



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
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SAN DIEGO, CALIFORNIA 92140-5001

DepO 1610.2K
1A

MAR 08 2004

DEPOT ORDER 1610.2K

From: Commanding General
To: Distribution List

Subj: PERFORMANCE EVALUATION SYSTEM (PES)

Ref: (a) MCO P1610.7E

1. Situation. To provide specific guidance for fitness report administration within Marine Corps Recruit Depot/Western Recruiting Region (MCRD/WRR), San Diego.

2. Cancellation. DepO 1610.2J.

3. Summary of Revision. This Order contains a substantial number of changes to include: formatting, identification of reporting officials RO's and additional responsibilities assigned to RO's and Depot Adjutant. This Order should be reviewed in its entirety.

4. Mission. To ensure that Commanders and Reporting Officials uphold the tenets of the Marine Corps PES.

5. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure compliance with and to uphold the integrity of the PES outlined in the reference.

(2) Concept of Operations. The reference and this Order will be the guiding documents for the management of the PES program.

b. Subordinate Element Missions

(1) Marine Reported On (MRO). The MRO will comply with the reference regarding MRO responsibilities. Specifically, the MRO will:

(a) Meet with the Reporting Senior (RS) at the beginning of the reporting cycle to establish and formalize a billet description for the MRO.

(b) Prior to the end of the reporting period, provide a summary of accomplishments to the RS.

(c) Read the reference and obtain a clear understanding of the concepts of the PES and the MRO's role in accomplishing the unit's mission, and the expectations of the RS.

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(2) Reporting Officials. All reporting officials play a key role in the evaluation process. They must know the policies and procedures set forth in the reference, ensuring strict adherence to the objectives and tenets of the system. It is every reporting official's responsibility to maintain the integrity and credibility of our evaluations.

(3) Officers. The CO's of HQSVCBN, RTR, WFTBN, and 8th, 9th, and 12th MCD will:

(a) Maintain a fitness report (electronic or manual) log for all reports.

(b) Maintain the integrity of the PES by reviewing reports for adherence to policy by screening reports for inflated markings, insufficient justifications or unwarranted comments.

(c) Recognize the authority entrusted to reporting officials and refrain from directing unnecessary changes to completed reports.

(d) Reduce to the minimum possible, the number of individuals involved in administrative review of completed reports. Ensure that fitness are submitted to HQMC (MMSB-32) in sufficient time to arrive no later than 30 days after the end of the reporting period.

(e) Ensure that unit training is conducted per the reference to all MRO's and reporting officials on the PES. Particular emphasis should be placed on training newly-promoted sergeants.

(4) The Commanding General is the RS for the following: Chief of Staff, Aide-de-Camp, Depot Sergeant Major, Enlisted Aide, AC/S Religious Ministries, AC/S G-2/3, AC/S G-4, AC/S Recruiting, AC/S SJA, AC/S Inspector, AC/S MCCS, CO's HQSVCBN, RTR, WFTBN, 8th, 9th, 12th MCD, and Medical Officer. The CG will serve as the RO for reports written by the above officials and for reports written by the CG's office staff, PAO and PMO.

(5) The Chief of Staff is the RS for the following: Staff Secretary, Protocol Officer, PAO, Provost Marshal, Director CISD and Director, MECEP Preparatory School. The Chief of Staff will serve as the RO for reports written by the above officials and the Inspector, Comptroller.

(6) The following General and Special staff will report on personnel under their supervision: Chief of Staff, AC/S G-1, AC/S G-2/3, AC/S G-4, AC/S Comptroller, AC/S Recruiting, AC/S MCCS, AC/S Religious Ministries, AC/S SJA, Depot Inspector, PAO, Provost Marshal, Director CISD, Medical Officer, Dental Officer and Depot Adjutant.

(7) Depot Adjutant

(a) Assume overall cognizance for implementation and guidance of the PES within this Command.

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(b) During each CGIP visit, inspect PES records maintained by commands designated in paragraph 5b(3).

(c) Forward to the designated RO any fitness reports returned from HQMC for corrective action. Ensure that corrective action is completed within 15 days and that the fitness report(s) is returned to HQMC. If correction(s) cannot be made within 15 days, ensure that HQMC (MMSB) is advised. RO's that cannot complete action within 15 days will notify the Depot Adjutant and request an extension.

(d) Ensure that all fitness reports are reviewed for administrative accuracy prior to mail out.

(e) Reports containing administrative errors will be returned to the RS for corrective action.

6. Administration and Logistics

a. Accurate Fitness Reports. Accuracy in all sections of the fitness report is a paramount and fundamental concept in reporting the performance, potential, and professional character of Marines. It is the responsibility of both the MRO and the RS to ensure the data, billet description, and summary of accomplishments are correct.

b. Fitness reports reviewed or sighted by the CG or C/S will be mailed directly to HQMC by the Depot Adjutant.

c. Fitness reports prepared by the General or Special Staff Sections/Directorates within Bldg 31, will be routed to the Depot Adjutant for administrative review/processing and mail-out.

7. Command and Signal

a. Command. This Order is applicable to MCRD and WRR.

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


T. W. SPENCER
Chief of Staff

DISTRIBUTION: A/G