grade to the RS and the officer directly responsible for the primary taskings, supervision, and evaluation of the RS. In unique situations, senior enlisted Marines may serve as ROs with an approved policy waiver.

2. **Role.** As the critical link in the reporting chain and the key to the viability of the PES, ROs must provide the experienced leadership, supervision, and detached point of view necessary to ensure consistent, accurate, and unbiased evaluations. Reviewing officers ensure adherence to policy and, as the last officer/supervisor in the normal reporting chain, are responsible for all subordinate performance evaluation activities. The RO must focus on eliminating inflated marks, and unwarranted and unclear comments. Reviewing officers have two principal means to accomplish this purpose:

a. The knowledge by all concerned that ROs will closely scrutinize reports prior to forwarding them to HQMC. Stated in terms of commander's intent, ROs will not concur with inflated reports.

b. Formal evaluation of the RS (as an MRO) for fulfillment of his or her evaluation responsibilities as an RS.

3. **Responsibilities.** The RO must:

a. Make every reasonable effort to know the professional capabilities of the Marines whose reports they review.

b. Ensure the accuracy and timely submission of fitness reports and take corrective action to eliminate inflated and/or late fitness report submission.

→ c. Complete section K, to include narrative comments on the MRO's potential, and provide seasoned insights to evaluations (see paragraph 4014). Write and grade only from what you personally know or have gleaned from objective documentation of MRO's performance.

d. Educate subordinates regarding fitness report responsibilities, PES policies (e.g., inflation control), and proper evaluation methods. Although this responsibility neither equates to nor authorizes ROs to order an RS to modify a report, ROs will direct RSs to clarify or modify reports that do not adhere to policy, appear to contain inflated marks, insufficient justifications, or ambiguous and unsupported comments. In cases where the RO and RS cannot resolve their disagreement on the content of a report, the RO will use section K to note nonconcurrency. **NOTE:** When the RO believes the report is inflated but the RS will not change the report, the RO must nonconcur with the inflated report.

e. Indicate in section K authorization for the RS to complete a fitness report on an officer of equivalent grade (see paragraph 2010.4).

f. Assess adverse reports and adjudicate factual differences between the RS's evaluation and the MRO's statement, if submitted, and forward adverse reports to the appropriate officer for third officer sighting (see paragraph 5005). **NOTE:** When disagreement exists between an RS and MRO as to whether a report is adverse, the RO will make the determination.

g. Ensure completed fitness reports arrive at HQMC within 30 days of the end of the reporting period.

h. Assume the RS responsibilities upon death, incapacitation, or relief for cause of an RS. The amplifying guidance pertaining to these situations per paragraph 2010.5 applies.

i. Within an operational battalion or squadron reporting chain, ROs will submit the completed report via the command element for screening. The command element will forward the report to the CMC (MMSB-32). Paragraphs 2007 and 2009 amplify command element responsibilities.

2005. **THIRD OFFICER SIGHTING.** The duties and responsibilities of a third officer sighter involve adverse fitness reports. The third officer sighter is normally the RS of the RO, however, certain exceptions may apply. See paragraph 5005 for specific instructions.

→ 2006. **COMMANDANT OF THE MARINE CORPS.** Chapter 8 describes the HQMC functions regarding PES management. The Deputy Commandant for Manpower and Reserve Affairs, as the Commandant's direct representative, establishes all policies regarding the PES. The Personnel Management Support Branch, Personnel Management Division, Manpower and Reserve Affairs Department is the HQMC agency which performs those functions necessary to support the reporting officials and ensure adherence to policy.

2007. **COMMANDERS.** All commanders have a responsibility to review reports at the command level for adherence to policy to include inflated markings, insufficient justifications or unwarranted comments. Direct involvement is especially significant at the operational battalion and squadron level. This not only helps to maintain the integrity of the PES, it allows commanders the opportunity to assess their subordinates' performance as reporting officials.

→ 2008. **SENIOR MARINE REPRESENTATIVES.** The senior Marine officer representative 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 this Manual. Additionally, the senior Marine representative must review all fitness reports for administrative correctness and may comment on the MRO, as appropriate, per instructions in paragraph 6008.2c.

2009. **SENIOR ENLISTED ADVISORS.** Though not in the reporting chain, all senior enlisted advisors have the responsibility to assist reporting officials and commanders in completing and processing enlisted fitness reports per the provisions of this Manual.

2010. **SPECIAL SITUATIONS.** The following amplifying guidance applies to special situations.

1. **Adverse Reports.** Because of the sensitive nature and impact of adverse reports, reporting officials will ensure they handle these reports per Chapter 5.

2. **Non-Marine Reporting Officials**. Definitions, roles, and responsibilities of the RS and RO are applicable to officers of other branches of the armed services, officers of foreign nations, and civilians in positions of authority under whom the MRO may serve. Civilian RS authority starts with GS-9/equivalent (see paragraphs 2003.1 and 6008).

→ 3. **Multiple and Simultaneous Regular Duty Assignments**. Occasionally, operational necessity will require assigning Marines to more than one primary duty, with each having its own operational (reporting) chain. When applicable, submit separate reports via each reporting chain. Example: MRO is a regimental commander also serving as camp commander. The regimental commander receives reports from both division and base commanding generals. Another example: MRO belongs to a non-Marine command but as a result of a letter of instruction (LOI) or similar document, has specific Marine Corps responsibilities to the senior Marine officer present. The latter may submit a simultaneous report addressing Marine Corps matters only. These are separate and distinct report occasions per paragraph 3003.3 as applicable. Forward each report for review through the appropriate reporting chain. **NOTE:** Begin section I with the following statement: "Simultaneous report". The RS will then explain the circumstances, which warranted a simultaneous report.

4. **Seniority Issues**. The following rules apply:

a. The RS will never be junior in grade to the MRO.

b. In situations where the MRO is the same grade as the RS, elevate the reporting chain one level to the next senior officer or civilian equivalent supervisor. **NOTE:** The only exceptions to this policy are when the RS is the commanding officer or officer in charge, when the RS is frocked to the next senior grade but holds the same permanent grade, and when the RO authorizes a staff officer of equivalent grade to the MRO to function as the RS by so indicating the authorization in section K (see paragraph 2004.3).

c. The same seniority relationships apply between the RS and the RO. When the RO is the same grade as the RS, comments in section K must indicate the authority source.

5. **Reporting Senior's Death, Incapacitation, or Relief**. When an RS dies, becomes physically or mentally incapacitated, or is relieved for cause, process the report as follows:

a. The RO will complete a Change of Reporting Senior (CH) report on all affected Marines and forward the reports for review to the next senior officer in the reporting chain.

b. This next senior officer will include a mandatory comment in section K stating the reason for submission. Submit an observed evaluation if ample opportunity for observation exists.

c. The former RO will continue as the new RS, pending the replacement of the original RS. If a permanent replacement is due for assignment within 90

days, the former RO will delay the CH report until that time to avoid repetitious reporting and duplication of effort.

6. **Modifications to the Standard Reporting Chain.** The reporting chain applies throughout the Marine Corps and to all assignments external to the Marine Corps. Authorized modifications to this reporting chain are:

a. When dictated by unusual operational or command relationship situations. Commanding generals may modify the reporting chain (one-time basis) to deal with these situations. ROs will specify the reason in section K.

b. For unique operational situations. Commanders may request permanent waivers to alter the reporting chain from the CMC (see paragraph 6002).

c. For MROs assigned to duty external to the Marine Corps (see paragraph 6008).

d. For unresolved conflicts and lack of professional objectivity. Commanding generals may modify the reporting chain (on a case by case basis) to deal with these situations. Commands should initiate this action when compromising circumstances occur that may prevent the RS from exercising professional objectivity in a particular situation. Reporting seniors may also elect to request this modification, when in their opinion, a perception of a lack of professional objectivity may serve to invalidate a report. The RO must explain the change in RS in section K. **NOTE:** Initiate similar action if the RO is so compromised.

→ e. **When the RS is a Flag Officer or Equivalent.** On reports for colonel and below, if reviewing officer responsibilities as defined in paragraph 2004, as modified by paragraph 2010.6a and b above, or as prescribed in Table 4.2 of MCO P5000.21 (Headquarters Marine Corps Administrative Manual) do not exist, and the review would be nothing more than a pro forma "admin review," the RS is authorized to:

- (1) Mark the section K-3, comparative assessment pyramid.
- (2) Sign and date block K-5.
- (3) Place personal information in section A, both blocks 10a and 11a.
- (4) Forward the completed report to the CMC, MMSB-32.

2011. **MAINTAINING PERSONAL NOTES.** Occasionally, a submitted fitness report fails to reach HQMC, becomes lost, or destroyed in processing. To aid resubmission of such a report, reporting officials should maintain a personal copy or sufficient personal notes for at least 5 years to ensure that, if required by circumstance, an accurate reconstruction of the report is possible. Under no conditions will these personal copies or notes be provided to others, maintained as a system of organizational files, or left behind upon detachment.

PERFORMANCE EVALUATION SYSTEM

CHAPTER 3

SUBMISSION REQUIREMENTS

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PERFORMANCE EVALUATION SYSTEM

CHAPTER 3

SUBMISSION REQUIREMENTS

3001. **GENERAL.** The Marine Corps Performance Evaluation System provides a continuous chain of fitness reports that cumulatively covers every day a Marine serves in the grade of sergeant through major general. Submit fitness reports only as specifically required by this Manual and only by individuals in a Marine's proper reporting chain as defined in paragraphs **2003** and **2004**.

3002. **FITNESS REPORT SUBMISSION SCHEDULE.** Submit fitness reports as the occasions defined in this chapter occur or per the schedule in Appendix A, whichever occurs first. **NOTE:** See paragraph 7004 when combat or other unique operational situations preclude the timely submission of fitness reports.

3003. REPORTING OCCASIONS

1. Reporting occasions are designed to:

- a. Obtain a continuous chain of fitness reports on each Marine.
- b. Reduce those situations wherein a Marine has two RSs.
- c. Provide meaningful reports for every primary billet assignment held.

2. Occasions for General Officers

a. Generals and lieutenant generals will not receive performance evaluations.

→ b. Major generals' reporting occasions are Change of Reporting Senior, Transfer, Grade Change, To Temporary Duty, and From Temporary Duty.

→ c. Brigadier generals' reporting occasions are Change of Reporting Senior, Transfer, Grade Change, To Temporary Duty, From Temporary Duty, and Annual.

3. **Occasions for Grades Sergeant Through Colonel.** Marines in the grades of sergeant through colonel require fitness reports for any of the following 13 occasions:

<u>Occasion</u>	<u>Code</u>
Grade Change	GC
CMC Directed	DC
Change of Reporting Senior	CH
Transfer	TR
Change of Duty	CD

→ b. The RS at the parent command must submit a retroactive "to TD" report when a Marine on a temporary duty assignment projected to last 30 or less days gets extended to 31 days or longer. **NOTE:** This situation also applies when a Marine is sent without "official" TAD orders to work at another command awaiting resolution of administrative or disciplinary/investigative matters.

c. The MRO's parent command has no additional fitness report submission requirement for Marines on temporary duty for 31 days or longer.

d. If the RS at the parent command deems an MRO's temporary duty assignment lasting 30 days or less significant, address it in section C and/or I of the MRO's next report per paragraphs 4005 and 4012.

e. In those cases of Marines having multiple TAD sites, where each TAD site requires submission of a completed report, each TAD site will submit a "TD" report sending the Marine to the next TAD site with the final TAD site submitting the required "FD" report returning the Marine to their parent command.

7. **From Temporary Duty (FD)**. The RS at the command where the MRO is assigned temporary duty must submit an FD report when a Marine terminates a temporary duty assignment or a member of the SMCR terminates ADSW orders lasting 31 days or longer.

a. The report must cover the period from the end date of the MRO's TD report to the day before the MRO departs for his or her parent command.

b. Due to the significance of temporary duty assignments, the RS must submit an observed report.

c. Early termination of temporary duty originally projected to last 31 days or longer requires submission of an FD report. The RS must state the reason for the early termination in section I. Termination for cause requires the appropriate processing and review per Chapter 5.

d. Only submit a not observed report when the early termination absolutely prevents meaningful appraisal and is not a relief for cause.

e. See paragraph 6004 for guidance on academic duty.

f. While a Marine is in a temporary duty status (lasting 31 days or longer) the RS (temporary duty) must submit a report on the MRO for the following occasions:

(1) Grade Change.

(2) Change of Reporting Senior.

(3) Directed by the Commandant of the Marine Corps.

(4) Annual reports (Active and Reserve Components). Submit reports only when this occasion occurs during a period of temporary duty lasting 6

months or longer. If this occasion occurs during a period of temporary duty of less than 6 months, defer the report and reflect the MRO's performance in the FD report.

8. **End of Service (EN)**. Submit an EN report when an Active Component Marine or Active Reserve Marine terminates active duty. **NOTE:** Unless adverse, RSs may omit the EN report for retirement or transfers to the Fleet Marine Corps Reserve (FMCR). Do not mail EN reports to HQMC until MROs End of Service date.

→ 9. **Change in Status (CS)**. Submit a CS report when:

- a. A member of the SMCR transfers to the IRR or TDRL.
- b. A member of the IRR or an MTU completes an ADSW assignment lasting 31 days or longer.
- c. Any activated reservist is deactivated. **NOTE:** SMCR and IMA Det members, however, who upon activation remain with their units require no report upon deactivation.

10. **Annual Active Duty (AN)**. Submit an AN report for all Marines serving on the Active Duty List (ADL) and who are considered for promotion by an Active Component board in the grades of sergeant through brigadier general, excluding second and first lieutenants.

a. The report must cover the period from the end date of the MRO's last report to the last day of the month specified in the submission schedule at **Appendix A**.

b. The RS may omit the annual report when the report comes due under a new RS within 89 days or less of the establishment of the RS - MRO relationship (see paragraph 3005).

c. Omit the annual report when:

(1) The MRO is in a temporary duty status, other than academic duty, for less than 6 months (see paragraph 3004.7).

(2) The MRO is attending formal academic training under permanent change of station (PCS/TEMINS) orders of less than 12 months duration. In this case, include the annual period on the Transfer (TR) report.

(3) Another reporting occasion occurred 60 days or less prior to the due date of the annual report.

(4) It is known in advance another reporting occasion will occur within 30 days after the ending date for the report. **NOTE:** The report may not be omitted in anticipation of disciplinary or administrative separation actions, the same Reviewing Officer will be named on the report as would have been named on the omitted report.

11. **Annual Reserve Duty (AR)**.

a. Submit an AR report for Active Reserve Marines, SMCR members (includes IMA Det members), and MTU Marines. **NOTE:** Reservists who are considered for promotion on the ADL will receive AN reports.

b. Omit the AR report under the same conditions identified in paragraph 3004.10.

12. **Semiannual Active Duty (SA)**. Submit a SA report for all Active Reserve, extended active duty, and active duty second lieutenants and first lieutenants.

a. The report must cover the period from the end date of the MRO's last report to the last day of the month specified in the submission schedule at Appendix A.

b. Omit this report if:

(1) It is the first report by the RS on the MRO, and the period of observation is 30 days or less. Include with the period in the next report due.

(2) It is known in advance another reporting occasion will occur within 30 days after the ending date for the report. **NOTE:** The report may not be omitted in anticipation of disciplinary or administrative separation actions, and the same Reviewing Officer will be named on the report as would have been named on the omitted report.

13. **Reserve Training (RT)**

a. For SMCR and IRR reservists only, submit a report upon completion of annual training and anytime a reservist completes active duty for a period of 12-30 days.

b. Reporting seniors may omit the RT report for reservists performing Reserve training if they write the MRO's annual reserve report. When this occurs, the RS must include observations of the MRO's performance during annual Reserve training in the next reporting occasion. Section I directed comments apply (see paragraph 4012.4).

c. Submit an RT report for reservist serving a period of active duty for 12-30 days, or under a different RS. The RS under whom the MRO served the temporary active duty must submit the report.

3005. **MINIMUM OBSERVATION REQUIREMENTS**

1. **Minimum Observation Time**. Reporting seniors must submit observed reports for all reporting occasions covering periods of 90 days or longer except the following:

a. Reporting seniors must submit observed reports for periods covering 31 days or longer for:

(1) Semiannual (SA) reports.

(2) From Temporary Duty (FD) reports. **NOTE:** See paragraph 6004.4 for periods of academic and training duty lasting between 31 and 89 days.

(3) Change in Status (CS) reports.

b. Reporting seniors must submit observed reports for periods covering 12-30 days for Reserve Training (RT) reports.

2. **Periods of Nonavailability**. Periods of 30 or more consecutive days when either the MRO or the RS was not physically present to perform his or her duties at the reporting command or organization constitute nonavailability and do not count when determining minimum observation time for submission of an observed report. **NOTE:** RSs must identify periods of nonavailability in section I (see paragraph 4012.4b(2)).

3. **Exception to Policy**. For periods of 89 days or less, RSs may submit an observed report if in their judgment, they possess sufficient observation and:

a. The basis of the observation results from meaningful personal contact with the MRO.

b. The information provided to the CMC is significant and provides a fair assessment of the MRO.

→ 4. Reporting seniors must justify submission of an observed report when the duration of the reporting period does not meet minimum observation requirement prescribed for submission of an observed report per the provisions of paragraph 3005.1, in Section I, under Directed Comments (see paragraph 4012.4b(1)).

3006. **NOT OBSERVED REPORTS**

1. Reporting Officials should take all possible action to reduce "not observed" fitness reports. "Not observed" reports diminish the amount of useful information in a Marine's performance record, take valuable time to prepare and process, and provide only continuity to a Marine's record (see paragraph 4003.5b).

2. Submit "not observed" reports for the following situations:

a. When the RS has insufficient observation of the MRO and the reporting period does not meet the minimum observation requirement prescribed for submission of an observed report per the provisions of paragraph 3005.

b. Upon termination of the MRO from temporary duty (FD), or drop/disenrollment from a formal school or course in 30 days or less. When this situation occurs the RS must fully explain the reason in section I. See paragraph 6004 for academic duty.

3. Reporting seniors must complete section B "Billet Description" on all "not observed" reports.

4. **"Not observed" reports can be rendered adverse;** if the report is adverse, the provisions of Chapter 5 apply.

5. Only pages 1 and 5 of "not observed" reports will be completed and submitted for processing.

6. Mark block 7c, (Recommended For Promotion), (N/A) for "not observed" reports.

- 7. **Reviewing Officer.** **NOTE:** While the RS's evaluation is "not observed" for varied and valid reasons, the period covered may be sufficient for a meaningful RO assessment. Consequently, the RO is free to mark Section K-3, Comparative Assessment and comment as appropriate in K-4.

3007. **EXTENDED REPORTS**

1. Extended reports are intended for use when an MRO's performance has not changed since the submission of the last AN, AR, or SA report and another reporting occasion comes due within 89 days or less. **NOTE:** RSs cannot extend any other report.

2. The extended report must reflect the current reporting occasion.

3. Do not extend adverse or "not observed" AN, AR, and SA reports.

4. Justify the submission of the extended report in section I.

- 5. Only section A of page 1 and page 5 of extended reports will be completed and submitted for processing.

- 6. **Reviewing Officer.** **NOTE:** While the RS's evaluation remains the same, the RO (who was the same RO on the prior report) may disagree. Thus, the RO can change the Comparative Assessment mark and comments from those recorded on the prior report.

3008. **WHEN FITNESS REPORTS ARE NOT ALLOWED.** Do not submit fitness reports for:

1. A Marine serving as president, member, or recorder of a selection board.

2. A Marine serving as a member of a court-martial. In the preparation of a fitness report, RSs must not consider or evaluate the MRO's performance of duty as a member of a court-martial. (see Article 37 of the Uniform Code of Military justice).

3. Musicians of the Marine Band, MOS 9811.

4. The death of the MRO.

5. The Sergeant Major of the Marine Corps.

3009. **DRUG AND ALCOHOL REPORTING REQUIREMENTS**

1. **Drug Offense.** A drug offense occurs when the commander confirms, by a preponderance of the evidence, that MRO wrongfully used, possessed, manufactured, distributed, imported, exported or introduced a controlled substance in violation of Article 112a, UCMJ. **NOTE:** Drug-related incidents also include "huffing"; and intentional ingestion or inhalation of a chemical

compound with the intent to induce intoxication or stupefaction of the central nervous system. A chemical compound is any chemical substance that modifies human physiological behavior or functions.

a. Report confirmed drug offenses and results of subsequent disciplinary action, per the provisions of paragraph 4003.6c via DC report.

b. If the MRO's commander processes him or her for administrative separation for misconduct without disciplinary action, report the incident as derogatory material per the provisions of paragraph 4003.6b via DC report.

2. Alcohol Related Issues

a. Alcohol Related Incidents. An alcohol-related incident occurs when the commander confirms, by a preponderance of the evidence, that the willful ingestion of alcohol contributed to an event in which the MRO committed a violation of the UCMJ or a comparable civilian offense.

(1) If the alcohol-related incident results in disciplinary action, report the incident and subsequent disciplinary action per the provisions of paragraph 4003.6c via DC report.

(2) If the MRO's commander lawfully disposes of the substantiated criminal allegations resulting from an alcohol-related incident, through means other than NJP, courts-martial, or administrative separation, and it is:

(a) The MRO's first alcohol-related incident, report the incident as derogatory material per the provisions of paragraph 4003.6b when the MRO's next reporting occasion comes due. If the incident, however, is a conviction under the UCMJ or civilian court, a DC report is required per paragraph 3004.2c(1).

(b) A second or subsequent alcohol-related incident for the MRO, occurring within 3 year span from a previous alcohol-related incident or occurrence of reportable alcohol abuse, report the incident as derogatory material via a DC report.

(c) A second or subsequent alcohol-related incident for the MRO, occurring over 3 years after a previous alcohol-related incident or occurrence of reportable alcohol abuse, report the incident as derogatory material per the provisions of paragraph 4003.6b when the MRO's next reporting occasion comes due.

b. Alcohol Abuse. Alcohol abuse is defined as the ingestion of an excessive amount of alcohol.

(1) Reporting Seniors should only report or comment on occurrences of alcohol abuse that affect performance of military duties or impugn the MRO's character and reputation.

(2) Report all first time reportable occurrences of alcohol abuse when the MRO's next reporting occasion comes due per the provisions of paragraph 4012.4b(4).

(3) Report all second and subsequent occurrences of reportable alcohol abuse occurring within a 3 year span from a previous occurrence of reportable alcohol abuse or alcohol-related incident via a DC report per the provisions of paragraph 4012.4b(4).

(4) Report all second and subsequent occurrences of reportable alcohol abuse occurring over 3 years after a previous occurrence of reportable alcohol abuse or alcohol-related incident when the MRO's next reporting occasion comes due per the provisions of paragraph 4012.4b(4).

c. **Alcohol Rehabilitation**. Unless the MRO's use of or dependence on alcohol has affected his or her performance, RSs should not comment on a Marine's dependence on alcohol or voluntary participation in the Alcohol Rehabilitation Program.

d. **Alcohol Rehabilitation Failure**. Reporting Seniors must report Level II or III treatment failures per paragraph 1211 of MCO P5300.12, Marine Corps Substance Abuse Program.

(1) Report the failure as derogatory material per the provisions of paragraph 4003.6b, unless it resulted in disciplinary action when the MRO's next reporting occasion comes due.

(2) Report failures that result in disciplinary action per the provisions of paragraph 4003.6c via a DC report.

3010. **FITNESS REPORTS FOR MARINES IN AN UNAUTHORIZED ABSENCE (UA) OR DESERTER STATUS**. Special administrative procedures apply when a Marine is in a UA or deserter status. Complete reports according to the circumstances related below:

1. When a Marine is in a UA status on the occasion for a fitness report submission, do not submit a report until such time as the Marine is declared a deserter or returns from UA.

a. If a Marine is declared a deserter, the MRO's RS at the time the Marine is declared a deserter, must submit a DC report per the provisions of paragraph 3004.2.

(1) Ensure the report covers the period from the end date of the MRO's last report to the day the MRO is declared a deserter. Example: A Marine goes UA on 1 June and is declared a deserter on 1 July; the end date for the DC report will terminate 1 July.

(2) Submit the report without the MRO's signature in item 2 of section J(see paragraph 4013.4d). **NOTE:** Upon return, the MRO can request a copy of his or her report from the CMC (MMSB-30) and upon receipt, submit a rebuttal per the provisions of Chapter 5.

(3) If the RS transfers prior to the MRO being declared a deserter, see paragraph 3010.4.

b. If a Marine returns from UA prior to being declared a deserter:

(1) Delay submitting any report due until any pending disciplinary action occurs. Report the period of UA and subsequent disciplinary action per the provisions of paragraph 4003.6c.

(2) Make the end date of the report the day the findings of a special or general court-martial are announced, or the day the Convening Authority action on a summary court-martial is completed, or, in the case of NJP, upon a finding of guilt unless the MRO decides to appeal the findings. If the MRO appeals the findings of an NJP, the provisions of paragraph 4003.6c(4) apply.

2. When a Marine is in a UA status, but no fitness report occasion is due, the RS must:

a. Wait until declaration of the Marine as a deserter.

b. Upon declaration of the MRO as a deserter, the RS must submit a DC report per the provisions of paragraph 3010.1a.

3. When a Marine has returned from a deserter status:

a. Delay submitting any report due until any pending disciplinary action occurs. Report the disciplinary action per the provisions of paragraph 4003.6c.

b. Reflect the period of time lost (while in a deserter status) in section I.

c. In the event the disciplinary action finds the Marine not guilty, or dismisses all charges, and the MRO received a DC fitness report (upon declaration as a deserter) that included the period when another reporting occasion came due (per paragraph 3010.1), the RS who wrote the DC report must:

(1) Request the CMC (MMSB-30) correct the MRO's record by removing the DC report.

(2) Submit a new report for the period and occasion that was superseded by the DC report.

d. In the event the disciplinary action finds the Marine not guilty, or dismisses all charges, and the MRO received a DC fitness report (upon declaration as a deserter) that covered a period during which no other reporting occasion was due, the RS who wrote the DC report must:

(1) Request the CMC (MMSB-30) correct the MRO's record by removing the DC report.

(2) Cover the period included in the DC report when the MRO's next reporting occasion comes due.

4. If the RS transfers while a Marine is in a UA status but prior to the MRO being declared a deserter, the RS must:

a. Submit a CH report with the termination date of the report being the day the RS transfers.

b. Reflect the period of UA in section I as time lost.

c. Submit the report without the MRO's signature in item 2 of section J (see paragraph 4013.4d). **NOTE:** Upon return, the MRO can request a copy of his or her report from the CMC (MMSB-30) and upon receipt, submit a rebuttal per the provisions of Chapter 5.

PERFORMANCE EVALUATION SYSTEM

CHAPTER 4

FITNESS REPORT PREPARATION

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PERFORMANCE EVALUATION SYSTEM

CHAPTER 4

FITNESS REPORT PREPARATION

4001. GENERAL ADMINISTRATIVE INSTRUCTIONS

1. The design of the fitness report form facilitates the documentation of essential and critical information in a simple and direct manner. **NOTE:** Paragraph 4002 specifically applies to preparation of general officer reports and 4017 to colonel reports.

2. Sensitivity and Privacy of Fitness Report Information. Reporting officials must establish and enforce procedures that ensure all personnel treat completed fitness reports as privileged information and that only personnel requiring knowledge of the reports, view them. This will normally include:

a. The members of the reporting chain.

→ b. The commander or his or her designated representative (e.g., executive officer and sergeant major or senior enlisted advisor in the case of enlisted reports).

c. Those administrative personnel involved in the processing of reports.

3. Preparation of the Fitness Report

a. Organizations having custody of a Marine's service record book (SRB) or officer qualification record (OQR) are responsible for providing assistance to reporting officials in the preparation of that Marine's fitness reports.

b. Site Commanders/Inspector-Instructors within Marine Forces Reserve and Reserve Support Units will assist in the preparation of fitness reports for individuals of the Marine Corps Reserve assigned to the Individual Mobilization Augmentee (IMA) program, IRR, or MTU as applicable when Administrative assistance is not available or distances prevent operational sponsors from providing support.

c. The following clerical guidelines apply when preparing the fitness report:

(1) Section A. Complete by computer or typewriter using Courier New size 12 font. Type entries within the allotted spaces using uppercase letters. Use the Marine Corps Total Force System (MCTFS) for section A information as applicable. **NOTE:** RSs should initiate action to resolve any discrepancies identified in MCTFS while preparing section A of a fitness report.

(2) Section B. Complete by computer or typewriter using Courier New size 10 or 12 font. Paragraph 4004 addresses content and style specifics.

(3) Section C. Complete by computer or typewriter using Courier New size 10 or 12 font. Paragraph 4005 addresses content and style specifics.

(2) Use code "A" for students only.

- d. **Example.** When properly completed, item 3 for joint type duty should resemble the following:

3. Occasion and Period Covered:

a.OCC	b. From	To	c. Type
AN	19980507	19990630	J

4. **Item 4 (Duty Assignment (descriptive title)).** Enter the abbreviated description of the duty assignment and the command level to which the MRO is assigned.

a. Reporting Seniors may use clearly recognizable abbreviations from the IRAM.

b. Use the title that most clearly describes the primary duty and responsibilities of the MRO; it need not be the T/O billet title (e.g., T/O lists the MRO as a squadron pilot and the line number indicates assistant operations officer).

c. Use "COMMANDING OFFICER" or "MEMBER" as the descriptive title for MTU Marines as appropriate.

d. **Example.** When properly completed, item 4 should resemble the following:

4. Duty Assignment (descriptive title):
RADIO CHIEF

5. **Item 5, (Special Case).** Complete as follows:

a. **Item 5a, (Adverse).** Indicates that the contents of the report constitute an adverse evaluation of the MRO. When appropriate, mark the block with an "X". Refer to Chapter 5 for additional guidance. **NOTE:** If the RO renders the report adverse, ensure the block is marked with an "X".

b. **Item 5b, (Not Observed).** Indicates the report is "not observed" per the provisions of paragraph 3006. When appropriate, mark the block with an "X". **NOTE:** If marked, the RS will not complete sections "C" through "H".

c. **Item 5c, (Extended).** Indicates the report is "extended" per the provisions of paragraph 3007. When appropriate, mark the block with an "X". Reporting Seniors cannot extend adverse reports.

6. **Item 6a, (Marine Subject of:).** Complete as follows:

a. **Item 6a, (Commendatory Material)**

(1) Mark the block with an "X" if the MRO was the subject of any of the following:

(a) Presentation of the personal military decoration as defined in SECNAVINST 1650.1, Navy and Marine Corps Awards Manual. **NOTE:** Do not mark this block for award recommendations. The RS can address the award recommendations in section I as appropriate.

(b) Presentation of a Certificate of Commendation, Meritorious Mast, or Letter of Appreciation when certificate addresses the Marine by name, as defined in MCO 1650.19. Administrative and Issue Procedures For Decorations, Medals, and Awards.

(c) Presentation of an aviation safety award.

(d) Presentation of a certificate of scholarship achievement presented upon graduation from a formal course of instruction (not to be confused with a course completion certificate).

(e) Presentation of miscellaneous commendatory correspondence recognizing the Marine by name for individual achievement (humanitarian effort, public service, community involvement, etc).

(2) The RS must comment on the nature of the commendatory material in section I.

(3) Do not submit award citations or other commendatory documentation with the fitness report.

(a) Per the provisions of MCO 1650.19, forward awards to the CMC (MMMA) as appropriate. Once authenticated, MMMA will forward a copy of the award to MMSB-20 for inclusion in the Marine's OMPF.

(b) Commanding officers should forward copies of other commendatory documentation authorized for inclusion in the OMPF to the CMC (MMSB-20) under a separate cover letter.

b. Item 6b, (Derogatory Material)

(1) As appropriate, mark the block with an "X" if the MRO was the subject of derogatory material or incident reports received by the RS from outside the reporting chain or from within the reporting chain above the RO level during the reporting period. Examples include but are not limited to:

(a) Reports of convictions by civil courts not addressed in paragraph 4003.6c (Item 6c, (Disciplinary Action)). **NOTE:** Exclude minor traffic violations.

(b) Notification of revocation of the MRO's driving privileges. Revocation of driving privileges indicates a consistent pattern of vehicular infractions and/or contempt for authority and reflects adversely on the Marine and the Marine Corps.

(c) Letters from the commanding officers at other installations banning the MRO from their club facilities.

(d) Letters of substantiated indebtedness.

(e) Substantiated findings of level three, four, or five domestic violence cases as defined in current edition MCO P1952.3, and after affording the MRO due process a determination by the commanding officer that the MRO is culpable.

(2) The RS must comment on the nature of the derogatory material or incident in section I.

(3) Do not attach the derogatory material to the fitness report.

(4) Forward derogatory material authorized for filing per MCO P1070.12, IRAM under separate cover letter to the CMC (MMSB-20) for inclusion in the appropriate portion of the Marine's OMPF.

(5) Reporting Seniors must exercise extreme care to ensure that the derogatory material is an incontrovertible matter of fact or is a matter acknowledged to be true by the MRO.

(6) Mark item 6b if the MRO received an administrative letter of censure by the Secretary of the Navy.

(7) Mark the block with an "X" when the MRO's commander lawfully disposes of substantiated criminal allegations through means other than NJP, courts, or administrative separation. Reporting seniors should use this provision judiciously, noting that its intent is to capture the overall performance of the MRO.

(a) The MCM, 1995, R.C.M. 306, allows a commander to take administrative action in the form of counseling, admonition, reprimand, exhortation, disapproval, criticism, censure, reproach, rebuke, extra military instruction, or the administrative withholding of privileges, or any combination of the above.

(b) If the RS is convinced that the MRO committed an offense (i.e., the incident has a strong, credible, factual basis); and the commander disposed of the incident through one of the administrative actions described, then the RS may record the misconduct in section I, provided:

1 The fitness report system is not being used in lieu of disciplinary action to make a factually weak or difficult case stick;

2 The MRO has an opportunity to respond; and

3 The misconduct is relevant to MRO's overall performance as a Marine.

c. **Item 6c, (Disciplinary Action)**. Report all disciplinary action via a DC report per the provisions of paragraph 3004.2c(1). Mark the block with an "X" when the MRO is the subject of disciplinary action or when the appellate process from a previous reporting period completes adjudication and the results are reportable as discussed below.

(1) Disciplinary action is defined as nonjudicial punishment (NJP), court-martial conviction, or civil criminal conviction.

(2) "Civil criminal conviction" includes:

(a) Any conviction of an intoxicated driving offense (see paragraph 3009.2)

(b) Any conviction of another offense if:

1 A punitive discharge would be authorized for the same or closely related offense under the Manual for Courts-Martial; or

2 The maximum imposable sentence could include confinement for 6 months or more.

(c) A court finding, for offenses described in paragraph 4003.6c(2)(b), consistent with a plea of "no contest".

(d) It is immaterial whether as a result thereof, probation is imposed; a sentence is executed; execution of a sentence is deferred, delayed, or suspended; or, by local law, custom, or procedure, charges are dismissed or expunged from civil courts' records after payment of fine, completion of a term in jail or penitentiary, or completion of a period of probation. These actions do not change the character of the initial misconduct.

(3) If charges are dismissed or there is an acquittal, do not reference the matter in the fitness report.

(4) Report NJP upon a finding of guilt unless the MRO appeals the findings.

(a) If the MRO appeals the findings, the RS should delay submitting the DC report until resolution of the appeal.

(b) If a CH or TR report comes due prior to resolution of the appeal, the RS should submit the CH or TR report without reference to the NJP. **NOTE:** Reporting officials and commanders must ensure continuity of reporting by informing the MRO's new RS of the disposition of any pending appeal.

(c) If any other reporting occasion comes due prior to resolution of the appeal, the RS should forego submission of that report and reference the occasion in section I of the pending DC report.

(5) Report findings of guilt from summary courts-martial upon completion of the Convening Authority action.

(a) If a CH or TR report comes due prior to completion of the Convening Authority action, the RS should submit the CH or TR report without reference to the summary court-martial. **NOTE:** Reporting officials and commanders must ensure continuity of reporting by informing the MRO's new RS of the results of the Convening Authority's action.

(b) If any other reporting occasion comes due prior to completion of the Convening Authority's action, the RS should forego submission of that report and reference the occasion in section I of the pending DC report.

(6) Report special or general courts-martial resulting in a finding of guilt during the reporting period in which the announcement of the findings of the court occurs.

(7) Report civilian convictions resulting in a finding of guilt during the reporting period in which the announcement of the findings of the court occurs.

(8) The RS must comment on the nature of the disciplinary action in section I.

(9) Do not attach materials relating to the disciplinary action to the fitness report.

(10) Forward materials relating to the disciplinary action under separate cover letter to the CMC (JAM for officers; MMSB-10 for enlisted) for approval for inclusion in the Marine's OMPF.

(11) Do not reference a nonpunitive letter of censure (admonition or reprimand) in any part of the fitness report.

(12) Delay reporting the results of pending civil and/or criminal action for reservists transferred to the IRR until resolution of the pending action. Report the results as supplemental information provided the MRO is found guilty in whole or in part.

(a) Report the findings using an addendum page per paragraph 4015.

(b) The RS must refer the addendum page to the MRO for sighting and the opportunity to submit a statement per Chapter 5.

7. **Item 7, (Recommended For Promotion).** Promotion reflects recognition of consistent competitive performance over a career. The burden for that consistency belongs with the MRO. Item 7 permits the RS to recommend the MRO for promotion based on his or her exhibited performance during the reporting period and the RS's assessment of that performance and the Marine's potential.

a. Mark block 7a (Yes) if the RS recommends the MRO for promotion with contemporaries. Marking block 7a indicates the RS considers the MRO promotable when eligible for consideration for selection for promotion. Also mark when report is identified in item 5 section A as "extended".

b. Mark block 7b (No) if RS does not recommend the MRO for promotion with contemporaries. When marking this block, the RS must:

(1) Enter one of the following statements in section I:

(a) "I recommend that the MRO not be promoted with contemporaries."

(b) "I recommend that the MRO not be promoted at anytime."

(2) Provide justification with additional comments in section I.

NOTE: RSs will not justify a mark of "no" solely on an existing medical problem, since that decision rests with competent medical authorities.

c. Mark block 7c, (N/A) if:

(1) The reporting occasion for the report is a grade change (GC).

(2) The MRO is a chief warrant officer 5, sergeant major, or master gunnery sergeant.

(3) Item 5b (Not Observed) is marked in section A.

d. **Accelerated Promotion.** Do not mark any block if the RS recommends the MRO for promotion ahead of contemporaries (accelerated promotion).

→ (1) Reporting Seniors should reserve an accelerated promotion recommendation strictly for the Marine who is "the one above" and who is eminently capable of immediately assuming the responsibilities of the next higher grade. **NOTE:** Per the provisions of paragraph 3400 of MCO P1400.32, Enlisted Promotion Manual, the accelerated promotion program is designed to provide selection opportunity to Sgts and SSgts who do not meet the DOR or AFADBD (USMC and AR) or PEBD (IRR/SMCR) cutoff required for below zone consideration.

(2) **Reporting Senior.** The RS Must:

(a) Enter the following statement at the conclusion of the Directed Comments in section I: "I recommend that the MRO be considered for promotion ahead of contemporaries."

(b) Attach a separate addendum page to the fitness report per paragraph 4015. Provide supporting rationale for the recommendation. This is a separate and distinct procedure from the narratives which report performance in sections C and I and any justifications for sections D - H.

(3) **Reviewing Officer.** The RO must make a specific concurring or nonconcurring comment in section K concerning the recommendation for accelerated promotion. **Nonconcurrency is not considered adverse.** **NOTE:** If the RO's knowledge and observation of the MRO is insufficient, the RO should comment on this fact in section K, stating that he or she can neither concur or nonconcur with the recommendation for accelerated promotion.

8. **Item 8, (Special Information).** Complete as follows:

a. **Item 8a, (QUAL).** Enter the two letter code from the list below that reflects the MRO's rifle qualification status and pistol qualification status in the block. Enter the rifle qualification code as the first letter and the pistol qualification code as the second letter.

Rifle/Pistol Codes

D - (distinguished)	N - (not required)
E - (expert)	U - (unqualified)
S - (sharpshooter)	X - (required did not fire)
M - (marksman)	

(1) Marksmanship data will reflect the MRO's results per MCO 3574.2, Marksmanship Qualification/Requalification Training with the M16A2 Service Rifle and M9 Service Pistol, that occurred during the reporting period and were officially recorded in MCTFS.

(2) Use the code "D" for a Marine who is exempt from qualifying because he or she is a distinguished shooter.

(3) Use codes "E", "S", or "M" as appropriate to reflect the MRO's qualification/requalification classification.

(4) Use code "N" if:

(a) The MRO is not required to requalify or the requirement is waived per the Exceptions to Qualifications (Rifle and Pistol) of MCO 3574.2.



(b) The MRO cannot requalify due to a domestic violence conviction and falls under the provisions of the 30 September 1996 Lautenberg Amendment to the Gun Control Act of 1968. **NOTE:** Only comment per paragraph 5001.d(12).

(c) The MRO was required to qualify but the event was not scheduled during the reporting period. **NOTE:** Code "N" has no adverse connotations.

(d) The MRO qualified, requalified, or failed to qualify during the current annual qualification period, but the event occurred during a previous reporting period.

(5) Use code "U" for a Marine who fails to qualify/requalify. **NOTE:** Code "U" has adverse implications if the RS deems the MRO's failure to qualify resulted from a lack of effort or negligence on the part of the MRO per current edition of MCO 3574.2 (Qualification Reporting Requirements).

(6) Use code "X" if the MRO was required to, but did not fire during the annual qualification/requalification period. **NOTE:** Code "X" has adverse implications if the RS deems the MRO did not fire because of a lack of due diligence on the part of the Marine. In this context, lack of due diligence reflects the MRO failing to get scheduled on a firing detail or ignoring a scheduled range assignment (see Chapter 5).

(7) The RS must provide an amplifying comment in section I when marking item 8a with codes "U" or "X".

(8) If the MRO failed to qualify or requalify during an annual marksmanship qualification/requalification training period within the

reporting period, but that failure is not the latest qualification/requalification reflected in the MCTFS, **the RS must comment in section I on the prior failure if he or she deems the MRO's failure to qualify resulted from a lack of effort or negligence on the part of the Marine.**

(9) If the MRO was required to, but did not fire during an annual marksmanship qualification/requalification training period within the reporting period, but that failure to meet the training requirement is not the latest qualification or requalification reflected in the MCTFS, **the RS must comment in section I if he or she deems the MRO did not fire because of a lack of due diligence on the part of the Marine.**

b. **Item 8b, (PFT).** Enter the 4-letter/digit code from the list below that reflects the MRO's physical fitness test (PFT) score status.

PFT Code

A - (passed the 1st class, 3 digit score)
 B - (passed the 2nd class, 3 digit score)
 C - (passed the 3rd class, 3 digit score)
 F - (failed, 3 digit score)
 RDNT - (required did not take)
 NMED - (not medically qualified)
 PART - (pass partial PFT)
 NREQ - (not required)



(1) PFT data will reflect the MRO's results per MCO 6100.12 Marine Corps Physical Fitness Test and Body Composition Program (MCPFTBCPM), which occurred during the reporting period and is the last score officially recorded in MCTFS. PFTs taken for CG or IG inspections, as part of formal school/course induction, or other unique requirement, will also be appropriately recorded. If any of the latter PFTs and an officially scheduled semiannual PFT occur in the same reporting period, the official PFT recorded in MCTFS will go in item 8b and the latter PFT results in Section I comments. A failure in any of the PFTs renders the report adverse.

(2) Report remedial PFT scores in section I as appropriate.

(3) Use codes "A", "B", and "C" together with the three digit score as appropriate to report the MRO's passing PFT result.

(4) Use code "F" together with the three digit score to report the MRO's failure of the PFT. This code indicates the MRO's failure to meet a Marine Corps standard and makes the report adverse (see Chapter 5).

(5) Use code "RDNT" if the MRO was required to, but did not take the PFT. **NOTE:** Code "RDNT" has adverse implications if the RS deems the MRO did not take the PFT because of a lack of due diligence on the part of the Marine. The RS must provide an amplifying comment in section I when using this code.

(6) Use code "NMED" if the MRO is unable to take or pass the PFT because of a physical (medical) condition. **NOTE:** The RS must provide an amplifying comment in section I.

(7) Use code "PART" if the MRO took and passed a partial PFT. **NOTE:** The RS must provide an amplifying comment in section I. Include the events completed and the MRO's score in the amplifying comment.

(8) Use the code "NREQ" if:

(a) The MRO was required to take the PFT but the event was not scheduled during the reporting period.

(b) The MRO passed or failed a scheduled PFT during the current semi-annual physical fitness testing period, but the event occurred during a previous reporting period. **NOTE:** Code "NREQ" has no adverse connotations.

(9) If the MRO failed a scheduled PFT during the reporting period, but the PFT is not the last result entered into MCTFS during the reporting period, **the RS must comment on the prior failure in section I.** **NOTE:** Failure of a scheduled PFT constitutes adversity (see Chapter 5).

(10) If the MRO is pregnant and has a waiver for the PFT use code "NMED"; if the MRO took a scheduled PFT during the reporting period, report the result using the appropriate PFT code.

c. **Item 8c, (Status)**. Use this item only for gunnery sergeants.

(1) Enter "F" if the MRO's promotion preference is first sergeant or "M" if the preference is master sergeant.

(2) Leave this item blank for all other grades, and on "GC" reports.

(3) The RS must comment in section I, recommending what grade the gunnery sergeant is best qualified to fill. **NOTE:** No section I comment is required for "not observed" reports.

(4) Reporting Seniors must ensure the accuracy of the MRO's preference entered in the block; once HQMC processes the report they will not correct this item.

d. **Item 8d, (HT (in.))**. Enter the MRO's accurate height in inches.

e. **Item 8e, (WT)**

(1) Enter the MRO's accurate weight in pounds.

(2) If the MRO's weight exceeds the maximum allowable standard, enter the MRO's body fat percentage in item 8f (Body Fat).

(3) If the MRO is pregnant, omit the weight and enter the four letter code "PREG".

f. Item 8f, (Body Fat)

(1) Enter the MRO's body fat percentage as a 1 or 2 digit number if the MRO's weight exceeds the standard. Example: Enter 9 for an MRO whose body fat percentage is 9 percent, or 21 for an MRO whose body fat percentage is 21 percent.

(2) Leave this item blank if the MRO's weight is within maximum allowable standards or the MRO is pregnant.

→ (3) If the body fat percentage reported is 19 percent or higher for male MROs, the report is adverse unless section I reflects that an appropriately credentialed health care provider diagnosed the individual's condition to be the result of an underlying or associated disease process. **NOTE:** The adversity is waived, however, if MRO's weight exceeds maximum allowable standards but his body fat percentage does not exceed 22% and a first class PFT score is attained (see paragraph 4012.4a(14)).

→ (4) If the body fat percentage reported is 27 percent or higher for female MROs, the report is adverse unless:

(a) Section I reflects the MRO is within the 6 month postpartum recovery period and a medical officer has not declared the MRO fit for full duty following delivery.

(b) Section I states an appropriately credentialed health care provider diagnosed the individual's condition to be the result of an underlying or associated disease process.

→ (c) When MRO's weight exceeds maximum allowable standards but body fat percentage does not exceed 30% and a first class PFT score is attained (see paragraph 4012.4a15(d)).

(5) If the MRO's body fat percentage is within the acceptable standard of 18 or 26 percent or less for a male or female respectively, but the MRO's military appearance is not acceptable, the RS must comment on this fact in section I (see Chapter 5).

g. Item 8g, (Reserve Component). Use this item for Reserve Component Marines only. The RS must enter the abbreviation SMCR, IMA, IRR, MTU, or AR reflecting the Reserve Component to which the Marine belonged during the reporting period.

h. Item 8h, (Future Use). Leave blank.

i. Item 8i, (Future Use). Leave blank.

9. Item 9 (Duty Preference). Complete as follows:

a. Item 9a, (Code). Enter the three-character code indicating the MRO's first, second, and third duty preference.

(1) Use the geographic duty preferences codes and monitored command codes (not school codes) in MCO P1080.20.

(2) Indicate three duty preferences for Marines in the AR Program.

(3) Leave item 9a blank for SMCR or IRR Marines.

b. **Item 9b, (Descriptive Title)**. Enter the English titles for the duty preferences indicated in item 9a. Leave item 9b blank for SMCR or IRR Marines.

c. Reporting Seniors should comment as deemed appropriate in section I concerning the MRO's duty preferences.

10. **Item 10 (Reporting Senior)**. Complete as follows:

a. **Item 10a, (Last Name)**. Enter the RS's last name.

b. **Item 10b, (Init)**. Enter the RS's first and middle initials.

c. **Item 10c, (Service)**. Enter the abbreviation from the list below that represents the RS's service affiliation.

Service Abbreviations

U.S. Marine Corps - USMC

U.S. Army - USA

U.S. Air Force - USAF

U.S. Navy - USN

U.S. Coast Guard - USCG

Army National Guard - ANG

Air Force National Guard - AFNG

Civilian - CIV

Foreign Military Service - FMS

d. **Item 10d, (SSN)**. Enter the RS's nine-digit social security number without spaces or hyphenation. Leave blank if foreign military.

e. **Item 10e, (Grade)**

(1) Enter the abbreviation from the list below that represents the RS's military grade.

Officers (USMC, USA, USAF)

WO - Warrant Officer

CWO2 - Chief Warrant Officer 2

CWO3 - Chief Warrant Officer 3

2NDLT - Second Lieutenant

1STLT - First Lieutenant

CAPT - Captain

MAJ - Major

LTCOL - Lieutenant Colonel

CWO4 - Chief Warrant Officer 4

CWO5 - Chief Warrant Officer 5

COL - Colonel

BGEN - Brigadier General

MAJGEN - Major General

LTGEN - Lieutenant General

GEN - General

Officers (USN, USCG)

Use abbreviations noted above for warrant officers

ENS - Ensign

LTJG - Lieutenant Junior Grade

LT - Lieutenant

LCDR - Lieutenant Commander

CDR - Commander

CAPT - Captain

RDML - Rear Admiral Lower Half

RDMU - Rear Admiral Upper Half

VADM - Vice Admiral

ADM - Admiral

(2) If the RS is a civilian, enter the appropriate grade without using a dash (i.e. GS11 vice GS-11).

(3) If the RS is a foreign military officer, use the equivalent U.S. military grade.

f. **Item 10f, (Duty Assignment)**. Enter the RS's duty assignment. When properly completed item 10 should resemble the following examples:

(1) An RS who is a Marine officer and the commanding officer of the MRO.

10. Reporting Senior:

a. Last Name	b. Init	c. Service	d. SSN	e. Grade	f. Duty Assignment
SMITH	RL	USMC	345588930	LTCOL	COMMANDING OFFICER

(2) An RS who is an air force officer and the Aviation Ordnance Staff Officer at Headquarters, United States Atlantic Command.

10. Reporting Senior:

a. Last Name	b. Init	c. Service	d. SSN	e. Grade	f. Duty Assignment
WHITE	LC	USAF	456789012	CAPT	AVN ORD OFFICER

(3) An RS who is a civilian head of a staff section at HQMC.

10. Reporting Senior:

a. Last Name	b. Init	c. Service	d. SSN	e. Grade	f. Duty Assignment
JOHNSON	BK	CIV	789012345	GS13	SECTION HEAD

11. **Item 11 (Reviewing Officer)**. Complete as follows:

a. **Item 11a, (Last Name)**. Enter the RO's last name.

b. **Item 11b, (Init)**. Enter the RO's first and middle initials.

c. **Item 11c, (Service)**. Enter the abbreviation from the list for item 10c that represents the RS's service affiliation.

d. **Item 11d, (SSN)**. Enter the RO's 9-digit social security number without spaces or hyphenation. Leave this item blank if the RO is a foreign military officer.

e. **Item 11e, (Grade)**

(1) If the RO is a member of the U.S. military, enter the abbreviation from the list for item 10e that represents the RO's military grade.

(2) If the RO is a civilian, enter the appropriate grade without using a dash (i.e. GS15 vice GS-15).

(3) If the RO is a foreign military officer, use the equivalent U.S. military grade abbreviation from the list for item 10e.

f. **Item 11f, (Duty Assignment)**. Enter the RO's duty assignment.

g. When properly completed item 11 should resemble the examples for item 10 above.

direction of the performance evaluation, and shall not tie the hands of the RS in creating a professionally objective report of the MRO's performance.

5. **Reviewing Officer Responsibilities**. Section B is the first area where unwarranted advocacy can enter into the fitness report. Within the context of reviewing this section, ROs must:

a. Ensure comments are objective and do not convey any unintended valuation of the particular billet. Avoid community jargon and those terms not familiar to the average Marine. **NOTE:** Paying close attention to words and phrasing is critical to avoid indications of relative merit or value attendant to specific duties and responsibilities.

b. Ensure the RS excludes words and/or phrases that divert attention from a precise description of the significant duties assigned to the MRO.

4005. **INSTRUCTIONS FOR COMPLETING SECTION C (BILLET ACCOMPLISHMENTS)**

1. **Purpose**. While section B concentrates on the MRO's assigned duties, the focus in section C is on **what** the MRO accomplished (the MRO's results and achievements). Section C must:

a. Highlight the MRO's accomplishments that the RS considers most significant for the reporting period.

b. Complement the information contained in the preceding section by providing an accurate account of exactly what the Marine accomplished in the billet.

c. Be objective rather than qualitative in nature.

d. List only the results and achievements themselves and avoid all reference to personal qualities or potential impact of the MRO's contributions. **NOTE:** The RS will assess how well the Marine performed assigned duties in sections D through G.

→ e. Is not to be completed for extended reports.

2. **Process**. When MROs submit their section A data to their RS they should also submit a list of billet accomplishments. The MRO Worksheet (Appendix D) provides a viable vehicle for this process. Additionally, the RS may find counseling notes and unit input helpful in compiling a list of the Marine's accomplishments for the reporting period.

a. Completing section C requires the RS to prioritize the Marine's accomplishments and contributions for the reporting period. The RS records this prioritized list in section C of the report, following the instructions listed in paragraph 4005.3.

b. Items in section C must relate directly to assigned duties even though these responsibilities may not appear in Section B. **NOTE:** Do not reference the MRO's participation as a member of a selection board or court-martial.

a. Discussion

(1) Unacceptable Performance. An "A" in any of the attributes constitutes an unsatisfactory marking and renders the entire report adverse (see paragraphs 4003.5a and 5001.3).

(a) A single event or action may be significant enough to support an unsatisfactory marking.

(b) The RS must specifically address the unacceptable performance or deficiency and the conditions under which it occurred in the "JUSTIFICATION" space provided.

(2) Distinguished (Exceptional) Performance. The scaled measures "F" and "G" describe exceptional, sustained performance throughout the reporting period.

(a) Rarely should isolated incidents, of themselves, merit a marking in either of these blocks.

(b) Marines marked under "G" should reflect a *truly extraordinary level of performance rarely observed...* the few, truly extraordinary Marines observed during the course of one's career. This mark demands significant justification to support such a determination.

b. Administration

(1) Complete justifications by computer or typewriter per the instructions in paragraph 4001. Normal capitalization rules apply. Do not use UPPERCASE, underlining, "quotation marks," **boldface**, *italics*, and punctuation (!&%?...) in exclamation.

(2) Reporting Seniors must:

(a) Limit the justification for an "F" or "G" marking for a specific attribute to the space provided.

(b) Use an addendum page when additional space is needed for justifying an "A" marking.

→ (c) Use an addendum page when more than one attribute in a section requires justification for an "A", "F" or "G" mark; identify the attribute being addressed D-1, D-2, etc, as applicable. The RS must limit the justification in size to a space equivalent to that provided on the fitness report for justification.

(3) Support justification for superior markings with concrete examples that reflect a consistent demonstration of the subject trait or characteristic over the course of the reporting period.

(a) Remarks should not restate the category description and should be concise, without exaggeration or excessive superlatives.

(b) A onetime accomplishment, unless of such noteworthy character as to be appropriate, does not justify an "F" or "G" marking.

(4) Justifications must withstand three tests; they must be:

(a) Verifiable.

(b) Substantive.

(c) Quantifiable (where possible).

(5) In the case of an adverse marking, the justification must clearly describe the nature and conditions of the observed poor performance with appropriate clarity and breadth to support the mark.

6. **Not Observed (N/O)**. Use block "H" for "Not Observed" markings.

a. Reporting Seniors should mark block "H" for those instances when the period of observation precludes an accurate assessment.

b. Markings of N/O should be the exception.

4007. **SECTION D - MISSION ACCOMPLISHMENT**

1. **General**

a. Reporting officials should begin every performance evaluation by asking themselves these fundamental questions:

(1) On the basis of the duties I assigned over the course of this reporting period, how well did the MRO perform?

(2) How efficient was the MRO in using the resources at his or her disposal?

(3) How would I assess this Marine's level of proficiency in the skills needed for this particular billet?

b. In section D, MISSION ACCOMPLISHMENT, the RS provides the CMC answers to the above questions.

(1) These assessments give an overall picture of an evaluated Marine's ability and success getting the job done during the reporting period.

(2) Mission Accomplishment addresses both the ends (results) and the means (how the MRO achieved those results). The two evaluated attributes are each distinct, separate components of Mission Accomplishment. Taken together, they provide a balanced overall picture of the Marine. Section D contains two attributes:

(a) PERFORMANCE.

(b) PROFICIENCY.

4012. INSTRUCTIONS FOR COMPLETING SECTION I (REPORTING SENIOR'S DIRECTED AND ADDITIONAL COMMENTS)

1. **Purpose.** Section I provides the RS a location for entering mandatory, directed, and additional comments prohibited elsewhere in the report.

a. Mandatory comments are those required to give the CMC a more complete picture of the MRO's professional character.

b. Directed (required) comments required by this Manual provide the CMC amplifying information concerning the MRO.

c. Additional (discretionary) entries may span a wide variety of events, accomplishments, or activities that the RS deems important to convey to the CMC.

d. Both directed and additional comments result in a more comprehensive evaluation of performance and character.

2. **Discussion.** The RS:

a. Will make mandatory comments to make a word picture for all observed reports. These comments are intended to provide a more complete and detailed evaluation of the MRO's professional character and may address any entry made in sections A through H or as the Reporting Senior deems appropriate.

b. May comment on the MRO's conduct, performance, or activity outside the areas evaluated in the report if deemed of sufficient importance to include in the evaluation to more thoroughly define the "whole Marine." This may include such areas as community service, voluntary service, or similar endeavors.

c. Must take care when making section I comments to ensure that they neither conflict with nor obscure the remainder of the evaluation.

d. Must ensure the comments are not gratuitous.

3. **Format and Style**

a. **Format.** The RS should complete comments by computer or typewriter using Courier New size 10 or 12 font. The space made available should be sufficient in all but the most unusual circumstances. Format comments in the following manner:

→ (1) **Mandatory Comments.** Mandatory comments; i.e., the word picture, will always be listed first. If the length of the mandatory comments and other comments exceeds the space provided in section I, the RS will use an addendum page to complete his or her comments.

(2) **Directed Comments.** The RS must always list directed comments before any additional comments.

(a) Begin directed comments with the entry "Directed Comments."

(b) "I recommend that the MRO not be considered for promotion at anytime."

(7) Item 7 (Qualified for Promotion), all blocks blank. If the RS recommends the MRO for accelerated promotion, comment as follows: "I recommend that the MRO be considered for promotion ahead of contemporaries."

(8) Item 8 (Special Information), a. (QUAL), code "U" (unqualified).

(9) Item 8 (Special Information), a. (QUAL), code "X" (required, did not fire).

(10) Item 8 (Special Information), b. (PFT), code "PART" (pass partial PFT).

(11) Item 8 (Special Information), b. (PFT), code "RDNT" (required, did not take).

(12) Item 8 (Special Information), b. (PFT), code "NMED" (not medically qualified).

(13) Item 8 (Special Information), c. (Status), code "F" or "M". Recommend what grade the GYSGT is best qualified to fill (1stSgt or MSgt). **NOTE:** Disagreement between the MRO and RS does not make the report adverse. No comment is required for "not-observed" reports.

→ (14) Item 8 (Special Information), f. (Body Fat). The listed body fat percentage is 19 percent or higher for male MROs. As appropriate, comment as follows: "An appropriately credentialed health care provider diagnosed the individual's condition to be the result of an underlying or associated disease process." **NOTE:** No comment when MRO's body fat does not exceed 22% and he has attained a PFT score of first class.

(15) Item 8 (Special Information), f. (Body Fat). The listed body fat percentage is 27 percent or higher for female MROs. As appropriate, comment as follows:

(a) "The MRO is within the 6 month postpartum recovery period."

(b) "A Medical Officer has not declared the MRO fit for full duty following delivery."

(c) "An appropriately credentialed health care provider diagnosed the individual's condition to be the result of an underlying or associated disease process."

→ (d) **NOTE:** No comment when MRO's body fat does not exceed 30% and she has attained a PFT score of first class.

→ (16) Item 8 (Special Information), f. (Body Fat). The MRO's body fat percentage is within the acceptable standard of 18 or 26 percent or less for a male or female respectively, but the MRO's body composition profile is not acceptable. The RS must comment on the MRO's unacceptable appearance.

b. Other:

(1) Justification for submission of an observed report for a reporting period covering less than the minimum number of observation days required for the reporting occasion per the provisions of paragraph 3005.

(2) Periods of nonavailability of 30 or more days when either the MRO or the RS was not physically present to perform his or her duties at the reporting command or organization. Comments must include who was nonavailable, the inclusive dates, and the reason for the nonavailability; e. g., proceed, delay, and travel; hospitalization; confinement; etc.

(3) Uncontroverted facts relating to drug offenses by the MRO (see paragraph 3009.1).

(4) Any alcohol related incident, reportable occurrence of alcohol abuse, or alcohol rehabilitation (Level IT and ITT treatment) failures (see paragraph 3009.2).

(5) A Field Flight Performance Board finds the MRO negligent, culpable, or terminates or restricts flight status of the MRO.

(6) The MRO refuses to sign item 2 of section J (Certification by the MRO when the report is adverse). Include the Marine's forwarding address (unit or home address) or permanent mailing address. See paragraph 5007.

(7) Reviewing officer assumes RS authority because of the reporting senior's:

(a) Death.

(b) Incapacitation.

(c) Relief for cause.

(d) For unresolved conflicts and lack of professional objectivity discussed in paragraph 2010.6d.

(8) When submitting a DC report. Comment must indicate the reason for submission (see paragraph 3004.2).

(9) When the RS transfers while the MRO is in a UA status. Comment must indicate the MRO's UA status and reflect the period of UA as time lost (see paragraph 3010.4).

(10) Multiple and simultaneous regular duty assignments. Comment as follows: "Simultaneous report".

(11) For SMCR/MTU reports, the following require explanation in section I:

(a) Significant failure to meet required drill attendance.

(b) Omission of an RT report and the RS includes the period in an annual (AR) report.

→ (12) Failure of a scheduled PFT not reflected in item 8, (Special Information), block b. (PFT); i.e., CG or IG inspection, formal school/course requirements, etc. (see paragraph 4003.8b(1)).

(13) Failure to qualify or requalify during an annual marksmanship qualification/requalification training period that is not reflected in item 8, (Special Information), block a. (QUAL).

(14) Failure to complete an annual marksmanship training requirement when the MRO was required to but did not fire during an annual marksmanship qualification/requalification training period that is not reflected in item 8, (Special Information), block a. (QUAL) if the RS deems the failure is due to a lack of due diligence on the part of the Marine.

(15) The MRO has carried out performance of classified security responsibilities that are other than the MRO's primary duty. **NOTE:** Omit this comment if it is already addressed in sections B and C.

→ (16) The MRO is or was assigned to the Body Composition Program (BCP) as directed by MCO P6100.12, during the reporting period (see paragraph 5001.3d(1)).

(17) Early termination of temporary duty originally projected to last more than 30 days (see paragraph 3006.2b).

(18) Class standing or successful completion of school or formal course of instruction, or reasons for drop or disenrollment, when applicable.

(19) For attachment of unique performance evaluation forms given to Marines assigned as students or special trainees at non-Marine commands per the provisions of paragraph 6008.4. Comment as follows: "Attachment is the unique performance evaluation form required by this (command/institution)."

(20) Commanding General's approval to modifications of the reporting chain.

(21) Extent of fulfillment of the execution and oversight of the command's safety policy, when applicable, but especially when MRO is filling an executive officer's or deputy commander's billet with their safety responsibilities.

(22) Indicate when the MRO is filling a billet designated for a higher grade, or when a warrant officer is filling a limited duty officer billet or either is filling an unrestricted officer billet.

→ (23) In the case of Marine aviators and flight officers, comment on pure flying proficiency and when applicable, in terms of aeronautical leadership, airborne judgment, or use of aeronautical assets. Some examples are: An aircraft commander, flight leader designations, tactical air coordinator (ground and airborne), mission commander, WTI or any other aeronautically designated Marine in a position of tactical leadership.

→ (24) Extent to which all Marines, especially those whose billet specifically involves planning, supervision, training, and operational responsibilities, exhibit Operational Risk Management (ORM) ability to accomplish the mission. Specifically, skills in identifying hazards, assessing those hazards for risk, making risk acceptance decisions, applying controls to minimize the risk, and supervision. **NOTE:** Marine Corps Order 3500.27 outlines the integral part ORM plays in training and planning at all levels to optimize operational capability, readiness, and mission accomplishment.

5. **Unacceptable Comments.** The RS will not comment on the following situations:

a. Reference to pending nonjudicial punishment, court-martial, civil/criminal action, fact-finding board (e.g., Field Flight Performance Boards), or investigation.

(1) Discussion of these matters, if the MRO was found innocent or nonculpable, would be premature and prejudicial, thereby unfairly penalizing the Marine.

(2) Once the pending action is complete (to include the appellate process) and the Marine is found accountable, then include the results in the reporting period when adjudication is completed. For the specific handling of NJP, courts-martial, or civilian conviction see paragraph 4003.6c.

(3) Reference to the results of an informal investigation, fact finding body, or a Field Flight Performance Board should only be made if the MRO is found to be negligent or culpable or if the findings are otherwise adverse.

b. Reference to recommendations for administrative reduction, separation, or withholding of promotion pending resolution at higher authority. Same reasons as paragraph 4012.5a(1) above, apply.

c. Reference to nonpunitive letters of admonition or reprimand, unless the RS follows the provisions of paragraph 4003.6b. Issuance of a nonpunitive letter may not be mentioned in any narrative, but the underlying facts may be included as outlined in paragraph 0105 of the Manual of the Judge Advocate General. Reporting seniors must, however, report a Letter of Censure issued by the Secretary of the Navy.

d. Mention of any suspected criminal activity, particularly suspected drug use. Suspicion is not a basis for recording in official personnel files.

e. Indication that the MRO voluntarily entered the Alcohol Rehabilitation Program when the situation which led to the volunteering did not affect the individual's performance of duty.

(1) Such information is irrelevant to the process and scope of the fitness report, and should be treated like any other period of hospitalization not affecting performance.

(2) This is a recognized medical problem, best addressed by medical authorities.

f. Reference to minor traffic violations.

g. Reference to prior nonselection for promotion which is a matter of record.

h. Reference to whether spouse does or does not support command, social, volunteer functions, and the like. The positive contribution Marine spouses make to the military and civilian communities are a proud and appreciated tradition, but spouses need to be free to make those choices. **NOTE:** RSs are not evaluating spouses' performance.

i. Comments based on an individual's gender.

(1) Gender-related comments; e.g., charming, attractive woman, handsome man, best woman officer, etc., are gratuitous and not acceptable. General comments noting the MRO is pregnant are likewise unacceptable unless related to the MRO's adherence to weight standards or completing the PFT.

(2) Limit references to gender to the pronouns: he, she, him, his, her, hers, himself, herself.

j. Comments pertaining to medical issues (physical and/or psychological) that do not affect the MRO's performance of duties or diminish his or her effectiveness as a leader.

k. Comments concerning the MRO's personal or family problems that do not affect performance or diminish effectiveness to lead.

l. Comments pertaining to the MRO's status as a single parent, unless the MRO has failed to make necessary provisions in case of deployment or manipulates the situation as an excuse for tardiness and frequent unplanned time off or leave.

→ m. **Comments identifying minor limitations, shortcomings, occasional lapses, or weakness in an otherwise overall positive performance.** These comments serve no constructive purpose, foster a zero defect mentality, are most often counseling comments for the MRO, and not germane to the overall evaluation.

4013. INSTRUCTIONS FOR COMPLETING SECTION J (CERTIFICATION)

1. **Purpose.** Section J gives the document legal standing and safeguards the integrity of the reporting process and provides the MRO the opportunity to acknowledge and address the adverse nature of any report.

2. **Process.** Once section J is complete, to include the MRO's statement (when applicable), the RS must forward the report to the RO for his or her comments.

3. **Item 1 (Reporting Senior Certification).** Item 1 requires the RS to certify that the report is truthful and prepared without prejudice or partiality and presupposes the RS considered all aspects of the MRO's performance known to the RS at the time he or she completes the report. It further certifies that the RS has provided the MRO with a signed copy of the report which includes sections completed by the RS.

a. The RS must sign item 1 and record the date signed in the appropriate blocks using the YYYY MM DD format.

b. **If the RS makes any changes to the report subsequent to providing the MRO a copy, he or she must provide a new signed copy of the report to the MRO.**

c. In those situations when the RS submits a DC or CH report for a Marine in a UA or deserter status (per the provisions of paragraph 3010.1 or 3010.4), the CMC waives the requirements for the RS to provide a copy of the report to the MRO.

4. **Item 2 (Acknowledgment by the MRO when the Report is Adverse)**. If the report is adverse, the MRO, by close of business on the first working day after being provided a copy of the report, must:

a. Sign item 2 and record the date signed in the appropriate blocks using the YYYY MM DD format.

b. Indicate whether or not he or she will make a statement by marking an "X" in the appropriate block.

c. If making a statement, the MRO must prepare the statement per the instructions of paragraph 5003 using the Addendum Page (Appendix C) per the instructions in paragraph 4015.

d. In those situations when the RS submits a DC or CH report for a Marine in a UA or deserter status (per the provisions of paragraph 3010.1 or 3010.4), the CMC waives the requirements for the MRO's signature in item 2 of section J. **NOTE:** Upon return, the MRO can request a copy of his or her report from the CMC (MMSB-30) and upon receipt, submit a rebuttal per the provisions of Chapter 5.

e. See paragraph 5007 if the MRO refuses to sign the report.

5. In those situations when the MRO and RS disagree as to whether a report is adverse, the RS should consult with the RO prior to the MRO's completion of item 2 and forwarding of the report. The RO will make the determination on adversity. **NOTE:** If in doubt, the RO should call the Performance Evaluation Section (MMSB-30) for assistance in making the determination on adversity.

4014. **INSTRUCTIONS FOR COMPLETING SECTION K REVIEWING OFFICER COMMENTS)**

1. **Purpose.** Section K formalizes the RO's involvement in the PES. It requires the RO to:

a. Certify the administrative correctness of the report.

b. Characterize his or her level of observation of the MRO.

c. Address the following if the RO has sufficiently observed the MRO:

(1) Concur or nonconcur with the RS's evaluation.

(2) Compare the MRO's professional abilities and potential to other Marines of the same grade whose professional abilities are known to the RO.

(3) Comment concerning the MRO's potential and especially if the unsatisfactory block on the comparative assessment scale is marked.

2. Structure and Content

a. **Item 1 (Observation)**. The RO must indicate whether or not he or she has had sufficient knowledge and observation of the MRO to effectively complete items 2-4 of section K.

(1) There are no hard guidelines on what constitutes sufficient knowledge and observation. In some circumstances an RO gets to know a great deal about an MRO in an extremely short time and in other cases, the RO may never gain sufficient observation regardless of how long both serve in the same command. Because of the requirement to comment on potential as well as their critical role in safeguarding the integrity of the PES, ROs should make every effort to come to know the Marines whose reports they will review.

(2) Mark an "X" in the appropriate block, indicating either sufficient or insufficient observation. **The RO must complete items 2-4 of section K if observation is marked sufficient in item 1.** Do not complete items 2-4 if item 1 reflects insufficient observation unless addressing the following:

(a) Modifications to the reporting chain or submission deadlines.

(b) Adjudication of factual differences between the RS's evaluation and the MRO's statement related to adverse reports per the provisions of paragraph 5004.

(c) Authorization for the RS to complete a report on an officer of equivalent grade.

(d) The RS recommends the MRO for accelerated promotion. **NOTE:** Comments should reflect that the RO can neither concur nor nonconcur with the recommendation for accelerated promotion because of insufficient observation (see paragraph 4003.7d(e)).

(e) Failure of the MRO to submit a statement after indicating his or her desire to do so in item 2 of section J.

b. **Item 2, (EVALUATION)**. The RO must concur or nonconcur with the report.

(1) Mark an "X" in the appropriate block.

(2) If the RO marks the nonconcur block, provide amplifying comments in item 4. See paragraph 4014.2d(2).

c. **Item 3, (COMPARATIVE ASSESSMENT)**. Item 3 provides the RO an opportunity to compare the MRO to all Marines (both past and present) of the grade whose professional abilities are known to the RO. Focus on the MRO's potential.

(1) Consider all the MRO's attributes.

(2) Weigh the MRO's performance as an indicator of future potential for service at more senior positions.

(3) Mark an "X" in the appropriate block indicating the comparative assessment of the MRO.

→ (4) See explanations in paragraphs 3006.7 and 3007.6 for not observed and extended reports, respectively.

d. **Item 4, (REVIEWING OFFICER COMMENTS)**. The RO is in a unique position to add depth to the report and to assist the CMC in distinguishing among Marines. If the RO indicates "sufficient observation," comments are mandatory. Although the RS may opt for a not observed report, the RO is not precluded from providing his or her own assessment and comments.

(1) **General Content**. The RO should comment on the MRO's performance and potential as follows:

(a) If observation and knowledge of the MRO's performance permit, ROs must provide comments on the MRO's performance during the reporting period. For those cases of extended reports, and same RO as prior report, the RO may make the following comment "Comments remain the same" and mark the comparative assessment same as prior report; or may add new comments deemed appropriate, and mark the comparative assessment scale as applicable.

(b) At a minimum, the RO should amplify his or her comparative assessment mark, and evaluate the MRO's potential for continued professional development to include promotion, command assignment, resident PME, and retention. As appropriate, he or she should put the RS's marks and comments in perspective.

(c) The assessment will reflect the RO's careful consideration of all information available. This may include personal observation, a review of the MRO's Officer Qualification Record (OQR)/Service Record Book (SRB), additional input from the RS, academic achievements, and observations of others.

(2) **Directed Comments**. The RO must specifically comment on the following:

(a) Issues related to nonconcurrency with the RS's evaluation of the MRO to include the specific reason; e.g., inflation. **NOTE:** In the case of inflation, the RO must highlight the fact that his or her efforts to remedy the situation with the RS were unsuccessful.

(b) Modifications to the "normal" reporting chain or submission deadlines approved by commanding generals because of operational considerations.

(c) The RS recommends the MRO for accelerated promotion (see paragraph 4003.7d(3)).

(d) Adjudication of factual differences between the RS's evaluation and the MRO's statement related to adverse reports per the provisions of paragraph 5004.

(e) Authorization for the RS to complete a fitness report on an officer of equivalent grade.

(f) Failure of the MRO to submit a statement after indicating his or her desire to do so in item 2 of section J.

(3) **Format**. The RO should complete comments by computer or typewriter using Courier New size 10 or 12 font.

(a) The RO must limit comments to the space available.

(b) The only authorized RO use of an addendum page is for adjudicating adverse reports.

(4) **Style**. When preparing this item:

(a) Omit superlative adjectives, superfluous statistics, and imprecise phrasing.

(b) Make comments objective, generic, and written so as to not create any unintended valuation of the particular billet.

(c) Normal capitalization rules apply. Do not use UPPERCASE, underlining, "quotation marks," **boldface**, *italics*, and punctuation (!&%?...) in exclamation.

e. **Item 5, RO Certification**. Sign and date the certification on the date actually completed.

f. **Item 6 (Acknowledgment by the MRO when the Report is Adverse)**.



(1) When the RO's section K-3 mark of "unsatisfactory" and/or review comments render the report adverse; or on an adverse report by the RS, the RO marks K-3 "unsatisfactory" and/or review comments add new adversity not addressed by the RS, the RO must refer the report to the MRO to:

(a) Sign item K-6 and record the date signed.

(b) Indicate whether or not he or she will make a statement by marking an "X" in the appropriate block.

(c) If making a statement, the MRO must prepare the statement per the instructions in paragraph 5003 using the addendum page (Appendix C) per the instructions in paragraph 4015.

(2) Conversely, no requirement exists for the RO to refer an adverse report for section K-6 signature if the MRO indicated "no statement to make" in section J-2, K-3 is not marked "unsatisfactory," and RO adds no new adversity;

or when MRO submits a rebuttal, the RO concurs in whole or in part with the RS's evaluation, does not mark K-3 "unsatisfactory, and adds no new adversity in review comments.

g. The RO must complete section K as described above even if the RS submits a "not observed" or "extended" report. If an RS does not have sufficient observation but the RO does, the RO will concur with the RS's insufficient observation and complete section K as described.

3. **Administrative Review Process**. Regardless of the extent of observation, the RO remains responsible for conducting an administrative review of the report. Reviewing officers must ensure adherence to policy and are responsible for all subordinate performance evaluation activities. The RO's signature in section K of the report certifies that he or she reviewed the report for administrative correctness per the following guidelines:

a. **Review Procedures**. The RO should develop a personalized review procedure to ensure consistency. Regardless of the RO's chosen procedure, he or she must consider the following:

(1) **Section A**. The RO must:

(a) Check for accuracy.

(b) Consider the MRO's choices for future assignments. Are these consistent with the MRO's experience, capacities, and the needs of the individual and the Marine Corps?

(c) Ensure the RS makes the appropriate directed comments in section I for marks and codes requiring directed comments per the provisions of this Manual.

(2) **Sections B and C**. The RO must ensure:

(a) Section B (BILLET DESCRIPTION) entries are consistent with the duty assignment (descriptive title) listed in item 4 of section A and conform to the style and form standards set forth in paragraph 4004.

(b) Section C statements describe performance accomplishments directly related to the duties and responsibilities of the MRO and conform to the structure and content standards set forth in paragraph 4005.

(c) See Appendix E for sample sections B and C.

(3) **Sections D through H**. Review all justifications for marks of "A," "F," or "G" to ensure each meets the requirement of paragraph 4006.5, and clearly supports either sustained exemplary performance rarely matched by others or substandard/adverse performance.

(4) **Section I**. Ensure the RS's comments meet the same standards as those in section C and do not exceed the space provided. Confirm that all directed comments match the remarks or markings in the appropriate sections of the fitness report.

(5) **Section J.** Ensure the proper signatures are entered. If the MRO signed item 2 indicating the attachment of a statement, confirm its presence and conduct those RO responsibilities outlined in paragraph 5004.

b. **Procedures for Adjudicating Administrative Errors and Inflated Reports.** Given the RO's responsibility for ensuring fitness reports adhere to the policy set forth in this Manual, the RO must:

(1) Return to the RS any fitness report with administrative errors requiring correction.

(2) Notify the RS when, in his or her opinion, the fitness report contains inflated markings, justifications, or comments failing to meet the standards or spirit of this Manual.

(a) In such situations, the RO should give the RS the reasons for returning the report and provide guidance to bring the same to the accepted standard.

(b) The RO does not have the authority to order the RS to change any marks, statements, or comments unless the errors are administrative or factual in nature.

(3) If after discussion, the RO's concerns are not resolved, mark an "X" in the appropriate block indicating nonconcurrency with the report.

(4) Provide comments in item 4 amplifying the mark in the nonconcur block, indicating his or her rationale for nonconcurrency with the report, the specific item(s) of concern, and the recommended change to the evaluation. For example:

(a) During the review process, the RO may judge that an "F" mark in an evaluated area is neither supported by the RO's personal observation of the MRO nor the RS's written justification. The RO discusses the mark and its justification with the RS, but the RS insists that both the mark and the justification are valid.

(b) If the RS will not change the mark and cannot strengthen the justification to the RO's satisfaction, the RO would indicate nonconcurrency and provide amplifying comments similar to the following: "Do not concur with the RS's mark of "F" in section D-2; justification lacks specificity and overstates the MRO's proficiency; more accurate mark is D."

4015. **INSTRUCTIONS FOR COMPLETING SECTION L (ADDENDUM PAGE)**

1. **General.** The addendum page, Appendix C, is normally the only attachment to the fitness report. The exception is as noted in paragraph 6008.4, when the MRO is a student or special trainee assigned to a non-Marine command or institution.

2. **Purpose.** The addendum page provides a standardized format to the MRO and all reporting officials for use in the following situations:

a. Continuation of RS's:

(1) Narrative on an adverse report if necessary.

(2) Justifications when more than one attribute in a section requires justification for an "A", "F", or "G" marking (see paragraph 4006.5).

(3) Section I comments when the combined length of directed and additional comments exceeds the space in section I (see paragraph 4012.3).

b. Rebuttal statements from the MRO. **NOTE:** The MRO cannot submit a rebuttal to a fitness report that is not adverse.

c. Reviewing Officer's adjudication and general or senior officer sighting comments associated with an adverse report.

d. Reporting Senior's recommendation for an MRO's accelerated promotion.

e. Administrative reviews addressed in paragraph 6008.

f. Submission of supplemental comments.

g. Quality control documentation for HQMC.

3. Administration

a. Appendix C is the addendum page form (NAVMC 11297 (1-99)(EF)).

b. Type all the information on the addendum page.

(1) Complete Section A (PURPOSE), by computer or typewriter using Courier New size 12 font. Type entries within the allotted spaces using uppercase letters.

(2) Complete Section B (TEXT), by computer or typewriter using Courier New size 10 or 12 font.

(3) Normal capitalization rules apply. Do not use UPPERCASE, underlining, "quotation marks," **boldface**, *italics*, and punctuation (!&%?...) in exclamation.

(4) Complete Section C (SUBMITTED BY) and Section D (GENERAL/SENIOR OFFICER ADVERSE REPORT SIGHTING) by computer or typewriter using Courier New size 12 font.

(5) Make corrections using correction tape or a typewriter with corrector, lift-off capability. **NOTE:** Do not use correction tape for matters dealing with adversity.

(6) Minor pen changes are also acceptable, however, the person making the change must initial next to the change.

c. Sign and date using black ink. Do not correct signatures.

d. If more than one addendum page is necessary for any particular purpose, the user must identically complete items 1 through 3 on all pages.

e. All addendum pages must reflect the appropriate page number (e.g., 1 of 2, 2 of 2,) of that Marine's particular submission. For example: An MRO's rebuttal statement is three pages in length, and the RO's statement requires two addendum pages.

(1) In the appropriate spaces on the MRO's statement, mark the sequential pages 1 of 3, 2 of 3 and 3 of 3.

(2) Mark the RO's statement 1 of 2 and 2 of 2.

f. Each page of the submission requires the appropriate certifying signature.

4. Completion Instructions

a. Section L. Mark an "X" in the block as appropriate to indicate there is an addendum page(s) attached.

b. Addendum Page. Complete as follows:

(1) Section A (PURPOSE)

(a) Item 1, (Marine Reported On). Type the information required in blocks a., b., c., d., and e. exactly as it appears in item 1 of section A on the fitness report.

(b) Item 2, (Occasion and Period Covered). Type the information required in blocks a., and b. exactly as it appears in item 3 of section A on the fitness report.

(c) Item 3, (Purpose). Type an "X" in the appropriate box listed under item 3 indicating the purpose of the addendum page. Mark only one box.

(2) Section B (TEXT). Complete per the administrative instructions in paragraph 4015.3b(2).

(3) Section C (SUBMITTED BY)

(a) Type the information required in items 1-4.

(b) Sign in the space provided and record the date signed in the appropriate blocks using the YYYY MM DD format. Use black ink.

(4) Section D (GENERAL/SENIOR OFFICER ADVERSE REPORT SIGHTING)

(a) Type the information required in items 1-5.

(b) Sign in the space provided and record the date signed in the appropriate blocks using the YYYY MM DD format. Use black ink.

5. **Special Instructions for Adverse Fitness Reports.** Due to the sensitive Nature of adverse fitness reports, reporting officials must complete additional administrative steps when using the addendum page in conjunction with these reports. See Chapter 5 for specific details.

6. **HQMC Use.** Headquarters Marine Corps will use block 3f (HQMC Use) of item 3, for internal quality control in conjunction with those reports administratively reviewed at HQMC or appropriate clarification of the record when necessary.

→ 4016. **INSTRUCTIONS FOR COMPLETING CLASSIFIED REPORTS**

1. **Fitness reports will not contain classified information.** Depending on the possible levels of classification, fitness reports are not releasable to promotion/selection board members who lack the required indoctrination for specific classified programs, and thus, such reports lose impact in the promotion/selection process.

2. Furthermore, those at HQMC with administrative responsibilities in the auditing, accreditation, and processing of fitness reports are eliminated from their oversight responsibilities when reports are classified and cannot be audited for accuracy. Those involved in other manpower management decisions who use performance files are also at a disadvantage, since classified reports are not part of the OMPF.

3. Fitness reports for Marines performing classified duties will be completed so as not to release classified information. In addressing the MRO's billet description (Section B), billet accomplishments (Section C), justification block in Sections D-H (when applicable) and Section I and K Comments, avoid any reference to specific operational or mission details to eliminate the requirement for classification. If any entry would result in the release of classified information, use the word "classified" in place of that entry.

4017. **INSTRUCTIONS FOR COMPLETING COLONEL REPORTS**

1. Colonel fitness reports will consist of pages 1 and 5, and addendum page(s) as appropriate.

2. Section A will be completed per the provisions of paragraph 4003.

3. Reporting Seniors are not to complete sections B and C on page 1. That information, however, will be addressed on an addendum page in letter-style narrative, similar to general officer reports (paragraph 4002).

4. Grading of the 14 attributes on pages 2, 3, and 4 will not occur. The RS's consideration and evaluation of those attributes, however, and required section I comments (paragraph 4012), as applicable, will also be addressed in letter style narrative on the addendum page(s). Additionally, specific comments on potential for promotion and assignments to command, staff, and advanced schooling are desired. The use of addendum pages for all these comments is essential in fully automating, forwarding, and processing reports. Their use will not be limited, but concise narrative is desired.

5. "Not observed" (paragraph 3006) and extended (paragraph 3007) fitness reports require only pages 1 and 5 with justification comments entered in section I.

6. Reviewing Officer evaluation responsibility for completing section K, Reviewing Officer Comments, is per paragraph 4014. If observation and knowledge of MRO's performance permits, the RO should complete items K-1 and K-2 and grade the comparative assessment pyramid, item K-3. The RO's directed and evaluative comments in item K-4 may be extended onto an addendum page, if needed.

→ 7. When the RS is a Flag Officer or equivalent and a reviewing officer chain does not exist per paragraph 2004, and one is not otherwise prescribed, special handling instructions of such a situation are contained in paragraph 2010.6e.

8. All pages with signature lines will be signed, as applicable.

or incident reports received by the RS from outside the reporting chain or from within the reporting chain above the RO level (see paragraph 4003.6b).

(2) **Item 6c**. A mark in block c (Disciplinary Action) of item 6 (Marine Subject To:) indicating the MRO was the subject of disciplinary action during the reporting period or appellate process from a previous period completes the adjudication process (see paragraph 4003.6c).

(3) **Item 7b**. A mark of "NO" in item 7 (Qualified for Promotion).

(4) **Item 8a**. Codes "U" (Unqualified) and "X" (required did not fire) in block a. (QUAL) of item 8 (Special Information).

(a) **Code "U"**. The RS must determine if the MRO's failure to qualify resulted from a lack of effort or negligence on the part of the Marine per the provisions of paragraph 10b of MCO 3574.2, Marksmanship Qualification/Requalification Training with the M16A2 Service Rifle and M9 Service Pistol.

(b) **Code "X"**. The RS must determine if the MRO's failure to fire was the result of a lack of due diligence on the part of the Marine that resulted in him or her not getting scheduled on a range detail or ignoring an assignment to a scheduled detail.

(5) **Item 8b**. Codes "F" (failed) and "RDNT" (required did not take) in block b. (PFT) of item 8 (Special Information).

(a) **Code "F"**. The score officially recorded in the MCTFS reflects the MRO's failure of the PFT.

(b) **Code "RDNT"**. The RS must determine if the MRO was required to, but did not take the PFT because of a lack of due diligence on the part of the Marine that resulted in him or her not getting scheduled for a PFT or ignoring a scheduled PFT.

→ (6) **Item 8f**. The body fat percentage recorded in block f. (Body Fat) of item 8 (Special Information) is 19 percent or higher for male MROs and the MRO is not diagnosed by an appropriately credentialed health care provider that the excess weight and body fat condition is the result of an underlying or associated disease process. **NOTE:** A tolerance up to 4% (not to exceed 22%) is allowed for male Marines who complete a full PFT and earn a 1st class score. The PFT must have been run within 90 days prior/30 days after the body fat measurement.

(7) **Item 8f**. The body fat percentage recorded in block f. (Body Fat) of item 8 (Special Information) is 27 percent or higher for female MROs and the MRO is not:

(a) Within the 6 month postpartum recovery period.

(b) Pending a fit for full duty determination by a Medial Officer following delivery.

→ (c) Diagnosed by an appropriately credentialed health care provider that the excess weight and body fat condition is the result of an underlying or associated disease process. **NOTE:** A tolerance up to 4% (not to exceed 30%) is allowed for female Marines who complete a full PFT and earn a 1st class score. The PFT must have been run within 90 days prior/30 days after the body fat measurement.

b. **Section C.** Comments indicating the MRO accomplished below average or unsatisfactory results.

c. **Sections D through H.** Any mark of "A" is adverse. **NOTE:** The RS must justify the mark in the corresponding justification block.

d. **Section I Comments**

→ (1) Comments indicating the MRO is or was assigned to the Body Composition Program (BCP) as directed by MCO P6100.12, Marine Corps Physical Fitness Test and Body Composition Program (MCPFTBCP), at anytime during the reporting period.

(a) Any assignment to either program reflects a failure to meet Marine Corps standards and is adverse unless an appropriately credentialed health care provider diagnosed the individual's condition to be a result of an underlying or associated disease process.

(b) The RS must highlight the diagnosis in section I.

(2) Comments identifying the MRO's failure to maintain an acceptable military appearance.

(3) Comments identifying a failure by the MRO to qualify or requalify during an annual qualification/requalification training period at anytime within the reporting period when the RS deems the MRO's failure resulted from a lack of effort or negligence on the part of the Marine. **NOTE:** This also applies to an MRO who fails swim qualification or MBST testing due to negligence or indifference.

(4) Comments indicating the MRO was required to but did not fire during an annual qualification/requalification training period at any time within the reporting period when the RS deems the MRO's failure to fire was the result of a lack of due diligence on the part of the Marine.

→ (5) Comments identifying the MRO's failure of a scheduled PFT during the reporting period that is not currently reflected in the MCTFS or in item 8 (Special Information), block b (PFT). Also, see paragraph 4003.8b(1). **NOTE:** Remedial PFTs that result in a passing score for the MRO do not count for reporting purposes. The RS may, however, highlight the passing score in section I as an additional comment.

(6) Comments pertaining to the MRO's drop from, or failure at, a school because of the Marine's unwillingness to try, cavalier attitude, unprofessional conduct, or inability to meet required standards are adverse.

(a) Reporting officials must not, however, penalize a Marine for lacking the MOS prerequisites for the school or for lacking formal education or natural abilities or aptitudes to complete the school.

(b) **Examples that are not adverse:** Dropped from flight school or any entry level technically oriented school because of not having specific ability or aptitude; not accepted for Drill Instructor or Recruiter School or duty because of not meeting ideal psychological profile for that duty. **NOTE:** Reporting officials should not base recommendations for promotion in these examples purely on academic achievement, grade point average, aptitude, or ability to assimilate instruction.

(7) Comments identifying academic failure in an MOS related school once the Marine already has a primary MOS, and academic or leadership failure at a PME course of instruction.

(8) Comments identifying the MRO's disenrollment for lack of effort from, or refusal to enroll in, a required nonresident PME program. These situations indicate an indifference to professional growth on the part of the MRO.

(9) Comments identifying alcohol related incidents or reportable occurrences of alcohol abuse, including driving under the influence or driving while impaired (see paragraph 3009.2).

(10) Comments identifying the MRO's failure of Level II or III alcohol rehabilitation treatment.

(11) Comments in addition to those made in section C or the justification blocks for sections D - H, describing the moral or professional character, performance, or potential of the MRO that reflect:

(a) A failure to accomplish job assignments or meet established standards.

(b) A judgment of his or her inability to cope with increasing MOS and professional responsibilities and assignments.

(c) An inability to increase life skills and progress professionally.

(d) Poor character.

(e) Dereliction of duty.

(f) Lack of restraint.

(g) Indebtedness.

(h) Disreputable morals.

(i) Substantiated discrimination to include sexual harassment.

(j) Conduct unbecoming a Marine leader.

→ (12) Comments concerning the MRO's personal or family problems that affect performance or diminish effectiveness to lead. **NOTE:** Per the provisions of paragraph 4003.8a(4)(b), regarding Marines prohibited from requalifying due to the Lautenberg Amendment to the Gun Control Act of 1968, no qualifying section I comment is warranted unless incident of spousal or family abuse that created this situation is current adverse material for the reporting period.

(13) Comments pertaining to medical issues (physical and/or psychological) that affect the MRO's performance of duties or diminish his or her effectiveness as a leader and reflect a lack of due diligence within the limits of the MRO's duty status. **NOTE:** The RS should succinctly address the facts; not attempt to medically diagnose or offer a prognosis.

(14) Comments identifying periods of UA or declaration as a deserter.

(15) To further state the MRO has or is correcting any of the problems identified in (1) through (10) above, still does not erase the adversity.

→ e. **Section K, Item 3**. A mark of unsatisfactory for the comparative assessment. The RO needs to amplify a mark of unsatisfactory.

f. **Section K Comments**. The same definitions of adversity described for sections A and C through I above apply to the RO's comments in this section.

g. **Negative words, phrases, and qualifying adverbs**

(1) Most adverse reports contain negative words, phrases, or qualifying adverbs such as:

- Does not display . . .
- Failed to . . .
- Unqualified to . . .
- Lacks the . . .
- Needs improvement in . . .
- Usually, sometimes, normally, generally . . .

(2) Reporting officials should avoid these negative phrases unless the intent is to render the report adverse.

5002. **REPORTING SENIOR ACTION**

1. Once the MRO has reviewed the report, the RS must:

a. Ensure the MRO completes item 2 of section J by:

(1) Signing and dating the report.

(2) Marking the appropriate block indicating his or her desire to make a statement.

b. Ensure compliance with the provisions of paragraph 5003.

2. Following completion of item 2 of section J and the MRO's statement, if so indicated, the RS will deliver the report to the RO for review, adjudication, and forwarding to a third officer for sighting (see paragraph 5005).

3. The RS will not attach additional comments for the record concerning the MRO's statement; however, the RS may provide informal comments to the RO to assist in clarifying issues. **NOTE:** Do not forward these comments to the CMC (MMSB-32).

4. If the MRO indicates in item 2 of section J that he or she has attached a statement but subsequently fails to do so within the prescribed time frame (see paragraph 5003.3b), the RS should do the following:

a. Confirm the absence of the statement.

b. Forward the report to the RO and inform him or her of the MRO's failure to attach a statement.

5003. **MARINE REPORTED ON ACTION**

1. By close of business of the first working day following the day the MRO is provided a copy of the report, the MRO must:

a. Sign and date item 2 of section J of the original report.

b. Indicate in the appropriate block of item 2 of section J a desire to make or not to make a statement.

2. When the MRO indicates there is "no statement to make", the report is assumed accurate as written.

3. When the MRO desires to make a statement, the following guidance applies:

a. Complete the statement using an addendum page (Appendix C) per the instructions in paragraph 4015.

(1) The MRO's statement must conform to Article 1122, U.S. Navy Regulations regarding temperate language, limitation to facts, and performance of duty during the period of the report.

(2) This is not the forum for surfacing issues more timely and appropriately handled at request mast or through an Article 138, UCMJ, Complaints of Wrongs.

b. The MRO has 5 working days after referral of the report to return the completed statement to the RS.

- 4. If the RO marks item K-3 "unsatisfactory" or comments in item K-4 introduce new adverse material, the MRO must:
- a. By close of business of the first working day following the day the MRO reviews the RO's comments, sign and date item 6 of section K.
 - b. Indicate in the appropriate block of item 6 of section K a desire to make or not make a statement.
 - c. When the MRO indicates there is no statement to make, the report is assumed accurate as written.
 - d. When the MRO desires to make a statement, the same guidance as noted in paragraph 5003.3 applies with the exception that the MRO must return the completed statement to the RO vice RS.

5004. **REVIEWING OFFICER ACTION**

1. In the event the MRO attaches a statement that disagrees with the RS as to matters of fact, the RO must:
 - a. Take action to resolve inconsistencies and disagreements.
 - b. Solicit input from the RS, appropriate staff officers, commanders, and senior enlisted advisors when their comments help to clarify factual differences between the report and the MRO's rebuttal. **NOTE:** While in certain situations separation by time and distance may prevent the RO from having first hand observation of the MRO and RS relationship, the RO should employ every reasonable effort to adjudicate the report.
 - c. Indicate in item 4 of section K or on an addendum page, if necessary, the actions taken and findings of fact.
 2. When the MRO's statement adds new information that the RS did not previously address in his or her comments, the RO must determine the validity of the new information, and indicate findings and actions taken.
 3. The RO must not attach additional documentation in the form of third party statements in support of either the RS or MRO positions to the report.
 - a. This does not preclude the RO from researching and obtaining such statements and commenting on the findings in resolving the issues of the case.
 - b. When it is not possible to resolve differences, the RO must state this fact and explain why in his or her comments.
- 4. If the RO marks the K-2 "concur" box, and/or the K-3 "unsatisfactory" block, and/or makes adverse comments in K-4, the RO must refer the report to the MRO.
- a. Once the MRO has reviewed the report, the RO must:

(1) Ensure the MRO completes item 6 of section K by:

(a) Signing and dating the report.

(b) Marking the appropriate block indicating his or her desire to make a statement.

(2) Ensure compliance with the provisions of paragraph 5003.

b. The RO will provide a copy of the report (not the original) to the MRO to aid in preparation of his or her statement.

c. **Transfer of either the MRO or the RO is not a valid reason for failing to show the report to the MRO.** If necessary, the RO should mail a copy of the report to the MRO for acknowledgment and return.

d. **Following completion of item 6 of section K and the MRO's statement, the RO will deliver the report to the third officer for sighting** (see paragraph 5005).

e. The RO will not attach additional comments for the record concerning the MRO's statement; however, the RO may provide informal comments to the third officer sighting to assist in clarifying issues. **NOTE:** Do not forward these comments to the CMC (MMSB-32).

5. The RO must complete the review action, to include forwarding for third officer sighting, in sufficient time to ensure the report arrives at HQMC within 30 days after the end of the reporting period.

a. If the MRO or RS is transferring, reporting officials should make a concerted effort to resolve differences while the principals are still present.

(1) The same applies if the RO is transferring.

(2) **Reporting officials should strive to ensure the RO of record at the time the report ended is the RO who attempts to resolve any differences and arbitrates the report.**

b. Reviewing officers are encouraged to inform, as a courtesy to the Marine, the MRO of their action.

6. In situations when the MRO indicates in item 2 of section J that he or she has attached a statement but subsequently fails to do so within the prescribed time frame, the RO should do the following:

a. Confirm the absence of the statement.

→ b. Comment in item 4 of section K (Reviewing Officer Comments) on the fact that the MRO indicated in item 2 of section J that he or she has attached a statement but has failed to do so. **NOTE:** To document the MRO's change of mind since signing section J-2, have the MRO mark and sign section K-6 accordingly.

PERFORMANCE EVALUATION SYSTEM

CHAPTER 6

SPECIAL INSTRUCTIONS

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b. Upon receipt at HQMC, the Performance Evaluation Section (MMSB-30) will take necessary action to ensure the completion of the reports for processing.

c. For such reports, it is critical that at least the names and social security numbers of the MRO, RS, and RO be accurate.

4. Missing or Prisoner of War Status

a. Reporting seniors must submit DC reports upon placement of the MRO in a missing status as a result of being:

(1) Missing in action.

(2) Captured by a hostile force.

(3) Interned or detained by a foreign country against his or her will.

b. The "to" date for the report is the declaration date of the MRO's specific status.

→ 5. Combat Report Criteria

a. To be considered for a combat fitness report, the Marine being reported on (MRO) must be serving in a project/crisis code area as designated by the Chairman, Joint Chiefs of Staff, and announced by message from Joint Headquarters and this Headquarters as applicable.

b. Assignment in the theater of operation, receiving imminent danger pay, qualifying for a campaign or expeditionary ribbon does not meet the criteria for a combat report. The MRO must be subjected to hostile fire in combat operations against an enemy or in direct support of those engaged in hostile fire with an enemy. Per paragraph 4012. 4a(2), the report must comment on the nature of the combat operation and the MRO's actions relative to the operation.

c. It is the responsibility of the commanders on the scene to determine when combat fitness reports are justified and monitor submission of the reports. Reporting seniors should document, as applicable, the MRO's combat actions in section C (Billet Accomplishments), in justification comments when "F" or "G" attribute grades are supportable, or in section I comments. To assist in determining if a combat report is appropriate the following criteria must be met:

(1) The MRO was under fire or;

(2) The MRO returned fire or;

(3) The MRO directly supported those under fire with supporting arms or;

(4) The MRO was in direct service support within the immediate combat area or;

(5) The MRO was in a leadership or staff support role directly coordinating actions in the immediate combat area

d. Actions meeting the eligibility for the Combat Action Ribbon or Strike/Flight Pin Medal makes a combat report a certainty.

6004. ACADEMIC AND TRAINING DUTY

1. Report academic and training duty as a student like regular duty. Reporting officials must observe and report all aspects of a Marine's performance, potential, and professional character, as appropriate.

2. Submit fitness reports for Marines attending school or formal courses of instruction as a result of PCS/TEMINS orders per the submission requirements outlined in Chapter 3.

3. When a Marine is attending a formal course of instruction in a TAD status for 90 or more days, the following guidance applies.

a. Per paragraph 3004.6, the RS at the parent command must submit a "to temporary" (TD) report when the MRO departs for instruction.

b. Per paragraph 3004.7, the MRO's RS at the formal course of instruction must submit a "from temporary duty" (FD) report upon completion of the MRO's instruction.

(1) If the MRO is dropped or disenrolled from a formal course or school in less than 90 days the RS must complete an FD report and fully explain the reason in section I. **NOTE:** Drops or disenrollments for cause are adverse and require the appropriate processing per Chapter 5.

(2) The additional reporting requirements for Marines in a temporary duty status identified in paragraph 3004.7f apply.

4. When a Marine is attending a formal course of instruction in a TAD status for a period of 31 to 89 days, the following guidance applies.

a. Per paragraph 3004.6, the RS at the parent command must submit a "to temporary" (TD) report when the MRO departs for instruction.

b. Per paragraph 3004.7, the MRO's RS at the formal course of instruction must submit a "from temporary duty" (FD) report upon completion of the MRO's instruction.

(1) The RS may submit a not observed report. **NOTE:** This is an exception to the provisions of paragraph 3005.1.

(2) If the MRO is dropped or disenrolled from a formal course or school in less than 90 days, the RS must complete an FD report and fully explain the reason in section I. **NOTE:** Drops or disenrollments for cause are adverse and require the appropriate processing per Chapter 5.

(3) The additional reporting requirements for Marines in a temporary duty status identified in paragraph 3004.7f apply.

5. When a Marine is attending a formal course of instruction in a TAD status for 30 or less days, the following guidance applies.

a. No fitness report is required.

b. The RS at the MRO's parent command should address the MRO's attendance at the formal course of instruction in section C and/or section I of the MRO's next report.

→ 6. Per paragraph 4003.3c, the RS must enter the one-letter code "A" in item 3c (Type Duty) of section A for all Marines performing academic or training duty as students.

7. Submit an RT report per paragraph 3004.13 for SMCR or IRR members attending school or a formal course of instruction lasting 30 days or less.

8. Submit fully observed reports to the extent possible. Observed reports are particularly crucial for company grade officers in a training status needing minimum observed time for consideration for augmentation.

a. Section B must reflect the nature of the program of instruction.

b. Section C must include course completion, class standings, etc.

c. Reporting seniors must evaluate the MRO in as many of the attributes in section D - G as possible.

d. Reporting seniors should complete section I, making directed and additional comments as appropriate.

e. Reviewing officers must complete section K; however, completion of items 3 (Comparative Assessment) and 4 (Reviewing Officer Comments) are optional on reports for MROs undergoing entry level training as TBS and initial MOS qualifying schools.

9. When the MRO is at a non-Marine command or instruction, paragraph 6008.4 may apply.

6005. FITNESS REPORTS FOR DEFENSE COUNSEL OR MILITARY JUDGES

1. **Defense Counsel.** MCO 5800.11, Organization of Defense Counsel in the Marine Corps, defines the reporting chain and policies for judge advocates assigned duties as defense counsel. The MRO may receive a simultaneous report (see paragraph 2010.3) from the local command, only for performance of nondefense counsel responsibilities provided the MRO performs additional significant duties and responsibilities for that command.

2. **Military Judges.** Applicable military judiciary instructions define the reporting chain for a Marine Corps judge advocate assigned to perform duties as

a military judge. Fitness reports shall conform to the general policies described in this Manual and instructions provided by the Judge Advocate General of the Navy, the Chief Judge of the Navy-Marine Corps Trial Judiciary, or the Chief Judge of the U.S. Navy-Marine Corps Court of Criminal Appeals.

3. Officers Assigned to the Navy-Marine Corps Court of Criminal Appeals.

Reporting officials must evaluate the performance of a judge advocate assigned to a judicial billet as an appellate judge with a view toward assessing that officer's performance and conduct during the reporting period, while at the same time fully supporting the fundamental principle of decisional independence.

a. Reporting officials must not base their evaluation on a judge's judicial opinions, rulings, or the results thereof.

b. Evaluation of an appellate judge may include the officer's knowledge of criminal law and procedure, judicial demeanor, industry, adherence to rules of procedure and ethics, clarity and quality of written opinions without regard to the decision ultimately reached, management ability (when applicable), collegiality, and significant nonjudicial contributions to the service or local community.

6006. **REMEDIAL PROMOTION.** For cases concerning the remedial promotion of a corporal to sergeant that include a backdated date of rank, the RS must submit a "not observed" (DC) report.

1. The "from" date for the report is the MRO's backdated date of rank.
2. The "to" date for the report is the date of the MRO's actual promotion.
3. The RS must include a directed comment in section I stating the MRO's promotion date and date of rank. Example: A corporal is promoted to sergeant on 2 June 1999 and given a DOR of 1 October 1998. Section I should state "Remedially Promoted 19990602, DOR 19981001".

6007. **SET ASIDE/DISAPPROVED GRADE REDUCTIONS.** If a grade reduction is remitted:

1. The RS who submitted the GC report must resubmit the report as a DC report that excludes any reference to the NJP or court-martial.

a. If any findings of guilt or punishment remain in effect, the RS must reference them in section I of the DC report.

b. If the report includes reference to any findings of guilt and punishment remaining in effect, the RS must:

(1) Ensure the MRO signs item 2 of section J (Certification by the MRO when the Report is Adverse).

(2) Ensure compliance with the provisions of Chapter 5 of this Manual.

2. The RS must submit the DC report under a separate cover letter that documents the appellate action and identifies the reinstated date of rank.

6008. **REPORTING OFFICIALS FOR MARINES SERVING EXTERNAL TO MARINE CORPS**

1. **Reporting Officials.** Reporting officials for Marines serving external to the Marine Corps must adhere to the provisions of this Manual and, to the extent possible, understand and consider Marine Corps values when completing a fitness report.

a. **Either the Reporting Senior or Reviewing Officer is a Marine.** If a Marine normally functions as either the RS or RO according to the standard reporting chain defined in paragraph 2002, process the report per the guidance of this Manual. The RO must forward the completed report to the CMC (MMSB-32) per the provisions of Chapter 7.

→ b. **Neither the Reporting Senior nor Reviewing Officer is a Marine.** Organizations should strive to include a Marine in the reporting chain. In those cases, however, when neither the RS nor the RO is a Marine officer, the following guidance applies:

(1) Reporting officials should seek the assistance, if available, of the senior Marine officer representative in the command or agency in preparing the report.

(2) Following preparation and review, the RO must forward the report to the senior Marine officer representative if one is available.

(3) The senior Marine officer representative must review the report for administrative and procedural correctness and forward the report to the CMC (MMSB-32) per the provisions of Chapter 7.

(4) For reports on the senior Marine officer representative in the command, staff, or agency, the RO must forward the completed report to the Marine Corps agency that sponsors the billet.

(a) The sponsoring agency will administratively review the report and forward it to the CMC (MMSB-32).

(b) Ensure reports arrive at the HQMC agency in sufficient time to allow forwarding of the report to the CMC (MMSB-32) no later than 30 days after the end of the reporting period.

(5) If the RO (as defined in paragraph 2004) is not in the general proximity of, or because of organizational structure would be unfamiliar with the MRO, the RS, with the approval of the RO of record will:

(a) Request the senior Marine officer representative, if available, function as the RO of record (provided he or she is the same grade or senior to the RS).

(b) If a senior Marine officer representative is not available, forward the report for formal review to the Marine Corps agency that sponsors the billet.

(c) Forward the report with an addendum page that states that review is not feasible in the field and requests that the sponsoring agency review the report (see paragraph 4015).

(d) Following review, the sponsoring agency will forward the report to the CMC (MMSB-32).

c. Marine Corps agencies sponsoring billets external to the Marine Corps must provide the Marines in these billets with the necessary guidance and support to assist their reporting officials when necessary.

→ 2. Senior Marine Representative

a. The senior Marine officer representative of the command, staff, or agency will assist reporting officials by:

(1) Providing non-Marine RSs or ROs guidance and education on the policies of this Manual.

(2) Reviewing reports for administrative and procedural correctness.

b. After reviewing the report, the senior Marine officer representative must attach an addendum page to the report per paragraph 4015, marking item 3d indicating he or she administratively reviewed the report.

c. If significant professional contact allows for meaningful assessment of the MRO, the senior Marine officer representative may comment on his observations pertinent to MRO's billet assignment and mission accomplishment. The senior Marine may also address MRO's embodiment of the "whole Marine" concept and how Marine Corps standards, values, and professional growth are exhibited. **NOTE:** If the senior Marine's comments add adverse material they must be referred to the MRO for acknowledgment and the opportunity to make a statement per Chapter 5.

d. The senior Marine representative must function as the RO of record when requested to do so by the RS per paragraph 6008.1b(5)(a) above, because the RO (as defined in paragraph 2004) is not in the general proximity of, or because of organizational structure, would be unfamiliar with the MRO. Grade requirements per paragraph 2010.4 apply.

3. Marine Reported On

a. Provide the RS with a completed section A and billet accomplishments as appropriate.

b. Assist the RS or RO in obtaining a copy of, and interpreting policy in, this Manual.

4. **Special Requirements of Non-Marine Commands.** The following procedures apply to Marines assigned as students or special trainees at other service commands, agencies, or institutions; or to an exchange program with another country that complete performance evaluations using their own standard form and values:

a. When a fitness report is due, the MRO's administrative support unit will prepare section A of the USMC Fitness Report, NAVMC 10835A-E (Rev. 1-99(EF)). The unit will:

(1) Mark item 5 (Special Case) of section A "not observed".

(2) Complete section B of the report per paragraph 4004.

(3) Comment in section I as follows: "Attachment is the unique performance evaluation form required by this (command/institution)."

b. The MRO will deliver the USMC fitness report to his or her RS, requesting that the service or agency unique performance evaluation (in whatever form) be attached to the fitness report.

(1) When accomplished, the MRO must have the RS sign item 1 of section J and have RO sign item 5 of section K. The RO should not complete items 1-4 of section K.

(2) Mail the fitness report with the attached service/agency unique form to the CMC (MMSB-32) per Chapter 7.

c. **Reporting officials for Marines assigned to other service commands, agencies or institutions as permanent personnel, i.e., instructors, liaison duty, staff members, and the like, must evaluate the MRO using the USMC Fitness Report form per the provisions of this Manual.**

PERFORMANCE EVALUATION SYSTEM

CHAPTER 7

HANDLING AND SUBMISSION OF COMPLETED REPORTS

7001. GENERAL INFORMATION

1. Per paragraph 4001.2 reporting officials must safeguard the sensitivity and privacy of fitness report information.

a. Each command and reporting official must establish and enforce procedures to ensure the treatment of completed fitness reports as privileged information.

b. Limit access of completed reports to persons requiring knowledge of such reports.

2. Timely submission of fitness reports is critical. Reporting officials must ensure the CMC (MMSB-32) receives completed reports within 30 days of the end of the reporting period.

3. Per paragraph 2011 reporting officials should maintain a personal copy or sufficient personal notes for at least 5 years to ensure that, if required by circumstance, an accurate reconstruction of the report is possible. **This information must not be provided to others, left behind upon detachment (to include computer hard drives), or maintained as a system of organizational files.**

7002. ATTACHMENTS TO REPORTS

1. The only attachment allowed to a fitness report is the Addendum Page (Appendix C). **NOTE:** The only exception is for other service or agency unique evaluation forms per paragraph 6008.4.

2. Submit all other material (commendatory, derogatory, or administrative) appropriate for inclusion in the Marine's OMPF via separate cover letter to the CMC (MMSB-20), per MCO P1070.12, IRAM; and this Order.

→ 7003. CLASSIFIED REPORTS

1. Classified fitness reports are not authorized. Because of the dynamic environment surrounding Marines filling billets involving classified duties, and because of the diverse circumstances and nature of those duties, personnel involved in the daily receipt, processing and review of fitness reports do not have a need to know the most current sensitive situations.

2. Paragraph 4016 provides guidance for preparation of reports for Marines serving in billets with classified duties.

7004. MODIFICATIONS TO SUBMISSION DEADLINES FOR COMBAT AND OPERATIONAL DEPLOYMENT SITUATIONS

1. When combat or other unique operational deployment situations preclude the timely submission of fitness reports to HQMC within 30 days of the end of a reporting occasion, commanding generals may grant extensions up to 60 days to reporting officials.

a. These extensions are for specific situations only and do not constitute a continuing authorization.

b. When granted an extension, the RO must note the approval of the extension in section K indicating the commanding general's waiver approval for the submission deadline.

2. When combat or other unique operational deployment situations preclude the timely submission of fitness reports to HQMC within 30 days of the end of a reporting occasion, and the anticipated delay from end of reporting period exceeds 90 days, waiver approval must come from the CMC (MMSB-30).

a. Reporting officials must proactively request the waiver from the CMC (MMSB-30) via their chain of command.

b. When granted an extension, the RO must note the approval of the extension in section K indicating the CMC's (MMSB-30) waiver approval for the submission deadline.

3. Failure to indicate either CG or CMC waiver authority would result in the report being processed and recorded as a late report.

7005. SUBMISSION OF COMPLETED REPORTS. Submit completed reports as follows:

1. Reviewing officers at the battalion or squadron level (if other than the battalion or squadron commander) will forward the report via the unit's command element.

2. Expedite reports for Marines who are in zone for consideration for promotion or are eligible for consideration before the Officer Retention Board (ORB) or other selection boards.

3. Submit reports for Marines serving external to the Marine Corps per the special instructions contained in paragraph 6008.

4. Submit reports electronically per the provisions of Appendix F.

PERFORMANCE EVALUATION SYSTEM

CHAPTER 8

HEADQUARTERS MARINE CORPS FUNCTIONS

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PERFORMANCE EVALUATION SYSTEM

CHAPTER 8

HEADQUARTERS MARINE CORPS FUNCTIONS

8001. GENERAL INFORMATION

1. The Performance Evaluation Section (MMSB-30) of the Personnel Management Support Branch (MMSB), HQMC implements the policy and procedures, and collects, maintains, and provides essential data to support the CMC's personnel management responsibilities (assignment, retention, and promotion of Marines). The Section provides guidance and assistance to Marines in the application and administration of the PES.

→ 2. Individuals can access information concerning the PES and other MMSB functions via MMSB's website at <https://www.mmsb.usmc.mil>.

8002. RESPONSIBILITIES

1. **Policy and Research.** Responsibilities include ensuring the PES remains focused on values and standards of the Marine Corps and that the system functions effectively, providing guidance and interpretation to the field, and HQMC as applicable. Specific tasks:

a. Supervise adherence to PES policy, to include identification of noncomplying reporting officials.

b. Supervise the PES education program for the Marine Corps.

c. Receive, review, staff, and recommend disposition of necessary corrections to fitness report records.

d. Prepare advisory comments on petitions to the Performance Evaluation Review Board (PERB) and Board for Correction of Naval Records (BCNR) regarding PES policy.

e. Respond to requests for waivers of established PES policy.

f. Provide liaison with other branches of the military regarding performance evaluation matters.

g. Conduct research, evaluate performance evaluation trends, and recommend policy changes as appropriate.

h. Provide personnel to act as augmentee inspectors addressing PES matters for the IG USMC.

2. **Fitness Report Processing.** Responsibilities include ensuring fitness reports are administratively and procedurally correct, and processing the reports into the automated system per the provisions of this Manual. Specific tasks:

(2) Section A, item 9a (Duty Preference (Code)) and item 9b (Duty Preference). The MRO can make corrections via unit diary at the reporting unit level.

(3) Section A, item 8c (Special Information: "Status").

b. Submit requests for administrative corrections as follows:

(1) The MRO must submit the request via one of the reporting officials identified on the original report (preferably the RS). Sample request letter at Appendix P.

→ (2) The RS or RO must endorse the request, giving rationale for those changes which are valid, and provide documentation, as applicable. **NOTE:** If the RS endorses the request, endorsement by the RO is not necessary when change does not apply to section K.

(3) Forward the endorsed correspondence to the CMC (MMSB-31) for Active Component Marines, or (MMSB-34) for Reserve Component Marines.

c. Anticipate at least 120 days from the time of receipt at HQMC for completion of the requested corrections. Personnel must be proactive to ensure timely corrections for individuals pending selection board or other personnel actions/decisions.

→ 2. **Substantive Corrections.** All other corrections are inherently judgmental to include supposed errors in attribute markings and section K-3, Comparative Assessment markings. The Commandant of the Marine Corps, acting through the Performance Evaluation Review Board (PERB), and the Secretary of the Navy, acting through the Board for Correction of Naval Records (BCNR), can approve a revised assessment of a Marine's conduct or performance based entirely on facts about the Marine that were unknown when the original report was prepared. Such requests are under the purview of the BCNR. **NOTE:** See MCO 1610.11, Performance Evaluation Appeals, for guidance.

3. **Supplemental Comments.** Situations may occur after submission of a fitness report in which the RS or RO is subsequently made aware of new facts that reflect upon the performance of the MRO during a specific reporting period. Consequently, reporting officials may forward a request for inclusion of Supplemental comments into official records. Additionally, this Headquarters may solicit reporting officials for inclusion of supplemental comments when in receipt of documentation which verifies pertinent facts are absent from the report.

a. To make such a request, the RS or RO must:

(1) Submit the comments on an addendum page; include a cover letter that identifies the new information and provides justification for its inclusion to the report.

(2) Limit requests solely to factual matters, with the documentary evidence as appropriate, indicating the previously missing information.

b. Requests from the RS must have the endorsement of the RO of record. The CMC (MMSB-31) or (MMSB-34) will return all requests without endorsements.

c. Send requests to the CMC (MMSB-31) or (MMSB-34) as appropriate, for decision on the merits of each case.

d. If the supplemental comments are by necessity derogatory because the new facts surface a previously unknown adversity, the reporting official making the request must first refer the comments to the MRO for acknowledgment per the provisions of Chapter 5. If the MRO's location is not known, i.e. transferred, request assistance from this Headquarters.

e. **Supplemental comments will not serve to change evaluative markings in sections D - H or the RO's comparative assessment (item 3) in section K.**

8008. **FEEDBACK TO MARINE REPORTED ON.** To ensure Marines receive feedback on their performance evaluation records on file at HQMC and to assist their audit and correction of individual records per the provisions of the Fitness Report Audit Program (FRAP) outlined in Chapter 9, MMSB will:

1. Upon request from the MRO, provide copies of his or her MBS and/or OMPF.
2. Continuously update the PES database.

→ 8009. **MISSING FITNESS REPORTS.** Ensuring each sergeant and above has a complete fitness report record on file at HQMC is a shared responsibility.

1. Commanding officers, senior enlisted advisors, and reporting officials must assist Marines in correcting incomplete fitness report records.
2. Individual Marines also have a responsibility to periodically audit their records especially in advance of eligibility before a particular selection board and prior to reenlistment time.
3. Date gaps or overlaps of 30 days or less are not significant and do not require correction.

8010. **LATE FITNESS REPORTS.** Fitness reports are due to the CMC (MMSB-32) 30 days after the end of the reporting period. Although late submission is unacceptable, it does not render a fitness report invalid.

1. Paragraph 7004 addresses exceptions to the submission deadline policy.
2. The CMC (MMSB-30) will track specific reporting official responsibility for late submission of a report based on the RS's signature date in item 1 of section J and the RO's signature date in item 5 of section K of the fitness report.
3. The CMC (MMSB-30) will periodically provide written notification to commanding generals identifying reporting officials who are habitually late in submitting fitness reports to HQMC. Appendix N addresses HQMC actions concerning these reporting officials.

b. The CMC (MMSB) will generate an RS profile with the RS's MBS.

c. Per the provisions of Appendix N, the CMC (MMSB-30) will identify and contact RSs whose profile indicates noncompliance with the objectives of the PES.

d. Reporting seniors can request a copy of their profile using the request form at Appendix H or e-mail request to mmsbompf@manpower.usmc.mil.

→ e. Similarly, these provisions apply to the Reviewing Officer Profile addressed in paragraph E of Appendix G.

8013. FACSIMILE (FAX) POLICY

→ 1. Facsimile copies of fitness reports are only acceptable for placement in official records in accordance with the provisions addressed below.

2. The CMC (MMSB-30) will accept FAX copies of missing fitness reports deemed critical to promotion, selection, and retention decisions per the following guidelines:

→ a. Facsimile fitness reports will only be accepted when directed or upon prior coordination with CMC (MMSB-30) on a case-by-case basis for urgent submissions concerning board and reenlistment eligible Marines or in response to discrepancy notices from promotion and selection boards.

b. The FAX document must be a completed report to include all reporting officials' certifications as applicable.

c. The FAX document must be clear and legible.

3. The CMC (MMSB-30) will not accept facsimile fitness reports for any other purpose.

→ 4. The CMC (MMSB-30) will accept requests for administrative corrections per paragraph 8007 received via FAX or e-mail.

5. The CMC (MMSB-30) will not accept facsimile requests for corrections to items 8a (QUAL) and 8b (PFT), of item 8 (Special Information) of section A. These items reflect performance and may have adverse implications; requests for these corrections require original signatures.

→ 6. The CMC (MMSB) will process requests for MBSs, OMPFs, and RS and RO Profiles received via FAX or e-mail and mail the requested performance records to the Marine at either his or her unit or home address as verified by the MCTFS or as provided by the individual. **NOTE:** Reporting officials and MROs may only request their own personal records.

PERFORMANCE EVALUATION SYSTEM

CHAPTER 9

FITNESS REPORT AUDIT PROGRAM (FRAP)

9001. GENERAL INFORMATION

1. Accurate and complete fitness report records are essential for the personnel management decisions made at HQMC. The FRAP provides a process for ensuring the accuracy and completeness of the performance records (MBS and OMPF) identified in Chapter 8.

2. The pillars of the FRAP are:

- a. Identifying date gaps as defined in Appendix M.
- b. Periodic requests for, and audits of, performance records by the MRO.
- c. Providing information concerning the action required for correcting records or recovering missing reports to the MRO.

3. The appeals process addressed in MCO 1610.11, Performance Evaluation Appeals, is not a substitute for initiating corrections addressed in this chapter.

9002. AUDIT AND CORRECTION

1. The MRO, supported by his or her reporting officials and/or command as applicable, initiates the process.

2. The MRO's reporting unit or the CMC (MM) will make corrections or updates via the MCTFS for MBS header data as appropriate.

3. The CMC (MMSB) will make corrections to the MBS fitness report listing and OMPF as required.

4. The keys to an effective program are proactive and timely action.

a. Actions initiated on a timely basis are more easily effected and produce more accurate results than those delayed until the eleventh hour or after personnel management decisions are ongoing or already made. Delays hamper corrective actions by causing short reaction times for administering and processing, thus magnifying the difficulty of locating and contacting reporting officials, and increasing the potential for inaccurate recall of past performance.

b. Marines should anticipate 120 days from time of request to expected completed action.

5. Chapter 3 addresses fitness report submission requirements. Paragraph 8007.1 provides information concerning administrative corrections while paragraph 8007.2 addresses substantive corrections.

6. MCO P1070.12, IRAM, provides information on the contents of the OMPF maintained for every Marine by HQMC.

a. The IRAM addresses procedures for:

(1) Sending authorized documents, other than fitness reports, to HQMC for inclusion in the OMPF.

(2) Auditing and initiating corrections to the OMPF.

b. Commanders should forward only authorized documents, submitted under a command prepared letter of transmittal, for inclusion in the OMPF.

7. Appendix I contains procedures for the audit and correction of the MBS.

9003. **RECORDS AVAILABILITY**

→ 1. The Personnel Management Support Branch will mail all MROs a copy of their MBS upon request. Master Brief Sheets for all active duty Marines will be sent to their military addresses. Master Brief Sheets for Marines not on active duty will be sent to their home addresses. **NOTE:** Accurate and up-to-date information in the MCTFS is essential to ensure receipt of the MBS.

2. Marines must order their MBSs and/or OMPFs directly from the CMC (MMSB-10) when needed. Marines should use the request form (Appendix H) for ordering their performance records. **NOTE:** The MRO needs only to make a copy of the form, fill in the blanks, sign it, and mail it.

3. Marines should order their OMPFs at least once every 2 years and review it for accuracy.

4. Furthermore, if the MRO anticipates being considered for promotion or plans on applying for such programs as Enlisted to Warrant Officer, Marine Corps Enlisted Commissioning Education Program (MECEP), Active Reserve, and the like, the Marine should order and audit his or her OMPF at least 12 months in advance of the board convening date or the program submission deadline.

9004. **REQUIREMENTS OF THE PRIVACY ACT OF 1974.** All personnel involved in the PES process will strictly follow the requirements of the Privacy Act of 1974.

1. The CMC (MMSB) will provide performance records to the individual Marine via the MMSB customer service window (MRO must present military ID) or as personal mail in a sealed envelope, per U.S. Postal Service Regulations.

2. Individual performance records are not available to others except as authorized under the provisions of the Privacy Act of 1974. All other requests for performance records require written authorization from the Marine concerned.

9005. **ACTION**

1. The FRAP addresses the process of auditing records, correcting fitness reports, and obtaining missing reports for the Marine Corps as a whole, with the exception of those individuals currently attached to the Inactive Status List of the Standby Reserve. For purposes of the FRAP:

a. The parent command for Active Component and SMCR Marines will assist these individuals in auditing and correcting their performance records.

b. The CG MCRSC will assist IRR members in auditing and correcting their performance records.

c. The operational sponsors for members of Mobilization Training Units (MTUs) and Individual Mobilization Augmentees (IMAs) are responsible for assisting these Marines.

d. Should those efforts fail, the CMC (MMSB) will intervene when requested.

2. **Marines Reported On (MROs)**

a. Audit their Basic Individual Records (BIRs) and Basic Training Records (BTRs) data during all join and annual audits.

b. Order their OMPFs at least once every 2 years and review it for accuracy.

c. Direct requests for assistance to commanding officers and their senior enlisted advisors as appropriate.

d. **NOTE:** The appeals process addressed in MCO 1610.11, Performance Evaluation Appeals, is not a substitute for initiating corrections addressed in this chapter.

3. **Commanding Officers**

a. Educate individual Marines and reporting officials on the contents of this Manual, and reinforce the ideas that every Marine has a duty and a responsibility to periodically review their MBSs and OMPFs.

b. Correct header data on the MBS as required. See Appendix J for correcting authority and applicable references.

→ c. Review the MMSB website for fitness reports processed and received at HQMC, as part of all MROs' join and annual audits.

d. Request assistance from the HQMC World Wide Locator (MMSB-17) to locate reporting officials, phone number DSN 278-5603 or commercial (703) 784-5603.

e. Ensure requests for administrative corrections to a fitness report have an endorsement from one of the reporting officials on the original report per paragraph 8007.1. Correspond with the CMC (MMSB-31) or (MMSB-34), via the reporting official, for administrative correction of fitness reports as defined in paragraph 8007.1. See Appendix P for sample request letter.

→ f. If reporting officials do not respond within 30 days, request assistance from the CMC (MMSB-31) or (MMSB-34). See Appendix I, paragraph B.2.e.

→ g. After exhausting all means to locate the reporting senior for a missing report, request assistance from the CMC (MMSB-31) or (MMSB-34). See Appendix I, paragraph B.2.f.

4. Reporting Officials

a. Respond within 30 days to command requests for missing reports. **Return the completed report to the requesting command for their additional action, vice returning it to the CMC (MMSB-30).**

b. Endorse, as appropriate, requests for administrative corrections and forward them to the CMC (MMSB-31) or (MMSB-34).

5. HQMC. This Headquarters will:

a. Assist in retrieving missing fitness reports when reporting seniors do not respond to command correspondence and the command has requested assistance.

b. Insert explanatory documentation, as applicable, in the MRO's and reporting official's performance records if measures to retrieve a missing fitness report have failed.

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. Reservists 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).

PERFORMANCE EVALUATION SYSTEM

APPENDIX I

AUDIT AND CORRECTION OF PERFORMANCE RECORDS

A. AUDITING THE MBS

1. Auditing the Header Data. As with the Basic Individual Record (BIR) and the Basic Training Record (BTR), an audit of the MBS header data consists of comparing the information listed in each block against that of its source document. Appendix J gives a description of each item.

→ 2. Auditing the Fitness Report Listing. With Appendix K as a guide, audit the MBS for continuity by scanning the fitness report "**Begin Date/End Date**" listing for the written notation, "**POSSIBLE DATE GAP OF 31 DAYS OR LONGER - SEE CASE.**" Access the MMSB's website at <https://www.mmsb.usmc.mil> before initiating procedures to cover a recent missing fitness report to ensure the report was not processed after the MBS was printed. Telephone numbers for points of contact also available on MMSB's website.

3. To warrant correction, the date gap must meet the following criteria:

a. The date gap between reports must be 31 days or longer. If a date gap is covered by a simultaneous report or an RT report, no corrective action is required.

b. The CMC (MMSB-30) will not administratively fill date gaps caused by remedial promotion consideration (see paragraph 6006).

B. CORRECTING THE MBS

1. Correcting MBS Header Data. This section is composed of information from several sources and sponsoring agencies. The Performance Evaluation Section (MMSB-30) is not a sponsor of any field in this section and therefore cannot correct any header data information. Refer to Appendix J for a listing of authorities and references for correcting this section of the MBS.

2. Correcting Date Gaps Caused by Missing Fitness Reports.

To correct date gaps resulting from missing fitness reports, take the following action:

a. Exhaust all means of locating the RS, including:

(1) Working through the HQMC Worldwide Locator, DSN 278-3942/commercial (703)784-3942.

(2) Contacting the MRO's previous command for the RS's address.

(3) Contacting other Marines serving with the RS during the reporting period.

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b. Complete section A of a fitness report form as directed by paragraph 4003, with the exception of items 5 through 8. The RS will complete these items.

c. Send the completed section A under cover letter (see sample letter in Appendix L) to the RS, requesting he or she complete the fitness report.

d. The RS must forward the completed report to the CMC (MMSB-31) or (MMSB-34) and provide a copy to the MRO. The following guidance applies:

(1) The CMC (MMSB-30) will accomplish RO action for reports that are more than a year old and not adverse.

(2) If the report is adverse, it must be reviewed per the provisions of Chapter 5. When the MRO and the reporting officials are no longer collocated, forward the report to the CMC (MMSB-31) or (MMSB-34) with the name and SSN of the RO.

→ (3) Copies of original reports are acceptable only if **they are over 1 year old and all pages are certified true by one of the reporting officials shown in items 10 or 11 of section A of the report.** Facsimile copies (FAX'S) of reports are only acceptable for placement in the Marine's OMPF if the provisions of paragraph 8013.1 are applicable.

(4) Reports that are **less** than 1 year old must be an original report and reflect both reporting officials' actions as having been completed; i.e., sections J and K.

e. If you know the location of the RS, make contact and request he or she complete the report. If the RS fails to respond within 30 days, forward a copy of the correspondence originally sent to the RS soliciting the fitness report and an original NAVMC 10835(Rev 5-98) with items 1, 2, 3, 4, 9, 10, and 11 of section A completed, to the CMC (MMSB-31) or (MMSB-34).

f. If you cannot locate the RS, forward an original NAVMC 10835 (Rev 5-98) with items 1, 2, 3, 4, 9, 10, and 11 of section A completed, under cover letter to the CMC (MMSB-31) or (MMSB-34). Include any known information that may help locate the RS or RO in the letter.

3. **Correcting Date Gaps Not Caused by Missing Fitness Reports.** The majority of these date gaps are errors in the "period covered" dates of fitness reports that follow transfer reports. To correct date gaps **of 31 days or longer**, take one of the following actions:

a. To correct date gaps that include periods of proceed, delay and travel, forward a certified true copy of page 3 of the Marine's SRB/OQR under a cover letter to the CMC (MMSB-31) or (MMSB-34). Briefly explain the circumstances contributing to the error and request a correction to the performance record.

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APPENDIX K

**MASTER BRIEF SHEET (MBS)
FITNESS REPORT LISTING**

A	B	C	D	E													F				G							
				Mission	Character			Leadership			Intellect			Eval	Promotion				Com Adv		#Rpts	Rel Val	#Rpts	Rel Val	RO Concur			
Monitored Cmd Organization/Sch Reporting Senior	Duty Assignment Grade Duty BilMOS Reviewing Officer	OCC	Begin End Date	Per	Pro	Col	Eff	Ini	Lea	Dev	Sel	Ens	Com	Prnt	Dec	Jud	Y	N	NA	ACC			@Proc	@Proc	Cum	Cum	Y	N
HOBN 1ST MARDIV	PLT CMDR/COMM WO N 2510	TR	19980801	D	C	B	C	D	B	C	B	B	B	C	B	C	D	H	X				4	100.00	8	100.00	X	
CAPT STEPHENS			19990630	RO: 0/1 1/2 5/3 8/4 2/5 1/6 0/7 0/8													FitRep Avg: 2.85		RS	Avg: 2.22	RS	High: 2.85						
	COL MILIFR			RO: 0/1 0/2 0/3 2/4 7/5 3/6 0/7 0/8													FitRep Avg: 3.46		RS	Avg: 3.56	RS	High: 4.46						
HOBN 1ST MARDIV	PLT CMDR/COMM WO N 2510	GC	19990701	D	C	B	C	D	C	C	C	C	C	D	D	B	H	X				6	88.89	6	88.89	X		
MAJ MANDAK			20000131	RO: 0/1 0/2 0/3 2/4 7/5 3/6 0/7 0/8													FitRep Avg: 3.07		RS	Avg: 2.68	RS	High: 3.23						
	COL BAIRD			RO: 1/1 1/2 2/3 18/4 9/5 4/6 2/7 0/8													FitRep Avg: 3.07		RS	Avg: 2.68	RS	High: 3.23						
MCAGCC 29 PALMS	PROJECT FFICER CWO2 N 2510	AN	20000201	C	C	C	C	C	C	C	C	C	D	C	B	C	C	D	X			1	N/A	11	97.13	X		
MAJ SMITH			20000430	RO: 1/1 1/2 2/3 18/4 9/5 4/6 2/7 0/8													FitRep Avg: 3.07		RS	Avg: 2.68	RS	High: 3.23						
	COL COUNTEM			RO: 1/1 1/2 2/3 18/4 9/5 4/6 2/7 0/8													FitRep Avg: 3.07		RS	Avg: 2.68	RS	High: 3.23						

A. MONITORED COMMAND, ORGANIZATION/SCHOOL, REPORTING SENIOR

1. **MONITORED COMMAND.** This information reflects the MRO's assigned command per section A, item 2a (MCC) of the fitness report.
2. **ORGANIZATIONAL/SCHOOL.** This information reflects the specific command or unit to which the MRO was assigned for duty per section A, item 2b, (RUC), of the fitness report.
3. **REPORTING SENIOR.** This information reflects the name of the MRO's RS per section A, item 10 (reporting senior), of the fitness report.

B. DUTY ASSIGNMENT, GRADE/TYPE DUTY/BILMOS, REVIEWING OFFICER

1. **DUTY ASSIGNMENT.** This information reflects the primary duty to which the MRO was assigned per section A, item 4 (Duty Assignment (descriptive title)), of the fitness report.
2. **GRADE.** This information reflects the MRO's grade per section A, item 1e (Grade), of the fitness report.
- 3. **TYPE DUTY.** This information reflects the type of the MRO's duty per section A, item 3c (Type), of the fitness report. The letter indicating the type duty are "A" (Academic & Training duty), "N" (Normal peace time reporting), "C" (Combat), "J" (Joint duty), and "B" (both Combat and Joint).

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APPENDIX M

IDENTIFYING DATE GAPS IN FITNESS REPORT RECORDS

- A. **PURPOSE.** The Master Brief Sheet (MBS) computes possible date gaps in the fitness report record and prints the statement, "POSSIBLE DATE GAP" where the gap appears in the chronological listing of reports.
- B. **DEFINITION.** A date gap is defined as a period of 31 days or more between the "to date" of one fitness report and the "from date" of the next fitness report.
- C. **RULES:**
1. Date gaps will not be calculated following an End of Service (EN) report.
 2. Date gaps will not be calculated following a Change in Status (CS) report.
 3. Reserve Training (RT) reports will not be counted when calculating date gaps because they normally overlap other reporting periods and should not be greater than 30 days. If a Marine's MBS only reflects RT reports no date gap notice will appear.
 4. A missing last report date gap notice will be displayed if the last report on record is not an EN or CS report, and it has been 14 months or more since the "to date" of the last report on record.
- D. **ACTION.** Marines with date gaps in their fitness report records should initiate the applicable action through the reporting officials of record of the missing report per the instructions of paragraphs 8007.1 and 8009.4 and Appendix I.

PERFORMANCE EVALUATION SYSTEM

APPENDIX O

REPORTING SENIOR CHECKLIST

A. GENERAL

1. Brief MRO on billet description within first 15 days of the reporting period.

2. Adjust MRO's billet description within reporting period as applicable.

3. Review worksheet input if submitted by the MRO.

B. SECTION A, ADMINISTRATIVE INFORMATION (paragraph 4003)

1. Ensure section A information is accurate.

2. Prepare section A in uppercase Courier New size 12 font.

→ 3. Confirm "from" date as correct utilizing the MMSB's website at <https://www.mmsb.usmc.mil>.

4. Mark item 5a if report is adverse.

5. Review section A for marks requiring directed comments in Section I.

C. SECTION B, BILLET DESCRIPTION (paragraph 4004)

1. Highlight MRO's significant responsibilities as they relate to the unit's mission during the reporting period.

2. Prepare in proper format (see paragraph 4004.3).

D. SECTION C, BILLET ACCOMPLISHMENTS (paragraph 4005)

1. Highlight the MRO's most significant accomplishments during the reporting period.

2. Be objective vice qualitative.

3. Focus on what the Marine accomplished rather than personal qualities or potential impact of the MRO's contributions.

4. Prepare in proper format (see paragraph 4005.3).

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E. SECTIONS D THROUGH H, CATEGORIES OF EVALUATED AREAS (paragraphs 4006-4011)

- 1. Ensure markings reflect MRO's demonstrated performance during the reporting period as the action verbiage of accomplishments over the gradient marked would indicate.
- 2. Justify all marks of "A", "F", or "G" with concrete examples of what was done or failed to be done and ensure justifications are verifiable, substantive, and where possible, quantifiable.
 - 3. Mark section H as not observed for all Marines without reporting senior responsibilities.
- 4. Avoid the tendency to grade to your profile! Review your profile only after you have graded your Marine and finished your draft evaluation to serve as a check and balance to ensure you have been objective and thorough in your assessment.

F. SECTION I, DIRECTED AND ADDITIONAL COMMENTS (paragraph 4012)

- 1. Ensure all directed comments are included (see paragraph 4012.4)
- 2. Prepare in proper format (see paragraph 4012.3).

G. SECTION J, CERTIFICATION (paragraph 4013)

- 1. Prior to certifying, ensure the accuracy and completeness of sections A-I per the provisions of this Manual.
- 2. Sign, date, and provide a signed, completed copy of sections A-J to the MRO.
- 3. If adverse, refer report to the MRO for acknowledgment, signature, and the opportunity to submit a rebuttal statement.
- 4. Provide the MRO an updated copy if any changes are made to sections A-I of the report.
- 5. Annotate whether addendum page is attached to the report.
- 6. Forward report to the RO in a timely manner. (Report is due to HQMC within 30 days after the ending date of the report.)

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